

Ponce Health Sciences University

Student Policy Manual

2022-2023



PHSU

PONCE HEALTH SCIENCES UNIVERSITY

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SCHOOL ADMINISTRATIVE, ACADEMIC AND STUDENT POLICIES

ADMISSION TO THE UNIVERSITY

Applicants to Ponce Health Sciences University are selected on the basis of scholastic achievement, fitness and aptitude for the study and other personal qualifications. The Admissions Committees also considers the use of language, special aptitudes, mechanical skills, stamina, perseverance and motivation. Students are admitted on the basis of individual qualifications, regardless of handicap, sex, race, religion, age, national origin, marital status, neither sexual nor political orientation.

PHSU Admissions Office and the Admissions Committees act in accordance with “Americans with Disabilities Act of 1990” which includes changes made by the ADA Amendments Act of 2008, which became effective on January 1, 2009. Once the candidate is accepted, if he/she needs special accommodations, he/she is responsible to contact the Academic Affairs Office for further information. It is the student's responsibility to make his/her condition known to PHSU Administrators and to seek out assistance.

Applicants with disabilities will be evaluated on a case by case basis in accordance with the technical standard guidelines of each academic program. All students must possess the physical, emotional, intellectual, behavioral, motor, character, and communications capabilities required to independently undertake the full curriculum and to achieve the levels of competence required by the faculty.

ADMISSIONS REQUIREMENTS

The admissions requirements vary by program. Please refer to the academic programs section on the School Catalog for more details.

READMISSIONS POLICY

Ponce Health Sciences University (PHSU) students dismissed from a program for academic reasons will not be readmitted to that program. No student will be allowed readmission to any program after dismissal for disciplinary reasons.

A readmission is defined as a candidate who previously attended PHSU withdrew and requested admission to the same or another program after one year of inactivity.

Candidates with a withdrawal status returning to the same program inactive for less than a year will be considered re-entries.

PHSU will consider for readmission students who voluntarily withdrew from the program for medical or personal reasons and were in good standing or Satisfactory Academic Progress at the time of the withdrawal. Administrative withdrawals may be considered for readmission on a case by case evaluation basis, as long as the administrative withdrawal does not respond to a dismissal.

The application for readmission will be submitted to the Admissions Office, readmission applicants must

meet all requirements at the time of application for readmission.

Those students who were inactive less than a year will submit the re-entry application in the Registrar's Office and must meet all the requirements at the time of application.

Readmissions and re-entry applications will be evaluated by a Readmissions Ad Hoc Committee composed by the Academic Department Dean or its delegate, the Student Affairs Executive Director or its delegate and representation from the student services offices.

After evaluation of readmissions by the Committee, the candidates who comply with basic requirements will be:

- Denied re-admission
- Admitted and one of the following:
 - Required to re-enter the first-year class
 - Required to repeat incomplete (I) courses
 - Allowed full credit of work successfully completed
 - Transfer some credits to a different program
 - Other considerations.

A student readmitted to any program must abide by the curricular requirements and the rules and regulations in effect at the time of readmission.

Re-entry applicants who comply with basic will be evaluated by the Committee and receive one of the following determinations:

- Denied re-entry
- Authorized re-entry and one of the following:
 - Require to complete (I) courses
 - Allowed full credit of work successfully completed
 - Other considerations

IMMUNIZATION POLICY

This policy establishes guidelines for the immunization requirements by program, based on the CDC and the Puerto Rico Department of Health guidelines. This policy applies to all PHSU students.

Ponce Health Sciences University (PHSU) adheres to the CDC norms on adult and health care worker's immunization and to the Puerto Rico Law of Immunizations, Law # 25, approved on September 25, 1983.

Immunization requirements may vary according to the student program and based on the recommendations of the Centers of Disease Control (CDC) and the State Health Department of Puerto Rico. Students 21 years and older are exempt from presenting the PVAC-3 form, instead these will present evidence of Hep B immunization. Medical Education and Nursing students must present the PVAC-3, titters or other immunization evidence regardless of the age.

International and Mainland students must present the evidence of immunization expedited in their country of origin to the PR Department of Health to obtain the PVAC-3 form.

PHSU requires a Health Certificate authorized by the Health Department of Puerto Rico to all new students as part of the admissions requirements.

Only for Medicine and Nursing Programs- Actively enrolled students in the Doctor in Medicine and the Nursing programs must present an annual Health Certificate during the Fall Enrollment.

Vaccines Guideline

The following immunizations are required for underage students and healthcare programs:

Vaccines	Recommendations in brief
Hepatitis B	<p>If you don't have documented evidence of a complete HepB vaccine series, or if you don't have an up-to-date blood test that shows you are immune to hepatitis B (i.e., no serologic evidence of immunity or prior vaccination) then you should</p> <ul style="list-style-type: none"> • Get the 3-dose series (dose #1 now, #2 in 1 month, #3 approximately 5 months after #2). • Get anti-HBs serologic tested 1–2 months after dose #3.
Flu (Influenza)	Get 1 dose of influenza vaccine annually.
MMR (Measles, Mumps, & Rubella)	<p>If you were born in 1957 or later and have not had the MMR vaccine, or if you don't have an up-to-date blood test that shows you are immune to measles or mumps (i.e., no serologic evidence of immunity or prior vaccination), get 2 doses of MMR (1 dose now and the 2nd dose at least 28 days later).</p> <p>If you were born in 1957 or later and have not had the MMR vaccine, or if you don't have an up-to-date blood test that shows you are immune to rubella, only 1 dose of MMR is recommended. However, you may end up receiving 2 doses, because the rubella component is in the combination vaccine with measles and mumps. For HCWs born before 1957, see the MMR ACIP vaccine recommendations.</p>
Varicella (Chickenpox)	If you have not had chickenpox (varicella), if you haven't had varicella vaccine, or if you don't have an up-to-date blood test that shows you are immune to varicella (i.e., no serologic evidence of immunity or prior vaccination) get 2 doses of varicella vaccine, 4 weeks apart.
Tdap (Tetanus, Diphtheria, Pertussis)	<p>Get a one-time dose of Tdap as soon as possible if you have not received Tdap previously (regardless of when previous dose of Td was received).</p> <p>Get Td boosters every 10 years thereafter.</p> <p>Pregnant HCWs need to get a dose of Tdap during each pregnancy.</p>

In addition, students must present evidence of Covid-19 Vaccinations (please refer to the Covid-19 Mandatory Testing and Vaccination Policy)

Medical Students in the third and fourth year should have the Influenza vaccine before entering the

clinical clerkships. Nursing and Psychology students should have the Influenza vaccine before entering to clinical sites.

Exemptions for Vaccination

The Puerto Rico Department of Health (Article 5 of Law 25 of September 25, 1983, as amended, better known as the Immunization Law for Preschool Children and Students) allows exemptions to the immunization requirements due to religious or health reasons, including catastrophic diseases and pregnancy. In these cases, the student must complete an Immunization Exemption Form that must be certified by a physician and/or attorney, depending on the reasons for exemptions.

No exemptions will be allowed in the Medical and Nursing Programs, these students must comply with the CDC regulations for health professionals.

Sanctions

Students applying for admissions must adhere to the immunization policy. Not complying with the immunization requirements may be cause for revoking an acceptance to a PHSU program. All students who are not in compliance with the immunization's requirements may be barred from participation in clinical activities at the discretion of each program Dean. Students with missing vaccination documents have the following options:

- a. Present titers of antibodies for the required vaccines. A student with negative titers are recommended to undergo immunizations.
- b. Students who decide not to undergo immunization due to religion, pregnancy or health reasons must present a notarized document certifying the above reasons for declining immunization. Students enrolling in healthcare programs must submit to the immunizations requirements and will not be able to continue in the program unless they present the required evidence. PHSU will not be responsible for the denial of access to clinical centers, internships, practices and other activities regulated by third parties, especially if compliance with immunization requirements is part of the policies of said institution. The student is responsible for complying with all PHSU institutional policies and all the policies of the clinical and practicum sites.

Students in non-compliance will be submitted to the sanctions describe in this policy and may be submitted to additional sanctions as described in the Student Policy Manual.

Covid-19 Temporary Policy

The Institution recognizes the importance of providing a safe environment on campus amidst the Covid-19 Pandemic the country is experimenting. Also, PHSU recognizes there are certain flexibilities and recommendations provided by the CDC, governmental agencies, or other health organizations. However, the Institution and the Task Force recognize the importance of maintaining preventive measures for a safe reintegration to campus.

The Institutional Administrative Committee accepted the recommendations to safeguard the PHSU Community's health and safety, as well as the health of the communities we serve.

For such purposes, all PHSU students with in-campus academic activities and/or

clinical/practicum rotation during the AY 2022-2023 are required to present evidence of the Covid-19 vaccine. If a student has not been able to receive the vaccine, the Student Health Coordinator will be available to coordinate an appointment for vaccination.

Only students who comply with the Covid-19 vaccination will be allowed to return to campus and proceed with academic activities. The requirement of vaccination applies to any other activities on campus, including, but not limited to, the use of the Library. Non-Vaccinated students will not be allowed on campus.

The Student Health Service Coordinator will gather the vaccination information for all students in Puerto Rico campuses and will include them in the health information file for the student.

To facilitate vaccination, Student Affairs has coordinated, in collaboration with the Wellness Center, a system to provide appointments for vaccination. If the student decides to use the PHSU resources, the SHSC will send the student the appointment for vaccination.

Vaccinated Students

PHSU will consider a student vaccinated once all the recommended doses of the vaccine have been administered at least 14 days prior to the in-campus academic activity. A PCR test will not be required for vaccinated students who present evidence of their Covid-19 vaccination to the Student Health Services Office. The SHSC will provide an authorized status for campus in-person activities to vaccinated students.

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

Exemption for Vaccination

The Administrative Order 2021-509 from Puerto Rico Department of Health and the Article 5 of Law 25 of September 25, 1983, as amended, better known as the Immunization Law for Preschool Children and Students) allows exemptions to the immunization requirements due to religious or health reasons, including catastrophic diseases and pregnancy. In these cases, the student must complete an Immunization Exemption Form that must be certified by a physician in the case of exemption due to health conditions, and in the case of religious beliefs, the form must be filled, signed by the religious leader of the congregation, and sworn by an attorney. Authorized exempt students will have to undergo Covid-19 PCR testing on a regular basis. No exemptions will be allowed in the Medical and Nursing Programs; these students must comply with the CDC regulations for health professionals and the requirements for Covid-19 vaccination in PHSU and its affiliated clinical sites.

Recent Travelers

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

In-Campus Safety Measures

- Covid-19 vaccination evidence will be required to access PHSU campus facilities.
- Surgical or N-95 masks are highly recommended.
- Students presenting symptoms related to Covid-19 must not attend classes on campus.

Self-Report and Notification of Exposure

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

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

PHSU encourages all students to self-report for the safety of the University community.

DIVERSITY POLICY

The mission of Ponce Health Sciences University is to provide high quality healthcare education to the population we serve, through an innovative curriculum, while preparing students to be ethical practitioners. Our institution strives to provide students and faculty an exposure to a diverse population so they can succeed in an increasingly diverse workplace and global communication culture.

In the publication of the Association of American Medical Colleges, Roadmap to Diversity, in its second edition of 2014, it is exposed that a key driver for high-quality health care in this time of unequal access to health care, is to educate. They state: “*A shared objective of the majority of U.S. medical schools is to arrive at a destination where a diverse class—including a racially and ethnically diverse class—enhances teaching and learning for all students and contributes to graduates’ capacity to provide comprehensive, high-quality medical care in all communities.*” An academic environment that fosters the interaction among a diverse student and faculty body will significantly contribute to prepare our graduates to provide the high-quality care all communities deserved.

Several racial and ethnic minority groups as well as people from socioeconomically disadvantaged backgrounds are significantly underrepresented among health professionals in the United States. Underrepresented minority groups have traditionally included African-Americans, Mexican Americans, Native Americans and mainland Puerto Ricans. Numerous public and private programs aim to remedy this underrepresentation by promoting the preparedness and resources available to minority and socioeconomically disadvantaged health professions candidates and the admissions and retention of these candidates in the health professions pipeline and workforce.

Ponce Health Sciences University in Puerto Rico, in accordance to the mission “to provide high quality education to the population we serve” our students and faculty members are mainly Puerto Ricans and Hispanics for which one of the groups we define as diverse for our academic community of students, faculty and administrators is Non-Hispanic group. Anyone who is not from Hispanic or Latino origin/ethnicity adds diversity to our academic environment.

Each School Admissions Committee had already identified diversity as a desirable characteristic in the

student body in its policy: *The school values having a diverse student population from all areas of the country and therefore accepts candidates from the mainland; nontraditional academic background; etc. When completing the healthcare career, our students are better equipped to care for patients and populations in a diverse society.*

Two other groups that will add diversity in our student body and eventually to the healthcare workforce are low socioeconomic status and first-generation university students. We strongly believe that having these groups represented among our students will help prepared our graduates to better address the issues related to health disparities in our communities. The “Junta de Planificación de Puerto Rico” defines low socioeconomic status when individual or family income is under \$19,000.00 annually. First generation university students are those whose parent neither have nor attained a college degree.

All administrative and academic units will develop programs, partnerships and make ongoing systematic efforts for to enhance the recruitment and retention of the diverse groups identified in this policy to our student body, faculty and senior administrative staff. They also should document and monitor these efforts and its effectiveness in achieving representation of these groups in our academic community.

TRANSFER OF CREDITS

The Ponce Health Sciences University (PHSU) is a higher education institution that offers graduate courses. PHSU has established the following institutional policy to guide the transfer of credits for the courses that students have taken in other academic institutions.

The maximum number of total credits that may be recognized shall not be more than 30 percent of the total number of credits in the curriculum, in order to complete the graduation requirements, except for the Medical Education Program.

A formal/written request for the transfer of credits must be filled at the Admission’s Office in the Deanship of Students Affairs. Requests for transfer of credits must be made no later than the first day of classes of the first trimester/semester for entering students at PHSU.

It is the responsibility of the student to facilitate the official catalog and transcript from the institution on which the courses were taken. Only original transcripts are accepted and must be sent directly from the University of origin to the Registrar’s Office of PHSU. Only graduate courses from institutions accredited by the “Junta de Instituciones Postsecundarias” (JIP) or by a regionally accrediting agency (MSCHE or equivalent) are eligible for transfer of credits.

The Academic Dean or designee of the program receives the Transfer Credit application for evaluation and approval. Once the approval is provided the Academic Department sends the signed document to the Admissions Office for final processing. The Admission Office verifies the document and sends it to Registrar for officialization and data entry to the student academic file. Approved transfer credits will not be officialized unless the official credit transcript is available in the transfer of credits application. Students with approved transfer credits will have until the end of the first term to present the official credit transcript. Transfer credits may be cancelled due to lack of the official credit transcript.

Please refer to each school section for Transfer of Credits Policy by Program.

TUITION PAYMENT AND REFUND POLICY

For more details of PHSU tuition and fees please refer to:

[www.psm.edu- https://www.psm.edu/cost-of-attendance/](https://www.psm.edu/cost-of-attendance/)

ALL TUITION AND FEES ARE PAYABLE ON OR BEFORE REGISTRATION.

Ponce Health Sciences University reserve the right to increase the tuition or other fees as deemed necessary.

Change in Tuition Cost

Tuition is set by the Ponce Health Sciences University Board of Directors and is subject to change without previous notice. It is the students' responsibility to arrange to pay their total tuition, fees and full charges in order to complete their registration if they wish to be admitted to classes. Students who may be eligible for financial assistance should consult the financial aid office as early as possible.

Refund Policy

Complete withdrawals and/or DROP of individual courses

1. Registration Deposit guaranteeing admissions is not refundable.
2. Students withdrawing prior to start classes will receive complete refund for tuition and fees.
3. After beginning classes there will be no refund on fees.
4. Students withdrawing on or before the end of the first week of classes will receive 80% refund of tuition.
5. Students withdrawing after the first week of classes or during the second week of the particular semester or trimester will receive 50% refund of tuition.
6. After the second week of classes, there will be no refund.

Title IV Refund Policy

The School will determine the percentage of attendance and the amount of financial assistance that the student did not earn when a student withdraws, takes an approved leave of absence, is expelled, or otherwise fails to complete the enrollment period for which the student was charged. The Department of Education Title IV funds will be returned according to the federal regulations and within thirty days (30) period from the official date of withdrawal. All other non-Title IV funds will be refunded according to institutional refund policy.

The student's first year registration deposit guaranteeing admission is not refundable.

ATTENDANCE POLICY

Attendance at lectures and laboratory exercises is mandatory unless excused because of illness or by previous authorization of the professor in charge of the course. Each department will decide the relative weight to be given to the attendance in calculating the final grade.

Attendance to clinical activities involving patients, patient models and similar types of activities is considered part of the students' professional responsibility and is mandatory. Absence may be excused after the student consults with the respective department chairperson. Three unexcused absences may adversely affect the final grade for a course.

Incomplete work due to illness or other serious circumstances during the course will be handled according to departmental policies, which must be provided to the students in writing at the beginning of each term. Faculty are not obligated to repeat lecture/laboratory topics that were presented at scheduled times and dates.

CREDIT HOURS POLICY

Ponce Health Sciences University (PHSU) has revised the policy for the assignment of credit hours for existing and new academic programs and coursework in order to comply with the credit hour definition as required by the Higher Education Opportunity Act (HEOA) to those institutions that receive Title IV funds from the US Department of Education.

At PHSU students will gain one credit hour for each 15 hours of scheduled class or faculty instruction. Every hour of required activity is considered a contact hour, including lecture, small group discussion and laboratory time.

In the Medicine Program the clinical clerkship rotation should not exceed 10 hours daily for a minimum of 50 hours a week. Students will gain 5 credits for each 4 week- rotation equivalent to a minimum of 200 hours. Eight- week rotations will be assigned 10 credits. Medicine students pay a fixed registration fee for each academic year.

The assignment of credit hours for practicum and internship courses in the Clinical Psychology and Public Health Programs must conform to the commonly accepted practices for such programs in institutions of higher learning.

Established and new courses should be reviewed by the corresponding curriculum committees for compliance and implementation of this policy.

The Office the Vice President for Academic Affairs will oversee the compliance of the credit hours' policy described herein.

CROSS REGISTRATION POLICY

Upon the approval of the Program Directors, students enrolled in a Program will take courses from another graduate Program at PHSU. The courses taken from the other Program must not be offered in his/her Program.

A maximum of credit hours for cross registration is determined by the Program Director based on the maximum free elective courses in his/her Program's curriculum or pre-requisites established for the program which are allowed to complete through cross registration.

The student must be a regular student in his/her Program and in satisfactory academic progress to be able to benefit from cross registration. If the student is a new entrance student completing pre-requisites a regular admission with conditions student status is allowed.

The process to be followed is:

1. Student must submit a written request to his/her Program Director of his/her intention with evidence

of his/her status as regular student and satisfactory academic progress. New entrance students will only submit a written request to the Program Director.

2. His/hers Program Director will consult with the other Program Director to receive authorization.
3. The primary Program Director will submit a written request to the Vice President of Academic Affairs or its designee for approval or disapproval. If it is approved, copy of the approval will be sent to the Registrar's and Financial Aid Office. The admissions office will also receive a copy for new entrance student's cases.

The Program Director will inform the student of the decision.

AUDIT STUDENTS POLICY

Application for admission as an auditing student at Ponce Health Sciences University must be received by the Office of Admissions prior to the beginning of the term of enrollment for which the applicant is requesting admission. The non-refundable application processing fee of \$80.00 must accompany the application, which is valid for one academic year. Should the student not enroll within one year of admission, the fee is forfeited.

In order to process an application, the following minimum documents are required: application and resume. Students with incomplete records will be administratively withdrawn. Authorization from the Provost/Chancellor is required to register. No more than a total of three audited courses are allowed.

Audit Students will pay 100 percent of tuition per course for personal and professional growth; no fees will apply. iPad will not be provided to auditing students. Auditing students are not required to take examinations. They will receive no credit, and no grade will be given. Auditing students are not eligible for financial aid.

This policy applies to Ponce Health Sciences University students or other students and it is effective immediately.

All inquiries and application for admission should be addressed to the Admissions Office, Ponce Health Sciences University, PO Box 7004, Ponce, Puerto Rico 00732, Phone: (787) 840-2575.

NON-DEGREE EXTENDED EDUCATION POLICY

PSHU Admissions Office supports Non-Degree Students (NDS) who are not enrolled in a degree or certificate program through PHSU but would like to take a class. This includes:

- Alumni
- Visiting students and professionals
- Internship, thesis/dissertation, field work, or practicums are not included.
- Application for extended education admission must be received by the Admissions Office prior to the beginning of the term of enrollment for which the applicant is requesting to take a course.
- A non-refundable fee of must accompany the application (fee applicable as published in tuitions and fees)

In order to process an application, the following minimum documents are required:

- Application, Curriculum Vitae (resume), official transcript from previous institutions, Certificate of

No Penal Record, and letter of recommendation from the Director of faculty of his/her former program.

- Approval from Admission's Office and authorization from Vice President of Academic Affairs is required to register.
- Clinical courses must require authorization from the Program Director or department Chair.

A non-degree student will not earn a certificate or degree from PHSU, but can take courses for a grade, earn credits and receive an official academic record.

NDS students may enroll in graduate-level courses. It is advisable that the applicant contact the department(s) offering courses of interest to ensure that their courses are available to non-degree students.

Extended Education Application will pay the corresponding cost per credit for personal and professional growth. In addition, a library fee must be paid. The institution reserves the right to increase the tuition or other fees as deemed necessary. Tuition and fees must be payable on or before registration. All fees and charges are payables in US currency.

All inquiries and application for admission should be addressed to the: Admission Office, Ponce Health Sciences University, PO Box 7004, Ponce, PR 00732, Phone: (787) 840-2575.

The ND students will not be eligible for financial aid. They must comply with the institutional norms and regulations. Each Program will provide a list of courses available for the ND extended education candidates.

WITHDRAWAL, DROP AND ADD

Withdrawal from School

A student that decides to withdraw from the School must complete the withdrawal form in the Registrar's Office and include a letter with the reasons for the withdrawal.

1. The student must obtain a withdrawal form from the Registrar's Office and fill out the required information about academic program and courses.
2. The withdrawal form must be signed by the Academic Dean of the program. Once the Dean has accepted the resignation, the student must obtain clearance for withdrawal from the following:
 - a. *Admissions*: The admissions office must certify that the student does not have any pending or missing documentation.
 - b. *Library*: The Librarian must certify that the student does not have any outstanding debt or have any library materials checked out
 - c. *Finance Office*: Must state that the student has no outstanding debts to the School before any other further step is taken.
 - d. *Financial Aid Office*: Students who have applied for or obtained any kind of financial aid or loan through the School, must attend an exit interview and obtain the signature of the Director of Financial Aid.
 - e. *IT and Audiovisual*: This office must verify the accounts and access of the student and inactivate them as soon as the Withdrawal process is complete. The audiovisual office will retain the student ID and will verify if the student needs to return any equipment based on the policies established.
 - f. Student Affairs or any other department prescribed at the Clearance form. Students must obtain the signature of each Director or Dean.
 - g. *Registrar*: After all signatures have been obtained, the Registrar will certify the student's withdrawal

- and make the proper entry in their records.
- h. The student must settle all financial obligations with PHSU or no transcripts or certifications will be issued.
 - i. The withdrawal is allowed up until two weeks prior to the last day of class (semester/trimester/quarter).

Drop and Add

It is the student's responsibility to verify in the academic calendar, drop and add periods for each semester/trimester/quarter. A fee is required for each class dropped or added. Added courses must be paid in full at the time of the addition.

The student has the option to drop and add courses until the end of the first week of classes (beginning the semester/trimester/quarter). The Drop/Add Form will be initiated by the student and it is submitted to the Registrar's Office within the deadline established on the academic calendar.

Partial Withdrawal

In order to withdraw a course after registration the student must complete and submit the corresponding form to the Registrar's Office. Once the withdrawal is process a "W" will be posted on transcript.

Medical students are not permitted to withdraw from individual courses.

ADMINISTRATIVE WITHDRAWAL POLICY

The student that is not enrolled after the first week of classes, at the beginning of the academic period and does not have a leave of absent or approved permission to be absent will considered for administrative withdrawal and the institution might initiate the corresponding action

An administrative withdrawal may be applied when a student stops attending class but do not submit an official withdrawal on a before fourteen (14) days. The Administrative Withdrawal may be used in other administrative instances such as withdrawal due to timeframe excess, students who exceed one term in a not enrolled status, and other instances.

LEAVE OF ABSENCE

The purpose of this policy is to establish the definition, policy and process for students requesting a Leave of Absence at Ponce Health Sciences University.

Scope

This policy applies to all students at PSHU. Authority to review and approve a leave of absence is held with the Registrar, Financial Aid Director and Chancellor

Definitions

Leave of Absence: Defined as an authorized temporary interruption of a student's program of studies due to documented extenuating personal circumstances or medical reasons.

Policy

A student must request from the Registrar's office an LOA at least 30 days prior to the LOA commencement date, unless medical circumstances require immediate authorization (e.g., automobile accident). A personal or medical leave may be authorized when a student is experiencing compelling personal and medical circumstances that are temporarily affecting his/her academic progress. The students must submit a physician's note certifying the medical problem or reason. The total time of leave cannot exceed 180 days within a 12-month period. A student who fails to return after an authorized LOA will be academically withdrawn and an R2T4 calculation will be performed and subsequently an exit counseling instructional letter will be sent to the student.

MILITARY LEAVE

The purpose of this policy is to establish the definition, policy and process for students requesting a Military Leave at Ponce Health Sciences University.

Scope

This policy applies to all students at PSHU. Authority to review and approve a military leave held with the Executive Director of Students Affairs, Registrar, Financial Aid Director and the Chancellor

Definitions

Military Leave: Defined as an authorized temporary interruption of a student's program of studies due to a call to be into active military service.

Policy

Ponce Health Sciences University (PHSU) supports its students who are members of a military reserve unit or the National Guard and are called into active military service by the United States. To assist them as well as protect and safeguard their status as PHSU students, the University has adopted the following guidelines:

A student in good standing should immediately file a written request for a Military Leave with the Dean of the appropriate School in which the student is enrolled along with a copy of the military orders. All documentation must be delivered to the Office of the Registrar.

A Military Leave will be granted for the term of service stipulated in the military orders. Any request to extend the Military Leave should service require more than the period stipulated in the original orders, will be processed once official documentation from the student's branch of service is received by the Registrar and a written extension request is submitted by the student. To facilitate the return process, the Dean's Office will notify the Registrar so the student's record will be flagged as a Military Leave.

The student will receive a full refund of tuition and fees paid to PHSU if the request for a Military Leave is filed prior to the last day to drop classes.

The student will have a choice of three options if the request for a Military Leave is received after the last day to drop classes:

- a. A full refund of tuition and fees, no credit awarded for work completed during the semester.
- b. An Incomplete grade in all courses with the right to complete all coursework at a future date without further payment of tuition or fees and a designation that the incomplete was incurred due to active military service. A student returning from Military Leave will have one Academic Year to complete their incomplete coursework once he/she is re-enrolled.
- c. A grade in each course, if the professor of each class believes sufficient work has been completed.
- d. Options B & C may be combined should circumstances warrant.

Student benefits (Student Health Insurance, etc.) will be terminated on the date of withdrawal. For a refund of a pro-rata portion of any premium paid for health insurance coverage, the student is required to provide a written request for a refund to the insurance carrier as provided in the certificate of coverage. Please contact the Office of Student Affairs for information.

All applicable financial aid awards will be refunded to the appropriate agencies, and repayments of federal student loans will be calculated in accordance with federal guidelines.

Students on Military Leave will be required to return university property, such as university computer equipment, library books, laboratory equipment, etc. in order to receive a refund or re-enroll.

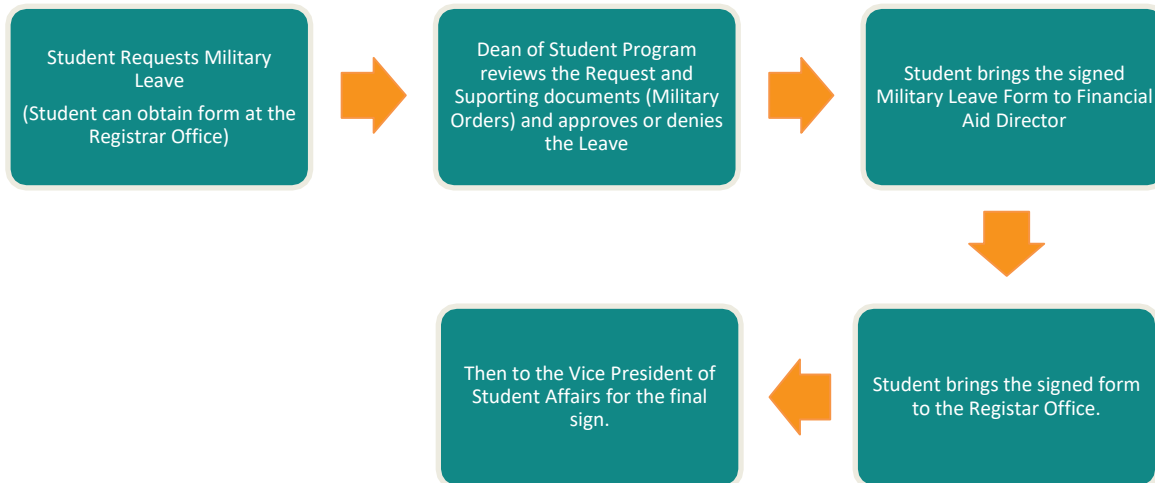
Re-enrollment from Military Leave:

A student returning from Military Leave shall be guaranteed a place in a class at the beginning of the semester in which they seek to re-enroll.

If a student elected to take an incomplete in a course, upon re-enrollment the student should follow PHSU policies and regulations regarding the processing an Incomplete coursework as applicable to their course of study. The Office of Students Affairs and the Office of the Registrar will give the proper orientation to the student. If the course is no longer offered, or if the faculty member is no longer with the Institution, the returning student will receive a full tuition credit for a replacement course and the possibility of co-validation of coursework with current PHSU offerings will be considered.

A policy cannot address every circumstance that may arise when students are called to active duty. A student should consult with the Executive Director for Student Affairs and the Office of the Registrar. Appeals of a decision may be made to the Chancellor and the Dean of the corresponding school in which the student is enrolled.

Process flowchart:



STUDENT RECORDS POLICIES AND PROCEDURES

The University adheres to all applicable federal, Commonwealth, and local regulations concerning the privacy or confidentiality of student records, including, but not limited to the Family Educational Rights and Privacy Act (FERPA). Faculty members are required to strictly comply with the University's FERPA policy in their administration and use of student record.

The Family Educational Rights and Privacy Act of 1974 (FERPA)

For the purposes of this policy, Ponce Health Sciences University has used the following definition of terms.

1. Student
Any duly registered person who attends or has attended any of the Ponce Health Sciences University academic programs.
2. Educational Records
Any record (in handwriting, print, tapes, film or other medium) maintained by Ponce Health Sciences University is an agent of the School, which is directly related to a student, except:
 - a. A personal record kept by a staff member if kept in the sole possession of the maker of the record; the record must not be accessible or revealed to another person, except a temporary substitute for the maker of the record.
 - b. Records created and maintained by the Ponce Health Sciences University to comply with the federal rules and regulation a privacy preservation concern.
 - c. An employment record of an individual, whose employment is not contingent on their student's status, provided the record is used only in relation to the individual's employment.
 - d. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional if the records are used only for treatment of a student and made available only to those persons providing the treatment.
 - e. Alumni records containing student(s) information after they are no longer in attendance at the Ponce Health Sciences University and which do not relate to the person as a student.

(Note: A college or university is required, by Section 99.7 of the FERPA regulations to provide students annual notification of their FERPA* rights. Its policy must include the method it will use to inform students.)

- Students will be notified of their FERPA rights annually by publication in the student handbook;
- Students will be notified of FERPA rights annually by publication in the student bulletin; or
- Students will be provided a statement of their FERPA rights in their registration packets.

3. Procedure to Inspect Education Records

Students may inspect and review their own academic records upon approval of the Registrar.

Students should submit to the Registrar or Record Officer a written request, which identifies precisely as possible the record or records he or she wishes to inspect.

The Record Custodian or an appropriate University staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 15 days or less from receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the record related to the student.

* The Family Educational Rights and Privacy Act of 1974

4. Right of University to Refuse Access

Ponce Health Sciences University reserves the rights to refuse to permit a student to inspect the following records:

- a. Letters and statements of recommendation for which the student has waived the right of access, or which were placed in the file before, January 1, 1975.
- b. Records connected with an application to attend Ponce Health Sciences University if that application was denied.
- c. Those records which are excluded from the FERPA definition of education records.

5. Refusal to Provide Copies

(Note: With an understanding that it cannot deny students access to their records, Ponce Health Sciences University is required to describe the circumstances in which it may deny students a copy of their education records.)

Ponce Health Sciences University reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations:

- a. The student has an unpaid financial obligation to the University.
- b. There is an unresolved disciplinary action against the student.

6. Fees for Copies or Records

The fee for copies will be \$3.00 each. (Note: A college or university may not charge for search and retrieval of the records; however, it may charge for copying time and postage).

7. Types, Locations and Custodians of Educational Records

(Listing required. Types, Locations and Custodians are examples)

The following is a list of the types of records that Ponce Health Sciences University maintains their locations and their custodians.

Types	Location	Custodian
Applicants Records	Admission's Office	Vice President for Student Affairs
Admissions Records of Matriculated Students	Registrar's Office	Registrar
Cumulative Academic Records (Current Students, after graduation, withdrawals and transferred students)	Registrar's Office	Registrar
Disciplinary Records	Student Affairs Office	Vice President for Student Affairs
Documents for Financial Aid	Financial Aid Office	Associate Director of Financial Aid

8. Disclosure of Education Records

Ponce Health Sciences University will disclose information from a student's education records only with the written consent of the student, **except**:

- a. The school officials who have a legitimate educational interest in the records. A college or university is required to specify the criteria for school officials and for legitimate educational interest. The following are Ponce Health Sciences University criteria: A school official is:
 - A person employed by the University in an administrative, supervisory, academic or research, or support staff position.
 - A person elected to the Board of Trustees.
 - A person employed by or under contract to Ponce Health Sciences University to perform a special task, such as the attorney or auditor.
 - A school official has a legitimate educational interest if the official is:
 - Performing a task that is specified in his or her position description or by a contract agreement.
 - Performing a task related to a student's education.
 - Performing a task related to the discipline of the student.
 - Providing a service of benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
- b. To officials of another school, upon request, in which a student seeks or intends to enroll. FERPA requires a college or university to make a reasonable attempt to notify the student of the transfer unless it states in its policy that it intends to forward records on request.
- c. To certain official of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
- d. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- e. If required by a state law requiring disclosure that was adopted before November 19, 1974.
- f. To organizations conducting certain studies for or behalf of the Ponce Health Sciences University.
- g. To accrediting organizations to carry out their functions.

- h. To parents of an eligible student who claim the student as a dependent for the income tax purposes.
- i. To comply with a judicial order or a lawfully issued subpoena.
- j. To appropriate parties in a health or safety emergency.
- k. Directory information so designated by Ponce Health Sciences University.
- l. The result of any disciplinary proceeding conducted by the Ponce Health Sciences University against an alleged perpetrator of a crime of violence to the alleged of that crime.
- m. PHSU complies with the FERPA USA Patriot Act: Public Law 107-56: DCL April 12, 2002 Section 507. PHSU follows the provisions outlined in the regulations as follows: PHSU only discloses personally identifiable information from an education record to appropriate parties in connection with an emergency *if* knowledge of the information is necessary to protect the health and safety of the student or other individuals.

9. Record of Request for Disclosure

Ponce Health Sciences University will maintain a record of all requests or disclosure of information from student's education records. The record will indicate the name of a party making the request, any additional party to whom it may be re-disclosure and the legitimate interest the party had in requesting or obtaining the information. The record may be requested and reviewed by the parent or eligible student.

10. Directory Information

(Note: Disclosure of Directory Information is optional. If the opinion is exercised, a college or university is required to list the items it has designated as Directory information).

Ponce Health Sciences University designated the following items as Directory Information: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and previous school attendance and photograph, email, height and weight, honors, education. Ponce Health Sciences University may disclose any of those items without prior written consent, unless notified in writing to the contrary by the student.

The following are not considered as part of the directory information: social security number, religion, ID Number, gender, race, grades, nationality and GPA.

11. Correction of Education Records

(Note: Ponce Health Sciences University includes in its policy a procedure for the correction of records).

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedure to correct a record:

- a. A student must ask the official Ponce Health Sciences University to amend a record. They should write Ponce Health Sciences University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
- b. Ponce Health Sciences University, registrar or Record Officer, may comply with the request or it may decide not to comply. If it decides not to comply, Ponce Health Sciences University, registrar or Record Officer, will notify the student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
- c. Upon request, Registrar of Ponce Health Sciences University, will arrange for a hearing, and notify the student, reasonable in advance, of the date, place, and time of the hearing.
- d. The hearing will be conducted by a Hearing Committee of three members who are disinterest

parties; however, the hearing committee members may be officials of the Institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education record. The student may be assisted by one or more individuals, including an attorney.

- e. Ponce Health Sciences University Hearing Committee will prepare a written decision based on the evidence presented at the hearing and it will be submitted to the President to take the corresponding action. The decision will include a summary of the evidence presented and the reason for the decision.
- f. If the President decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will be notifying the student that they have a right to place in the record a statement commenting on challenged information or a statement setting forth reasons for disagreeing with the decision.
- g. The statement will be maintained a part of the student's education records as long as long as the contested portion is maintained. If Ponce Health Sciences University discloses the contested portion of the record, it must also disclose the statement.

If the President decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, the President will order the registrar to amend the record and notify the student, in writing, that the record has been amended.

12. The Solomon Amendment and FERPA

The Solomon Amendment requires institutions to provide directory-type information on students who are 17 years of age or older upon request of representatives of the Department of Defense for military recruiting purposes. This information- "student recruiting information" – includes: student's name, address, telephone listing, date and place of birth, level of education, academic major, degrees received, and the most recent previous education institution at which the student was enrolled.

A request for student recruiting information under Solomon must be honored unless there is an exception in the law which precludes the institution from providing the requested information. The most important exceptions are that the university:

- a. Have a long-standing policy of pacifism based on historical religious tradition;
- b. Certify that such information is not collected by the institution;
- c. Certify that each student concerned has formally requested to withhold "directory information" under FERPA from third parties.

The definitions of the terms "directory information" (FERPA) and "student recruiting information" (Solomon) are not synonymous.

All students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

SOCIAL SECURITY NUMBER USE AND MANAGEMENT POLICY

PONCE HEALTH SCIENCES UNIVERSITY (PHSU) is committed to maintaining the privacy and confidentiality of Social Security numbers (SSNs). PHSU is cognizant of the risk the improper disclosure of SSNs can have on individuals who have entrusted the information to PHSU, including the risk of identity theft. The collection, management and display of SSNs be controlled, and that the use of a SSN as an identification number is limited. A SSN may not be used as a primary identifier in a University system and never be used

on any public list.

- SSNs may only be requested in certain cases, such as when required by law or for business purposes with certain third-party providers, with appropriate disclosure of its use.
- On-line and off-line systems that maintain SSN data must have adequate security controls implemented to protect its confidentiality and integrity.
- PHSU Primary ID (“UPI”) number will serve as the primary identification number for University students, faculty and staff. A UPI is assigned to all persons affiliated with the University, and is displayed on the University’s ID Card.

Violations of this policy are to be reported to the University’s Compliance Officer.

Scope

This policy sets forth the framework for PHSU’S collection, management and use of Social Security numbers (SSN) and is applicable to all PHSU units.

- This policy will not apply to clinical and patient systems maintained by PHSU that are required to use the SSN for billing and healthcare coordination purposes.
- SSNs are considered an identifier under the Health Insurance Portability and Accountability Act (HIPAA).

Requirements for Appropriate Use and Management of Social Security Numbers (“SSNs”)

1. Collection of SSNs for University records
 - 1.1 SSNs may be collected and recorded when needed by federal or state governmental agencies or by outside third parties mandated to collect SSN information (example: health care providers, student’s loans, etc.).
 - 1.2 PHSU employees authorized to collect SSNs may request a SSN during the execution of their duties if a primary means of identification, such as the UPI number, is not known or available.
 - 1.3 PHSU employees may not collect SSNs, except for those purposes noted below. Enrollment: Those wishing to enroll in academic offerings at the
 - 1.3.1 PHSU- both credit and non-credit - may be required to provide a SSN for secondary identification purposes. IRS regulations require PHSU request a SSN as a Taxpayer ID number for use in tax reporting. In addition, any student applying for Financial Aid must provide a SSN to the University. If a person enrolling in PHSU academic offering - credit or non- credit - cannot provide a SSN, certain services, such as transcripts, enrollment verification, tax reporting, and financial aid may not be available to the individual, and the University cannot guarantee a complete academic record for the individual.
 - 1.3.2 Immigration Law: A SSN may be collected as necessitated by immigration law or regulations.

- 1.3.3 Certification Exams/Cooperative Experiences/Internships: A SSN is required to be collected and reported for students who are taking certification exams if mandated by the certifying agency. Students participating in internships OR Coop experiences may also require the student to provide a SSN for the other entity.
- 1.3.4 Employment: Any person employed by PHSU must provide a SSN as the taxpayer ID number as directed by the IRS. This includes all employees, including part-time and student employees. Providing the SSN is a condition of employment. Applicants for employment must also provide a SSN, if requested, for mandatory background checks.
- 1.3.5 Employee Benefits: If required by a benefits provider, the SSNs of dependents may be collected to receive service. PHSU may also release an employee's SSN to benefit providers.
- 1.3.6 Payment for Personal or Professional Services: Any person providing services to PHSU as an independent contractor, invited speaker (honorarium) or research subject for which payment will be made, must provide a SSN as the taxpayer ID number per IRS regulations. These taxpayer ID numbers will be stored in the Finance Department as part of the vendor record.
- 1.3.7 Other Entities: The SSN may be released to entities outside PHSU where required by federal or state law, regulation or procedure, or if the individual grants permission.

2. Maintaining the Security and Privacy of SSNs

- 2.1 All records containing SSNs, whether on or off-line, will be considered confidential information and should be maintained appropriately to protect the confidentiality and integrity of this information.
- 2.2 PHSU will take reasonable precautions to protect SSNs for all individuals who provide it.
- 2.3 A SSN may not be used as a primary identifier in PHSU system.
- 2.4 If and when records including SSNs are no longer needed, disposal of the records must follow University information retention and destruction policies and procedures.
- 2.5 SSNs are considered to be confidential data and may not be used for purposes of data mining.
- 2.6 SSNs may not be used, in part or in whole, as a user ID or password for accessing a computer system or for generating any type of identifier.
- 2.7 SSNs in their entirety or in any portion may not be used nor posted where they can be exposed to the public, including time cards, class rosters, grade rolls, and bulletin board announcements.
- 2.8 SSNs may not be used as an identifier for the collection of data for research or academic purposes.

3 Security Controls for Computer Systems Maintaining SSNs

- 3.1 Systems storing SSNs must contain security controls that protect the integrity and confidentiality of this information. Controls must include:
 - 3.1.1 Authorization controls that require a user ID and password and that restrict access to information on the system based on an individual's job responsibilities.

- 3.1.2 Network security controls, in which any system with SSNs must be protected by a network firewall and any other security control ordered by IT Department.

4 SSNs Shared with Third Parties

- 4.1 SSNs may not be shared with third parties, with the exceptions of:

- 4.1.1 As required or permitted by law.
- 4.1.2 With the consent of the individual.
- 4.1.3 Where the third party is an agent or contractor for the University and has demonstrated that controls are in place to prevent unauthorized distribution.

Sanctions

It shall be the responsibility of each unit/Department of PHSU to meet the requirements set forth in this policy. Violation of this policy may result in disciplinary action up to and including termination of employment. Violation may also result in civil and criminal penalties based on state and federal privacy statutes. PHSU acknowledges that a violation of this Policy is subject to administrative penalties from the Consejo de Educación not less than \$500 up to \$5,000. (Law 186 for 2006, Article 2.)

Additional Information

For additional information about this policy, or to file a report, contact the University's Compliance Officer.

ACADEMIC INTEGRITY

Ponce Health Sciences University subscribes to the principle of Academic Integrity or Academic Honesty:

Any type of academic dishonesty by students or faculty is unacceptable behavior at Ponce Health Sciences University. Two specific forms of academic dishonesty are *cheating* and *plagiarism*. The following sections describe Ponce Health Sciences University's official policy in relation to these two forms of academic dishonesty.

Cheating

Cheating is defined by Merriam-Webster Dictionary as: *to get something by dishonesty or deception. Cheating suggests using trickery that escapes observation.* In an academic setting cheating usually refers to obtaining or sharing information using deception during examinations or other academic assignments.

Ponce Health Sciences University will enforce compliance with academic integrity and professional behavior. Any student that cheats in any examination incurs in an intolerable behavior that may result in disciplinary action, including dismissal from the institution. Department faculty, chairpersons and program directors must ensure that appropriate supervision is available for all examinations. Faculty members have the primary responsibility to ensure the security and supervision of their examination.

Any type of communication among students during examination is strictly prohibited. All pagers and cellular phones must be turned off and must remain off throughout the examination. It is prohibited to use any unauthorized electronic devices.

Ponce Health Sciences University recognizes that it may be difficult in some cases to prove with certainty whether a certain behavior is sufficient evidence of cheating. The following behaviors during an examination could be considered as evidence of cheating:

- Looking at another person's examination.
- Talking to another student during an examination.
- Consulting notes or materials, including use of electronic devices, not specifically authorized by the instructor during an examination.
- Employing a surrogate to take an examination.
- Falsifying a signature or misrepresenting someone on attendance sheets for a class, examination or any compulsory didactic activity.
- Stealing a test or any other material.
- Engaging in any act that a reasonable person would conclude, when informed of the evidence, to be a dishonest means of obtaining information.

Any student observed with a behavior considered evidence of cheating during an examination will be reported to the Department Chairperson or Program Director. This person will evaluate the evidence and if found positive, will inform the Vice President of Academic Affairs and the Vice President for Student Affairs. They will investigate the incident and if cheating is proven, the student will be referred to the Student's Promotion Committee or the President with a recommendation for dismissal from Ponce Health Sciences University.

In order to minimize the opportunity that any student may incur in such behavior a series of precautions are recommended to be taken by faculty members before and during examinations.

Recommendations Before the Examination:

- *Attend examined groups with more than 25 examinees by two persons, one of which would be a faculty member.*
- *Divide groups larger than 50 students in two groups. Each group will be attended by two proctors, one of which would be a faculty member.*
- *Plan the seating of the students ahead of time. Assign seats in a way that may not be predictable by students.*
- *Number all tests. Use a sign-in sheet for each row, by examination number, to record where students sit.*
- *Prepare several versions of the same test with different questions order. Ensure that you prepare the appropriate code for each test.*
- *Only allow on the desk pencils and any other material authorized by the department providing the examination.*
- *Erase all messages on the boards before the examination starts.*
- *Check all bulletin boards for material related to the content of the examination.*

- *Establish some rules to control visits to the restroom during the examination.*

Recommendations During the Examination:

- *Constantly supervise the examination to identify any suspicious behavior that suggests cheating.*
- *If students raise their hands for any complaint, attend them one at a time.*
- *If for an extreme reason the student must temporarily leave the room, have one of the proctors accompany him.*
- *If a student exhibits behavior suspicious of cheating but not enough to qualify as evidence, record the name and inquire about the behavior after the examination.*

If Evidence of Cheating is Observed During an Examination, the Person Observing the Behavior Should:

- *Allow the student to complete the examination.*
- *Wait to the end of the examination and call the student aside.*
- *Confront the suspicious conduct, identify those involved and record their names.*
- *Notify the student about the findings and that PHSU policy requires to file a report.*
- *If a student appears to be using notes or has visible notes, promptly and discreetly confiscate the notes. These materials may be important evidence during a later investigation.*

Plagiarism

Plagiarism is defined by the Random House Webster Dictionary (1997) as: *the unauthorized use of the language and thoughts of another author and the representation of them as one's own.* Ponce Health Sciences University considers such behavior as unacceptable from any person of the academic community. Behaviors that are considered examples of plagiarism include:

1. Appropriating ideas by another author as the presenter's original ideas.
2. Copying word by word the work of another person without due citation.
3. Downloading information from the internet and presenting it as original work.
4. Presenting work as the result of the presenter's independent effort without acknowledging the contribution of co-authors or collaborators.
5. Taking a report or work done by another person (or purchasing it from internet or other sources) and presenting it as his/her own.
6. Any other action in which people are led to believe that what is presented is an original work when it is not.

Informal Procedure of Intervention with Alleged Plagiarism

Ponce Health Sciences University recognizes that in some occasions, people *unknowingly* engage in conducts which could be defined as plagiarism. The Institution encourages an informal approach to resolving concerns about plagiarism. In the case that a faculty member observes a conduct of alleged plagiarism in a student or other faculty member, an informal discussion about the problem may resolve and clarify the issue. This will be the first step and will be initiated by the person observing the conduct. Every attempt should be made to respect the rights of the alleged violator.

Formal Procedure of Intervention with Alleged Plagiarism

A formal procedure occurs when a faculty member and a student or member of the academic community who allegedly engaged in plagiarism are unable to reach agreement on the alleged violation and resolution,

or when the faculty member believes that the alleged violation is so serious as to warrant a formal proceeding.

If a member of the academic community decides to make a formal allegation of plagiarism by a student or other member of the academic community, she or he will make a written report to the Department Chairperson or Program Director. This person will evaluate the evidence and if found positive, will inform the Vice President of Academic Affairs and the Vice President for Student Affairs. They will investigate the incident and if plagiarism is proven, the guilty person will be submitted to disciplinary action which will depend on the seriousness of the violation and the particular situation in which the event occurred. Possible actions include one or more of the following:

1. A note or letter to the individual's record.
2. Requirement to complete an alternative assignment or examination.
3. Repetition of a course.
4. A failing grade for an assignment.
5. A failing grade for a course.
6. Dismissal from Ponce Health Sciences University.
7. Any other disciplinary action exposed in the Offenses and Sanctions PHSU Policy.

A specific undesirable behavior that has been described in academic environments is termed "self-plagiarism". In self-plagiarism a person presents as new a piece of work that has already been presented for other purposes. In the sciences, self-plagiarism generally refers to the practice of submitting an article or presentation with the same data to more than one journal or scientific forum. The new article or presentation may differ only slightly from the original by changes to the title, format or order of the authors.

Ponce Health Sciences University encourages an informal approach as described previously to resolve concerns about self-plagiarism.

Any student or member of PHSU academic community who has been subjected to a disciplinary action because of cheating or plagiarism has the right to appeal the adverse decision. This appeal will be done according to the regular Due Process Policy of Ponce Health Sciences University.

