



Student Handbook

**Deanship of Students
Affairs**

**Academic Year
2019-2021**

Non-Discrimination Statement

San Juan Bautista School of Medicine does not discriminate in admission or access to, or treatment or employment in, any program or activity on the basis of age, creed, gender identity, national or ethnic origin, race, sex, sexual orientation, religion, disability or color.

For inquiries concerning accommodations, the application of regulations prohibiting discrimination and other related procedures contact:

Disabilities Services and Accommodation:

Yaidy L. Cruz Cordero, M.Ed.

Student Programs Director

Autopista Luis A. Ferre

Salida 21 Carr. 12

Urb. Turabo Gardens

Caguas, PR 00726

Tel. 1-787-743-3038 ext. 233; 3212

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Title IX Coordinator and School Policies:

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Associate Dean Student Affairs

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For further information regarding the nondiscrimination policy or the student's rights under this policy, please contact the U.S. Department of Education's Office of Civil Rights (OCR) by visiting <https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> or by phone at 1-800-421-3481.

ACCREDITATIONS

Consejo de Educación de Puerto Rico (CEPR)

The CEPR is attached to the Department of Education of the Commonwealth of Puerto Rico. It was created with the essential purpose of licensing private basic education institutions and private and public post-secondary institutions and raising the quality of education in Puerto Rico to the highest international standards to develop on the Island education of excellence, with innovation and technology.

In 2016, the CEPR approved the Renewal License of the San Juan Bautista School of Medicine to continue operating as a higher education institution in Puerto Rico and offer recognized academic programs in certification (Medicine, Public Health and Nursing). The license is valid for a term of five (5) years. The next license renewal will be in 2021.

For further information, please contact the *Consejo de Educación de Puerto Rico (CEPR)* by visiting <http://www.agencias.pr.gov/agencias/cepr/inicio/acercadalcepr/Pages/default.aspx>

Middle States Commission on Higher Education (MSCHE)

MSCHE is a voluntary, non-governmental, regional membership association recognized by both the U.S. Secretary of Education and the Council on Higher Education Accreditation (CHEA). Its main purpose is to define, maintain, and promote educational excellence across institutions of higher education. MSCHE achieves its goal by overseeing and granting accreditation for institutions of higher education in Delaware, the District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, and the U.S. Virgin Islands, including distance education and correspondence education programs offered at those institutions.

MSCHE approved SJBSM accreditation in 2007. In the fall of 2018, the Institution officially commenced the next round of self-study, in preparation for a visit and evaluation by MSCHE in the spring of 2020.

For further information, please contact Middle States Commission on Higher Education (MSCHE) by visiting <https://www.msche.org/about-us/>

Liaison Committee on Medical Education (LCME)

LCME accreditation is a voluntary, peer-reviewed process of quality assurance that determines whether the medical education program meets established standards. This process also fosters institutional and programmatic improvement. To achieve and maintain accreditation, a medical education program leading to the MD degree in the United States and Canada must meet the LCME accreditation standards contained in the LCME document [*Functions and Structure of a Medical School*](#).

LCME approved SJBSM accreditation in 2007. The last site visit was in 2017 and LCME granted SJBSM the longest term of accreditation available. The next accreditation visit will be in 2024-2025.

For further information, please contact the Liaison Committee on Medical Education (LCME) by visiting <https://lcme.org/>

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WELCOME

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 Institution.

The Deanship of Student 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. During the next years, you will experience a variety of feelings: excitement, frustration, stress, and satisfaction. The Student Affairs personnel will be here for you to accompany and guide you through all stages of student life. Our commitment is to help you become the best health care professional.

In the following pages you will find useful information regarding our school, the diverse services available for the student community, and the institutional norms and policies that guide us. You will also find helpful hints and advice that seeks to facilitate your experience in medical school.

We have adjusted to the current COVID-19 pandemic challenges providing distance support strategies to offer student support services that will facilitate your adaptation process in this new stage.

Should you have additional questions, inquires, and/or suggestions regarding the Student Handbook and/or other topics, feel free to contact us. For your convenience, in addition to the institutional phone and email, you may also contact me at (787) 337-3205.

We are here to serve you!

General Overview

San Juan Bautista School of Medicine was founded in 1978 in San Juan, Puerto Rico, as a non-profit corporation, incorporated under the laws of the Commonwealth of Puerto Rico. It is accredited by the Council of Education of Puerto Rico (CEPR), by Middle States Commission on Higher Education (MSCHE), and by the Liason Committee on Medical Education (LCME). At present SJBSM has three programs: the Doctor in Medicine Program (MD); the Master in Public Health Program (MPH), and the Bachelor's degree in Science of Nursing (BSN).

For further information regarding the programs and the institutions directory, please refer to the School Catalog on our webpage: www.sanjuanbautista.edu

Deanship of Student Affairs

At the Deanship of Student Affairs, we are responsible for providing students with all the necessary support in order that they may complete their goals and achieve the institutional mission. Our main purpose is to promote the development and well-being of all students through multiple strategies. We serve as advisors in a broad range of issues such as career planning, personal growth, adjustment, and financial difficulties among other issues. The Deanship also assists students with issues concerning mistreatment and abuse. We have an open door policy where students are encouraged to come see us at the first sign of these and/or other situations that may arise during medical studies.

To facilitate information and access to student services during the COVID-19 pandemic, in addition to the institutional phone and emails, the following phones numbers have been added.

Additional contact numbers during COVID-19 pandemic quarantine:

(787) 337-3305 (787) 337-3202 (787) 337-3203

Directory

The following offices are assigned to the Deanship of Student Affairs. For your convenience, we have included the schedule and staff in charge, as well as a brief description of the services:

Deanship of Student Affairs	787 743-3038	Monday-Friday	8:00 am - 12:00 pm 1:00 pm - 5:00 pm
Associate Dean Student Affairs Yolanda Miranda Portugues, Psy.D.	Ext. 256		ymiranda@sanjuanbautista.edu
Administrative Assistant Maggie Gonzalez Pabellon	Ext. 255		mgonzalez@sanjuanbautista.edu

Admissions Office Jaymi Sanchez Cruz	Ext. 236	jsanchez@sanjuanbautista.edu
Secretary Marta Fuentes	Ext. 3214	martarf@sanjuanbautista.edu
Recruiting Officer Jose D. Santiago	Ext. 266	jdsantiago@sanjuanbautista.edu
Financial Aid Director Beatriz De Leon Rivera, MBA	Ext. 268	bdeleon@sanjuanbautista.edu
Financial Aid Officer Frances Casillas Santiago	Ext. 3206	francescs@sanjuanbautista.edu
Registrar Nildalee Meléndez Rosa	Ext. 243	nildaleemr@sanjuanbautista.edu
Auxiliary Registrar Erica Jimenez Negrón	Ext. 225	ejimenez@sanjuanbautista.edu
Student Programs Coordination Office Yaidy L. Cruz Cordero, M.Ed.	Ext. 233	ylcruzcordero@sanjuanbautista.edu
Secretary Maria M. Rodriguez	Ext. 3212	mrodriguez@sanjuanbautista.edu
Counseling Office Ilsa Centeno Añeses, MRC	Ext. 250	icenteno@sanjuanbautista.edu
Academic Advisor Dalixis Rivera, Psy.D	Ext. 250	dalixisrivera@sanjuanbautista.edu

SJBSM is aware of the unprecedented educational challenges and concerns that prospective applicants may experience during the COVID-19 pandemic. We are committed to ensuring flexibility in the upcoming application cycle. For further information, access <https://www.sanjuanbautista.edu/covid-19-updates-and-resources>

RECRUITMENT

The Recruitment Officer oversees potential candidates through the process of transition from being a prospect candidate to applying and enrolling as a student. Through diverse means such as site visits, on campus events, open houses, and one on one counseling, the Recruiter assists the institution in promoting and making known the requirements for all three programs in strategic sites that help the institution achieve its diversity goals.

ADMISSIONS

Admission is the initial process for applicants who want to pursue a career as a health professional. The Admissions Office is in charge of assisting candidates through the process of applying to any of the programs we currently offer. Among the services that the Admissions Office provides for applicants are the following:

- Process incoming applications for all degree programs.
- Analyze the applications of prospective students based on standard admission policies.
- Handle telephone and email inquiries from prospective students and provide clarifications to student's queries in a professional manner.
- Coordinate interviews with applicants.
- Follow-up with applicants' documents.
- Present the records to the Admissions Committee for evaluation.
- Sends e-mails to the applicants regarding the decision of the Admissions Committee.
- Enter decisions using the Student Record system and other databases.
- Provide assistance with student interviews, admission publications, and information sessions.
- Maintain a database of applicant information in order to generate the Admission's Report.

In accordance with official policies, SJBSM 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, by the corresponding Admissions Committee taking into consideration the requirements established for each program. For information regarding the admission requirements and datelines of each program please refer to our website at: <https://www.sanjuanbautsiata.edu>.

Bachelor of Science in Nursing (BSN) Program Admission Requirements

The Bachelor of Science in Nursing (BSN) program at San Juan Bautista School of Medicine (SJBSM) is a four-year bilingual program that provides students with the opportunity to develop areas such as interpersonal collaboration, decision making, critical thinking, research and leadership. All applicants for the BSN program of SJBSM must meet the following admission criteria:

- Have completed high school at an accredited institution with a minimum grade point average (GPA) of 2.50
- Submit the following documents:
 - Application Form. It can be accessed at the School's webpage (www.sanjuanbautista.edu) or on campus at our Admissions Office.
 - Non-refundable certified check or money order for the amount of \$25.00 payable to San Juan Bautista School of Medicine.
 - Official high school transcript
 - Official results of one of the following admission tests: *Prueba de Admisión Universitaria* (PEAU) and/or the Scholastic Aptitude Test (SAT).
 - Negative Criminal Background Check (only if 18 years or older).
- Interview: applicants that meet the eligibility criteria for admission will be summoned for an interview

The BSN Admissions Committee will evaluate each application and make the final decision in accordance to established admissions criteria using an evaluation rubric. The Admissions Officer will send a letter via e-mail informing the applicant about the decision. If the applicant is accepted, he/she must submit the following documents:

- One “2 x 2 “photo
- Copy of birth certificate
- Health Certificate
- Immunization Certificate (Puerto Rico PVAC-3 form). The PVAC-3 needs to show evidence of TDAP (tetanus, diphtheria, and pertussis) vaccine; Polio vaccine; two doses of the MMR (measles, mumps and rubella) vaccine; three doses of Hepatitis B vaccine; evidence of MCV (meningococcal) vaccine; and evidence of a tuberculin test (PPD) result.
- Physician's Report

SJBSM will consider applications from candidates who have completed an Associate Degree in Nursing at an accredited institution with a GPA of 2.75 or higher. In addition to all the documentation requested for regular applicants, candidates who have completed an Associate Degree in Nursing must submit the following:

- An official transcript from the academic institution where the candidate completed the Associate Degree
- Two formal letters of recommendation from professors
- Curriculum Vitae
- Non-refundable certified check or money order for \$25

Upon acceptance, and in order to be able to begin the Therapeutic Interventions in addition to all the documentation requested for regular applicants, candidates who have completed an Associate Degree in Nursing at an accredited institution must submit the following documents:

- Copy of driver's license and / or electoral card
- Copy of CPR training
- Law 300
- Doping test
- Copy of particulate respirator adjustment N-95 (Mask Fit)

Practice Centers may require additional documents and/or certifications. Students will be notified and will be responsible for submitting those documents to the BSN Coordinator.

SJBSM also welcomes applications from candidates requesting transfer. SJBSM will only consider as a Transfer Student the applicant that meets the following criteria:

- Has been previously enrolled in a higher education institution recognized as such by the Puerto Rico Council on Education in charge of granting licenses to academic institutions, or from the governmental agency in charge of accrediting institutions of higher learning in the jurisdiction or country where the institution is based.
- Have taken at least 12 transferable credits in a higher education institution, earning at least a C average in each course.
- Comply with the requirements established by the BSN program
- Compliance with the Grade Point Average (GPA) established by the Satisfactory Academic Progress Policy.

Students that do not meet the previous criteria, specifically the 12 transferable credits, will have to apply to the SJBSM following the Regular Application Process. However, if the student is admitted to the School, the institution could recognize or accept credits taken at the previous higher education institution.

Applicants requesting transfer must submit the following:

- Transfer request form available at the Admissions Office
- Descriptions of courses requested to be accredited
- An official transcript from the academic institution where the candidate completed courses requested to be accredited
- Check or money order to the San Juan Bautista School of Medicine for \$25.00. This amount is non-refundable, independently of the School's decision to admit or not the applicant to the academic program.

Upon acceptance, in addition to all the documentation requested for regular applicants, transfer applicants may be requested to submit additional documents depending of student final classification.

All admission applications are submitted to the corresponding Admissions Committee for review. The Admissions Committee evaluates all applications taking into consideration applicants' academic and personal qualifications. The analysis includes academic achievements, academic record, admission test scores that apply to the selected program, basic studies required to enter the program, ability to relate to other people and resolve problems, participation in community and scientific activities, and motivations to become a health care professional.

Master of Public Health (MPH) Program Admission Requirements

The Master of Public Health (MPH) program at San Juan Bautista School of Medicine (SJBSM) is a two-year program offered in six (6) quarters and a summer session that emphasizes the development of community and research activities among students, and highlights Epidemiology and Biostatistics through the curriculum. All applicants for the MPH program of SJBSM must meet the following admission criteria:

- Have a bachelor's degree from an accredited educational college or university with a General Point Average (GPA) of 2.50 or higher
- Submit the following documents:
 - Application form
 - Official results of the Admission Test for Post Graduate Studies (EXADEP), the Graduate Record Examinations (GRE), or the Medical College Admission Test (MCAT). All three must have five (5) years of validity from the date it was taken to be used to apply for admission.
 - Application fee of \$100.00 (non-refundable certified check or money order payable to San Juan Bautista School of Medicine).
 - Official transcripts from all institutions attended
 - Three (3) letters of recommendation
 - Personal statement or essay explaining applicants interest in studying a MPH degree (maximum of 500 words)
 - Negative Certification of Non-Penalty
 - Curriculum vitae or Resume
 - Spanish language proficiency and the ability to read and understand the English language
- Interview: applicants that meet the eligibility criteria for admission will be summoned for an interview which will take into account the candidates language skills, interpersonal characteristics, and communication skills

All admission applications are submitted to the Admissions Committee (AC) that consist of faculty members and administrative personnel for review. The AC reviews all admission criteria using the Evaluation rubric to make a final decision. The Admissions Officer will send a letter via e-mail informing the applicants about the AC decision. If the applicant is accepted, he/she must submit the following documents:

- One "2 x 2" photo
- Copy of birth certificate
- Health Certificate
- Immunization Certificate (the Puerto Rico PVAC-3 form). The PVAC-3 needs to show evidence of TDAP (tetanus, diphtheria, and pertussis) vaccine; Polio vaccine; two doses of the MMR (measles, mumps and rubella) vaccine; three doses of Hepatitis B vaccine; evidence of MCV (meningococcal) vaccine; and evidence of a tuberculin test (PPD) result.
- Physician's Report

The Master of Public Health (MPH) Program will accept the transfer of credits from previously taken courses in other accredited* college or institution provided that courses correspond in time and content to courses offered in SJBSM.

Transfer applicants must meet the following criteria:

- Have been previously enrolled in an institution recognized as such by the Puerto Rico Council on Education in charge of granting licenses to academic institutions, or from the governmental agency in charge of accrediting institutions of higher learning in the jurisdiction or country where the institution is based.
- Have passed courses requested as transfer credits with a grade of B or higher
- Have taken courses in a period ≤ 5 years from time of admission request
- Comply with the requirements established by the MPH program
- The maximum number of total credits that may be recognized shall not be more than 30 percent (17 credits) of the total number of credits in the curriculum, in order to complete the graduation requirements.
- The following courses cannot be transferred to SJBSM Public Health Program: Field Work Phase I, Field Work Phase II, and Field Work Phase III

Applicants requesting transfer must submit the following:

- Transfer request form available at the Admissions Office
- Descriptions of courses requested to be accredited
- An official transcript from the academic institution where the candidate completed courses requested to be accredited

Upon acceptance, applicants must submit the following documents:

- One “2 x 2 “photo
- Copy of birth certificate
- Health Certificate
- Immunization Certificate (PVAC-3 form)
- Physician’s Report

Doctor in Medicine (MD) Program Admission Requirements

The Doctor in Medicine (MD) program at San Juan Bautista School of Medicine (SJBSM) is a four-year bilingual program with a special focus in community health care and research on translational community medicine. All applicants for the MD program of SJBSM must meet the following admission criteria:

- Applicants must comply with, among other requirements, those established by the Puerto Rico Board of Medical Licensure and Discipline and its regulations.
- Bachelor's Degree (preferable in Science is highly recommended in lieu of the completion of premedical coursework credits. Required Pre-Medical coursework credits should be completed at a college level institution accredited by the Council of Higher Education of PR or by a US accrediting organization with a minimum Science and General GPA of 2.75 or higher on a scale of 4.0 as calculated by AMCAS. **The GPA of a graduate degree (M.S, MPH) does not substitute the GPA from an undergraduate degree.** Required premedical coursework consists of the following:

Courses	Credits
General Chemistry I and II with labs	8
Organic Chemistry I and II with labs	8
General Physics I and II with labs	8
General Biology I and II with labs	8
Behavioural and Social Sciences (Sociology, Psychology, Political Sciences, Economics, and Anthropology)	9
Spanish	9
English	9

In addition to the above requirements, coursework in Cell Biology, Biochemistry, Genetics, Microbiology, Human Biology and Humanities are highly recommended. Courses could be in progress at the time of the application; however, all required courses must be successfully completed before registering medical school.

When studies were completed in a foreign/international university certified by the Puerto Rico Board of Medical Licensure and Discipline (PRBMLD), it is the applicant's responsibility to demonstrate and certify that those courses are equivalent to the pre-medical studies or bachelor's degree requirements in accordance with the curriculum of the University of Puerto Rico.

On line Coursework will be considered provided that:

- The online course is offered under the auspices and supervision of the institution at which the student completed the other pre-med coursework or at another, not-for profit, college or university accredited by one of the six

regional accrediting associations; Middle States, New England, North Central, Northwest, Southern, Western.

- The sponsoring institution of the online course must have a history of offering the same course(s) in a classroom setting.
- A minimum Medical College Admission Test (MCAT) cut-off score of 492. The MCAT must be taken within three years of application. For more information regarding the MCAT, you can access at: www.aamc.org/students/applying/mcat/
- Submit the following documentation:
 - Application through the American Medical College Application Service (AMCAS)
 - Non-refundable certified check or money order for the amount of \$100.00 payable to San Juan Bautista School of Medicine.
 - Official transcripts from all institutions attended (undergraduate and graduate), in addition to those provided to AMCAS.
 - Official results of the Medical College Admission Test (MCAT) with a minimum score of 492. The test must not be older than three years.
 - Two (2) academic letters of recommendation from science professors sent via the AMCAS Letter Service.
 - One (1) letter of recommendation from a community leader specifying any community and/or volunteer work sent via the AMCAS Letter Service.

* Candidates must be able to read, write, speak and understand both English and Spanish.

As soon as applications are processed through AMCAS, the Admissions office receive and review that all the required documents are complete. The Admissions Officer will do an initial ranking based on the MCAT and General and Science GPA. If the applicant meets these requirements an interview is scheduled.

Interview – qualified applicants will be required to participate in an interview of a Multiple Mini Interview (MMI) format to assess non cognitive qualities such as decision making, critical thinking, and communication skills as they relate to healthcare and social issues.

The Admissions Committee uses a holistic admissions process to ensure the applicant pool and student body is broadly diverse to enable the School to achieve its mission, vision, goals and student profile statements approved by the council of Deans. When considering applicants for admission, the Admissions Committee reviews all appropriate information including academic, personal, experiential, and demographic data in the selection process. The committee members vote on one of three options for each applicant (acceptance, waiting list, rejection) using the Evaluation rubric. Decisions by the Admissions Committee are final.

Upon Acceptance a letter will be sent by the Admissions Office to the applicants via e-mail. If the applicant accepts the admission offer, he/she must submit the following documents:

- Copy of birth certificate
- Health Certificate
- Immunization Certificate (PVAC 3 –form)
- Physician’s Report
- One "2 x 2" photo
- AMCAS criminal background check report (If a criminal record appears in the results, the acceptance will be revoked)
- Technical Standards Receipt
- Information Regarding Admissions to SJBSM Document

Once admission is granted, the applicant must reserve their seat with a refundable deposit of \$100.00 within ten (10) academic calendar days and will only be refundable until May 15. This reservation fee will be credited towards his or her tuition.

Accepted applicants must successfully complete all courses and programs in progress at the time of application. Admission is granted only for the academic year the student has applied for. In the event that a candidate declines admission, he or she must re-submit new documents for a later application, including the application fee.

Early Decision Program (EDP)

Early Decision at San Juan Bautista School of Medicine (SJBSM) is a binding program and is a suitable option for exceptionally qualified candidates who know they wish to attend SJBSM. The Office of Admissions agrees to process the application expeditiously and will provide a decision prior to October 1st. The applicant agrees to refrain from applying to other medical schools until the Committee on Admissions reaches a decision and further agrees that, should an acceptance be offered, he/she will attend SJBSM and will not submit applications to any other medical school.