CONFLICT OF INTEREST IN THE STUDENT-FACULTY RELATIONSHIP

Policy Statement

The health professionals and faculty/staff who provide psychiatric/psychological/personal counseling or other sensitive medical and healthcare services to University (PHSU) students will not be involved in the academic, professionalism, or disciplinary evaluation, promotion, or dismissal of students receiving those services.

Purpose of Policy

It is essential to have a separation of roles to assure confidentiality in the provision of health and counseling services to PHSU students and absence of conflict of interest in PHSU student evaluation, promotion, and dismissal.

Procedure

Members of the PHSU faculty assigned to evaluate students or to make decisions regarding the promotion or possible disciplinary action of students for whom they have provided psychiatric/psychological/personal counseling or other sensitive health services are obliged to report the conflict of interest to the block or clerkship director so that the student or faculty/staff can be reassigned to preclude any conflict of interest, real, perceived, or potential.

Students who have been assigned to a course, preclinical experience or clinical clerkship rotation in which they would be evaluated by a member of the faculty or staff who has provided them with psychiatric/psychological counseling or other sensitive medical or health services, should report the real, perceived, or potential conflict of interest to the block or clerkship director as soon as they receive the assignment so that there will be no involvement of said faculty/staff in the academic evaluation or promotion of the student. Students that do not report such conflict of interest by 2 days after the initial contact with the faculty member resign to their right to be assigned a different evaluator.

In the event that the student or faculty has not been re-assigned after reporting of the conflict, the student should report the matter to the Vice President of Students Affairs for resolution. Similarly, if faculty or students are involved in a hearing for a possible adverse action related to academic, professionalism, or disciplinary matters, they should notify the Chairperson of the Student Promotion Committee or the Vice President of Students Affairs if one or more members of the hearing committee has provided a student with any psychiatric/psychological counseling or other sensitive medical or health services, so that the faculty can be excused from the committee.

Evaluation instruments shall include a disclaimer in which faculty members attests that they have not had a professional relationship with students that could affect their judgment upon evaluation of the students.

STANDARDS OF CONDUCT IN THE TEACHER-LEARNER RELATIONSHIP

Ponce Health Sciences University adapts and incorporates the AAMC model of Standards of Conduct in the Teacher- Learner Relationship, and encourages faculty and students to familiarize themselves and pledge adherence to this policy statement:

Preparation for a career in the health care professions demands the acquisition of a large fund of knowledge and a host of special skills. It also demands the strengthening of those virtues that are expected in the health provider/patient relationship and that sustain the health profession as a moral enterprise. This policy statement serves both as a pledge and as a reminder to teachers and learners that their conduct in fulfilling their mutual obligations is the medium through which the profession inculcates its ethical values.

Guiding Principles

Duty

Ponce Health Sciences University faculty has a duty, not only to convey the knowledge and skills required for delivering the profession's contemporary standard of care, but also to inculcate the values and attitudes required for preserving the profession's social contract across generations.

Integrity	The learning environments conducive to conveying professional values must be suffused with integrity. Students learn enduring lessons of professionalism by observing and emulating role models who epitomize authentic professional values and attitudes.
Respect	Respect for every individual is fundamental to the ethics of the health professional. Essential for nurturing that ethics is the mutual respect for every individual by students, novice members of the profession, as well as by their teachers, as experienced and esteemed professionals. Given the inherently hierarchical nature of the teacher/learner relationship, teachers have a special obligation to ensure that students, interns and residents are always treated respectfully.

Commitments of Faculty

1. We pledge our utmost effort to ensure that all components of the educational program for students, interns and residents are of high quality.
2. As mentors for our students, interns and resident colleagues, we maintain high professional standards in all of our interactions with patients, colleagues, and staff.
3. We respect all students, interns and residents as individuals, without regard to gender, race, national origin, religion, or sexual orientation; we will not tolerate anyone who manifests disrespect or who expresses biased attitudes towards any student, intern or resident.
4. We pledge that students, interns and residents will have sufficient time to fulfill personal and family obligations, to enjoy recreational activities, and to obtain adequate rest. We monitor and, when necessary, reduce the time required to fulfill educational objectives, including time required for “call” on clinical rotations, to ensure student’s, intern’s and resident’s wellbeing.
5. In nurturing both the intellectual and the personal development of students, interns and residents, we celebrate expressions of professional attitudes and behaviors, as well as achievement of academic excellence.
6. We do not tolerate any abuse or exploitation of students, interns or residents. We encourage any student, intern or resident who experiences mistreatment or who witnesses unprofessional behavior to report the facts immediately to appropriate faculty or staff; we treat all such reports as confidential and do not tolerate reprisals or retaliations of any kind.

Commitments of Students, Interns, and Residents

1. We pledge our utmost effort to acquire the knowledge, skills, attitudes, and behaviors required to fulfill all educational objectives established by the faculty.
 2. We cherish the professional virtues of honesty, compassion, integrity, loyalty and dependability
 3. We pledge to respect all faculty members and all students, interns and residents as individuals, without regard to gender, race, national origin, religion, or sexual orientation.
 4. As health professionals in training, we embrace the highest standards of the profession and pledge to conduct ourselves accordingly in all of our interactions with patients, faculty colleagues, and staff.
- As well as fulfilling our own obligations as professionals, we pledge to assist our fellow students, interns and

residents in meeting their professional obligations.

HONOR CODE

In the pursuit for academic, personal and professional excellence, every student signs an Honor Code which delineates PHSU's standards of conduct and the student's commitment to such principles.

Honor Code Statement of Principles

Preamble

In their pursuit for academic, personal and professional excellence, students of the Ponce Health Sciences University have adopted this *Honor Code*. The principles of this *Honor Code* are intended to aid students in maintaining a high level of ethical conduct in concordance with the educational philosophy of our institution. These are standards to enable students to determine the propriety of their conduct in relation to peers, members of the faculty, administration and patients.

Principles

- Students have the responsibility to uphold and maintain the highest degree of personal and professional integrity.
- Students are encouraged to seek appropriate counsel if deemed necessary.
- Ethical growth should be coincident with academic growth among the student body.
- To evidence the need to combine personal honor with communal responsibility the following precepts are specifically, but not exclusively, expected to guide the conduct of each member of the Ponce Health Science University student body:
 - Each student must work independently and honestly on all examinations.
 - Plagiarism is considered a major ethical offense.
 - Each student will be trustful and dutiful in carrying out clinical and academic responsibilities.
 - The success of the *Honor Code* depends on the personal integrity, mutual trust, and cooperation of all members of the Ponce Health Sciences University community: students, faculty and administration.

Reporting

A student or faculty member who observes or suspects a violation of the Honor Code shall submit a written report of the incident to the Vice President of Student Affairs or Vice President for Academic Affairs. That representative will deliver the report of the incident to the Chancellor who will authorize an investigation. The Chancellor will appoint two investigators from the Ponce Health Sciences University who will notify the accused student of the alleged violation, his/her rights, and the date of the Promotion Committee hearing. All suspected violations would be heard at the Promotion Committee.

Due Process

A student charged with violating this code is guaranteed the following safeguards:

- The student must be informed in writing of any charges at least 48 hours before the case is heard by the Promotion Committee.
- The student has the option of being excused from any tests, assignments, or examinations for a period no longer of two days before or after the meeting of the Promotion Committee.
- The student has the right to be represented by counsel of his/her choosing at the Promotion Committee hearing.
- The student has the right to present witnesses at the Promotion Committee hearing.
- The student has the right to confront the accusers and to cross-examine any witnesses at the Promotion Committee.
- The student has the right to examine any evidence prior to the Promotion Committee hearing.
- All records of prior social or academic infractions having no direct bearing on the present charges shall be excluded from evidence.
- The student has the right, in the event of a not guilty verdict, to request that this finding be made public.

Sanctions

The following actions will be taken against a student who is found guilty of a violation of the Honor Code:

1. *Reprimand such as:* warning letter, verbal or written admonition, place of letter with findings of violation in the formal academic record.
2. *Probation:* Any probation rendered by Promotion Committee shall be entered into the student's academic record, but shall be removed upon the defendant's graduation.
3. *Failure of Course:* The Promotion Committee will recommend to the President of the Ponce Health Sciences University and subject to his final authority, that a student be given a failing mark in a course connected to the Honor Code violation.
4. *Suspension:* The student will be suspended for a minimum of one academic semester/trimester, and this will be entered permanently in the School academic record. The conditions for reintegration shall be stated in the order of suspension and must at least require the repetition of the academic semester in which the violations(s) occurred.
5. *Expulsion:* Permanent dismissal from Ponce Health Sciences University.

A combination of the above penalties deemed appropriate by majority vote of the Promotion Committee based on the severity of the infraction, past academic and other performance of the student, the student's attitude, and the student's potential for future performance.

APPEALING (DUE PROCESS) to the Chancellor

The Chancellor will evaluate the appeal and the investigation report. Rejection of the appeal by the President

is final. However, the Chancellor may overturn the decision. If the Chancellor has a reasonable doubt, about the student's allegation or the investigation, he/she can appoint an Ad Hoc Committee, comprised of members of the faculty, student body and administration to reevaluate all evidence.

The Ad Hoc committee will notify the student in writing of the date and time when the case will be heard. The Ad Hoc committee has the discretion to re-interview the persons involved if necessary. The committee has seven (7) working days to submit to the Chancellor its report.

The Chancellor will receive the Ad Hoc committee recommendations, and make the final decision within forty-eight (48) hours.

All decisions, favorable or unfavorable, will be reported to the student in writing. All decisions made by the Chancellor will be final.

INTERPERSONAL ABUSE

Personal abuse will not be tolerated at PHSU. Verbal, psychological or physical abuse such as speaking insultingly, engaging in schemes to undermine the self-esteem of the person; or any other such activity will not be tolerated.

Any incident of abuse reported by any member of the academic community. The incident should be reported to the Vice President of Students Affairs or designee.

The Vice President of Students Affairs or designee will gather all pertinent information on reported cases of personal abuse. The School's legal counsel will be notified of all such cases and will be kept informed of the progress of the investigation at all times. Early communication and intervention will lead to the resolution of the incident.

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

If the incident is not resolved, in consultation with the Legal Counsel of the school, an Ad Hoc committee appointed by the President, and comprised of members of the faculty, student body and/or administration will re-evaluate the case. All parties involved will be informed of the composition of the committee and will have the opportunity to present any disagreement on the membership of the committee and the reasons for the challenge. Appeals would be followed as described above. Psychological counseling will be available for the parties involved as needed and availability.

The Ad Hoc committee will review the information and make a recommendation to the President for further action. The whole process should be addressed within three months.

NON-DISCRIMINATION POLICY

The Ponce Health Sciences University (PHSU), as an educational institution and as an employer, values equality of opportunity, human dignity and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, political affiliation, disability, or status of veteran. Further, the University will continue to take affirmative steps to support and advance its

values consistent with the PHSU mission. This policy applies to admission, students, employment and access to and treatment in PHSU programs and activities. This is a commitment made by the PHSU and is in accordance with federal, state and/or local laws and regulations.

ALCOHOL, TOBACCO, ILLICIT DRUG AND VIOLENCE

Ponce Health Sciences University prohibits the abuse of alcohol within the academic community. The possession, distribution or use of illegal drugs is ground for immediate sanction, including dismissal. Smoking is prohibited on school grounds. Violence will not be tolerated within academic community or on the school or affiliated facilities.

The danger of alcohol, drugs and controlled substances in the study place is of great concern to us. Each individual at PHSU receives a manual that explains in detail the institutional policies and the resources available to deal with these problems. The following policy is established by PHSU:

1. It is unlawful for any student in PHSU to engage in any activity that involves illicit use, possession, manufacture or distribution of alcohol, drug, tobacco or controlled substances on the school campus, any location used for academic activities or at any of its organizations or affiliates. Proscribed activities include but are not limited to: use, manufacture, sale, transportation, dispensation, distribution, disbursement, or possession of such substances. This does not apply to medically prescribed drugs, or to the manufacture, handling and distribution of drugs used for IRB approved research.
2. Any student of PHSU found to be engaged in any of the above, activities or in the case of vandalism is subject to dismissal. The student shall have the right to appeal as outlined in the “student promotion, academic probation and dismissal” section of this manual.
3. Whenever a student of PHSU is found to be illicitly using, possessing, manufacturing, or distributing alcohol, drugs or controlled substances on the school or campus or on the grounds of affiliated institutions, or if the student has participated in Institutional activities while under the influence of alcohol, drugs or any controlled substance, the following will occur:
 - a. Should the offender voluntarily recognize that suffer from drug or alcohol addiction and request help, counseling and rehabilitative services might be offered; including referral to public or private psychiatric services as an outpatient or inpatient, at the student's own expense. If within 6 months, a certificate of complete rehabilitation is not presented, the student will be recommended for dismissal.
 - b. The first offense for any drug related activity other than abuse of a substance: the student might be referred for counseling by the corresponding authority and to any other pertinent professional assistance. Sanction including dismissal after due notice and hearing.
 - c. Second offense: the student will be recommended for dismissal from PHSU after due notice and hearing.
 - d. The school procedures do not preclude action by law enforcement authorities for violation of any state or federal laws.
4. In the event of a conviction by a court of law for any violation or related incident, whether the infraction is committed within or outside the school or affiliates grounds, the PHSU student will sanctioned from the school. It is the duty of the student involved to notify the Vice President of Student Affairs of PHSU of any such conviction in writing within 10 days. Failure to do so will lead to immediate sanction, including dismissal.

5. Specific rules have been established to regulate PHSU sponsored activities where alcohol is served, based on applicable laws and regulations.

For details please refer to the *Institutional Public Policy on Establishing an Academic Community Free from Alcohol, Tobacco, use of Illicit Drugs and Violence*.

Prevention Policy & Program

Ponce Health Sciences University is one of the leading educational institutions in Medicine and Health Sciences in Puerto Rico. This represents a genuine commitment to establish an institutional public policy for the academic community free of drugs, alcohol, tobacco and violence. PHSU recognizes that prevention strategies are the first steps to fight against drugs, alcohol and violence. PHSU promotes a prevention program aimed to provide services to students and employees.

Statement

It is PHSU commitment to ensure for everyone an environment free of drugs, alcohol, tobacco and violence through prevention, education and rehabilitation

Title

Alcohol, Drugs Abuse and Violence Prevention Program of PHSU.

The following Prevention Program, is designed to meet various state and federal regulations, including: "Drug Free Workplace Act" (34 CFR 85), the "Drug Free Schools and Campuses Regulations (34 CFR 86) and the Law 40, 1993 the Government of Puerto Rico, known as Law to Regulate the Practice of Smoking in Certain Public and Private Places in PR.

Policy

Possession and/or use of illicit drugs and unauthorized controlled substances are contrary to University policy and in violation of federal and Puerto Rico laws. PHSU prohibits the possession, use, manufacture, distribution and/or sale of illegal drugs and illegal drug paraphernalia. Students at the University using or otherwise involved with drugs in violation of the Student Conduct Code and are subject to University disciplinary action in addition to any action taken by local or federal law enforcement authorities. Questions regarding the Drug Policy should be directed to the Office of the Students Affairs.

Applicable Laws

This program is based on the following Federal and PR Commonweal Laws and/or Regulations:

1. Drug Free Workplace Act of 1988 (Public Law 101-690) adopted on 1988.
2. Drug Free Schools and Communities Act, as amended (Public Law 101-226) adopted on December 12, 1989.
3. Law of Controlled Substances in Puerto Rico, also known as Law No. 4 of June 23, 1971, as amended.
4. Law to Regulate the Practice of Smoking in Certain Public and Private Places, also known as Law N. 40 of August 3, 1993.
5. Regulations Adopted by the United States Department of Education to implement such laws, 34 CFR 85; 34 CFR 86; HEOA section 488 and HEA section 485.

Drug Free Schools and Communities ACT, Amendment of 1989

The Law PL 100-297 signed in 1986, by the President of the United States, established the policy of a "Drug-Free Schools and Communities Act". This policy was amended in 1989 and is still valid in the United States and its territories.

This law establishes that any institution that receives funds from the Department of Education of United States of America, shall comply with the rules of the "Drug Free Act". The Department of Education of the United States has the capacity to monitor, and corroborate the existence of a biennial review of the public policy of "Drug Free Act" and its implementation at the institutional level. Failure to comply with this revision, could result in the loss of funding from the Federal Government and /or claim for repayment of funds previously granted to the Institution.

This Law required that Institutions must disseminate their policies annually to students and employees, along with information on health risks, disciplinary sanctions, and campus-based treatment options. Every two years, Institutions are supposed to evaluate their programs to ensure they're effective and consistent.

Health Risk

The government has classified controlled substances from I to V according to their potential for abuse. In qualifying, the "I" substances appear more potential for abuse and little or no medical value. They are decreasing the risk to the "V" where substances less potential for abuse and accepted medical use with some appearing. Drugs are by definition any chemical substance that alters in any way the functioning of the body, mind and nervous system, behavior and feelings of people. The use of alcohol, tobacco and other drugs can cause dependence, a physical or psychological need to use it. Adding and alcoholism are developing a physical and psychological dependence in which the person loses self-control with the use of the substance.

The Alcohol is a depressant drug that affects the central nervous system and brain function progressively inhibited. In Puerto Rico use by persons 18 years of age is legal. The main component of alcoholic beverages is ethanol or ethyl alcohol, which has a different focus depending on your process. The use of alcohol and / or drugs affects motor coordination, reasoning, vision and the ability to follow an object with his eyes; and this is why it becomes RISKY AND CRIMINAL the act of driving motor vehicles under its state (either use or under intoxication). Is considered legally intoxicated by alcohol to a person whose alcohol concentration in the blood is 0.08. However, I could be mentally and physically prevented from driving motor vehicles at a lower level.

Intoxication is a function of the amount of substance ingested, the time consumed, the alcohol content of the drink, weight and sex of the person (the woman is more sensitive), the mood and the amount of food in the stomach of the individual at the time of consumption.

Intervention Protocol to Rehabilitate Students and Employees

PHSU believe that rehabilitation could be possible, when a proper case management is available. The Office for Students Affairs and its Counseling Services are responsible for handling cases of students or staff, identified or are suspected of having problems related to drugs and alcohol.

Non-confirmed cases could be managed by institutional help services; professional counseling, discipline committee, bulletin board and, e-mails with information related to alcohol and drugs prevention. Confirmed cases, should be address to professional help from private and public agencies.

Treatment Centers

- | | |
|---|----------------|
| 1. ASSMCA – Ponce Detox Center | 787-840-6935 |
| 2. Medicina Conductual – Hospital Damas | 787-842-0045 |
| 3. Programa de Alcoholismo de Ponce | 787-844-4130 |
| 4. Línea a Auxilio y Prevención | 1-800-981-0023 |
| 5. Hogares CREA – Ponce | 787-843-9013 |

Prevention Strategies

Admissions Office	Information related to the Policy is given to the student during admission process. Every student admitted to PHSU, sign the Policy of Alcohol and Drugs Abuse.
Catalog and School Policies	The Student Catalog and School Policies include a copy of the PHSU Policy of Alcohol and Drugs Abuse. This Student Catalog is also available at the PHSU Web Page.
Professional Counseling Services	Professional counseling services are available to students. The Professional Counselor could refer identified cases to external agencies.
Extracurricular Activities	PHSU promotes extracurricular activities that involve drugs, alcohol, and tobacco use prevention message

Standard of Conduct

1. PHSU total and hereby categorically prohibited the possession, use, manufacture and / or distribution of drugs and alcohol by students, employees and visitors to this Institution.
2. In case of medications use (drugs), it should be prescribed by a doctor for the treatment of a properly documented health condition.
3. Law 40 of August 3, 1993 prohibits smoking in public and private academic institutions at all levels of education. So PHSU not allow smoking in their classrooms or laboratories, halls, game rooms, libraries, hallways, restrooms, elevators, offices, research laboratories (these could even have areas with liquids, vapors or flammable materials), lunch rooms, meeting rooms, parking area or within the premises of the animal house or institution.
4. Nor allow smoking in PHSU sponsored activities.
5. Advertising of alcohol and tobacco products, are prohibited sponsor academic activities.
6. All student organizations recognized by our institution are subject to the above provisions in their official activities, both on and off campus.
7. The visitors, guests or tenants of the PHSU facilities are required to comply with the legislation which it establishes public policy

Sanctions

Student Alert! As set out in section 5310 of the Federal Law on the Use and Abuse of Drugs, 1988, if you are convicted for possession, manufacture or distribution of drugs, your eligibility for financial aid could be (1) suspended temporarily or (2) finished forever. If the student was convicted of drug offense within (not later than) ten (10) days after the conviction, he shall report in writing with your full name and Social Security number to:

Director, Grants and Contract Services
US Department of Education
Washington DC 20202-4571

Student Organizations are required to report within five (5) calendar days of any incident involving the use of alcohol and / or drugs that occurs in any official activity of the organization. Failure to comply with these provisions of public policy may result in sanctions as outlined in the Student Handbook.

Faculty and Administrative Employees under this public policy and in compliance with the law are bound to:

1. Comply with all rules of conduct outlined above.
2. Notify the employer in writing of any criminal conviction under the statutes of controlled substances or alcohol events in the workplace no later than five (5) calendar days after sentencing.
3. PHSU must also take one of the following actions within thirty (30) calendar days after receiving notice of any criminal conviction of an employee.
4. Require the employee to participate satisfactorily in voluntary assistance or rehabilitation program approved for such purposes by a state or federal health agency, the Department of Justice and other appropriate.
5. Proceed with a relevant institutional action, including termination of job.
6. In addition to the aforementioned, every employee is subject to the rules applicable to their classification.
7. In some cases, if the offense is a not a significant one, employee could be referred to counseling services or a rehabilitation program.

A letter on the personnel file is applicable in all cases.

DRESS CODE

Students are representatives of Ponce Health Sciences University and must maintain an appearance that demonstrates respect and meets professional standards. As part of PHSU effort to create a culturally competent institutional culture which fosters diversity, equity and inclusion, a revision of the Student Dress Code was performed with active participation from the student body and with the objective to update the dress code to a more inclusive format.

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

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

For such purposes, the dress code was reviewed and revised with the active participation of the student body not

only to update the guidance but also to adjust the Dress Code Policy to a non-binary and more inclusive format and to include specific details for the different scenarios students may encounter.

DRESS CODE POLICY

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

Classrooms Dress Code

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

Labs Dress Code (Inside Campus)

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

Clinical/Practicum/Standardized Patients Sites Dress Code

- Students must wear a PHSU ID badge at all times, visibly, above the waist, identifying them as PHSU Students.
- White coats should be worn and PHSU ID must remain visible during all clinical and patient-related activities.
- All clothing must be neat and clean. Unacceptable attire or accessories may be offensive to our patients and

standardized patients. Examples of unacceptable attire include sheer garments, tank tops, shorts, short skirts, low or deep necklines, items designed to be worn as undergarments, and garments such as leggings and spandex pants designed to be worn as athletic wear.

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

Live Online/ Remote Classroom Dress Code

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

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

DANGEROUS WEAPONS AND FIREARMS POLICY

A dangerous weapon is defined as any firearm, whether loaded or unloaded; any device designed as a weapon and capable of causing great bodily harm; any electrical weapon; or any other instrumentality or device which, in the manner it is used or intended to be used, is calculated or likely to produce death or bodily harm. A firearm is described as any instrument that ejects any type of projectile. Possession of firearms and other dangerous weapons on School property is cause for disciplinary action up to and including dismissal for professional misconduct.

UNPROFESSIONAL BEHAVIOR POLICY

When problems arise in the student's professional behavior, it is hoped that the problem can be solved between the student and his/her supervisor. If this is not possible, the Department Chair of the service should be notified using the referral forms. The Department Chair will attempt a resolution of the problem if he/she feels that it is appropriate. If he/she feels that this is not possible or inappropriate, further action must be referred to the Vice President for Student Affairs with the corresponding referral form.

The Vice President for Students Affairs will interview the student and discuss the situation. A plan of action will be formulated immediately and notified in writing to the student and the Department Chair. The plan

should be implemented immediately. If no resolution is obtained the Vice President for Student Affairs will refer the student to the Student Promotions Committee.

The student will be notified in advance that his/her unprofessional behavior will be formally discussed by the Students Promotion Committee. The notification should make clear the reasons for this action. The Students Promotion Committee will consider the referral and make recommendations to the Vice President for Academic Affairs.

If a situation arises when there is an immediate concern for a student or patient's welfare, the Department Chair and/or the Vice President for Student Affairs will proceed with an emergency recommendation referral to the President. The Vice President for Student Affairs will notify the President of all cases under consideration.

INSURANCE FOR STUDENTS

Health Insurance

Each student is required by the School to carry comprehensive medical care insurance. Individuals, who choose to be covered by a plan other than the School's Health Insurance Plan, must present proof of coverage at the time of registration.

For a more complete description of healthcare services available, the student is advised to consult the Medical Plan Brochure or visit the webpage: <http://www.ssspr.com/SSSPortal>

Disability Insurance

All Ponce Health Sciences University students are required to have a disability insurance; due to the fact of risk during health fairs, volunteer jobs, summer programs, researches, clinical experiences, medical rotations and electives. The student who has his/her own disability insurance must present evidence during registration. In case of not having evidence of a policy or does not have insurance, he/she must submit the application through the school's arrangement.

STUDENT CLASSIFICATION

Academic Classification

Each academic program specifies the criteria for full time, half time and less than half time classifications. Medical students are required to be enrolled full time.

Student Status (full-time or half-time)

Graduate students

A student with 6 or more credits per semester/quarter/trimester will be considered a full-time student. A student with 3 to 5 credits per semester will be considered a half-time student.

Undergraduate Students

Nursing students at PHSU are classified for financial aid purposes as follows:

- a. Full time student - student enrolled in 12 or more credits/trimester
- b. Three- fourth student - student enrolled in 9 to 11 credits/ trimester
- c. Half-time student - student enrolled in 6 to 8 credits per trimester
- d. Part-time student -student enrolled in less than 6 credits per trimester

Student Classification for Tuition Purposes

Resident Students of P.R. - Must have legal residence in P.R. two years prior to entering PHSU. Students must show evidence of income tax filing to the Commonwealth of PR for two consecutive years. In the case of dependent individuals, parents or tutor evidence of income tax filing could be acceptable.

Non-Resident Students - Students with United States citizenship who are not legal residents of PR.

Foreign Students – Students without United States Citizenship who come to USA for purpose of studying. Foreign students must pay non-resident tuition rates.

Special Classification for Medical Students

Students on special academic activities (SSAA)- Students who are authorized by PHSU to engage in academic activities outside the School, such as special research projects.

Students on independent studies (SIS)- Students who are authorized to spend up to one semester taking special courses to prepare themselves for the next level of studies.

DISSERTATION

A student registered in dissertation will be considered a full-time student. The cost of the dissertation will apply as published in the applicable tuition & fees document. The grading system will be: IP for In Progress, P for Pass, and NP for No-Pass. The maximum time allows will be in accordance with the program time frame.

INDEPENDENT STUDY COURSE

Independent study courses are designed to give flexibility to academic programming and to allow students to complete academic requirements under special conditions in addition to special course offerings. These special conditions include but are not limited to:

1. Availability of the professor.
2. The student requires the course to comply with his/her program sequence or for graduation, and the course is not being offered or the session is closed.
3. Inability to attend classes due to health reasons or other attenuating circumstances as approved by the Program Director.

Special restrictions will that apply:

Any student will, with the recommendation of academic advisor, and the professor and Program Director's approval, enroll in independent studies for a maximum of nine (9) credit hours of the total credit hours required for graduation. Students must have completed 18 credits before requesting independent studies.

The following guidelines govern all independent studies courses:

1. Only theoretical courses will be taken as independent studies.
2. No clinical, research or courses requiring laboratory can be taken as independent study.
3. An independent study course will not exceed one academic semester/trimester. The student will not, in a given semester/trimester, take more than two independent study courses.
4. Courses being offered during the same session will not be taken as independent studies unless authorized by the Program Director.
5. During the session in which the student is enrolled in an independent studies course, the student must be registered in the institution as a regular student.
6. Under no circumstances will independent studies be authorized to students who have previously obtained a grade of "C" or lower in same course.
7. The registration fees for independent study are the same as for regular courses.
8. An independent study course complies with the following required course regulations:
 - a. The grade for the course is due at the end of the regular session.
 - b. Registration for the course is during the regular registration period.
 - c. The student is required to take a written examination and/or additional requirements as approved by the professor.
 - d. The independent study course is based on the official syllabus.
9. The procedure for registering for an independent studies course is:
 - a. The student must receive a clearance from the Registrar and the Program Director.
 - b. The student must obtain signed permission from the professor who will teach the course.
 - c. The permission form is then administratively forwarded to the Program Director who finally approves all independent studies.
 - d. A student/Professor Agreement Form must be filled out and signed at the Registrar's Office.
 - e. Filling of the session registration form with the Registrar.

ADMINISTRATION ANNOTATION AND GRADING SYSTEM

For administrative purpose, the University has established the following annotation system:

P	Pass	
NP	Not Pass	
IP	In Progress	Applies only to Dissertation/Thesis and Field Works
E	Extended	Applies only to Internship and Field Works

I	Incomplete	
W	Withdrawal	
AW	Administrative Withdrawal	
D	Dismissal	
R	Repeated	Modifier to another grade

Grade	All Other Programs	Biomedical, Nursing and MSMS Program	Post Bac & Post Master Certificates	Points	Medicine
A	90-100	87-100	N/A	4	H – Honor (90-100)
B	80-89	77-86	N/A	3	P – Pass (70-89)
C	70-79	67-76	N/A	2	F – Fail Bellow 70
F	Below 70	Below 67	N/A	0	
PASS	N/A	N/A	100-70	N/A	N/A
NO PASS	N/A	N/A	Below 70	N/A	N/A

The difference between “IP” and “E” is that when “IP” is recorded it implies that a new registration process occurs for the student to continue for the next academic period. When “E” is recorded, the student continues activities of the course without involving a separate registration. (Refer to Academic Programs’ section for the grading system)

CHANGE OF GRADE POLICY

Once the professor reports the grade for a course to the Registrar’s Office, it is not subject to amendment without the written authorization of the faculty member and Program Director. The only reasons for a change of grade are the following:

1. Removal of incomplete grade. An “I” (Incomplete) grade will only be allowed under very special circumstances as determined by the professor. The student must remove the “I” (Incomplete) by the following semester or an administrative “F” will replace it.
2. A clerical error made by the Professor or Registrar.
3. When fraud or unethical conduct by the student has been proven in the obtainment of the grade.

A student who wishes to appeal a grade must do so within thirty (30) calendar days of its award. At the end of each semester/trimester Students will receive a notification about the availability of grades in the My Campus Portal.

STUDENT PROMOTIONS

The mechanism accepted by the Ponce Health Sciences University for the promotion, suspension or dismissal of a student is described below. For practical purposes the process will be divided according to the level of decision: Academic Department, Promotions Committee, corresponding Dean and, Chancellor/Vice-President for Academic Affairs.

Guidelines for Students Promotion

The faculty of Ponce Health Sciences University has the responsibility to assure that students perform in a manner consistent with the appropriate standards of scholarship and professional behavior. Students who do not meet these standards will be dismissed from PHSU, but they will be evaluated fairly and consistently. Decisions affecting student status is delegated by the President to the Student Promotions Committee (SPC).

The SPC meets quarterly to evaluate students with problems and holds annual meetings at the end of the school year, to recommend promotion to the next succeeding year.

Students not performing satisfactorily will:

1. Be notified in writing by the appropriate course director of their substandard performance and will be asked to schedule a meeting to develop means of dealing with the problem.
2. Receive communications from the Promotions Committee in the form of:
 - a. **Letter of Academic Concern** - Sources of help for the student will be indicated.
 - b. **Letter of Academic Warning** - This will result from interim "F" in two or more courses. This letter will indicate that continued performance at that level could lead to the student being placed on Academic Probation and will urge the student to seek extra help and counseling.

- c. **Letter of Academic Probation** - This will be based upon a final grade of "F" in one or more courses. A student receiving a final grade of "F" in a single course must be re-examined in that course before promotion. The letter will indicate that promotion to the next academic year can only occur after remediation of the deficiency. Remediation will be through a mechanism acceptable to the department chairperson, and will be given only once, prior to the start of the next academic year. This shall take precedence over any other summer plans a student will have made. A student receiving two or more final "F's" will be considered for either repetition of the entire year or dismissal.

The Promotions Committee shall also consider reports relating to attitude, integrity and ethical conduct. On the basis of such reports, the committee will issue a letter of concern or a letter of warning; determine that the student be placed on non-academic probation; or recommend to the corresponding dean or the dean's designee that the case be investigated and considered for possible disciplinary action, which will include dismissal.

The same process will be followed in accordance with Due Process in cases of unacceptable attitudes or behavior. Departmental faculty will document the facts and the Department Director will refer them to the Promotions Committee. If the decision is to dismiss the student, the student has the right for the appeal process.

Departmental Level

Every department will establish a mechanism of student evaluation following the institutional policies. It is the responsibility of the Director to assess the academic, behavioral (attitudinal) and ethical performance of students. All information, evaluations, and observations about students must be documented.

Department directors must take immediate action upon a marginal or failing performance by notifying the student. The student should be allowed to provide an explanation as to the reasons for poor performance. Students in need of special help must be referred immediately to the Office of Students Affairs, who will try to identify the prevailing problem, provide help or refer the student to whomever is needed for help.

Efforts will be made by each program or department to report regular examination grades within four (4) working days after the examinations. This is extremely important in order for the Promotion Committee to do its work on time.

Promotions Committee Level

A standing committee will evaluate student performance as they progress through each academic year, and is empowered to act in case of poor academic progress or unacceptable behavior or attitudes.

The committee will analyze the information received from the programs or departments, and at its discretion will obtain the students version of the situation.

After each evaluation the members of the Committee will determine the action they understand is the most suitable for each specific case. To do so they will follow the "Guidelines for Student Promotion" and the Satisfactory Academic Progress (SAP) policy of each academic program.

Program Level

The chair of the Promotions Committee will refer its decision to the corresponding dean or his/her delegate. The corresponding dean or delegate will notify the student about the action of the committee and remind him/her about the right to appeal.

Students notified that they are to repeat the whole year or to be dismissed, have the right to appeal the case to the Promotions Committee through the corresponding Dean within five working days after receiving the notification.

The appeal or Due Process for Dismissal presented below must be followed.

Due Process

Appeal Process for Academic Medical Education

Students referred to the Student Promotions Committee must receive a copy of the referral, stating the reasons for the referral. Course or clerkship directors shall recuse themselves if the student being considered has an unsuccessful outcome in their course. Any committee member who has a conflict of interest as having personal relations or providing health care to the students must recuse themselves as well.

Students who are notified by the Associate Dean of Medical Education a decision of the Students Promotion Committee that he/she must repeat failed courses during the next academic year or to be dismissed from the medical program, have the right to appeal the decision within five working days after receiving the notification.

The appeal or due process presented below must be followed.

The student will appeal in writing to the School of Medicine Students Promotion Committee (SPC) and include all relevant documentation to support the request. The student has the right to participate in and provide the information requested by the Committee during their meetings. Students who decide to participate in the meeting must include the request in the reconsideration letter. The Committee will evaluate the reasons and evidence submitted to determine if they change their initial decision. The SPC has 48 hours to submit its decision to the Associate Dean for Medical Education, who will notify the decision to the student.

If the SPC sustains the adverse decision, the student has the right to appeal to the Dean of Medicine. The appeal must be submitted in writing within five working days after receiving the notification. The Dean of Medicine will evaluate the appeal and the student's academic record. The Dean can appoint a three-member Ad-Hoc Committee to re-evaluate all evidence. Rejection of the appeal by the Dean is final.

If an Ad-Hoc Committee is appointed, they will notify the student in writing of the date and the time when the appeal will be evaluated. The Ad-Hoc Committee has forty-eight (48) hours to submit a recommendation to the Dean of Medicine. The Dean of Medicine will consider the Ad-Hoc Committee recommendation and make the final decision within forty-eight (48) hours.

Any decision will be reported to the student in writing. The decision made by the Dean of Medicine is final.

The same process described above will be followed in the case that the adverse decision made by the Committee is for non-academic reasons, such as unacceptable professional behavior. The Department Chairperson, the Associate Dean for Medical Education or the Executive Director for Student Affairs will refer the case to the SPC. If the recommendation of the SPC is to dismiss the student, the appeal process described above may be activated.

In the event that an adverse decision is made due to non-academic reasons and the Dean of Medicine sustains the decision after the appeal process, the student may appeal to the Vice-President for Academic Affairs and then to the President.

Appeal Process for Academic Biomedical Sciences

Students who are notified by the Associate Dean of Medical Education a decision of the SPC that he/she must repeat failed courses during the next academic year or to be dismissed from Program, have the right to appeal the decision within five working days after receiving the notification.

The appeal or due process presented below must be followed.

The student will request in writing a reconsideration to SPC and include all relevant documentation to support the petition. *The student has the right to participate in and provide the information requested by the Committee during their meetings.* The Committee will evaluate the reasons and evidence submitted to determine if they change their initial decision. The SPC has 48 hours to submit its decision to the Associate Dean for Medical Education, who will notify the decision to the student.

If the SPC sustains the adverse decision, the student has the right to appeal to the Dean of Medicine. The appeal must be submitted in writing within seven working days after receiving the notification. The Dean of Medicine will evaluate the appeal and the student's academic record. The Dean can appoint a three-member Ad-Hoc Committee to re-evaluate all evidence. Rejection of the appeal by the Dean is final.

If an Ad-Hoc Committee is appointed, they will notify the student in writing of the date and the time when the appeal will be evaluated. The Ad-Hoc Committee has forty-eight (48) hours to submit a recommendation to the Dean of Medicine. The Dean of Medicine will consider the Ad-Hoc Committee recommendation and make the final decision within forty-eight (48) hours.

Any decision will be reported to the student in writing. The decision made by the Dean of Medicine is final.

The same process described above will be followed in the case that the adverse decision made by the Committee is for non-academic reasons, such as unacceptable professional behavior. The Department Chairperson, the Associate Dean for Medical Education or the Executive Director for Student Affairs will refer the case to the SPC. If the recommendation of the SPC is to dismiss the student, the appeal process described above may be activated.

In the event that an adverse decision is made due to non-academic reasons and the Dean of Medicine sustains the decision after the appeal process, the student may appeal to the Chancellor.

Appeal Process for Academic Probation PsyD

Students notified that they are to be dismissed from the Psy.D. program, have the right to appeal the case in writing to PHSU Chancellor within five working days after receiving the notification.

The Appeal or Due Process for Dismissal presented below must be followed.

The Chancellor will evaluate the appeal and the student's academic record. Rejection of the appeal by the Chancellor is final. If the Chancellor has a reasonable doubt about the student's capacity or academic record, he/she can appoint a three-member Ad-Hoc Committee to re-evaluate all evidence.

The Ad-Hoc Committee will notify the student in writing of the date and the time when the case will be heard. The Ad-Hoc Committee has forty-eight (48) hours to submit the report.

The President will consider the Ad-Hoc Committee recommendation, and makes the final decision within forty-eight (48) hours. Any decision will be reported to the student in writing. All decisions made by the Chancellor are final.

The same process described above will be followed in cases of unacceptable professional behavior. The corresponding Dean will refer the case to the Promotions Committee. If the recommendation of the Promotion Committee is to dismiss the student, the appeal process described above will be activated.

Appeal Process for Academic and Financial Aid Probation Public Health

Students notified that the Public Health Students Promotion Committee (SPC) decided to dismiss them from the Dr.PH Program, or that he/she must repeat failed courses during the next academic year, will have the right to appeal the decision within five working days after receiving the notification.

The appeal or due process presented below must be followed.

The student will appeal in writing to the Students Promotion Committee (SPC). The letter should include all relevant documentation to support the request. The Committee will evaluate the reasons and evidence submitted to determine if they would change their initial decision. The SPC has 48 hours after the date of the meeting to submit its decision to the Associate Dean for Public Health, who will notify the decision to the student.

If the SPC sustains the adverse decision, the student has the right to appeal to the Dean of Public Health. The appeal must be submitted in writing within five working days after receiving the last notification. The Dean of Health Sciences will evaluate the appeal and the student's academic record. The Dean can appoint a three-member Ad-Hoc Committee to re-evaluate all evidence. Rejection of the appeal by the Dean is final.

If an Ad-Hoc Committee is appointed, they will notify the student in writing the date and time set to appealing meeting. The Ad-Hoc Committee has forty-eight (48) hours to submit a recommendation to the Dean of Public Health. The Dean of Health Sciences will consider the Ad-Hoc Committee recommendation and make the final decision within forty-eight (48) hours.

Any decision will be reported to the student in writing. The decision made by the Dean of Health Sciences is final.

The same process described above will be followed in the case that the adverse decision made by the

Committee is for non-academic reasons, such as unacceptable professional behavior. The Associate Dean for Public Health or the Executive Director for Student Affairs will refer the case to the SPC. If the recommendation of the SPC is to dismiss the student, the appeal process described above may be activated.

In the event that an adverse decision is made due to non-academic reasons and the Dean of Public Health sustains the decision after the appealing process, the student may appeal to Chancellor

Appeal Process for Academic and Financial Aid Probation (MPH)

Students notified that the Students Promotion Committee (SPC) decided to dismiss them from the MPH Program, or that he/she must repeat failed courses during the next academic year, will have the right to appeal the decision within five working days after receiving the notification.

The appeal or due process presented below must be followed.

The student will appeal in writing to the Students Promotion Committee (SPC). The letter should include all relevant documentation to support the request. The Committee will evaluate the reasons and evidence submitted to determine if they would change their initial decision. The SPC has 48 hours to submit its decision to the Associate Dean for Public Health, who will notify the decision to the student.

If the SPC sustains the adverse decision, the student has the right to appeal to the Dean of Health Sciences. The appeal must be submitted in writing within seven working days after receiving the last notification. The Dean of Public Health will evaluate the appeal and the student's academic record. The Dean can appoint a three-member Ad-Hoc Committee to re-evaluate all evidence. Rejection of the appeal by the Dean is final.

If an Ad-Hoc Committee is appointed, they will notify the student in writing the date and time set to appealing meeting. The Ad-Hoc Committee has forty-eight (48) hours to submit a recommendation to the Dean of Health Sciences. The Dean of Public Health will consider the Ad-Hoc Committee recommendation and make the final decision within forty-eight (48) hours.

Any decision will be reported to the student in writing. The decision made by the Dean of Public Health is final.

The same process described above will be followed in the case that the adverse decision made by the Committee is for non-academic reasons, such as unacceptable professional behavior. The Associate Dean for Public Health or the Executive Director for Student Affairs will refer the case to the SPC. If the recommendation of the SPC is to dismiss the student, the appeal process described above may be activated.

In the event that an adverse decision is made due to non-academic reasons and the Dean of Public Health sustains the decision after the appealing process, the student may appeal to the Chancellor.

Appeal Process for Academic Affairs MSSP

Students who are notified by the Program's Dean a decision of the Students Promotion Committee that he/she must repeat failed courses during the next academic year or to be dismissed from the program, have the right to appeal the decision within five working days after receiving the notification.

The appeal or due process presented below must be followed.

The student will appeal in writing to the Students Promotion Committee (SPC) and include all relevant documentation to support the request. The Committee will evaluate the reasons and evidence submitted to determine if they change their initial decision. The SPC has 48 hours to submit its decision to the Program's Dean, who will notify the decision to the student.

If the SPC sustains the adverse decision, the student has the right to appeal to the Dean of the School of Behavioral and Brain Sciences (SBBS). The appeal must be submitted in writing within seven working days after receiving the notification. The Dean of SBBS will evaluate the appeal and the student's academic record. The Dean can appoint a three-member Ad-Hoc Committee to re-evaluate all evidence. Rejection of the appeal by the Dean is final.

If an Ad-Hoc Committee is appointed, they will notify the student in writing of the date and the time when the appeal will be evaluated. The Ad-Hoc Committee has forty-eight (48) hours to submit a recommendation to the Dean of SBBS. The Dean will consider the Ad-Hoc Committee recommendation and make the final decision within forty-eight (48) hours.

Any decision will be reported to the student in writing. The decision made by the SBBS Dean is final.

The same process described above will be followed in the case that the adverse decision made by the Committee is for non-academic reasons, such as unacceptable professional behavior. The Program Dean or the Executive Director for Student Affairs will refer the case to the SPC. If the recommendation of the SPC is to dismiss the student, the appeal process described above may be activated.

In the event that an adverse decision is made due to non-academic reasons and the Dean of SBBS sustains the decision after the appeal process, the student may appeal to the Chancellor

Appeal Process MSMS

Students who are notified by the Associate Dean of Medical Education a decision of the Students Promotion Committee (SPC) that he/she must repeat failed courses during the next academic year or to be dismissed from the master's program, have the right to appeal the decision within five working days after receiving the notification.

The appeal or due process presented below must be followed.

The student will request reconsideration in writing to the School of Medicine SPC and include all relevant documentation to support the request. The Committee will evaluate the reasons and evidence submitted to determine if they change their initial decision. The SPC has 48 hours to submit its decision to the Associate Dean for Medical Education, who will notify the decision to the student.

If the SPC sustains the adverse decision, the student has the right to appeal to the Dean of Medicine. The appeal must be submitted in writing within seven working days after receiving the notification. The Dean of Medicine will evaluate the appeal and the student's academic record. The Dean can appoint a three-member Ad-Hoc Committee to re-evaluate all evidence. Rejection of the appeal by the Dean is final.

If an Ad-Hoc Committee is appointed, they will notify the student in writing of the date and the time when the appeal will be evaluated. The Ad-Hoc Committee has forty-eight (48) hours to submit a recommendation to the Dean of Medicine. The Dean of Medicine will consider the Ad-Hoc Committee recommendation and

make the final decision within forty-eight (48) hours.

Any decision will be reported to the student in writing. The decision made by the Dean of Medicine is final.

The same process described above will be followed in the case that the adverse decision made by the Committee is for non-academic reasons, such as unacceptable professional behavior. The Department Chairperson, the Associate Dean for Medical Education or the Executive Director for Student Affairs will refer the case to the SPC. If the recommendation of the SPC is to dismiss the student, the appeal process described above may be activated.

In the event that an adverse decision is made due to non-academic reasons and the Dean of Medicine sustains the decision after the appeal process, the student may appeal to the Executive Director Chancellor.

Appeal Process for Academic Affairs Neuroscience

Students who are notified by the Program's Academic Dean a decision of the Students Promotion Committee that he/she must repeat failed courses during the next academic year or to be dismissed from the program, have the right to appeal the decision within five working days after receiving the notification.

The appeal or due process presented below must be followed.

The student will appeal in writing to the Students Promotion Committee (SPC) and include all relevant documentation to support the request. The Committee will evaluate the reasons and evidence submitted to determine if they change their initial decision. After the meeting, the SPC has 48 hours to submit its decision to the Program's Academic Dean, who will notify the decision to the student.

If the SPC sustains the adverse decision, the student has the right to appeal to the Dean of Behavioral and Brain Sciences (SBBS). The appeal must be submitted in writing within seven working days after receiving the notification. The SBBS' Dean will evaluate the appeal and the student's academic record. The SBBS' Dean can appoint a three-member Ad-Hoc Committee to re-evaluate all evidence. Rejection of the appeal by the Dean is final.

If an Ad-Hoc Committee is appointed, they will notify the student in writing of the date and the time when the appeal will be evaluated. After the meeting, the Ad-Hoc Committee has forty-eight (48) hours to submit a recommendation to the SBBS' Dean. The Dean will consider the Ad-Hoc Committee recommendation and make the final decision within forty-eight (48) hours.

Any decision will be reported to the student in writing. The decision made by the Dean of the SBBS is final.

The same process described above will be followed in the case that the adverse decision made by the Committee is for non-academic reasons, such as unacceptable professional behavior. The SBBS' Academic Dean, the SBBS' or the Executive Director for Student Affairs will refer the case to the SPC. If the recommendation of the SPC is to dismiss the student, the appeal process described above may be activated.

In the event that an adverse decision is made due to non-academic reasons and the SBBS's Dean sustains the decision after the appeal process, the student may appeal to the Chancellor

The Appeal or Due Process for Dismissal Couples Therapy

Students who are notified by the Program's Academic Dean a decision of the Students Promotion Committee that he/she must repeat failed courses during the next academic year or to be dismissed from the program, have the right to appeal the decision within five working days after receiving the notification.

The appeal or due process presented below must be followed.

The student will appeal in writing to the Students Promotion Committee (SPC) and include all relevant documentation to support the request. The Committee will evaluate the reasons and evidence submitted to determine if they change their initial decision. After the meeting, the SPC has 48 hours to submit its decision to the Program's Academic Dean, who will notify the decision to the student.

If the SPC sustains the adverse decision, the student has the right to appeal to the Dean of Behavioral and Brain Sciences (SBBS). The appeal must be submitted in writing within seven working days after receiving the notification. The SBBS' Dean will evaluate the appeal and the student's academic record. The SBBS' Dean can appoint a three-member Ad-Hoc Committee to re-evaluate all evidence. Rejection of the appeal by the Dean is final.

If an Ad-Hoc Committee is appointed, they will notify the student in writing of the date and the time when the appeal will be evaluated. After the meeting, the Ad-Hoc Committee has forty-eight (48) hours to submit a recommendation to the SBBS' Dean. The Dean will consider the Ad-Hoc Committee recommendation and make the final decision within forty-eight (48) hours.

Any decision will be reported to the student in writing. The decision made by the Dean of the SBBS is final.

The same process described above will be followed in the case that the adverse decision made by the Committee is for non-academic reasons, such as unacceptable professional behavior. The SBBS' Dean, or the Executive Director for Student Affairs will refer the case to the SPC. If the recommendation of the SPC is to dismiss the student, the appeal process described above may be activated.

In the event that an adverse decision is made due to non-academic reasons and the SBBS's Dean sustains the decision after the appeal process, the student may appeal to the Chancellor. Any additional appeal should be submitted to the Chancellor

Appeal Process Nursing

Students who are notified by the Dean of Nursing regarding decision of the Students Promotion Committee that he/she must repeat failed courses during the next academic year or to be dismissed from the nursing program, have the right to appeal the decision within five working days after receiving the notification.

The appeal or due process presented below must be followed.

The student will appeal in writing to the School of Promotion Committee (SPC) and include all relevant documentation to support the request. The Committee will evaluate the reasons and evidence submitted to determine if they change their initial decision. The SPC has 48 hours to submit its decision to the Dean of Nursing, who will notify the decision to the student.

If the SPC sustains the adverse decision, the student has the right to appeal to the Dean of Nursing. The

appeal must be submitted in writing within seven working days after receiving the notification. The Dean of Nursing will evaluate the appeal and the student's academic record. The Dean can appoint a three-member Ad-Hoc Committee to re-evaluate all evidence. Rejection of the appeal by the Dean is final.

If an Ad-Hoc Committee is appointed, they will notify the student in writing of the date and the time when the appeal will be evaluated. The Ad-Hoc Committee has forty-eight (48) hours to submit a recommendation to the Dean of Nursing. The Dean of Nursing will consider the Ad-Hoc Committee recommendation and make the final decision within forty-eight (48) hours.

Any decision will be reported to the student in writing. The decision made by the Dean of Nursing is final.

The same process described above will be followed in the case that the adverse decision made by the Committee is for non-academic reasons, such as unacceptable professional behavior. The Department Chairperson, the Dean of Nursing or the Executive Director for Student Affairs will refer the case to the SPC. If the recommendation of the SPC is to dismiss the student, the appeal process described above may be activated.

In the event that an adverse decision is made due to non-academic reasons and the Dean of Nursing sustains the decision after the appeal process, the student may appeal to the Provost/Chancellor

OFFENSES AND SANCTIONS

Offenses

Some of the following offenses will be considered and submitted for disciplinary action by the School authorities:

1. Violation of professional conduct, such as plagiarism, cheating, ect.
2. Violation to federal and state law in the School premises.
3. Misuse, damage or destruction of School property.
4. Illegal appropriation of School property.
5. Failure to comply with School policies and regulations.
6. Any intent or act to threaten, intimidate, interfere with fellow students and/or employees.
7. Any intent or sexual harassment against fellow students, employee, and/ or visitor within the premises of Ponce Health Sciences University.
8. Carelessness in the operation or use of equipment which will risk his own personal safety or that of other person.
9. Originate or spread false rumors or statements affecting the image of the School or any of its components.
10. Any discriminatory practices based upon sex, race, color, national origin, sexual orientation, age, marital status, political affiliation, disability, violation of privacy rights, student abuse or mistreatment.
11. Contribute to, or facilitate unsanitary conditions or poor housekeeping in the School.
12. Failure to observe study/work attendance regulations constantly such as:
 - a. Being late or absent without a reasonable excuse or authorization.
 - b. Leaving the place of study/duty during didactical activities/working hours without authorization or excuse.
 - c. Reporting to study/work under the influence of alcohol or illegal drugs in the School premises.

13. Failure to observe parking regulations on the school lots.
14. Failure to observe the “No smoking” Policy in Ponce Health Sciences University.
15. Overtime or irregular break times without previous authorization
16. Possession, use or distribution of illegal drugs as well as the abuse of alcohol in the school premises will be considered a grave personal misconduct, and a cause of recommendation for dismissal.

Sanctions

Any offense or violation to the School policies or regulations will be subjected to sanctions. These sanctions include, but are not limited to:

1. Warning
2. Verbal admonition/reprimand
3. Written admonition/reprimand
4. Placement of letter with finding of violation as charged:
Ordinarily, if the finding of violation as charged is made, the finding and sanctions will be included in the formal academic file. Any findings in the permanent file shall be included in any future reports(s) concerning the student, unless specified otherwise by the Committee. Alternatively, the Committee could recommend that the findings and sanctions be included in an impermanent file, which is maintained by the Student Affairs Office or Human Resource Office
5. Mandatory participation and successful completion of a counseling or rehabilitation program.
6. Suspension for a Definite Time: Exclusion from classes and other activities with forfeiture of academic credit, as set forth in the notice of suspension, for a definite time beginning immediately. Sanction for cheating shall ordinarily include a recommended failure in the course involved with authorized withdrawal in other concurrent courses, regardless of the time in the school year when the offense is committed. If the suspension is for more than one term, the suspension shall begin immediately and shall be served in consecutive terms.
7. Indefinite Suspension: Termination of student/employee’s status, subject only to formal readmission, with no right to petition for readmission before the expiration of a calendar year from the date of suspension.
8. Probation
9. Expulsion: Permanent dismissal from Ponce Health Sciences University.

GRIEVANCE POLICY

Any student has the right to submit to the Office of the Executive Director for Student Affairs a written report of a concern or complaint of any violation to the PHSU policies and/or professional ethic without any retribution or consequences.

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

Procedure

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

The Executive Director for Student Affairs or designee will gather all pertinent information on reported

cases. Early communication and intervention will lead to the resolution of the incident.

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

If the incident is not resolved, the Vice President of Student Affairs will appoint three members as Investigation Committee to re-evaluate the case. All parties involved will be informed of the composition of the committee and will have the opportunity to present any disagreement on the membership of the committee and the reasons for the challenge. If necessary; the School's legal counsel will be notified of the case and will be kept informed of the progress of the investigation. The Investigation Committee will review the information and make a recommendation to the Vice-President for further action. The Vice President of Student Affairs will inform the student of the decision. The whole process should be addressed within three months.

After receiving the notification by the Vice-President, the student has the right to appeal the decision in writing to the President of PHSU within seven working days.

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

Appealing (Due Process)

The Chancellor will evaluate the appeal and the investigation report. Rejection of the appeal by the Chancellor is final. However, the Chancellor may overturn the decision. If the Chancellor has a reasonable doubt, about the student's allegation or the investigation, he/she can appoint an Ad Hoc Committee, comprised of members of the faculty, student body and administration to reevaluate all evidence.

The Ad Hoc committee will notify the student in writing of the date and time when the case will be heard. The Ad Hoc committee has the discretion to re-interview the persons involved if necessary. The committee has seven (7) working days to submit to the Chancellor its report. The President will receive the Ad Hoc committee recommendations and make the final decision within forty-eight (48) hours.

All decisions, favorable or unfavorable, will be reported to the student in writing. All decisions made by the Chancellor will be final.

STUDENT COMPLAINT LOG POLICY

LAST REVISED: July 2022

REFER QUESTIONS TO: *Vice President of Student Affairs*

SCOPE: *This policy applies to administration, faculty or resident in all programs of Ponce Health Sciences University (PHSU).*

Related Policy: Grievance Policy referenced in the Student Catalog and Student Policies Manuals

Purpose of Policy

This policy governs the procedures by which the administration and faculty log any student related complaint

and how the Student Complaint Log is maintained.

It is **not** intended to override the published grievance policy for students to formally report a complaint.

Definitions

A **Complaint** is defined as any grievance regarding any department, service or person that arises during a student's time at PHSU. Examples include, but are not limited to the following:

- A student complaint against another student, faculty, resident, department, or service
- A complaint from PHSU administration, faculty or resident against any student

An **Informal Complaint** is a complaint expressed either verbally or in writing to a relevant administrator or faculty, which is not dealt with through a formal process of the University. It may involve a discussion with relevant parties in order to receive information and explore options on resolving the matter. It does not involve a formal investigation or the determination of evidence.

A **Formal Complaint** is defined as a concern which has not been resolved informally, and which is then set out in writing, and forwarded to the Vice President of Student Affairs per the University's Grievance Policy.

Policy and Process

All administration, faculty and residents are required to log any informal or formal complaints via email to studentcomplaints@psm.edu and copy to the appropriate Dean within 5 business days of receiving the complaint.

Informal complaints should be recorded within the body of the email and contain the following information:

1. Name of Student
2. Date the complaint was expressed
3. Nature of the complaint (e.g., person, department or service that the complaint is about and the circumstances and/or situation surrounding the complaint)
4. Steps taken to resolve the complaint, the person that responded, and all documentation associated with those steps
5. Date and final resolution, action or explanation regarding the complaint, including referral to the appropriate Dean if the complaint was not resolved and/or recommendation to the student to formally submit a written complaint following the University's documented Grievance Policy.

All formal written complaints should be recorded in the Student Complaint Log by the Vice President of Student Affairs and contain the following information:

1. Name of Student
2. Date the complaint was expressed
3. Nature of the complaint (e.g., person, department or service that the complaint is about and the circumstances and/or situation surrounding the complaint)
4. Steps taken to resolve the complaint, the person that responded, and all documentation associated

with those steps

5. Date and final resolution, action or explanation regarding the complaint.

The Vice President of Student Affairs is responsible for:

- Maintaining a log of all formal and informal student complaints in the Office of Student Affairs
- Ensures that the complaints are resolved by the appropriate Dean within 10-business days of receipt of informal complaints. Formal complaints follow the established guidelines of the Grievance Policy
- That the resolution is reported back to the Vice President of Student Affairs
- The Vice President of Student Affairs Office ensures that the resolution is recorded in the Student Complaint Log.

PHSU provides published policies on Grade Appeals and Grade Appeals are **NOT** considered as complaints that are to be included in the Student Complaints Log.

SEXUAL HARRASMENT, SEXUAL VIOLENCE, GENDER DISCRIMINATION POLICY (TITLE IX POLICY)

Introduction:

This policy addresses Ponce Health Sciences University responsibilities under the Title IX of the Education Amendments of 1972, the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act, and the Violence Against Woman Reauthorization Act of 2013 (VAWA) which prohibits discrimination on the basis of sex (gender) in educational programs and activities and programs that receive federal assistance. This policy describes how individuals may report allegations of discrimination on the basis of sex, including: sexual harassment, sexual assault, sexual misconduct, dating violence, domestic violence, stalking, retaliation, and any other form of gender discrimination. Also, this policy address how the university will coordinate the investigation process; how will provide interim remedies, adjudication options, and relevant disciplinary actions; and how will train and educate the campus community about this policy. This policy applies to admission candidates, students, employees and all contractors, suppliers or third-party servicers who have a role and in PHSU programs and activities.

I Legal basis:

The procedures outlined below are based on those provided in the Title IX common rule 65 F.R. 52867 and, are also codified in the Department of Education Title IX implementing regulations, 34 C.F.R. 106.4 – 106.9.

This policy is approved by the Institutional Administrative Board and is effective as of **Fall 2020**.

II Scope:

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

III Justification:

The Title IX Policy is directed to ensure the appropriate processes and investigation of student complaints related to sexual, harassment, sexual violence and gender discrimination guarantying the due process recommended by the Federal Department of Education.

IV Policy:

Procedural Requirements

The procedures outlined below are based on those provided in the Title IX common rule 65 F.R. 52867 and, are also codified in the Department of Education Title IX implementing regulations, 34 C.F.R. 106.4 – 106.9.

1. Dissemination of the Policy

The Institution is responsible for the notification and orientation of the content of the policy. The Institution should make sure that this policy is annually distributed and easily understood. The Institution must publish the first notice of this Policy in every institutional, student or alumni publications, and by letter or memorandum to participants and employees. After the initial publication, all memoranda, bulletins, catalogs, and applications must contain a similar notice.

2. Designation of the Title IX Coordinator

Institutions must designate a least one employee to serve as a Title IX Coordinator. This employee is responsible for coordinating the Institutional efforts to comply with and carry out the responsibilities under Title IX and the implementation of its regulations, including: coordinating the recipient's responses to all complaints involving possible sex discrimination, monitoring outcomes, identifying and addressing any patterns, and assessing effects on the campus climate. The coordinator's name, address, and phone number must be communicated to all applicants, participants, and employees.

3. Adoption of grievance procedures

One of the important aspects of Title IX and its implementing regulations is their requirement that recipients adopt and publish internal grievance procedures to promptly and equitably resolve complaints alleging discrimination on the basis of sex.

Prohibited Conducts

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

a. Sexual harassment

- The Title IX final regulations define sexual harassment as (1) any unwelcome conduct on the basis of sex that is severe, pervasive, and objectively offensive, (2) sexual violence or stalking recognized by Clery/VAWA, or (3) "quid pro quo" sexual harassment.

b. Sexual violence

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

c. Sexual exploitation

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

d. Stalking

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

e. Dating/domestic violence

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

f. Gender based discrimination

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

g. Retaliation

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

policy.

Reporting a Concern

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

Title IX Coordinator Contact Information

Jonaira Arroyo, M.Ed, CPL
PO Box 7004 • Ponce PR, 00732-7004
787-840-2575 Ext. 5734
jarroyo@psm.edu

Mandatory Reporters

Under Title IX final regulations, only “officials with authority”, who can institute corrective or remedial measures in regards to any reports, or possible allegations, of sexual discrimination or misconduct, are required to report to the Title IX coordinator. Individuals who a student could reasonably believe have the authority to redress or report harassment (e.g., athletics coaches, faculty, etc.) are no longer mandatory reporters. However, institutions retain the discretion to determine who these “officials with authority”.

For the purpose of this policy, the following individuals are considered “officials with authority”, and are recognized as mandated reporters:

- Supervisors
- Administrators
- Faculty Members
- Teacher Assistants

Mandated reporters are obligated to report incidents of sex discrimination, sexual harassment or sexual assault that come to his or her attention; even though there is no formal complaint filed.

Police and Criminal Investigation

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

Confidentiality and Confidential Resources

Confidentially

PHSU will make reasonable and appropriate efforts to preserve the student’s confidentiality in cases

involving sexual violence. Even if a student does not specifically ask for confidentiality, to the possible extent, PHSU should only disclose information regarding alleged incidents of sexual violence to individuals who are responsible for handling the Institution response.

If an affected party requests to remain anonymous during a Title IX investigation, the Title IX Coordinator will consider the request, balancing the request in the context of the university's responsibility to provide a safe and non-discriminatory environment for university community members, as well as the fair and equitable treatment of the individuals involved. This includes the accused party's right to receive notice of allegations that prompted the investigation. The university will take reasonable steps to investigate and respond to a report of a Prohibited Conducts consistent with the request for anonymity, but its ability to investigate may be limited by the request.

PHSU Confidential Resources

Professional Counseling Services and Medical Services Office at PHSU are considerate Confidential Resources. Discussing allegation of sexual violence with your Professional Counselors or Medical Services Staff will not result in a report under Title IX Regulation. Confidential resources can provide information about your rights under Title IX Policy, but will not report the incident.

Filing a Complaint

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

The complaint must include the following information:

- the identity and status (roles) of the complainant and Respondent(s);
- details concerning the incident(s) or conduct that gave rise to the complaint;
- date(s) and time of the incident;
- location(s) of the incident(s);
- Nature of the conduct (provide specific details);
- the identity and status of any witness(es) to the incident(s) with telephone numbers, email addresses, and street addresses if known.
- Date of previous report.

Complaint dismissal

The Title IX Office must dismiss a formal complaint under the following circumstances:

- the alleged matter does not meet the Title IX definition of sexual harassment as described above;
- the alleged matter does not arise from a PHSU education program or activity of;
- the alleged matter is not raised against a person in the United States;
- the alleged matter occurred before August 14, 2020.

The Title IX Office may dismiss a formal complaint under the following circumstances:

- the complainant submits a written request to withdraw the complaint;
- the Respondent is no longer at the University.

Appealing Dismissal of Formal Complaint

Appeals pertaining to the dismissal of a formal complaint must be submitted to the Title IX Coordinator within three (3) business days from receipt of the dismissal. The appeal must meet one or more of the following: procedural irregularity, new evidence, or evidence of conflict of interest/bias.

Investigation Process

An immediate assessment of any risk of harm to individuals or to the campus community and will take the necessary steps to address those risks, in collaboration with the Executive Director of Students Affairs, Professional Counselors and Institutional Security Director. Once a complaint has been filed, immediate actions to protect the complainant are going to be taken.

Interim remedial and protective measures

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

- Options for on- and/or off-campus medical, counseling, and other related services, including access to a referral to health care providers, if necessary
- Arranging for medical services
- Imposition of a campus “no-contact order”
- Class or course reassignments; including course schedules, assignments or tests
- Providing academic support services, such as tutoring
- Change in work schedule or job assignment
- Options for reserve parking space
- Limiting access to certain University facilities or activities
- Separation from job (employees) or academic activities (students) until the resolution of the complaint or ending of the investigation
- Any other measure which can be tailored to the involve individuals to achieve the goals of this policy.

Formal Investigation Process

A typical investigation will include:

1. Notification of Investigation

The Title IX Coordinator sends formal written communication to both the complainant and the Respondent. The communication includes information related to: the allegations to be investigated, what policy and what sections of the policy against which the allegations are assessed, the name(s) of the investigator(s), the rights the complainant and respondent have throughout the investigation process, a warning regarding retaliation, and any other information that is pertinent to the

investigation.

2. Investigators appointment

The Title IX Coordinator will designate one or more investigators, which will be responsible for conducting the investigation process related to this Policy. Title IX investigators are members of PHSU community (academic and administrative staff), trained in case management, investigation process and issues related to gender-based discrimination and sexual harassment. Both parts, the complainant and the respondent, has the opportunity to request the inhibition of one or more investigators. This request must present reasonable, articulable grounds to suspect bias, conflict of interest, or an inability to be fair and impartial on the part of the investigator. If the request is approved, a new investigator will be appointed.

3. Advisors appointment

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

4. Information Gathering

The investigator(s) gathers information related to the allegations. This information may include: documents, electronic materials (text messages, e-mails, phone logs, social media post, etc.), video and audio recordings, interviews with the complainant, the respondent, and witnesses. The complainant and respondent are each provided an opportunity to interview and provide information to the investigator(s). Also, both will have the opportunity to provide the names of witnesses for the investigator to interview.

5. Information Review

During this phase, the complainant, the respondent and the advisors will each be provided an opportunity to review and respond to the information that the investigator has gathered. The investigator will review, weights and analyzes the information to determine whether it was “more like than not” that alleged conduct occurred.

6. Reporting

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

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

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

7. Hearing Process

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

At any point after a formal complaint has been filed with the Title IX office, parties may engage in an "informal resolution" process. If the matter is not settled through informal resolution, the matter may proceed to a hearing. Informal resolution will not be allowed in cases where the respondent is a faculty or staff member.

8. Adjudication

The Decision-maker is tasked with evaluating and analyzing all relevant information in the Investigation Report and the information presented by the parties in the hearing process. The Decision-maker determines whether a violation of Policy occurred based on the preponderance of evidence standard.

9. Outcomes Notification

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

10. Support

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

Sanctions

A violation of this policy may result in a suspension or expulsion from the University. To determine the appropriate sanction within the recommended outcomes, the following factors are taken in consideration:

- The respondent's prior discipline history;
- The nature and violence of the conduct at issue;
- The impact of the conduct on the complaint;
- The impact of the conduct on the community, its members, or its property;
- Any other mitigation or aggravating circumstances.

If the respondent has engaged in the same or similar conduct in the past, the sanction will be expulsion.

A Title IX investigation should normally be complete in 60 calendar days after the University has

notice of a concern, but this time frame may be extended depending on the complexity of the circumstances of each case or University breaks.

Appeal

If the complainant or the respondent are dissatisfied with the final determination made under this Policy, that person may file an appeal to the Chancellor or designee. The appeal should be filed in writing to the Chancellor and the Title IX Coordinator within 5 business days of the outcomes letter notification receive.

The grounds for the appeal will usually be limited to:

- New evidence, not available at the time of the initial review.
- Any procedural irregularity that affected the outcomes of the investigation.

The appeal review should be completed within 20 business days unless there is a cause for extension, including University breaks. The appeal decision will be provided by the Chancellor in writing and the appeal decision is final.

Information and Community Support Services

Whether or not the victim chooses to file an official concern, a victim of sexual misconduct or sexual assault, PHSU encourage to obtain information, support and counseling, both on and off campus. Information, support and advice are available (see resources below) for anyone in PHSU community.

Campus Resources

PHSU Professional Counseling Services

José Soto-Franceschini, PhD, CPL

787-840-2575 Ext. 5852

jsoto@psm.edu

Jonaira Arroyo, M. Ed, CPL

787-840-2575 Ext. 5734

jarroyo@psm.edu

Grace M. Morales Mercado, MSS, LRC

787-840-2575 Ext. 5733

gracemorales@psm.edu

PHSU Security Department / Guards

Rosanne West

787-840-2575 Ext. 2118

rwest@psm.edu

Humans Resources Department

Aixa E. Ramos, PHR
787-840-2575 Ext. 4767
aramos@psm.edu

Community Resources

Centro de Ayuda a Víctimas de Violación

14 St. Ponce, PR 00716
787-290-3636 / 787-842-3315

Casa Protegida Julia de Burgos – Ponce

PO Box 362433
San Juan PR, 00936-2433
787-284-4303

Puerto Rico Police Department

Playa de Ponce
Ponce PR, 00728
787-842-0080

Damas Hospital

Ponce by Pass 2213
Ponce PR, 00717
787-840-8686

Línea PAS (24/7 Services)

1-800-981-0023

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

Institutional Title IX Coordinator
Jonaira Arroyo, M.Ed, CPL
PO Box 7004 ▪ Ponce PR, 00732-7004
787-840-2575 Ext. 2174
jarroyo@psm.edu

REASONABLE ACCOMMODATION POLICY

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

The Reasonable Accommodation Institutional Policy is a guideline to provide services based on these laws. All applicants accepted to PHSU must be able to meet the technical standards (see recommendation for standard review) described in the PHSU Admissions Policy. PHSU is not required to modify its admissions requirements for applicants with disabilities if the prospective students are unable to meet them.

Accepted candidates that need special accommodations are responsible to contact the Office of Academic Affairs; it is the student’s responsibility to make their condition known to PHSU designated officials and to seek out assistance. The impairment must be one that substantially limits a major life activity. If you have, a psychological disability or medical condition that you believe requires modification to the standards conditions, apply for accommodations.

Terms Definition

- Disability: “Physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment.” (ADA, 2008).
- Major life activities: “include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.” (ADA, 2008).
- Reasonable Accommodation: “Modifications or adjustments to the tasks, environment or to the way things are usually done that enable individuals with disabilities to have an equal opportunity to participate in an academic program or a job.” (U.S. Department of Education, 2007).
- Qualified individual with a disability: “A person with disability who satisfies the requisite skill, experience, education, and other job-related requirement of the desired or held employment position and who, with or without reasonable accommodation, can perform the essential functions of the position that such individual holds or desires.” (ADA, 2008).

- **Assistive Technology:** All types of equipment and support services technology that can enable equitable access that includes equipment created, adapted or modified to be used by a student with qualified impediment to maintain, improve or increase their capabilities functional.

Reasonable Accommodation Procedure

Students with disabilities who wish to request reasonable accommodation must comply with the following:

Reasonable Accommodation Application for the first time:

· Complete Reasonable Accommodation Request Form and Certification of Disability form, which is available at the Office of Academic Affairs and at Counseling Center. **For the first semester the deadline is August 31 and for the second semester is January 31**

- With the application, the student must include any medical, psychological or other relevant evidence that reflect the student's disability and the current functional limitations. Documentation must be recent, shall not be more than six months prior to the date, or the request for accommodation and/or the date received at the Office of Academic Affairs. **Please, refer below to each condition individually for specific documentation requirements. **
- Evaluations performed by members of the student's immediate family, until the fourth grade of consanguinity or friends are not acceptable.
- The healthcare provider should make recommendations suitable to a professional health science program setting.
- Include evidence of prior reasonable accommodations, if any.
- Must coordinate an interview with the Rehabilitation Counselor to evaluate the student's needs.
- It is the responsibility of the student with a disability to request the accommodation with enough time in advance for the Reasonable Accommodation Committee to evaluate their request and submit the recommendations. The Committee will be evaluated in five (5) working days after received the request once the case is already accepted (admitted) into the program. The day for the accommodation to come into effect will vary according the period necessary to evaluate and implement the accommodation and usually will take one to four weeks if all the required information is provided.
- Once the Reasonable Accommodation Committee submits their recommendations, the office of

the Vice-President of Academics Affairs will notify the student, the program director and the professors about the accommodations recommended no more than 5 working days after receiving said recommendation.

- For learning disabilities, attention deficit disorder, chronic illness, physical or sensory disabilities the accommodations will be valid for two years.
- For psychological disabilities, the accommodations will be valid for one year.
- A written notification with the approved accommodations and the effectiveness period will be sent to the student.

Guidelines for physical, visual and other disabilities provided by organizations like the National Board of Medical Examiners, the Association of American Medical Colleges (AAMC) for the American Medical College Admission Test (MCAT), the Educational Testing Services (ETS) and other professional organizations will be revised during the determination.

The evaluation for reasonable accommodation is made once the student is admitted (accepted) into the academic program.

Renewal of Reasonable Accommodation

· At the beginning of each academic year, those students with an active reasonable accommodation must complete the Reasonable Accommodation Request Form again with the intention of renewing their approved accommodations, as well as requesting any modification, no more later than August 31 (first semester) or January 31 (second semester). Students with accommodations with a 2-year effective period must complete the document once the effective period is close to finish. Students with active accommodations must also present evidence of participation in at least 2 contact hours of workshops, orientations, seminars or webinars of topics related to their accommodation (betterment activities).

- The Reasonable Accommodation Committee reserves the right to request new evidence in cases it deems necessary. In case of requested new documentation, the student can ask to their healthcare provider for an updated of the clinical reports. The professional may supplement the original report with a letter describing any changes since the previous report.

- The student must wait for the Committee to extend the accommodation.

- The student must coordinate a follow-up appointment with the Rehabilitation Counselor.

**The Reasonable Accommodation Committee will not be able to proceed with a recommendation until all required documents have been received. **

PHSU requires that the documentation come from a healthcare provider that have experience and expertise in the area related to the student's disability.

Learning Disabilities and Attention Deficit Disorder

- Reports for Learning Disabilities and Attention Deficit Disorder should reflect the current functional limitations of the student and include the results of a battery of psychoeducational tests (psychoeducational or neuropsychological evaluation) designed to identify these impairments.
- In addition, must be provided a clinical summary. The summary must include recommendations of specific accommodations and assistive devices needed, and how they will reduce the impact of functional limitations.
 - Chronic Health, Physical or Sensory Disabilities
- Reports for Chronic Health, Physical or Sensory Disabilities should reflect the current impact of the diagnosed condition and should indicate the prognosis of the condition.
- The report must describe any current treatment plan and include any coexisting conditions or suspected.
- In addition, clinical summary of assessment procedures that were used to make the diagnosis, history of disability, evaluation results, observations, and recommended accommodations.
 - Psychological Disabilities
- Reports for Psychological/psychiatric Disabilities should include current functional limitations and how they interfere in the educational environment. Besides, should include the severity, symptoms and prognosis.
- In addition, clinical summary of assessment procedures that were used to make the diagnosis, history of disability, evaluation results, observations, and recommended accommodations.
- Documentation should state medications or other treatment that can be affect the student functioning.

Temporary Disabilities

PHSU recognizes that individuals with temporary disabilities that are a result of injuries, surgery or short-term medical illness may need access to services and resources similar with those with

permanent disabilities. An expedite process is determined for this specific cases.

Students with temporary disabling conditions that need assistance or modification in the academic setting must provide documentation from the healthcare provider for verifying the nature of the condition, expected duration and describing the accommodation deemed necessary. If the anticipated recovery date is later postponed due to a change in the student's recovery prognosis, an updated note from the provider should be requested and kept on file. This evidence must be present to the Academic Affairs Office.

The student can talk with the professors about any accommodation necessary for the duration of the impairment. If the student need other modifications, such as accessible parking can contact the Rehabilitation Counselor for the required process. Temporary services are determined on a case by case basis. For accommodation come into effect will vary according the period necessary to evaluate and implement the accommodation and usually will take one week or less if all the required information is provided and if we have the resources for the accommodation.

Pregnancy

If medical complications from pregnancy arise, the student might become eligible for services under ADA law and can request accommodations under temporary disability.

Types of Accommodations

Accommodations provided must allow a student to get an opportunity to benefit from the education program equal to that of nondisabled students. Accommodations that are not consider reasonable because they impose extraordinary difficulty or burden for the institution or require fundamental changes of academic standards or coursework may be declined. The professor is not obliged to offer reasonable modifications until he/she receives the written recommendations of the Office of Academic Affairs.

PHSU Reasonable Accommodations include but are not limited to the following:

- a. Didactic (classroom), exams and labs setting
 - I. Additional time for exams
 - II. Breaks during class/exams
 - III. Reduced distraction environment
 - IV. Enlarged print
 - V. Priority seating
 - VI. Special seating
 - VII. Alternative format test
 - VIII. Assistive technology (recording device, iPad, personal laptop, calculator, etc.)
- b. Clinical setting
 - I. Scheduling clerkship order

- II. Clerkship location
- III. Program modification (time-off for disability-related appointments, absences)
- c. Clinical Skills Exams
 - I. Additional time for patients encounters (depends on the purpose of the assessment and the barriers experienced)
 - II. Additional time for case or patient note (depends on the purpose of the assessment and the barriers experienced)
 - III. Reduced distraction environment
- d. Physical Accessibility
 - I. Elevator
 - II. Accessible parking
 - III. Ramps

Licensing, Certification and Board Exams

These exams are a critical part of professional’s advancement and require additional steps for student with disabilities requesting accommodations. The student must visit the official exam webpage for the guidelines and requirements for each individual exam. If you need help, you can schedule an appointment with the Rehabilitation Counselor of PHSU. Being a Reasonable Accommodation participant at PHSU does not guarantee approval of accommodations in external entities coordinating licensing, certifications or Board Exams.

Rights and Responsibilities

a. Student

- I. Rights
 1. An equal opportunity to access to the courses, programs, services and activities at the university
 2. Request reasonable accommodations, academic adjustments, or services
 3. Confidentiality of information regarding disabilities, except as disclosures are required or permitted by law.
- II. Responsibilities
 1. Self-Identification as student with disability
 2. Submit required documentation
 3. Request accommodation
 4. Meet the technical standards of the program; and the academics and institutional requirements
 5. Contact the Rehabilitation Counselor if the modifications are not being implemented
 6. Follow procedures for requesting and maintaining accommodations
 7. If changes occur in the condition or functional status, the student will be responsible for bringing properly updated the Certification

of Disability and recommendations of the specialist for the academic scenario.

b. University

- I. Rights
 1. Request and received current documentation about disability
 2. Suggesting appropriate accommodation upon documentation submitted
 3. Deny any accommodation that fundamentally alters a course, program or activity
- II. Responsibilities
 1. Keep a student record and guarantee the law provided confidentially to its documents and information
 2. Determine accommodations
 3. Assist with the implementation of the reasonable accommodation
 4. Assist student when implementations are not properly implemented
 5. Follow-up students with disabilities

Confidentiality

The ADA and Section 504 prohibit the unlawful disclosure and use of information concerning and individual's disability. The student disability records will be keep separate from the student's academic records.

Grievance and Reclamations

If the student disagrees with the recommended accommodations, he / she may appeal the decision in writing to the Reasonable Accommodation Committee in a 5 working days' timeframe. If the complaint is against the Reasonable Accommodation Committee, the student must appeal to the Office of Student Affairs in the same period of time.

The Chancellor may appoint an Ad-Hoc Committee of three members to review the case. The Ad-Hoc committee will provide a recommendation in a 48-hour timeframe after its appointment. The Chancellor may accept or deny the recommendations. Decisions by the Chancellor are final.

Divuligation

The Reasonable Accommodation Policy and other institutional policies can be found in PHSU Student Policy Manual and PHSU Catalog. The PHSU community can access these documents in the PHSU webpage, Public Folders (Outlook), and at the Students Affairs Office.

Information and Community Support Services

For support students with disabilities whether one choose to file an official concern, students are encouraging to obtain information, support and counseling, both on and off campus. Information, support and advice are available (see resources below) for anyone in PHSU community.

Campus Resources

Reasonable Accommodation Committee

Grace M. Morales Mercado, MSS, LRC

787-840-2575 Ext. 2252

gracemorales@psm.edu

Carlos Sellas, PsyD

787-840-2575 Ext. 2504

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787-840-2575 Ext. 2296

vgreen@psm.edu

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Academic Affairs

Elizabeth Rivera, Ed.D

787-840-2575 Ext. 4799

erivera@psm.edu

Wilda Velez

787-840-2575 Ext. 4769

wvelez@psm.edu

Student Affairs

Elisandra Rodríguez

787-840-2575, Ext. 5723/4824

elirodriguez@psm.edu

Enid Gonzalez, Ed.D

Student Success Manager

787-840-2575, Ext. 5782

egonzalez@psm.edu

Title IX

Jonaira Arroyo Rivera, M.Ed, CPL

787-840-2575 Ext. 2174

jarroyo@psm.edu

Counseling Services

José Soto-Franceschini, PhD, CPL

787-840-2575 Ext. 5852

jsoto@psm.edu

Community Liaison and Diversity Officer

Waleska Rodríguez Millán

787-840-2575 Ext. 4739

wrodriguez@psm.edu

Compliance Officer

Waleska Murphy
787-840-2575 Ext. 4737
wmurphy@psm.edu

Wellness Center

Ponce Health Sciences University
787-812-2525

Community Resources**Oficina del Procurador de las Personas con Impedimentos (OPPI)**

PO Box 41309
San Juan, PR 00940-
1309 787-725-2333

Administración de Rehabilitación Vocacional (ARV)

PO Box 7871
Ponce, PR 00732-7871
787-842-6122; 787-268-3735 (TTY)

Programa de Asistencia Tecnológica (PRAT) Edificio de la Editorial UPR,

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asistencia.tecnologica@upr.edu

**Office for Civil Rights (OCR)
U.S. Department of Health and
Human Services**

Eastern and Caribbean Region -
(New Jersey, New York, Puerto
Rico, Virgin Islands)
Linda Colón, Regional
Manager Jacob Javits
Federal Building 26
Federal Plaza - Suite 3312
New York, NY 10278
Customer Response Center: (800) 368-1019
Fax: (202) 619-3818
TDD: (800) 537-7697
ocrmail@hhs.gov

GUIDELINES FOR SERVICE ANIMALS

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

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

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

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

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

Definition of Service Animal by ADA Title II and Title III

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

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

Examples of Services Animals under ADA

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

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

Rules and Responsibilities Related to Service Animals and Expected Behavior

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

Registration of Service Animal at PHSU

The student must:

- Contact the Rehabilitation Counselor or Student Affairs Office for orientation.
- Complete a [Reasonable Accommodation Form](#) stating the need for a service animal.
- Register the service animal in PHSU Service Animal Registry.
- Present the service animal ID, along with evidence of its current vaccinations and immunization, including Rabies and Leptospirosis, upon registration of the service animal.
- Read, sign, and hand in the “Service Animal Handler Acknowledgement of Responsibility and Liability Waiver Agreement”.

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

Renewal Process

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

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

Service Animal Exclusions

A student with a disability cannot be asked to remove their service animal from the premises, unless the dog is not housebroken, is out of control, or if the student does not take effective action to control the service animal.

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

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

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

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

<https://www.cdc.gov/infectioncontrol/pdf/guidelines/environmental-guidelines-P.pdf>

Grievance and Reclamations

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

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

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

U.S. Department of Education
Office for Civil Rights
400 Maryland Ave. SW
Washington, DC 20202-1100
Customer Service: 800-421-3481 Fax: 202-453-6012 TTY: 877-521-2172
E-mail: OCR@ed.gov
<http://www.ed.gov/ocr>

DISCIPLINE

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

Other Available Procedures

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

Confidentiality

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

References

- Animales de Servicio y Animales de Apoyo Emocional: ¿Dónde son admitidos y bajo qué condiciones? ADA National Network
http://southwestada.org/html/publications/Spanish/Service_Anima_IBooklet_Spanish.pdf
- U.S. Department of Justice, Civil Rights Division, Disability Rights Section. Service Animals.
https://www.ada.gov/service_animals_2010.htm
- ADA National Network. Service Animals and Emotional Support Animals
<https://adata.org/guide/service-animals-and-emotional-support-animals#:~:text=Title%20II%20of%20the%20ADA,private%20lawsuit%20in%20federal%20court.>
- U.S. Department of Justice, Civil Rights Division, Disability Rights Section. Frequently Asked Questions about Service Animals and the ADA
https://www.ada.gov/regs2010/service_animal_qa.html
- Public Health Emergency. Understanding How to Accommodate Service Animals in Healthcare Facilities
<https://www.phe.gov/Preparedness/planning/abc/Pages/service-animals.aspx>
- Guidelines for Environmental Infection Control in Health-Care Facilities
<https://www.cdc.gov/infectioncontrol/pdf/guidelines/environmental-guidelines-P.pdf>
- Meeks, L., Jain, N. R., & Laird, E. P. (2021). *Equal Access for students with disabilities: The Guide for Health Science and Professional Education*. Springer Publishing.

DISCLAIMER

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

USE OF SCHOOL NAME AND FACILITIES

Individuals or student organizations do not have the authority to use the School name in legal nor official transactions. Neither the faculty or student body will use the School stationary and envelopes except for official business.

Permission to use classrooms or other facilities of the School, including affiliates, loaned or leased space, must be requested in writing from the Executive Director of Students Affairs and from Administration. Permission must also be secured in written form. Only organizations and students in good standing have the right to use School facilities.

Student Organizations may use the school name if authorized by Student Affairs and following the instructions established on the brand guideline document.

USE OF SPEAKERS, DEMONSTRATIONS, ACTIVITIES, AND DISTRIBUTION OF PRINTED MATERIALS

Outside speakers can only be invited to participate in School activities after approval by the pertinent Dean and ratification by the President.

Demonstrations must be carried outside the School or hospital grounds and must not interfere with the normal work or educational activities.

Any activity can be approved by the pertinent Dean. Any extracurricular activity belongs to students must have the written approval of Student Affairs Dean or designee.

Approval for posting or distributing printed materials must be obtained from the Office of Student Affairs. Unauthorized announcements will be removed and discarded. from the physical areas designated for them. For Social Networking Sites a petition of removal will be send to the student group in charge of the posting.

TEACHOUT POLICY

LAST REVISED: September of

2014 **REFER QUESTIONS TO:**

Chancellor

SCOPE: *This policy applies to administration and faculty in all programs of Ponce Health Sciences University (PHSU).*

Policy

The decision to close a degree or certificate program requires substantial planning and careful consultation with all those affected. Every effort should be made to inform everyone affected as fully as possible about the conditions leading to a decision of such importance, and all available information should be shared. As the immediate interests of current students and faculty are most directly affected, their present and future prospects require sensitive and

timely attention and involvement. The university teach-out policy aims to protect the interests of students and faculty and to satisfy the requirements established for the University by the Middle States Commission on Higher Education (MSCHE) and the “Consejo de Educacion de Puerto Rico” (CEPR) during this process.

In accordance with Federal regulations, the University is required to submit a teach-out plan to MSCHE and CEPR for approval if any of the following occurs:

- a. The institution notifies MSCHE and CEPR that it intends to cease operation entirely.
- b. MSCHE or CEPR terminates accreditation or the candidacy of an institution.
- c. The USDE notifies either MSCHE or CEPR that it has initiated an emergency action against the institution or an action to limit, suspend, or terminate an institution participating in any Title IV, Higher Education Act program.
- d. A State Licensing or authorizing agency notifies either MSCHE or CEPR that an institution license or legal authorization to provide an educational program has been or will be revoked.

More specifically, if the University decides to close an educational program, or the entire institution, one of the following options must be followed:

- a. Execute a Teach-Out Plan. The teach-out option occurs when the institution "teaches-out" currently enrolled students; no longer permanently admits students to programs; and terminates the educational program or the operations of an institution.
- b. Develop and implement a Teach-Out Agreement. The teach-out agreement option occurs when the institution enters into a contract with another institution or organization to teach out the educational programs or program.

Both teach-out plans and teach-out agreements must include the following information:

- a. Dates of termination and closure;
- b. An explanation of how affected parties (students, faculty, staff) will be informed of the impending closure;
- c. An explanation of how students will be helped to complete their program of study with minimal disruption or additional expense;
- d. How faculty and staff will be redeployed or helped to find new employment; and
- e. If closing an institution: signed copies of teach-out agreements with other institutions, if any; and arrangement for the storing of student records, disposition of final financial resources and other assets.

The teach-out plan addresses graduate students as well as prospective and currently enrolled students. The teach-out period and teach-out plan will vary by academic department and/or program and must be determined and approved in advance at all required levels, as specified under Responsibilities below.

Definitions

1. *Degree Program.* A degree program is an organized curriculum leading to a degree in an area of study recognized as an academic discipline by the higher education community, as demonstrated by assignment of a Classification in Instructional Programs (CIP) code by the National Center for Educational Statistics or as demonstrated by the existence of similar degree programs at other colleges and universities.
2. *Certificate Program.* A certificate program is a coherent course of study leading to the awarding of a credential. A college credit certificate is not intended as a degree, but as a supplement to a student's specific educational goals or professional career preparation. Completion of a college credit certificate generally is related to a specific field, and usually associated with a limited set of occupations.
3. *Educational Program.* A degree program or college credit certificate program.
4. *Date of program termination.* The date on which the educational program is closed permanently to admission
5. *Date of program closure.* The date on which the last student in teach-out has completed the educational program
6. *Notification.* A letter from an institution's chief executive officer, or his/her designated representative, to MSCHE or CEPR summarizing a proposed change, providing the intended implementation date. The policy and procedures for reporting and review of institutional substantive change are outlined in the document *Substantive Change: Institutional Closure or Institutional Status Requiring a Teach-out Plan.*
7. *Accreditation Liaison Officer (ALO).* The individual at the institution who is responsible for ensuring the timely submission of annual institutional profiles and other reports as requested by either MSCHE or CEPR in the years between accreditation. With the Chancellor, the Accreditation Liaison Officer is responsible for the accuracy of all information submitted to either MSCHE or CEPR and for ensuring ongoing compliance with standards, policies, and procedures beyond reaffirmation. During the Reaffirmation Cycle, the Liaison serves on the Self-Study Teams and oversees all staffing aspects of the Reaffirmation process.
8. *Teach-Out Plan.* The written plan and subsequent process by which the University provides institutional and academic support services to students enrolled in an educational program that has been discontinued. The teach-out process often extends well beyond the termination date (the date on which the site or program is closed permanently to admissions) to allow time for enrolled students to complete their program in a reasonable amount of time. The plan must provide for the equitable treatment of students in an institution.
9. *Teach-Out Agreement.* A written agreement between accredited institutions that provides for the equitable treatment of students if one of those institutions stops offering an educational program before all students enrolled in that program complete the program.

Procedures

Responsibilities

The Vice President of Academic Affairs, the relevant Dean (and relevant Department Chair) whose scope of authority involves an educational program being considered for termination shall inform and involved affected faculty and staff at the earliest possible stage of consideration. Once the decision to pursue closure of an educational program has been made, the relevant Dean shall forward a proposal to the Vice President of Academic Affairs. The proposal should be developed with the involvement of faculty and students as possible and should outline the:

- a. Nature of the program,
- b. Reason for termination,
- c. Number of students currently enrolled,
- d. Progression statistics of students in the program,
- e. Resources used to offer the program,
- f. Financial savings, if any, realized from the termination,
- g. Explanation of how any students enrolled in the program will be helped to complete their program,
- h. Assessment of whether any faculty will be adversely affected by termination, and
- i. Explanation of how affected individuals will be informed of the planned termination.

The Dean should be available to brief the Vice President of Academic Affairs, and, in the case of the institution closing, the Accreditation Liaison Officer of the pending decision. The Vice President of Academic Affairs will work with the Dean to develop and coordinate presentations on the proposal to the President and the University Board of Directors.

The Dean and Chair shall work to develop a teach-out plan (See Appendix A, "Teach-Out Academic Plan"), and implement the notification elements of the plan for students and faculty. Appendix B provides a general summary used to brief faculty and students as "Sample Student and Faculty General Communication Summary." Both current and prospective students should be notified as soon as practicable (See Appendix C and D for sample letters). The Dean is responsible for on-going monitoring and reporting on implementation of the teach-out plan. A monitoring report should be used to provide periodic reports to the Chancellor on the status of the teach-out. The monitoring report shall also be used to advise students of their progress in the teach-out. (See Appendix E, "Sample Program Monitoring Report.")

The Executive and Policy Committee shall review the initial proposal to terminate an educational program forwarded by a relevant Dean. The Faculty Committee will determine whether any faculty will be adversely affected by termination, and act to implement provisions in the University Faculty Guidelines. The Executive and Policy Committee shall notify the Vice President of Academic Affairs and help facilitate the Vice President of Academic Affairs presentation on the change to the President and the University Board of Directors.

The Vice President of Academic Affairs will insure the proposal for termination is brought forward for discussion to the President. The Vice President of Academic Affairs will develop and coordinate the presentation on the proposal to the University Board of Directors and work with

the relevant Dean to insure all affected parties are notified on pending decision. The affected parties must include the faculty, students, the Council of Deans. Once the President and the University Board of Directors have approved termination of the program, the Vice President of Academic Affairs will be updated periodically by the relevant Dean on the notification and approval process, and will receive periodic updates from the relevant Dean on the implementation of the teach-out plan.

Affected Groups

- a. Prospective students with active applications awaiting admission decisions to a degree program should be immediately advised to seek alternative programs by the appropriate unit, generally the academic department or program. Prospective students should be given as much time as practicable to seek alternative opportunities. The academic department or program also should immediately suspend admission of new students.
- b. Prospective graduate students are those who have active applications awaiting admission decisions to an affected degree program. As soon as the decision to terminate is made, the appropriate unit, generally an academic department or program, should immediately suspend admission of new students and advise students who have already been admitted that they must complete the degree program within a teach-out period. The graduate degree must be completed within the teach-out period. Such students must meet the minimum credit hour requirements for the degree.
- c. Graduate students currently enrolled in a terminated degree program should be given an opportunity to complete their degree programs. Departments and programs should work with such students to develop a strategy for completion within the teach-out period. Programs should be as flexible as possible in facilitating and allowing currently enrolled graduate students to complete their degree program. Such students must meet the minimum credit hour requirements for the degree.
- d. Graduate students previously admitted into a terminated educational or degree program who are not currently enrolled shall have their requests for readmission made on a case-by-case basis. At a minimum, the decision to readmit shall consider the ability of the department or program to offer needed courses within the teach-out period, and the student's previous performance within the terminated educational program.
- e. Graduate students currently enrolled in a terminated certificate program should be given an opportunity to complete their certificate. Departments and programs should work with such students to develop a strategy for completion within the teach-out period. Students should expect to take a sufficient number of courses each semester, including summers, to enable them to complete all requirements within the teach-out period. The teach-out period will continue for no more than two academic years following the date of which notice of termination is given to students. The teach-out period will vary by certificate program and must be determined by the department and college with approval of the Vice President of Academic Affairs. The certificate must be completed within the teach-out period. Such students must meet the minimum credit

hour requirements for the certificate.

Faculty should be involved in and informed of plans to terminate a degree or certificate program at the earliest possible stage of consideration. Faculty shall be informed of any potential layoff considerations covered by the University Faculty Handbook at the earliest possible stage of consideration and be kept apprised of recommendations forwarded to the University Board of Directors regarding plans to terminate a degree program or certificate program.

INFORMATION AND TECHNOLOGY RESOURCES ACCEPTABLE USE POLICY AND GUIDELINES-STUDENTS

ACCEPTABLE USE OF RESOURCES POLICY

Computer/Network Resources

Purpose

The purpose of the Acceptable Use Policy (AUP) is to identify situations where unacceptable use of systems or networks affects the teaching, learning, research, services or administrative missions of Ponce Health Sciences University or compromises the security of the systems or data.

This policy applies to the use of any Ponce Health Sciences University (PHSU) computing and networking facility hereinafter referred to as the "System" by all users, account holders, hereinafter referred to as "Users". By using the System, all Users agree to comply with this policy. The use of the System is in support of teaching, research, learning, administrative and other intellectual pursuits consistent with the Ponce Health Sciences University and Ponce Research Institute aims and objectives.

Student Agreement

All students will receive a copy of this policy, and a signed copy of the agreement will be filed in the IT Department. However, use of the PHSU Computers, Network and Internet Resources, implied that the student understands and agree to abide by this policy.

User access to information and technology resources is contingent upon prudent and responsible use.

Imprudent use of the "System" can lead to consequences affecting many other users, not just you. Prudent and responsible use begins with common sense and includes respect for the rights and privacy of other users. Users should consider Ponce Health Sciences University and community standards when trying to determine if an activity is appropriate.

Specific statements

PHSU requires people who use its information technology resources, must do so in a responsible manner, and in comply with federal and state laws, PHSU rules, policies, and procedures. Examples of applicable laws, rules and policies include; the laws of libel, privacy, copyright, trademark, obscenity and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking", "cracking" and

similar activities; the PHSU's Student Code of Conduct; Faculty Manual, Employee Manual.

All users shall review and refer to IT policies and procedures for more information, available online.

Definitions:

Information Technology (IT) Resources= The full set of information technology devices (computers, printers, servers, networking devices, etc.), data applications, and network services involved in the processing, storage, accessing, and transmission of information.

PHSU System= all IT Resources on premises and cloud based, including email and Internet services.

Restricted Data= Data in any format collected, developed, maintained or managed by or on behalf of the University, or within the scope of University activities, which are subject to specific protections under federal or state law or regulations or under applicable contracts. Examples include, but are not limited to medical records, social security numbers, credit card numbers, driver licenses, non-directory student records, financial data, research protocols and export controlled technical data.

Users= account holders or any person who use a computer or network facility, whether affiliated with PHSU or not.

Account= username assigned or email address, and password.

Chain letter= is an email directing recipients to send out multiple copies of it so its circulation increases exponentially

Spam= is the use of email systems (including most broadcast media, digital delivery systems) to send unsolicited bulk messages indiscriminately.

Peer-to-Peer (P2P) = is a file sharing network. It is a networking technology that normally uses a decentralized communication model. What is meant by this is that there isn't any central server involved and all computers in the network act as both server and client. An example of a pure decentralized P2P network is the BitTorrent.

Cloud backup= also known as online backup, is a strategy for backing up data that involves sending a copy of the data over a public network (Internet) to an off-site server.

Social media= any Web site in which visitors are able to publish information to a larger group. Such destinations include large branded entities such as Facebook, Twitter, YouTube, My Space, Google+, LinkedIn, and similar.

Guidelines

In making acceptable use of resources, you must:

- Use IT resources only for authorized purposes.
- Don't let anyone know your password (s). Protect your Account, System and Restricted Data from unauthorized use. Accounts cannot be used by other than to whom they have been assigned. Use effective passwords and safeguard those passwords. You are responsible for all activities on your user ID or that originate from your system (laptop, PDA, etc.)
- Access only information that is your own, that is publicly available, or to which you have been given authorized access.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.
- Encrypt emails when sending protected or confidential information, such as documents with social security, credit card numbers, payment claims for patient's services, patient referrals.

The following activities and behaviors are prohibited:

- Use another person's system, user ID, password, files, or data.
- Share Restricted Data with a third-party, unless is authorized.
- Download or save university files or data onto personal computers or storage devices.
- Use of faculty and administrative computers; except in special and authorized occasions (e.g. Match Activities). Permission must be requested to the IT Department prior to use.
- Connect personal computers or network equipment (including, but not limited to, bridges, routers, switches, access points, etc.) to the Network. A student who needs to connect laptops or any network equipment to any network drop in the campus must request approval to the IT Department.
- Attempt to alter any PHSU computing, networking or telecommunications infrastructure. Attempt to circumvent or bypass system security measures. Make use of programs to scan networks for security vulnerabilities.
- Engage in any activity that alter the integrity or might be purposefully harmful to systems or to any information stored thereon. For example; creating or propagating viruses, disrupting services, or damaging files or making unauthorized modifications to PHSU data, attempting to capture or decode passwords, attempting to get additional access, or alter data that belong to other users.
- Use the "System" for commercial, personal gain, or for partisan political purposes, such as using e- mail to advertise products or political candidates, or by selling access to your user ID, or by performing work for profit with PHSU resources in a manner not authorized by the PHSU.
- Make or use illegal copies of copyrighted materials or software, store such copies on

PHSU systems, or transmit them over PHSU networks.