The Early Decision application procedure is as follows:

- Candidates considering an Early Decision must contact the Office of Admissions prior to July 15th and before submitting their AMCAS application, at email: jsanchez@sanjuanbautista.edu to arrange to speak with the Director of Admissions
- Initial applications may be processed only through AMCAS, but must be notified please provide our office with written or email notification of your intention to apply Early Decision. This notification should include a statement that you agree to apply to no other medical school until SJBSM acts on your application and that you will accept an offer of admission should one be extended. Upon receipt of this notification and your AMCAS application we will request letters of

recommendation and additional supporting materials. The AMCAS application and all other documents must be received prior to August 1.

- Your completed Early Decision application will be reviewed promptly by our Committee on Admissions and, if appropriate, you will be invited to visit our campus for an interview sometime from mid-August to mid-September.
- We will reach a decision on your Early Decision application and notify you no later than October 1. If accepted, you will have our binding commitment of a seat in the next entering class. If deferred, your application will be considered again in the context of our entire applicant pool but you are free to apply to other medical schools. If declined, you are free to concentrate your efforts on other medical schools.

Successful early decision applicants avoid the arduous process of applying to many medical schools and SJBSM has an opportunity to accept some of the best qualified applicants in the country. If you have questions about Early Decision application, feel free to contact the Office of Admissions at jsanchez@sanjuanbautista.edu.

Admissions to the third clinical year (Transfers):

SJBSM accepts transfer students to the third year of medical studies only when vacancies are available. Applicants must have completed the first two years of Biomedical Sciences at a medical school that complies with the requirements established by the LCME, fulfill all admission requirements, including being in good academic standing (minimum GPA of 2.75) in both undergraduate studies and the first two years of medical school; evidence of passing score for USMLE Step 1; and a Dean's letter from previous medical school. In addition, candidates must be proficient in both English and Spanish.

Potential candidates need to complete and submit the following documents:

- Application Form
- A non-refundable certified check or money order of \$100.00 payable to SJBSM
- Official transcript sent directly to the SJBSM from the medical school where the candidate completed the first two years of Biomedical Sciences
- Official transcripts sent directly to the SJBSM from each undergraduate university attended
- Official certification sent directly by the NBME to the SJBSM of the USLME Step 1 score
- Official report of MCAT scores
- Dean's letter using the Medical Student Performance Evaluation (MSPE) which certifies the applicant's current academic status
- Two (2) letters of recommendation from faculty of the medical school attended.
- One (1) letter of recommendation from a community leader
- A letter indicating his/her interest to be considered for admission to SJBSM

- Criminal history reports sent directly to the school from both the official place of residence and the applicant's current medical school location (if they are not the same)
- Essay describing the reason you wish to transfer to SJBSM, your motivation for medicine, special qualities and strengths and medical and community service experiences you have had.

The Admissions Committee will select students taking into consideration the student's performance in medical school, Undergraduate GPA, Biomedical Science GPA, USMLE Step 1 scores, interviews, letters of recommendation, and other information provided by the applicant. The Admissions Committee will evaluate and make the final decision regarding the admissions criteria.

Once admission is granted, the applicant must reserve their seat within ten (10) calendar days with a money order for the amount of \$100.00 dollars (not refundable) payable to San Juan Bautista School of Medicine.

Upon Acceptance, the applicant must submit the following documents:

- CPR certificate
- Health Certificate
- Physician's Report
- Criminal background check from the state of legal residence and from where the applicant is currently studying
- Immunization Certificate (PVCA-3 form) including (Hepatitis A, Hepatitis B, Meningitis, Influenza and Chicken-pox Vaccines or release of responsibility).
- One (1) 2 x 2 photo.
- Notarized Original Birth Certificate and/or valid passport
- Official letter or certificate stating that the applicant is no longer registered at any other medical school

In our commitment to educating a culturally and linguistically diverse generation of physicians and other health professionals who will work and serve in a diverse local, national, and global community, SJBSM welcomes applications from "International applicants". "International applicants" are citizens of any foreign country (including Canada) who do not hold a United States permanent resident visa (green card), and/or individuals who qualify for the Deferred Action for Childhood Arrivals (DACA). Permanent resident visa status is equivalent to US citizenship for the purposes of our admission process and US federal student loan programs.

Such applicants will be considered to the regular pool of applicants under the same admission requirements, but their academic transcripts must be validated through a Certified USA Education Service. Accepted International applicants must be prepared to absorb the high cost of US medical education, have a full understanding that international students are not qualified for traditional US educational funding including loans and

scholarships, and that they may have limited options in terms of post-graduate training, both geographically and in within specialties.

FINANCIAL AID

The purpose of the 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 financial aid options, according to their academic study program. All students receive financial aid counseling upon admission to any of SJBSM's academic programs. Students who participated in any of the loan programs are required to attend an exit counseling once they complete their academic program, or prior to withdrawal. During their academic program, workshops are offered to provide counseling in debt management and loan repayment.

As a qualified student you may be eligible for the following financial aid programs, according to your academic program:

Federal Pell Grant

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded only to undergraduate students who display exceptional financial need, and have not earned a bachelor's, graduate, or professional degree. Eligible students receive a specified amount each year under this program. The amount to be awarded will depend, not only on the student's financial need, but also on their cost of attendance, status as a full-time or part-time student, and if they plan to attend school for a full academic year or less.

The amount of funds a student may receive over his/her lifetime from the federal Pell Grant is limited by federal law to the equivalent of six years. Since the maximum amount of Pell Grant funding a student can receive each year is equal to 100%, the six-year equivalent is 600%.

Direct Loans

The U.S. Department of Education's federal student loan program is the William D. Ford Federal Direct Loan (Direct Loan) Program. Under this program, the U.S. Department of Education is your lender. The available options under this program are:

- Direct Subsidized Loans - made to eligible undergraduate students who demonstrate financial need to help cover the costs of higher education.
- Direct Unsubsidized Loans - made to eligible undergraduate, graduate, and professional students, but eligibility is not based on financial need. Graduate and professional students may be eligible to receive up to \$20,500 per academic year, according to the cost of attendance. Qualified medical students enrolled in an accredited program, may be eligible to receive a maximum of \$40,500 in Unsubsidized Loan per academic year.

- **Graduate Plus Loan:** This is a low fixed-interest loan for graduate and professional students to cover their cost of attendance. The Graduate Plus Loan requires a credit verification.

All loan programs have fixed interest rates and origination fees. As part of the application process, you must submit a master promissory note online, and complete an electronic entrance counseling at StudentLoans.gov.

Important consideration when taking out federal student loans

Before you take out a loan, it's important to understand that a loan is a legal obligation that makes you responsible for repaying the amount you borrow with interest. Even though you don't have to begin repaying your federal student loan right away, you shouldn't wait to understand your responsibilities as a borrower. Be a responsible borrower.

- Keep track of how much you're borrowing. Think about how the amount of your loans will affect your future finances, and how much you can afford to repay. Your student loan payments should be only a small percentage of your salary after you graduate, so it's important not to borrow more than you need for your school-related expenses.
- Research starting salaries in your field. Ask your school for starting salaries of recent graduates in your field of study to get an idea of how much you are likely to earn after you graduate.
- Understand the terms of your loan and keep copies of your loan documents. When you sign your promissory note, you are agreeing to repay the loan according to the terms of the note even if you don't complete your education, can't get a job after you complete the program, or you didn't like the education you received.
- Make payments on time. You are required to make payments on time even if you don't receive a bill, repayment notice, or a reminder. You must pay the full amount required by your repayment plan, as partial payments do not fulfill your obligation to repay your student loan on time.
- Keep in touch with your loan servicer. Notify your loan servicer when you graduate; withdraw from school; drop below half-time status; transfer to another school; or change your name, address, or Social Security number. You also should contact your servicer if you're having trouble making your scheduled loan payments. Your servicer has several options available to help you keep your loan in good standing.

Veterans educational and training benefits

The Department of Veterans Affairs provides education and training opportunities for eligible dependents of veterans who are permanently and totally disabled due to a service-related condition, who died while on active duty or as a result of a service related condition. Students can obtain more information at www.va.gov/education.

Vocational Rehabilitation Program

This program seeks to help students with physical or mental disabilities, so that through various phases or stages they are able to develop their capabilities. The students must contact the regional office corresponding to the area where he/she lives.

National Health Services Corps Scholarship Program

This program is available for medical students in the primary health care specialties and committed to serving part or all of their career in federally designated health professional shortage area. Learn more about this program at <https://nhsc.hrsa.gov>.

Military Scholarship Programs

SJBSM is a proud signer of the Department of Defense Voluntary Education Partnership Memorandum of Understanding (the DoD MOU). If you intend to use a DoD education benefit (Federal or State Tuition Assistance) you must start this process with your unit Educational Service Officer (ESO) or your military counselor.

Eligibility for the Tuition Assistance program depends on your branch of service. Students must contact the desired program for more information at:

- US Army: 1-800-USA-ARMY or www.healthcare.goarmy.com
- US Air Force: 1-800-423-USAF or www.airforce.com
- Navy: 1-800-usa-navy or navy.com
- National Guard: 1-800-GO-GUARD or www.1-800-go-guard.com/
- SJB Veterans Affairs Certifying Official: aileenfg@sanjuanbautista.edu

Application Process for 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 no later than a week prior to enrollment.
- First time applicants at SJBSM must complete an Electronic Entrance Counseling, and a Master Promissory Note at www.StudentLoan.gov.
- Complete the Free Application for Federal Student Aid (FAFSA) in order to be evaluated for eligibility for federal funds at fafsa.gov.
 - Deadline for submission is April 15th
 - SJBSM School code is G31773.
 - Enter your name as it appears on your Social Security card.
 - Be sure to enter updated information (address, phone number, email, etc.).
 - You need a *FSA ID* to sign your FAFSA. To request an FSA ID, please access <http://www.pin.ed.gov>.

Financial need

Once you submit your FAFSA, the U. S. Department of Education will send an *Institutional Student Information Record (ISIR)* to the Financial Aid Office, which will be used for completing your financial need analysis. For undergraduate students, the Expected Family Income (EFC) will be considered. The EFC is the amount that the student should contribute toward to his/her cost of attendance. The financial need analysis consists of the following calculation:

(Cost of attendance) minus (EFC) equals (Financial Need)

The Financial Aid Office will take in consideration any other expected financial aid (external funds such as Vocational Rehabilitation, military scholarships, and any other grant or scholarship) when calculating the financial need. The Financial Aid Office has the authority to request any document to determine the eligibility of the student to receive federal funds.

Note: A student cannot receive financial assistance in excess of the determined Financial Need.

Notification

The next step is the Financial Aid Notification. Once the financial need analysis is completed and eligibility is determined, the student will receive a notification letter, which will indicate the type/financial aid programs, amounts, and the applications forms that must be completed.

Verification

Verification is the process used to confirm that the data reported on your FAFSA is accurate. Students may be selected for verification: randomly, because the information submitted by the student was incomplete, or that the data provided by the student is inconsistent. The Financial Aid Office will verify applications selected by the Department

of Education (ED), except in cases of graduate students who are eligible for unsubsidized financial aid only.

FAFSA applications selected for verification by the ED will be verified in the following items (according to the verification code):

- Adjusted gross income
- Taxed paid
- Specific untaxed income items from tax return: untaxed IRA distribution, untaxed pensions, education credits, IRA deductions, tax exempt interest
- Number in family members in college
- Child support
- Other items required by the Department of Education

In such cases, students will be required to submit the following documents to the Financial Aid Office, within an established deadline for submission:

- Verification Worksheet (provided by the Financial Aid Office)
- Copy of corresponding tax return
- Copy of the corresponding W-2 form(s)
- Evidence of wages, salaries, tips, etc., reported on FAFSA
- Other required documents

If the student/parents are not required to file an Income Tax Return (IRS), they will be required to complete and sign a *Certification of Income*, provided by the Financial Aid Office, among other documentation.

Note: Financial aid will not be processed until the verification is completed

Satisfactory Academic Progress

Federal regulations require that every student who receives federal financial aid maintain a satisfactory academic progress toward the achievement of a degree. Progress is measured by the student's cumulative grade point average, credits earned in relation to those attempted, and the length of the academic program. Please, refer to the Satisfactory Academic Progress Policy for additional information.

Return of Title IV and other federal Funds

Federal student financial aid (Title IV funds) are awarded to students under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

A student who withdraws after completing 60% of the payment period is entitled to retain all Title IV aid for that payment period. However, if the student withdraws prior to

completing 60% of the payment period, unearned Title IV funds as determined by the federal policy must be returned to the corresponding programs. 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.

Electronic Entrance Counseling and Master Promissory Note:

Students must complete an *Electronic Counseling* and the *Master Promissory Note* for DL Loans at StudentLoans.gov. Students are also required to complete an Electronic Exit Counseling before the student changes his/her status from the school (graduation, withdrawal, or dismissal). More information and instructions regarding this process will be provided to the student with the notification.

Students with loans from other schools

Students with loans from other school(s), must contact his/her servicer(s) in order to request a *deferment* for the loan(s).

To keep track of all your federal loans, access the National Student Loan Data System (NSLDS) at nsls.ed.gov, the central database for federal student aid. You'll need to use your FSA ID to access your information.

Important links and numbers

- Fill out your FAFSA on line: www.fafsa.gov
- FSA Information Center: 1-800-433-3243
- Get your FSA ID Credentials: fsaid.ed.gov
- Registration with the Selective Service: <https://www.sss.gov>
- View your loans: <http://www.nsls.ed.gov/nsls>
- Manage your federal student loans: StudentLoans.gov

REGISTRAR'S OFFICE

The Registrar's main responsibility is the confidential handling and custody of the permanent record and documents pertaining to students at the institution as they progress from enrollment until completion of the program. They are responsible for FERPA compliance, student enrollment, grade reporting, and graduation certification among other services.

During COVID-19 pandemic, institutional methods for student identity verification were set in place to provide these services and complete the enrollment processes. Incoming students were contacted through the email that was submitted and verified during the admission process, and requested to complete both an authorization form and a FERPA consent form. Once enrollment was authorized and completed, the now new student was

assigned an institutional identification number and email that will serve as their methods of student identity verification.

Registration Process

Prior to registration, students will be verified if they qualify for enrollment to the corresponding academic period by the Admissions Committee (AC). After qualified candidates are verified and identified by the AC they are referred to the Registrar who will proceed to convene the candidate for registration. On the corresponding date, students will be required to present:

- Evidence of a health insurance plan. In the event that the student does not have one, they will be enrolled with the school's health insurance plan. No student may enroll without a health insurance plan.
- Students will be required to present the following documentation upon enrollment and renew in accordance to expiration date.
 - Puerto Rico Official Record of Immunization (PVAC)
 - Hepatitis B quantitative titer
 - Chickenpox quantitative titer
 - MMR quantitative titer
 - The following documents must be updated annually:
 - Photo 2x2
 - Annual physical exam not issued by a relative or SJBSM faculty
 - Health Certificate (PR version) with copy of Tuberculin test results or Chest X-Ray
 - Negative Certificate of Criminal Record (PR version - available online at servicios.pr.gov)
 - Negative Law 300 Certificate (PR version - must be requested in person at the local police station or through the Deanship of Student Affairs)
 - HIPAA (Offered at SJBSM)
 - OSHA (Offered at SJBSM)
 - Mask Fit (Offered at SJBSM)
 - PPE (available with World Health Organization (WHO) at <https://openwho.org/courses?utf8=%E2%9C%93&q=personal+protective+equipment>)
 - Influenza vaccine (To find a place near you, go to: <https://www.metro.pr/pr/noticias/2018/02/01/donde-vacunarse-la-influenza.html>)
 - The following document must be updated every two years:
 - CPR Certificate (Offered at SJBSM)

Note: Students whose titer results do not have presumptive evidence of immunity will be required to receive a booster dose as established by the CDC, and submit new titer to Registrar.

After completing registration, student's will be referred to the Financial Aid Office so that they may complete their student grant/loan if they have not done so prior to their enrollment. The final stage of registration is the Bursar's Office to make corresponding enrollment payment.

Clinical Sciences Registration Process

Third- and Fourth-Year students coordinate their rotations and/or electives with the Registrar during the Pre-Enrollment process. The Registrar certifies that clinical students have all their required clinical documents updated and available; and assists in uploading them to the Visiting Student Learning Opportunities (VSLO) web site. Students are responsible for uploading their documents to E-Value. After being approved and student enrollment has been made official, students submit copies of their program to the Third/Fourth Year Coordinator for due process and follow up. The Coordinator assigns rotation sites for third year students and supervises the rotation sites for fourth year students providing them with all the necessary information and documents to perform the rotation and/or external elective, authorizing changes in program and reporting to the Registrar's office grades and changes to program.

Withdrawals

Students who wish to withdraw from the San Juan Bautista School of Medicine are required to meet with the Associate Dean of Student Affairs for orientation. Withdrawal will be considered effective on the date the withdrawal is approved. Once the withdrawal is approved and finalized, the Registrar's Office will contact the student so that they may complete the Withdrawal Request Form. The student must obtain the official signatures indicated on the application and return the completed application to the Registrar's Office. Students who withdraw from the School must return the Identification Card and the Parking Card.

Grade reporting

Once all grades have been reported to the Registrar's office and processed in the system, an official grade report for each student is processed and sent to them no later than two weeks from the date in which the grades were delivered to the Registrar's Office. A copy of the official grade report is kept in each student's file. Students who fail in a course or rotation will have to enroll and cover corresponding costs to repeat and approve the same before being promoted. Students will not be allowed to repeat a course more than one (1) occasion.

Incompletes

In general, students who receive an Incomplete, must remove it during the first month of the following academic period, otherwise, they will receive the grade of "F" in said course.

A student in Biomedical Sciences courses of the MD program who receives an Incomplete, must remove it before the next academic semester begins, otherwise, they will receive the grade of "F" in said course.

A student in Clinical Sciences of the MD program who receives an Incomplete in a clerkship, must remove it before the end of the academic semester, otherwise they will receive the grade of "F" in said rotation. Students with more than one Incomplete in the semester will not be allowed to enroll in next academic period until the Incompletes are removed. Failure to remove an Incomplete will result in an "F" grade, and student will have to repeat said rotation.

Grade Appeals

Students are entitled to appeal a course/clerkship final grade or evaluation within ten (10) days after receiving final grade. The request must be submitted in writing to the Course Coordinator or the Clerkship Director. Students will be notified in writing of decision within ten (10) days after receiving appeal. If the student is not satisfied with the initial review, they may appeal in writing to the Chair of the Academic Department. For non-departmental courses, appeal will be directed to the corresponding Associate Dean. If the concern is not reconciled, the student may appeal to the President/Dean who will have the final decision. (For more details refer to Executive Order 2018-02 SJBSM Grade Appeal Policy)

Graduation Requirements

When students fulfill the criteria for graduation in their corresponding programs, the Registrar will send them the Graduation Request Form. The candidates for the degree will be referred to the Evaluation and Promotion Committee for approval. After receiving the final recommendation from the Evaluation and Promotion Committee, the Board of Trustees will grant the corresponding degree to students who meet the following criteria:

Bachelor of Science in Nursing

- Completion of all required courses of the BSN program
- Completion of the total number of credit/contact hours
- Minimum overall grade point average (GPA) of 2.75
- Demonstration of acceptable moral, ethical and professional standards at all times during the course of their study program.
- Completion of all financial and administrative obligations contracted with the School, including return of all borrowed library resources and completion of all documents in the academic file

Master of Public Health

- Completion of the 58 credit-hours program
- Minimum overall grade point average (GPA) 3.00
- Demonstration of acceptable moral, ethical and professional standards at all times during the course of their study program.
- Completion of all financial and administrative obligations contracted with the School, including return of all borrowed library resources and completion of all documents in the academic file

Doctor in Medicine

- Completion of the Biomedical Sciences courses with a minimum grade point average (GPA) of 2.50
- Completion of the Clinical Sciences courses established in the curriculum (both in the cognitive aspects as well as in the clinical skills, and professional behavior/attitudes) with a minimum grade point average of 2.50
- Passing the United States Medical License Examination (USMLE) Step 1, and Step 2 (CK)
- Passing a Clinical Performance Examination (CPX) during the fourth year of study and taking the Step 2 (CS)
- Demonstration of acceptable moral, ethical and professional standards at all times during the course of their study program.
- Completion of all financial and administrative obligations contracted with the School, including return of all borrowed library resources and completion of all documents in the academic file
- Completion of all medical records
- Minimum overall grade point average of 2.50

The honors to be awarded at graduation will be the following:

- Summa Cum Laude - students with 3.90 - 4.00
- Magna Cum Laude - students with 3.70 - 3.89
- Cum Laude - students with 3.50 to 3.69

* This honor scale is effective for graduating classes since 2015

Note: The average considered for the awards is obtained from grades of courses taken at our School during the years of study.

Student Records

All educational records and related documents will be kept in a vault located in the Registrar's Office. The records will be stored in security files whose combinations will only be known by duly authorized personnel. To access student educational records parents, students and/or third parties must comply with identity verification methods established by SJBMS.

Disclosure of educational records

Any student who wishes to review their educational file may submit their request to the Registrar. After completing student identity verification, a date will be convened between the Registrar and the student so that the review process may take place. Personnel from Registrar office the will always be present during the review to explain the information contained in the student educational record. If there is evidence that the information in the educational file is incorrect, the student may request it be corrected. When a change of address has occurred, students fill out the Change of Address Request Form.

Students will not have access to letters of reference or recommendation and any other document marked "Confidential"; or documents where there is information from third parties. For a student to see these documents there must be a written authorization from the person or agency that issued them, authorization from the corresponding Dean, or the rights of the people involved are not violated.