- Use of Peer-to-Peer (P2P) or other technology for illegal uploading, downloading or sharing of copyrighted material, such as music and software.
- Use e-mail or messaging services to harass or intimidate another person, for example, by broadcasting unsolicited messages (Spam emails), threatening notes, by repeatedly sending unwanted mail, or by using someone else's name or user ID.
- Waste computing resources or network resources, for example, by intentionally placing a program in an endless loop, printing excessive amounts of paper, or by sending chain letters or unsolicited mass mailings.
- Failure to comply with requests from appropriate PHSU officials to discontinue activities that threaten the operation or integrity of computers, systems or networks, or otherwise violate this policy.
- Any activity that violates any other Ponce Health Sciences University policy or code, or violates federal, state, or municipal laws or regulations.

Educational Technology Resources

Laptops: All students are required to have a personal laptop computer that meets the following minimum requirements. Although it is strongly recommended Windows laptops, Apple Macintosh laptops are acceptable when configured to meet the specified software requirements.

We recommend systems that meet or exceed the following specifications:

WINDOWS CONFIGURATION-2020 Recommendations	MAC CONFIGURATION - 2020 Recommendations
Intel Core i5 processor (i7 preferred)	Core i5 or i7 Processor
Windows 10 x 64	10.13 (High Sierra), 10.14 (Mojave), 10.15 (Catalina)
8GB RAM (16 GB of RAM preferred)	8GB RAM (16 GB of RAM preferred)
500 GB hard drive	500 GB hard drive
13" display	13" display
Two USB 3.0 ports or USB adapters	Two USB 3.0 ports or USB adapters

Wireless networking adapter (for internet)	Wireless networking adapter (for internet)
Internal or external Webcam	Internal or external Webcam
Carrying case	Carrying case
Three-year warranty (recommended)	3 Year AppleCare Protection Plan
Antivirus software installed and properly configured	Antivirus software installed and properly configured

E-learning platforms:

Ponce Health Sciences University uses an educational web-based platform where educational materials including evaluations, rotation schedules, grades and other student’s confidential information are posted. The platform also allows for web-based examinations. The student is advised that this information is accessed with their user ID and password. PHSU is not responsible for disclosure of such information when it is accessed by a third party through the use of the student’s user ID and password.

IPADS

PHSU provide IPADS to all new students to facilitate access to the educational resources available in the institution. Students must remain active for at least one (1) year, before the ownership of the equipment transfers to them. Students who withdraw from school before the year is over must return the equipment to the IT Department. The IPADS will be used throughout your academic career at PHSU; do not dispose of them.

MS Office 365 Platform

Every student has access to Microsoft Office 365 applications for free as long as they are students at PHSU and the PHSU subscription continues. The applications can be installed on up to 5 compatible devices. MSOffice 365 is the official email platform used in the institution which also provide a Cloud storage space (OneDrive) and other applications.

Printing Quota

An established amount of copies is assigned to every student, every academic period (semester or trimester), as applicable. Unused copies balance will be rolled over to the next academic period. If the student has no balance left, or wants to be able to increase the number of copies available, he/she can purchase additional printing quota. Any unused balance from the quota assigned by the institution is not refundable.

Print refunds might be applied for print jobs that were caused by a technical hardware or software problem, such refund will apply only when using funds from the additional printing quota purchased by the student. A refund request should be made no more than 2 days after the incident. It will be investigated and the student will be notified by email. Print job errors caused by misconfigurations by the user are not refundable.

Software Code of Ethics and Software Policy

Purpose

This code of ethics states **Ponce Health Sciences University** policy concerning installation, and acceptable use of software. Any unauthorized duplication of copyrighted computer software violates the law and is contrary to PHSU standards of conduct. PHSU does not excuse the illegal duplication of software and will not tolerate it.

Guidelines

- Use software in accordance with their license agreements. Must be aware that ALL computer software is protected by copyright unless it is explicitly labeled as PUBLIC DOMAIN.
- Must not download or upload unauthorized software over the Internet.
- Must not give software or accept unlicensed software from any third party.
- Must not make unauthorized copies of software under any circumstances. Shareware or Free-to-try software is copyrighted software that is distributed freely through Internet and online systems. It is the policy of PHSU to pay shareware authors the fee they request for use of their products. Registration of shareware products should be handled the same way as commercial software products.
- Must not install software on any institutional computer; all software shall be installed by the IT Staff. Generally, institution owned software cannot be installed on a student's personal computer.
- Must notify IT Department immediately, in case there is may be a misuse of software within the organization.

Penalties

Any person illegally reproducing software can be subject to civil and criminal penalties including fines and imprisonment.

INTERNET AND EMAIL SERVICES POLICY

Purpose

Establish guidelines that should be followed to ensure proper usage of e-mail and Internet access at Ponce Health Sciences University. Any improper usage of these services jeopardizes the PHSU legal standing and, therefore, cannot be tolerated.

Statements and Guidelines

- **Acceptable Uses of Institution e-mail and Internet Access**
The Institution provides Internet and e-mail access for academic usage. Every student has the responsibility to maintain and enhance the Institution's public image and to use its e-mail and access to the Internet in a responsible and productive manner that reflects well on the Institution.
- **Unacceptable uses of Institution e-mail and Internet access**
The Institution's e-mail and Internet access may not be used for transmitting, retrieving, or storage of any communications of a discriminatory or harassing nature or materials that are obscene or "X-rated." Harassment, threatening, bullying or making damaging or false statements of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference shall be transmitted. Abusive, profane, or offensive language is not to be transmitted.

Electronic media cannot be used for any other purpose that is illegal or against institution policy or contrary to the institution's best interests. Solicitation of non- institutional business, or any use of the institution e- mail or Internet for religious and political purposes as personal gain, is strictly prohibited.

- **Communications**

E-mail provided by the institution is considered the official mean of communication. Students are expected to read their email regularly while is an active student in PHSU. This policy includes student enrolled and those in leave of absence. It is the student Responsibility to respond immediately, if necessary. Students will be considered responsible for all information posted through the email system while on or off site. Also, emergency notices will be published to the psm.edu email and the student's registered cellphone number. Please stay connected!

Each student is responsible for the content of all text, audio, or images that he or she places or sends over the PHSU e-mail and Internet system. No e-mail or other electronic communications may be sent that hides the identity of the sender or represents the sender as someone else or someone from another institution. All messages communicated on the PHSU e-mail and Internet system should contain the student's name.

WIRELESS ACCESS POLICY

Purpose

Establish guidelines for the use of PHSU Wireless Networks, by the students, staff and guests.

Guidelines

- All general policies contained within the Acceptable Use Policy for Computer and Network Resources apply to wireless network users.
- **Only the Information Technology Department (IT) is authorized to attach wireless switches or routers (commonly known as Access Points or AP's) to the campus cabled network. Under no circumstances may personally owned AP's or similar devices be connected to open cabled network ports anywhere on campus.** End users are not permitted use of their devices (e.g. computers, mobile devices, etc.) to provide unauthorized services or as gateways to provide alternative means of access to Network Services.
- Computer users' devices, including personal laptop computers with wireless network interfaces, capable of acting as bridges between wireless and wired networks should not be attached to open cabled network ports unless the wireless interface is disabled. Both cabled and wireless networking capability can be simultaneously active even if the end user is unaware of this. This means that users must actively disable their wireless interfaces (e.g., WiFi cards) before attaching to an Ethernet port.
- IT will monitor the local wireless network for unauthorized AP's and other unauthorized wireless network devices that pose security risks.
- IT will be responsible for maintaining a reasonable balance between easy access and proper security for all cabled and wireless network services. In certain cases, some cabled network services may be inaccessible from wireless connections because of security considerations. Individuals wishing to request the addition of a particular service for wireless accessibility or an explanation as to why a particular service is unavailable may contact the IT Helpdesk.

Penalties

A first-time violation of any access policy will result in the wired network port associated with an unauthorized device being immediately disabled without warning. An attempt will be made to identify the owner of the unauthorized device and inform him/her of the violation. Subsequent violations may result in

more serious measures including the extended loss of access to computing services, disciplinary actions or expel or discharge.

Security & Privacy:

PHSU employs various measures to protect the security of its computing resources and its user's accounts. Users should be aware, however, that PHSU cannot guarantee security and confidentiality. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords and changing them regularly.

Users should also be aware that their uses of PHSU computing resources are not completely private. While incidental and occasional personal use of such resources is permissible, personal communications and data transmitted or stored on PHSU technology resources are treated as business communications, **those who use PHSU information technology resources do not acquire, and should not expect, a right of privacy.**

While PHSU does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the institution's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns and other such activities that are necessary for the provision of service. The Network, Internet, and Email activities will be monitored to ensure and safeguard the best use of technological resources, and the compliance of policies and regulations.

PHSU may also specifically monitor the activity and accounts of individual users of PHSU computing resources,

including individual login sessions and the content of individual communications, without notice, when:

1. It reasonably appears necessary to do so to protect the integrity, security, or functionality of PHSU or other computing resources or to protect the university from liability.
2. There is reasonable cause to believe that the user has violated or is violating this policy
3. An account appears to be engaged in unusual or unusually excessive activity.
4. It is otherwise required or permitted by law.

Disclaimer:

Ponce Health Sciences University exercises no control whatsoever over the content of the information passing through its network or the Internet. Ponce Health Sciences University make no warranties of any kind, whether expressed or implied, for the service it is providing. Ponce Health Sciences University also disclaim any warranty of merchantability or fitness for a particular purpose. Ponce Health Sciences University will not be responsible for any resulting damages.

This includes loss of data resulting from delays, non-deliveries or service interruptions caused by its own negligence, power or telephone company failures, acts of God or your errors or omissions.

Ponce Health Sciences University network services may only be used for lawful purposes in accordance with the Telecommunications Act, Higher Education Act, and any applicable law. Transmission of any material in violation of any U.S., Puerto Rico, or any other country regulations is prohibited. You agree to indemnify and hold harmless Ponce Health Sciences University from any claims resulting from your use of the service, which damages you or another party.

Any access to other networks through the Ponce Health Sciences University network must comply with the rules appropriate for that other network. Whenever you are shipping software (or, for that matter, ideas) from one place to another, you must consider intellectual property and license issues. Use of any information obtained via the Ponce Health Sciences University network is at your own risk. Ponce Health Sciences University specifically deny any responsibility for the accuracy or quality of information obtained through

its services.

Penalties:

Any student who abuses the privilege of Institution-facilitated access to Computer, Network, E-mail and Internet Resources, or who makes, acquires, or uses unauthorized copies of software will be subject to disciplinary action as appropriate under the circumstance. Such discipline may include the extended loss of access to computing services, disciplinary actions, expel or discharge.

Any student that is found guilty of illegal distribution of copyrighted material is vulnerable to criminal and civil penalties.

PARTICIPATION OF STUDENTS IN EXTRACURRICULAR ACTIVITIES

General policy

Ponce Health Sciences University supports students' participation in activities outside their educational programs that contribute to their professional development. These include attendance to conventions or specialty meetings, continuing education activities, professional organizations meetings, community activities, voluntary service activities and others. However, participation in these activities must not unduly affect their academic responsibilities, and require authorization from the Office Chancellor and from the corresponding Program/Department Director.

Procedures to be followed

Any student that wishes to participate in an extracurricular activity during a time period that the student has assigned academic activities must request written authorization to the Program Director or Department Chair. The request must include information about the nature of the activity and the benefits for the student that attends this activity (see attached form). The authorization must be requested at least two weeks ahead of the date that the extracurricular activity will be initiated. It will be the responsibility of the Program Director/Department Chair to evaluate the request and make the recommendation to the Chancellor who will make the final authorization. The student must abide to the Program Director of Department Chair determination and accepts the responsibility for the material covered and learning activities missed during the absence period.

Authorization from Chancellor for a student to attend extracurricular activities does not obligate a program or department to make special arrangements or to organize additional activities in order to substitute for the missed period by excused students. Authorized absences to participate in extracurricular activities will be counted as "excused absences" for the purpose of the Ponce Health Science University attendance policy.

Student organizations in PHSU

INTRODUCTION

The Student Council of Ponce Health Sciences University (PHSU) shall serve as representation of the student community. They help to share the ideas, interests and concerns of the students with the PHSU administration. In addition, they collaborate to promote and maintain institutional order.

PHSU STUDENT COUNCIL

PHSU Student Council will be composed of President, Vice-President, Treasurers (2), Secretary, Sub-Secretary, Public Relations (2), and Class Representatives (Presidents of Class Directives).

ARTICLE I: NAME AND PURPOSE

Section One: Name

This organization is called Student Council of Ponce Health Sciences University.

Section Two: Purpose

The Student Council is the official representative of the student community; and the official forum for discussion and analyze the student's needs. The purpose of the Student Council shall be:

- Promote harmony among students, faculty, and the administration.
- Encourage student awareness of issues and policies pertinent to the Ponce Health Sciences University.
- Designate students who will represent the student community in committees and organizations, as established by institutional rules.
- Perform any other compatible functions with their nature delegated by the university authorities.
- Provide support and follow up to student's organizations, associations or interest groups.
- Seek out and retain funds it deems necessary.
- Manage and distribute Student Council funds that contributes to the education and awareness of all PHSU students.

ARTICLE II: MEMBERSHIP AND STRUCTURE

Section One: Eligibility

The following are the requirements to hold positions in the Student Council:

- Enrolled student in good standing at the moment of candidacy.
- Bilingual
- Cannot be a graduation candidate for December of the same year of the election for position.
- For the President and Vice-President positions, the candidate must be at second-year or over, and have experience in leadership positions. *Graduated MSMS students entering to the MD program will be consider as second year students.*
- The Student Council President cannot be president of another student organization at PHSU.

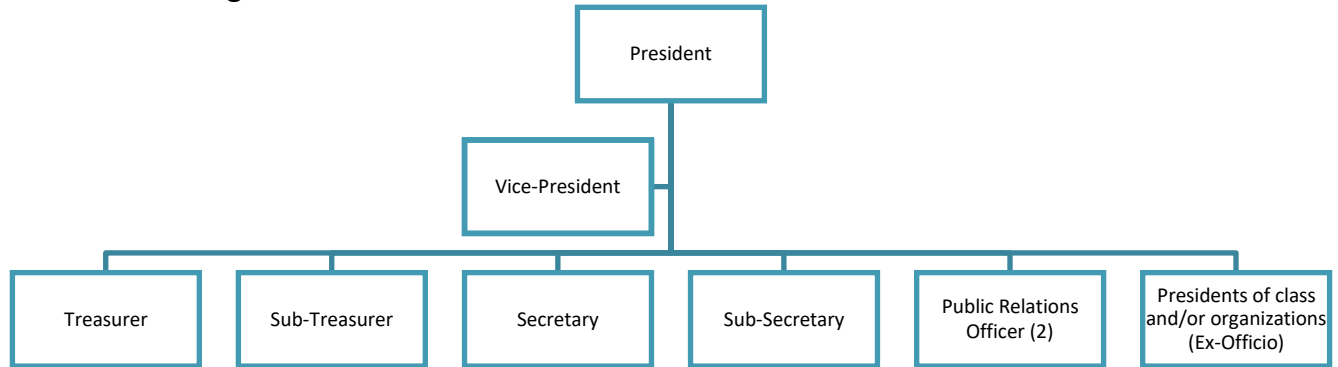
Section Two: Composition

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

Presidents of class and organizations.

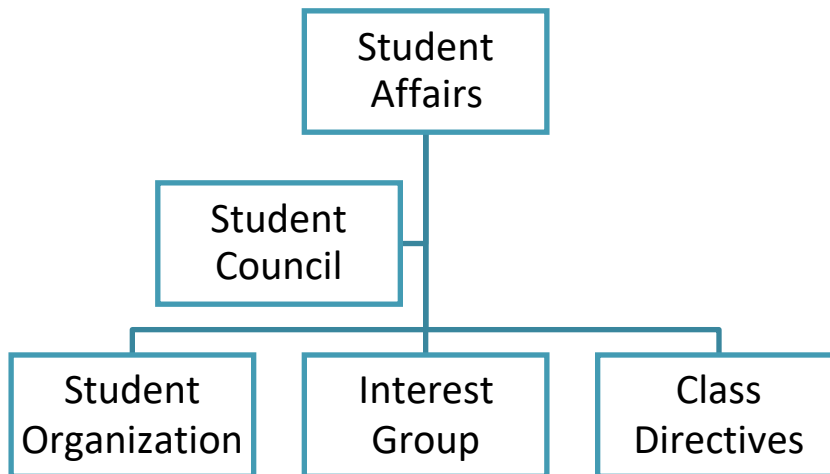
The Student Council will have an ex-officio mentor for guidance designated by Vice President of Student Affairs.

Section Three: Organizational Structure



Section Four: Students Organizations

Students Organizations and Interest Groups shall be officially recognized by Student Council of Ponce Health Sciences University. To be a legitimately recognized, the group will submit a written document with their mission, proposal for events during the first year, and a list of students interested to being part of the group to the Student Council President and a copy to the Vice President of Student Affairs.



ARTICLE III: NOMINATIONS AND CAMPAIGN

Section One:

The nominations will start on August every year. Nominations will be made in writing to the Vice President of Student Affairs. Nominations will be done in platforms with the following requirements: must contain representatives from each school (Public Health, Medicine, Nursing and Behavioral & Brain Sciences) and must contain at least one representative from San Juan Learning Center.

Section Two:

After nominations are closed. The campaign period will be at least two weeks. At the end the period the elections will be celebrated.

Section Three:

The candidates must submit for their campaign a written statement along with a photo at the beginning of the Academic Year.

Section Four:

The candidates are responsible for all the campaign materials. All campaign materials must be approved by the Student Affairs Office. All printed materials must be removed within twenty- four (24) hours of the completion of the election process.

ARTICLE IV: ELECTIONS

Section One:

The Election Period will take place the last day of the designated campaign period. The election process will be supervised by the Executive Director of Students Affairs. A transition period will be determined to allow the new members to receive information from the old members.

Audits can be performed during this period.

Section Two:

All students currently enrolled in Ponce Health Sciences University will have the right to vote for the platforms competing in the elections.

Section Three:

For the Election to be valid, the decision must be based on 50% + 1 of the votes.

Section Four:

The presidents of each class and each student group or organization will be ex-officio members of the student council.

Section Five:

The format for the elections is an electronic platform.

Section Six:

The student community must be notified at least two times; when the election starts and again prior to election closing.

ARTICLE V: TERM

Section One:

The Student Council of Ponce Health Sciences University are elected for a term of one natural year (October to September). The members of the Student Council may be reelected for a second term, but may not be part of the Student Council for more than two consecutive years.

However, the presidents of classes can serve in their position until they graduate.

ARTICLE VI: DUTIES AND RESPONSIBILITIES

President

- Convene and chair the meetings of the Student Council.
- Enforce the practices and procedures outlined in the Student Council bylaws.
- Foster an atmosphere within Student Council where all interests of the student body are being heard.
- Act as a liaison between the students and the Student Affairs Office.
- Prepare a work plan and submit it to the consideration of the Executive Director of Students Affairs at the beginning of term no later than October 31 of the current year.
- Represent the Student Council in all institutional acts.
- Present a semester report to the Vice President of Student Affairs of the activities carried out by the Council on April 15, and October 15 (every six months).
- Other duties as assigned by the Vice President of Student Affairs.

Vice-President

- Developing the strategy plan for committees and group works.
- Help the President in fulfilling his duties.
- Fulfill the duties of the President in their absence.

Secretary

- Send the announcement for the meetings to all the members of the Student Council and other persons invited.
- Record the attendance of Student Council members, write the minutes and prepare reports as needed by to the Student Council after each meeting.
- Prepare reports as requested by the Student Affairs Office.

Treasurer/Sub-treasurer

- Record all financial transactions of the Student Council.
- Submit to the President of the Council the estimated cost of the activities proposed in the work plan.
- Prepare periodic expense reports and Finance Status reports for the organism.
- Submit to the Vice President of Student Affairs a treasury report every six months.

Public Relations Officer

- Promote the best relations between the Council and the other academic and student bodies and the university community.
- Collaborate in the disclosure of information deemed convenient, necessary or mandatory for the different publics.
- Promote the collaboration among the Student Council and other student organizations and interest groups.
- Document the important events for the Student Council.
- Produce photographs of the activities and a newsletter.

Class and Organization Presidents or Designees

- Represent the different classes and academic programs in the Student Council meetings.

- Identify needs and concerns of their departments and present to the Student Council for recommendation and corresponding action.
- Provide students in their department's information about activities and agreements of the Student Council related to the student community.

ARTICLE VII: MEETINGS

Section One:

The Student Council shall meet at least two times per semester with the Vice President of Student Affairs.

Section Two:

Student Council members must hold monthly meetings and prepare minutes of all their meetings. All meetings must be documented.

Section Three:

All members of Student Council shall make every effort to attend the monthly meetings, if unable to attend in person, must coordinate to attend virtually. Fifty percent (50%) of the members must be present to constitute a quorum.

Section Four:

Monthly meetings are compulsory for all members of the Student Council. If the member is absent three (3) consecutive times without a justified excuse, it will be sufficient reason for the dismissal of his / her position.

ARTICLE VIII: DISMISSAL

Section One:

Members of the Student Council who fail to fulfill their responsibilities or have excessive absences (three absences without valid reasons) are subjected to dismissal from Student Council. Members must maintain a good standing status. Members that do not comply with these regulations may be subjected to dismissal from the Student Council.

Section Two:

The President must contact the member to request a meeting to discuss their lack of participation and if they wish to continue with the Student Council. If the member does not respond, they will receive a written warning and lose their membership.

ARTICLE IX: RESIGNATION

Section One:

Any member of the Student Council may resign to his/her position through written communication addressed to the President of the Council. If the resignation is from the President, the communication should be addressed to the Vice President of Student Affairs.

ARTICLE X: VACANCY

Section One:

To fill any vacancy that arises in the positions of Vice-President, Secretary and Treasurer, the President of the Student Council may appoint, from among the members of the Council and with the approval of the latter, the student appointed will cover the position. The new incumbent will hold the position for the time subtract to expire the term for which the previous was appointed.

Section Two:

If the position of the President becomes vacant, the position shall be filled by the Vice- President. If the members of the Council disagree, a voting will be call among them to determine who will cover the position, winning the one with the majority of votes. If necessary, a special election will be held.

ARTICLE XI: RATIFICATION**Section One:**

This Constitution and By-Laws must be approve by Executive Director of Students Affairs. A Ratification of the content will be part of the Students Council’s responsibility every year.

STUDENTS ORGANIZATIONS AND INTEREST GROUPS

Students Organizations and Interest Groups shall be officially recognized by Student Council of Ponce Health Sciences University. To be a legitimately recognized, the group will submit a written document with their mission, proposal for events during the first year, and a list of students interested to being part of the group to the Student Council President and a copy to the Vice President of Student Affairs. New Organizations or Interest Groups applications will be received only from August-October every academic year.

ARTICLE I: DEFINITIONS**Section One:**

Students Organizations encourage personal and professional development of its members by strengthening their ability to interact with their peers in various scenarios. It also allows them to feed on enriching experiences that will contribute to their exhibition within the educational and work environment.

Section Two:

Interest Groups allow students to create programs and activities to further their common interests about professional specialties. They share the same interests and values. The group are established to support, teach, and learn from one another through their individual mission statements and goals.

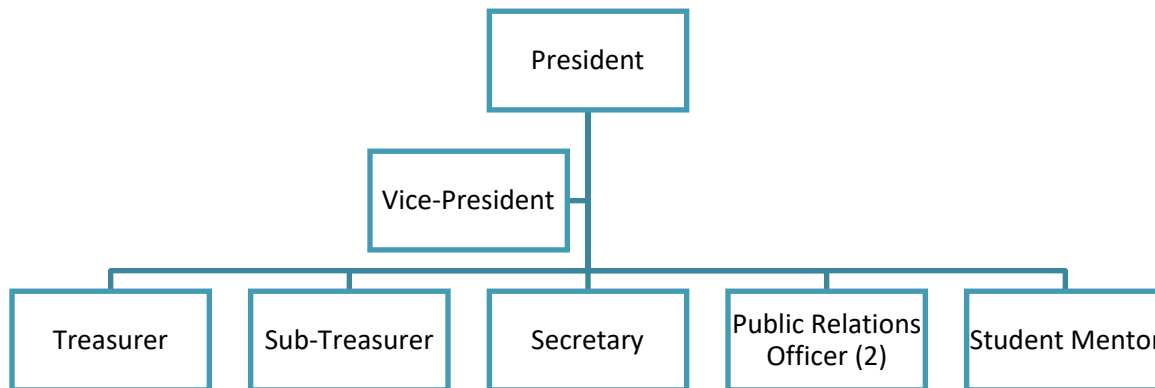
ARTICLE II: OBJECTIVES**Section One:**

- Encourage student awareness of issues and policies pertinent to a

specific academic, scientific, community or professional interest.

- Coordinate activities to benefit the students and the community we serve.
- Provide leadership development workshops.
- Perform any other compatible functions with their nature delegated by the university authorities.
- Must comply with the following to stay active and accredited by Student Affairs and the Student Council.
 - Submit registration form every Academic Year on the established dates.
 - Participate in the Student Expo.
 - Maintain at least 15 active members (including the members of the directive).

ARTICLE III: MEMBERSHIP AND STRUCTURE



Section One:

Membership in the organization shall be open to those regularly-enrolled at the Ponce Health Sciences University.

Section Two:

All Student Organization and Interest Groups must have at least 15 members. Those students who graduate in December but still wish to belong to the association for the rest of the academic year may participate in the activities of the organization but will not be recognized from the administrative as members.

These groups will be supported and oversee by the Student Council of Ponce Health Sciences University and the Student Affairs Office.

Section Three:

Eligibility for membership or appointed or elected student officer positions may not be limited on the

basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.

Section Four:

If deems necessary, the groups can establish a membership fee to cover the related activities.

ARTICLE IV: OFFICERS

Section One:

The officers of the Student Organizations and Interest Groups shall be:

- President
- Vice President
- Treasurer/ Sub-treasurer
- Secretary
- Public Relations Officer (2)
- Student Mentor (optional, must be 4th year student)
- Faculty Mentor

Section Two:

The students who aspire to an officer position must be in good standing and regularly enrolled at Ponce Health Sciences University.

ARTICLE V: DUTIES OF OFFICERS

- The **President** shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President shall appoint all committees and committee chairs.
- The **Vice President** shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if there is a vacancy, and developing the strategy plan for committees and group works.
- The **Treasurer and Sub-treasurer** shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare financial reports for the membership. The Treasurer shall collect all dues and revenue and submit it to the Vice President of Student Affairs.
- The **Secretary** shall take minutes at all meetings of the organization, keep these on file, and submit copies to organization members upon request. The Secretary shall be responsible for all organization correspondence and shall keep copies on file. The

Secretary shall maintain membership records for the organization.

- The **Public Relations Officer** will collaborate in the disclosure of information deemed convenient, necessary or mandatory for the different publics. Also, document the important events for the Student Organization/Interest Group and produce photographs of the activities and a journal.
- **Faculty Mentor, Student Mentor** will provide guidance, direction and support.

ARTICLE VI: RESPONSIBILITIES

Section One:

- At least one community impact activity per semester
- Must have a Mentor approved by Student Affairs
- At least one documented meeting per semester with 50% +1 member attendance.
- At least a monthly documented directive meeting (physically present or online)
- Must submit an annual report including the following:
 - Activities evidence
 - Minutes
 - Financial Report

ARTICLE VII: ELECTIONS

Section One:

Elections will hold near the end of spring semester and shall take place at a scheduled meeting of the organization at which a quorum (50% + 1) is present. At least one week's notice shall be provided for any meeting at which an election is to be held.

Section Two:

Officers shall be elected by majority vote. If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes. In the event of a tie, there shall be a revote. If the result of the revote is still a tie, the election shall be decided by the flip of a coin.

Section Three:

Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate.

ARTICLE VIII: PERIOD OF INCUMBENCY

Section One:

The incumbency period will be an Academic Year (August to May).

ARTICLE IX: UNIVERSITY ADVISOR

Section One:

The organization or group must have an Advisor approved by Student Affairs

Section Two:

The Advisor shall fulfill the responsibilities specified by the Student Affairs Office. Advisors shall serve on an academic year basis or until their successor has been selected.

ARTICLE X: MEETINGS

Section One:

All members shall make every effort to attend to the meetings, if unable to attend in person, must coordinate to attend virtually. Fifty percent (50%) of the members must be present for constitute a quorum.

Section Two:

The Secretary shall issue and send to all the members of the Committee the announcement to the meeting five (5) days in advance by email and/or phone call.

Section Three:

Meetings shall be scheduled during the academic year.

ARTICLE XI: VACANCY OF OFFICER

Section One:

In case of resignation or removal of any officer, the board shall appoint an interim acting.

Section Two:

The President shall call for an election within fifteen days after the resignation or dismissal of any officer.

Section Three:

Elections shall be conducted as stated in the bylaws.

STUDENTS CLASS DIRECTIVES

Students Class Directives shall be officially recognized by the Student Affairs Office and the Student Council of Ponce Health Sciences University. To be legitimately recognized, the group will submit a written document with the composition of the Directive to the Vice President of Student Affairs. New Student Class Directives applications will be received only from August-October every academic year.

ARTICLE I: DEFINITIONS

Section One:

Students Class Directives encourage personal and professional development of its members by strengthening their ability to interact with their peers in various scenarios. It also allows them to feed on enriching experiences that will contribute to their exhibition within the educational and work environment.

Section Two:

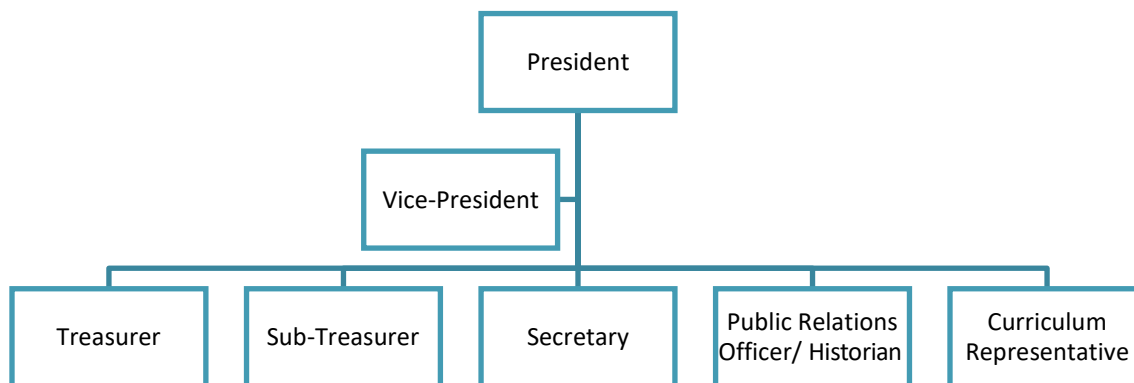
Student Class Directives allow students to create programs and activities to further the common interests of the group.. The group is established to support, teach, and learn from one another through their share experiences.

ARTICLE II: OBJECTIVES

Section One:

- Encourage student awareness of issues and policies pertinent to a specific group and academic program.
- Communicate in an organize manner about the group needs and initiatives.
- Coordinate activities to benefit the students and the community we serve.
- Provide leadership development workshops.
- Perform any other compatible functions with their nature delegated by the university authorities.
- Must comply with the following to stay active and accredited by Student Affairs and the Student Council.
 - Submit a confirmation of directive composition (registration form) every Academic Year on the established dates.
 - Participate in student activities organize by the Student Council and other official groups.

ARTICLE III: MEMBERSHIP AND STRUCTURE



Section One:

Membership in class directive shall be open to those regularly-enrolled at the Ponce Health Sciences University.

Section Two:

All Student Class Directive must have at least 7 members. If the number varies due to special circumstances is strongly recommended that the membership certified is an odd number.

These groups will be supported and oversee by the Student Council of Ponce Health Sciences University and the Student Affairs Office.

Section Three:

Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The group shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. All members of the directive must be in good standing to qualify for the position.

Section Four:

If deems necessary, the groups can establish a membership fee to cover the related activities.

ARTICLE IV: OFFICERS**Section One:**

The officers of the Student Organizations and Interest Groups shall be:

- President
- Vice President
- Treasurer/ Sub-treasurer
- Secretary
- Public Relations Officer/Historian (maximum of 2)
- Curriculum Representative

Section Two:

The students who aspire to an officer position must be in good standing and regularly enrolled at Ponce Health Sciences University.

ARTICLE V: DUTIES OF OFFICERS

- The **President** shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President shall appoint all committees and committee chairs.

- The **Vice President** shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if there is a vacancy, and developing the strategy plan for committees and group works.
- The **Treasurer and Sub-treasurer** shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare financial reports for the membership. The Treasurer shall collect all dues and revenue and submit it to the Vice President of Student Affairs.
- The **Secretary** shall take minutes at all meetings of the organization, keep these on file, and submit copies to organization members upon request. The Secretary shall be responsible for all organization correspondence and shall keep copies on file. The Secretary shall maintain membership records for the organization.
- The **Public Relations Officer** will collaborate in the disclosure of information deemed convenient, necessary or mandatory for the different publics. Also, document the important events for the Student Organization/Interest Group and produce photographs of the activities and a journal.
- **Curriculum Representative** will represent the group in the Curriculum Committee presided by the Academic Affairs Dean to provide input about the curriculum experiences, recommendations and feedback.

ARTICLE VI: RESPONSIBILITIES

Section One:

- At least one community impact activity per semester
- At least one documented meeting per semester with 50% +1 member attendance.
- At least a monthly documented directive meeting (physically present or online)
- Must submit an annual report including the following:
 - Activities evidence
 - Minutes
 - Financial Report

ARTICLE VII: ELECTIONS

Section One:

Elections for new entrance groups will be hold no later than mid-October (Fall Semester) and shall take place at a scheduled meeting of the class at which a quorum (50% + 1) is present. At least one week's notice shall be provided for any meeting at which an election is to be held. All election events must be supervised by Student Affairs representatives, such as counselors or other designees.

Section Two:

Officers shall be elected by majority vote. If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes. In the event of a tie, there shall be a revote. If the result of the revote is still a tie, the election shall be decided by the flip of a coin.

Section Three:

Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate.

ARTICLE VIII: PERIOD OF INCUMBENCY

Section One:

The incumbency period will be an Academic Year. A ratification of the directive can be held at the end of that period to extend the incumbency period or select other representatives to cover the positions.

ARTICLE IX: MEETINGS

Section One:

All members shall make every effort to attend to the meetings, if unable to attend in person, must coordinate to attend virtually. Fifty percent (50%) of the members must be present for constitute a quorum.

Section Two:

The Secretary shall issue and send to all the members of the Committee the announcement to the meeting five (5) days in advance by email and/or phone call.

Section Three:

Meetings shall be scheduled during the academic year.

ARTICLE X: VACANCY OF OFFICER

Section One:

In case of resignation or removal of any officer, the board shall appoint an interim acting.

Section Two:

The President shall call for an election within fifth teen days after the resignation or dismissal of any officer.

Section Three:

Elections shall be conducted as stated in the bylaws.

SCHOOL OF MEDICINE

INTRODUCTION

GENERAL INFORMATION

The Ponce Health Sciences University School of Medicine is an institution of academic excellence located in Ponce, a city on the southern coast of the tropical island of Puerto Rico. The institution was founded in 1977. Ponce School of Medicine graduated its first class of 23 students in 1981. Since then, it has operated uninterruptedly and has graduated more than 2,000 physicians, biomedical scientists, and master's in medical sciences.

SCHOOL OF MEDICINE MISSION

To educate bilingual ethical professionals who provide compassionate, culturally competent health care and generate high impact research to reduce health disparities in the populations we serve in Puerto Rico and the US, through high-quality education in a diverse environment.

PROGRAMMATIC ACCREDITATION

The Medicine Doctoral (MD) Program is accredited by the Liaison Committee on Medical Education (LCME).

Contact Information

Liaison Committee on Medical Education

American Medical Association
330 North Wabash Avenue Suite 39300
Chicago, IL 60611—5885
Phone: (312) 464-4933

Liaison Committee on Medical Education

Association of American Medical Colleges
655 K Street, NW Suite 100
Washington, DC 20001-2399
Phone: 202- 828-0596
Web: www.lcme.org

SCHOOL OF MEDICINE STUDENT POLICIES MANUAL

This is the Student Policies Manual of the Ponce Health Sciences University School of Medicine. It contains the policies that apply only to the students of the academic programs of the School of Medicine: Doctor in Medicine, PhD in Biomedical Sciences, and the Master of Science in Medical Sciences (MSMS).

For the policies that apply to all PHSU students including the students of the School of Medicine please refer to Ponce Health Sciences University Catalog (https://www.psm.edu/wp-content/uploads/2017/11/CATALOG_Ponce-Health-Sciences-University-Catalog-2017-2020.pdf)

and Student Policy Manual (<https://www.psm.edu/doc/media-manager/PONCE%20HEALTH%20SCIENCES%20UNIVERSITY%20STUDENT%20POLICY%20MANUAL.pdf>)

School of Medicine Academic/Student Policies

BLOODBORNE PATHOGEN EXPOSURE POLICY

Purpose

To establish a uniform system to report and manage persons sustaining exposure to blood or other body fluids via needle stick, percutaneous injury, mucous membrane, or contact with non-intact skin while involved in a scheduled clinical clerkship, research activity, or during any curricular or extracurricular activities sponsored by Ponce Health Sciences University (PHSU)

Policy

Student(s) sustaining exposures should immediately flush the exposed area with water.

If at an Affiliated Hospital, an immediate evaluation must be requested through the corresponding **Emergency Room (ER)**. If at a community clinic or extra-curricular activity sponsored by PHSU, the student must request an immediate evaluation at **Ponce Health Sciences University Outpatient Clinics** during regular hours or an Affiliated Hospital ER after hours, indicating his/her status as a medical student. Immediate prophylaxis (within two hours of exposure) is absolutely necessary at the time of occurrence, following the CDC guidelines.

The student must report the incident to the **immediate supervisor** as soon as possible. In the case of an Affiliated Hospital, the student will notify the Clerkship Coordinator or Attending Physician. Attending Physicians must be notified in case of exposure during a community clinic rotation or extra-curricular activity sponsored by PHSU. The Clerkship Coordinator and/or the Attending Physician are responsible for notifying the Office of Student Affairs so that the student is provided appropriate care and follow-up. The notification must be immediate or within the next 24 hours after the incident.

Students who have been exposed to a potentially infectious body fluid during extracurricular activities are responsible for obtaining **demographic data of the source** such as the complete name, physical address, phone number, and related illnesses, and submitting an incident report with the patient's information to the Office of Student Affairs. The Office of Student Affairs will handle this information confidentially.

In case of exposure in an affiliated hospital, the student will fill out the appropriate **incident report** as required by the hospital. This will BE done after the student has received emergency care. The name and medical record number of the patient involved in the exposure must be documented in the incident report. A copy of the incident report must be filed at the Student Affairs Office by the next working day.

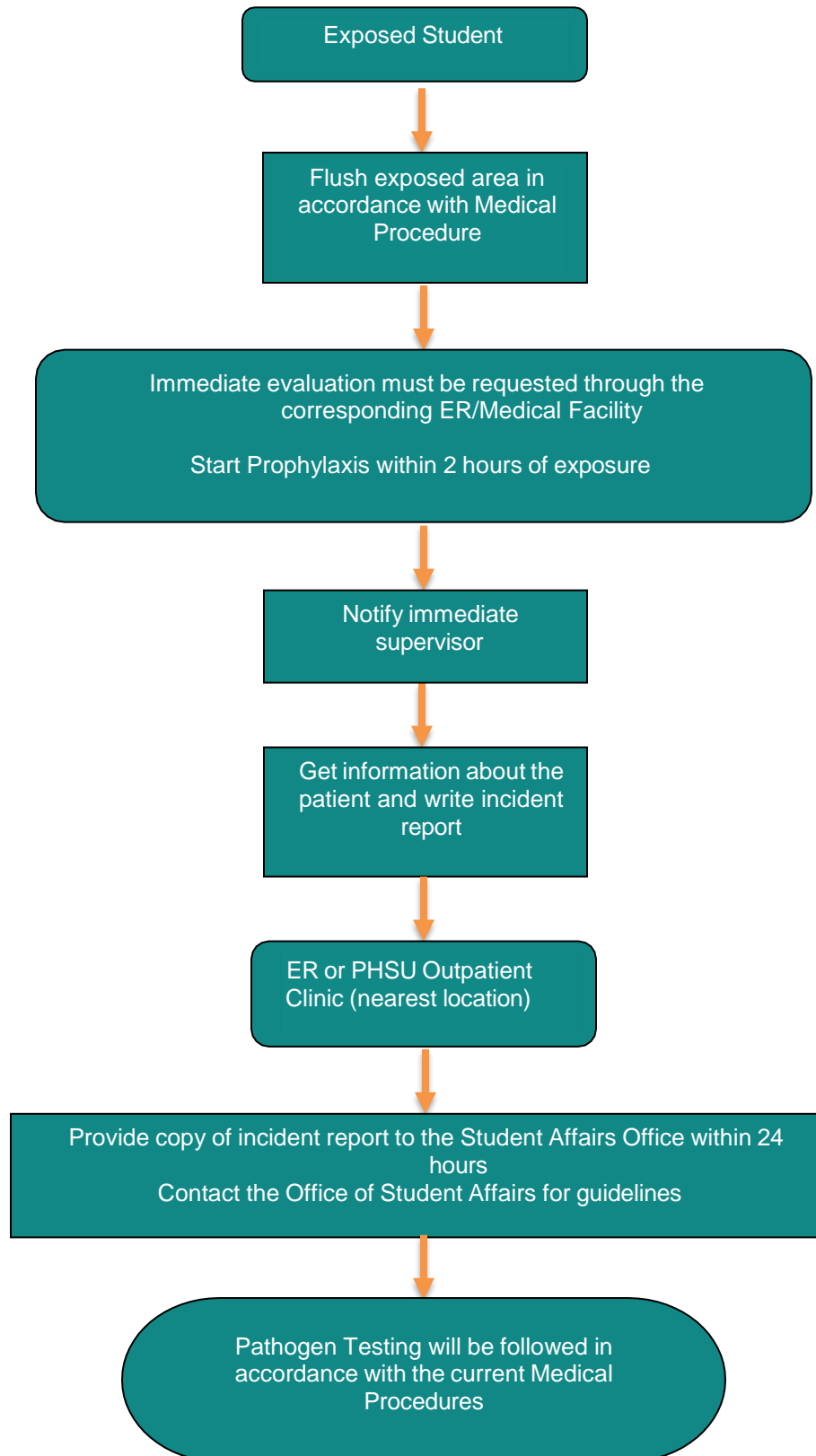
The **Office of Student Affairs** will coordinate the follow-up on the incident through the PHSU Outpatient Clinic or Medical Facility/affiliate Hospital to assure that the student receives the appropriate evaluation, treatment, and follow-up services and for identification of other possible needs such as counseling and health insurance coordination.

The student and/or his/her medical insurance are responsible for all payments and co-payments related to the medical care of the incident.

All HIV testing and information processing will adhere to applicable Federal law regarding the **Confidentiality of HIV-related Information**.

The student will continue regular clinical activities unless excused from patient contact by the health care provider. The student will be responsible to complete the time lost by coordinating with the Chair of the Department where the exposure occurred.

PHSU is committed to offer students ample information and education regarding methods of prevention of infections.



**Ponce Health Sciences University
Procedures in Case of Needle Stick Injury**

CLASS RANKING POLICY

The purpose of this policy is to establish clear guidelines on how to consider the medical student grades in remedial courses for calculating student ranking.

Policy

When a student is retaking a course that previously failed (repeating a course during summer or the regular academic year or part of the year) and passes the course, the numerical score used to determine class rank will be 70%, the minimum passing grade for the course. The Registrar's Office will use this procedure for ranking the medical students. The Registrar's Office will provide the class rank to the PHSU officials, as requested, for the following purposes: Medical Student Performance Evaluation (MSPE), determination of academic graduation honors, Alpha-Omega-Alpha nomination, scholarships selection committees, or other legitimate purpose.

The student's academic transcript will record all the grades of the courses the students have taken for the first time and the grades of the courses the students have repeated, as reported by the professors to the Registrar, thus the minimum passing grade for the course will only be used for ranking purposes.

Medical students accepted on transfer from other institutions will not be ranked.

This policy will be effective for class MD2021, the academic year 2020- 2021.

CLINICAL PRACTICE EXAMINATION

All medical students are required to take and pass a Clinical Practice Examination (CPX) to be given at the end of their first clinical academic year.

Written feedback concerning individual performance will be provided to each student.

Students not meeting the acceptable level of performance will receive guided learning to overcome areas of low performance during one or more of the fourth-year required clinical rotations. A modified version of the exam will be given after the completion of the guided learning experience.

Satisfactory completion of this additional guided learning fulfills the requirement to pass this examination.

CONFLICT OF INTEREST IN THE STUDENT-FACULTY RELATIONSHIP

Policy Statement

The health professionals and faculty/staff who provide psychiatric/psychological/personal counseling or other sensitive medical and healthcare services to University (PHSU) students will have no involvement in the academic, professionalism, or disciplinary evaluation, promotion, or dismissal of students receiving those services.

Purpose of Policy

It is essential to have a separation of roles to assure confidentiality in the provision of health and counseling services to PHSU students and the absence of conflict of interest in PHSU student evaluation, promotion, and dismissal.

Procedure

Members of the PHSU faculty assigned to evaluate students or to make decisions regarding the promotion or possible disciplinary action of students for whom they have provided psychiatric/psychological/personal counseling or other sensitive health services are obliged to report the conflict of interest to the block or clerkship director so that the student or faculty/staff can be reassigned to preclude any conflict of interest, real, perceived, or potential.

Students who have been assigned to a course, preclinical experience, or clinical clerkship rotation in which they would be evaluated by a member of the faculty or staff who has provided them with psychiatric/psychological counseling or other sensitive medical or health services, should report the real, perceived, or potential conflict of interest to the block or clerkship director as soon as they receive the assignment so that there will be no involvement of said faculty/staff in the academic evaluation or promotion of the student. Students that do not report such conflict of interest by 2 days after the initial contact with the faculty member resigns to their right to be assigned a different evaluator.

In the event that the student or faculty has not been re-assigned after reporting the conflict, the student should report the matter to the Executive Director of Students Affairs for resolution. Similarly, if faculty or students are involved in a hearing for a possible adverse action related to academic, professionalism, or disciplinary matters, they should notify the Chairperson of the Student Promotion Committee or the Executive Director of Students Affairs if one or more members of the hearing committee have provided a student with any psychiatric/psychological counseling or other sensitive medical or health services so that the faculty can be excused from the committee.

Evaluation instruments shall include a disclaimer in which faculty members attest that they have not had a professional relationship with students that could affect their judgment upon evaluation of the students.

COURSE OR CLERKSHIP FINAL GRADE/NARRATIVE ASSESSMENTS APPEAL POLICY

Upon completion of a course or clerkship, a student may initiate an appeal process for a final grade or narrative assessment if he or she understands the grade was not assigned according to the evaluation criteria stated at the beginning of the course or the narrative assessment is inaccurate. According to the *Change of Grade Policy* in the Student Catalog 2017-2020, the student may initiate an informal conversation with the course/clerkship coordinator within 30 days (calendar) of receiving the final grade. This procedure should be the initial step the student should follow as part of the appeal process. During the conversation, the faculty member should incorporate a detailed explanation of the evaluation components and the student's performance in each of them.

If the student is not satisfied with the explanation, he or she may submit a written appeal to the Department Chairperson within one week after the meeting with the coordinator. The letter must include the main reason why the student is not satisfied with the final grade or narrative assessment. After receiving the student's written claim, the Department Chairperson will have up to one week to respond to the student's claim and include a copy to the Associate Dean of Medical Education.

The student will have one calendar week after receiving the chairperson's decision to appeal it in writing to the Associate Dean of Medical Education. After receiving the student appeal, the Associate Dean of Medical Education will have up to one calendar week to issue a written decision to the student and copy the Department Chairperson. The Associate Dean for Medical Education may appoint an ad-hoc committee to evaluate the appeal and submit recommendations. The decision made by the Associate Dean for Medical Education is final.

Effective January 8, 2020
Approved by SOM Executive and Policy Committee on December 17, 2019

DIVERSITY POLICY

The mission of the School of Medicine of Ponce Health Sciences University is to provide high-quality education in medicine to the population we serve, through an innovative curriculum, while preparing students to be ethical practitioners. Our institution strives to provide students and faculty exposure to a diverse population, so they can succeed in an increasingly diverse workplace and global communication culture.

In the publication of the Association of American Medical Colleges, Roadmap to Diversity, in its second edition of 2014, it is exposed that a key driver for high-quality health care in this time of unequal access to health care, is to educate a culturally competent, inclusive physician. They state: *“A shared objective of the majority of U.S. medical schools is to arrive at a destination where a diverse class—including a racially and ethnically diverse class—enhances teaching and learning for all students and contributes to graduates’ capacity to provide comprehensive, high-quality medical care in all communities.”* An academic environment that fosters interaction among a diverse student and faculty body will significantly contribute to prepare our graduates to provide the high-quality care all communities deserved.

Several racial and ethnic minority groups as well as people from socioeconomically disadvantaged backgrounds are significantly underrepresented among health professionals in the United States. Underrepresented minority groups have traditionally included African-Americans, Mexican Americans, Native Americans, and mainland Puerto Ricans. Numerous public and private programs aim to remedy this underrepresentation by promoting the preparedness and resources available to minority and socioeconomically disadvantaged health professions candidates, and the admissions and retention of these candidates in the health professions pipeline and workforce.

Being Ponce Health Sciences University School of Medicine a medical school in Puerto Rico, in accordance with the mission “to provide high-quality education to the population, we serve” our students and faculty members are mainly Puerto Ricans and Hispanics for which one of the groups we define as diverse for our academic community of students, faculty, and administrators is Non-Hispanic group. Anyone who is not of Hispanic or Latino origin/ethnicity adds diversity to our academic environment.

The MD Students Admission Committee had already identified diversity as a desirable characteristic in the student body in its policy: *The school values having a diverse student population from all areas of the country and therefore accepts candidates from the mainland; nontraditional academic backgrounds; etc. When completing a medical career, our students are better equipped to care for patients in a diverse society.*

Two other groups that will add diversity to our student body and eventually to the physicians’ workforce are low socioeconomic status and first-generation university students. We strongly believe that having these groups represented among our students will help prepare our graduates to better address the issues related to health disparities in our communities. The *Junta de Planificación de Puerto Rico* defines low socioeconomic status when individual or family income is under \$19,000.00 annually. First-generation

university students are those whose parents neither have nor attained a college degree.

All administrative and academic units of the medical education program will develop programs, and partnerships and make ongoing systematic efforts to enhance the recruitment and retention of the diverse groups identified in this policy to our student body, faculty, and senior administrative staff. They also should document and monitor these efforts and their effectiveness in achieving representation of these groups in our academic community.