The information in the student's educational record may not be disclosed to a third party without the written consent of the student. Consent forms may be presented in person or emailed to school officials through the student's institutional email. The consent must be an original document signed by the student, have the date it was issued and contain the following information:

- a. Student identity verification information - institutional ID number and full name as listed in the student education record
- b. Specific information to be disclosed.
- c. Purpose for which the information is authorized to be disclosed.
- d. Third party verification information: full name and a valid ID number

Once the request is approved by the Registrar, it will be processed. A copy of all the requested documents will be provided, except those that are included in the section "Documents to which the Student does not have access", unless the condition of prior authorization applies. When information about a student's educational record is issued, the student will be provided with a copy of the information provided they require so.

Disclosure of Student Education Record Information during COVID-19 online educational services

SJBBSM will not disclose identifiable information (PII) from students' records such as a student's name, date of birth, and/or place of birth, nor other family member's name to online educational services providers without the written consent of the student.

Voluntary Waiver of Student Rights

A student may voluntarily renounce all or any of the rights that FERPA provides them if they do so in writing. The Institution at no time will ask the student to renounce their rights or violate them. If a student has signed a voluntary waiver of their rights, they may revoke the same if and/or when they deem it necessary, if they do so in writing.

Exemptions

The information in a student's educational record may be disclosed without the student's consent under the following circumstances:

- To school personnel when there is a legitimate reason of educational interest in the performance of their responsibilities
- To public law officers when there a court of justice requires so
- To representatives of accrediting agencies in the performance of their accreditation functions

When, information about the student is issued without prior authorization from the latter, the student will be provided with a copy of the information if he requires so.

The San Juan Bautista School of Medicine (SJBBSM) complies with the provisions of the Buckley Amendment known as the Family Educational and Privacy Act of 1974, (FERPA). This law protects the privacy of educational records and establishes the right of students to inspect and review their records. It also provides guidelines to correct the accuracy of the information through informal and formal hearings.

Students have the right to file complaints with the "Family Educational and Privacy Office," Department of Education, 400 Maryland Ave., W., Room 4524, Switzer Building, Washington, D.C. 20203, in relation to alleged breaches of the Law by the Institution.

Issuance of Official Documents

Rules for issuing documents

As custodian of student records, the Registrar's office will issue official documents as requested by students and alumni after verifying student identity through institutional methods. When requesting documents from the Registrar's office, students or alumni must fill out the corresponding Document Request Form, pay the corresponding fee at the

Bursar's office and return both form and receipt of payment to the Registrar. Payments may be done electronically by filling out the Payment Processing Form. A period of three (3) to five (5) working days will be required for the processing of requested documents. Among the documents that may be requested are: certification of studies, transcripts, Medical Student Performance Evaluation (MSPE), and certifications for the Examining Board of Physicians of Puerto Rico. Students who that have a debt with the Institution will not have the right to be issued official documents. Special cases must have the approval of the Registrar.

Transcripts

Transcripts of student's grades will only be issued with a written request from the student duly signed by him/her. Official transcripts will only be processed from agency to agency.

Certifications

The School on several occasions may issue requested certifications to our students to legalize their condition and status. These situations can be:

- A full-time student applying for scholarships, financial aid, income tax return forms, etc. If the student requests a student certification for personal use, it will not bear the official seal. Only those certifications that are sent from Institution to Institution bear the official seal.
- To certify obtained degree after graduation.
- Certifications for medical licensure and credentialing. These certifications are required to be notarized.

Certification costs

- General certifications cost \$ 5.00 each.
- Certifications for licensure and credentialing have a cost of \$ 35.00 that is broken down as follows:
 - \$ 30.00 to cover the cost of notarization
 - \$ 5.00 to cover the cost of the transcript that is sent with the certification
 - If the applicant is a graduate, it will also carry a Certification of Title which has a cost of \$ 5.00.

Medical Student Performance Evaluation (MSPE)

The student or graduate may request the letter personally or in writing by filling out the Document Request Form and paying the corresponding fee of \$ 10.00 for each MSPE requested. Payments made be done electronically by filling out the Payment Processing Form.

Other services

Student status/classification Report

The Registrar is responsible for updating the student's status in corresponding agencies. Students in a leave of absence and/or in an appeal process are classified as Inactive.

USMLE certifications

Students requesting the USMLE certification for any of the medical boards will be certified by the Registrar. Students must be active in order to be certified. Students who are in a leave of absence and/or in process of appeal cannot be certified for the USMLE Steps 1, Step 2 CK and/or CS.

Distribution of Academic Calendar

Students receive a copy of the Academic Calendar upon enrollment. Additional copies may be requested as needed.

Orientation regarding school policies

Although school policies are published in the school webpage, the Registrar's office ensures that students are aware of policies related to the issuance of academic records, satisfactory academic progress, USMLE Step 1 and Step 2, grade submission, leave of absence, among others.

Diploma

The Registrar's office is responsible for the preparation and delivery of the student's diploma. The Institutions official diploma is written in Latin. Students requesting a translation of their original diploma may request so by filling out the Document Request Form. In such cases, a certification in English is provided.

STUDENT PROGRAMS COORDINATION OFFICE

The Student Programs Coordination Office coordinates the Accessibility Services Program for all of our students and the Medical Career Advising Services Program related to the Association of American Medical Colleges Careers in Medicine[®] (CiM[®]) Program, Electronic Residency Application Service[®] (ERAS), and the National Resident Matching Program[®](NRMP).

Accessibility Services Program

The Accessibility Services 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, and applicable state law.

Executive Order 2007-01: Procedure for Student Requests for Reasonable Accommodation identifies the rights and responsibilities of students seeking an academic adjustment, auxiliary aid or service, or any other reasonable accommodation under Section 504 of the Rehabilitation Act and the ADA. Qualified students and applicants who need to obtain a reasonable accommodation must request a meeting with the Student Programs Director to review the application requirements and procedures to initiate the determination process, and submit the Reasonable Accommodations Request Form. The Student Programs Director is responsible for reviewing and approving or denying all requests for accommodations or academic adjustments on an individualized basis. All medical records relating to students' disabilities are kept confidential in a file separated from academic records. The Student Programs Director also offers workshops on accessibility services for our students and teaching staff. In addition, she oversees

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.

PROCEDURE TO REQUEST REASONABLE ACCOMMODATION

- Qualified students and applicants who need to obtain an accommodation, auxiliary aid, or service must submit a request to the Student Programs Director to initiate the determination process. SJBSM does not make any inquiries of applicants for admission regarding the existence, nature, or severity of disabilities prior to acceptance. The Student Programs Director is responsible for reviewing and approving or denying all requests for accommodations or academic adjustments.
- Application forms are available on the SJBSM website and will be distributed to new students during orientation. Students must also request a meeting with the Student Programs Director to review the application requirements and procedures. Students are strongly encouraged to submit their request as soon as possible after matriculation to allow sufficient time for review and approval.
- All requests must be submitted in writing and must be accompanied by documentation to verify the disability. Failure to submit supporting documentation will not only delay the review process but may also result in a denial. The type of documentation necessary will vary by the student and the disability. Appropriate documentation includes, but is not limited to, detailed and current medical history documentation from an appropriate licensed professional indicating a diagnosis and describing the nature and severity of the impairment and a description of the student's limitations, or previous modifications or adjustments received by the

student in an educational setting. SJBSM may request additional documentation and may consult with medical professionals to review the assessment and recommended accommodation. The documentation must substantiate that the student is limited in one or more major life activities because of his or her disability.

- Accommodations are determined on a case-by-case basis by the Student Programs Director after considering all evidence, including the needs and requests of the student, the supporting documentation, and the fundamental requirements of the program. The School will make every effort to provide reasonable accommodation, but it is not required to provide any aid or service or make a modification that results in a fundamental alteration to the nature of the program.
- Once a determination is made, the Student Programs Director will issue a written determination to the student outlining the accommodations granted, or the basis for denying the student's request. Students who are not satisfied with the accommodations granted by the Student Programs Director may request a meeting with the Student Programs Director, or request review using the following steps:
 - File a request for review with the Associate Dean of Student Affairs
 - All requests for review must be filed within 5 days of receipt of the determination letter
 - If the student's concern remains unresolved and/or the student believes he or she is being denied equal access in the form of appropriate accommodations or has otherwise been discriminated against, the student may file a grievance using the School's Harassment and Discrimination Grievance Policy and Procedure

For inquiries concerning accommodations, the application of regulations prohibiting discrimination and other related procedures contact:

Disabilities Services and Accommodation Coordinator:

Yaidy L. Cruz Cordero, M.Ed.

Student Programs Director

Tel. 1-787-743-3038 ext. 233; 3212

Email: ylcruzcordero@sanjuanbautista.edu

For further information regarding the nondiscrimination policy or the student's rights under this policy, please contact the U.S. Department of Education's Office of Civil Rights (OCR) by visiting <https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> or by phone at 1-800-421-3481.

Medical Career Advising Services Program

The Medical Career Advising Services Program is mainly based on the CiM Program, which its principal goal is to help students learn how to make well informed career decisions, not only in selecting a specialty and residency program, but throughout their

careers as physicians by means of a thoughtful career planning process. The Student Programs Director serves as the CiM Liaison and is responsible for coordinating program activities sponsored by the school, such as workshops and events.

Students are exposed to and familiarized with the CiM resources all through their MD academic program, since the beginning of the first year through the fourth year of medical studies, according to the CiM Student Timeline. Fourth year medical students are advised on the use of the ERAS and NRMP through their residency application and matching process, which culminates with the celebration of our Match Day Ceremony.

ACADEMIC ADVISING

The Academic Advisor is a trained professional in learning assessment, that has no role in the students' academic assessment and/or promotion. The most important mission of the Academic Advisor is to assist students in developing educational goals that are consistent with program competencies. She serves as a liaison between faculty and students to help students achieve their academic goals. The Advisor also helps students identify appropriate resources through orientations and workshops. In collaboration with Personnel from the Deanship of Student Affairs and the Academic Deanship, the Academic Advisor guides students in the development and approval of their academic study and/or remediation programs, and reviews their study plans for USMLE exams.

General services provided by the Academic Advisor

- Study Strategies
- Time Management
- Test- Taking Skills
- Study plans
- Lecture Note Taking
- Other

Academic Advising System

SJBSM has designed a system of academic advising that provides students with a layered system of academic support to assist them in achieving their academic goals. This system integrates the efforts of faculty members, Year Coordinators, Course/Clerkships Directors, Student Affairs personnel and students, that contribute individually and collectively on behalf of each student's performance. The system is monitored by the Academic Advisor, who ensures that the individuals that intervene have no role in making assessment and/or promotion decisions in relation to the students. The system is described as follows:

- **Early Intervention:** upon admissions, students complete an inventory during orientation week that includes personal information; learning style; and time management skills. Mandatory interviews take place during the first semester where the results are provided and discussed with students, including recommendations on

appropriate study techniques. After students begin their classes, students that score below the standards are identified and referred to peer. The Academic Advisor conducts follow up on tutoring sessions and students at risk.

- Detailed assessment –using data from subsequent exams, a risk analysis is done for all students by the Learning Assessment Office. The Academic Advisor uses this information to develop an individualized academic plan for high risk students.
- Continuous monitoring – the Academic Advisor provides continuous monitoring to students conducting midterm evaluations and following up meetings to discuss individualized academic plan.

Additional resources available for students

- Personal Counselor - the Counselors main responsibility is to provide personal guidance to students, individually or in groups, with the intention of helping them identify and deal with situations that may affect them, and that, in some way, may obstruct their academic progress and personal development.
- Reasonable Accommodation Program – this program promotes and ensures that students with a documented disability are not 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, and applicable state law.
- Career Advisor – The main goal of the Career Advisor is to assist students in learning how to make good career decisions, not only in choosing a specialty (for MD students), but throughout their career, by means of a thoughtful career planning process.
- Tutoring program – students at academic risk receive academic tutoring from fellow students through a peer to peer tutoring program. The tutoring program aids students in courses in which they are encountering academic difficulties. The tutoring program is mandatory. Students who serve as tutors are identified and recommended by Course Coordinators and must be available to invest time in the tutoring program. They receive support from faculty in organizing and selecting the appropriate educational materials and methodology for tutoring, and a stipend for their work.
- Library – the Library facilities are divided in the following areas: Study Room, Electronic Center, Computer Aided Instruction Laboratory (CAI), Individual Study Areas, Serial Publications Collection, Information Literacy Room, Audiovisual Equipment Room, Photocopiers Room, and collections of Reference, Reserve and Circulation. The printed and non-printed resources are diverse and specialized and

comprise the necessary and essential resources that student need to comply with the academic programs.

- Faculty research mentoring –students are assigned faculty members as mentors for their research project. Faculty research mentors assist the academic support system by providing structure and support to all students throughout the four years of medical education.
- Peer mentoring (Big Brother/Sister) – a peer mentoring/sponsorship program is promoted among students. Mentors follow up on students during their four years and provide informal advising that is flexible, proactive and positive in nature. These pairings are a unique element in the academic support system and serve as sounding boards for common, everyday questions relating to courses and administrative matters.
- Policies and procedures – polices have been set in place to provide for a safe and adequate learning environment where students may achieve their academic goals successfully such as student workload, health service, mistreatment, exposure to blood and airborne pathogens, etc.

COUNSELING AND ADVISORY SERVICES

The Counseling Program aims to promote the integral development of the student through personal, academic and professional counseling. Through the counseling program students have the opportunity to identify their strengths and weaknesses, evaluate and analyze personal situations that may affect their academic performance, acquire adequate coping skills, and learn to make the best decisions in accordance to their needs and circumstances.

Personal Counseling

Individual counseling promotes the search for alternatives to deal with situations that affect students personal, academic and professional development. The process requires that the student, together with the counselor, determine and /or identify the conflict, assess the situation, list possible alternatives and develop a plan of action. This counseling process includes personal, family, environmental and economic situations, among others. This assessment begins upon student's admission to SJBSM. Students will be required to complete some assessments during orientation week and participate of a mandatory interview as a first year student.

Personal counseling services may be requested by students for a variety of problems or circumstances such as depression, anxiety, conflict with family members or peers, mistreatment, academic difficulties, financial stressors, and adjusting to a different culture among others. In occasions, students may be referred to the Counselor by the Academic Advisor, faculty members, and/or peers.

Group counseling

Group counseling is an important tool for generating changes in human behavior and conflict resolution. The alternative of group counseling where students interact, provides new avenues for facing difficult situations. This facilitates student's personal growth by allowing them to acquire life and interpersonal skills that help them cope with challenges that they may encounter during their academic years.

Confidentiality

Our Counseling services are provided in a safe and confidential environment, with essential reliability in the counseling process as set forth in the Family Educational Rights and Privacy Act. To ensure compliance, San Juan Bautista School of Medicine has established and published Executive Order 2012-06 titled: Institutional Policy regarding confidential counseling to students, a policy that defines and oversees confidential procedures in counseling. In addition, the Personal Counselor is licensed by the Health Department of the Commonwealth of Puerto Rico, and as such, is governed by the ethical and moral standards of health care providers.

The Counselors office is located in a private area in the Presidential Building and operates during normal business hours. A second office located at the Menonita Caguas Hospital is also available, as after hour appointments when requested. This ensures that when a student seeks counseling, they have the alternative to choose a specific date, time and place to meet with the school Counselor at their convenience, outside school hours and/or at a different location outside school campus.

All information pertaining guidance and communication between students and the schools Counselor is considered confidential. Prior and during the counseling process, students are informed that the privileged information gathered during the interventional process will be kept in strict confidentiality. This information is secured by SJBSM in accordance to ethical and legal standards.

Additional services

The Personal Counselor also provides a variety of services aimed at promoting the well-being of students and assisting them with any situation that may arise. Some of the services include:

Academic Advising Support System

SJBSM's academic advising system provides students with an academic support system that helps them achieve their academic goals. As an active member of this system, the Personal Counselor assists in providing assessment and support ensuring that students complete the degree requirements successfully.

Referrals

When deemed necessary or upon request, the Personal Counselor may refer a student to other professional and / or aid agencies with the student's consent. In addition, she may consult particular cases other health professionals such as psychiatrists, psychologists, with the student's authorization. When doing so, the Personal Counselor ensures that the health specialist has no participation in student assessment and/or promotion to avoid any conflict of interest. All procedures are aimed at seeking the student's well-being and are handled with the corresponding confidentiality.

Student Orientations

SJBSM has instituted orientation for incoming students to help ease the transition. This time provides new students with the opportunity to meet fellow students, become familiar with campus services, curriculum and staff.

Welcome Package

Upon admission, the Personal Counselor provides the admitted candidates with a series of resources that will allow the students to adapt to the institution, Island / or Metropolitan area. The Welcome package includes information on Puerto Rico and the city of Caguas, location of basic service providers such as supermarkets and pharmacies; important information regarding housing opportunities and what to look for in a housing contract; among other.

Workshops

Seeking to promote and strengthen cognitive and socio-emotional skills in the student body, the Counseling Office organizes workshops on diverse topics such as mistreatment, sexual aggression, diversity, sign language, thanatology, suicide prevention, and general wellness among others.

Career Advising

In collaboration with the Student Program Director, the Personal Counselor assists students from all programs in their career planning, providing additional information related to CV writing; interview skills; state licensing requirements; and employment opportunities among other.

Residency Fair

Each year the Personal Counselor in collaboration with the Student Council, organizes a Residency Fair that provides students the opportunity to interact on a one on one basis with program directors and board review programs. Participants of this fair provide students with information regarding residency programs, and employment opportunities/requirements. Students also receive information from programs that may help

them in preparation for the required professional boards, USMLE for MD and NCLEX for BSN. In ocasiones, Alumni also serve as mentors in the fair, providing students with important information related to the health centers in Puerto Rico and the employment opportunities for nurses and public health professionals.

Student Interest Group Fair

We encourage students to engage in professional organizations and student interest groups to enhance their learning experience and assist them in exploring different specialties. Our traditional Student Interest Group Fair promotes student participation in such activities by providing the opportunity to become familiarized with active interest groups and professional organizations.

Extracurricular Activities

As part of our wellness program, the Personal Counselor promotes student participation in cultural activities which enrich the curriculum and form part of the student's comprehensive education. In coordination with local agencies, diverse activities are coordinated such as visits to local museums, workshops on basic concepts that enable them to be prepared in the event of a storm or hurricane; and how to act in the face of an earthquake, etc.

Applicant Interviews

During the admission process, the Personal Counselor is available to assist the Admissions Committee during the interview process ensuring that applicants meet the technical standards required.

MD Class First Year White Coat Ceremony

The White Coat Ceremony was first established by the Arnold P. Gold Foundation in 1993 as a rite of passage for first year medical students in medical, nursing and physician assistant programs. Its purpose is to welcome students to healthcare practice and emphasize the value of humanism as the core of healthcare.

USMLE Exams

The Counselor also participates in the assessment of second year medical students to raise awareness about their strengths and weaknesses for the USMLE exam. In addition, an individual strategic plan to deal with test anxiety is developed by the Personal Counselor and discussed with each student.

STUDENT ORGANIZATIONS

The Deanship of Students Affairs 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 motives is welcome to do so. To obtain official status for the student organization, the student must submit a proposal of the organization to the Associate Dean of Student Affairs for approval. Once approved, the Interest Group must maintain a close relationship with the Deanship of Students Affairs, to ensure that all activities are approved and coordinated through this office.

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

- Consejo General de Estudiantes
- Radiology Interest Group
- Internal Medicine Interest Group
- Family Medicine Interest Group
- Latino Medical Student Association (LMSA)
- Surgery and Surgical Interest Group
- *Asociación de Estudiantes Cristianos Interest Group*
- Pediatric Interest Group
- Anesthesiology Interest Group
- Psychiatry Interest Group
- Emergency Interest Group
- Orthopedic Surgery Interest Group
- Obstetrics and Gynecology & Women's Health
- SJB Mini Med
- Oncology Interest Group
- Dermatology Interest Group
- Infectious Diseases Interest Group
- AMWA American Medical Women Association
- *Por una Sonrisa*
- Ped Meds Interest Group
- American Medical Society of Sport Medicine Interest Group
- Physical Medicine and Rehabilitation Interest Group
- Clinical Reasoning Interest Group
- Interdisciplinary Autoimmune Disease Interest Group
- Pathology Interest Group
- Public Health Student Organization
- Nursing Student Organization

GOLD HUMANISM HONOR SOCIETY (GHHS)

The Arnold P. Gold Foundation works with healthcare professionals to ensure that compassion, respect and empathy are at the core of all healthcare interactions. Dr. Arnold P. Gold, founder of the foundation, was a world-renowned pediatric neurologist at Columbia University's College of Physicians and Surgeons. He and his wife Dr. Sandra Gold, and their colleagues began the Foundation in 1988 with the power of an idea – to nurture and preserve the tradition of the caring physician.

Inspiration for GHHS began in the late 1990s when medical educators and residency program directors convened to explore the viability of an honor society to promote humanistic values and behaviors. Since its inception, GHHS has grown in stature and influence to become a vital part of medical school and residency training program cultures throughout the US. A heart-shaped stethoscope became the foundations logo. It represents Humanism in health care, reflected by attitudes and behaviors that are sensitive to the values and the cultural and ethnic backgrounds of others.