INFECTIOUS AND ENVIRONMENTAL HAZARDS EXPOSURE POLICY

Purpose

To establish procedures and strategies to reduce risks and complications associated with exposure to infectious and environmental hazards involving direct contact with contaminated tissues, fluids, surfaces, or objects, or to places with some risk of physical injury, for medical students participating in courses and clerkships. This policy will complement PHSU SOM current policy on Blood Borne Pathogen Exposure and will also assure compliance with LCME element 12.8 Student Exposure Policies/Procedures.

Policy

Prevention Education

During the orientation period, students must receive information on strategies to minimize exposure to infectious and environmental hazards during courses or laboratories on campus, community health fairs, clerkships, and other academic activities. They must be oriented to the process in place for removing used gloves, redirecting people needing health assistance in the field, and reporting incidents of exposure and financial responsibility in such cases, among other topics.

Before beginning third-year clerkships and during the Introduction to Clinical Practice course, students should receive training about personal equipment needed to protect themselves from potential contamination in a clinical workplace, including how to avoid exposure to infectious and environmental hazards. Occupational Safety and Health Administration training certification is required before beginning the clinical rotations.

During any clinical academic activity, students must also follow the Centers for Disease Control and Prevention, Standard Precautions for all Patient Care described below.

1. Perform hand hygiene.
2. Use personal protective equipment (PPE) whenever there is an expectation of possible exposure to infectious material.
3. Follow respiratory hygiene/cough etiquette principles
4. Properly handle, clean, and disinfect patient care equipment and instruments/devices.
5. Handle textiles and laundry carefully
6. Follow safe injection practices.
7. Follow healthcare worker safety regulations including proper handling of needles and other sharps.
8. Is aware of the potential for transmission of infectious agents in patient-placement settings (isolation, single-patient room, etc.)

Exposure to Infectious and Environmental Hazards

Medical students are expected to be exposed to pathogens and environmental hazards during their medical

education program-related activities in clinical and community sites. They should demonstrate knowledge about the recommended precautions to avoid contamination with pathogens in body fluids, mucous membranes, or contaminated materials. Students must also know the preventive measures to avoid suffering slips or falls in different academic sites and control measures to handle these incidents. Slips and falls are the top three work-related injuries keeping workers out of work and cuts, lacerations and punctures are the most common work-related injuries. Medical students are exposed to these types of injuries while visiting different settings.

Reporting Incidents with Infectious and Environmental Hazards

If medical students are exposed to infectious agents or in some way injured in a clinical or community setting, they must report the incident to their immediate supervisor and receive medical assistance as soon as possible as established in the PHSU Emergency Preparedness Plan. Students who were exposed via needlestick, percutaneous injury, mucous membrane, or contact with non-intact skin with a potentially contaminated fluid must follow the procedures in place as described in the PHSU SOM *Blood-borne Pathogen Exposure Policy* included in the Student Policies Manual. In case of an accidental spill of material considered hazardous faculty must notify the Safety Officer to determine the following steps.

Financial Responsibility

Students' medical insurance is responsible for all payments and co-payments related to incident care. The Office of Student Affairs will collaborate in the coordination of follow-up services and insurance as established in the PHSU SOM Blood-borne Pathogen Exposure Policy included in the Student Policies Manual.

References

Standard Precautions for all Patient Care. (2016). *Centers for Disease Control and Prevention*. Retrieved October 24, 2019, from <https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html>

Workplace Injuries. (2019). *National Safety Council*. Retrieved October 24, 2019, from <https://www.nsc.org/work-safety/tools-resources/infographics/workplace-injuries>

Approved by SOM Executive and Policy Committee on December 17, 2019

MEDICAL PROGRAM ELECTIVES POLICY

The medical program curriculum of Ponce Health Sciences University School of Medicine required fourth-year medical students to complete five elective courses or clerkships, and one selective, of four weeks duration each. The electives give the student the opportunity to gain exposure to careers of their interest and widen the students' career options.

1. At the third-year mid-clerkship feedback session in each clerkship, career counseling must be offered to help students be aware of the diversity of career options and the electives offer in each clinical department.
2. The PHSU-SOM Electives Manual must contain a description of all elective clerkships and courses offered under the auspices of PHSU-SOM departments at the affiliated clinical sites or developed by the Basic Sciences Department. The Manual must be available to the student when selecting his/her electives.
3. Other elective preceptorships may be authorized by directors of the departments, if the student provides clear objectives for the elective and the CV and specialty board certification of the elective supervising physician, for evaluation. Students are not allowed to do any required or elective rotation with a family member. (See Conflict of Interest in Student-Faculty Relationship Policy)

4. Students must be oriented about the resources available to apply for electives at other LCME-accredited institutions (AAMC Visiting Student Application Service (VSAS) website).
5. Students are not allowed to do more than one elective rotation under the supervision of the same physician unless the student presents a rationale such as ongoing research participation.
6. Students are encouraged to use the five elective periods in the 4th year to gain experience in more than one specialty which allows them to diversify their options and explore other fields in addition to their chosen specialty.
7. Credit for a past experience (research, clinic participation, etc.) is not allowed.
8. Students must complete a 4-week selective in one of the following primary care specialties: Family Medicine, Internal Medicine, Pediatrics, or Ob-Gyn.

MINIMUM PASSING SCORES IN CLINICAL SUBJECT EXAMINATIONS

As recommended by the Clinical Curriculum Subcommittee and approved by the Medicine Program Curriculum Committee on July 28, 2020, a minimum score is required in the National Board of Medical Examiners- clinical subject examinations (shelves) to pass the third-year clerkships. As determined by MPCC on December 15, 2014, the clinical shelf will continue to be 30% of the final grade of the third-year clerkships.

Each academic department will determine the required minimum score on the shelf of each clerkship based on the PHSU students' performance in previous years and NBME guidelines for each discipline.

If the student does not obtain the minimum passing score, an incomplete grade will be reported. The student will be offered a second opportunity to take and pass the shelf with the same minimum score. If the student does not obtain the minimum passing score the second time, the student fails the clerkship. If the student passes the shelf in the second attempt, the first and second attempts will be average to calculate the final grade.

The remedial examination will be offered the first day after returning from the Christmas holidays and the week after finishing their last third-year rotation, to prevent any conflict with other clinical rotations.

Academic departments must inform the students of the minimum passing scores on the shelf required to pass the clerkships, and how their final grades will be calculated if they need to repeat it.

Issued July 28, 2020
Revised July 18, 2022

OPT-OUT MASTER'S DEGREE FOR MD STUDENTS (MSMS)

PHSU students enrolled in the medical education program who cannot continue or complete medical studies and comply with the requirements of the MSMS program could apply to the Registrar's Office for the Master of Science in Medical Sciences degree. The following are the requirements for MD students to qualify for the MSMS degree:

Requirements

1. Time Frame for completion of the Academic Program

A medical student will be allowed a maximum of three years after the satisfactory completion of the last course or clerkship of the medical education program to apply for the MSMS degree.

The total number of credits for completion of the MSMS degree includes the courses of the first year of the medical program; the students will have a maximum time frame of two years to pass all first-year medical courses in order to be eligible for the MSMS opt-out option.

2. Completion of Program Requirements

a. Course Requirement

Students must pass all courses in the first year of the medical program within the established time frame.

b. Comprehensive Qualifying Examination Requirement (CQX)

A CQX or USMLE Step 1 must be passed to qualify for the MSMS degree. The medical student who has not passed the USMLE Step 1 should apply for the MSMS degree to be eligible to take the CQX. The students will be allowed a maximum of three attempts to take and pass one of these examinations. The students will have one year after taking the last medical course or clerkship to complete this requirement.

c. Professional Behavior Requirement

The students must conduct themselves in accordance with the norms for professional conduct set forth by the Ponce Health Sciences University and the corresponding accreditation agencies.

Effective January 8, 2019

Approved by SOM Executive and Policy Committee on October 30, 2018

PATIENT AND STUDENT SAFETY AT CLINICAL TEACHING SITES

The Ponce Health Sciences University School of Medicine and its affiliated sites are committed to the well-being of medical students and the welfare and safety of the patients.

To ensure that medical students are appropriately supervised during required clinical clerkships and other required clinical experiences and to safeguard student and patient safety:

1. All patient care will be supervised by qualified faculty members.
2. The level of responsibility delegated to the student must be appropriate to his or her level of training according to each clerkship or elective educational objective.
3. The activities supervised must be within the scope of practice of the supervising health professional.
4. Students must be oriented of the expectations for their participation in each clerkship or elective. Faculty and residents must be informed of these expectations.
5. The clinical departments will monitor that appropriate supervision of medical students is in place at all times.
6. Students will be provided with rapid, reliable systems for communicating with the supervising faculty.
7. Faculty and students' schedules will be structured to provide students with continuous supervision and easy access to faculty consultation.
8. All students must comply with the academic, health, and legal requirements and regulations set by Ponce Health Sciences University School of Medicine and the clinical sites they are assigned.
9. Ponce Health Sciences University School of Medicine policy related to the management of a student who has blood and/or body fluids exposure must be followed at all clinical sites and affiliated hospitals. Immediate evaluation at the affiliated hospital Emergency Room must be provided in cases of hazardous exposure.

10. Before authorizing students' elective rotations, the chairs of the clinical departments must review the credentials of the health professionals who will supervise the student and review with the student the potential risks to the health and safety of patients and themselves.
11. Students must participate in each of the required educational activities of the *Introduction to Clinical Practice* course (Patient Safety conference, CPR certification, Universal Precautions-Risk Management during accidents (OSHA) training, Wound Healing Workshop, etc.) before they are allowed to be enrolled in the required clerkships and clinical electives.
12. To minimize the possibility of medical errors students must follow all the policies of the affiliated clinical sites related to patient safety.
13. To regulate students working hours and avoid fatigue that can result in medical errors, department chairs and/or clerkship coordinators must ensure compliance with the Ponce Health Sciences University School of Medicine On-Duty Hours Policy.

This policy must be distributed to the students in the course syllabus and the School Policies Manual. It must also be distributed to supervising faculty. Department chairs and/or clerkship coordinators must oversee compliance with this policy. Students must inform department chairs and/or clerkship coordinators of any concerns about the adequacy and availability of supervision. If no action is taken, the concern should be informed to the Associate Dean for Clinical Affairs for the corresponding investigation and appropriate action.

PROCEDURE FOR STUDENTS TO REQUEST CHANGES IN EXAMINATION DATES

Sometimes students request changes in the examination dates. The Medicine Program Curriculum Committee (MPCC) approved a procedure to be followed when students request these changes.

1. The MPCC representatives of the medicine class requesting the change in the examination dates contact the course director for the initial authorization. If the course director denies the request, no further action is needed. If the course director has the resources for proctoring, verifies available classroom space and support of the technological education staff for the examination, and authorizes the initial request, the course director notifies the chair of the department.
2. The medical students should submit the authorization of the course director and a written request with the signatures of at least 90% of the students who are scheduled to take the examination (including MSMS and Ph.D. students in cases it applies) to the Dean of Curriculum and Academic Affairs. If the students do not submit the written request with the required signatures, the change will not proceed, and no further action is needed.
3. The Dean of Curriculum and Academic Affairs verifies there is no conflict in the academic schedule for the proposed change, the availability of classrooms, and the support of technological education staff. If the Dean of Curriculum and Academic Affairs denies the request, no further action is needed. If the change is authorized, the Associate Dean for Medical Education will be informed.
4. The Associate Dean for Medical Education will inform the final decision of the course director and chair of the department involved.
5. The administrative assistant responsible for supporting the corresponding course will notify all the students that the change was approved and will provide the details of the change: date, time, classrooms, and any other relevant information.

Effective January 1st, 2019
Approved by the MPCC on October 29, 2018
Academic Policy #29 School of Medicine

PROCEDURE TO REQUEST AN ALTERNATE CLINICAL SITE ASSIGNMENT

Policy

The Ponce Health Sciences University School of Medicine allows medical students with an appropriate rationale to request an alternative clinical assignment when circumstances allow for it.

Purpose

This procedure was developed to provide guidelines about how students must proceed to formally request an alternate educational site or clinical assignment.

Procedure

The procedure for students to formally request an alternate educational site or assignment during the clinical years is as follows:

1. Students who believe that they have circumstances that would warrant a particular clerkship sequence of the ten available for the first clinical year (third year), or the nine in the last clinical year (fourth year), can make a request directly to the Vice-President of Student Affairs or the Clinical Coordinator, in advance of the student group assignments, or fourth-year student academic schedule.
2. Once assigned to a clinical clerkship site (e.g., a hospital), for a justified reason, the student can request an alternate site assignment to the chair of the department. Changes may only be made to sites students are routinely assigned in this clerkship. Students are requested to inform about any potential conflict as soon as they are informed of the faculty and site assigned.
3. For students with extenuating circumstances that justify the request for a particular clerkship sequence or particular clerkship site assignment, the request must be provided in writing to the Office of Clinical Affairs with the specific details and explanations for the request.
4. All requests are reviewed by the Executive Director of Students Affairs and the Clinical Coordinator who make a recommendation to the Associate Dean for Faculty and Clinical Affairs (ADFCA) as a collective, with the final determination being made by the ADFCA.
5. Requests are accepted, and schedule assignments are given based upon:
 - a. whether the reason for the request is deemed valid; and
 - b. whether there will be adequate comparable sites to support the student's request.
 - c. Reported conflict of interest in the student-teacher relationship is a major reason to accept a change.
6. Notification of this procedure is provided to the students via:
 - a. e-mail distribution messages to the entire class
 - b. orientation conducted by the Vice President of Student Affairs or the Clinical Coordinator.
 - c. This policy will also be available in the Outlook Public Folders and the Student Policies Handbook.
7. Notification of this procedure is provided to the faculty via e-mail distribution by the clinical department chairs.

PUNCTUALITY AND TOTAL TIME ALLOCATED FOR EXAMINATIONS

It is the responsibility of all students to arrive on time for all educational activities, especially the examinations. To ensure fair procedures when exams are offered, the following rules will be enforced:

1. Instructions for examinations shall be given at the time the examination is scheduled.
2. The faculty member in charge of the examination will inform the students of the maximum time allocated to answer all the questions, which is usually one to one and a half minutes per question. Students will have adjusted time limits according to approved accommodations.
3. As soon as technical issues are addressed for computer-based exams, examinations must begin, and the exam start time is noted by exam proctors.
4. To minimize disturbances to other students, no student will be admitted to an examination room more than 30 minutes after the time the examination is scheduled.
5. Students arriving less than 30 minutes late to the examination room will be permitted to take the examination.
6. For students arriving late, but within the 30 minutes window, only the time remaining since the exam start time (point 3 above) will be allowed to complete the exam, no additional working time will be allowed.
7. The faculty in charge of the examination will indicate to the student who arrives late, the time she/he has lost and the time remaining.
8. When the time assigned to the student is over, the student must upload the examination, at the request of the faculty. Failure to do so will be considered a violation of professional conduct, may result in a score of 0 in the examination, and will be reported to Student Affairs Office.

Students with a personal, health, or family emergency must report the situation and submit relevant documentation to the Office of Academic Affairs.

This academic policy of the School of Medicine was approved by the Medicine Program Curriculum Committee on October 3, 2016, and is effective immediately.

SATISFACTORY ACADEMIC PROGRESS POLICY

Medical Education (MD)

A Satisfactory Academic Progress (SAP) policy has been established to ensure that medical students complete the academic program within the acceptable time frame and the minimally accepted quality of performance. This policy also ensures that the Student Financial Aid requirements set forth by federal regulations have been met. The SAP applies to all medical students enrolled in the Ponce Health Sciences University School of Medicine. Students' academic progress is evaluated twice each academic year by the SOM Students Promotion Committee, which determines whether students comply with promotion and graduation requirements.

General Requirements

1. Time Frame for completion of the Academic Program
A medical student will be allowed a maximum time frame of two years of enrollment beyond the standard required to complete the program. Summer enrollment is considered part of the academic year for the purpose of this measure.

The total years for completion of a degree include those years accredited on admission to MD Program for transfer students.

Program	Standard	Maximum
Doctor of Medicine – Four-Year Program	4 years	6 years

2. Completion of Program Requirements

a. Course Requirement

Students must complete ***all courses*** within the established time frame.

b. Performance Requirement

A student must pass each course. Any student failing to meet this standard of performance will be referred to the Students Promotion Committee to determine the action to be taken.

c. Medical Licensure Exam Requirement

A passing score for USMLE Step 1 is required to enroll for the second semester of the first clinical year. A passing score for USMLE Step 2 CK is required for graduation.

d. Professional Behavior Requirement

The students must conduct themselves in accordance with the norms for professional conduct set forth by the Ponce Health Sciences University and the corresponding accreditation agencies.

e. Clinical Practice Examination (CPX)

All medical students are required to take and pass a Clinical Practice Examination (CPX) at the end of their first clinical academic year.

Grade Requirement

The Ponce Health Sciences University Medical Program does not measure academic progress by cumulative grade point average. In order to graduate, the student should pass all required and electives courses. Satisfactory Academic Progress will be reviewed each semester.

An “I” (Incomplete) grade will only be allowed under very special circumstances as determined by the professor. The student must complete the “I” (Incomplete) by the following semester, or an - “F” will be recorded for that course. The “I” (Incomplete) grades are part of the academic record, as are the final grades.

Academic Probation

Any student failing to meet Ponce Health Sciences University medical program performance requirement will be referred to the School of Medicine Students Promotion Committee and placed on academic and financial aid probation. The following guidelines will be applied:

1. If the student fails one course, he/she should remediate the deficiency during the summertime.
2. If the student fails two or more courses or fails a course a second time, he/she may be considered for either repetition of courses or dismissal.
3. If the Students Promotion Committee determines that the student must repeat one or more courses during the summer or the next academic year, the student is considered on academic probation.
4. If the Students Promotion Committee determines to dismiss the student from the medical program, the student must be informed about his/her right to appeal.
5. If the dismissal decision is reversed by due process, the student will be considered on academic probation.

Appeal Process

Students referred to the Student Promotions Committee must receive a copy of the referral, stating the reasons for the referral. Course or clerkship directors shall recuse themselves if the student being considered had an unsuccessful outcome in their course. Any Committee member who has a conflict of interest as having personal relations or providing health care to the students must recuse themselves as well.

Students referred to the Student Promotions Committee will be notified of the referral, stating the reasons for the referral. Course or clerkship directors shall recuse themselves if the student being considered had an unsuccessful outcome in their course. Any Committee member who has a conflict of interest as having personal relations or providing health care to the students must recuse themselves as well.

Students who are notified by the Associate Dean for Medical Education of a decision of the Committee that he/she must repeat an entire year of study or be dismissed from the medical program have the right to request a reconsideration of the decision to the Committee within five working days after receiving the notification.

The appeal or due process presented below must be followed.

The student will request in writing a reconsideration of the decision to the School of Medicine Students Promotion Committee (SPC) and include all relevant documentation to support the request. The student has the right to participate in and provide the information requested by the Committee during their meetings. The Committee will evaluate the reasons and evidence submitted to determine if they change their initial decision. The SPC has 48 hours to submit its decision to the Associate Dean for Medical Education, who will notify the decision to the student.

If the SPC sustains the adverse decision, the student has the right to appeal to the Dean of Medicine. The appeal must be submitted in writing within five working days after receiving the notification. The Dean of Medicine will evaluate the appeal and the student's academic record. The Dean can appoint a three-member Ad-Hoc Committee to re-evaluate all evidence. Rejection of the appeal by the Dean is final.

If an Ad-Hoc Committee is appointed, the Ad-Hoc Committee has forty-eight (48) hours to submit a recommendation to the Dean of Medicine. The Ad Hoc committee will notify the student of the date and time when the case will be heard, so the student can provide any additional information. The Dean of Medicine will consider the Ad-Hoc Committee recommendation and make the final decision within forty-eight (48) hours.

Any decision will be reported to the student in writing. The decision made by the Dean of Medicine is final. During the appeal process, the student has the right to withdraw from the School at any time up to the point when the Dean makes the final decision.

The same process described above will be followed in the case that the adverse decision made by the Committee is for non-academic reasons, such as unacceptable professional behavior. The Department Chairperson, the Associate Dean for Medical Education, or the Executive Director for Student Affairs, will refer the case to the SPC. If the recommendation of the SPC is to dismiss the student, the appeal process described above may be activated.

In the event that an adverse decision is made due to non-academic reasons and the Dean of Medicine sustains the decision after the appeal process, the student may appeal to the Chancellor and then to the President.

Financial Aid Eligibility

Financial Aid eligibility is contingent upon satisfactory academic progress. Please refer to the institutional policy on Satisfactory Academic Progress published by the Office of Financial Aid.

Enforcement

The Office of the Vice President of Student Affairs shall have primary responsibility for overseeing this policy and will provide all medical students with a copy of this document upon admission to the Ponce Health

Sciences University School of Medicine.

The President, the Chancellor, and the Vice President of Student Affairs, as well as the Dean of Medicine, Associate Dean for Medical Education, Registrar, and Financial Aid Director will receive all pertinent data to ensure proper enforcement of the policy here set forth.

Rev. November 30, 2020, and February 16, 2021, by the Executive and Policy Committee of the School of Medicine

Doctoral of Philosophy in Biomedical Sciences (PhD)

A Satisfactory Academic Progress (SAP) policy has been established to ensure that Biomedical Sciences students complete the academic program within the acceptable time frame and the minimally accepted quality of performance. This policy also ensures that the Student Financial Aid requirements set forth by federal regulations have been met. The SAP applies to all PhD Biomedical students enrolled at Ponce Health Sciences University. Student's academic progress is evaluated annually at the end of each academic year.

General Requirements

1. Time Frame for Completion of the Academic Program

A student will be allowed a maximum time frame of three (3) years of enrollment beyond the standard of five (5) years required for the completion of the Program. Summer enrollment is considered part of the academic year for the purpose of this measure.

The total credits for completion of a degree include those graduate courses accredited on admission to the Program.

Program	Standard	Maximum
Doctoral Program in Biomedical Sciences	5 years	8 years

a. Definition of Full Time

Students with an academic load of six credits or more per semester will be considered Full-Time doctoral students. A student solely enrolled in Thesis Research or Doctoral Dissertation will also be considered a Full-Time student.

b. Definition of Half Time

Students with an academic load of three to five credits per semester will be considered Half Time doctoral students.

c. Definition of Part-Time or Less Than Half Time

Students with an academic load of less than three credits per semester will be considered Part Time doctoral students or Less Than Half Time students.

2. Completion of Program Requirements

a. Course requirement

Students must complete all courses within the established time frame. The PhD in Biomedical Sciences requires a minimum of 70 credits.

b. Performance requirement

- A student must complete the first academic year (including the summer term) with a minimum grade point average of 3.0.
- Any student failing to meet this standard performance will be referred to the Students Promotion Committee to be placed on academic probation.

- Students on academic probation who do not increase their GPA to 3.0 by the end of the following semester will be referred to the Students Promotion Committee for consideration of dismissal from the Program.
 - Prior to the qualifying examination, the student must have a minimum GPA of 3.0.
- c. Qualifying examination requirement
- Upon completion of all core courses, students take a Qualifying Examination. The Qualifying Exam is composed of a written and an oral component that must be completed by the end of the first semester of the student's third year in the Program.

In the written part, the student must develop a research proposal (by April 15th, second year), which will be evaluated by a Qualifying Exam Committee composed of the student's dissertation advisor and two faculty members whose interests are related to the student's research. The committee will evaluate and score (scores 1-9) the written document based on the clarity of writing and scientific merit (significance, innovation, and approach). The student requires a score of ≤ 3 to pass the written exam. First-time takers receiving a score >3 will need to revise the proposal and re-submit for review.

The student who passes the written exam will progress to the second part of the Qualifying Exam, which is an oral proposal defense (by October 15th, third year). The student will defend the thesis proposal in the presence of the Thesis Committee. The Thesis Committee consists of the student's dissertation advisor, three PHSU faculty members whose interests are related to the student's research, and a member from another institution (usually from the continental U.S.) with expertise in the field. Immediately following the oral proposal defense, the Thesis Committee will assign a grade of Pass or Fail. Students that pass the proposal defense become Ph.D. candidates.

The student has a maximum of two attempts each to pass the written and oral components of the Qualifying Exam. After two attempts for either part, the student who fails will be referred to the Student Promotion Committee for dismissal from the PhD Program, and reclassification as a candidate for a Master's in Biomedical Sciences.

- d. Doctoral Dissertation Requirement
- A Doctoral Dissertation according to the established guidelines with oral defense is required for graduation.
- e. Professional Behavior Requirement
- Students must conduct themselves in accordance with the norms for professional conduct set forth by Ponce Health Sciences University and the corresponding accreditation agencies.

Grade Requirement

In order to obtain a PhD in Biomedical Sciences, the student must complete all requirements and maintain a minimum grade point average (GPA) of 3.0. Satisfactory Academic Progress is required for financial aid eligibility and will be reviewed at the end of each semester.

1. A grade of "F" in any course will be referred to the Students Promotion Committee (SPC).
 - a. A student may have one opportunity to retake a failed or withdrawn ("W") course and obtain a "C" or better grade. Failure to pass a given course on the second opportunity is grounds for dismissal from the Program.
 - b. A student with more than two "F" grades or "W" on record is grounds for dismissal from the Program.
2. Repeated courses with "C" or lower grades will remain on record, but the new grade will be used to compute the grade point average.
3. Graduate courses not offered at PHSU may be taken at other institutions with permission and approval from the Associate Dean of Biomedical Sciences and Research and the Chancellor.

4. Grades of “P” (Pass) or “NP” (Not Pass) are applicable to thesis research/dissertation and graduate seminars. When the research/dissertation activity requires more than one semester for its completion, the student receives a notation of “In Progress” (IP) for each semester and until the research/dissertation is completed.
5. A grade of “I” (Incomplete) will only be allowed under special circumstances. The student must remove the incomplete by the following semester or it will be replaced by the grade of “F”. The “I” (Incomplete) grades are part of the academic record as are the final grades.
6. A student with a reversed dismissal is not in satisfactory academic progress and is considered both on academic and financial aid probation.

Academic Probation and Financial Aid Eligibility

A student failing to meet the grade requirements will be placed on academic probation for one semester but will be eligible for financial aid. Students that fail to comply with grade requirements after the prescribed probation time will be referred to the School of Medicine Students Promotion Committee (SPC) and may result in dismissal from the Program.

Appeal Process for Academic

Students who are notified by the Associate Dean of Medical Education of a decision of the SPC that he/she must repeat failed courses during the next academic year or be dismissed from the Program have the right to appeal the decision within five working days after receiving the notification.

The appeal or due process presented below must be followed.

The student will request in writing a reconsideration to SPC and include all relevant documentation to support the petition. The Committee will evaluate the reasons and evidence submitted to determine if they change their initial decision. The SPC has 48 hours to submit its decision to the Associate Dean for Medical Education, who will notify the student of the decision.

If the SPC sustains the adverse decision, the student has the right to appeal to the Dean of Medicine. The appeal must be submitted in writing within five working days after receiving the notification. The Dean of Medicine will evaluate the appeal and the student’s academic record. The Dean can appoint a three-member Ad-Hoc Committee to re-evaluate all evidence. Rejection of the appeal by the Dean is final.

If an Ad-Hoc Committee is appointed, they will notify the student in writing of the date and the time when the appeal will be evaluated. The Ad-Hoc Committee has forty-eight (48) hours to submit a recommendation to the Dean of Medicine. The Dean of Medicine will consider the Ad-Hoc Committee recommendation and make the final decision within forty-eight (48) hours.

Any decision will be reported to the student in writing. The decision made by the Dean of Medicine is final.

The same process described above will be followed in the case that the adverse decision made by the Committee is for non-academic reasons, such as unacceptable professional behavior. The Associate Dean of Biomedical Sciences and Research, the Associate Dean for Medical Education, or the VP for Student Affairs will refer the case to the SPC. If the recommendation of the SPC is to dismiss the student, the appeal process described above may be activated.

In the event that an adverse decision is made due to non-academic reasons and the Dean of Medicine sustains the decision after the appeal process, the student may appeal to the Vice-President for Academic Affairs and then to the President.

Financial Aid Eligibility

Financial Aid eligibility is contingent upon satisfactory academic progress. Please refer to the institutional policy on Satisfactory Academic Progress published by the Office of Financial Aid.

Enforcement

The Office of the Vice President of Student Affairs shall have primary responsibility for overseeing this policy and will provide all students a copy of this document upon admission to Ponce Health Sciences University-School of Medicine.

The President, Chancellor, and the Vice President for Student Affairs, as well as the Dean of Medicine, Associate Dean for Medical Education, Registrar, and Financial Aid Director will receive all pertinent data to ensure proper enforcement of the policy here set forth.

Revised by the Executive and Policy Committee of the School of Medicine, December 17, 2019

Master of Sciences in Medical Sciences (MSMS)

A Satisfactory Academic Progress (SAP) policy has been established to ensure that students of Master of Sciences in Medical Sciences complete the academic program within the acceptable time frame and the minimally accepted quality of performance. Students' academic progress is evaluated at the end of each semester.

General Requirements

1. Time Frame for completion of the Academic Program

A student of Master of Sciences in Medical Sciences will be allowed a maximum time frame of two semesters of enrollment beyond the standard required for the completion of the program. Summer enrollment is considered part of the academic year for the purpose of this measure.

Program	Standard	Maximum
Master of Sciences in Medical Sciences	1 year	2 years

a. Definition of Full Time

Students with an academic load of six credits or more per semester will be considered Full Time Masters students.

b. Definition of Half Time

Students with an academic load of three to five credits per semester will be considered Half Time Masters students.

c. Definition of Part-Time or Less than Half Time

Students with an academic load of less than three credits per semester will be considered Part Time Masters students or Less Than Half Time students.

2. Completion of Program Requirements

a. Course Requirement

Students must complete all courses within the established time frame. The Program requires a minimum of 40 credits for graduation.

b. Performance Requirement

A student must maintain a minimum 3.00-grade point average (GPA) on a scale of 4.00 by the end

of each semester. Any student failing to meet the 3.00 GPA standard of performance or failing any course will be referred to the Student Promotion Committee (SPC).

- c. Comprehensive Qualifying Examination Requirement (CQX)
A CQX must be taken at the end of the academic year. The maximum time allowed to take this examination is three attempts within one year according to the program time frame. A passing score for CQX is required for graduation.
- d. Professional Behavior Requirement
The students must conduct themselves in accordance with the norms for professional conduct set forth by the Ponce Health Sciences University and the corresponding accreditation agencies.

Grade Requirement

In order to graduate, the student should complete all requirements and maintain a minimum GPA of 3.00 on a scale of 4.00 by the end of the year and pass the CQX. Satisfactory Academic Progress will be reviewed at the end of each semester.

1. A grade of "F" in any course or student with less than a 3.00 GPA will be referred to the Student Promotion Committee (SPC).
2. A grade of "F" in any of the courses or a cumulative GPA less than 3.00 is not allowed. Any F grade must be repeated. No more than 2 failures are allowed in the Master's Program.
3. A student repeating a course or with a GPA less than 3.00 is considered on academic probation.
4. If the student fails to obtain a 3.00 GPA or better after repeating the course(s), he/she will be considered for dismissal from the academic program.
5. Courses with "F" grades will remain on record after they are successfully repeated, but the new grade (s) will be used to compute the GPA.
6. A grade of "P" (Pass) or "NP" (No Pass) is applicable to the CQX. A grade of "NP" requires repetition. The maximum time allowed to take this examination is three attempts. In the case of a third "NP" grade, the student will be considered for dismissal from the academic program.
7. An "I" (Incomplete) grade will only be allowed under very special circumstances as determined by the faculty member. The student must remove the "I" (Incomplete) by the end of the following semester or an administrative "F" will replace it.
8. A student with less than a 3.00 GPA or has a No-Pass grade in the CQX is not in satisfactory academic progress and is considered on academic probation.
9. If the dismissal decision is reversed by due process, the student will not be considered in SAP and will be placed on academic probation for one semester.

Appeal Process

Students who are notified by the Associate Dean of Medical Education a decision of the Students Promotion Committee (SPC) that he/she must repeat failed courses during the next academic year or be dismissed from the master's program have the right to appeal the decision within five days after receiving the notification.

The appeal or due process presented below must be followed.

The student will request reconsideration in writing to the School of Medicine SPC and include all relevant documentation to support the request. The Committee will evaluate the reasons and evidence submitted to determine if they change their initial decision. The SPC has 48 hours to submit its decision to the Associate Dean for Medical Education, who will notify the decision to the student.

If the SPC sustains the adverse decision, the student has the right to appeal to the Dean of Medicine. The appeal must be submitted in writing within five working days after receiving the notification. The Dean of Medicine will evaluate the appeal and the student's academic record. The Dean can appoint a three-member Ad-Hoc Committee to re-evaluate all evidence. Rejection of the appeal by the Dean is final.

If an Ad-Hoc Committee is appointed, the Ad-Hoc Committee has forty-eight (48) hours to submit a recommendation to the Dean of Medicine. The Dean of Medicine will consider the Ad-Hoc Committee recommendation and make the final decision within forty-eight (48) hours.

Any decision will be reported to the student in writing. The decision made by the Dean of Medicine is final.

The same process described above will be followed in the case that the adverse decision made by the Committee is for non-academic reasons, such as unacceptable professional behavior. The Department Chairperson, the Associate Dean for Medical Education, or the VP for Student Affairs will refer the case to the SPC. If the recommendation of the SPC is to dismiss the student, the appeal process described above may be activated.

In the event that an adverse decision is made due to non-academic reasons and the Dean of Medicine sustains the decision after the appeal process, the student may appeal to the Vice-President for Academic Affairs and then to the President.

Financial Aid Eligibility

Financial Aid eligibility is contingent upon satisfactory academic progress. Please refer to the institutional policy on Satisfactory Academic Progress published by the Office of Financial Aid.

Enforcement

The Office of the Vice President of Student Affairs shall have primary responsibility for overseeing this policy and will provide all medical students a copy of this document upon admission to Ponce Health Sciences University-School of Medicine.

The President, Chancellor, and the Executive Director for Student Affairs, as well as the Dean of Medicine, Associate Dean for Medical Education, Registrar, and Financial Aid Director will receive all pertinent data to ensure proper enforcement of the policy here set forth.

Revised by the Executive and Policy Committee of the School of Medicine, December 17, 2019.

STUDENT COURSE AND CLERKSHIP EVALUATIONS

Introduction

One of the quality measures of its medical education that the Ponce Health Sciences University School of Medicine uses is the evaluations of courses, clerkships, and faculty the students complete. The response rates of these evaluations have been variable, and several measures have been taken to improve the rates with limited success.

The Liaison Committee on Medical Education, in the 8.5 element of accreditation, requires that *"in evaluating medical education program quality, a medical school has formal processes in place to collect and consider medical student evaluations of their courses, clerkships, and teachers and other relevant information."*

Rule

To promote a more accurate input from the student body of their medical education evaluation, the completion of the course and clerkship evaluation by the students will be a requirement for all courses and clerkships.

The followings strategies should be employed to promote the implementation of this norm:

- In the orientation period, the course and clerkship directors should share examples of changes made in the course based on the student feedback collected through the course evaluations completed by the students.
- Remind the students their responses are going to be shared with the faculty in an aggregate form.
- Students who do not respond receive automatic reminders through Canvas and Med-Hub platforms. Please encourage participation.
- Announce to the students that the course and clerkship evaluation will open a few days before the evaluation period begins.
- Take 10 minutes of the last semester's small group discussion, laboratory, or lecture time to request the student complete the evaluation.
- An incomplete grade should be reported to Registrar until the evaluation is complete.
- The student course evaluation outcomes must be reviewed by the course and clerkship directors every semester. The course director and clerkship director must present the average result for each area, strengths, weaknesses, and recurrent comments during the presentations in the annual course evaluation by the curriculum subcommittees. The action plan to be presented to the MPCC must include changes deemed appropriate to improve the course/clerkship in response to the students' concerns.

This norm should be included in the syllabus of all courses and clerkships and will be effective beginning academic year 2022-2023.

Approved by the MPCC on July 18, 2022

STUDENT MISTREATMENT PREVENTION: STANDARDS OF CONDUCT IN THE TEACHER-LEARNER RELATIONSHIP

Ponce Health Sciences University adapts and incorporates the AAMC model of Standards of Conduct in the Teacher-Learner Relationship, and encourages faculty and students to familiarize themselves and pledge adherence to this policy statement:

Preparation for a career in the health care profession demands the acquisition of a large fund of knowledge and a host of special skills. It also demands the strengthening of those virtues that are expected in the health provider/patient relationship and that sustain the health profession as a moral enterprise. This policy statement serves both as a pledge and as a reminder to teachers and learners that their conduct in fulfilling their mutual obligations is the medium through which the profession inculcates its ethical values.

Guiding Principles

Duty

Ponce Health Sciences University faculty has a duty, not only to convey the knowledge and skills required for delivering the profession's contemporary standard of care but also to inculcate the values and attitudes required for preserving the profession's social contract across generations.

Integrity

The learning environments conducive to conveying professional values must be suffused with integrity. Students learn enduring lessons of professionalism by observing and emulating role models who epitomize authentic professional values and attitudes.

Respect

Respect for every individual is fundamental to the ethics of the health professional. Essential for nurturing that ethics is the mutual respect for every individual by students, novice members of the profession, as well as by their teachers, as experienced and esteemed professionals. Given the inherently hierarchical nature of the teacher/learner relationship, teachers have a special obligation to ensure that students, interns, and residents are always treated respectfully.

Commitments of Faculty

1. We pledge our utmost effort to ensure that all components of the educational program for students, interns, and residents are of high quality.
2. As mentors for our students, interns, and resident colleagues, we maintain high professional standards in all of our interactions with patients, colleagues, and staff.
3. We respect all students, interns, and residents as individuals, without regard to gender, race, national origin, religion, or sexual orientation; we will not tolerate anyone who manifests disrespect or who expresses biased attitudes towards any student, intern, or resident.
4. We pledge that students, interns, and residents will have sufficient time to fulfill personal and family obligations, enjoy recreational activities, and obtain adequate rest. We monitor and, when necessary, reduce the time required to fulfill educational objectives, including the time required for "call" on clinical rotations, to ensure students, interns, and residents' wellbeing.
5. In nurturing both the intellectual and the personal development of students, interns, and residents, we celebrate expressions of professional attitudes and behaviors, as well as achievement of academic excellence.
6. We do not tolerate any abuse or exploitation of students, interns, or residents. We encourage any student, intern, or resident who experiences mistreatment or who witnesses unprofessional behavior to report the facts immediately to the appropriate faculty or staff; we treat all such reports as confidential and do not tolerate reprisals or retaliations of any kind.

Commitments of Students, Interns, and Residents

1. We pledge our utmost effort to acquire the knowledge, skills, attitudes, and behaviors required to fulfill all educational objectives established by the faculty.
2. We cherish the professional virtues of honesty, compassion, integrity, loyalty, and dependability.
3. We pledge to respect all faculty members and all students, interns, and residents as individuals, without regard to gender, race, national origin, religion, or sexual orientation.
4. As health professionals in training, we embrace the highest standards of the profession and pledge to conduct ourselves accordingly in all of our interactions with patients, faculty colleagues, and staff.
5. As well as fulfilling our own obligations as professionals, we pledge to assist our fellow students, interns, and residents in meeting their professional obligations.

STUDENTS' DUTY HOURS POLICY FOR CLINICAL ROTATIONS

The Ponce Health Sciences University School of Medicine (PHSU-SOM) abides by the recommendations of the ACGME, AMA, and the Puerto Rico Legislature related to Residents' Duty Hours and is committed to regulate and monitor students' working hours. This will result in less fatigue, more effective healthcare delivery, an enhancement of patient safety, minimizing the possibility of medical errors, and providing adequate time for self-study and relaxation.

Duty

Hours

Definition

Duty hours are defined as all clinical and academic activities related to the clinical clerkship or clinical rotation, i.e., patient care (both inpatient and outpatient), administrative duties related to patient care, the provision for transfer of patient care, time spent in-house during call activities, and scheduled academic activities such as conferences, small group sessions, seminars, ward rounds, quizzes, and other assessment and evaluation exercises. Duty hours do not include time spent reading, studying, and preparing presentations away from the duty site.

General policies that apply to all medical students

1. Duty hours are limited to 80 hours per week, averaged over four weeks, inclusive of all in-house call activities for fourth-year medical students and 60 hours per week for third-year medical students.
2. All students will be provided with at least one 24 hours period per calendar week, free from all educational and clinical responsibilities, averaged over a 4-week period.
3. Adequate time for rest and personal activities will be provided. The students must have at least 14 hours free of clinical work and education after 24 hours of an in-house call.

Duty Hours for Third Year Medical Students

1. Students in the third-year clinical clerkships are expected to abide by the working hours as specified in the clerkship syllabus and the policies of the teaching site to which they are assigned.
2. These working hours should be no more than 10 hours per day, usually from 7:00 – 8:00 a.m. until 5:00-6 p.m. Students not assigned to “in-house on-call” activities that already have been in the hospital for 10 hours should be discharged at 6 PM.
3. Students may be “on-call” no later than 12:00 Midnight. Exceptions to allow continuity of care are acceptable if they fall within the following regulations:
 - Students will be “on call” no more than two (2) times per week and no more often than every third (3) night.

On-Call Activities-Fourth Year Medical Student

On-call activities are scheduled to provide fourth-year students with continuity of patient care experiences throughout a 24-hour period. In-house call is defined as those duty hours beyond the regular workday when students, with adequate supervision (-residents or faculty), are required to be immediately available in the assigned institution.

1. In-house calls must occur no more frequently than every third night, averaged over a four-week period.
2. Continuous on-site duty, including in-house calls, must not exceed 24 consecutive hours. At-home call (pager call) is defined as a call taken from outside the assigned institution.
3. The frequency of at-home calls is not subject to every third-night limitation. An at-home call must not be so frequent as to preclude rest and reasonable personal time for each student.

Oversight

1. Each clinical department will have procedures to ensure consistent compliance with this policy.
2. This policy must be distributed to the students in the course syllabus and the Moodle e-learning portal for each clerkship site. It must also be distributed to supervising faculty and residents at all instructional sites. It is published in the PHSU Catalog, the PHSU Student Policies Manual, and is available through the Public Folders of the Outlook Public Folders.
3. Medical student duty hours' data is collected by the supervising faculty at each instructional site through attendance logs and reported to clerkship coordinators and department chairs.
4. The students can submit violations of this policy to the clinical department chair for immediate resolution. If a student is not satisfied with the resolution, the student can submit a letter detailing the violation to the Associate Dean of Faculty and Clinical Affairs, the Associate Dean for Medical Education, or the Dean. If the violation persists, the student can submit a grievance to the Vice President of Student Affairs.
5. Medicine Program Curriculum Committee monitors medical student duty hours through clerkship evaluation performed by the Clinical Curriculum Subcommittee.

Backup support systems must be provided when patient care responsibilities are unusually difficult or prolonged, or if unexpected circumstances create student fatigue sufficient to jeopardize patient care.

Revised and approved by:
Medical Program Curriculum Committee August 21, 2017
Executive Policy Committee January 29, 2018

TRANSFER OF CREDITS POLICY

Doctor in Medicine Program

For the Medical Education Program, PHSU accepts transfer students from LCME accredited medical schools or from any medical school recognized in the International Medical Education Directory. The following requirements for transfer also apply for the Medical Education Program:

- Transfer students may only be accepted in the second pre-clinical (basic science) year or the first clinical year.
- Transfer students' prior coursework and achievements must be comparable to the ones of the medical students in the class they will join.
- Transfer students to the first clinical year are required to take and pass the USMLE Step 1 prior to admission.
- The total years for completion of the MD degree include those years accepted for admission to PHSU.

Biomedical Sciences Program

Students who apply for admission to the Biomedical Sciences Program may transfer up to 21 credits related to the field of basic sciences. To be considered for transfer, the credits must have been obtained from a fully accredited higher education institution from Puerto Rico or USA.

The following additional requirements must be met to consider the requests for transferring credits of graduate courses to PHSU Biomedical Sciences Program:

- The requested courses were approved with at least a B grade.
- The student can demonstrate through formal written and/or oral examination that they possess

the scientific knowledge, skills and values expected from the courses.

The following courses are frequently equivalent within Basic Sciences field and may be transferred from outside graduate programs:

1. Biochemistry
2. Microbiology
3. Physiology
4. Pharmacology
5. Histology/Cell Biology
6. Biostatistics
7. Neurosciences

Additional requests for transfer of credits of other graduate science courses may be considered on individual basis.

Master in Science in Medical Sciences Program

Purpose

Some students of the Master in Sciences in Medical Science (MSMS) complete all graduation requirements but are unable to fulfill the minimum 3.0 GPA required for graduation. This is the result of a high credit load in several of the MSMS courses and a “C” in a major course may result in non-compliance with the required GPA. These students have to repeat courses to obtain higher grades so that their GPA increases to the required levels. However, some of them are accepted to continue post-graduate higher education training, such as medical education, and are unable to repeat courses in our institution.

The purpose of this policy is to establish a mechanism so that these students complete their MSMS degree while enrolled in another postgraduate higher education program.

Policy

MSMS students that comply with all graduation requirements, except the minimum 3.0 GPA, and are accepted in a medical education program or another doctoral program within two years after completion of the courses of the MSMS program may be eligible to get credit towards the MSMS degree from courses taken at another higher education institution.

The procedure to achieve this is the following:

1. The student must submit the *MSMS Transfer of Credits Request Form* to the Registrar’s Office after completion of the courses of medical education or doctoral training within the established time.
2. The student must be enrolled in an LCME accredited medical school, a foreign medical school that has been appropriately accredited according to ECFMG ¹ standards, or a doctoral program in an institution of higher education with regional accreditation (such as the Middle States Commission on Higher Education).
3. After the student completes the course/s for which transfer credit is requested, the student must request that an official transcript be sent to Ponce Health Science University Registrar’s Office.
4. The Associate Dean for Medical Education and the Assistant Dean for MSMS Program will evaluate the courses and grades in the transcript. A special analysis needs to be done for those students in medical

- schools where they have an “integrated” or “system-based” curriculum.
5. Only courses with A’s and B’s may be cross transferred to substitute former courses with a C. If the GPA increases to or above 3.0, the student will be certified as eligible for the MSMS degree.
 6. The Student Promotion Committee will evaluate the results and confirm to the Registrar if the student is a candidate for graduation.
 7. Students admitted to the MSMS prior to the creation of this policy are eligible and will be notified about this policy.
 8. The PHSU Registrar may establish an administrative fee for the time and efforts this entails.
 9. The policy is effective May 5, 2016, and will be in effect for two years, after which it will be revised by the Executive and Policy Committee.

USMLE REQUIREMENTS

United States Medical Licensing Examination (USMLE) Policy

This policy states the requirements and timeline established for Ponce Health Sciences University medical students for the USMLE examinations. The Satisfactory Academic Progress (SAP) policy for the MD Program establishes the maximum time frame to complete the entire academic program which is currently six years.

Comprehensive Basic Sciences Examination

1. All medical students must take the Comprehensive Basic Science Examination (CBSE) developed by the National Board of Medical Examiners (NBME), as a USMLE Step 1 performance indicator.
2. The Office of Medical Education coordinates the administration of the test that is offered several times during the second semester of the last pre-clinical year.
3. The test score along with the student's academic performance during the first years of medical studies will be used to assess the readiness of the student to take and pass the USMLE Step 1.
4. The required scores to be authorized to take the USMLE Step 1 are revised annually and are based on PHSU-SOM students’ outcomes in the past academic years.
5. Students who pass all preclinical courses and have not interrupted the regular medical curriculum program of studies will be allowed to enroll in the clerkships the first semester of the first clinical year, for which taking or passing USMLE Step 1 will not be required.

¹ <http://www.ecfm.org/about/initiatives-accreditation-requirement.html> ECFMG® has announced that, effective in 2023, physicians applying for ECFMG Certification will be required to graduate from a medical school that has been appropriately accredited. To satisfy this requirement, the physician’s medical school must be accredited through a formal process that uses criteria comparable to those established for U.S. medical schools by the Liaison Committee on Medical Education (LCME) or that uses other globally accepted criteria.

USMLE Step 1

It is the student's responsibility to apply to take the USMLE Step 1 through the Licensing Examination Services at the USMLE website and select the eligibility period.

1. For students authorized to take the USMLE Step 1, it is strongly recommended to take it before the beginning of the course: Introduction to Clinical Practice offered at the end of July.
2. Students will not be excused from scheduled academic activities to study or take the examination after the beginning of courses and clerkships. USMLE Step 1 is offered Saturdays, Sundays, and holidays.
3. To register for the clerkships for the second semester of the first clinical year (January to May), the students are required to have a passing score in the USMLE Step 1 examination.
4. The registration for the second semester is in December. The official registration dates are published by the Registrar's Office.
5. Those students who do not take or fail the USMLE Step 1 or the score is not available by the commencement of the second semester of the first clinical year cannot register for the clinical clerkships for the second semester. Students must contact the Registrar's Office for the options for review courses.
6. For those students who have interrupted the regular medical curriculum program of studies, it will be required to have a passing score in the USMLE Step 1 examination to enroll in the clerkships for the first semester of the first clinical year (August to December).
7. The registration for the fall semester is in July and the official registration dates are published by the Registrar's Office.
8. Students have a maximum of three opportunities to pass the USMLE Step 1.
9. Students are not allowed to be more than one year out of the regular medical curriculum program of studies unless for an approved medical LOA.
10. Students who fail the USMLE Step 1 for the third time and/or have been one year or more out of the regular medical curriculum program of studies will be referred to the Student Promotions Committee for consideration of dismissal from the Medicine Program.

USMLE - Step 2

1. All medical students must take and pass the USMLE Step 2-CK component as a requirement for graduation.
2. It is strongly recommended that the students take the USMLE Step 2-CK no later than August 30, of the year they will start applying to residency programs, in a way the score is available when the Electronic Residency Application System (ERAS) opens and the interviews for residency programs begin.
3. The last opportunity to take and pass the USMLE 2-CK examination to complete this graduation requirement with the May graduating class will be the last week of April of the corresponding graduation year.

Rev. February 16, 2021

USMLE REQUIREMENTS- (Applies to Classes Entering in August 2022 and after, and to Classes Graduating in December 2022 and after)

United States Medical Licensing Examination (USMLE) Policy

This policy states the requirements and timeline established for Ponce Health Sciences University medical students for the USMLE examinations. The Satisfactory Academic Progress (SAP) policy for the MD Program establishes that six-year is the maximum time frame to complete the entire academic program.

Comprehensive Basic Sciences Examination

1. All medical students must take the Comprehensive Basic Science Examination (CBSE), developed by the National Board of Medical Examiners (NBME), as a USMLE Step 1 performance indicator in January and May.
2. The test score will be used to assess the readiness of the student to pass the USMLE Step 1. A minimum score in the CBSE is required to be authorized to take the USMLE Step 1. The required minimum score is revised annually and announced to the second-year students at the beginning of each academic year.

USMLE Step 1

The student applies to take the USMLE Step 1 through the Licensing Examination Services at the USMLE website and selects the eligibility period.