SJBSM Golden Humanism and Honor Society

In April 2016, San Juan Bautista School of Medicine reaffirmed its commitment to promote the highest humanistic principles and values in health care by carrying out the first induction ceremony of the local chapter of the San Juan Bautista School of Medicine. of the "Gold Humanism and Honor Society". The Personal Counselor serves as Advisor of the Chapter overseeing student nominations, induction ceremony and additional activities that promote humanistic values.

Along with the GHHS Advisors, the SJBSM GHHS Society is composed of students who are nominated in the second semester of third year. The selection process has two phases. In the first phase, third year students have the opportunity to nominate classmates who have demonstrated professional and ethical behavior worthy of imitation. Nominations are submitted to an evaluation committee for approval. Membership to SJBSM GHHS Society goes beyond selection and induction into an honor society; its members have the responsibility to model, support, and advocate for compassionate, patient-centered care throughout their careers. As humanistic healthcare professionals, they are expected to demonstrate:

- Integrity: the congruence between expressed values and behavior
- Excellence: clinical expertise
- Compassion: the awareness and acknowledgement of the suffering of another and the desire to relieve it
- Altruism: the capacity to put the needs and interests of another before your own
- Respect: the regard for the autonomy and values of another person
- Empathy: the ability to put oneself in another's situation, e.g., physician as patient
- Service: the sharing of one's talent, time and resources with those in need; giving beyond what is required.

LIBRARY/LEARNING RESOURCES

Digital Library

The SJBSM has installed one of the best online databases in the market, having 1,200 scientific journal collections, with back files from 1980 to the present, along with other specialized various services electronic make and aid the that devices elaboration of bibliographies and web sites much easier. SJBSM Library virtual services are accessible (24 hours-a-day 7 days-a-week) from any part of the world. The Information Resources and

Library Services and staff are substantial at SJBSM and play an important role in the health field, providing expert instruction and support to students, faculty, and staff. The staff is familiar with current regional and national information resources, data systems and contemporary information technology. Librarians, available at the Help Desk and by appointment, offer research instruction for many classes in collaboration with classroom faculty teaching research skills such as topic development, source evaluation, effective database and Internet searching, and citation styles. The library's services include up-to-date sources of information, essential to the educational mission of the school. In addition, each program has specialized print and non-print information resources.

Additionally, the Library is a *Member of the National Network of Libraries of Medicine*, having *DOCLINE* available for automated inter-library loan. The service is free of charge for faculty, students, and our primary affiliated teaching hospitals. All faculty, students, and our primary teaching hospitals are able to gain access to the databases remotely by using passwords and user names. All databases offer online tutorials and help through the Digital Library website www.sanjuanbautista.edu.

Since 2002, the Library interacts with other universities through OCLC (Online Computer Library Center) and the Association of Caribbean University Research Libraries (ACURIL), thus furthering access to information and reducing information costs. The institution's primary affiliated teaching hospitals receive these services free of charge. Also the library is a member of the *American Library Association and Medical Library Association*.

SJBSM Library offers a full complement of resources to support student learning and serves as the institution's primary open computer lab (82 computers). The SJBSM Library has two facilities with computers, electronic whiteboards, projection systems, TV/DVD projection system, and printers. Computers are equipped with statistical software and data management solutions, such as Minitab, SPSS, R, among others where the academic community can work on the collection, organization, statistical computing, interpretation, and visualization of data.

The Collection inventory is divided in the following collections:

Library sources of information	
Reserve	492
General	1493
Reference	228
Electronic Journal	217 and unlimited included in the database
Digital books	278
Rare	36
Nursing	138
Public Health	152
EBooks	Unlimited included in database
Databases	
<i>Exam Master</i>	<ul style="list-style-type: none"> Advanced Board Preparation for Medicine and the Health

	Sciences.
Anatomy TV	<ul style="list-style-type: none"> • The world's Most Detailed 3D of Human Anatomy Online
British Medical Journal	<ul style="list-style-type: none"> • The BMJ (formerly the British Medical Journal) is an international peer-reviewed with 60 full text medical journals in 20 medical specialties.
AccessMedicine	<ul style="list-style-type: none"> • An innovated online resources that provides students, residents, clinicians, researches, and all health professionals answer to clinical questions from the most trusted sources and 71 virtual books.
AccessSurgery	<ul style="list-style-type: none"> • An integrated online resource that provides medical students, surgical residents, and practicing surgeons with quick answer to surgical inquiries from trusted sources. • 24 virtual books /135 Multimedia Videos/24 Power Point programs.
AccessEmergency Medicine	<ul style="list-style-type: none"> • Is a complete online service that allows users to quickly search the diagnosis and treatment of a broad range of emergency cases with video. • 19 virtual books.
MedU	<ul style="list-style-type: none"> • A growing compendium of online educational programs <ul style="list-style-type: none"> ○ Including over 150 continually updated virtual patient cases, teaching resources and assessment tools.
Clinical Key for Medicine	<ul style="list-style-type: none"> • Is the next Generation, online search tool that provides physicians with smarter, faster clinical answer. <ul style="list-style-type: none"> ○ Books: Over 1,205 ○ Journals: Over 500 (medical and surgical) ○ Procedures consult: All content and associated procedural videos ○ First Consult: Over 800 point of care clinical monographs ○ Patient education: Over 15,000 handouts ○ Clinical trials: from ClinicalTrials.gov database ○ Medline: Fully indexed MEDLINE abstracts ○ Multimedia: Over 13,000 videos and over 5 million images
Databases for MPH Programs	
Global Health	<ul style="list-style-type: none"> • Is the only specialist bibliographic, abstracting and indexing databases dedicated to public health research and practice.
EBSCO	<ul style="list-style-type: none"> • Is a comprehensive search tool that simplifies access to information stored in databases for Public Health. <ul style="list-style-type: none"> ○ EBSCOhost Research Database ○ Social Science Full Text ○ Medline Complete ○ Dynamed
Included in OVID	<ul style="list-style-type: none"> • American Journal of Epidemiology

	<ul style="list-style-type: none"> • American Journal of Public Health • Health Care Management Review • Journal of Public Health Management & Practice
Databases for BSN Programs	
Clinical Key for Nursing's	<ul style="list-style-type: none"> • Content and features are designed to support better decisions throughout the day – in any care setting or scenario. • Smart Search offers shortcuts to related clinical concepts, as well as clear disease and drug topic overviews that align with every stage of the nursing process. • Brings the most clinically relevant answers from Elsevier's nursing content to the top of your results pages, including evidence-based nursing monographs, books, journals, practice guidelines and core measures with nursing recommendations. • Helps nurse educators save content to presentations as soon as they find it – without interrupting their work. Nurses can also save and share content from any page.
CINAHL	<ul style="list-style-type: none"> • Is one of the world's most comprehensive source of full text for nursing & allied health journals, providing full text for more than 603 journals indexed in CINAHL.
Included in OVID	<ul style="list-style-type: none"> • American Journal of Nursing

In addition, it has *Cochrane Data Systematic Review* which are full text articles and protocols focusing on the effects of healthcare; *Database of Abstracts of Review of Effectiveness*, which are abstracts of effects of health care from around the world; and *Cochrane Controlled Register Trails Register*, which is a bibliography of controlled trials, as part of international effort to hand search the world's journals. Students also have *Internet Resources available* that access medical and educational references.

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

- Reserve of printed and non-printed materials.
- Interlibrary loan (DOCLINE)
- Photocopies with coin-operated machines (In the agreement with the Intellectual Property Law, as amended)
- Computer service
- Information Literacy
- References Services

In addition to the services described above, the Library every so often conducts 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

Information Literacy

Research, Information Literacy and Evidence Based medicine have been integrated through the four years. Nevertheless, the student receives library orientation in a permanent form by the personnel of the Library, emphasizing a better use of the databases such as Access Medicine, Access Surgery and Access Emergency Medicine. Student are also provided with tutorial programs installed in the School's Webpage. The database OVID is equipped with characteristics that allow the student to choose qualified literature (PEER REVIEW).

Technology of images and DVD online is incorporated in databases such as Anatomy TV, which is used by student in Anatomy Laboratory. The DVD can be accessed on line by Access Surgery and other databases.

The integration of the Information Literacy to the curriculum has been a determining factor in intensifying the use of electronic resources. In addition to having the whole printed version of the bibliography recommended by faculty and students, the Library acquired the electronic system known as GOBI Library Services, which provides us with the most updated version of the printed books.

The digital library has driven us to create a storage section of the printed books and journals replaced by the electronic versions and create 3 rooms for small group studying (18 places). Another feature is the wireless Internet that grants user access to all library services from any place in the school.

Security Control of Databases

Citrix StoreFront is an enterprise app store that improves security and simplifies deployments, delivering a modern, unmatched near-native user experience across Citrix Receiver on any platform. StoreFront makes it easy to manage multi-site and multi-version XenApp and XenDesktop environments. It empowers organizations to customize the branding and deployments to meet specific business needs. StoreFront also enables mobility initiatives for users to work from anywhere, any device.

Library Service Hours

The library offers the following service hours:

Monday to Thursday	8:00 AM to 11:00 PM
Friday	8:00 AM to 9:00 PM
Saturdays	8:00 AM to 5:00 PM
Sundays	12:00 M to 9:00 PM

OTHER STUDENT SERVICES

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 graduates or withdraws from the program or requests leave.

Health Services

All students are required to have health insurance that provides adequate medical coverage. Upon enrollment, the student must present evidence to that effect or register for the group insurance coverage made available through the school. This 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; and emergency coverage anywhere in the United States. The fee or premium may vary. This health insurance provides optional coverage for direct dependents of the students.

Disability Insurance

The School has made arrangements with a local carrier for group insurance in order to provide a disability benefit 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. SJBSM is not responsible for the management, claims and/or repayment of these benefits. All inquiries shall be directed to the carrier for the insurance.

Study Areas

SJBSM recognizes the need to provide for study areas that are accessible to all students. Besides the Library and the Study Rooms, students may also use the Histology Lab, the Student Center, the interior patio and the rear area of the school. While using these facilities, students must follow normal requirements such as: ID card, dress code, and professional conduct as established in Honor Code. SJBSM has also adopted guidelines for use in all Study Rooms. These guidelines are posted in each Study Room so that students may actively manage their study room spaces efficiently.

Student Center

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

Recreational areas

SJBSM provides recreational areas to help students release stress. Our facilities include a basket/volleyball court in the exterior patio; a game room located behind the Student Center.

Parking

To access the school premises, students must present ID card at security booth at the entrance of the parking area. Once inside, they will access parking area designated for students and school personnel with the card issued by the school. 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 in the car. Have keys in hand before boarding car when leaving. SJBSM is not responsible for any objects left in the car, and/or any damage inflicted to the vehicle while in the parking lot.

SJBSM

General

Policies and

Procedures

San Juan Bautista School of Medicine requires that all students 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. The following section offers a summary of institutional policies and procedures.

CODE OF HONOR

The Code of Honor is an individual and collective commitment followed by all students enrolled in SJBSM. Students are expected to adhere to the Honor Code, confront and report violations of the code to school authorities. The Code includes a commitment to:

- Non-discrimination
- Confidentiality
- Professional demeanor
- Non-Misrepresentation
- Honesty
- Consultation in lack of knowledge
- Avoidance of conflict of interests
- Intolerance of sexual misconduct
- Avoidance of Impairment
- Adequate and constructive criticism of colleagues
- Integrity in Research
- Constructive evaluation and feedback
- Appropriate exchange of knowledge
- Responsibility to the profession

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 and/or member of the school's community (administration, faculty and student body)
- Violation to medical files
- Violation to the norms of medical ethics and respect to the patients
- Complicity in violation of the Code of Hon

DRESS CODE REGULATIONS

Quality patient care depends on more than just the acquisition of the required knowledge and skills. Professional appearance is also necessary in order to impart the patient with the feeling that we are practicing professionals who are delivering quality health care. Students at SJBSM are expected to dress appropriately as future professionals in the health sciences field, in accordance to the dress code established by the institution. When selecting the clothes to wear, students should always try to project a neat and professional look. No student who is unsuitably dressed will be allowed on the premises of the institution.

General Dress code

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 (both male and female students)
- Very worn and/or stained jeans
- Beach sandals, flip flops or similar type shoe attire
- Sleeveless shirts (male students)
- Transparent shirts
- Hats or Caps
- Worn out and/or dirty shoes, sport shoes, or sneakers.

Online Learning Dress Code

Students are required to dress in business casual attire while participating in online educational activities. The following attire is required:

- School identification – students must fully comply with the identity verification method established by SJBSM for online activities
- Short hair - neat and clean haircut
- Long hair - gathered towards in the back of the head, moderate hair accessories
- Beards and mustaches - well groomed
- White coat – if required must be neat, clean and in good condition

Laboratory Dress Code

Medical students should dress appropriately not only on school premises, but also during laboratory sessions. The following dress code is required for all Anatomy, Microbiology and/or Research laboratories:

- Designated scrub and dressing gown during laboratories sessions
- Closed shoes (must cover heel)
- No sandals, slippers and/or similar type shoe attire

*No one dressed in a lab gown will be allowed outside of the laboratory

Clinical Skills Center Dress Code

Students are required to dress in business casual attire while working in the Standardized Patient Unit. The following attire is required:

- White coat - neat, clean and in good condition
- School identification - visible and not covered by hair or other articles of clothing
- Short hair - neat and clean haircut
- Long hair - gathered towards in the back of the head, moderate hair accessories
- Beards and mustaches - well groomed
- Closed shoes - heel not more than two (2) inches high
- Pants - loose waistline pants, clean, neat and in good conditions
- Skirts/dresses – loose, no shorter than three (3) inches above the knee, clean, neat and in good conditions
- Fingernails - conservative short length, light color polish, no nail jewelry
- Makeup - natural appearance
- Jewelry - moderate usage, wedding bands approved for all, use of earrings is acceptable only in females

The following attire **is not** permissible in the Unit:

- Sandals or athletic shoes
- Worn or torn jeans, shorts or leggings
- Below the waist pants
- Extremely oversized pants
- Short skirts/dresses
- Low neck lines in women
- Sleeveless shirts in men
- Transparent shirts
- T-shirt, polo or sweatshirts
- Visible tattoos or body piercing
- “Highlights” or “tips” in male students
- Sunglasses unless prescribed
- Artificial nails
- Excessive or exaggerated makeup
- Use of earrings in males
- Excessive jewelry

Clinical Sciences Dress Code

Each student is expected to maintain high standards of appearance during their professional activities in hospitals and clinics. Students are required to:

- Wear closed shoes, clean and in good conditions, heel not more than three (3) inches high
- Use white dressing gowns (white coats)
- Use Identification tags
- Cellular must be kept in vibrating mode and should be answered **ONLY** when it does not interrupt conference, rounds or other work-related activities
- Wear suitable clothes for an office setting (see Dress Code for Clinical Skills)
- Loose waistline pants
- Scrubs suits are **only** acceptable in labor and delivery rooms, the operating room, at CCBB laboratories, and when a student is on night call
- Hair protectors, shoes and masks from operating room should be taken off and left in operating room
- Fingernails must be kept short and clean
- Male students
 - must wear shirt & tie (the only exception to the tie is during Psychiatry Clerkship)
 - short hair, neat and clean, not dyed
 - beards and mustaches must be well groomed
 - no earrings
 - no sleeveless shirts
- Female students
 - Hair must be neat and clean
 - Long hair should be gathered in the back of the head
 - Hair accessories should be moderate
 - Makeup of natural appearance
 - No acrylic fingernails
 - No revealing clothes
 - Dresses and/or skirts should not be shorter than three (3) inches above the knee
- Not allowed
 - Short pants
 - Under waistline pants that allow for underwear exposure
 - Sandals or sneakers
 - T-shirts, polo nor sweatshirts
 - Transparent shirts
 - Visible tattoos
 - Sunglasses unless prescribed
 - Excessive jewelry

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, visible at all times
- Closed shoes (Occupational Safety and Health Administration Regulation)

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

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 be kept clean and neatly trimmed

Dress code for BSN when in clinical setting:

- Female students must use normal pant or dress uniform with $\frac{3}{4}$ length sleeves, dress should be appropriate length
- Male students must use formal white uniform with normal length sleeves
- White closed shoes
- Nursing Program patch on left sleeve
- Identification pin with full name and BSN(C) 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 (Occupational Safety and Health Administration Regulation)

CONFIDENTIALITY OF PATIENT INFORMATION

Confidentiality in the handling of information pertaining to patient care is an ethical and legal obligation of the Institution. SJBSM is committed to this obligation in an explicit manner. To this mean, the school has implemented the Code of Honor, and the norms established by the Health Insurance Portability and Accountability Act (HIPAA) that guarantee confidentiality in health care.

Better known by its abbreviation, HIPAA establishes the rules that ensure data privacy and security provisions for safeguarding 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. Students are required to have updated HIPAA certifications prior to clinical practice and/or research courses. HIPAA certifications must be updated in accordance with the expiration date indicated in certification.

OFFICIAL COMMUNICATIONS

SJBSM assigns enrolled students an institutional email account for which students must create a private password. Students must communicate through the assigned institutional e-mail to establish student identity verification. Communications received from enrolled students through a private personal will not be authenticated as an official communication. Students' failure to respond to an official communication made by a School official by means of emails, telephone calls and/or letters will be considered as a serious lack of professional behavior and will be referred to the Associate Dean of Student Affairs. Unsatisfactory evaluations in professionalism could result in disciplinary actions.

Students must respond to and attend all scheduled official activities, meetings and appointments. It is their responsibility to access on a daily basis the institutions official email account, Canvas and/or E-value sites, and read all official communications. The school's faculty, Course and/or Clerkship Coordinators and Administration will consider all emails through the school's account as official communications to the students.

POLICY ON DISTANCE LEARNING – COVID-19

Due to the COVID-19 pandemic situation the San Juan Bautista School of Medicine (SJBSM) implemented the distance learning modality to ensure students, faculty/instructors and staff well-being. The SJBSM developed this policy following the Puerto Rico Government Executive Orders and the Centers for Disease and Control, and accreditation agencies' recommendations. The distance education modality will be used until further notice and until SJBSM facilities are secure. The policy on distance learning covers instruction type, attendance, assessment methods modality, official communication, and policies and procedures. For the purpose of this policy, distance learning is defined as instruction that takes place remotely, outside of the traditional classroom and primarily using online technology platforms. It can include synchronous or asynchronous learning, a hybrid of the two or other distance learning modality.

TEACH-OUT PLANS AND AGREEMENT POLICY

SJBSM has developed procedures to ensure that in the event that the institution or any of its programs are placed in a probatory status, or the institution is compelled to close all accrediting standards the described procedures will be set in motion to (a) meet all accrediting standards within the accreditor agency deadline; (b) reasonable efforts are made to assist affected students so that the least possible disruptions occur in their pursuit of their studies.

For details refer to Executive Order 2020-05

MILITARY TUITION ASSISTANCE (TA) REFUND POLICY

In compliance with the Department of Defense's policy as defined in DoDI 1322.25 and amended on July 07, 2014, San Juan Bautista School of Medicine (SJBSM) will return any unearned Military Tuition Assistance (TA) awarded to a student that withdraws and therefore is no longer eligible for the full amount of TA funds through at least 60% of the semester on a prorated basis. The amount of unearned TA to be refund will be based on the date of withdrawal from the course. This policy applies only to students receiving Military Tuition Assistance.

For details refer to Executive Order 2020-03

SJBSM COVID-19 POLICY AND PROCEDURES

In order to guarantee a safe learning environment during the COVID-19 pandemic, SJBSM established a policy that defines the safety measures to be implemented to manage COVID-19 exposure, define remote administrative activities and distance learning procedures.

For details refer to Executive Order 2020-01

HARASSMENT AND DISCRIMINATION GRIEVANCE POLICY

SJBSM is committed to providing a work and student environment that is free of harassment and discrimination will not tolerate discriminatory or harassing behavior by any employee, student, or third party in connection with an educational program.

Discrimination based on disability is denying a person the opportunity to participate, provide an unequal opportunity to participate of, and/or limit the enjoyment of any aid, benefit, service, privilege, advantage or opportunity enjoyed by others. Examples include but are not limited to inequitable access to educational programs and facilities, and the refusal to implement or inappropriate implementation of academic adjustments.

Harassment based on disability is the intimidation or abusive behavior towards a student based on their disability that creates a hostile environment by interfering and/or denying a student's participation in, or the receipt of any aid, benefit, service or opportunity enjoyed by others.

Sexual and/or gender harassment are a form of discrimination when the conduct is sufficiently severe or pervasive, has the purpose or effect of unreasonably interfering with an individual's work and/or academic performance, or creates an intimidating hostile or offensive environment. Examples include but are not limited to unwelcome verbal, visual, or physical conduct of a sexual nature; unwelcome sexual advances, requests for sexual favors, and/or sexual violence such as sexual assault, domestic violence, dating violence and stalking. Verbal, nonverbal or physical aggression, intimidation, or hostility based on gender or gender stereotyping even if they do not include conduct of a sexual nature are some forms of gender harassment and discrimination.

We encourage all individuals to inform SJBSM about behavior that may be inappropriate or constitute harassment and/or discrimination early, and before it becomes so serious that it interferes with your work or academic environment. Please refer to the corresponding coordinators: for discrimination and/or harassment based on disability refer to Disabilities Services and Accommodation (ADA) Coordinator; for sexual and/or gender harassment refer to the Title IX Coordinator.