1. Students who pass all pre-clerkship courses, obtain the required minimum score in the CBSE, and have not interrupted the regular medical program curriculum must take the USMLE Step 1 before beginning the clerkship phase of the curriculum.
2. After beginning the clerkships, students who fail the USMLE Step 1 will complete the first eight weeks of the clerkship phase and then enroll in the PHSU Basic Science Review Course to prepare to pass the USMLE Step 1.
3. Students who have interrupted the regular medical program curriculum must pass the USMLE Step 1 before beginning or continuing the clerkship phase of the curriculum.
4. The student can only enroll to begin the clerkships during the official dates published by the Registrar's Office.
5. Students have a maximum of three opportunities to pass the USMLE Step 1.
6. Students cannot be more than one year enrolled on remedial courses in preparation to pass the USMLE Step 1 or out of the regular medical program curriculum unless for an approved medical LOA.
7. Students who fail the USMLE Step 1 for the third time or have been one year or more out of the regular medical program curriculum program will be referred to the Students Promotion Committee for consideration of dismissal from the Medicine Program.

USMLE - Step 2

1. All medical students must pass the USMLE Step 2-CK component as a requirement for graduation.
2. It is strongly recommended that the students take the USMLE Step 2-CK no later than August 30 of the year they apply to residency programs so that the score is available when the Electronic Residency Application System (ERAS) opens and the interviews for residency programs begin.
3. Students must receive passing scores on the USMLE Step 2 CK by the annual deadline for their rank order lists to be verified by PHSU and be able to participate in the National Resident Matching Program (NRMP). Without verification of graduation credentials by the medical school, students will not be able to participate in the match process.

4. The last opportunity to take and pass the USMLE 2-CK examination to complete this graduation requirement with the May graduating class will be the last week of April of the corresponding graduation year.

Changes on USMLE Step 1 apply to entering Class in 2022, and changes in Step 2 CK apply to Class who graduates in 2023 and beyond.

GUIDELINE FOR THE VALUE OF ATTENDANCE/PARTICIPATION IN THE PRE-CLINICAL COURSES OF THE MD PROGRAM

The Attendance Policy of Ponce Health Sciences University published in the institutional Catalog establishes that:

Attendance at lectures and laboratory exercises is mandatory unless excused because of illness or by previous authorization of the professor in charge of the course. Each department will decide the relative weight to be given to the attendance in calculating the final grade.

Attendance to clinical activities involving patients, patient models and similar types of activities is considered part of the students' professional responsibility and is mandatory. Absence may be excused after the student consults with the respective department chairperson. Three unexcused absences may adversely affect the final grade for a course.

Incomplete work due to illness or other serious circumstances during the course will be handled according to departmental policies, which must be provided to the students in writing at the beginning of each term. Faculty are not obligated to repeat lecture/laboratory topics that were presented at scheduled times and dates.

The Medicine Program Curriculum Committee approved the following guideline:

- An attendance log with the signature of the student will be maintained for each academic activity as required by the Registrar.
- Students with less than 75% of attendance to academic activities at the mid-term of the course will be given an appointment with the course director for the mid-course feedback. Students will be referred for counseling services as deem necessary.
- Students with less than 75% of attendance at the end of the course will be referred to the Students Promotion Committee for failure to comply with school policies and regulations. Sanctions may include a written admonition.
- Each course director can assign points for participation as part of the final grade using the audience response system.
- Points for attendance to clinical activities involving patients, patient models, small group discussions, laboratories can also be assigned, particularly for courses with pass/fail grades in which attendance/participation is the main assessment method.

SCHOOL OF BEHAVIORAL AND BRAIN SCIENCES

Mission Statement

Consonant with the concept that Clinical Psychology is an integral component of the Health Sciences, the Clinical Psychology Program at Ponce Health Sciences University aims to develop a new generation of Health Services Psychologists with a strong foundation on the biological bases of behavior, a broad understanding of the psychological processes and of the socio-cultural dimension of normal and abnormal behavior. The students are immersed into a rich scientifically-based curriculum harmonized by a multidisciplinary faculty from the fields of Psychology, Biomedical Sciences, Clinical Medicine, and other disciplines of the health and social sciences, in order to provide a broad understanding of human behavior and to develop clinical skills applicable in multiple socio-cultural contexts.

Program Goals and Objectives

Goal 1: Develop in our students an in-depth, historically contextualized understanding of the psychological (cognitive, affective, motivational), biological and socio-cultural bases of normal and abnormal behavior that serves as the foundation of clinical practice.

Objective 1: Psychological Bases of Behavior

The students will be able to describe the main theories on cognition, emotion, and motivation, and apply them effectively in the delivery of psychological services.

Objective 2: Biological Bases of Behavior

The students will be able to demonstrate understanding of the biological bases of behavior and identify the signs and symptoms of neuropathological disorders.

Objective 3: Human Growth and Development

The students will be able to outline the main theories of human growth and development.

Objective 4: Sociocultural Bases of Behavior

The students will be able to identify and describe the reciprocal interaction and impact of socio-cultural aspects in the psychology of individuals, families and groups.

Objective 5: Psychopathology and Diagnosis

The students will demonstrate command in the evaluation of patients' psychopathological signs and symptoms, and in the formulation of an appropriate diagnosis.

Objective 6: Ethical and Legal Standards

Students will be knowledgeable of all legal and ethical standards related to patient and therapist relationships in all psychological assessment and therapeutic interventions.

Goal 2: To prepare clinical psychologists for the ethical delivery of empirically supported psychotherapeutic interventions, assessment, diagnosis, consultation, education, supervision, and management when assuming the contemporary roles of the profession while adopting a life long commitment to professional growth based upon the evolving scientific knowledge and expanding scope of practice.

Objective 1: Relationship Competencies

The students will demonstrate ability to form and maintain professional relationships with clients, colleagues, supervisors, faculty, other multidisciplinary healthcare team professionals, and community members in accordance with the ethical standards and values of the profession.

Objective 2: Assessment and Diagnostic Competencies

The students will demonstrate understanding and solid command of clinical assessment and diagnosis.

Objective 3: Therapeutic Intervention Competencies

The students will be able to appropriately select and implement psychological interventions and document therapeutic progress accurately.

Objective 4: Consultation, Management, and Supervision Competencies

The students will be able to serve as competent consultants, educators, supervisors, and managers applying a variety of intervention models appropriate for a broad range of settings.

Objective 5: Cultural and Individual Diversity Competencies

The students will demonstrate awareness, attitudes of respect, and appropriate responses in the delivery of psychological services sensitive to the clients' gender, socioeconomic status, affectional orientation, ethnicity, physical and mental capacities, religion, spirituality, and age as well as the interrelationships of these identities and statuses.

Objective 6: Research Competencies

The students will be able to apply current research to their clinical practice and to exercise command of different methods of scientific inquiry.

Program Values

Student Related Values

Core Value: Our program is student oriented

- The main purpose of the Clinical Psychology Program is to develop excellent professional psychologists. Therefore, every activity performed by our program has as its immediate and ultimate goal the improvement of students' learning outcomes.
- Our program will provide all students the educational services they need to achieve their goal of becoming competent Clinical Psychologists. Students presenting academic or clinical performance deficiencies will receive the type of remedial help needed to overcome them.
- Our program respects the students' religious, affectional, and/or ethnic orientation or preferences.
- Students will benefit from their interactions with our staff and faculty and will never be subject to abuse or intentional harm.
- It is our intention to admit students capable of successfully completing the program. Once accepted, the program assists students to achieve their vocational goal. Students are expected to make a serious commitment to the program and to comply with all academic and skill-building requirements.
- Our students want to learn and will learn when an adequate learning environment is created and maintained.
- Feedback is needed to allow students to monitor their learning process, their clinical performance, and their personality development.

Faculty Related Values

Core Value: Faculty members deliver educational services of excellence

- The program's most precious resource is its faculty.
- The program's administration is committed to facilitating the educational responsibilities and activities of all faculty members.
- Our program recognizes that each faculty member needs to feel appreciated and safe, and expects to be treated with courtesy and respect.
- Our program is evaluation-rich and provides opportunities for students to provide feedback on their performance to all faculty members and/or supervisors. Such feedback should improve the quality of the educational services offered.
- Our program expects all faculty members to model ethical and professional behavior to all students in their interactions.
- The program's administration recognizes that faculty members need the freedom and the resources to up-grade their knowledge base and clinical skills through continuing education efforts, through faculty development activities and by conducting research activities.

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- The program encourages all faculty members to develop their research and/or scholarly activities based upon their particular interests and the needs of the program.

Administrative Values

Core Value: The Administration of the Clinical Psychology Program is committed to fostering a humane environment and to promote the program's mission, goals, and values.

- The administration of the program acknowledges the responsibility it has to harmonize effectively the different subsystems of the educational process: students, faculty, staff, PHSU administration, community, accrediting agencies, the field of psychology, etc.
- The administration will seek the necessary resources to facilitate the students' learning process and to support the teaching activities of all professors.
- The program's administration will support all faculty members and all students interested in developing research projects.
- The administration of the program represents the vision, mission, and image of the Clinical Psychology Program to the public through professional and civic activities, through the media, and through the recruitment of interested individuals.
- The administration of the program sets an example for faculty and students with regards to the styles of interaction within all members of the academic community and in creating a supportive interpersonal environment.
- The administration supports a continuous improvement approach to management and fosters the periodic evaluation of all processes and procedures.

Required and Elective Courses

The required foundation and clinical courses, together with the elective courses and all practica available through the program, are presented below. The program curriculum is designed to be completed in four years by regular students. Students entering with a master's degree (advanced standing students) complete the core curriculum in three years. Regular students take elective courses during their fourth year in the program. Our curriculum includes all competencies for the training of clinical psychologists proposed by the National Council of Schools and Programs in Professional Psychology and is updated periodically according to the accreditation requirements of the American Psychological Association

Required Foundation Courses

- PSY 5110 Fundamentals of Neuroscience (3)
- PSY 5120 Neuroanatomy Laboratory (2)
- PSY 5140 Neurobiology and Psychology of Emotion and Motivation (2)
- PSY 5150 Human Growth and Development (3)
- PSY 5180 Principles of Psychoneuroimmunology (1)
- PSY 5220 Psychology of Personality (3)
- PSY 5230 Cognitive Psychology (3)
- PSY 5270 History of Psychological Thought (2)
- PSY 5730 Ethics in Professional Psychology (2)
- PSY 6200 Applied Research for Psychologists (2)
- PSY 6250 Test Construction (2)

- PSY 6230 Qualitative/Quantitative Methodology and Descriptive Statistics (3)
- PSY 7310 Racial, Ethnic and Cultural Diversity (3)
- PSY 8320 Social Bases of Behavior (3)

Total Credits: 34

Required Core Clinical Courses

- PSY 5410 Fundamentals of Clinical Psychopathology (2)
- PSY 6450 Mood and Anxiety Disorders (3)
- PSY 6480 Psychopathological Disorders in Children and Adolescence (2)
- PSY 6520 Cognitive Assessment (3)
- PSY 6580 Projective Assessment of Personality (2)
- PSY 6600 Behavior Modification: Theory and Practice (2)

- PSY 6620 Cognitive and Cognitive Behavioral Therapy (2)
- PSY 6670 Short-Term Psychotherapy (2)
- PSY 6860 Introduction to Psychological Assessment and Testing (2)
- PSY 6870 Psychotherapy Seminar (1)
- PSY 7170 Clinical Psychopharmacology (2)
- PSY 7470 Personality and Psychotic Disorders (3)
- PSY 7670 Family Therapy and Systemic Intervention (2)
- PSY 7660 Group Processes and Group Psychotherapy (2)
- PSY 6570 Objective Assessment of Personality (3)
- PSY 8140 Psychology of Addictions (2)

Total Credits: 35

Required Professional Courses

- IHD 9190 Interprofessional Perspective In Health Disparities (1)
- PSY 7720 Program Development and Administration in Mental Health (2)
- PSY 7730 Supervision and Consultation (3)

Total Credits: 6

Elective Courses

(Minimum of 11 credits)

PSY 7190 The Practice of Psycho –Oncology with Children and Adults (2)
PSY 7560 Psychoeducational Assessment and Consultation (3)
PSY 7570 Advanced Projective Assessment (3)
PSY 7640 Psychotherapeutic and Systemic Interventions with Children and Adolescents (2)
PSY 7850 Clinical Psychology in the General Hospital Setting (1)
PSY 7880 Advanced Projective Assessment Practicum (0)
PSY 8000 Independent Study (up to 6 credits per project)
PSY 8110 Anatomy and Physiology for Professional Psychologists (3)
PSY 8120 Anatomy Laboratory (1)
PSY 8160 Integrated Behavioral Healthcare (2)
PSY 8180 Clinical Health Psychology (2)

PSY 8190 Functional and Correlational Neuroanatomy (2)
PSY 8330 Fundamentals of Social Determinants of Health (2)
PSY 8340 Women’s Health Psychology and Health Issues (2)
PSY 8350 Psychology and Poverty (2)
PSY 8360 Psychology of Gender (2)
PSY 8380 Psychology of Sexual Orientation and Gender Diversity (2)
PSY 8390 Child Maltreatment (2)
PSY 8400 Integrated Sexual and Gender Affirmative Interventions (2)
PSY 8450 Sports Psychology (2)
PSY 8470 Neuropathological Conditions (2)
PSY 8480 Antisocial Personality Disorder and Sexual Deviant Behaviors (2)
PSY 8490 Forensic Psychological Assessment (3)
PSY 8510 Neuropsychological Assessment (3)
PSY 8650 Autism Spectrum Disorders: Contemporary Theories and Intervention Models (2)
PSY 8670 Dialectical Behavioral Therapy (2)
PSY 8680 Advanced Family Therapy (2)
PSY 8700 Studies in Human Sexuality (2)

PSY 8710 Forensic Psychology (2)
PSY 8740 Geriatric Psychology (2)
PSY 8750 Neuropsychological Rehabilitation (2)
PSY 8780 Brain, Psyche and Psychopathology (2)
PSY 8790 Contemporary Psychoanalytic Therapy (2)

Elective Tracks

The following four tracks are designed to give students broad exposure to specific areas of interest beyond the required program’s courses. The idea is that students take their elective courses according to their primary interests. Nonetheless, these tracks are not compulsory and do not constitute a sub-specialization or area of expertise.

Neuropsychology Track

The Neuropsychology Track is designed to provide students with specialized knowledge of assessing, understanding causes and manifestations, and facilitating treatment to a wide range of psychological and neurocognitive disorders attributable to brain injury or disease. The track may also serve as the foundation for internship and post-doctoral

training specialization in Clinical Neuropsychology.

Courses:

A total of 5 courses are recommended for the track (11 credits).

1. PSY 8470: Neuropathological Conditions
2. PSY 8750: Neuropsychological Rehabilitation
3. PSY 8510: Neuropsychological Assessment
4. PSY 8110: Anatomy and Physiology for Professional Psychologist
5. PSY 8120: Anatomy Laboratory

Gender and Sexual Diversity Track

In the Gender and Sexual Diversity Track, students will better understand the importance of the biopsychosocial issues related to gender and sexuality when working with patients, clients, and participants. This track responds to our compromise with equity and the psychological demand for diversity training.

Courses:

A total of 4 courses are recommended for the track (8 credits).

1. PSY 870: Studies in Human Sexuality
2. PSY 876: Psychology of Gender
3. PSY 8380: Psychology of Sexual Orientation and Gender Diversity
4. PSY 8400: Integrated Sexual and Gender Affirmative Intervention

Health Psychology Track

In the Health Psychology Track, students will be able to acquire basic knowledge and apply psychological skills effectively in various medical settings. Students will learn evidence-based interventions for patients with different medical and behavioral difficulties considering their developmental stage. This track will also allow students to learn how to work effectively in multidisciplinary and integrated work settings.

Courses:

A total of 6 courses are recommended for the track 11 credits).

1. PSY 7190: The Practice of Psycho-Oncology with Children and Adults
2. PSY 7850: Clinical Psychology in the General Hospital Setting
3. PSY 8160: Integrated Behavioral Healthcare
4. PSY 8180: Clinical Health Psychology
5. PSY 8340: Women's Health Psychology and Health Issues
5. PSY 8740: Geriatric Psychology

Forensic Psychology Track

In the Forensic Track, students will be exposed to basic knowledge regarding forensic work in psychology. By completing the track, students will have a broad range of knowledge regarding forensic psychology in different contexts in Puerto Rico, including the courts and clinical forensic practice, among others.

Courses:

A total of 4 courses are recommended for the track (9 credits).

1. PSY 8020: Child Maltreatment
2. PSY 8480: Antisocial Personality Disorder and Sexual Deviant Behaviors
3. PSY 8710: Forensic Psychology
4. PSY 8490: Forensic Psychological Assessment

Required Practica

PSY 5810 Introduction to Clinical Practice (50 hrs.)

PSY 5820 Fundamentals of Clinical Interventions and Emergency Psychology (50 hrs.)

PSY 6830 Psychotherapeutic Techniques (250 hrs.)
PSY 6850 Conceptualization & Intervention Planning (250 hrs.)
PSY 7860 General Clinical Practice: Integration I (250 hrs.)
PSY 7870 General Clinical Practice: Integration II (250 hrs.)
Total (Minimum) hours of Clinical Practica: 1100

Other required practicum

PSY 6810 Cognitive Assessment Practicum (30 hrs.)
PSY 6880 Practicum Projective Personality Assessment (30 hrs.)
PSY 7240 Research Practicum: Data Collection & Data Analysis (30 hrs.)

Elective Practica

PSY 7810 General Clinical Practicum. Second Year Summer
PSY 8810 Advanced Clinical Practicum I. Third Year Summer
PSY 8820 Advanced Clinical Practicum II. Fourth Year
PSY 8830 Advanced Clinical Practicum III. Fourth Year
PSY 8840 Advanced Clinical Practicum IV Fifth Year
PSY 8850 Advanced Clinical Practicum V Fifth Year
PSY 8880 Advanced Clinical Practicum: Health Psychology

Dissertation

PSY 8250 Doctoral Dissertation Proposal (enroll maximum 2 times)
PSY 8260 Doctoral Dissertation (enroll maximum 4 times)

Predoctoral Internship

PSY 9000 Pre-doctoral Internship (2000 hrs.)

Faculty

As stated in our “Program Values”, our faculty constitutes the program’s main asset. We have been able to select and retain a group of seasoned and junior faculty members who enjoy teaching, interacting and training students. They are professionals mindful and reflective of their own personality and professional growth and who value the program’s philosophy and mission. This faculty is multidisciplinary and therefore capable of providing a broader range of didactic and clinical experiences to our students. By the end of their training, our students are familiar with the different professional roles needed to practice contemporary Clinical Psychology in diverse clinical, educational and community-based settings.

Core Faculty: Professional and Research Interests

Yaritza López Robledo, Ph.D., Associate Professor, Acting Dean of School of Behavior and Brain Sciences

Psychotic and Personality Disorders, Forensic Psychology

Giselle M. Medina Vélez, Psy.D., Professor, Program Director

Pediatrics Psychology, Integrated Health Care, Development, Child and Adolescents Psychotherapy

Nydia Ortiz, Ph.D., Professor

Family Therapy and Systemic Interventions, Narrative Therapies, Addictions, Primary Care Psychology and Supervision

Julio Jiménez, M.D., Professor

Psychoneuroimmunology, HIV/AIDS, Behavioral Medicine, Psychopharmacology, Psychoanalytic Psychotherapy

Ernesto Rosario, Ph.D., Professor

Test Construction, Research, Statistics

María Garrido, Psy.D., Professor

Personality Assessment with MMPI-2/A/RF, Cognitive and Cognitive Behavioral Therapy and Consultation in Legal Systems

Nydia M. Cappas, Psy.D., Professor

Primary Care Psychology, Psychology of Gender, Diversity, Administration in Mental Health

Javier Hernández, Psy.D., Associate Professor

Clinical Neuropsychology, Health Psychology Inpatient Settings, Neuropsychological Rehabilitation

Walter Rodríguez, Psy.D., Assistant Professor

Cognitive Psychology, Neuropsychological Assessment and Rehabilitation

Valerie Toro, Psy.D., Associate Professor

Ethics, Emergency Psychology, Primary Care Psychology, Family Therapy

Hiradith Menéndez, Psy.D., Assistant Professor

Mood and Anxiety Disorders, Psychotherapy, Dialectical Behavioral Therapy

Viviana Hoyos, Psy.D., Associate Professor

Primary Care Psychology, Projective Assessment, Behavior Modification

Efrain Ríos, Psy.D. Assistant Professor

Behavior and Genetics, Neurodevelopmental correlates of Psychoanalytic Theory, Neuroscience of Learning

Eunice Alvarado, Psy.D., Assistant Professor

Cognitive Assessment, Forensic Psychology

Marielly González, Psy.D., Assistant Professor

Psychological Assessment, Psychotherapy

Oxalis Jusino, Psy.D., Assistant Professor

Psychoeducational Assessment, Projective Personality Assessment

Stephanie Vega, Psy.D., Associate Professor, Clinical Practice Coordinator (Ponce)

Cognitive and Projective Assessment

Rafael Oliveras, Psy.D., Assistant Professor

Pediatrics Neuropsychology, Genetics, Autism

Karla Martínez, Ph.D., Assistant Professor

Neuroscience, Addictions, Neurodegenerative Disorders, Alzheimer

Paulette Soto, Psy.D., Assistant Professor

Psychological Assessment, Social Psychology, Sexual Abuse, Child Maltreatment

Amilcar Colón, Ph.D., Assistant Professor

Sports Psychology, Positive Psychology

Nilde Defendini, Psy.D., Assistant Professor

Elderly Population, Crisis Intervention, Psychotherapy, Alternative Therapies, Clinical Supervision

Naisha Arbelo, Ph.D., Assistant Professor

Pediatric Psychology, Dialectic Behavioral Therapy

Luis K. Hernández, Psy.D., Assistant Professor

Dialectical Behavioral Therapy, Psychological Assessment, Forensic Psychology

Javier Piazza, Psy.D., Assistant Professor

Family Therapy, Supervision and Consultation

Luisa Ortiz, Psy.D., Assistant Professor

Psychology of Gender, Psychology and Poverty

Emily Pérez, Ph.D., Assistant Professor, PsyD program Coordinator - San Juan Center

Neuropsychology, Neuroscience

Yassira Cedano, Psy.D., Assistant Professor, Clinical Practice Coordinator - San Juan Center

Psychological Assessment

Juan González, Ph.D., Assistant Professor

Positive Psychology, Spirituality, Research Methods

Johana Estrada Rodríguez, Psy.D., Assistant Professor

Psychological Assessment, Health Psychology, Psychotherapy

Ana M. Fernández, Ph.D., Assistant Professor

Health Psychology, Psychotherapy

Orlando Pagán, Ph.D., Assistant Professor

Test Construction, Research, Statistics, Spirituality

Paloma Purcell Baerga, Ph.D., Assistant Professor

Psychological Assessment, Children and Adolescents Interventions, Health Psychology

Glorimar Velázquez, Ph.D., Assistant Professor

Psychological Assessment, Neurodevelopmental Pediatrics Psychology, Psychotherapy

Associated Faculty

Juan Fernández, Ph.D., Professor

Anatomy and Neuroanatomy, General Physiology

Marta Febo, M.D., Professor

Standardized Patients Director

Axel Ramos, Ph.D., Assistant Professor

Clinical Health Psychology, Community based participatory research

Beatriz Cintrón, Psy.D., Assistant Professor

Projective Personality Assessment, Primary Care Psychology

Laura Deliz, Psy.D., Assistant Professor

Neurodevelopmental disorders

Jonathan Echevarría, Psy.D., Adjunct Faculty

Psychotherapy, Addictions

Mariana Vázquez, Psy.D., Adjunt Faculty

Personality Assessment

Ivette Mirles, Ph.D., Assistant Professor

Psychopharmacology, Psychological Assessment, Health Psychology

Administrative Staff

Deadina González, MBA, Administrative Coordinator

Marisol Blasco, BA, Administrative Assistant

Roemery Ramos, Receptionist

Admission Requirements

Candidates for admission will satisfy the following minimal requirements:

- Ψ A bachelor's degree from a college or university approved by the Council on Higher Education and/or by the corresponding regional accrediting agencies.
- Ψ At least 15 credits in Psychology at the bachelor's level including de following courses:

<u>Course</u>	<u>Credits</u>
• General Psychology	3
• Developmental Psychology	3
• Statistics	3
• Abnormal Psychology	3
• Experimental Psychology or Research Methods	3

- Ψ Submit an official transcript of all college level work completed and of all graduate courses taken. Failure to submit transcripts of any graduate or undergraduate work is considered a serious offense.
- Ψ A minimal GPA of 3.00
- Ψ Results within the mean on the “Examen de Admisión a Estudios Postgraduados” (EXADEP) or in the Graduate Record Examination (GRE)
- Ψ Three letters of recommendation from professors and or professionals familiar with the candidate's performance in academic and work settings.
- Ψ Certificate of good conduct from the Police Department.
- Ψ One day interview process including written essays.

Transfer Of Credits Policy

PHSU will acknowledge prior academic learning experiences earned by some of the students applying for admission to

its Psy.D. program. However, the following criteria will apply in considering courses for transfer;

Up to 24 credits taken by students in programs closely related to Psychology, may be transferred. Most of the courses to be transferred from other institutions will serve to satisfy the elective requirements of the program. Students with prior graduate work in a field outside mental health may obtain credit for up to 18 credits depending on the nature of the program attended and the courses taken.

The following requirements will guide the evaluation process of those courses submitted for approval.

- Ψ Courses need to be relevant to the field of Clinical/Professional Psychology
- Ψ Only courses approved with a minimum grade of B will be considered for transfer.
- Ψ It is the student's responsibility to facilitate the course syllabus and the official catalog of the institution where the course (s) requested for transfer was/were taken.

The following courses will be considered for transfer from previous graduate work.

Courses	Title
PSY 5140	Neurobiology and Psychology of Emotion and Motivation
PSY 5270	History of Psychological Thought
PSY 5730	Ethics in Professional Psychology
PSY 6200	Applied Research for Psychologist
PSY 6230	Qualitative / Quantitative Methods & Descriptive Statistics
PSY 6250	Test Construction
PSY 7170	Clinical Psychopharmacology
PSY 7240	Research Practicum: Data Collection and Data Analysis
PSY 7310	Racial, Ethnic, and Cultural Diversity
PSY 7670	Family Therapy and Systemic Intervention
PSY 7720	Program Development and Administration in Mental Health
PSY 7730	Supervision and Consultation
PSY 8320	Social Bases of Behavior

The following courses are not considered for transfer to PHSU Clinical Psychology Programs:

- PSY 522 Psychology of Personality
- PSY 515 Human Growth and Development
- PSY 523 Cognitive Psychology
- PSY 541 Fundamentals of Clinical Psychopathology
- PSY 511 Fundamentals of Neuroscience
- PSY 512 Neuroanatomy Laboratory
- PSY 645 Mood and Anxiety Disorders
- PSY 658 Projective Assessment of Personality
- PSY 667 Short-Term Psychotherapy
- PSY 662 Cognitive and Cognitive Behavioral Therapy
- PSY 747 Personality and Psychotic Disorders
- PSY 818 Clinical Health Psychology

In addition to those courses, the 1100 hours of required clinical practice in the PsyD or PhD programs cannot be transferred for other practice taken at other institutions. *requires demonstration of competence

Psychology Degree Granted

The degree in Psychology to be granted is the “Psychology Doctorate” or Psy.D. in Clinical Psychology, consonant with the criteria established in 1973 by the American Psychological Association (APA). This program is authorized by the P.R. Council of Higher Education and accredited by the American Psychological Association.

Requirements For the Degree

The requirements to obtain the Psychology Doctorate degree are:

1. Approve all required and elective courses, as well as all practicum and seminars while maintaining a satisfactory academic progress. A minimum of 86 credits is needed to satisfy the academic requirements. The practicum, dissertation and internship do not carry credit value. They are monitored by the hour and not by credit.
2. Successfully complete 1100 hours of clinical practice during the first 6 semesters of the program as follows:
 - a. 2 hours per week for 25 weeks of the first and second semester of the first year attending PSY 5810/5820 for a total of 50 hours per semester.
 - b. 2 hours each week of the first and second semester of the second year attending didactic sessions (PSY 6830 / 6850) and at least 8 hours per week of direct clinical contact during 25 weeks for a total of 250 hours per semester.
 - c. 2 hours each week of the first and second semester of the third year attending didactic sessions (PSY 7860 / 7870) and at least 8 hours per week of direct clinical contact during 25 weeks for a total of 250 hours per semester.
3. Approve the Comprehensive Examination (CE) offered at the end of the second year and the Clinical Practice Examination (CPX) to be taken after the third year.
4. Approval of Dissertation Proposal by the dissertation committee before submitting the application for internship.
5. Complete 2000 hours of pre-doctoral internship. The internship may be completed in 40 hours per week during a 12-month period (Full Time) or 20 hours per week in a 24-month period (Half Time). In order to qualify for internship, students must have met the following requirements:
 - Completion of required practica (1100 hours of which at least 400 are direct, face-to-face hours).
 - Clearance from the Practicum Coordinator indicating that all practicum-related documentation has been completed and that the requirement of 4 psychological testing batteries has been met.

- An unofficial transcript that reflects no Incomplete courses or core clinical courses with C grades. All Incomplete grades must have been removed and all courses that require repetition must have been approved.
 - Approved the Comprehensive (CE) and Clinical Practice Examinations (CPX).
 - Evidence of having presented and approved the dissertation proposal.
6. Present a research project (doctoral dissertation) related to the field of Psychology, on a topic related to Professional Psychology, or an Intensive Case Study.

Students may opt to apply for a Masters in Science in Clinical Psychology (MSCP) degree after completing 52 credits, completing practicum requirements from the first two years, and passing the Comprehensive Examination. Because the MSCP is a non-terminal degree, students will not attend graduation exercises after completing this degree.

Five Year Curriculum Sequence First Year

1st Semester Courses

CODE	COURSE TITLE	CREDITS
PSY 5270	HISTORY OF PSYCHOLOGICAL THOUGHT	2
PSY 5140	NEUROBIOLOGY & PSYCHOLOGY OF EMOTION & MOTIVATION	2
PSY 5150	HUMAN GROWTH AND DEVELOPMENT	3
PSY 5220	PSYCHOLOGY OF PERSONALITY	3
PSY 5810	INTRODUCTION TO CLINICAL PRACTICE	0
PSY 6250	TEST CONSTRUCTION	2
IHD 919	INTERPROFESSIONAL PERSPECTIVES IN HEALTH DISPARITIES	1
TOTAL		13

2nd Semester Courses

CODE	COURSE TITLE	CREDITS
PSY 5110	FUNDAMENTALS OF NEUROSCIENCE	3
PSY 5120	NEUROANATOMY LABORATORY	2
PSY 5230	COGNITIVE PSYCHOLOGY	3
PSY 5730	ETHICS IN PROFESSIONAL PSYCHOLOGY	2
PSY 5410	FUNDAMENTALS OF CLINICAL PSYCHOPATHOLOGY	2
PSY 5820	FUNDAMENTALS OF CLINICAL INTERVENTIONS & EMERGENCY PSYCHOLOGY	0
PSY 6860	INTRO TO PSYCHOLOGICAL ASSESSMENT AND TESTING	2
TOTAL		14

Second Year

1st Semester Courses

<u>CODE</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
PSY 6870	PSYCHOTHERAPY SEMINAR	1
PSY 6200	APPLIED RESEARCH FOR PSYCHOLOGISTS	2
PSY 6600	BEHAVIOR MODIFICATION: THEORY & PRACTICE	2
PSY 6520	COGNITIVE ASSESMENT	3
PSY 6810	COGNITIVE ASSESSMENT PRACTICUM	0
PSY 6450	MOOD AND AXIETY DISORDERS	3
PSY 6850	CONCEPTUALIZATION AND INTERVENTION PLANNING	0
PSY 5180	PRINCIPLES OF PSYCHONEUROINMUNOLOGY	1
TOTAL		12

2nd Semester Courses

<u>CODE</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
PSY 6620	COGNITIVE AND COGNITIVE – BEHAVIORAL THERAPY	2
PSY 6580	PROJECTIVE ASSESSMENT OF PERSONALITY	2
PSY 6880	PRACTICUM PROJECTIVE PERSONALITY ASSESSMENT	0
PSY 7670	FAMILY THERAPY AND SYSTEMIC INTERVENTIONS	2
PSY 8320	SOCIAL BASES OF BEHAVIOR	3
PSY 6670	SHORT-TERM PSYCHOTHERAPY	2
PSY 6830	PSYCHOTHERAPEUTIC TECHNIQUES	0
	COMPREHENSIVE EXAMINATIONS	
TOTAL		11

Third Year

1st Semester Courses

<u>CODE</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
PSY 7720	PROGRAM DEVELOPMENT AND ADMINISTRATION IN MENTAL HEALTH	2
PSY 6480	PSYCHOPATHOLOGICAL DISORDERS IN CHILDREN AND ADOLESCENTS	2
PSY 7860	GENERAL CLINICAL PRACTICE: INTEGRATION I	0
PSY 6230	QUALITATIVE / QUANTITATIVE METHODS, & DESCRIPTIVE STATISTICS	3
PSY 7240	RESEARCH PRACTICUM: DATA COLLECTION & DATA ANALYSIS	0
PSY 8140	PSYCHOLOGY OF ADDICTIONS	2
TOTAL		9

2nd Semester Courses

<u>CODE</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
PSY 7660	GROUP PROCESSES AND GROUP PSYCHOTHERAPY	2
PSY 7470	PERSONALITY AND PSYCHOTIC DISORDERS	3
PSY 7170	CLINICAL PSYCHOPHARMACOLOGY	2
PSY 6570	OBJECTIVE ASSESSMENT OF PERSONALITY	3
PSY 7870	GENERAL CLINICAL PRACTICE: INTEGRATION II	0
PSY	ELECTIVE	2
	CLINICAL PRACTICE EXAMINATION	
TOTAL		12

Fourth Year

1st Semester Courses

<u>CODE</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
PSY 7310	RACIAL, ETHNIC, AND CULTURAL DIVERSITY	3
PSY	ELECTIVE	3
PSY	ELECTIVE	2
PSY 8250	DOCTORAL DISSERTATION PROPOSAL	0
TOTAL		8

2nd Semester Courses

<u>CODE</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
PSY 7730	SUPERVISION AND CONSULTATION	3
PSY	ELECTIVE	2
PSY	ELECTIVE	2
PSY 8260	DOCTORAL DISSERTATION	0
TOTAL		7

Total number of credits: 86

Fifth Year - Internship

1st Semester Courses

<u>CODE</u>	<u>COURSE TITLE</u>	<u>HOURS</u>
PSY 9000	PREDOCTORAL INTERNSHIP	1,000

2nd Semester Courses

<u>CODE</u>	<u>COURSE TITLE</u>	<u>HOURS</u>
PSY 9000	PREDOCTORAL INTERNSHIP	1,000

Elective Courses

- PSY 7190 The Practice of Psycho –Oncology with Children and Adults (2)
 PSY 7560 Psychoeducational Assessment and Consultation (3)
 PSY 7570 Advanced Projective Assessment (3)
 PSY 7640 Psychotherapeutic and Systemic Interventions with Children and Adolescents (2)
 PSY 7650 Post Modern & Solution Oriented Therapies (2)
 PSY 7850 Clinical Psychology in the General Hospital Setting (1)
 PSY 7880 Advanced Projective Assessment Practicum (0)
 PSY 8000 Independent Study (up to 6 credits per project)
 PSY 8110 Anatomy and Physiology for Professional Psychologists (3)
 PSY 8120 Anatomy Laboratory (1)
 PSY 8160 Integrated Behavioral Healthcare (2)
 PSY 8180 Clinical Health Psychology (2)
- PSY 8330 Fundamentals of Social Determinants of Health (2)
- PSY 8340 Women’s Health Psychology and Health Issues (2)
- PSY 8350 Psychology and Poverty (2)
 PSY 8360 Psychology of Gender (2)
 PSY 8380 Psychology of Sexual Orientation and Gender Diversity (2)
 PSY 8390 Child Maltreatment (2)
 PSY 8400 Integrated Sexual and Gender Affirmative Interventions (2)
 PSY 8450 Sports Psychology (2)
 PSY 8470 Neuropathological Conditions (2)
 PSY 8480 Antisocial Personality Disorder and Sexual Deviant Behaviors (2)
 PSY 8490 Forensic Psychological Assessment (3)
 PSY 8510 Neuropsychological Assessment (3)
 PSY 8650 Autism Spectrum Disorders: Contemporary Theories and Intervention Models (2)
 PSY 8670 Dialectical Behavioral Therapy (2)
 PSY 8680 Advanced Family Therapy (2)
 PSY 8700 Studies in Human Sexuality (2)
- PSY 8710 Forensic Psychology (2)
 PSY 8740 Geriatric Psychology (2)
 PSY 8750 Neuropsychological Rehabilitation (2)
 PSY 8780 Brain, Psyche and Psychopathology (2)
 PSY 8790 Contemporary Psychoanalytical Therapy (2)
- PSY 7810 General Clinical Practicum. Second Year Summer
 PSY 8810 Advanced Clinical Practicum I. Third Year Summer (0)
 PSY 8820 Advanced Clinical Practicum II. Fourth Year Year (0)
 PSY 8830 Advanced Clinical Practicum III. Fourth Year (0)

- PSY 8840 Advanced Clinical Practicum IV. Fifth Year (0)
 PSY 8850 Advanced Clinical Practicum V. Fifth Year (0)
 PSY 8880 Advanced Clinical Practicum: Health Psychology (250 hours)

Competencies of the Program

The curriculum of the program is designed to develop in the students the competencies of the profession according to the recommendations for training of professional psychologist proposed by the National Council of Schools and Programs in Professional Psychology. The courses and the skill-building activities designed to foster the development of each competency are described below.

Competency: Relationship

Introduction to Clinical Practice	5810	Fundamentals of Clinical Interventions & Emergency Psychology	5820
Psychotherapeutic Techniques	6830	Family Therapy & Systemic Intervention	7670
Group Process & Group Psychotherapy	7660	Ethics in Professional Psychology	5730

Competency: Assessment and Diagnosis

Introduction to Psychological Assessment and Testing	6860	Fundamentals of Clinical Interventions & Emergency Psychology	5820
Cognitive Assessment	6520	Cognitive Assessment Practicum	6810
Projective Assessment of Personality	6580	Practicum Projective Personality Assessment	6880
Objective Assessment of Personality	6570	Psychoeducational Assessment and Consultation (elective)	7560
Mood and Anxiety Disorders	6450	Personality and Psychotic Disorders	7470
Psychopathological Disorders in Children and Adolescents	6480	Family Therapy and Systemic Intervention	7670
General Clinical Practice: Integration I	7860	General Clinical Practice: Integration II	7870
Advanced Projective Assessment (elective)	7570	Advanced Projective Assessment Practicum (elective)	7880
Ethics in Professional Psychology	5730	Forensic Psychological Assessment (elective)	8490

Competency: Intervention / Therapy

Required

Fundamentals of Clinical Interventions & Emergency Psychology	5820	Cognitive & Cognitive- Behavioral Therapy	6620
Short-Term Psychotherapy	6670	Family Therapy and Systemic Intervention	7670
Principles of Psychoneuroimmunology	5180	Group Process and Group Psychotherapy	7660
Behavior Modification: Theory and Practice	6600	Ethics in Professional Psychology	5730

Electives

Psychotherapeutic and Systemic Interventions for Child & Adolescent	7640	Post Modern and Solution Oriented Therapy	7650
Advanced Family Therapy	8680	The practice of Psycho-oncology with children and adults	7190
Contemporary Psychoanalytic Therapy	8790	Clinical Health Psychology	8180
Child Maltreatment	8020	Forensic Psychology	8710
Geriatric Psychology	8740	Neuropsychological Rehabilitation	8750

Dialectical Behavioral Therapy (DBT): Theory and Techniques	8670	Autism Spectrum Disorders	8650
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Clinical Practica

Introduction to Clinical Practice	5810	Psychotherapeutic Techniques	6830
Conceptualization & Intervention Planning	6850	General Clinical Practice: Integration I	7860
General Clinical Practice: Integration II	7870	Advanced Clinical Practicum: Health Psychology	8880
Clinical Psychology in the General Hospital Setting	7850		

Competency: Consultation, Management, and Supervision

Program Development and Administration in Mental Health	7720	Supervision and Consultation	7730
Ethics in Professional Psychology	5730	Clinical Health Psychology	8180
Psychoeducational Assessment and Consultation	7560	Clinical Psychology in the General Hospital Setting	7850

Competency: Cultural and Individual Diversity

Racial, Ethnic and Cultural Diversity	7310	Psychology and Poverty (elective)	8350
Ethics in Professional Psychology	5730	Studies in Human Sexuality (elective)	8700
Psychology of Gender (elective)	8360	Psychology of Sexual Orientation and Gender Diversity (elective)	8380

Competency: Research

History of Psychological Thought	5270	Test Construction	6250
Ethics in Professional Psychology	5730	Qualitative and Quantitative Methods & Descriptive Statistics	6230
Applied Research for Psychologists	6200	Doctoral Dissertation	8260
Research Practicum: Data Collection and Data Analysis	7240		

The course descriptions are presented in the last section of this Handbook.

Program Policies

Cross Registration within PHSU Programs

Clinical Psychology students are often encouraged to take advantage of diverse academic experiences available within our institution. Some students participate in departmental Journal Clubs and/or take courses within the Biomedical Sciences Doctoral Program.

The student must have Satisfactory Academic Progress (SAP) status to be able to benefit from cross registration at PHSU. The process to be followed is:

1. The student must submit a written proposal to the PsyD. Clinical Psychology Program Director expressing his/her interest of taking an out-of-program course and will provide evidence of satisfactory academic progress.
2. The Program Director will consult with the director of the program offering the desired course and will request an approval of the proposal.
3. Upon receiving approval from the host department, the Program Director will submit a request for authorization to the Dean of SBBS for final approval. If approved, a copy of the approval will be sent to the Registrar and Financial Aid Office.
4. The Program Director will inform the student of the decision taken on his/her request.

Cross Registration within Psychology Programs

Clinical Psychology students accepted to PHSU Clinical Psychology doctoral programs will take their curricular core courses within the program in which they are registered; either Psy.D. or Ph.D. They are only allowed to share fourth year elective clinical courses. Only under the most extraneous circumstances will students be allowed to register in a core course outside the program to which they were accepted by the institution. When such circumstances become evident upon the production of medical or similar evidence, the directors of both doctoral programs, the SBBS Dean, and the course professor will approve such request.

Students interested in transferring from one of our programs to another (e.g. Psy.D. to PhD or Ph.D. to Psy.D.), must write a letter to the Dean of the SBBS expressing their interest and justification for the transfer. The Dean will discuss the request for the transfer with the program coordinators. The following criteria will be used for the decision of accepting or not the transfer requested:

1. Space available in the requested program
2. GPA 3.5 or above
3. Recommendation from Academic Advisor
4. Outstanding professional behavior

Request must be presented during the first year in the SBBS. If the transfer is accepted, students commit to abide by the requirements of the new program.

Comprehensive Examination and Clinical Practice Examination

The Clinical Psychology Program (CPP) at PHSU utilizes two broad measures for the formative evaluation of student learning, the Comprehensive Examination (CE) and the Clinical Practice Examination (CPX). The CE focuses on the assessment of knowledge acquired on the foundations of the discipline, the profession and in research. The CPX is designed to assess clinical competencies related to relationship, clinical and psychological assessment and diagnosis, intervention and consultation.

Comprehensive Examination (CE)

The CE is offered by the end of the second year. All students must take the CE, even those who are admitted after completing a master's degree program from other institutions. Students must have approved all the courses of the first two years of the program and must be in satisfactory academic progress, as described elsewhere in this catalog.

The format of the CE is similar to the licensing examination prepared by the Board of Registration of Psychology of Puerto Rico. It is designed to cover the following three areas: Foundations of the profession, clinical application, and knowledge of research, data gathering and data analysis.

The areas covered under the foundational aspects of the discipline are:

Ethics, Personality Psychology, Social Bases of Behavior, Neurobiological Bases of Behavior, History of Psychology, Cognitive Psychology, Fundamentals of Neuroscience and Human Growth and Development.

The areas covered under the clinical components of the discipline are:

Clinical Psychopathology, Mood and Anxiety Disorders, Introduction to Psychological Assessment and Testing, Cognitive Assessment, Projective Personality Assessment, Behavior Modification, Cognitive and Cognitive Behavior Therapy, Short term Psychotherapies, Family Therapy and Systemic Interventions and Psychoneuroimmunology.

The areas of the CE covering the research and data analysis components of the discipline are:

Test Construction and Applied Research.

Students receive a letter notifying them of their scores on the CE. They must obtain a general global score of 70% to approve the CE. Students who obtain a global score of less than 70%, will repeat the specific failed components during a subsequent administration.

Remedial Plan for Comprehensive Examination (CE)

In the event that a student fails the second administration, a remedial plan will be written to assist students address the deficiencies identified by their test performance. Remediation plans may include readings, additional revision of written materials, additional courses, or other specified training experiences with the mentorship of a faculty member. All remediation plans, and the contractual agreement drawn by faculty, will be provided to the student in writing. The goal of remediation is to help students acquire the knowledge needed to pass the CE and the licensing examination. A student may have only one remedial plan. Failure on the CE after completing a remedial plan will result in a referral to the Institutional Promotions Committee. The Promotions Committee will determine whether a student who has failed the CE following a remediation plan is eligible for additional remedial opportunities or should be dismissed from the program.

Clinical Practice Examination (CPX)

All students must approve the CPX as a requisite to apply to their pre-doctoral internship. To be able to take the CPX, students must have approved all requisites of the third year and must have approved the Comprehensive Examination. To pass the CPX, the student must obtain a minimum Adequate Level of Performance (ALP) of 70%. Students should also obtain the established ALP score on each of the sections of the test.

The CPX team evaluates the student's performance in the areas assessed: History taking, mental status exam, clinical diagnosis, clinical intervention, history documentation, ethical management, interviewing skills, and patient satisfaction. After the evaluation, students receive a letter with their Global score and their specific scores for each component of the CPX. Failure to obtain a global score of 70% will require the student to repeat the CPX. A remedial plan will be elaborated to assist the student to address the detected deficiencies.

If a student obtains a global score of 70% but fails one area of the test, he/she will engage in a remedial plan to address the deficiencies noted in that specific area. However, a student who obtains a passing score on the test but fails two or more areas, is considered to have failed the CPX and must repeat the entire examination. A remedial plan will be

elaborated to assist the student to address the detected deficiencies.

Remedial Plan for Clinical Practice Examination

All remedial plans will be articulated and written in a contract format specifying the specific areas in need of remediation, the training site where the student will see patients for the plan, and the expected outcomes.

Student failing the CPX or two components of the test.

Students failing the whole test or two or more components of the CPX, will go through a minimum of one semester of remedial practice in a practicum site selected by the program. The Coordinator of Practica will contact the supervisor of the site, inform the areas that need improvement, and provide an evaluation form to be completed by the end of the semester.

After the remedial practicum, the student will repeat the CPX in the next cycle. If he/she does not pass in the second occasion, the student will have a second practicum placement of up to a semester before repeating the CPX for the third time. If the student does not pass in the third chance, he/she will be referred to the institutional Promotions Committee. The promotions committee will determine if the student should be eligible for an additional opportunity or should be dismissed from the program.

Students failing one component or area of the CPX

Students failing one area of the CPX, will go through a minimum of two months' remedial plan. The Coordinator of Practica will contact the student supervisor, inform the specific area that needs improvement, and provide an evaluation form to be completed by the end of the experience. After the remedial experience, the student will be evaluated in a reduced version (one or two standardized patients) of the CPX based on the area in need of improvement. If he/she does not pass in the second occasion, the student will have a practicum placement of up to a semester before repeating the CPX for the third time. If the student does not pass in the third chance, he/she will be referred to the institutional promotions committee.

Unjustified absence or tardiness to CE or CPX

A student who arrives 15 to 30 minutes late to the CE must complete the rest of the exam within the same period given to other students, except when the tardiness is justified. However, a student who arrives over 30 minutes late will not be allowed to take the exam unless the tardiness is objectively justified. A student who does not take the CE on the assigned day will not be able to take it until the next administration of the test, usually during the following year.

Tardiness to the CPX will prevent the student to see the standardized patient assigned for that period and will receive a grade of "0" on that particular exercise. A student who does not take the CPX on the assigned day will not be able to take it until the next administration, usually during the next year.

Academic Honesty related to CE and CPX

The CE and the CPX are complex assessment methods developed by program faculty and implemented through a staff of employees. These evaluation techniques are costly and time consuming in terms of preparation, implementation, scoring and reporting. Therefore, any violation to the honor code is considered a serious offense that may result in dismissal from the School. Violations include cheating during the CE or sharing the content of the test with other students. Divulging information of the CPX to students waiting in

the reception area may result in immediate suspension from the test and from the program.

Student Annual Evaluation and Feedback

At the beginning of their first year in the program, an Academic Advisor is assigned to each student. The main objective of the academic advising process is to help students with their academic and/or educational needs and to offer guidance and support while progressing through their training program. The academic advisor seeks and receives information from the student and from other faculty members regarding the student's academic performance and the professional roles expected for the student's developmental level. Based on such information, the advisor evaluates the student's performance each year using the "Standard form for student end of year evaluation".

Every student signs an "Advisory Contract" during their first year in the program. Advisor and advisee will meet at least once per semester. Any faculty member who has any concerns or comments about a student's academic or clinical performance or professional behavior should present these in written form to the student's assigned advisor. In case of a serious deficiency or concern, the advisor will refer the situation to the program coordinator for analysis and remedial action. The program procedures and institutional policies are used in cases of academic problems, unprofessional behavior, or other concerns related to the student's performance. At the end of year each student meets with his/her advisor to discuss and to complete the "Standard Form for Student End of the Year Evaluation".

Evaluation of Student Professional Behavior

Our program has adopted the complete statement on evaluation of student non-academic competence developed by the Council of Chairs of Training Councils. At the beginning of their first year, every PsyD students acknowledge with their signature the receipt of this statement.

Students in psychology training programs (at the doctoral, internship, or postdoctoral level) should know—at the outset of training—that their faculty, training staff, and supervisors have a professional, ethical, and potentially legal obligation to: (a) evaluate the interpersonal competence and emotional well-being of student trainees who are under their supervision, and who provide services to clients and consumers, and (b) ensure—insofar as possible—that the trainees who complete their programs are competent to manage future relationships (e.g., client, collegial, professional, public, scholarly, supervisory, teaching) in an effective and appropriate manner. Because of this commitment, professional psychology education and training programs, faculty, training staff, and supervisors strive not to "pass along" students with issues or problems (e.g., cognitive, emotional, psychological, interpersonal, technical, and ethical) that may interfere with professional competence to other programs, the profession, employers, or the public at large.