Disabilities Services and Accommodation
Yaidy L. Cruz, M.Ed.
Student Performance Director
Tel. (787) 743- 3038 Ext. 233 ó 3212
Email: ylcruzcordero@sanjuanbautista.edu

Title IX Coordinator
Yolanda Miranda, Psy.D
Associate Dean for Student Affairs
Tel. (787) 743- 3038 Ext.256 ó 255
Email: ymiranda@sanjuanbautista.edu

For details refer to Executive Order 2018-04.

GRADE SUBMISSION

SJBSM is committed in ensuring that students have access to their grades in a timely manner. Grades are posted and made available through the school's digital services, CANVAS for BSN, MPH and MD biomedical years, and E-VALUE for MD clinical years. Registrar establishes deadline for all faculty members to submit final grades, Year/program Coordinators oversee compliance. Official grades will be made available to students within six (6) weeks of the end of course and/or clerkships by the Registrar's office. Timeliness of grade submission data is reviewed on a regular basis to ensure that students receive their grades as established by school policies

For details refer to Executive Order 2018-03.

GRADE APPEAL

Students have the right to appeal a final grade if they deem necessary. To provide a just and formal process, SJBSM has developed a policy to support student success and provide consistency in the delivery of academic programs and student services.

Students may appeal a course/clerkship final grade or summative evaluation directly to the Course/Clerkship Director in writing within ten (10) business days of receipt of the final grade. The Course/Clerkship Director will evaluate the appeal and submit an answer within ten (10) business days of receipt of the appeal. If not satisfied with the results, the student may appeal to the Chair of the Academic Department, or, in case of non-department courses, directly to the corresponding Associate Dean. If the concern is not reconciled after the due process, students may appeal to the President whose decision is final and non-appealable.

For details refer to Executive Order 2018-02.

LEAVE OF ABSENCE, WITHDRAWAL AND READMISSION

Students who need to interrupt their course of studies will be categorized as either in a Leave of Absence (LOA) or as a Withdrawal (W).

LOA – intended for students in “Good Standing” that need to interrupt their studies for a short period of time due to mayor medical conditions, research, military service and/or personal reasons; and intend to return to their studies immediately after. A LOA is normally granted for no more than one hundred and eighty (180) days in a twelve (12) month period or its equivalence of two academic periods. Under special occasions, it may be granted for a twelve (12) month period, maximum time allowed for a LOA, after which a student may request a Withdrawal.

When requesting a LOA, the student must meet with the Associate Dean of Student Affairs for orientation. The Registrar will ascertain the students' academic performance to the point in each course/clerkship underway to determine students good standing and/or

special conditions for the LOA. The application will be submitted to a committee for evaluation. If the LOA is granted, students must be aware that during a LOA:

- (1) the maximum consecutive time to be granted a personal LOA is 180 days. Under special conditions, students may be granted a LOA for a maximum consecutive time of twelve months. After that time a student is not eligible for a LOA extension, and will be referred to the Evaluation and Promotion Committee
- (2) during a LOA, a grade of W (Withdrawal) will be entered in student's transcript designating uncompleted work. When the student returns, reenrolls and completes the course, the final grade will be entered but the W will remain along with achieved grade.
- (3) students in a LOA do not qualify for financial aid until they return and enroll in their next corresponding payment period
- (4) during a LOA, students will only be covered by the healthcare insurance for the enrolled period. If a LOA is taken before the next enrollment period, students will not be covered unless they request so with the school Bursar and pay corresponding fee
- (5) students must comply with all the conditions of the LOA in order to be allowed to return
- (6) failure to notify the school of the intention to return after a granted LOA, or failure to return from the LOA on the corresponding date, will result in an administrative dismissal
- (7) return from LOA is subject to availability of space, unless specified otherwise
- (8) a LOA will alter students expected graduation date and chronologic time for degree completion, and will be informed in the Medical Student Evaluation Performance submitted to ERA

Withdrawal – is intended for students who were denied a LOA, wish to interrupt their studies for an indefinite time, or do not intend to return to school due to medical, academic, administrative or personal reasons. Students who withdraw may apply for readmission under the following circumstances:

- (1) students who withdraw during the first academic period or whose period of withdrawal is greater than two years may reapply through the regular first year admissions process
- (2) students who withdraw after the first academic period may reapply by submitting a request to the Associate Dean for Students Affairs sixty (60) days prior to the requested return date
- (3) all applications for readmission will be reviewed by the Evaluation and Promotion Committee
- (4) readmitted students must comply with the established chronological time for the corresponding program calculated after initial enrollment
- (5) readmission is subject to availability of space

Dismissal – Among other reasons, SJBSM may dismiss a student who does not meet the criteria for academic and/or professional performance as established by school policies, who fails to comply or return from a LOA, and/or who fails to register for a required term.

A student who is dismissed due to academic and/or professional performance is not eligible for readmission.

For details refer to Executive Order 2017-02.

MASK FIT

As a safety measure, SJBSM requires that all students be certified in mask fit procedures on an annually basis. The Deanship for Student Affairs will be responsible for coordinating the certifications. Students who do not successfully complete their certification will not be allowed to participate in activities involving clinical settings.

For details refer to Executive Order 2017-01.

DUE PROCESS

While monitoring students' progress during their enrollment at San Juan Bautista School of Medicine, the institution may determine to impose an adverse action that may result in an alteration of student's status and/or graduation from the institution. The Due Process Policy has been established in order to provide students with a fair and formal process to appeal the decision in such circumstances. In such event, that an adverse action as defined in the policy is imposed on a student, the process to appeal would be as follows:

- (1) student will receive in writing the official notification from the Evaluation and Promotion Committee indicating student of the adverse action
- (2) students may appeal the decision in writing within ten (10) calendar days of having been notified
- (3) an Ad-Hoc committee will be appointed by the President to evaluate the appeal and submit its recommendations to the President who will inform the student
- (4) if not satisfied with the decision, students may appeal the decision for a second time, in writing within ten (10) calendar days of having been notified. The President will emit a final decision, which is not appealable.

For details refer to Executive Order 2016-01

POLICY TO PROTECT STUDENTS ACTIVATED BY THE ARMED FORCES

As stated by the provisions of Act. 109 of April 11, 2003, SJBSM has established measures to protect students who have activated by the United States Armed Forces Reserves and/or the National Guard of Puerto Rico. In such circumstances, the institution will:

- (1) offer a refund, repayment or credit for money paid for tuition and other expenses made by a student who is activated, except for non-refundable expenses
- (2) prorate funds, repayment or credit at the rate available upon activation
- (3) provide priority of reintegrating to the academic program according to availability of courses at that moment

Students shall notify the Institution that he/she is a member of the Armed Forces of the United States in Puerto Rico or the National Guard of Puerto Rico within the first thirty (30) days from the start of each academic term. At the time the student is activated by the Armed Forces of the United States or the National Guard of Puerto Rico, he/she must submit an original copy of the activation orders as evidence to the Registrar, at least fifteen (15) days prior to activation or in default within a reasonable time, and indicate preference of refund or credit. The Registrar will cancel, student's enrollment, and inform corresponding offices. A classification of "Military Withdraw" (MW) will be assigned to interrupted courses. This classification will not affect the transcript for purposes of the Satisfactory Academic Progress (SAP) Policy.

For details refer to Executive Order 2015-03

POLICY BANNING PUBLIC USAGE OF SOCIAL SECURITY

In compliance with Act No. 186 of 2006, San Juan Bautista School of Medicine states that the institution will (1) not show or display the Social Security number of any student in a visible place or object, (2) used as student identification, (3) make it accessible in directories, nor (4) make it accessible to any person who has no need or authority for accessing said data. The Institution will only use student Social Security number for internal purposes such as identity verification in the application for admission, financial aid, and/or other reports required by state and/or federal law, and that are of a legitimate and official nature.

For details refer to Executive Order 2015-02

STUDENT EMERGENCY HEALTH CARE SERVICES

SJBSM has established an alliance with the Caguas Mennonite Hospital for emergency medical care in the event that a student requires emergency care due to exposure to body fluids, potential biological hazards or punctures. The contact person is Dr. Enrique M. Robles at (787) 653-0550 Ext. 3655.

For details refer to Executive Order 2013-03.

MANAGEMENT OF ACCIDENTAL NEEDLE PUNCTURES OR EXPOSURE TO MUCOUS MEMBRANE AND/OR BLOODY FLUIDS

In compliance with the Center for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA), SJBSM has established procedures to protect students from contagion in the event an accidental exposure occurs and prevent contagion with pathogens. When accidentally exposed, students must:

- (1) Wash affected area with water (and soap if the exposure was percutaneous)
- (2) Notify immediate supervisor and fill corresponding documentation
- (3) Visit nearest Emergency ward

Note: Students shall be responsible for all charges incurred both in Emergency ward and all follow up care or treatment.

All accidents must be carefully documented and reported to the Deanship of Student Affairs. Students will be interviewed and provided with education and/or counseling as needed.

For details refer to Executive Order 2013-02

USE OF LONG OR ARTIFICIAL NAILS, NAIL POLISH AND USE EXCESSIVE APPAREL

As a healthcare related educational entity, SJBSM is committed to (1) preventing the transfer of infectious material on nails; (2) reduce the likelihood that protective gloves break; (3) prevent skin lacerations to patients; (4) prevent/reduce the possibility of contamination of surfaces, equipment and/or materials; and/or (4) reduce the colonization of bacteria among patients. For these reasons, and in compliance with the Administrative Order # 163 of the Department of Health of Puerto Rico, SJBSM prohibits the use of acrylic nails, nail tips or cosmetic material over nails.

For details refer to Executive Order 2013-01

POLICIES AND PROCEDURES REGARDING MANAGEMENT OF STUDENTS WITH AIDS, AIDS RELATED SINDROMES AND OTHER COMMUNICABLE DISEASES

SJBSM acknowledges the need for providing a safe and confidential environment for students with HIV, HIV related syndromes and/or other communicable disease. The school has established its commitment for educating incoming students; providing a safe and confidential environment for the voluntary report of such conditions; a guide for the adequate management of students known to be infected that includes a provision for adequate care; and precautions to prevent transmission of communicable diseases. Policies and procedures have been organized by topics to facilitate their location. All students are expected to comply with these regulations.

For details refer to Executive Order 2012-07.

CONFIDENTIAL COUNSELING FOR STUDENTS

To ensure that all counseling services rendered to students abide by state regulations, SJBSM has established and published a policy that provides for confidentiality during counseling sessions for students; delineates procedures for when imminent danger is made clear; defines the use of information disclosed during the counseling process; and guidelines for the individual and/or group counseling relationship. The Counselor is responsible for informing the student of the norms that govern confidentiality.

Among the provisions made for confidentiality, all records of individual and/or group counseling processes such as, but not limited to: interview notes, assessment data, correspondence, tape recordings, electronic data and other professional information used during the process will not be considered part of the student academic record. It will be stored at the Counselor's office and will be kept confidential, unless the student authorizes it through a written consent. SJBSM takes very seriously the norms of confidentiality. Any violation to these norms may result in disciplinary action.

For details refer to Executive Order 2012-06.

STUDENT HEALTH CARE SERVICES POLICY

Medical conditions may jeopardize academic and/or extracurricular activities. To ensure proper health care for all SJBSM students, SJBSM requires that students demonstrate adequate health insurance coverage to pay for medical conditions as a condition of enrollment. When a student does not have such insurance, they will be required to abide by the institution's medical insurance plan. The benefits of the insurance plan facilitate care for medical conditions that could affect academic and/or extracurricular activities if not properly treated. The institutional health insurance plan is available for all students regardless of race, creed, sex, age, religion country of origin, mental status or sexual preference.

For details refer to Executive Order 2012-05 and 2013-03.

AUTHORIZATION FOR STUDENTS TO TRAVEL DURING TERM PERIODS

SJBSM promotes student participation in professional activities inside and outside the country. The institution encourages students to continually benefit from the enrichment that stems from sharing knowledge and discussing ideas with other professionals in local and international forums. To support student participation in said activities and avoid adverse conditions that affect students for achieving their academic goals, the school requires students to submit a Travel Authorization Application with the Associate Dean for Student Affairs at least forty-five (45) days in advance. After careful consideration of possible outcomes, student will be notified of school determination. When approval is granted, student will be held responsible for making up any and all academic work

assigned during their absence. Upon their return, the student must present a report on the work completed to the Associate Dean for Student Affairs.

For details refer to Executive Order 2012-04.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY STUDENT ANNUAL NOTIFICATION

In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, SJBSM acknowledges that eligible students, one who have reached eighteen (18) years of age or are attending an institution of postsecondary education, must be informed annually of their rights as established under FERPA. Procedures have been established to ensure that students become aware of these rights, and that these rights are guaranteed. When in doubt, students may contact the Deanship of Student Affairs for orientation and/or clarification.

For details refer to Executive Order 2012-03.

POLICY AND PROCEDURES ON CRIMINAL BACKGROUND CHECKS

SJBSM recognizes the need to (1) enhance the safety and well-being of patients, peer students, faculty and the whole institution; and in so doing, to (2) bolster the public's continuing trust in health professions; and (3) ascertain the ability of students of eventually becoming licensed and/or certified in their professions. All admitted applicants must consent, submit to and satisfactorily complete a Criminal Background check (CBC) as a condition of enrollment.

Students whose CBC report positive results will be screened to determine severity. If the offenses constitute a mayor offense as defined in Appendix 1 of the Executive Order 2012-02, the admission process will be terminated, and the applicant will not be able to appeal or request a reconsideration. Whereas if the offense constitutes a minor offense as defined in Appendix 1 of the Executive Order 2012-02, the case will be referred to the Associate Dean. Each case will be considered on a one on one case. The case will be referred to an Ad Hoc Committee for evaluation. Result will be submitted to the President who will inform the applicant. The applicant may appeal the decision to the President who will submit a decision. The decision emitted by the President will be final and not appealable.

For details refer to Executive Order 2012-02.

INSTITUTIONAL POLICY FOR NON-RESIDENTS STUDENTS

Individuals that come to Puerto Rico primarily for educational purposes does not count toward establishing a permanent domicile in the Commonwealth of Puerto Rico for tuition

purposes. Therefore, the time spent in Puerto Rico while attending our institution they remain as Non-Residents for tuition purposes until they complete their studies.

For details refer to Executive Order 2012-01.

CREDIT HOUR POLICY

In compliance with the Department of Education and Middle State Commission on Higher Education, has established and defined the procedures for assigning credit hours to all courses offered in each academic program.

For details refer to Executive Order 2011-09.

INSTITUTIONAL POLICY ON THE RIGHT TO BE INFORMED, ADVOCACY ALERT ON CRIMINAL INCIDENCE AND SECURITY ON THE PREMISES OF SJBSM

To ensure, to the extent possible, a safe working and study environment, and in keeping with the provisions of Public Law 101-542 known as "The Student Right to Know and Campus Security Act "; SJBSM will make all necessary provisions to (1) promote and maintain a safe environment free of risks and violence; (2) will compile data and disclose it in order to keep the community informed in general about any criminal act occurred within the school grounds and/or adjacent areas. Anyone who by action or omission violates any local or federal statute will be subject to disciplinary actions as determined by institutional policies.

For details refer to Executive Order 2011-08.

USE, ACCESS AND SECURITY OF FACILITIES AT SJBSM

Administrative and departmental offices will be open to public from 8:00 am to 5:00 pm during weekdays. The library will open at other hours to meet the needs of students and faculty. Personnel is responsible for securing offices and corresponding facilities before leaving the premises. Security personnel will be on duty 24/7; and random foot patrols will be made by Mennonite Hospital security personnel. To report crimes and/or emergencies, individuals may contact security personnel on school premises 24/7, or call 911.

For details refer to Executive Order 2011-07.

POLICY ON MEDICAL STUDENTS WORKLOAD

Taking into account the effects of fatigue and sleep deprivation on a student's learning and clinical activities, as well as their own health and safety, SJBSM has established specific policies for both Biomedical Sciences (first and second year) and Clinical Sciences (third and fourth year) that are aimed to guarantee a balanced workload for students enrolled in the MD program. Violations to these regulations shall be reported to the corresponding Course Coordinator and/or the Clerkship Director, who will discuss the violation with the corresponding Dean.

For details refer to Executive Order 2011-06.

INSTITUTIONAL POLICY REGARDING THE ACADEMIC CALENDAR

The Academic Calendar provides an itinerary of studies for all academic activities. SJBSM has established certain procedures to ensure that the content of the academic calendar is structured, has a coherent sequence, meets the guidelines of accreditation agencies, the regulations of the Federal Department of Education, and the holidays observed in Puerto Rico. It also provides a guideline for procedures in the event of a natural phenomenon.

For details refer to Executive Order 2011-03.

POLICY FOR STUDENTS TAKING THE UNITED STATES MEDICAL LICENSURE EXAMINATION (USMLE) STEP 1 AND STEP 2

SJBSM provides guidelines to allow appropriate time for preparation, scheduling, deadlines, and repetition if necessary, for the USMLE Steps. All students enrolled in the medical program must take and pass the board examinations Step 1 and 2 in order to graduate. Students will have only three opportunities to pass the boards. Failure to pass the boards will result in dismissal from medical school. For Step 1, students must have satisfactorily completed their biomedical sciences, take a minimum of three diagnostic tests offered by the National Board of medical Examiners (NBME) during their review, and must take Step 1 before the start of third year. For Step 2 students must have satisfactorily completed their third year, and schedule it in advance, prior to November 1st of the academic year of the anticipated graduation.

For details refer to Executive order 2010-01.

TRANSFER CREDITS POLICY

SJBSM welcomes applications from candidates requesting transfer to any of its programs. This policy defines the process by which all transfer credits are evaluated.

For details refer to Executive Order 2009-05

WITHDRAWALS, TRANSFERS AND RETENTION POLICY

SJBSM outlines the process surrounding permanent withdrawal, transfer and retention of students. The institution will accept the transfer of credits from previously taken courses in other accredited institutions provided that the courses correspond with the programs curricular scheme in content, number of credits and number of contact hours. Applicants requesting transfer must complete the corresponding form in the admissions office and submit with a transcript evidencing completion of said courses.

When requesting a withdrawal and/or transfer to another institution, students must meet with the Associate Dean for Student Affairs for orientation. The initial stages of the procedures focus on providing students with the required support and encouragement to help them continue with their studies. Before a withdrawal and/or transfer to another institution is made official, students must have fulfilled all financial and administrative responsibilities with the school, including returning all borrowed library resources and completion of their academic record.

Acknowledging the need to address student retention, SJBSM has designed a support system that aims to provide students with services that contribute to the student's experience, performance and guidance and ensure they fulfill their academic goals successfully.

For details refer to Executive Order 2009-01.

TECHNICAL STANDARDS FOR ADMISSION, RETENTION, PROMOTION AND CERTIFICATION POLICY

SJBSM has an ethical responsibility for the safety of patients with whom students and graduates will come in contact. When SJBSM confers a degree, it certifies that the recipient has demonstrated all the requirements to become a practicing health professional. The institution promotes that all applicants admitted to SJBSM have the intellectual, emotional and physical abilities (with or without reasonable accommodation) to acquire the knowledge, behavior and clinical skills needed to successfully complete the core curriculum. Candidates must have a minimum of aptitudes, abilities and skills in areas such as: observation, communication, motor, intellectual, conceptual, integrative, quantitative, behavioral and social attributes.

SJBSM offers equal opportunity in all its programs and services in full compliance with state and federal laws and regulations, including the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

For details refer to Executive Order 2008-01MD Program/2011-02 BSN Program.

PROCEDURE FOR STUDENTS REQUESTS FOR REASONABLE ACCOMODATION

SJBSM is committed in providing all students with a qualified disability an equal opportunity to access the benefits, rights and privileges of program services and activities in an integrated and accessible setting appropriate to the students' needs in compliance with the American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. No student shall, on the basis of his/her disability be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination while participating in any institutional program or activity. In order to provide access to and inclusion in all academic and campus programs to qualified students with disabilities, the Institution has provided a request form and appeal process that guarantees that students are made aware of their rights and responsibilities when in need of requesting accommodation for their disabilities; and that their request will be processed in an orderly and timely manner. The designated school official is the Students Programs Director, Yaidy L. Cruz, M.Ed. (787) 743-3030 Ext. 233 ylcruzcordova@samjuanbautista.edu

Qualified students who need to obtain an accommodation must meet with the Student Programs Director and submit the application form with supporting documentation. After reviewing each case individually, the Student Programs Director will determine accommodation and notify the student, and the necessary faculty /staff responsible for implementing the accommodation. Students not satisfied with the granted accommodations may request a meeting with the Student Programs Director or request a review with the Associate Dean for Student Affairs with in six (6) days of receipt of the determination. If the students concern remains unresolved and/or the student believe they have been denied equal access in the form of appropriate accommodations, or has otherwise been discriminated against, they may file a grievance using the procedure described in the Executive Order 2018-04 Harassment and Discrimination Grievance Policy.

For details refer to Executive Order 2007-01.

EQUITY AND DIVERSITY POLICY

SJBSM aims to provide a learning and work environment for students and staff that fosters fairness, equity, and respect for social and cultural diversity, and that is free from unlawful discrimination, harassment and disability as determined by legislation and by institutional policies.

For details refer to Executive Order 2006-12.

PROGRAM OF EDUCATION AND TRAINING OF BLOODBORNE PATHOGENS

In compliance with the Occupational Safety and Health Administration (OSHA) regulations, and to avoid the transmission of diseases between patients and students, SJBSM has established policies that provide guidelines for introducing basic concepts of bloodborne pathogens and OSHA regulations to students; provide access and information of the SJBSM “Control of Exposure Plan”; and educate on procedures for handling exposure to pathogens. Specific methods of control are delineated including good health practices required by students including but not limited to physical examination and immunization record for all enrolled students; identification of students with non-occupational and/or occupational diseases; and specific restrictions for the management of transmissible diseases.

For details refer to Executive Order 2006-11.

RECORDING AND REPORTING OCCUPATIONAL INJURIES AND ILLNESSES

SJBSM provides adequate procedures aimed to ensure that all injuries and/or illnesses that occur while attending school sponsored activities (on and off campus) are reported; individuals who experienced the injuries and/or illnesses receive timely and responsive medical attention; and that when required, all claims for compensation are investigated and processed according to regulatory requirements.

For details refer to Executive Order 2006-10.

CONVERSION OF THE TUBERCULIN TEST

In compliance with the Occupational Safety and Health Administration (OSHA) regulations, and with the intention that individuals receive proper treatment and follow up, SJBSM has established a policy in cases of conversion of the tuberculin test. Students who test positive will be referred to medical treatment. Guidance will be offered regarding the meaning of a positive test, the importance of receiving corresponding treatment, and the importance of medical follow up.

For details refer to Executive Order 2006-09.

HANDLING THE EXPOSURE OF HERPES ZOSTER IN STUDENTS

Following Occupational Safety and Health Administration (OSHA) regulations, and with the intention of preventing an outbreak of Chickenpox in a sensitive population, SJBSM requires that any student exposed to chickenpox and/or who develops the disease notify the Associate Dean of Students immediately for proper intervention. All cases will be duly documented.

For details refer to Executive Order 2006-08.

POLICY RELATED TO MISTREATMENT OF STUDENTS IN THE TEACHER-STUDENT RELATIONSHIP

San Juan Bautista School of Medicine is committed to fostering an environment that encourages academic, ethical and professional success of faculty and students. The achievement of such success is dependent on an environment free of behaviors which can undermine the mission of the institution. To ensure an atmosphere of mutual respect, collegiality, fairness and trust, SJBSM has established a proper set of guidelines.

SJBSM requires that the institutional body treat others with respect, fairness, equally and impartially regardless of age, gender, race, ethnicity, national origin, religion, disability or sexual orientation. Faculty is responsible for providing current material in an effective format suitable for learning; be on time for didactic investigational and/or clinical encounters; and provide timely feedback with constructive suggestions and opportunities for improvement when needed. Students are responsible for devoting time and energy to their academic duties to achieve course objectives and goals; be on time for didactic investigational and/or clinical activities; and communicate all concerns or suggestions in a respectful and professional manner.

Examples of inappropriate conduct include, but are not limited to: unwanted physical contact, loss of personal civility including shouting, humiliation, temper displays such as throwing objects; requests to perform inappropriate personal errands; grading and/ or evaluations based on criteria not related to performance. Discrimination and/or sexual harassment in any manifestation constitute a serious violation and will be handle in accordance with the procedures delineated in the Executive Order 2018-04 Harassment and Discrimination Grievance Policy and Procedures.

The following avenues are available for reporting any event of mistreatment:

- (1) Informal approach that allows for mediation in a one a one basis or with a third party
- (2) Formal approach when allows complainant to present a formal complaint to corresponding school official
- (3) Anonymous report that provides a mechanism for complainants to present a situation while maintaining their identity anonymous. To report any violation anonymously refer to: **<http://www.sanjuanbautista.edu/student-life/sjb-student-hotline.html>**

For details refer to Executive Order 2006-06 and Executive Order 2018-04.

INMUNIZATION POLICY

As part of the Health and Safety Program, SJBSM requires that all students admitted to the institution, be immunized against infectious diseases such as: Hepatitis B; Rubella (German Measles); Rubella (Red Measles); Mumps; Polio; Tetanus; Diphtheria; Pertussis; and Varicella. Students must also present evidence of non-reactive Tuberculin test and health certificate issued in Puerto Rico that includes a VDRL test. Additional vaccines may be requested in compliance with the Center for the Control of Disease and Prevention (CDC) bulletins.

For details refer to Executive Order 2006-05.

NON-DISCRIMINATION POLICY

SJBSM is committed in assuring that all the institutions programs, policies and activities are accessible to all students. Therefore, and in accordance with applicable Federal and State laws and institutional policies, SJBSM does not discriminate on the basis of race, color, national origin, religion, creed, age, sex, gender identity, sexual orientation, disability, ancestry, national and/or ethnic origin, citizenship, marital, parental and/or veteran status; and/or any other characteristic protected by applicable laws.

For details refer to Executive Order 2006-04 and Non-Discrimination Statement.

INSTITUTIONAL POLICY REGARDING THE ADMISSION OF CANDIDATES WITH DISABILITIES

As part of the institutions commitment to fostering equal opportunity of admissions to all candidates, and in compliance with the American Disability Act (ADA) and the Rehabilitation Act of 1973 as amended, SJBSM expresses that all applicants will be treated equally and evaluated under the same criteria as all other students. A non-discrimination atmosphere is promoted at all times. Students with disabilities will not be denied admissions due to their disabilities; will not be excluded, segregated or treated unequally. Students admitted with disabilities will be offered counseling and assistance as part of a support system designed to ensure compliance with this policy. For inquiries concerning accommodations, the application of regulations prohibiting discrimination and other related procedures contact the Accessibility Services and Student Program Director **Yaidy L. Cruz Cordero, M.Ed.** at 787-743-3038 ext. 233; 3212 ylcruzcordero@sanjuanbautista.edu

Additional information regarding the nondiscrimination policy or the student's rights under this policy, is available with the U.S. Department of Education's Office of Civil Rights (OCR) at <https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> or by phone at 1-800-421-3481.

For details refer to Executive Order 2006-03.

REQUIREMENT TO CARRY IDENTIFICATION CARD

It is required by SJBSM that all students, employees, and people who have professional and/or service contracts with the school, be always identified with the ID Card issued by the institution. All ID cards will be issued by the Deanship of Administration and Human resources on a regular basis as established by policy regulations. If the ID card is lost, the Deanship of Administration must be notified, and a new ID requested. ID cards must be returned once students withdraw or graduate; and/or when an employee resigns or ceases their duties with the institution.

For details refer to Executive Order 2004-02

POLICY FOR THE REIMBURSEMENT OF FUNDS TO FEDERAL/ TITLE IV PROGRAMS

In compliance with law changes enacted in the Reauthorization Act of 1998 to the Higher Education Act as amended, SJBSM has established a return policy of funds that applies to all students who are participants of federal Title IV programs (Federal Pell Grants) and other federal programs who begin their courses but withdraw, are dismissed, or are discharged on or before the end of sixty percent of the term or semester.

In determining the amount to be refunded, a series of calculations must take place using the computer program provided by the Federal Department of Education. These calculations will be done with the sole purpose of determining how much federal assistance is to be returned to corresponding federal programs. The student will be responsible for any outstanding balance with SJBSM after all reimbursements and/or returns to federal programs are finalized.

For details refer to Executive Order 2001-01.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

In compliance with federal requirements of the US Department of Education, SJBSM has established a Satisfactory Academic Progress (SAP) Policy. This policy applies to all students enrolled in our institution, regardless of the program and the funds used to pay institutional fees. Students must meet and comply with the required credits per year; maintain a minimum point average of 2.50; and meet the programs requirements in the maximum chronological time established for each program. Students that fail to meet these standards will lose eligibility for financial aid and will be referred to the Student Evaluation and Promotion Committee. Students who are veterans' aid beneficiaries must complete the program during the regular time established in the curricula scheme.

The federal student aid programs require that each student receiving federal aid funds meet the criteria established in the Satisfactory Academic Progress (SAP) Policy.

For details refer to Executive Order 99-03.

REFUND POLICY

In compliance with the provisions of the Federal Department of Education, SJBSM has established refund procedures for students who pay their tuition costs through non-federal funds. Such students will be entitled to a refund of their tuition cost according to the last day of attendance when they withdraw, are dismissed, or are discharged before completing fifty (50) percent of the academic period.

For details refer to Executive Order 99-02.

POLICY THAT PROHIBITS THE CONSUMPTION OF DRUGS, ALCOHOL AND CIGARETTES

SJBSM is aware of the adverse effects caused by drugs, alcohol and cigarette. In keeping with the guidelines of the Federal Mandate on Drug Free Schools and Universities, and Federal Regulations of the Department of Education, the institution prohibits: (1) smoking in classrooms, laboratories, corridors, offices, and other areas that serve as clinical workshops for students; (2) the sale, use, consumption, manufacture and/or possession of alcohol or illicit drugs at school activities, within the facilities of the institution, and at any official academic activity sponsored outside the institution. Disciplinary sanctions will be applied to violators of this policy.

To promote a drug-free school, the institution will test for illegal drugs and/or controlled substances at random any time deemed appropriate. Rehabilitation opportunities will be provided to those who test positive for the first time on such tests.

For details refer to Executive Order 98-04.

REGULATIONS FOR ACCESS TO STUDENT RECORDS

It is the institutions responsibility to ensure that all students educational records are keep in strict confidentially, and that access to said records complies with the Buckley Act known as the Family Educational and Privacy Act (FERPA). In doing so, all educational records and related documents will be kept in a vault located in the Registrar's Office. The records will be stored in security files whose combinations will only be known by duly authorized personnel. To access student educational records parents, students and/or third parties must comply with identity verification methods established by SJBMS.

Disclosure of educational records

Any student who wishes to review their educational file may submit their request to the Registrar. After completing student identity verification, a date will be convened between the Registrar and the student. Personnel from Registrar office the will always be resent when the student reviews their educational file and will explain the information contained in the documents the student reviews. If there is evidence that the information in the educational file is incorrect, the student may request it be corrected. When a change of address has occurred, students fill out the Change of Address Request Form.

Students will not have access to letters of reference or recommendation and any other document marked "Confidential"; or documents where there is information from third parties. For a student to see these documents there must be a written authorization from the person or agency that issued them, authorization from the corresponding Dean, or the rights of the people involved are not violated.

The information in the student's educational record may not be disclosed to any person without the written consent of the student. When for personal reasons a student requests a copy of their educational record, they will present a written request expressing the purpose for which they request a copy of the file. The consent must be signed by the student, have the date on which it was issued and contain the following information:

- The information that will be revealed
- The person(s) to whom the disclosure of information is authorized
- The purpose for which the disclosure of information is authorized

Once the request is approved by the Registrar, it will be processed. A copy of all the requested documents will be provided, except those that are included in the section "Documents to which the Student does not have access", unless the condition of prior authorization applies. When information about a student's educational record is issued, the student will be provided with a copy of the information provided they require so.

Voluntary Waiver of Student Rights

A student may voluntarily renounce all or any of the rights that FERPA provides them if they do so in writing. The Institution at no time will ask the student to renounce their rights or violate them. If a student has signed a voluntary waiver of their rights, they may revoke the same if and/or when they deem it necessary, if they do so in writing.

Exemptions

The information in a student's educational record may be disclosed without the student's consent under the following circumstances:

- To school personnel when there is a legitimate reason of educational interest in the performance of their responsibilities
- To public law officers when there a court of justice requires so
- To representatives of accrediting agencies in the performance of their accreditation functions

When, information about the student is issued without prior authorization from the latter, the student will be provided with a copy of the information if he requires so.

Students have the right to file complaints with the "Family Educational and Privacy Office," Department of Education, 400 Maryland Ave., W., Room 4524, Switzer Building, Washington, D.C. 20203, in relation to alleged breaches of the Law by the Institution.

For details refer to Executive Order 90-03.

Assessment, Evaluation And Promotion Policies

Evaluation System and Procedures

San Juan Bautista School of Medicine is committed to providing high quality health care education, service and research that will foster students' comprehensive development so that they may become capable, competent, skilled, and honest professionals.

To achieve its mission, SJBSM has developed an evaluation system focused in providing timely feedback to students, to identify and assist them with learning difficulties. The system also provides the opportunity for faculty to assess the effectiveness of teaching methodologies.

The educational goals encompass a broad set of competencies. Therefore, the assessment strategies in our curriculum must be creatively tailored to be congruent with those goals. Students must satisfactorily complete all components of the educational program in a timely fashion to be eligible for promotion and graduation. In keeping with the goal of a balanced and coherent educational program, the school seeks to identify potential academic problems early, and provide non-prejudicial intervention as necessary to assist all students in meeting academic standards.

The Student Learning Assessment process at the School of Medicine is based in the concept of multiple methods at multiple times to assess required competences. Assessment strategies include, but are not limited to written, oral, performance based assessments, group work, portfolios, OSCE, research and community projects. Student performance is assessed by a variety of methods with special emphasis on scientific reasoning, comprehension, and problem solving.

In the MD program, biomedical courses include comprehensive written examinations at the end of each system block of the curriculum with participation of different courses. The Office for Student Learning Assessment provides faculty support to develop appropriate assessment strategies and tools according to the educational goals. The school sets the performance of students based on a criteria-based method.

Beginning with the MD Class of 2012, admitted in the academic year 2008-2009, the SJBSM requires MD students to approve the Step I of the United States Medical Licensing Examination (USMLE) given by the National Board of Medical Examiners (NBME) for promotion to third year, and the Step II (CK and CS) prior to graduation. Students are also required to take a Clinical Skills Competence Exam (CCX) prior the beginning of their third clerkship; an Objective Structured Clinical Examination in the core clerkships of Internal Medicine, Obstetrics-Gynecology, Pediatrics and Surgery and, a Comprehensive Exam of Clinical Performance (CPX) at the end of third year.

Assessment methods

Student assessment within the School of Medicine is based in the concept of multiple methods /multiple times to assess required competencies.

Assessment strategies include, but are not limited to written exams, oral presentations, performance based assessments, group work, portfolios, research and community projects.

Student performance is assessed by a variety of methods with special emphasis on scientific reasoning, comprehension, and problem solving.

Midterm Reports

At midterm of the course or clerkship each Course/Clerkship Director or Program Coordinator, must provide a detailed report of student performance throughout the course. For MD students, the report will include both summative and formative results, and a narrative description of student performance for clerkships, with pertinent recommendations. The reports are intended to improve academic performance and will be submitted electronically. Students are required to access this information frequently in the electronic programs provided by the school, so has to have an idea of their progress.

The Office of the Academic Dean will have access to the student assessment results in order to consolidate this information for pertinent evaluation and corresponding procedures by the Student Evaluation and Promotions Committee.

Final Reports

Program, Course or Clerkship Coordinators report grades promptly to the Registrar Office at the end of each course or clerkship, according to the scheduled date in the academic calendar, using the official format. Final course reports will include both numerical results (score) and grade. Clerkships will also include narrative evaluations.

In addition to the above described information, each final report of the MD academic progress for first and second year will include the evaluation corresponding to those activities developed in the Preceptorship Axe. This information will be provided by the Preceptorship Program Coordinator.

Copies of the consolidated narrative report will be submitted to each student and to the Registrar to be kept in the official academic record.

Final grades should be available to students no later than 6 weeks after the end of each course. For MD students in third and fourth year clerkship, final grades will be available four weeks after the shelf test grades are reported.

Student Assessment results are communicated among relevant members of the different academic units to allow appropriate monitoring of student learning progress as well as continuous improvement of the curriculum.

Curriculum Assessment

In agreement with faculty of designated course, the Course Director or Program Coordinator will develop a draft evaluation of the course, including several measures and

methods aligned with the course objectives, according to the institutional guidelines. The guidelines will be shared with all appropriate teaching faculty in the designated course, with an explanation of how the guidelines represent the content that faculty are accountable for teaching. Faculty members are invited to collaborate with Course Director or Program Coordinator in modifying or creating new assessment methods. The corresponding Curriculum Committee approves the evaluation, distribution and components of each course. Course Director or Program Coordinator maintains final authority over design and inclusion of assessment measures and methods for the course.

Academic Counseling

SJBSM provides academic assistance to students who have remediable academic difficulties. Academic assistance includes tutoring, academic skill development counseling, and monitoring progress.

Promotion

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 varies in each program.

Grading system

The School of Medicine uses the following grading system:

A = Excellent	IP = In Progress
B = Good	NP = Not Passed
C = Satisfactory	R = Repeated
D = Deficient	T = Transferred
F = Failed	NR = Not Registered
I = Incomplete	U = Unauthorized
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).

The Registrar may assign Administrative Grades such as:

“IP” – In progress for when a grade has not been reported.

Withdrawal (W) for when a student withdraws from a course.

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

Students who receive a grade of “I” (Incomplete) must complete the pending academic work before the established deadline for each program otherwise, they will receive a grade of “F” in the course.

SATISFACTORY ACADEMIC PROGRESS (SAP)

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 program of Title IV requires that each student receiving aid funds meet the criteria established in the Satisfactory Academic Progress Policy (SAP).

The Satisfactory Academic Progress Policy of SJBSM has seven (7) important elements:

Element #1: Completed Credits and Minimum Grade Point Average

The first factor to consider in the evaluation is the number of completed credits, compared with the number of credits attempted by each student. Annually the San Juan Bautista School of Medicine will determine the satisfactory academic progress of each student, in which the student must meet the required credits established by year of study. SJBSM considers as attempted credits the following: completed courses, failed courses, repeated courses, withdrawals, and incomplete courses at the moment the satisfactory academic progress of each student is evaluated.

MD PROGRAM

Year of Study	Minimum Percentage of Completed Credits	Minimum Grade Point Average
	Students must complete all courses per academic year	2.5

MPH PROGRAM

Year of Study	Minimum Percentage of Completed Credits	Minimum Grade Point Average
1	50%	2.5
2	100%	3.0

BSN PROGRAM

Year of Study	Minimum Percentage of Completed Credits	Minimum Grade Point Average
1	27%	2.5
2	50%	2.5
3	77%	2.75
4	----	2.75

Element #2: Maximum Time Frame in Credits

A student is expected to complete the academic program in a maximum time frame of 1.5 times the length of the program in credits, and is breaks down for each program as follow:

MD PROGRAM

178 credits x 1.5 = 267 credits (maximum time frame) in six (6) years.

MPH PROGRAM

58 credits x 1.5 = 87 credits (maximum time frame) in three (3) years.

BSN PROGRAM

120 credits x 1.5 = 180 credits (maximum time frame) in three (3) years.

Element #3: 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. Students that participate of Title IV Program will only be covered for five years.

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

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

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

Element #4: Probation and Dismissal

If a student does not comply with SAP policies, 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), the student will be referred to the Student Evaluation and promotion Committee. The Student Evaluation and Promotions Committee (EPC) will determine if the student is to be placed in probation or dismissed from the institution. The EPC will notify the student of the final decision. Students may appeal as established in the Executive Order 2016-01: Due Process Policy.

When evaluations are submitted, if a student is identified to be at risk of not meeting the SAP at the end of the year, then the student will be placed on a financial aid warning. The status of financial aid warning will be valid for one payment period only. Students who at the end of the academic year fail to meet SAP requirements will lose their eligibility for financial aid. Students may appeal the decision of ineligibility based on injury, illness, death of a relative, and/or any other special circumstance. To do so, the student must submit a letter to the Financial Aid Director stating how these events altered his/her capacity to meet the satisfactory progress policies, and specifying the changes that have occurred that will allow him/her to fully comply with the requirements in the next academic period. Evidence of the changes and events must be made available for the appeal. If the school approves the petition, the student will be granted a financial aid probation status for one payment period. During this time, the student will be eligible for financial aid. The student

will retain his/her eligibility only when actions have been taken to fulfill the satisfactory progress policies.

Element #5: Veterans

The elements that establish the maximum time frame and the maximum chronological time to complete each 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 regular curricular scheme and time frame.

Element #6: Enrollment Status Classification

The number of credits enrolled in the program will determine the definition for a student to be considered as a full-time or partial-time student. Policy is as follows:

MD PROGRAM

Type of student	Number of credits
Full-time	One (1) or more

MPH PROGRAM

Type of student	Number of credits
Full-time	Six (6) or more
Three fourth time (75%)	Five (5)
Half time (50%)	Three (3) – Four (4)
Less than Half time	Two (2)

BSN PROGRAM

Type of student	Number of credits
Full-time	Twelve (12) or more
$\frac{3}{4}$ time (75%)	Nine (9) – Eleven (11)
$\frac{1}{2}$ time (50%)	Six (6) – Eight (8)
$< \frac{1}{2}$ time (<50%)	Less than six (6)

Element #7: 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.

EXAMINATION POLICY AND ACCOMMODATIONS IN THE ASSESSMENT PROCESS

- All students must take the examinations in the assigned facility on the scheduled date and time. Students who are not able to take an examination at the scheduled date due to 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.
- 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 answers to corresponding exam discussed by students who already took the exam.
- Use of any electronic devices will not be allowed during exams. Examples of prohibited devices are cell phones, iPods, personal digital assistants, and headphones. Disciplinary measures will be adjudicated in such cases.
- Failure to comply with the above described process may result in an “F” grade for that assessment tool.
- 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). The Student Program Director, Yaidy L. Cruz Cordero, M.Ed., (ylcruzcordero@sanjuanbautista.edu) is responsible for processing and implementing approved accommodations for students with disabilities (refer to pertinent institutional policy)
- For students in the MD program:
 - all of the written performance-based assessment evaluations will be administered in proctored settings in the Center for Access of Information (CAI) and are expected to represent each student’s own work.

- All National Board of Medical Examiners (NBME) Tests will be administered following NBME guidelines.
- Students are required to sign an Examinee Acknowledgement Form before the examination is administered.