Therefore, within a developmental framework and with due regard for the inherent power difference between students and faculty, students and trainees should know that their faculty, training staff, and supervisors will evaluate their competence in areas other than coursework, seminars, scholarship, comprehensive examinations, or related program requirements. These evaluative areas include, but are not limited to, demonstration of sufficient: (a) interpersonal and professional competence (e.g., the ways in which students relate to clients, peers, faculty, allied professionals, the public, and individuals from diverse backgrounds or histories); (b) self-awareness, self-reflection, and self-evaluation (e.g., knowledge of the content and potential impact of one's own beliefs and values on clients, peers, faculty, allied professionals, the public, and individuals from diverse backgrounds or histories); (c) openness to processes of supervision (e.g., the ability and

willingness to explore issues that either interfere with the appropriate provision of care or impede professional development or functioning); and (d) resolution of problems or issues that interfere with professional development or functioning in a satisfactory manner (e.g., by responding constructively to feedback from supervisors or program faculty; by participating in personal therapy in order to resolve problems or issues).

Faculty members or supervisors will attempt to assist any student who presents difficulties in professional behavior. If this assistance is not accepted or fails to produce the desired results, the SBBS faculty, clinical supervisors, or administrators will follow the following procedure:

1. Report the concern to the students' academic advisor. If the situation is not resolved, the academic advisor moves to step #2
2. Report the situation to the Program Coordinator. If the situation is not resolved, move to step #3
3. The program coordinator discusses the situation with SBBS Dean and decide if he/she should be referred to the Professional Behavior and Ethics Committee (PBEC)
4. The Dean and Program Coordinator may refer the student to the PBEC, using the "Unprofessional Behavior Referral Form".
5. The student will be notified that he/she was referred to the PBEC.
6. The PBEC will:
 - a. Familiarize with the complaint through interviews or documents
 - b. Consult with legal advisor if necessary
 - c. Meet with the student and identify his/her needs
 - i. Advise student on the concerns presented
 - d. Recommend follow up actions through a report to the Dean
7. The SBBS Dean will consider the recommendations to be received and will make a final decision that may include referral to the institutional students' promotions committee.

Professional Behavior and Ethics Committee (PBEC)

The main goal of the PBEC is to support the SBBS mission of developing a new generation of well-rounded clinical psychologists capable of performing excellently in different clinical settings, to a higher standard of competency.

At the individual level, professional behaviors include, but are not limited, to personal and professional characteristics, interpersonal relationships and ethical/moral decisions. Expected professional behavior comprise motivation to progress in the program and initiative to address new challenges, responsibility, commitment, team work, professional image, response to authority, response to criticism, recognition of limitations, empathy, consideration of other's roles and rights, relation to peers and to non-faculty members, and confidentiality, among other behaviors.

Unprofessional behaviors may be recognized as: limitations in assuming responsibility for ones actions and duties, poor initiative to change and to assume ones role as student and future professional, not following instructions or recommendations for improvement, impaired relationships with students and faculty, impaired relationship with other allied health professionals, bullying, plagiarism, problems with moral character (differentiate right from wrong), poor judgment, not handling well transference/ countertransference, among others. The PBEC is consonant with the PHSU

institutional catalog, American Psychological Association, and Puerto Rico Psychology Association (APPR) codes of Ethics.

Identification

Students will identify themselves to patients, to the public and to any other person both verbally and in written form by using the designation “Clinical Psychology Doctoral Student”. This designation will change when the student enters an internship program at which time the following title must be used “Clinical Psychology Predoctoral Intern”. Students will use whichever title is assigned or customary in internship site outside our program or our institution. Students will not present themselves as “doctor” and will not allow others to address them with such title. Failure to follow this rule will be considered as an ethical violation.

Use of cellular phones

While attending lectures or any other official activity of the program cellular phones will be turned off or changed to vibration mode. Students need to inform the professor when he/she is expecting an important call during class.

Satisfactory Academic Progress Policy

Doctoral Program in Clinical Psychology (PsyD and PhD)

Introduction

This policy has been established to ensure an acceptable time frame for completion of the academic program and the minimally accepted quality of performance. This policy also ensures that the Student Financial Aid requirements set forth by federal regulations are met.

Scope

This policy applies to all Clinical Psychology (Psy.D) Doctoral Students enrolled at Ponce Health Sciences University (PHSU).

General Requirements

Time Frame for completion of the Academic Program

A Clinical Psychology Doctoral Student will be allowed a maximum time frame of three years of enrollment beyond the standard required for the completion of the program (five years). Summer enrollment is considered part of the academic year for the purpose of this measure.

The total years for completion of a degree include those graduate courses accredited on admission to our program.

Program	Standard	Maximum
Clinical Psychology Doctorate	5 years	8 years

Definition of a full time: Students with an academic load of 6 credits or more per semester will be considered full time doctoral students. Students registered in doctoral dissertation are also considered full time students

Definition of half time: Students with an academic load of 3 to 5 credits per semester will be considered half time students.

Definition of less than half time: Students with an academic load of less than 3 credits per semester will be considered less than half time or part-time students.

Completion of Program Requirements

Course Requirement

Students must complete all courses within the established time frame. The Program requires a total of 86 credits.

Performance Requirement

A student must complete each academic year with a minimum grade point average of 3.00. Any student failing to meet this standard of performance will be referred to the Students Promotion Committee.

Comprehensive Examination Requirement

A Comprehensive Examination must be taken upon completion of the second academic year. A passing score in the exam is a requirement for candidacy to the Doctoral Degree.

Clinical Practice Examination (CPX)

Approval of the Clinical Practice Examination is required upon completion of the last academic year before the Clinical Internship.

Doctoral Dissertation Requirement

A Doctoral Dissertation with oral defense is required for graduation.

Professional Behavior Requirement

The students should conduct themselves in accordance with the norms for professional conduct set forth by Ponce Health Sciences University, the corresponding accreditation agencies, and the Clinical Practice Manual of the Psy.D. Program.

Grade Requirement

In order to graduate, the student should complete all requirements and maintain a minimum grade point average of 3.00. Satisfactory Academic Progress is required for financial aid eligibility and will be reviewed on a yearly basis.

- A grade of "C" in any of the Clinical Courses (as identified in the program's catalog) is not allowed. Any "C" grade in the Clinical Courses must be repeated.
- No more than two courses can be repeated in the entire program.
- Repeated courses with "C" grades will remain on record, but the new grade will be used to compute the grade point average.
- A grade of "F" in any course will result in referral to the Students Promotion Committee and considered for dismissal based on overall academic performance.
- Grades of "P" (Pass) or "NP" (Not Pass) are applicable to dissertation. When the dissertation activity requires more than one semester for its completion, the student receives a notation of "In Progress" (IP) for each semester and until the dissertation is completed.
- Grades of "P" (Pass) or "NP" (Not Pass) are applicable to Practica and Internship. A grade of "NP" requires repetition. In case of a second "NP" grade in the same practicum or internship, the student will be referred to the Students Promotion Committee with a recommendation for dismissal.

- An “I” (Incomplete) grade will only be allowed under very special circumstances as determined by the professor. The student must remove the “I” (Incomplete) by the following semester or an administrative “F” will replace it.

Students who do not comply with the Satisfactory Academic Policy (SAP) parameters may be referred to the promotions committee. (See Promotions Committee Policy Section)

Academic Probation and Financial Aid Eligibility

A student failing to meet the grade requirements will be placed on academic probation for one semester, but will be eligible for financial aid. At the end of the semester, if the student has not regained SAP, he/she loses financial aid for the following semester

If the student is dismissed, but the dismissal decision is reserved by the due process, the student loses financial aid until SAP is reestablished.

Reinstatement of Financial Aid

Financial Aid eligibility is contingent upon satisfactory academic progress. It is the student's responsibility to request reinstatement of financial aid.

Enforcement

The Office of Student Affairs shall have primary responsibility for overseeing this policy and will provide all students upon admission to Ponce Health Sciences University, a copy of this document.

Chancellor and the Executive Director for Student Affairs, as well as the Registrar and Financial Aid Director will receive all pertinent data to ensure proper enforcement of the policies set forth.

Doctor in Philosophy in Clinical Psychology Program (PhD)

Refer back to the [Satisfactory Academic Progress](#) for the [Doctoral Program in Clinical Psychology \(PsyD\)](#)

MASTER IN SCIENCE IN SCHOOL PSYCHOLOGY (MSSP)

Mission Statement

The School Psychology Program at Ponce Health Sciences University prepares a new generation of School Psychologists to competently address the needs of children, adolescents and adults engaged in learning activities, through an advanced clinically-based core curriculum that also offers innovative brain sciences areas of concentration.

Program Goals and Objectives

Goal 1: Develop in our students an in-depth understanding of the psychological (cognitive, affective, motivational), biological and socio-cultural bases of normal and abnormal behavior that serves as the foundation of the school psychology practice.

Objective 1	The students will be able to describe the main theories on cognition, emotion, and motivation, and apply them effectively in the delivery of psychological services.
Objective 2	The students will be able to demonstrate understanding of the biological bases of behavior and identify the signs and symptoms of abnormal behavior
Objective 3	The students will be able to outline the main theories of human growth and development.
Objective 4	The students will be able to identify and describe the reciprocal interaction and impact of socio-cultural aspects in the psychology of individuals, families and groups.
Objective 5	The students will demonstrate command in the evaluation of patients' psychopathological signs and symptoms, and in the formulation of an appropriate diagnosis.
Objective 6	Students will apply all legal and ethical standards related to patient and therapist relationships in all psychological assessment and therapeutic interventions and their documentation.

Goal 2: To prepare school psychologists for the ethical delivery of evidence-based psychotherapeutic interventions, assessment and diagnosis when assuming the contemporary roles of the profession based upon the evolving scientific knowledge and expanding scope of practice.

Objective 1	The students will demonstrate ability to form and maintain professional relationships with clients, colleagues, supervisors, faculty, other multidisciplinary healthcare team professionals, and community members in accordance with the ethical standards and values of the profession.
Objective 2	The students will demonstrate understanding and solid command of assessment and diagnosis.
Objective 3	The students will be able to appropriately select and implement psychological interventions and document therapeutic progress accurately.
Objective 4	The students will demonstrate awareness, attitudes of respect, and appropriate responses in the delivery of psychological services sensitive to the clients' gender, socioeconomic status, affectional orientation, ethnicity, physical and mental capacities, religion, spirituality, and age as well as the interrelationships of these identities and statuses.
Objective 5	The students will be able to apply current research to their practice and to differentiate the methods of scientific inquiry.
Objective 6	The students will provide consultation to school personnel on issues pertaining to children's learning or behavioral issues.
Objective 7	The students will provide consultation to the family members of the children's academic, behavioral and psychosocial performance.
Objective 8	The students will conduct group interventions with children/adolescents and with members of the academic community.
Objective 9	The students will evaluate and diagnose most childhood and adolescents' psychological, behavioral and emotional disorders in academic, community or health services contexts.
Objective 10	The students will write comprehensive and clinically sound intervention plans.
Objective 11	The students will recognize the psychotropic medication prescribed to children and adolescents and will understand their neurophysiological mechanism of action, benefits, indications and side effects.

Neuropsychology Goal and Objective

Goal 3: To develop in students foundational competencies in the field of Neuropsychology allowing them a broad

understanding of brain behavior relationships and of the base of psychological processes as they manifest through the development spectrum.

Objective 1	The students will integrate the theoretical knowledge of the field of School Psychology and neuropsychology with the skills needed to practice in academic and clinical settings.
Objective 2	The students will learn about the research techniques in the field of neuropsychology and will be able to interpret research findings as they apply to their practice and scholarly activities.
Objective 3	The students will identify the development of the nervous system as it applies to the emergence of cognitive and neuropsychological functions and will apply this knowledge to the understanding of neuropsychological conditions in children and adolescents in academic learning and other contexts.
Objective 4	The students will become competent in conducting cognitive, personality, psychoeducational and neuropsychological assessment and testing, and in interpreting the results obtained from these tests.
Objective 5	The students will apply their knowledge of neuropsychology according to the ethical principles of the profession.

Neuroscience of Learning Goal and Objective

Goal 4: To prepare School Psychologists competent in the understanding of the neurophysiology of learning and of the individual and systemic techniques available to transfer learning environments according to the principles of neurolearning.

Objective 1	The students will obtain an indepth appreciation of the neurophysiological processes underlying the different psychological processes; attention, perception, motivation memory.
Objective 2	Graduates will use current theories on the neuroscience of learning to improve learning outcomes in children and adolescents.
Objective 3	Graduates will be able to train teacher in the use of Brain-Based Learning theory and teaching techniques.

Program Values

Student Related Values

Core Value: Our program is Student Oriented

- The main purpose of the School Psychology Program is to develop excellent professional school psychologists. Therefore, every activity performed by our program has as its immediate and ultimate goal the improvement of students' learning outcomes.
- Our program will provide all students the educational services they need to achieve their goal of becoming competent School Psychologists. Students presenting academic or clinical performance deficiencies will receive the type of remedial help needed to overcome them.
- Our program respects the students' religious, affectional, and/or ethnic orientation or preferences.
- Students will benefit from their interactions with our staff and faculty and will never be subject to abuse or intentional harm.
- It is our intention to admit students capable of successfully completing the program. Once accepted, the program assists students to achieve their vocational goal. Students are expected to make a serious commitment to the program and to comply with all academic and skill-building requirements.
- Our students want to learn and will learn when an adequate learning environment is created and maintained.
- Feedback is needed to allow students to monitor their learning process, their clinical performance, and their personality development.

Faculty Related Values

Core Value: Faculty members deliver educational services of excellence

- The program's most precious resource is its faculty.
- The program's administration is committed to facilitating the educational responsibilities and activities of all faculty members.
- Our program recognizes that each faculty member needs to feel appreciated and safe, and expects to be treated with courtesy and respect.
- Our program is evaluation-rich and provides opportunities for students to provide feedback on their performance to all faculty members and/or supervisors. Such feedback should improve the quality of the educational services offered.

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- Our program expects all faculty members to model ethical and professional behavior to all students in their interactions.
 - The program's administration recognizes that faculty members need the freedom and the resources to up-grade their knowledge base and clinical skills through continuing education efforts, through faculty development activities and by conducting research activities.
 - The program encourages all faculty members to develop their research and/or scholarly activities based upon their particular interests and the needs of the program.

Administrative Values

Core Value: The Administration of the Master of Sciences in School Psychology Program is committed to fostering a humane environment and to promote the program's mission, goals, and values.

- The administration of the program acknowledges the responsibility it has to harmonize effectively the different subsystems of the educational process: students, faculty, staff, PHSU administration, community, accrediting agencies, the field of psychology, etc.
- The administration will seek the necessary resources to facilitate the students' learning process and to support the teaching activities of all professors.
- The program's administration will support all faculty members and all students interested in developing research projects.
- The administration of the program represents the vision, mission, and image of the Master of Sciences in School Psychology Program to the public through professional and civic activities, through the media, and through the recruitment of interested individuals.
- The administration of the program sets an example for faculty and students with regards to the styles of interaction within all members of the academic community and in creating a supportive interpersonal environment.
- The administration supports a continuous improvement approach to management and fosters the periodic evaluation of all processes and procedures.

Required and Elective Courses

The required foundation and clinical courses, together with the elective courses and all practica available through the program, are presented below. The program curriculum is designed to be completed in two and a half years by regular students. Regular students take elective courses during their fourth and fifth semester in the program.

Required Foundation Courses

SCP 5150	Lifespan Human Development (3)
SCP 5220	Psychology of Personality and Individual Difference (3)
NPS 5110	Biological Base of Behavior: Neuroscience (3)
SCP 5320	Social Bases of Behavior and Diversity (3)
SCP 5730	Professional Behavior and Ethics (2)
SCP 6200	Research in Psychological Sciences (2)
SCP 6230	Research Methods and Statistics (3)
SCP 6250	Test and Measurement (2)

Total Credits: 21

Required Core Clinical and Professional Courses

SCP 5410	General Principles of Psychopathology (2)
SCP 6500	Psychological Disorders in Children & Adolescents (2)
SCP 6520	Intellectual Assessment. (3)
SCP 6580	Projective Assessment Techniques (2)
SCP 6600	Behavior Modification: Theory and Practice (2)

SCP 6860	Introduction to Psychological Assessment (2)
SCP 7170	Psychopharmacology for Psychologists (2)
SCP 7560	Psychoeducational Assessment and Consultation (3)
SCP 7660	Group Therapy (2)
SCP 7670	Family Therapy (2)
SCP 7720	Program Development and Management (2)

Total Credits: 24

Required Courses for Neuropsychology Specialization

SCP 8470	Neuropathology (2)
NPS 5240	Cognition and Emotion (3)
NPS 8510	Neuropsychological Assessment (3)
Elective	(2)

Total Credits: 10

Required Courses for Neurosciences of Learning Specialization

NSL 0502	Sensory and Sensory Motor development: Implications for assessment and teaching (2)
NSL 0512	Theoretical Models of Learning (1)
NSL 0601	Brain-Based Learning (3)
NSL 0602	Neuropsychology of Learning Disorders: A Pragmatic Approach (2)
NSL 0611	Design and administration of Neurosciences-Based Learning Environments (2)

Total Credits: 10

Elective Courses

(Minimum of 7 credits)

SCP 7640	Evidence-Based Interventions for Children and Adolescents (2)
SCP 8650	Autism Spectrum Disorders (2)
NSL 0612	Neurodevelopmental Alterations: Learning and Behavioral Manifestations (2)
SCP 8390	Child Maltreatment and Sexual Abuse (2)
SCP 7810	General Practicum Second Year Summer (0)
SCP 8010	Independent Course (1)
SCP 8020	Independent Course (2)
SCP 7820	Elective School/Clinical Practice (0)

Required Practice

SCP 5810	Clinical Practice I (30 hrs.)
SCP 5820	Clinical Practice II (30 hrs.)
SCP 6830	Clinical Practice III (230 hrs.)
SCP 7860	Clinical Practice IV (230 hrs.)
SCP 7890	School Psychology Practicum (230 hrs.)

Total (Minimum) hours of Clinical Practice: 750

Other Required Practicum

SCP 6810	Intellectual Assessment Practicum (30 hrs.)
SCP 6880	Practicum Projective Assessment Techniques (30 hrs.)

Faculty

As stated in our "Program Values", our faculty constitutes the program's main asset. We have been able to select and retain a group of seasoned and junior faculty members who enjoy teaching, interacting and training students. They are professionals mindful and reflective of their own personality and professional growth and who value the program's philosophy and mission. This faculty is multidisciplinary and therefore capable of providing a broader range of didactic and clinical experiences to our students. By the end of their training, our students are familiar with the different professional roles needed to practice contemporary School Psychology in diverse clinical, educational and community-based settings.

Core Faculty: Professional and Research Interests

Rebecca López Bobonis, Ph.D., C.P.A.S., MSSP Program Director, Assistant Professor
School Psychology, Professional Certification in Sexual Abuse, Forensic Practice

Licelott Maldonado, Psy.D., Assistant Professor
Assessment, Child Clinical Psychology, Coordinator of Clinical Practica

Laura Deliz, Psy.D., Assistant Professor

Autism, Developmental Disorders, Trauma, DIR Model, Multicultural and Bilingual Special Education, Program Development, Psychoeducational Assessment.

Doris Flores, PsyD, Assistan Professor

School Psychology, Health Psychology, Substance Abuse

Associated Faculty

Valerie Toro, Psy.D., Assistant Professor

Ethics, Emergency Psychology, Primary Care Behavioral Health, Family Therapy

Axel Ramos, Ph.D., Assistant Professor

Health Psychology, Clinical Supervision

Stephanie Vega, Psy.D., Assistant Professor

Assessment, Coordinator of Clinical Practica

Eunice Alvarado, Psy.D., Assistant Professor

Clinical Psychology, Forensic Practice

Amilcar Colón, PhD. Assistant Professor

School Psychology, Sports psychology, Addictions

Karla Martínez, PhD, Assistant Professor

Neuropsychology

Paulette Soto, PsyD, Assistant Professor

Psychoeducational Assessment

Eida Castro, PsyD, MSR

Psychooncology, Health interprofessions

Other contributors

Nelson Jiménez, PhD, Adjunct professor

Luismiguel Rodríguez, PhD, Adjunct professor

Administrative Staff

Deadina González, MBA

Administrative Coordinator

Admission Requirements

Candidates for admission will satisfy the following minimal requirements:

- Ψ A bachelor's degree from a college or university approved by the Council on Higher Education and/or by the corresponding regional accrediting agencies.
- Ψ At least 15 credits in Psychology at the bachelor's level including the following courses:

<u>Course</u>	<u>Credits</u>
• General Psychology	3
• Developmental Psychology	3
• Statistics	3
• Abnormal Psychology	3
• Experimental Psychology or Research Methods	3

- Ψ Submit an official transcript of all college level work completed and of all graduate courses taken. Failure to submit transcripts of any graduate or undergraduate work is considered a serious offense.
- Ψ A minimal GPA of 3.00
- Ψ Three letters of recommendation from professors and or professionals familiar with the candidate's performance in academic and work settings.
- Ψ Certificate of good conduct from the Police Department.
- Ψ One day interview process including written essays and a non-cognitive assessment.

Transfer Of Credits Policy

The following criteria will apply in considering courses for transfer:

Only courses approved with a minimum grade of B will be considered for transfer.

A maximum of 18 credits may be transferred.

The student must provide the course syllabus and the official catalog of the institution where the course (s) requested for transfer was/were taken.

The following courses may be considered for transfer:

SCP 5730	Professional Behavior and Ethics
SCP 6200	Research in Psychological Sciences
SCP 6230	Research Methods and Statistics
SCP 6250	Test and Measurement

SCP 7720 Program Development and Management

PHSU Master in School Psychology To Clinical Psychology PsyD Program

Students from the Master in School Psychology (MSSP) program from Ponce Health Sciences University (PHSU) may transfer to the Clinical Psychology PsyD program given the following conditions:

1. Complete all academic requirements for the MSSP with a minimum GPA of 3.30.
2. Demonstrate satisfactory professional behavior in the academic and practicum sites, as affirmed by the program director.
3. Apply for admission and comply with all PHSU PsyD admission requirements, including a request for transfer of credits.
4. The PsyD Program reserves the right to determine the number of students accepted into the program each academic year.
5. Students that are accepted from the MSSP program will not be eligible to receive the Masters in Science in Clinical Psychology (MSCP).

Transfer of credits policy

1. Once accepted to the PsyD program, the student must request an official transfer of credits form from the Admission Department.
2. Students' transfer of credits will be assessed individually. Up to 46 credits and four practicum courses can be transferred from the MSSP program. Grades of C or NP will not be considered for transfer.
3. The courses to be transferred can change upon the curricular sequence that is current.

Psychology Degree Granted

The degree in Psychology to be granted is the “Masters of Science in School Psychology” or M.S. in School Psychology. This program is authorized by the P.R. Council of Higher Education.

Requirements For The Degree

The requirements to obtain the Masters of Science in School Psychology degree are:

1. Approve all required and elective courses, as well as all practicum while maintaining a satisfactory academic progress. A minimum of 62 credits is needed to satisfy the academic requirements. The practicum do not carry credit value. They are monitored by the hour and not by credit.
2. Successfully complete 750 hours of clinical practice during the first 6 semesters of the program as follows:
 - d. 1.5 hours per week for 20 weeks of the first and second semester of the first year attending SCP 5810/5820 for a total of 30 hours per semester.
 - e. 1.5 hours each week of the first and second semester of the second year attending didactic sessions (SCP 6830 / 7860) and at least 8 hours per week of direct clinical contact during 25 weeks for a total of 230 hours per semester.

- f. 1.5 hours each week of the first semester of the third year attending didactic sessions (SCP 7890) and at least 8 hours per week of direct clinical contact during 25 weeks for a total of 230 hours per semester.
3. Approve the Comprehensive Examination (CE) offered at the end of the third year first semester

Two and a Half Year Curriculum Sequence

The curriculum of the program is offered in a lock-step manner. This system allows students to develop the competencies of the profession in a sequential and logically designed manner.

First Year 1st Semester Courses

CODE	COURSE TITLE	CREDITS
SCP 5150	LIFESPAN HUMAN DEVELOPMENT	3
SCP 5220	PSYCHOLOGY OF PERSONALITY AND OF INDIVIDUAL DIFFERENCES	3
NPS 5110	BIOLOGICAL BASES OF BEHAVIOR: NEUROSCIENCE	3
SCP 5810	CLINICAL PRACTICE I	0
SCP 6250	TEST AND MEASUREMENT	2
SCP 6860	RODUCTION TO PSYCHOLOGICAL ASSESSMENT	2
IDH 919	ERPROFESSIONAL PERSPECTIVES IN HEALTH DISPARITIES	1
TOTAL		14

First Year 2nd Semester Courses

CODE	COURSE TITLE	CREDITS
SCP 5410	GENERAL PRINCIPLES OF PSYCHOPATHOLOGY	2
SCP 5730	PROFESSIONAL BEHAVIOR AND ETHICS	2
SCP 5820	CLINICAL PRACTICE II	0
SCP 6200	RESEARCH IN PSYCHOLOGICAL SCIENCES	2
SCP 6520	INTELLECTUAL ASSESSMENT	3
SCP 6600	BEHAVIOR MODIFICATION: THEORY & PRACTICE	2
SCP 6810	INTELLECTUAL ASSESSMENT PRACTICUM	0
TOTAL		11

Second Year 1st Semester Courses

CODE	COURSE TITLE	CREDITS
SCP 6230	RESEARCH METHODS AND STATISTICS	3
SCP 6500	PSYCHOLOGICAL DISORDERS IN CHILDREN & ADOLESCENTS	2
SCP 6580	PROJECTIVE ASSESSMENT TECHNIQUES	2
SCP 6830	CLINICAL PRACTICE III	0

SCP 6880	PRACTICUM PROJECTIVE ASSESSMENT TECHNIQUES	0
SCP 7560	PSYCHOEDUCATIONAL ASSESSMENT AND CONSULTATION	3
SCP 7660	GROUP THERAPY	2
SCP 7670	FAMILY THERAPY AND SYSTEMIC INTERVENTIONS	2
TOTAL		14

Second Year 2nd Semester Courses: Neuropsychology Track

<u>CODE</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
SCP 7860	CLINICAL PRACTICE IV	0
SCP 8470	NEUROPATHOLOGY	2
NPS 5240	COGNITION AND EMOTION	3
NPS 8510	NEUROPSYCHOLOGICAL ASSESSMENT	3
SCP 870	DIRECTED ELECTIVE - NEUROREHABILITATION	2
TOTAL		10

Second Year 2nd Semester Courses: Neuroscience of Learning Track

<u>CODE</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
SCP 7860	CLINICAL PRACTICE IV	0
NSL 0502	SENSORY AND SENSORY-MOTOR DEVELOPMENT: IMPLICATIONS FOR ASSESSMENT AND TEACHING	2
NSL 0512	THEORETICAL MODELS OF LEARNING	1
NSL 0601	BRAIN-BASED LEARNING	3
NSL 0602	NEUROPSYCHOLOGY OF LEARNING DISORDERS: A PRAGMATIC APPROACH	2
NSL 0611	DESIGN AND ADMINISTRATION OF NEUROSCIENCE-BASED LEARNING ENVIRONMENTS	2
TOTAL		10

Third Year 1st Semester Courses

<u>CODE</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>
SCP 7170	PSYCHOPHARMACOLOGY FOR PSYCHOLOGISTS	2
SCP 7220	PROGRAM DEVELOPMENT	2
SCP 7890	SCHOOL PSYCHOLOGY PRACTICUM	0
SCP 5320	SOCIAL BASES OF BEHAVIOR AND DIVERSITY	3
SCP 865	Directed Elective: Autism Spectrum Disorders	2
SCP	ELECTIVE	2
SCP	ELECTIVE	2
	COMPREHENSIVE EXAMINATION	
TOTAL		

Elective Courses

SCP 7640	Evidence-Based Interventions for Children and Adolescents (2)
NSL 0612	Neurodevelopmental alterations: Learning and Behavioral Manifestations (2)
SCP 8390	Child Maltreatment and Sexual Abuse (2)
SCP 7810	General Practicum Second Year Summer (0)
SCP 801	Independent Course (1)
SCP 802	Independent Course (2)
SCP 782	Elective School/Clinical Practica (0)

Program Policies

Cross Registration within PHSU Programs

School Psychology students are often encouraged to take advantage of diverse academic experiences available within our institution. Some students participate in departmental Journal Clubs and/or take courses within the Biomedical Sciences Doctoral Program.

The student must have Satisfactory Academic Progress (SAP) status to be able to benefit from cross registration at PHSU. The process to be followed is:

5. The student must submit a written proposal to the Master of Science in School Psychology Program Director expressing his/her interest of taking an out-of-program course and will provide evidence of satisfactory academic progress.
6. The Program Director will consult with the director of the program offering the desired course and will request an approval of the proposal.
7. Upon receiving approval from the host department, the Program Director will submit a request for authorization to the Dean of SBBS for final approval. If approved, a copy of the approval will be sent to the Registrar and Financial Aid Office.
8. The Program Director will inform the student of the decision taken on his/her request.

Cross Registration within Psychology Programs

School Psychology students accepted to PHSU Master of Science in School Psychology Programs will take their curricular core courses within the program in which they are registered. They are only allowed to share elective clinical courses. Only under the most extraneous circumstances will students be allowed to register in a core course outside the program to which they were accepted by the institution. When such circumstances become evident upon the production of medical or similar evidence, the program director, the SBBS dean, and the course professor will approve such request.

Students interested in transferring from one of our programs to another must write a letter to the dean of the SBBS expressing their interest and justification for the transfer. The dean will discuss the request for the transfer with the program directors. The following criteria will be used for the decision of accepting or not the transfer requested:

5. Space available in the requested program
6. GPA 3.5 or above
7. Recommendation from academic advisor
8. Outstanding professional behavior

Request must be presented during the first year in the SBBS. If the transfer is accepted, students commit to abide by the requirements of the new program.

Comprehensive Examination

The Master of Science in School Psychology Programs at PHSU utilizes a broad measure for the formative evaluation of student learning, the Comprehensive Examination (CE). The CE focuses on the assessment of knowledge acquired on the foundations of the discipline, the profession and in research.

Comprehensive Examination (CE)

The CE is offered by the end of the third year first semester. All students must take the CE. Students must have approved all the courses of the first two years of the program and must be in satisfactory academic progress, as described elsewhere in this catalog.

The format of the CE is similar to the licensing examination prepared by the Board of Registration of Psychology of Puerto Rico. It is designed to cover the following three areas: Foundations of the profession, clinical application, knowledge of research, data gathering and data analysis, and knowledge acquired on their track.

The areas covered under the foundational aspects of the discipline are:

Ethics, Personality Psychology, Biological Bases of Behavior, and Human Development.

The areas covered under the clinical components of the discipline are:

Principles of Psychopathology, Psychological Disorders in Children & Adolescents, Intellectual Assessment, Projective Assessment, Psychoeducational Assessment.

The areas of the CE covering the research and data analysis components of the discipline are:

Test Measurement, and Research in Psychological Sciences

The areas of the CE covering the Neuropsychology components of the discipline are:

Cognition and Emotion, Neuropathology and Neuropsychological Assessment.

The areas of the CE covering the Neuroscience of Learning components of the discipline are:

Theoretical Models of Learning, Sensory and Sensory-Motor Development, Brain-Based Learning, and Neuropsychology of Learning Disorders.

Students receive a letter notifying them of their scores on the CE. They must obtain a general global score of 70% to approve the CE. Students who obtain a global score of less than 70%, will repeat the specific failed areas during a subsequent administration.

Remedial Plan for Comprehensive Examination (CE)

In the event that a student fails the second administration, a remedial plan will be written to assist students address the deficiencies identified by their test performance. Remediation plans may include readings, additional revision of written materials, additional courses, or other specified training experiences with the mentorship of a faculty member. All remediation plans, and the contractual agreement drawn by faculty, will be provided to the student in writing. The goal of remediation is to help students acquire the knowledge needed to pass the CE and the licensing examination. A student may have only one remedial plan. Failure on the CE after completing a remedial plan will result in a referral to the Institutional Promotions Committee. The Promotions Committee will determine whether a student who has failed the CE following a remediation plan is eligible for additional remedial opportunities or should be dismissed from the program.

Unjustified absence or tardiness to CE

A student who arrives 15 to 30 minutes late to the CE must complete the rest of the exam within the same period given to other students, except when the tardiness is justified. However, a student who arrives over 30 minutes late will not be allowed to take the exam unless the tardiness is objectively justified. A student who does not take the CE on the assigned day will not be able to take it until the next administration of the test, usually during the following year.

Academic Honesty related to CE

The CE is a complex assessment methods developed by program faculty and implemented through a staff of employees. These evaluation techniques are costly and time consuming in terms of preparation, implementation, scoring and reporting. Therefore, any violation to the honor code is considered a serious offense that may result in dismissal from the School. Violations include cheating during the CE or sharing the content of the test with other students.

Student Annual Evaluation and Feedback

At the beginning of their first year in the program, an Academic Advisor is assigned to each student. The main objective of the academic advising process is to help students with their academic and/or educational needs and to offer guidance and support while progressing through their training program. The academic advisor seeks and receives information from the student and from other faculty members regarding the student's academic performance and the professional roles expected for the student's developmental level. Based on such information, the advisor evaluates the student's performance each year using the "Standard form for student end of year evaluation".

Every student signs an "Advisory Contract" during their first year in the program. Advisor and advisee will meet at least once per semester. Any faculty member who has any concerns or comments about a student's academic or clinical performance or professional behavior should present these in written form to the student's assigned advisor. In case of a serious deficiency or concern, the advisor will refer the situation to the program director for analysis and remedial action. The program procedures and institutional policies are used in cases of academic problems, unprofessional behavior, or other concerns related to the student's performance.

At the end of year each student meets with his/her advisor to discuss and to complete the "Standard Form for Student End of the Year Evaluation".

Evaluation of Student Professional Behavior

Our program has adopted the complete statement on evaluation of student non-academic competence developed by the Council of Chairs of Training Councils. At the beginning of their first year, every MSSP students acknowledge with

their signature the receipt of this statement.

Students in psychology training programs (at the master, doctoral, internship, or postdoctoral level) should know—at the outset of training—that their faculty, training staff, and supervisors have a professional, ethical, and potentially legal obligation to: (a) evaluate the interpersonal competence and emotional well being of student trainees who are under their supervision, and who provide services to clients and consumers, and (b) ensure—insofar as possible—that the trainees who complete their programs are competent to manage future relationships (e.g., client, collegial, professional, public, scholarly, supervisory, teaching) in an effective and appropriate manner. Because of this commitment, professional psychology education and training programs, faculty, training staff, and supervisors strive not to “pass along” students with issues or problems (e.g., cognitive, emotional, psychological, interpersonal, technical, and ethical) that may interfere with professional competence to other programs, the profession, employers, or the public at large.

Therefore, within a developmental framework and with due regard for the inherent power difference between students and faculty, students and trainees should know that their faculty, training staff, and supervisors will evaluate their competence in areas other than coursework, seminars, scholarship, comprehensive examinations, or related program requirements. These evaluative areas include, but are not limited to, demonstration of sufficient: (a) interpersonal and professional competence (e.g., the ways in which students relate to clients, peers, faculty, allied professionals, the public, and individuals from diverse backgrounds or histories); (b) self-awareness, self-reflection, and self-evaluation (e.g., knowledge of the content and potential impact of one's own beliefs and values on clients, peers, faculty, allied professionals, the public, and individuals from diverse backgrounds or histories); (c) openness to processes of supervision (e.g., the ability and willingness to explore issues that either interfere with the appropriate provision of care or impede professional development or functioning); and (d) resolution of problems or issues that interfere with professional development or functioning in a satisfactory manner (e.g., by responding constructively to feedback from supervisors or program faculty; by participating in personal therapy in order to resolve problems or issues).

Faculty members or supervisors will attempt to assist any student who presents difficulties in professional behavior. If this assistance is not accepted or fails to produce the desired results, the SBBS faculty, clinical supervisors, or administrators will follow the following procedure:

8. Report the concern to the students' academic advisor. If the situation is not resolved, the academic advisor moves to step #2
9. Report the situation to the Program Director. If the situation is not resolved, move to step #3
10. The program director discusses the situation with SBBS Dean and decide if the student should be referred to the Professional Behavior and Ethics Committee (PBEC)
11. The Dean and Program Director may refer the student to the PBEC, using the “Unprofessional Behavior Referral Form”.
12. The student will be notified that he/she was referred to the PBEC.
13. The PBEC will:
 - a. Familiarize with the complaint through interviews or documents
 - b. Consult with legal advisor if necessary
 - c. Meet with the student and identify his/her needs
 - i. Advise student on the concerns presented
 - d. Recommend follow up actions through a report to the Dean
14. The SBBS Dean will consider the recommendations to be received and will make a final decision that may include referral to the institutional students' promotions committee.

Professional Behavior and Ethics Committee (PBEC)

The main goal of the PBEC is to support the SBBS mission of developing a new generation of well-rounded clinical psychologists capable of performing excellently in different clinical settings, to a higher standard of competency.

At the individual level, professional behaviors include, but are not limited, to personal and professional characteristics, interpersonal relationships and ethical/moral decisions. Expected professional behavior comprise motivation to progress in the program and initiative to address new challenges, responsibility, commitment, team work, professional image, response to authority, response to criticism, recognition of limitations, empathy, consideration of other's roles and rights, relation to peers and to non-faculty members, and confidentiality, among other behaviors.

Unprofessional behaviors may be recognized as: limitations in assuming responsibility for ones actions and duties, poor initiative to change and to assume ones role as student and future professional, not following instructions or recommendations for improvement, impaired relationships with students and faculty, impaired relationship with other allied health professionals, bullying, plagiarism, problems with moral character (differentiate right from wrong), poor judgment, not handling well transference/ countertransference, among others. The PBEC is consonant with the PHSU institutional catalog, American Psychological Association, and Puerto Rico Psychology Association codes of Ethics.

Identification

Students will identify themselves to patients, to the public and to any other person both verbally and in written form by using the designation "Master of Science in School Psychology Student". Students will not present themselves as "psychologist" and will not allow others to address them with such title. Failure to follow this rule will be considered as an ethical violation.

Master of Science in School Psychology

Introduction

This policy has been established to ensure an acceptable time frame for completion of the academic program and the minimally accepted quality of performance. This policy also ensures that the Student Financial Aid requirements, set forth by federal regulations, are met.

Scope

This policy applies to Psychology Students enrolled in the Masters in Science in School/Clinical Psychology at Ponce Health Sciences University.

General Requirements

1. Time Frame for completion of the Academic Program

A School Psychology Student will be allowed a maximum time frame of 2.5 years of enrollment beyond the 2.5 years standard required for the completion of the program. Summer enrollment is considered part of the academic year for the purpose of this measure.

The total amount of years for completion of the degree includes those graduate courses accredited on admission to the School Psychology Program.

- a. Definition of a full time: Students with an academic load of 6 credits or more per semester will be considered full time graduate students.
- b. Definition of half time: Students with an academic load of 3 to 5 credits per semester will be

considered half time students.

- c. Definition of less than half time: Students with an academic load of less than 3 credits per semester will be considered less than half time or part-time students.

2. Completion of Program Requirements

- a. Course Requirement

Students must complete all courses within the established time frame. The Program requires a total of 62 credits.

- b. Performance Requirement

A student must maintain a minimum grade point average of 3.00 for every semester. A student failing to meet this standard of performance will be referred to the Students Promotion Committee.

- c. Comprehensive Examination Requirement

The program requires approval of a Comprehensive Examination covering core areas of the field.

- d. Professional Behavior Requirement

The students should conduct themselves in accordance with the norms for professional behavior set forth by Ponce Health Sciences University, the corresponding accreditation agencies and the Clinical Practice Manual of the School Psychology Program.

Grade Requirement

In order to graduate, the student should complete all requirements and maintain a minimum grade point average of 3.00. Satisfactory Academic Progress is required for financial aid eligibility and will be reviewed on a yearly basis.

1. No more than two courses may be approved with a grade of C.
2. Obtaining a grade of C in a third course will require that student repeat such course (s).
3. Repeated courses with "C" grades will remain on record, but the new grade will be used to compute the grade point average.
4. A grade of "F" in any course will result in referral to the Students Promotion Committee and considered for dismissal based on overall academic performance, including GPA in the program.
5. Grades of "P" (Passed) or "NP" (Not Pass) are applicable to Practice. A grade of "NP" requires repetition. In case of a second "NP" grade in the same practicum, the student will be referred to the Students Promotion Committee with a recommendation for dismissal.
6. An "I" (Incomplete) grade will only be allowed under very special circumstances as determined by the professor. The student must remove the "I" (Incomplete) by the following semester or an administrative "F" will replace it.

Students who do not comply with the Satisfactory Academic Policy (SAP) parameters may be referred to the promotions committee. (See Promotions Committee Policy Section)

Financial Aid Eligibility

Financial Aid eligibility is contingent upon satisfactory academic progress. Please refer to the institutional policy on Satisfactory Academic Progress published by the Office of Financial Aid.

Enforcement

The Office of the Executive Director for Student Affairs shall have primary responsibility for overseeing this policy and will provide all health sciences students a copy of this document upon admission to Ponce Health Sciences University.

The Chancellor, and the Executive Director for Student Affairs, as well as the Program Dean, Registrar and Financial Aid Director will receive all pertinent data to ensure proper enforcement of the policy here set forth.

Postgraduate Certificate in Neuroscience of Learning

Introduction

This policy has been established to ensure an acceptable time frame for completion of the academic program and the minimally accepted quality of performance. This policy also ensures that the Student Financial Aid requirements set forth by federal regulations are met.

Scope

This policy applies to all Students enrolled in the Postgraduate Certificate in Neuroscience of Learning at Ponce Health Sciences University.

General Requirements

1. Time Frame for completion of the Academic Program

A Neuroscience of Learning Student will be allowed a maximum time frame of two years of enrollment beyond the standard required for the completion of the program (one year). Summer enrollment is considered part of the academic year for the purpose of this measure.

The total years for completion of a degree include those graduate courses accredited on admission to our program.

Program	Standard	Maximum
Neuroscience of Learning	1 years	3 years

1. Completion of Program Requirements

a. Course Requirement

Students must complete all courses within the established time frame. The Program requires a total of 18 credits.

b. Performance Requirement

A student must Pass each course, each semester. Any student failing to meet this standard of performance will be referred to the Students Promotion Committee.

c. Professional Behavior Requirement

The students should conduct themselves in accordance with the norms for professional conduct set forth by Ponce Health Sciences University

Grade Requirement

In order to graduate, the student should complete all courses with a grade of PASS. Satisfactory Academic Progress is required for financial aid eligibility.

1. Grades of “P” (Pass) or “NP” (No Pass) are applicable to this Program. A grade of “NP” requires repetition. In case of a second “NP, the student will be referred to the Students Promotion Committee with a recommendation for dismissal.
2. An “I” (Incomplete) grade will only be allowed under very special circumstances as determined by the professor. The student must remove the “I” (Incomplete) by the following semester or an administrative “NP” will replace it.

Students who do not comply with the Satisfactory Academic Policy (SAP) parameters may be referred to the promotions committee. (See Promotions Committee Policy Section)

Financial Aid Eligibility

Financial Aid eligibility is contingent upon satisfactory academic progress. Please refer to the institutional policy on Satisfactory Academic Progress published by the Office of Financial Aid.

Enforcement

The Office of the Executive Director for Student Affairs shall have primary responsibility for overseeing this policy and will provide all health sciences students a copy of this document upon admission to Ponce Health Sciences University.

The Chancellor and the Executive Director for Student Affairs, as well as the Dean of SBBS, the Registrar and Financial Aid Director will receive all pertinent data to ensure proper enforcement of the policy here set forth.

Professional Certificate in Family and Couples Therapy

Introduction

This policy has been established to ensure an acceptable time frame for completion of the academic program and the minimally accepted quality of performance. This policy also ensures that the Student Financial Aid requirements set forth by federal regulations are met.

Scope

This policy applies to all students enrolled in the Professional Certificate Program in Family and Couples Therapy at Ponce Health Sciences University (PHSU).

General Requirements

1. Time Frame for completion of the Program

A Student will be allowed a maximum time frame of one year of enrollment beyond the standard required for the completion of the program (one year)

Program	Standard	Maximum
Professional Certificate in Family and Couples Therapy	1 year	2 years

2. Completion of Program Requirements

1. Course Requirement

Students must complete all courses within the established time frame. The Program requires a total of 21 credits and 100 hours of clinical practice.

2. Performance Requirement

A student must complete each trimester with a Passing (P) grade.

3. Professional Behavior Requirement

The students should conduct themselves in accordance with the norms for professional conduct set forth by Ponce Health Sciences University

Students who do not comply with the Satisfactory Academic Policy (SAP) parameters may be referred to the promotions committee. (See Promotions Committee Policy Section)

Grade Requirement

In order to graduate, the student should complete all program requirements. An “I” (Incomplete) grade will only be allowed under very special circumstances as determined by the faculty. The student must remove the “I” not later than the following year.

Financial Aid Eligibility

A student failing to meet the program requirements will be dismissed. Students notified that they are to be dismissed from program, have the right to appeal the case in writing to the University President within seven working days after receiving the notification.

Reinstatement of Financial Aid

Financial Aid eligibility is contingent upon satisfactory academic progress. It is the student's responsibility to request reinstatement of financial aid.

Enforcement

The Office of the Executive Director for Student Affairs shall have primary responsibility for overseeing this policy and will provide all students upon admission to PHSU, a copy of this document.



PUBLIC HEALTH PROGRAM

Mission Statement

The mission of the public health program at Ponce Health Sciences University (PHSU) is to provide the highest quality education, research & population-based services. This will be accomplished through an innovative, dynamic, responsive public health curriculum while preparing to be ethical competent professional public health practitioners and researchers to be able to excel in promoting and protecting health in the community and in a diverse, globalized society.

Vision Statement

With the vision to commit and aspire to be a leader in preparing public health professionals, by excellence in academia and by building and expanding public health knowledge and competency, in order to improve the health of communities and populations locally and across the world.

Goals & objectives

The evaluation metrics for PHP are based on five areas: Research, Academic Excellence, Service, Infrastructure, Diversity & Disparities. PHP has previously established goals for each one of the evaluation metrics. The Evaluation Committee at PHP began the task of revising and modifying goals and objectives with the purpose of using similar language and terminology.

- I. Research: Enhance intellectual and economic capital through growth in research. Public Health research that addresses the personal and social determinants of health, reduces

social inequities, continues workforce development and builds healthy communities. In the Research area two goals and four objectives were created.

A. PHP Goal:

1. Provide research experiences based in public health ethical standards that address the personal and social determinants of health with the purpose of developing and building healthy communities.
2. Engage with communities, government and private sectors to reduce social inequities through health promotion and diseases prevention programs.

B. Objectives:

1. The program faculty will lead environmental, behavioral, prevention or population-based research projects funded by grants.
2. The products of research conducted in the PHP will be disseminated widely in professionals' journals, professional conferences and/or workshops.
3. The faculty projects will provide research opportunities for students.
4. The PHP will engage in community service and education initiatives for advancing public health knowledge.

II. Academic Excellence: Provide a learning environment that promotes student attainment of professional knowledge and skills to succeed locally or globally. In the area of Academic Excellence two goals and eight objectives were created.

A. PHP Goal:

1. To create an academic environment in which students are supported as they attain the knowledge, skills and competencies of the public health profession.
2. Encourage and promote public health education within the framework of ethical, social justice, and professional standards.

B. Objectives:

1. The PHP will maintain a high quality of instructions in all didactic courses taught by the faculty.
2. The education received by the students in the PHP will be essentially relevant to opportunities for either continue their education in health-related fields or gain employment in their selected field of interest.
3. The PHP will provide a variety of instructional modalities consistent with the approaches in public health.
4. The PHP will broaden student's awareness of their responsibility to participate in their community.
5. The PHP will prepare public health professionals with the capacity to work with a diverse community and develop an inclusive environment to reduce health disparities.
6. The PHP will provide appropriate instructional technology support.
7. The PHP will maintain high admissions standards for students recruited to study MPH and DrPH.
8. The PHP will provide leadership skills for students in order to implement and sustain change in community's health.

III. Service: Engages with communities, government and private sector to promote health. Two goals were established, and one of them also applies to Research.

A. PHP Goal:

1. Engage with communities, government and private sectors to reduce social inequities through health promotion and diseases prevention programs.

B. Objectives:

1. Engage with communities, government and private sectors to reduce social inequities through health promotion and diseases prevention programs.

2. The PHP will engage in service to communities, public and private agencies that support public health research, teaching and practice.

IV. Infrastructure:

A. PHP Goal:

1. To create an academic environment in which students are supported as they attain the knowledge, skills and competencies of the public health profession.

2. To propose and defend a balance budget to provide support to PHP instruction.

B. Objectives:

1. The PHP will provide appropriate instructional technology support.

2. The PHP will recruit and retain a critical mass of qualified faculty and investigators.

V. Diversity & Disparities: Maintain diverse student and faculty bodies to facilitate local and global connectedness and to assist in reducing health disparities.

A. PHP Goal:

1. Encourage and promote public health education within the framework of ethical, social justice, and professional standards.

B. Objectives:

1. The PHP will prepare public health professionals with the capacity to work with a diverse community and develop an inclusive environment to reduce health disparities.

The Public Health Oath



I solemnly swear to do everything in my reach to safe guard human and environmental health, through prevention, protection, promotion, and educational efforts. I accept the responsibility to use my talents, training, and professional experience to infuse public trust in all my efforts in public health. It is my personal compromise to serve the community with integrity and pride.

Core Values of The Public Health Program

The following core values enlighten the institutional environment and guide us in the fulfillment of our mission and goals:

- We value honest, ethical, and transparent practices and determine to have *integrity* in everything that we do.
- We value the protection of the individual and collective rights and promote the *respect* for social and cultural differences that distinguish human beings, as fundamental aspects of those rights and respect them as essential to achieving “Health for all”.
- We value *diverse* perspectives and the unique contributions that result from diversity, and promote caring, support, confidence, compassion, camaraderie and a “can do” attitude.
- We highly value the use of our health expertise and academic abilities, capabilities and resources in *service* to our students and the whole community.
- We value *evidence* as a sound basis for the development, implementation, and evaluation of effective programs and policies in public health. This evidence base is accomplished through the application of the principles of scientific reasoning, including systematic use of data and information systems, behavioral science theory and program planning models to build effective public health programs and policies.
- We value integrating a *population perspective* into all our research, service and teaching; the collective or “public good” is takes priority over the individual good.

- We value *community empowerment*, which enables communities to increase control over their lives in their understanding of health and ability to protect their health and seek appropriate care.
- In Public Health there are many competing “goods”. We value the careful assessment of these competing goods and strive to *balance* the alternatives to derive the most good for the most people.

Transfer of Credit Policy **Public Health Program**

Students who apply for admissions may transfer up to 15 graduate credits to PHSU Public Health Program. The graduate courses must be relevant to the field of public health and related to the program’s core or elective courses. The Capstone Experience (CE) and Practicum courses taken at other institution cannot be transferred to PHSU Public Health Program.

To consider for transfer credits, the graduate courses must be taken at institutions accredited by the PR Council of Education or a US regional accreditor.