RULES FOR POSTPONING EXAMS

Students are responsible for acknowledging test schedules as posted in the academic calendar, Canvas, E-Value, in the Syllabus, and/or via email. All official communications from the School are sent to the student through the email account assigned by the institution. It is the student's responsibility to keep track of any changes in the schedule and make pertinent arrangements to comply.

SJBSM is aware that special conditions may arise that inhibit the student from fulfilling their academic responsibilities. The following conditions are considered valid reasons for excusing a student from mandatory academic activities:

- Illness or accident of certain degree of severity that may require hospitalization, emergency room evaluation, and/or to remain bedridden at home
- Illness or accident that may not require hospitalization, emergency room evaluation, and/or to remain bedridden at home, but is of such magnitude that prevents the student from participating in said activity
- Normal and/or complications in pregnancy, childbirth, and postpartum
- Paternity leave
- 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 academic activity
- 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 reason that justifies their absence in order to be excused. If the event occurs unexpectedly, the student must notify the Course/Clerkship Coordinator, faculty member and/or the Deanship of Student Affairs at 787 743-3038 Ext. 255 or 256. Once the event is resolved, the student must submit evidence to the Associate Dean of Student Affairs in order to be excused. Examples of valid excuses are:

- Medical excuse not issued by a relative, SJBSM faculty or attendings
- Funeral certification in case of death

- Official document and /or certification in case of forums, armed forces, sporting events, court citations, etc.

REMEDIAL WORK, RE-EXAMINATION AND DETERMINATION OF FINAL GRADES MD PROGRAM

MD Biomedical Sciences

Students who obtain a final grade of “D” in the written exam portion of any course will have the opportunity to take a remedial comprehensive exam, according to the schedule posted by the Year Curriculum Subcommittee. The student must pass this comprehensive exam with a “C” grade or higher; otherwise, the student is considered to have failed the course. Regardless of the passing grade obtained in the comprehensive exam, the students final grade for the course will be a “C” (70%). This does not apply to courses related to Research, Community Medicine, Professionalism, Introduction to Clinical Skills and Clinical Diagnosis. Students are allowed to remediate a maximum of two courses. Students that need to remediate more than two courses will be referred to the Evaluation and Promotion Committee.

Students who obtain a final grade less than 59.5% will receive an “F” and must repeat the course. Students who fail a course will have to register for the course again, pay corresponding fees, complete and pass the course before being promoted. Students who are interested in repeating a failed course at another school of medicine should apply in writing for authorization by the Academic Dean before registering. The Academic Dean will evaluate such applications, and students will be notified in writing of the decision. Authorized courses will be of the same academic level and offered by medical schools accredited by the Liaison Committee on Medical Education (LCME). Grades of repeated courses in other medical schools are to be officially notified by the Registrar’s Office of said school directly to San Juan Bautista School of Medicine.

The Registrar’s Office will not register grades of courses that have not been authorized following the institutions procedures. 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 a failed course only once.

If the student does not approve the repeated course, the Evaluation and Promotion Committee (EPC) will evaluate the student’s academic record to determine if the student must repeat the year or withdraw from school. The EPC will notify the student of the final decision. Students may appeal the decision as established in the Executive Order 2016-01: Due Process Policy.

When a student is required to repeat the academic year, they will have the option of repeating a course that was not failed. In these circumstances, the final grade of the course not failed 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 be covered by federal funds only for one repetition.

A student is allowed to repeat only one year and only for justifiable reasons. The Evaluation and Promotion Committee considers each case on an individual basis and informs the student of the decision. Students may appeal the decision through the procedures designated in the Executive Order 2016-01: Due Process Policy.

MD Clinical Sciences

Students will be promoted to Clinical Sciences courses after completing and passing Biomedical Science courses with a minimum GPA of 2.50; taken and passed Step I; and having maintained a satisfactory record of professional behavior and attitudes. 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, an Objective Structured Clinical Exam (OSCE), a written examination and a professional behavior assessment. The student must complete the clinical case presentations and pass the clinical competence requirements prior to taking the final written examination. The student’s evaluation will include a narrative description of their clinical performance in all the required competencies.

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

Subject exams from the NBME	30%
Grade for practical evaluation:	70%
OSCE	20%
Overall Performance Evaluation	25%
Formal Case Presentation	10%
Virtual patients	10%
Logbook	5%
Professionalism	Pass/Fail

In order to complete and pass the rotation, the score for *each* of these components must be 70% or higher, and the final overall grade must be of “C” (70%) or higher.

Students who obtain a score of 69.4% or lower in the **Subject Exam** must pay for and take an NBME remedial. Regardless of the grade obtained by the student in the remedial exam, the highest grade the student will receive credit for is “C” (70%). A student who fails the Subject Exam on two (2) occasions must repeat the clerkship.

Students who obtain a score of 69.4% or lower in the **OSCE** must take a remedial OSCE. Regardless of the grade obtained by the student in the remedial OSCE, the highest grade the

student will receive credit for is C (70%). A student who fails the OSCE on two (2) occasions must repeat the clerkship.

If a student is absent or late to a Subject Exam or OSCE, they must pay for and take an NBME remedial. Regardless of the grade obtained by the student in the remedial exam, the highest grade the student will receive credit for is “C” (70%). Students who present an excuse from the Deanship of Student Affairs will be allowed to take the Subject exam and/or OSCE at a later date without penalty in the final grade.

Students will not receive credit for any Virtual Patient case (MedU) for which the level of engagement is low. This component will be evaluated by the Clerkship Director.

In order to pass the professionalism component of the Overall Student Performance Evaluation, the *five (5)* criteria must receive a score of “Above Expectation” or “As Expected”. If *any* of the five criteria receives a score of “Below Expectation” the student will have fail this component and will have to repeat the rotation.

Students who fails a clinical clerkship/course elective shall repeat the rotation. The student must clerkship/course register, pay the corresponding fees, complete 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 clinical clerkship or elective only once. In the event that a fourth-year 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.

Students who fail two (2) consecutive clerkships, will be individually evaluated by the Evaluation and Promotion Committee to determine whether they must repeat the year or withdraw from School. A student is allowed to repeat only one year and only for justifiable reasons. The Evaluation and Promotion Committee considers each case on an individual basis and informs the student of the decision. Students may appeal the decision through the procedures designated in the Executive Order 2016-01: Due Process Policy.

REMEDIAL WORK, RE-EXAMINATION AND DETERMINATION OF FINAL GRADES MPH PROGRAM

A student who has not achieved a 70% score (only students in the score category of 59.5 to 69%) in the summative value of the course evaluation criteria (quizzes, exams, oral/written reports, etc.) will be allowed to remediate. The student must pass the remedial examination with 70% or higher to approve the course.

When a student approves the remedial work with 70% or higher, the remedial grade will be complemented with the original grade, and a mean score will be computed. The mean score will be the official grade for the specific evaluation. The remedial work score will be added to other elements stated in the grade criteria table for a final grade.

REMEDIAL WORK, RE-EXAMINATION AND DETERMINATION OF FINAL GRADES BSN PROGRAM

General Sciences

Students who obtain a “D” grade in any course will be given a comprehensive exam, according to the schedule posted in the BSN academic calendar. Students must pass the exam with a “C” grade or higher otherwise the student is considered to have failed the course. Regardless of the grade obtained in the comprehensive exam, (A, B, or C) the final grade for the course will be a “C”.

Nursing Sciences

The evaluation of the student’s performance during rotations includes clinical competencies, and written examinations and report. The student must complete all the summative evaluation requirements prior to taking the Assessment Technology Institute-Clinical Skill Competencies Examination.

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

For the nursing courses, the final grade will be the result of the following formula:

Grade for summative evaluations	50%
Grade for practical evaluation	50%

A student who obtains a “D” grade in the summative evaluation will have the opportunity to be reexamined. The student must pass this second exam with a “C” grade or higher otherwise the student is considered to have failed the course, and the student will have to register, pay and repeat the rotation. Regardless of the grade obtained in the comprehensive exam, (A, B, or C) the final grade for the course will be a “C”. The obtained grade should be determined using a fair percentage scale. The following scale will be used to calculate the percentage of the obtained grade when reporting the final grade.

Percentage of Replacement Exam	Final percentage for “C” grade
90% - 100%	79%
80% - 89%	75%
70% - 79%	70%

Students who receive a “F” grade in the summative evaluation must register, pay and repeat the rotation, including all clinical experiences.

Students who receive a “D” grade in the practical evaluation must register, pay and repeat the rotation.

Students who fail two rotations will be individually evaluated by the Evaluation and Promotion Committee to determine whether they must repeat the semester or withdraw from school. A student is allowed to repeat one semester and only for justifiable reasons. The Evaluation and Promotion Committee considers special cases on an individual basis, and their recommendations are forwarded to the BSN Director.

LEAVE OF ABSENCE, WITHDRAWAL AND READMISSION

SJBSM expects its students to maintain continuous registration in the respective academic programs. However, the institution acknowledges with this policy, that it is sometimes necessary or desirable for a student to take a leave for a pre-determined period of time, or withdraw completely from the academic program. This policy may not be used in lieu of disciplinary action to address any violations of school rules, regulations, policies, or practices.

Leave of Absence (LOA)

A LOA is intended for students in good academic standing, who need to interrupt their course of studies for a short period of time and intend to return to the Institution immediately after the established timeframe.

Students may be granted a leave of absence for justifiable reasons such as: (a) service in the United States Armed Forces; (b) mayor medical conditions; (c) research; or (d) for personal reasons. A LOA is granted for not more than 180 consecutive days in any 12-month period. Under certain conditions the school may limit time granted for a LOA. No LOA will exceed a twelve-month period. Students who have been out consecutively for a twelve-month period, cannot reapply for a LOA and will be referred to the Evaluation and Promotion Committee.

While on a LOA, the student's enrollment status changes from an active student to an inactive student. Inactive students are not considered officially enrolled in the institution and thus are not eligible to receive additional Title IV assistance, institutional health insurance, or be certified for USMLE Steps until student re-enrolls. A LOA may delay graduation, and in some cases, may also alter the chronologic time for completion of the degree. No additional charges will be made to a student during a LOA.

A student that is absent without authorization or who does not comply with the conditions of a granted LOA will be administratively dismissed from the School.

Procedures to request a Leave of Absence

The student will meet with the Associate Dean of Student Affairs to receive an individual assessment on how a LOA will affect them. If after the orientation the student determines to proceed with a LOA, they must submit application with an explanation of the reasons for

the requested leave, the expected length of the leave, and any additional documentation that may be requested. The request will be referred to corresponding officials for final decision. Students must continue their academic program as scheduled while waiting for a response. Failure to do so may result in a dismissal. Second year students that request a LOA prior to entering third year **MUST** attend third year orientation.

Students will be notified in writing by the Associate Dean of Student Affairs of the final decision. If the request is approved, the terms and conditions of the leave shall be set forth in the approval letter. Student must meet and sign the Memo. Copy of the decision will be sent to the Registrar.

Return from a Leave of Absence

Students are responsible for informing of their return from a LOA. Students who do not inform their return and/or do not return from a LOA will receive an administrative dismissal. To notify intention of returning from a LOA, student must submit a letter to the Associate Dean for Student Affairs and the Registrar. In cases when the school grants a LOA under special conditions, student must have complied with said conditions in order to return to school. **Return from LOA's are subject to availability of space in course/rotation, unless specified otherwise.** Failure to contact the school in writing within the designated time period, and/or failure to return to the school on the expiration date of the LOA without a valid reason may result in an administrative dismissal.

Appeals

A student who is not satisfied with a decision regarding a LOA may appeal the decision as established in the Executive Order 2016-01: Due Process Policy.

Withdrawal

A withdrawal is generally intended for students who need to interrupt their course of studies for a short period of time and intend to return to the Institution but do not qualify for a LOA; or who need to interrupt their course of studies but do not intend to return to the Institution. Students may withdraw for multiple reasons such as mayor medical conditions, academic reasons, administrative and/or personal reasons.

Students who wish to withdraw from the San Juan Bautista School of Medicine are required to meet with the Associate Dean of Student Affairs for orientation. Withdrawal will be considered effective on the date the withdrawal is approved. Once the withdrawal is approved, the Registrar's Office will contact the student so that they may complete the Withdrawal Request Form. The student must obtain the official signatures indicated on the application and return the completed application to the Registrar's Office. Students who withdraw from the School must return the Identification Card and the Parking Card.

Dismissals

SJBSM will dismiss a student who does not meet the criteria for academic and/or professional performance as established by institutional policies. A student who is dismissed for academic and/or professional disqualification is not eligible to apply for readmission.

Students who fail to complete the registration process on the due date, discontinue participating of school activities without authorization, and/or do not return after a leave of absence without any previous communication with school officials, will receive an administrative dismissal. Should the student wish to resume their academic program they will be required to request readmission. Students who fail to comply with the Satisfactory Academic Progress Policy will receive an academic dismissal. Students that receive an academic dismissal are not eligible to apply for readmission for at least one semester.

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 their academic program will be required to request readmission.

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

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.

Any student in the MPH program who is absent more than 15% of lectures, laboratory sessions or other mandatory didactic activities without an excuse from the Deanship of Students Affairs will be dismissed from the course and will receive an “F” grade.

Any student in the BSN program who is absent without a justifiable reason more than 10% of lectures, laboratory sessions or other mandatory didactic activities will be dismissed from the course and will receive an “F” grade. Students with justifiable motives for the absence must present official excuse from the Deanship of Student Affairs.

Readmission

San Juan Bautista School of Medicine (SJBSM) welcomes applications from prior students. Students who withdraw due to a mayor medical condition or wish to return after an approved leave of absence that are interested in returning to the institution will be permitted to pre-register for the semester for which they are requesting readmission.

Students seeking readmission after an academic and/or professional dismissal are not eligible to apply for readmission.

Procedures for requesting readmission

MD Program

A request for readmission shall be initiated by a written application to the Associate Dean for Students Affairs. The request will then be referred to both the Admissions Committee and the Student Evaluation and Promotions Committee. The latter Committees will review the request with the Academic Dean, and render a decision based on the academic achievement level of the student during prior enrolment and other relevant factors.

Procedures for requesting readmission (other than academic dismissal)

1. Any student who decides to seek readmission must:
 - a. Write a letter to the Associate Dean for Student Affairs by March 1st of the year in which the student wishes to register. The letter must include: (1) request for readmission; (2) state the reasons for student's previous academic withdraw and difficulties; (3) outline in detail all professional and academic activities conducted since leaving medical school, in particular those that might contribute to successfully returning to the medical school; (4) discuss the resolution of any personal problems that may, in the past, have affected medical school performance; and (5) describe how medical school would be managed, if readmitted, including study habits, learning methods, and examination preparation applications.
 - b. Complete readmission application
 - c. Submit a copy of an official academic transcript if course work was completed during the time away from medical school.
 - d. Money order or certified check for \$100.00 payable to the San Juan Bautista School of Medicine. This amount is non-refundable.
2. The letter requesting readmission, as well as any supporting documents submitted will be presented to the Student Evaluation and Promotion Committee and to the Admission Committee. The latter Committees have the option of requesting that the student be called and complete a personal interview.
3. The Student Evaluation and Promotions Committee will review each written request in light of the students' entire records, including any additional supporting documents submitted. Based on the information provided, the Committee may recommend readmission without conditions, readmission with certain conditions, denial of readmission until further proof of readiness can be established, or denial of readmission.
4. Acceptance for readmission will depend on availability of space. Applications for readmission will be kept on file and will be considered in the order received, as positions become available.
5. All students returning from a Withdrawal must re-test to their ability to meet the Technical Standards with or without reasonable accommodation.
6. If granted readmission, the student will be required to adhere to any changes in policy

and/or curriculum that occurred during their absence.

7. If granted readmission, the students chronological time for completing the degree will be calculated using initial date of matriculation, not the date of readmission.
8. Students who have been dismissed will not be offered readmission.
9. Repeated courses: students approved for readmission will be re-enrolled in any courses that were graded “W” or “F” at the time of withdrawal. Failed courses will be repeated in their entirety. Both grades will remain on the transcript along with any subsequent grades. The Student Evaluation and Promotions Committee will determine how much of the course work will need to be repeated to meet the programs requirements. The decision will be made with the recommendations made from the corresponding Deans and based upon Institutional policies.
10. The Chair of the Student Evaluation and Promotion Committee will notify the student in writing of the Committee’s decision.
11. Students whose period of withdrawal is greater than two (2) years must reapply as a first year student through the Admissions Office.
12. SJBSM reserves the right to impose any additional conditions and refuse consideration based on the relevant time limit to complete the corresponding program.
13. All students must graduate within the maximum chronological time established of six years after initial matriculation.

MPH Program

The MPH program welcomes applications from students that have withdrawn due to a medical or other approved leave of absence. The time elapsed from the moment the student withdrew must be not greater than a three-year period. Students seeking readmission after an academic dismissal are not eligible to apply for readmission for at least one trimester.

Students seeking readmission after being out for one trimester or more must request readmission. The following procedure will be taken to evaluate the readmission request:

1. A request for readmission shall be initiated with a written application to the Associate Dean for Students Affairs. The readmission request must be accompanied by a money order or certified check for \$100.00 payable to San Juan Bautista School of Medicine. This amount is non-refundable.
2. The request will then be referred to the Student Evaluation and Promotions Committee.
3. The latter Committee will review the request and render a decision based on the academic achievement level of the student during prior enrolment and other relevant factors.

BSN Program

Students interested in returning to the SJB BSN curriculum will be permitted to pre-register for the semester for which they are readmitted provided that their withdrawal was due to a medical or other approved leave of absence. Students seeking readmission after academic dismissal are not eligible to apply for readmission for at least one semester.

A request for readmission shall be initiated by a written application to the Associate Dean for Students Affairs, and must be accompanied by a money order or certified check for \$100.00 payable to San Juan Bautista School of Medicine. This amount is non-refundable. The request will then be referred to both the Admissions Committee and the Student Evaluation and Promotions Committee. The latter Committees will review the request and render a decision based on the academic achievement level of the student during prior enrolment and other relevant factors.

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 Corporate Bylaws that give 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 Bylaws; 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; among them and the faculty, the school administration, their patients and 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 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 and/or clerkship.
- 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 during 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 faculty. The right to disagree with faculty does not relieve the student from the responsibility to comply with course requirements. Students may choose to communicate differences and/or concerns personally, through elected Course Representative, and/or through the Student Council.
- F. Students will not be discriminated in admission or access to, or treatment in any program or activity based on age, creed, gender identity, national or ethnic origin, race, sex, sexual orientation, religion, disability or color. For inquiries concerning accommodations, the application of regulations prohibiting discrimination and other related procedures contact:

Disabilities Services and
Accommodation
Yaidy L. Cruz Cordero, M.Ed.
Student Programs Coordinator
787-743-3038 ext. 233; 3212
ylcruzcordero@sanjuanbautista.edu

General School Policies and
Regulations and Title IX Coordinator
Yolanda Miranda, Psy.D.
Associate Dean Student Affairs
787-743-3038 ext. 256; 255
ymiranda@sanjuanbautista.edu

For further information regarding the nondiscrimination policy or the student’s rights under this policy, please contact the U.S. Department of Education’s Office of Civil Rights (OCR) by visiting:

<https://wdcrocolp01.ed.gov/CFAPPS/OCR/contactus.cfm>

or by phone at 1-800- 421-3481.

- 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 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 Deanship of Student Affairs, diverse activities including, cultural, social, scientific, and of other nature, to complement 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 mandatory didactic activities is required 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. Attendance at Pre clerkships orientation week as well to mandatory orientations of required clerkships is mandatory. Students who miss these orientations will not be allowed to begin their clerkships.
- D. In their clinical experiences, students must offer a respectful treatment and consideration to 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. As stated by HIPAA regulations, patient's records are confidential, and they cannot be removed from the clinical departments or medical record department under any circumstances. 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 and attitudes, 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 incurs in disrespectful, unruly, bullying or sexually, inappropriate behavior towards peer, patients, attending, or staff, or any other person, shall be subject to disciplinary measures, which may include 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 students, students will use all the resources that the School makes available through the regulations adopted for these purposes, including the following:
 - a. Library and audiovisual resources
 - b. Classrooms
 - c. Auditorium
 - d. Laboratories
 - e. 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 mandatory for all students to comply with the dress code in each unit such as the use of scrub and/or white coat with the school logo in corresponding settings and throughout clinical training.
- K. All students are required to become acquainted with, discuss with faculty or Coordinators, and meet requirements of class Syllabus and Academic Calendar.

CHAPTER III

REPRESENTATIVE STRUCTURES FOR STUDENT PARTICIPATION

Article I. General Student 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.
- C. To achieve its purpose, the General Student Council will:
 - 1. Promote real and effective avenues for student participation in all decisions made at SJBSM that affect the student body. To do so, each class representative will serve as a liaison between the student body and the General Student Council Board facilitating communication of all concerns and/or decisions
 - 2. Work towards the achievement of greater and more effective avenues for student participation in the institution
 - 3. Promote conferences, discussions and forums among students aimed to broaden their knowledge and understanding of institutional procedures, accreditation processes and/or concerns that may arise among students in any of the academic programs
 - 4. Promote student participation within existing committees that address diverse institutional matters involving students, curriculum, clinical sites, faculty and/or administration
 - 5. Promote adequate and effective communication between faculty and students
 - 6. Report and assist in the mediation of conflicts involving two or more students

Article II. Composition of the General Student Council

- A. All students enrolled at SJBSM in any of its academic programs will have the right to have a voice through elected representatives that will constitute the General Student Council.

- B. The General Student Council will be composed of active enrolled students elected by their peers in free elections without discrimination in the selection of its members or their activities on the basis of age, creed, gender identity, national or ethnic origin, race, sex, sexual orientation, political affiliation, religion, disability and/or color. There will be two (2) representatives from each academic level of the MD program, two (2) representatives from the MPH program, and representatives from the BSN program thus forming the total members of the General Student Council. In order to qualify for a nomination as class representative, students must be in full compliance with the Satisfactory Academic Progress Policy, and submit two letters of recommendation from faculty 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. The Deanship of Student Affairs will convene the respective student assemblies to elect the representatives for the General Student Council. The convening of these meetings will be circulated to the relevant bodies 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. The nomination period will run from the second week of August to August 31st of each academic year.
- B. Nominations shall be made in writing using a form that may be obtained through the Deanship of Student Affairs.
- C. In order to qualify for a nomination and hold office in the General Students Council, all students must be in full compliance with the Satisfactory Academic Progress Policy, and submit two letters of recommendation from faculty members.
- D. Nominations will be accepted for integrating the overall changes to the General Student Council if they are endorsed by a minimum of ten (10) student signatures.
- E. Nominations will be submitted to the corresponding student body for due process.

Article V. Elections

- A. Representatives of each class will be elected by 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 minutes of the meeting.
- C. Votes will be emitted using a ballot in which each voter will write the name of the chosen nominees.
- D. A scrutiny committee will be composed of a student of the corresponding class or program in which the voting is taking place who is appointed by the class; a faculty or staff member appointed by the Associate Dean of Students Affairs; and if requested, a representative for each nominee
- E. Nominees who obtain the highest number of counted votes will be certified as the class representatives for the GSC.
- F. Should there be only one nomination for any of the foregoing positions, and with the support of the student class, the nominee for the respective position will have been unanimously elected to that position.
- G. Parliamentary norms will be followed according to Bylaw 2.15

Article VI. General Student Council Board of Directors

- A. Students chosen to represent the student body in the General Student Council will meet to nominate and elect members of this body to the charges that constitute the Board of Directors of the General Student Council.
- B. The General Student Council Board of Directors will be composed of the following officers:
 - a. President elected by the GSC members
 - b. One (1) Vice President of Biomedical Sciences elected by GSC members
 - c. One (1) Vice President of Clinical Sciences elected by GSC members
 - d. One (1) Vice President of MPH Program elected by GSC members
 - e. One (1) Vice President of the BSN Program elected by GSC members
 - f. Secretary elected by GSC members
 - g. Treasurer elected by GSC members
 - h. Remaining members will be considered Vocals
- C. Nominations shall be through direct nomination of a member of the General Student Council, provided that the student nominated agrees with the nomination.
- D. When more than one candidate is nominated an election will take place by secret ballot and the nominee with the highest number of counted votes will be certified in the position. All posts will be governed by this system except for the post of GSC Store Administrator, who will be appointed by the incoming President.

- E. Should there be only one nomination for any of the foregoing positions, and with the support of every member of the General Student Council, the nominee for the respective position will have been unanimously elected to that position.
- F. Students may be appointed for the position of President only when they have served in the General Student Council for a one or more years.
- G. 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.
- H. Students may be appointed for the position of Vice President of Clinical Sciences only if they are enrolled in anyone of the academic levels of Clinical Sciences.
- I. Students may be appointed for the position of Vice President of the MPH Program only if they are enrolled in anyone of the academic levels of the MPH program.
- J. Students may be appointed for the position of Vice President of the BSN Program only if they are enrolled in anyone of the academic levels of the BSN program.

Article VII. Functions of General Student Council members

A. President

- a. Will oversee the compliance of institutional regulations
- b. Will convene and preside meetings of the General Student Council and the student assembly.
- c. Will prepare a working plan with activities to be submitted for approval to the the Associate Dean of Students Affairs at the beginning of each academic semester.
- d. Will present to the President/Dean, the Associate Dean of Students Affairs and to the student body an annual report of the activities performed by the General Student Council.
- e. Will represent the General Student Council in all institutional activities and/or committees in which representation of this body is required.
- f. Will be an honorary member with voice and vote, in all student commissions that are designated

B. Vice President - Clinical Sciences

- a. Will collaborate with the President in the fulfillment of his/her functions.
- b. Will assume functions of the President in his/her absence.
- c. Will serve as liaison between the General Student Council and students of Clinical Sciences
- d. Will serve as liaison between students of Clinical Sciences and students of Biomedical Sciences

C. Vice President - Biomedical Sciences

- a. Will collaborate with the President in the fulfillment of his/her functions.
- b. Will assume the functions of the President when the Vice President of Clinical Sciences cannot fulfill this function.
- c. Will serve as liaison between the General Student Council and students of Biomedical Sciences
- d. Will serve as liaison between students of Biomedical Sciences and students of Clinical Sciences
- e. Will serve as liaison between students and faculty

D. Vice President MPH Program

- a. Will collaborate with the President in the fulfillment of his/her functions.
- b. Will serve as liaison between the General Student Council and students of the MPH program
- c. Will serve as liaison between students of the MPH program and students of the other academic programs
- d. Will serve as liaison between students and faculty

E. Vice President BSN Program

- a. Will collaborate with the President in the fulfillment of his/her functions.
- b. Will serve as liaison between the General Student Council and students of the BSN program
- c. Will serve as liaison between students of the BSN program and students of the other academic programs
- d. Will serve as liaison between students and faculty

F. Secretary

- a. Will summon to meetings all members of the General Student Council and any person who the General Student Council wishes to summon before it
- b. Will be responsible for communicating the agreements of the General Student Council
- c. Will maintain attendance record of the members of the General Student Council at meetings
- d. Will draft the minutes of all meetings and distribute them among all members
- e. 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

- a. Will be responsible, with the signature of the President, for the funds of the General Student Council deposited in a bank account.

- b. Will submit to the President of the General Student Council an estimated cost of the working plan and activities, in accordance with the dispositions of this Manual
- c. 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 working plan and activities

H. Vocals

- a. Will participate in all the GSC meetings and activities Council in representation of their corresponding program
- b. Will serve as liaison between the General Student Council and students of the programs they represent

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. Respect and comply with the Regulations of the General Student Council.
- B. Attend all meetings convened by the President and/or other board member. If unable to attend the meeting, the GSC member must present a valid excuse. MSIV students will be excused from meetings while they are rotating outside of the island.
- C. Officially represent the student body of San Juan Bautista School of Medicine.
- D. 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.
- E. Provide a forum for the students for a calm and clarifying discussion of problems that affect them.
- F. Collaborate in the growth and institutional improvement in coordination with the other units that compose the San Juan Bautista School of Medicine.

- G. 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.
- H. Strive to create an environment that stimulates a mayor intellectual development of the student.
- I. Select representatives for the different committees and organisms in which these participate.
- J. Collaborate in the establishment of effective communication channels between all members of the SJBSM community.
- K. Communicate through the Associate Dean of Students Affairs Office any administrative and/or orientation problem, offering student recommendations for their solution.
- L. 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.
- M. Promote and encourage, among students and faculty members, the development of activities, such as forums, discussions, conferences, seminaries, hypertension clinics and other, directed to promote the San Juan Bautista School of Medicine.
- N. Act as mentors to colleagues and freshman students on diverse aspects of institutional life.
- O. Collaborate in the preservation and maintenance of all school equipment, classrooms and other facilities that the School makes available.
- P. 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 an 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, due to one of the following reasons:

- A. Violation to any of the rules set in the General Student Council Regulations.
- B. Unjustified absences to two (2) regular meetings of the General Student Council cited in accordance with Council's Regulations.
- C. 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.
- D. When illegal representation or statements in name of the General Student Council have been made without authorization from this organism.
- E. Failure to comply with the schools Satisfactory Progress Policy, Institutional Policies and Executive Orders.
- F. In the event that the President of the General Student Council incurs in any of the above or any other actions that constitute violations to the School's regulations or policies, or represent a lack of professional conduct, he/she may be removed from office, for the time remaining to the expiration of his/her term.

Article XIX. Vacancies

- A. In order to cover any arising vacancy, the President may select a student that will fulfill the vacancy from among the members of the General Student Council. 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 Clinical Sciences will be the successor.

Article XV Acknowledgments

Once the General Student Council has been constituted as provided in the preceding articles, and so certified to the President/Dean of the School, an official recognition shall be issued. 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. Refer to Article XIII and Article XIX.

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

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

Once the student organization has been approved, students will meet to elect the board and establish an action plan. Copy of the elections, acting members and working plan must be submitted to the Deanship of Student Affairs for approval. All activities will be coordinated through the Deanship of Student Affairs as proceeds:

- A. Students must submit all activities at least one-month prior the scheduled date.
- B. After meeting with corresponding school officials, the Deanship of Student Affairs will notify the student if the activity was granted approval.
- C. Students will submit a summary of activity to the Deanship of Student Affairs

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.

- A. 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.
- B. 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.
- C. 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.
- D. Students who achieve the most outstanding performance in each program (Biomedical Sciences, Clinical Sciences, BSN program and MPH program) will also be awarded for their academic performance.

CHAPTER VII

PROCEDURE FOR FILING COMPLAINTS

If a student considers that their rights have been violated, an unfair action has been committed against them or has any claim, they may channel their complaints through the Deanship of Student Affairs. All complaints will be processed in accordance to institutional regulations, policies and guidelines available. In cases where there are no institutional regulations specified, the provisions of applicable state and federal law will govern.

Behaviors that constitute harassment and/or discrimination should be reported immediately to the corresponding coordinators. For discrimination and/or harassment based on disability refer to Disabilities Services and Accommodation (ADA) Coordinator: Yaidy L. Cruz Cordero, M.Ed at Tel. (787) 743- 3038 Ext. 233 ó 3212 Email: ylcruzcordero@sanjuanbautista.edu

For sexual and/or gender harassment refer to the Title IX Coordinator: Dr. Yolanda Miranda at Tel. (787) 743- 3038 Ext.256 ó 255 Email: ymiranda@sanjuanbautista.edu

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, 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 with the regulations of the institution where committed and/or with school policies.

Article II

Violations are considered either minor or major offenses based on the nature and severity of the incidents.

- A. *Minor Offenses* involve violation of a school policy. Some examples of minor offenses may include but are not limited to: violation to class conduct; minor alcohol policy violations; violation of dress code standards; excessive noise or quiet hour violations; minor damage to property; violation of fire safety rules and procedures; or smoking on campus.
- B. *Major Offenses* involve violation of an institutional standard or policy which may justify the imposition of a sanction such as probation, suspension, or expulsion. Some examples of major complaints may include but are not limited to: violation of the institutional standards; behavior potentially harmful to other people (including assault, harassment, use of fireworks, violation of fire safety rules, etc.); disrespectful conduct that leads to the embarrassment or indignities to other persons; lack of honesty such as cheating and/or plagiarism; vandalism to property; unauthorized possession of firearms; illegal appropriation; multiple or repeated violation of institutional policies; major alcohol violations; and possession or sale of illegal substances.

Article III.

Students found in violation of any of the items listed below may be subject to disciplinary action. (The list below should not be seen as all-inclusive).

- A. 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.

- B. Violations of the General Student Regulations, institutional policies, and/or any rule adopted by the Board of Trustees or the administration of San Juan Bautista School of Medicine, which has been duly circulated among the students.
- C. Violation of the regulations of hospitals and other training institutions
- D. Conduct that verifies lack of honesty in relation to academic work, such as plagiarism, cheating or fraudulent acquisition of examinations or any action themselves to that end
- E. Assuming without previous authorization, the representation of San Juan Bautista School of Medicine, the General Student Council or any other student organization properly recognized
- F. Publication or diffusion, inside or outside the School premises, at hospitals or training centers, of defamatory, libelous, obscene or devoid of veracity material and/or confidential patient information protected by HIPAA.
- G. Knowingly presenting a worthless check, forging a payment, or failure to make satisfactory arrangement for the settling of accounts with the school
- H. Alteration or falsification of the qualifications, records, exams and other documents
- I. Alteration to peace or participation in acts that urge to violence or obstruction of official school activities
- J. Malicious damage to school, hospitals, training centers or the property of fellow students
- K. The subtraction and/or illegal occupation of property belonging to the School, hospitals or training centers, or of fellow students
- L. Removal or subtraction of a patient's medical record from clinical and/or hospital record departments.
- M. The possession, use and/or distribution 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
- N. Disrespectful treatment to faculty, officials or non-educational personnel including but not limited to:
 - 1. Persistent actions or communications which create a hostile environment
 - 2. Threatening, attempting, or committing physical harm
 - 3. Abusive, intimidating, and/or threatening language
 - 4. Discriminatory actions based on sex, race, color, ethnicity, sexual orientation, age, marital status, political or religious affiliation, and/or disability

- O. Disrespectful treatment to fellow students including but not limited to:
 - 1. Persistent actions or communications which create a hostile environment
 - 2. Threatening, attempting, or committing physical harm
 - 3. Abusive, intimidating, and/or threatening language
 - 4. Discriminatory actions based on sex, race, color, ethnicity, sexual orientation, age, marital status, political or religious affiliation, and/or disability
- P. Disrespectful treatment or examinations to patient without supervision
- Q. In the case of sexual harassment, the dispositions of the Executive Order promulgated to this effect and/or any other institutional policy that shelter victims of this behavior will be applied
- R. Interruption, interference and/or disruption of regular school work, or holding unauthorized events
- S. Failure to observe attendance regulations such as being late, being absent without a reasonable excuse; leaving didactical activities without authorization
- T. Failure to respond and/or comply with a citation by any school authority
- U. Improper use of electronic devices such as cell phones, laptops, recording and/or filming devices, during didactical activities
- V. Attending classes and/or hospitals without the required professional attire and/or required ID card

Article IV:

The following disciplinary sanctions and penalties may be imposed to students who have committed any conduct considered a violation to school policies:

- A. *Warning:* A written admonition to the student that he/she is violating the ethical standards of SJBSM in accordance with the institutions policies and regulations; and that continuation or repetition of the conduct may be cause for further disciplinary action.
- B. *Reprimand:* A written notice of a violation of the ethical standards of SJBSM in accordance with the institutions policies and regulations. A reprimand may include the possibility of more severe disciplinary sanctions in the event of future infractions.
- C. *Disciplinary Probation:* Formal written notice of violation of the Student Code of Conduct which includes exclusion from participation in specified activities or locations for a period not to exceed one (1) calendar year. Further violation of the Student Code of Conduct will result in more severe sanctions.

- D. *Restitution*: Formal action to require the reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
- E. *Removal from Classes/Facilities*: Exclusion of a student by a faculty member from a class and/or facility for the day of the offense and/or the next class meeting or day. A faculty member removing a student from class shall make a written report to the Associate Dean of Student Affairs and/or corresponding Dean, to discuss the cause for the removal. Before a student is removed from the classroom the faculty member should:
1. Give or make reasonable efforts to give the student an oral or written notice of the reasons for the proposed removal
 2. Immediately following the removal from class, the faculty member shall document the removal and notify the Associate Dean of Student Affairs, the corresponding Dean, and/or the Year Coordinator.
- F. *Suspension*: Action to exclude the student from all institutional programs and activities for a definite period of time. This action shall be posted in the student's record. Suspension for more than ten days may have an impact on a student's financial aid eligibility or financial aid award.
- G. *Expulsion*: Termination of student status indefinitely. A student may be expelled when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of the students or others.

Article V.

All complaints regarding improper conduct will be referred to the Associate Dean of Student Affairs who will conduct a preliminary investigation to determine the nature and severity of the incident. If deemed necessary, the Associate Dean of Student Affairs may recommend a formal investigation. In such cases, an Investigator will be assigned by the President/Dean.

Article VI.

SJBSM may impose an adverse action on students found to have engaged in improper conduct that may result in an alteration of student's status and/or graduation from the institution. Students may appeal said sanctions in accordance to the procedures defined in the Executive Order 2016-01 Due process Policy.

Article VI.

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.

CHAPTER IX AMENDMENTS

Article I

Any member of the educational or administrative personnel of 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

Members of the student body 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 X GENERAL DISPOSITIONS AND USE

Article I

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

Article II

The President/Dean 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 after concluding the investigation.

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.

Appendix A

San Juan Bautista School of Medicine Honor Code

This Honor Code delineates the standards that San Juan Bautista School of Medicine deems essential to ensure its students' suitability for the practice of health care. By signing the SJBSM Honor Code, the student agrees to abide by all components. By acting with honesty, integrity, fairness and respect for others we foster a community built on trust and enable the free exchange of ideas. Behavior that deviates from these principles jeopardizes this achievement and, in some circumstances, patient safety. The Honor Code exists in conjunction with other institutional regulations and policies. Violations of the Honor Code may lead to disciplinary action.

- **Non-discrimination:** It is unethical for a student to refuse to participate in the care of a person based on that person's race, religion, ethnicity, socioeconomic status, gender, age, or sexual orientation. It is also unethical to refuse to participate in the care of a patient solely because of medical risk, or perceived risk, to the student. It is not, however, unethical for the pregnant student to refuse to participate in activities that pose a significant risk to her fetus.
- **Confidentiality:** The patient's right to confidentiality is a fundamental tenet of health care. The discussion of problems or diagnoses of a patient by professional staff/medical students in public violates patient confidentiality and is unethical.
- **Professional Demeanor:** The student should be thoughtful and professional when interacting with colleagues, patients and their families. Unprofessional behavior includes the use of offensive language, gestures, or remarks with sexual overtones. Students should maintain a neat and clean appearance, and dress in attire that is generally accepted as professional by the patient population served. Under pressure of fatigue, professional stress, or personal problems, students should strive to maintain composure or to remove themselves from the situation when appropriate. The student should seek supportive services when appropriate.
- **Misrepresentation:** A student should accurately represent himself or herself as to patients and others on the medical teams or elsewhere. Students should never introduce or portray themselves as professional health providers as this is clearly a misrepresentation of the student's position, knowledge, and authority.
- **Honesty:** Students are expected to demonstrate honesty and integrity in all aspects of their education and in their interactions with patients, staff, faculty, and colleagues. They may not cheat, plagiarize, or assist others in the commission of these acts. The student must assure the accuracy and completeness of his or her part of the medical record and must make a good-faith effort to provide the best possible patient care. Students must be willing to admit errors and not knowingly mislead others or promote himself or herself at the patient's expense.

- **Consultation:** Students should seek consultation and supervision whenever their participation in the care of a patient may be inadequate because of lack of knowledge and/or experience.
- **Conflict of Interests:** When a conflict of interest arises, the welfare of the patient must at all times be the priority. A student may challenge or refuse to comply with a directive if its implementation would be antithetical to his or her own ethical principles, when such action does not compromise patient welfare. Gifts, hospitality, or subsidies offered by medical equipment, pharmaceutical, or other manufacturers or distributors should not be accepted if acceptance would influence the objectivity of clinical judgment. Student interactions with commercial interests should conform to the American Medical Association (AMA) guidelines.
- **Sexual Misconduct:** The student will not engage in romantic, sexual, or other nonprofessional relationships with a patient, even at the apparent request of a patient, while the student is involved with the patient's care. The student is not expected to tolerate inappropriate sexual behavior on the part of SJBSM's administrative personnel, faculty, fellow students, medical personnel and/or patients.
- **Impairment:** The student will not use alcohol or drugs in a manner that could compromise patient care. It is the responsibility of every student to protect the public from an impaired colleague and to reach out to a colleague whose capability is impaired. The student is obligated to report persons of the health care team whose behavior exhibits impairment or lack of professional conduct or competence, or who engage in fraud or deception.
- **Criticism of Colleagues:** Professional relations among all members of the SJBSM community should be marked with civility. Thus, scholarly contributions should be acknowledged, slanderous comments and acts should be avoided, and each person should recognize and facilitate the contributions of others to the community. The student will deal with members of the health team and all others in a cooperative and considerate manner. Concerns about the conduct of other members of the health care team should be reported through appropriate supervisory and regulatory channels.
- **Research:** The basic principle underlying all research is honesty. Scientists have a responsibility to provide research results of high quality; to gather facts meticulously, to keep impeccable records of work done; to interpret results realistically, not forcing them into preconceived molds or models; and to report new knowledge through appropriate channels. Co-authors of research reports must be well enough acquainted with the work of their coworkers that they can personally vouch for the integrity of the study and validity of the findings, and must have been active in the research itself. Plagiarism is unethical. To consciously incorporate the words of others, either verbatim, or through paraphrasing, without appropriate acknowledgment is unacceptable in scientific literature.

- Evaluation: Students should seek personnel feedback and actively participate in the process of evaluating their teachers. Students are expected to respond to constructive criticism by appropriate modification of their behavior. When evaluating faculty performance, students are obliged to provide prompt, constructive comments. Evaluations may not include disparaging remarks, offensive language, or personal attacks, and should maintain the same considerate, professional tone expected of faculty when they evaluate student performance.
- Teaching: Students of the SJBSM community are expected to teach what they know of the science, art, and ethics of health care to patients and other members of the medical community. This implies a responsibility to share knowledge and information with colleagues and patients.
- Responsibility to the profession: Students are expected to behave in such a fashion as to bring honor upon the profession. Violation of any of these expectations, whether at the school or elsewhere, will be grounds for a disciplinary action.

On my honor, as a member of the student body of SJBSM, I will adhere to the Honor Code delineated above. I understand it is my personal responsibility to confront and report such behavior to school authorities. So help me God