Students applying for transfer of credits must submit the application to the Office of Admissions during the beginning of the admissions process. Interested students are required to provide the institutional catalog and course syllabi. The PHSU Office of Admissions will refer the cases to the Public Health Program. The Program will establish and Evaluation Committee composed of two Public Health faculty to assess the graduate courses that students submitted for transfer. This Evaluation Committee will have the responsibility to evaluate:

- The comparability of the course content
- The course length: number of credits or contact hours (can be more but not significantly less)
- Grading system (the requested courses for transfer must be approved with at least B or Pass grade).

The Evaluation Committee will respond no later than the second week of classes of the first trimester/semester for entering students at PHSU.

Master of Public Health (MPH)

Program Goals and Objectives

The MPH Program is established in response to the needs of our society. It provides a multidisciplinary program through education, research and community service to develop the skills of a public health professional necessary for the protection of health and prevention of disease of the individuals and communities. Students will be well prepared to improve the challenges of our health care such as improving the access of people suffering contagious diseases and work to reduce environmental hazards such as violence, drug use and abuse, accidents, etc.

Acquiring a Master’s in Public Health

PHSU will consider candidates for the MPH Program from different walks of life such as school teachers, news reporters, researchers, lawyers, physicians, health professionals and others. The Public Health Professionals will be able to work for the government, for private institutions and/or for local or international companies which provide services to the community. These professionals face the challenge of protecting the public health of the present population and of future generations. To accomplish this, PHSU has developed a 55-credits curriculum that will expose students to the basic concepts in public health, research and community services. Three tracks are offered: Epidemiology, Environmental Health and General, with the MPH first year being common to all tracks.

Included in those credits is the practicum, that involves the Applied Practice Experience (APE), in which are a set of activities that allow each student to demonstrate attainment of at least five competencies specified by CEPH. This academic activity is a planned, guided, supervised and evaluated experience designed to develop skills in basic Public Health concepts among the students and demonstrate the application of these concepts through activities that are relevant to students' areas of specialization in Public Health. Students must present and defend a poster in electronic format of their internship activity.

First Year Curriculum Sequence

Below you will find the academic curriculum which in the first year introduces the students to the field of public health in general, regardless of the selection of tracks.

MHP FIRST YEAR – COMMON TO ALL TRACKS	
Courses	Credits
MPH – 5101 Fundamentals of Public Health	3
MPH – 5102 Introduction to Biostatistics	3
MPH – 5105 Introduction to Environmental Health	2
MPH – 5103 Introduction to Epidemiology	3
MPH – 6202 Inferential Biostatistics	3
MPH – 5200 Psychosocial Aspects of Public Health	2
MPH – 5411 Public Health Management	3
MPH – 5520 Bioethics and Public Health	2
MPH – 5106 Communication in Public Health	2
MPH – 5401 Introduction to Health Care Administration	3
MPH – 5502 Health Policy	2
IHD – 919 Inter-Professional Perspectives in Health Disparities	1
SUBTOTAL	29
APPLIED PRACTICE EXPERIENCE (SUMMER SESSION)	

MPH – 7850 Practicum	2
SUBTOTAL	31

Second Year Curriculum Sequence

The second-year focuses on the specific tracks (general, epidemiology and environmental) selected by the student for their professional development. During this period students must emphasize in developing and accessing concentration competencies. Where at the end of the year, as a requirement of the program, alumni have to take a comprehensive exam applying the acquired skills through the two-year program.

General Public Health

Is the science that studies how to protect and improve the health in communities through education and by promoting healthy life styles. It oversees the development developing public policies, educational programs and services as to avoid those public threats.

MHP SECOND YEAR – GENERAL TRACK REQUIRED COURSES (19 CREDITS)	
Courses	Credits
MPH – 7333 Research Methodology	3
MPH – 7501 Behavioral Aspects of Health Disorders	2
MPH – 7001 Program Planning & Evaluation in Public Health	2
MPH – 7007 International Health & Emerging-Re-emerging Diseases	3
MPH – 5300 Scientific Basis of Health Interventions	2
MPH – 6601 Health Promotion & Disease Prevention	3
MPH – 7240 Self-Study Topic II: Community Workshop	1
MPH – 5601 Scientific Writing	3
SUBTOTAL	50*
ELECTIVES (5 CREDITS)	
MPH – 6030 Qualitative Methods	2
MPH – 6120 Survey Design	2
MPH – 7711 Nutrition & Public Health	3
MPH – 7781 Risk Communication	2
MPH – 7210 Seminar	1
INTEGRATIVE LEARNING EXPERIENCE	

MPH – 7910 Comprehensive Exam	0
TOTAL	55

* Considering the first-year curriculum credits of the program.

Epidemiology

The study of the relationships between the various factors that determine the frequency and distribution of diseases in human (and other animal population), the risks to contract them, the human susceptibility and how to prevent new incidences.

MHP SECOND YEAR – EPIDEMIOLOGY TRACK REQUIRED COURSES (19 CDT)	
Courses	Credits
MPH – 7013 Advanced Epidemiology	3
MPH – 7333 Research Methodology	3
MPH – 5212 Statistical Methods in Epidemiology	3
MPH – 7753 Epidemiology of Infectious Disease	3
MPH – 7073 Epidemiology of Chronic Disease	3
MPH – 7023 Applied Epidemiology and Surveillance	2
SUBTOTAL	48*
ELECTIVES (7 CREDITS)	
MPH – 5601 Scientific Writing	3
MPH – 5104 Disaster Epidemiology	3
MPH – 7063 Nutritional Epidemiology	3
MPH – 7703 Forensic Epidemiology	2
MPH – 7043 Injury Epidemiology	2
MPH – 7414 Environmental Epidemiology	2
INTEGRATIVE LEARNING EXPERIENCE	
MPH – 7910 Comprehensive Exam	0
TOTAL	55

* Considering the first-year curriculum credits of the program.

Environmental Health

Relates to the air we breathe, water we drink and other complex environmental factors. These risks may cause sicknesses such as asthma, cancer, food poisoning, etc. It studies the impact the environment has on our health.

MHP SECOND YEAR – ENVIRONMENTAL HEALTH TRACK REQUIRED COURSES (19 CREDITS)	
Courses	Credits
MPH – 7064 Food Safety	2
MPH – 7444 Air and Hazardous Waste Exposure Assessment	2
MPH – 7454 Water Quality Measurements	2
MPH – 7074 Environmental and Occupational Diseases	2
MPH – 7414 Environmental Epidemiology	2
MPH – 7024 Environmental Toxicology	2
MPH – 7484 Environmental Laboratory	2
MPH – 7434 Risk Assessment	2
MPH – 7333 Research Methodology	3
SUBTOTAL	50*
ELECTIVES (5 CREDITS)	
MPH – 7032 Geographic Information Systems	2
MPH – 7701 Fundamentals of Industrial Hygiene	3
MPH – 7402 Environmental Management and Regulations	2
MPH – 7404 Environmental Health Consulting	2
MPH – 7494 Environmental Microbiology	2
MPH – 7474 Statistical Methods in Environmental Health	2
INTEGRATIVE LEARNING EXPERIENCE	
MPH – 7910 Comprehensive Exam	0
TOTAL	55

Environmental Health Certifications

The MPH in Environmental Health provides a series of certifications in areas such as Occupational Hazards, Food Safety and others. They make a significant contribution to the professional development of the students.

Admission Requirements

Ponce Health Science University encourages its applicants to seek the broadest education available prior to their training in Public Health. In evaluating the applicants, emphasis is placed upon integrity, character, academic achievements, motivation, emotional stability, standardized test scores, evidence of health care-related experience, interview reports, letters of recommendation and other information provided by the applicant.

Candidates for admission will satisfy the following minimal requirements:

1. Bachelor's degree of a college level institution accredited by the PR Council of Higher Education or by a US Department of Education recognized accrediting organization.

Pre-requisites courses	Credits
General Sciences	6
Social Sciences	6
Behavioral Sciences	3
College Mathematics	3

2. GPA – 2.75 is requested for applying, however our classes average is 3.2 (on a four-point scale).

3. Submit the following documents:

- a. Official transcript from all undergraduate and graduate institutions attended.
- b. Official GRE, EXADEP or MCAT scores (if the candidate does not hold a health professional degree and results are no more than five years old).
- c. Two letters of recommendation provided by people in responsible position who can comment on your academic, employment or volunteer performance, character and interest. For undergraduate this often means professors, academic advisors or employer. The third letter of recommendation should be from someone who is able to assess your advocacy experience. Meaning, letters from people that really know you, rather than from people who have impressive titles, are the most valuable.
- d. Certificate of No Penal Record (Criminal Background Check)
- e. Application fee - \$85.00 non refundable

Selection Criteria

The Admission's Committee selects the best candidates. The Committee looks for accepting students of integrity and maturity that show concern for others, leadership potential and character.

Upon acceptance, all students are required to submit the following:

1. Written confirmation of acceptance and a deposit of \$100.00 to secure your seat in the entering class.
2. Physical Exam (using a form provided by the Admissions Office)

- Evidence of up to date immunization record (must include Varicella, Td Adult, MMR and three doses of Hepatitis B).

Graduation Requirements

The Master of Public Health is an evening program that lasts two academic years of three trimesters per year and one summer trimester. To receive the degree of Master of Public Health (MPH), every student must fulfill the following requirements:

- Fulfill the assigned curriculum requirements for the degree, with a minimum GPA of 3.00 on a four-point grading scale.

	General	Epidemiology	Environmental Health
Requirements	Credits		
Required	48	46	48
Electives	5	7	5
Applied Practice Experience	2	2	2
Integrative Learning Experience	0	0	0
Total	55		

- Demonstrate a behavior acceptable to academic faculty and supervisors.
- Satisfactorily meet all financial and library obligations.
- Comprehensive Examination must be taken upon completion of the second academic year. If the student fails to approve the examination, would not graduate. Any student failing to meet this standard performance will be referred to the Student Promotion Committee.
- Attend in person the rehearsal and commencement program at which time the degree is awarded.

Foundational Competencies of the Master of Public Health program

The MPH curriculum is designed to develop in the students the competencies of the profession according to the recommendations for training of CEPH. These competencies are informed by the traditional Public Health core knowledge areas, (biostatistics, epidemiology, social and behavioural sciences, health services administration and environmental health sciences), as well as cross-cutting and emerging Public Health areas.

Evidence-based Approaches to Public Health

- Apply epidemiological methods to the breadth of settings and situations in Public Health practice.
- Select quantitative and qualitative data collection methods appropriate for a given Public Health context.
- Analyse quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate.
- Interpret results of data analysis for Public Health research, policy or practice.

Public Health & Health Care Systems

- Compare the organization, structure and function of health care, Public Health and regulatory systems across national and international settings.
- Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels.

Planning & Management to Promote Health

- Assess population needs, assets and capacities that affect communities' health.
- Apply awareness of cultural values and practices to the design or implementation of Public Health policies or programs.
- Design a population-based policy, program, project or intervention.
- Explain basic principles and tools of budget and resource management.
- Select methods to evaluate Public Health programs.

Policy in Public Health

- Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence.
- Propose strategies to identify stakeholders and build coalitions and partnerships for influencing Public Health outcomes.
- Advocate for political, social or economic policies and programs that will improve health in diverse populations.
- Evaluate policies for their impact on Public Health and health equity.

Leadership

- Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making.
- Apply negotiation and mediation skills to address organizational or community challenges.

Communication

- Select communication strategies for different audiences and sectors.
- Communicate audience-appropriate Public Health content, both in writing and through oral presentation.
- Describe the importance of cultural competence in communicating Public Health content.

Interprofessional Practice

- Perform effectively on interprofessional teams.

“Interprofessional education occurs when students from two or more professions learn about, from and with each other to enable effective collaboration and improve health outcomes.” From: Framework for Action on Interprofessional Education & Collaborative Practice (WHO/HRH/HPN/10.3).

In this context, “interprofessional” refers to engagement with professionals outside of Public Health (eg, architects, nurses), rather than to engagement with individuals from other Public Health disciplines (eg, biostatisticians, health promotion specialists).

Systems Thinking

- Apply systems thinking tools to a Public Health issue

Concentration Competencies of the Master of Public Health program

Epidemiology Track

- Describe the methodology of basic epidemiologic study designs (e.g., cross-sectional, case-control, cohort, and randomized controlled trial) to address hypotheses under different circumstances.
- Describe how to collect reliable data regarding priority health-related phenomena using Public Health surveillance systems.
- Utilize the application of statistical and epidemiological methods that are critical to epidemiologic inquiry; manage and manipulate data sets in statistical and epidemiological analysis software packages. Adequately describe the health needs of a population by the appropriate interpretation of indicators of risk, morbidity, disability, mortality and burden of diseases.
- Apply epidemiologic thinking and a Public Health approach to a model (e.g., outbreak) to explain exposures and potential associations that influence health and disease.
- Recognize potential ethical and legal issues and implement the concepts of ethical conduct and legal principles of research in epidemiologic studies.

Environmental Health Track

- Identify sources, means of exposure, and control methods for the principal chemical, physical and biological agents that affect human health.
- Develop designs and interpret risk evaluations for human health.
- Develop effective risk communication techniques.
- Evaluate the impact of environmental intervention on human health.
- Develop preventive measures and environmental control for Public Health.
- Write reports related to field investigations.
- Use appropriate statistical tools for each individual situation.
- Establish pertinent recommendations after analysing data of a research project.
- Recognize environmental health problems as an indispensable component of Public Health.

General Track

- Apply the principles of program planning, development, budgeting, management and evaluation in organizational and community initiatives.
- Identify basic theories, concepts and models from a range of social and behavioural disciplines that are used in Public Health research and practice.
- Describe the role of social and community factors in both the onset and solution of Public Health problems
- Describe how social, behavioural, environmental, and biological factors contribute to specific individual and community health outcomes.
- Identify resources, methodologies and application of research in Public Health.
- Apply principles of strategic planning and marketing to Public Health.
- Apply ethical principles to Public Health program planning, implementation and evaluation.
- Differentiate between linguistic competence, cultural competency, and health literacy in Public Health practice.
- Develop Public Health programs and strategies responsive to the diverse cultural values and traditions of the communities being served.

Track Coordination

The Track Coordinators are an essential part of the Public Health Program (PHP). The tracks coordinators are the persons responsible to organize and enhance student university life and experience. Within its function is to oversee the students' academic progress, performs advising and it is involved in planning workshops, activities related to their track expertise. Coordinators are responsible for advising and support student groups, special student populations on a range of student services including student activities and recreation, social and cultural issues, and special student needs. Works in conjunction with curriculum, and compliance with accreditation standards required by the Council on Education for Public Health (CEPH). As such, it is important to establish role and responsibilities as well as procedures to be followed.

There are currently five Coordinators in the Public Health Program at the Ponce Health Sciences University (PHSU). The Associate Dean appoints a Coordinator for each of the three tracks offered in the master's in public health (MPH) at the PHP (General, Epidemiology and Environmental), the first year MPH Coordinator, and the Coordinator for the DrPH in Epidemiology. The Track Coordinators (Coordinator) are appointed by the Associate Dean, with the concurrence of the Dean, for a period of 4 years unless the Associate Dean determine otherwise.

Coordinators	Contact	Position
Dr. Luisa Morales Dr. Jose Soto Franceschini	lmorales@psm.edu ext. 5647 jsoto@psm.edu ext. 5852	<i>MPH First Year Coordination:</i> are responsible for managing the experience of commencing students in their first year of study.

Dr. Frank Fraticelli	ffraticelli@psm.edu ext. 5634	<i>General Public Health Track</i>
Dr. Iris Martinez	irismartinez@psm.edu	<i>Epidemiology Track</i>
Dr. Adalberto Bosque	abosque@psm.edu ext. 3345	<i>Environmental Health Track</i>
Dr. Mayra Roubert	mroubert@psm.edu ext. 2304	<i>DrPH in Epidemiology and ILE DrPH</i>
Dr. Rafael Bredy	rbredy@psm.edu	<i>Practicum Experience</i>
Dra. Brenda Soto	bsoto@psm.edu ext. 5646	<i>Integrative Learning Experience (ILE)</i>

The Coordinators main responsibility is to support the Associate Dean for the implementation of the program strategic plan. This is a vital role, since the Coordinators will make sure that program directives are followed, and goals achieved. Below are the following roles and responsibilities of the coordinators.

Student Advising

- Be the main contact for students within the designated tracks.
- Work with faculty advisors to make sure that students are informed of their degree requirements.
- Promote communication between students and their faculty advisors.
- Serve as a mediator for unresolved dispute between student and a faculty.
- Make sure that the designated advisors provide support to their students.
- Meet with students at least once per trimester.
- Complete and maintain all approved records and forms for services provided.
- In case necessary provide appropriate referrals for Counselling services.
- Guide and explain students process of LOA.

Classes Enrolment

- The coordinator with work with register department in the enrolment of students through the “My campus” portal.
- Will provide advising using the “my campus” platform
- Will approve courses selected by the students

- Coordinator will revise that the posted courses are the ones that correspond to each trimester and the course has the appropriate ID (updated curriculars are in the appendix of this manual).
- Coordinators are responsible to provide follow up especially to those students that has special enrolments (lower academic charge).
- Make sure that students that has specials enrolment don't miss courses that are pre requisites of other following courses.

Associate Dean Support

- Work closely with the Associate Dean to ensure that all program goals are accomplished on a timely basis
- Participate in the recruitment and orientation of new faculty as requested by the Associate Dean.
- Participate in the recruitment and orientation of students as requested by the Associate Dean.
- Encouraging and facilitating professional development of faculty within its track.
- Served as a point of contact between community groups, government agencies, other entities, and the program relate to its specific track.
- Served as the Associate Dean Representative as requested between and among the faculty and the other entities within and outside the institution.
- Work closely with Associate Dean in order to assign students advisors.
- Coordinate with track faculty and Associate Dean in order to provide orientation to first year students on its specific track.
- Inform the Associate Dean of any issued that needs its attention.
- Participate in the process of development of questions for the Integrative Learning experience (ILE))

PHP Curriculum Committee

- Serve as a member of the Curriculum Committee and provide support.
- Make sure the course syllabuses within its tracks are revised periodically.
- Identification of areas of faculty improvement within its track.
- Meet with students at least once per trimester.

Certified Public Health Exam (CPH)

The National Board of Public Health Examiners (NBPHE) offers the Certified in Public Health (CPH) credential as the only voluntary core credential for public health professionals. The CPH designation demonstrates that an individual graduate from a CEPH-accredited school or program of public health has mastered foundational competencies in public health. CPH professionals raise the bar and enhance the public health profession through their exemplary academic and leadership skills.

The Certified in Public Health is the mark of a public health professional. Demonstrate your knowledge of key public health sciences and join the ranks of public health leaders by sitting for and successfully passing the CPH exam. Distinguish yourself from your peers by showing employers that you can meet and maintain a national standard in public health through continuing education focused on emerging and established public health issues.

The first step in preparing for the Certified in Public Health exam is to determine your eligibility. Read and understand the details within the CPH Candidate Handbook (<https://www.nbphe.org>) determine

eligibility, learn about exam content and study materials, exam schedule and locations, and what to expect after you sit for the exam, closing with requirements for CPH recertification.

To qualify to take the public health certification online, you need to have completed or be currently enrolled in graduate-level classes that reflect the core of your major in public health. This can include biostatistics, health services, social behavioural sciences, policy management, epidemiology, and other studies related to public health. You can also qualify if you've completed your master's or PhD, and candidates who possess a bachelors and have five years' work experience in the public field can also take the examination.

Candidates can also take their CPH (Certified in Public Health) exam on paper, as it is offered in various locations several times throughout the year. The exam will require roughly four hours to complete, and it is comprised of 200 multiple-choice or best-answer questions.

It is required that professionals requalify for the CPH every two years, and this is done by receiving 50 CPH recertification credits. Applicants can receive these credits by performing specific tasks, such as writing a grant letter which receives approval; writing an article, book, or chapter of a peer-reviewed work; participating in a mentoring program geared toward public health; or attending a course that lasts several days.

Doctor of Public Health in Epidemiology (DrPH)

The purpose of the Doctor of Public Health in Epidemiology is to educate professionals with knowledge, skills and abilities in the development of epidemiological methodology applied to health needs including the identification of risk factors, clinical research, programs assessment, prevention, protection and treatment of diseases. These professionals will contribute to the enhancement of the public health through analyses and reformulation of laws that impact health on the local, state and federal levels.

Responding to the educational mission of the Public Health Program of the Ponce Health Sciences University and to the Essential Functions of the Public Health which establish the formation and continuing education for the health professionals.

Acquiring a Doctor of Public Health in Epidemiology (DrPH)

The DrPH is awarded after the successful completion of an interdisciplinary 63-credits curriculum. Students take a comprehensive test at the end of the 2nd year after their completing their class work. An original research of a significant contribution to the scientific knowledge or epidemiological application in a health field must be completed during the final years of the Program.

DrPH PRE-REQUISITE CURRICULUM

COURSE	CREDIT
MPH – 5101 Fundamentals of Public Health	3
MPH – 5102 Introduction to Biostatistics	3
MPH – 5310 Introduction to Environmental Health	3
MPH – 5103 Introduction to Epidemiology	3
MPH – 6202 Inferential Biostatistics	3
MPH – 5201 Psychosocial Aspects of Public Health	3

MPH – 5411 Public Health Management	3
MPH – 5511 Bioethics and Public Health Law	3
SUBTOTAL	21

NOTE: If master's degree in PH is not from a CEPH accredited program or school OR if Master degree it is not in PH.

DrPH Course Curriculum

COURSE	CREDIT
DPH – 6010 Epidemiological Research Methods	3
DPH – 6011 Epidemiological Research Methods Application	3
DPH – 6300 Public Health Leadership & Advocacy	3
DPH – 7015 Biostatistics for Epidemiology	3
DPH – 7163 Sampling	3
DPH – 5503 Bioethics in Public Health	3
DPH – 6340 Health Services Administration and Management	3
DPH – 6253 Survey Questionnaire Design in Public Health; Epidemiology – Test Construction	3
DPH – 7002 Advance Biostatistics	3
DPH – 7047 Epidemiological Data Analysis	3
DPH – 6350 Planning and Evaluation Health Programs	3
DPH – 6320 Teaching Epidemiology	3
DPH – 7184 Demography	3
DPH – 7023 Applied Epidemiology and Surveillance	3
DPH – 5502 Health Policy	3
IHD – 919 Inter-Professional Perspectives in Health Disparities	1
SUBTOTAL	46
APPLIED PRACTICE EXPERIENCE (SUMMER SESSION)	
DPH – 7083 Consulting Practicum	2
SUBTOTAL	48
ELECTIVES (6 CREDITS)	

DPH – 6203 Clinical Trials	3
DPH – 7181 Public Health Education	3
DPH – 7143 Epidemiology of Tobacco	3
DPH – 6601 Grant Writing in Epidemiology	3
DPH – 6103 Epidemiology of Disease of Major Public Health Importance	3
DPH – 7201 Meta-analysis	3
DPH – 5601 Writing Papers in Public Health	3
DPH – 7073 Epidemiology of Chronic Diseases	3
DPH – 7173 Social Epidemiology	3
DPH – 6133 Epidemiology of Work Related Diseases	3
DPH – 6153 Epidemiology of Transmissible Diseases	3
DPH – 7193 Cancer Epidemiology	3
DPH – 6123 Cardiovascular Epidemiology	3
DPH – 7113 Mental Health Epidemiology	3
DPH – 7200 Bias	3
DPH – 7103 Genetic Epidemiology	3
DPH – 7153 Epidemiology of Arthritis, Autoimmune and Musculoskeletal Disease	3
DPH – 5734 Fundamentals of Pathophysiology	3
DPH – 7133 Environmental Problems and Solutions in Epidemiology	3
DPH – 6330 Health Economics	3
DPH – 7123 Laboratory Rotation	3
DPH – 6310 Legal Issues in Epidemiology	3
DPH – 7024 Toxicology	3
DPH – 7043 Injury Epidemiology	3

DPH – 7700 Independent Study: Special Project	3
DPH – 7014 Environmental Epidemiology	3
DPH – 7183 Post Market Surveillance	3
DPH – 7010 Epidemiology Communicable and Tropical Diseases	3
DPH – 7300 Applied Public Health Project	3
INTEGRATIVE LEARNING EXPERIENCE	
Comprehensive Exam*	0
DPH – XXXX Dissertation	9
SUBTOTAL	63

Admissions Requirement for DrPH

In evaluating the applicants, emphasis is placed upon integrity, character, academic achievements, motivation, emotional stability, GRE score, evidence of health care-related experience, interview reports, letters of recommendation and other information provided by the applicant.

Candidates for admission will satisfy the following minimal requirements:

1. Present evidence of the successful completion of a master's degree in an institution accredited by the PR Council of Education or by a US recognized accrediting organization.
2. Have completed three credits of College Mathematics and the following courses prior to admission:

Pre-requisites courses	Credits
Biostatistics	6
Introduction to Environmental Health	3
Psychosocial Aspects of Public Health	3
Introduction to Epidemiology	3
Health Policy and Administration	3
Bioethics	3

*If the student is missing any of these credits, it can be taken in our Institution or another one.

3. Have a minimum overall GPA of 3.0 (on a 4.0 scale).
4. Have taken the GRE examination (General Test) with a minimum score of 500 (290 new score), no more than five years earlier.
5. Attend a personal interview.

6. Submit the following documents:
 - a. Official transcript from all universities attended (undergraduate and graduate).
 - b. Three letters of recommendation. All of them should be written using the format accompanying the application form.
 - c. Certificate of No Penal Record (Criminal Background Check)
 - d. Application fee non-refundable \$100 (USD) non-refundable
 - e. Essay and Curriculum Vitae

Selection Criteria

The Admission's Committee selects the best candidates. The Committee looks for accepting students of integrity and maturity that show concern for others, leadership potential and character. Upon acceptance, all students are required to submit the following:

1. Written confirmation of acceptance and a deposit of \$100.00 to secure your seat in the entering class.
2. Physical Exam (using a form provided by the Admissions Office)
3. Evidence of up to date immunization record (must include Varicella, Td Adult, MMR and three doses of Hepatitis B).

Graduation Requirements

The Doctor of Public Health specialty in Epidemiology is an evening program that is acquired in a minimum of 4 academic years of three trimesters per year and one summer trimester. To receive the degree of DrPH, every student must fulfill the following requirements:

1. Fulfill the assigned curriculum requirements for the degree, with a minimum GPA of 3.00 on a four-point grading scale.

COURSES	CREDITS
Required	46
Electives	6
Applied Practice Experience	2
Integrative Learning Experience	0
Dissertation	9
TOTAL	63

NOTE: Any student failing to meet 3.00-point GPA standard of performance or failing any course will be placed on probation and referred to the Student Promotion Committee.

2. Comprehensive Examination must be taken upon completion of the second academic year. If the student fails to approve the examination, the student, must enroll in the next quarter in independent study courses which must be approved in its entirety in that quarter. Any student failing to meet this standard performance will be referred to the Student Promotion Committee.

3. A Doctoral Dissertation according to the established guidelines with a research proposal defense and Oral Dissertation Defense is required to obtain the Degree of Doctor in Public Health with specialty in epidemiology. A student registered in dissertation will be considered a full-time student. The cost of the dissertation will be \$2,184 per registration. The grading

system will be: IP for In Progress, S for Satisfactory, and NS for Non-Satisfactory. The maximum time allows will be in accordance with the program time frame.

4. Students must conduct themselves in accordance with the norms for professional conduct set forth by Ponce Health Sciences University.

DrPH Epidemiology Concentration Competencies

- Evaluate and assess risk and protective factors associated with Public Health problems.
- Demonstrate knowledge of the issues of bias, error, confounding, effect modification, sampling, and how they relate to the interpretation of study results.
- Carry out appropriate sample size and power calculations to ensure that a study is sufficiently powered to achieve the scientific aims or address a specific research hypothesis.
- Translate basic research into epidemiologic applications.
- Use computer software for data entry and data base management and for summarizing, analyzing and displaying research results.
- Critically review and interpret the scientific, statistical methods and epidemiological measures presented in Public Health and medical literature to identify strengths and weaknesses and identify potential biases in these studies.
- Apply underlying scientific, statistical and epidemiological measures to design, plan, and conduct a variety of Public Health and biomedical studies including cohort, case control, cross-sectional, and clinical trials.
- Use methods of measurement-design data collection forms; determine the validity of the instrument; identify the presence and magnitude of measurement error; adjunct for measurement error.

Integrative Learning Experience (ILE)

Is an opportunity to reflect on, integrate and synthesize the knowledge and skills acquired during classroom and practice experiences as evidence of the public health learning. ILE is an integrating dexterity, after the majority of course requirements are completed, and is a requisite for graduation in the master's in public health.

Objectives:

- Demonstrate the knowledge and acquisition of public health foundational competencies.
- Demonstrate mastery of competencies related to the track.

MPH Comprehensive Exam (COE)

Requirements for the ILE encompass one Comprehensive Exam (COE) in which integration of Foundational and Track Competencies are evaluated. For students to qualify to take the exam they must have good academic standing, at least 29 core/ 15 concentration credits and completed the practicum.

The exam is not a retesting of individual courses, all the components must be passed with 70%; based in pass/fail basis. It is the responsibility of the student to assist the orientation sessions, review manual/materials, be aware of the eligibility criteria and study.

DrPH Comprehensive Examination (CE)

The DrPH Comprehensive Examination is a high quality-written product that demonstrates synthesis and mastery over core/foundational and specialty competencies. Students will prove the ability to

integrate competencies acquired in their academic program and to apply their knowledge to issues pertinent to the public health profession. The exam should reflect the students' ability to integrate information across the competencies. It is not a retesting of individual courses. The examination consists of two sections: core and specialty and will be taken towards the 1st week of the 3rd trimester and each part in a different day. The specialty section will be divided in two different days (theory and computer-based activity). The examination will be administered in Samssoft platform.

Comprehensive Examination Teaching Methods

The comprehensive exam is self-directed. Students are advised to establish a study schedule in order to perform well on the comprehensive examination. Students are encouraged to develop a plan to prepare for the exam, including a study schedule. Review/preparation sessions are not mandatory to provide by the program, but some faculty provide review sessions voluntarily when requested.

By the beginning of the 2nd trimester of their second academic year, several orientation sessions will be provided by the program which includes the following topics:

- Critical thinking skills
- Study strategies
- Stress management
- How to prepare for essay-type questions
- Other topics that could be requested by students

Comprehensive Examination Evaluation (CE)

To complete the comprehensive examination, the student must pass with a grade of B or higher (> 80%) all sections of the Comprehensive Examination.

Core Examination: This section is developed by faculty who consistently teach the core courses and/or who have expertise in the related competencies. This is a closed-book and in-person examination and consists of required essay questions. The student should expect to spend a maximum of five hours taking this part. The examination will include essay questions for the following areas and the specific schedule will be announced in advance:

- Data & Analysis
- Leadership, Management & Governance
- Policy & Programs
- Education & Workforce Development

Examination will include at least two competencies from each core area. The faculty in charge of designing the examination will decide which competencies to include each year.

Concentration/Track Examination: The DrPH in Epidemiology concentration examination will be developed by faculty teaching these specialty competencies. This is a closed-book and in-person examination and consists of required essay questions and computer-based exercises. The student should expect to spend a maximum of ten hours taking this part (divided in two separated days).

This section tests mastery related to the students' emphasis area/concentration/track competencies. This section will include at least four specialty competencies. The use of computer software for data entry and database management and for summarizing, analyzing and displaying research results will be a specialty mandatory competency.

Comprehensive Examination (CE) Grading

The CE is graded on a Pass/Fail basis. A satisfactory performance in each part (Core Exam & Concentration Examination) is required. All students are required to take and pass all parts of the CE with a grade of 80% or more. Students who do not pass one or more components of the CE will have the opportunity for one retake, within the same trimester. Students failing the retake should register on the course(s) related to the examined competencies.

Retake Policy



Doctoral Dissertation in Epidemiology

One of the requisites for obtaining a doctoral degree in Public Health with specialty in Epidemiology is to develop a research project in the field of public health that helps in the advancement in the field of health. The research study may be an epidemiological study, the development of an epidemiological model, simulations of an epidemiological surveillance program, development of public policy, or another type of research, which contributes to epidemiology. This change responds to the fact that the DrPH is a professional, not academic, title.

A doctoral dissertation has as its main objective to contribute to the existing knowledge of a topic, marking a difference between before and after the doctoral dissertation. For this reason, the topic must be original.

The doctoral dissertation is defined as an original investigation that will contribute with new and up-to-date information to the knowledge on a specific subject. The doctoral research project should evaluate the capacity of the new researcher to undertake future research.

This dissertation procedure manual is a guide for the student and faculty. Here both student and faculty will find a standard procedure to help with the dissertation preparation process. The manual includes the evaluation criteria of both the dissertation proposal and the final dissertation. This guide contains the minimum requirements that the Public Health Program of Ponce Health Sciences University requires for the development and defense of a doctoral thesis.

The processes quoted in the manual are:

- Composition and Responsibilities of the Dissertation Committee
- Dissertation Proposal
- Oral defense of the proposal
- Development of the doctoral dissertation
- Oral defense of the dissertation
- Writing of the final document, refereed by peers and indexed.

The research by the doctoral degree candidate must add new knowledge to their specialty field, showing command of the methods used for the design, gathering of data, and its analysis. Resources that can be used during the research include the expertise and mentorship by the dissertation directors, as well as from other members of the dissertation committee. This manual establishes the guidelines of what is expected from a doctoral dissertation of excellence.

Applied Practicum Experience (APE)

All graduate professional public health degree students must develop skills in basic public health concepts and demonstrate the application of these concepts through a practice experience that is relevant to students' areas of specialization.

The program must provide opportunities for professional public health degree students at the master's and doctoral levels to apply the knowledge and skills being acquired through their courses of study. Practical knowledge and skills are essential to successful practice. This academic activity is a planned, guided, supervised and evaluated experience designed for MPH and DPH students to develop skills in basic public health concepts among the students.

Applied practice experiences may be concentrated in time or may be spread throughout a student's enrollment. Opportunities may include the following:

- a practicum or internship completed during a summer or academic term
- course-based activities (eg, performing a needed task for a public health or health care organization under the supervision of a faculty member as an individual or group of students)
- activities linked to service learning, as defined by the program, school or university
- co-curricular activities (eg, service and volunteer opportunities, such as those organized by a student association)
- a blend of for-credit and/or not-for-credit activities

Course strategy is a single intensive experience internship-type of at least 100 hours of time commitment with the selected site. This criterion does not define a minimum number of hours for the applied practice experience, but it does require the program to identify substantive, quality opportunities that address the identified competencies.

Pre-requisites	
MPH 7850 Practicum	DPH 7083 Consulting Practicum
100 hrs. Summer Internship <ul style="list-style-type: none"> • Have a cumulative grade point average of at least 3.0 within the Public Health Program. • Have completed at least 29 credits hours of core courses. • Have finished CITI Program tutorial. 	100 hrs. Summer Internship: <ul style="list-style-type: none"> • Have a cumulative grade point average of at least 3.0 within the Public Health Program. • Have completed at least 46 credit hours of core courses. • Have finished CITI Program tutorial. • Have approved comprehensive exam.
PHP Scientific Meeting Poster Presentation: <ul style="list-style-type: none"> • Have finished summer internship. • Have approved comprehensive exam. NOTE: PHP Scientific Meeting poster presentation is a graduation requisite.	

Competencies attainment	
<p>At least five competencies, of which at least three must be foundational competencies (as defined in Criterion D2 of CEPH Accreditation Criteria. SPH & PHP, Amended October 2016). See appendix.</p>	<p>A minimum of five foundational and/or concentration-specific competencies (as defined in Criteria D3 and D4) that are reinforced and/or assessed through application.</p> <p>The program may either choose at least:</p> <ul style="list-style-type: none"> • At least one competency from the leadership, management and governance domain in Criterion D3, or, • A concentration-specific competency identified in Criterion D4 if it relates to leadership skills.
CEPH Internship products	
<p>At the end of the course, students will generate at products/deliverables that addresses the attained competencies.</p>	
<p>The program assesses each student's competency attainment in practical and applied settings through a portfolio approach, which demonstrates and allows assessment of competency attainment. It must include at least two products.</p> <p>Examples include written assignments, journal entries, completed tests, projects, videos, multi-media presentations, spreadsheets, websites, posters, photos or other digital artifacts of learning.</p> <ul style="list-style-type: none"> • Pamphlets, questionnaires, toolkits, fact sheets. [Alisha O'Connell, Senior Accreditation Programs, Council for Education of Public Health (CEPH)] <p>Materials may be produced and maintained (either by program or by individual students) in any physical or electronic form chosen by the program.</p>	
Poster Presentation	
<p>At the end of the second year of MPH course students must elaborate and present a poster in electronic format of their internship activity</p>	<p>At the end of the internship DPH course students must elaborate a poster in electronic format of their internship activity.</p> <ul style="list-style-type: none"> • Note: It is highly recommended that DPH students present the poster in a scientific meeting

NOTE: For more information please visit the Applied Practice Experience (APE) MPH & DPH Handbook.

Satisfactory Academic Policy

Doctoral Degree in Public Health (DrPH) in Epidemiology

Introduction

A Satisfactory Academic Progress (SAP) has been established to ensure that the Dr.PH-Epidemiology students completes the academic program within the acceptable time frame and with the expected quality of performance. This policy also ensures that the student financial aid requirements set forth by federal regulations have been met. Student’s academic progress should be evaluated annually at the end of each academic year.

Scope

This policy applies to all Dr. PH in Epidemiology students enrolled at Ponce Health Sciences University (PHSU).

General Requirements

A. Time Frame for Completion of the Academic Program

A student will be allowed a maximum time frame of three (3) years of enrollment beyond the standard of five (5) years required for the completion of the Program.

The total credits for completion of a degree include those graduate courses accredited on admission to the Program.

Time Frame for Completion of the Academic Program

Program	Standard	Maximum
Doctoral Program in Public Health in Epidemiology	5 years	8 years

Definition of Full Time

Students with an academic load of six credits or more per trimester will be considered a full time doctoral students. Student solely enrolled in the Doctoral Dissertation will also be considered a full time student.

Definition of Part Time

Students with an academic load of less than six credits per trimester will be considered a part time doctoral student.

B. Completion of the Dr.PH Requirements

1. Course Requirement:

Students must complete all courses within the established time frame. The Program requires a minimum of 61 credits.

2. Performance Requirement:

a. A student must complete each academic year with a minimum grade point average of 3.00. Any student failing to meet 3.00 point GPA standard of performance or failing any course will be

placed on probation and referred to the PHSU Student Promotion Committee.

- b. A minimum grade of B may be obtained in required and selective courses.
- c. A minimum grade of C could be obtained in elective courses.

3. Qualifying Examination Requirement:

A Qualifying Examination (Comprehensive Exams) must be taken upon completion of the second academic year. If the student fails to approve the Qualifying Examination, the student must enroll in independent study courses during the next trimester. Independent courses are offered to give the students the opportunity to achieve the competences in the areas failed in the Qualifying Examination. Independent courses should be approved entirely during the next trimester. A maximum of 6 credits will be allowed to be taken as independent studies. Any student failing to meet this standard performance will be referred to the Student Promotion Committee.

4. Doctoral Dissertation Requirement:

A Doctoral Dissertation according to the established guidelines with a research proposal defense and Oral Dissertation Defense is required to obtain the Degree of Doctor in Public Health with specialty in epidemiology.

Grade Requirement

In order to graduate, the student must complete all requirements and maintain a minimum grade point average of 3.00 GPA in scale of 4.00 point. Satisfactory Academic Progress is required for financial aid eligibility and will be reviewed on a yearly basis, at the end of each academic year.

- a. One “F” or one “NP” in any of the courses, or a cumulative GPA less than 3.00 in the academic year is not allowed. A grade of “F” in any course will be referred to the Student Promotion Committee, to be considered for dismissal from the academic program.
- b. The student may have a maximum of two elective courses with C in record.
- c. A student repeating a course or with a GPA less than 3.00 will be considered in academic probation.
- d. If the student fails to obtain a grade of B or more in a repeated course, he/she will be referred to the Students Promotion Committee for a consideration of dismissal from the academic program.
- e. Courses with “F” grade will remain on record after they are successfully repeated, but only the new grade (s) will be used to compute the grade point average.
- f. Grades of “P” (Pass) or “NP” (No Pass) are applicable to the qualifying examination. Grades of “IP” (In Progress), “P” (Pass) or “NP” (No Pass) are applicable to the research proposal defense and dissertation.
- g. When the research/dissertation activity requires more than one trimester for its completion, the student will receive a grade of “In Progress” (IP) for each trimester and until the research/dissertation is completed.
- h. A grade of “I” (Incomplete) will only be allowed under very special circumstances as determined by the faculty member teaching that particular course. The student must remove the “I” (Incomplete) by the end of the following trimester or an administrative “F” will replace it.
- i. Graduate courses not offered at PHSU could be taken at other institution only with permission and approval of the Dr. PH Coordinator, Associate Dean for Public Health and the Dean for Health Sciences.
- j. If the student obtained a reversed dismissal, he/she won’t be in satisfactory academic progress and is considered both on academic and financial aid probation.

Professional Behavior Requirement

The students should conduct themselves in accordance with the norms for professional conduct set forth by the Ponce Health Science University at all times.

Commitment to Public Health Philosophy

It is expected that every student be committed to the betterment of our fellow human beings as exposed by the philosophy that governs the Public Health Profession.

Academic Probation and Financial Aid Eligibility

Any student failing to meet the grade requirement might be placed on academic probation for one trimester, but will be eligible for financial aid. Students that fail to comply with grade requirements after the prescribed probation time will be referred to the Student Promotion Committee for dismissal from the program.

Students who do not comply with the Satisfactory Academic Policy (SAP) parameters may be referred to the promotions committee. (See Promotions Committee Policy Section)

Reinstatement of Financial Aid

Financial Aid eligibility is contingent upon satisfactory academic progress. It is the student's responsibility to request reinstatement of financial aid.

Enforcement

Chancellor and the Executive Director for Student Affairs, the Registrar and the Financial Aid Director will receive all pertinent data to ensure proper enforcement of the policies set forth.

Master Degrees in Public Health

MPH (General, Epidemiology and Environmental)

Introduction

A Satisfactory Academic Progress (SAP) has been established to ensure that the MPH student completes the academic program for the MPH Degree within the acceptable time frame and with the required quality of performance. This policy also ensures that the student financial aid requirements set forth by federal regulations have been met. Student's academic progress should be evaluated annually at the end of each academic year.

Scope

This policy applies to all MPH students enrolled at Ponce Health Sciences University (PHSU).

General Requirements

A. Time Frame for Completion of the Academic Program

A student will be allowed a maximum time frame of two (2) years of enrollment beyond the standard of two (2) years required for the completion of the Program.

The total credits for completion of a degree include those graduate courses accredited on admission to the Program.

Time Frame for Completion of the Academic Program

Program	Standard	Maximum
Master's in Public Health	2 years	4 years

Definition of Full Time

Students with an academic load of six credits or more per trimester will be considered full time master degree students.

Definition of Part Time

Students with an academic load of less than six credits per trimester will be considered a part time MPH student.

A. Completion of the MPH Requirements

1. **Course Requirement** – Students must complete all courses within the established time frame. The Program requires a minimum of 55 credits.
2. **Performance Requirement:**
 - i. A student must complete each academic year with a minimum grade point average of 3.00. Any student failing to meet 3.00-point GPA standard of performance or failing any course will be placed on probation and referred to the PHSU Student Promotion Committee.
 - ii. A minimum grade of B may be obtained in required and selective courses.
 - iii. A minimum grade of C could be obtained in elective courses.
3. **Culminating Experience Requirement:**
 - i. **Capstone** – A Capstone or Comprehensive Exams (general and specialty) will be required to obtain the MPH degree. The Capstone will require to develop and present a research proposal. After the proposal is complete, the student should defend the project in public and provide a final manuscript following the established guidelines.
 - ii. **Comprehensive Exams** – A Comprehensive Exams (General and Specialty) must be taken upon completion of the second academic year. If the student fails the general, the specialty or both exams, he/she will have another opportunity to achieving all Public Health competences. Any student failing to meet this standard performance will be referred to the Student Promotion Committee.

Grade Requirement

In order to graduate, the student must complete all requirements and maintain a minimum grade point average of 3.00 GPA in scale of 4.00 point. Satisfactory Academic Progress is required for financial aid eligibility and will be reviewed on a yearly basis, at the end of each academic year.

- a. One “F” or one “NP” in any of the courses, or a cumulative GPA less than 3.00 in the academic year is not allowed. A grade of “F” in any course will be referred to the Student Promotion Committee, to be considered for dismissal from the academic program.
- b. The student may have a maximum of two elective courses with C in record.
- c. A student repeating a course or with a GPA less than 3.00 will be considered in academic probation.
- d. If the student fails to obtain a grade of B or more in a repeated course, he/she will be referred to the Students Promotion Committee for a consideration of dismissal from the academic program.
- e. Courses with “F” grade will remain on record after they are successfully repeated, but only the new grade (s) will be used to compute the grade point average.

- f. Grades of “P” (Pass) or “NP” (No Pass) are applicable to the qualifying examination. Grades of “P” (Pass) or “NP” (No Pass) are applicable to the capstone.
- g. A grade of “I” (Incomplete) will only be allowed under very special circumstances as determined by the faculty member teaching that particular course. The student must remove the “I” (Incomplete) by the end of the following trimester or an administrative “F” will replace it.
- h. Graduate courses not offered at PHSU could be taken at other institution only with permission and approval of the MPH Track Coordinator, Associate Dean for Public Health and the Dean for Health Sciences.
- i. If the student obtained a reversed dismissal, he/she won’t be in satisfactory academic progress and is considered both on academic and financial aid probation.

Students who do not comply with the Satisfactory Academic Policy (SAP) parameters may be referred to the promotions committee. (See Promotions Committee Policy Section)

Professional Behavior Requirement

The students should conduct themselves in accordance with the norms for professional conduct set forth by the Ponce Health Science University at all times.

Commitment to Public Health Philosophy

It is expected that every student be committed to the betterment of our fellow human beings as exposed by the philosophy that governs the Public Health Profession.

Academic Probation and Financial Aid Eligibility

Any student failing to meet the grade requirement might be place on academic probation for one trimester, but will be eligible for financial aid. Students that fail to comply with grade requirements after the prescribed probation time will be referred to the Student Promotion Committee for dismissal from the program.

Reinstatement of Financial Aid

Financial Aid eligibility is contingent upon satisfactory academic progress. It is the student's responsibility to request reinstatement of financial aid.

Enforcement

The Chancellor, the Dean for Academic Affairs and the Executive Director for Student Affairs, the Registrar and the Financial Aid Director will receive all pertinent data to ensure proper enforcement of the policies set forth.

Pre-enrollment Process

The student must enter the Jenzabar platform to make the pre-registration for their academic term for each trimester, any questions you can contact our offices. Students with special enrollments need to contact Dr. Mayra L. Roubert for their due process. During the dates established by the coordinators, enter the system to select the course you have received via email.

1. Enter My Campus (<http://mycampus.psm.edu/ics>).
2. Select the course.

3. As soon as this process is finished, please do not change again without the proper authorization of your coordinator.
4. After the coordinator has given authorization, the student must accept registration charges and validate the enrollment.

If you have questions call the Registrar's Office (Extensions: 2125, 2128, 2132, 5728, 5725, 5732) or IT department (Extension: 4837, 2234) for support.

Faculty

We have been able to select and retain a group of seasoned and junior faculty members who enjoy teaching, interacting and training students. They are professionals mindful and reflective of their own personality and professional growth and who value the program's philosophy and mission. This faculty is multi-disciplinary and therefore capable of providing a broader range of didactic and field experiences to our students. By the end of their training, our students are familiar with the different professional roles needed to develop skills in basic Public Health concepts and be able to apply their MPH or DrPH in a working environment and community-based setting.

Pinning Ceremony

The Public Health Pinning Ceremony started in August 2015 as the mark of the initial journey into public health careers. The Public Health Program from Ponce Health Sciences University started the tradition of officially welcome all of the MPH and DrPH students with this ceremony. The event provides encouragement for the new students, while focusing on the school's guiding principles and importance of prevention, protection, promotion and educational efforts. It is the formal welcome into the field of public health.

Emblem Ceremony

In the Public Health Emblem Ceremony, the sound of whistle is the representation of the alertness from the health professionals. They are always alert to the need or problem that affects the population.

Public Health Week

During the first full week of April each year, American Public Health Association (APHA) brings together communities across the United States to observe National Public Health Week (NPHW) as a time to recognize the contributions of public health and highlight issues that are important to improving our

nation. APHA creates new NPHW materials each year that can be used during and after NPHW to raise awareness about public health and prevention.

For this reason, the Public Health Program of PHSU joins to the movement of NPHW to create a healthiest Puerto Rico for all generations. We'll take a week to celebrate the power of prevention, advocate for healthy and fair policies through educational activities, providing health services such as vaccines and screening test, etc. As mentioned above, each year, students and faculty from the Public Health program work together to bring empowerment to the community.

The setout involves establishing links with collaborators in the private and public agencies, leadership, interprofessional practice and health promotion. Furthermore, the rewards from weeks of hard work payoff through the unique interaction with the community, teamwork and the partake of sharing valuable information for a better health.

Council on Education for Public Health (CEPH)

The CEPH is the nationally recognized accrediting body for both schools and programs of public health. Its mission is to assure quality in public health education and training to achieve excellence in practice, research and service, through collaboration with organizational and community partners. The Council's goals focus on the improvement of health through the assurance of professional personnel who can identify, prevent and solve community health problems.

CEPH-accredited schools and programs offer the following key benefits to students:

- *Comprehensiveness*: The CEPH-accredited schools and programs of public health provide a variety of degrees in public health, including undergraduate, masters' and doctoral degrees in a number of areas of study.
- *Rigor*: Each CEPH-accredited schools and programs of public health offer online programs, dual degree programs and executive programs.
- *Qualifications*: Eligibility to sit for the Certified in Public Health (CPH) EXAM, Administered by the National Board of Public Health Examiners (NBPHE).
- *Opportunity*: Eligibility for public health internships and fellowships sponsored by various federal agencies, as well as student assistance resources that are available only through accredited schools and programs.
- *Recognition*: Because CEPH-accredited schools and programs are peer-reviewed, students can be sure their institution has met the standards established by CEPH.

NOTE: For more information please visit www.ceph.org

PHP Career & Program Promotion Services Office (CPPDO)

In August 2017, the Public Health Program created the Career & Program Promotion Services Office (CPPSO). Ms. Ivette Ponce Suárez, M.Ed., was appointed as Coordinator of the CPPSO. Ms. Ponce works with alumni and current students' task. The office mission is to support and advance the career and professional development of Public Health students and alumni. Career & Alumni Services

maintain library resources containing materials for preparing professional resumes, drafting cover letters, researching job opportunities, and identifying professional networking strategies. Additionally, workshops and individualized counseling sessions allow students to learn about career options, identify career interests and areas of personal strength, and develop networking.

Accomplished public health professionals are in great demand in today's job market; therefore, developing effective job search skills and professional networking contacts will be crucial for the career success as a public health professional. Students can visit the Career and Promotion Services Office, Monday to Friday at 9:00 am to 5:00 pm or you can contact Ms. Ponce at ext. 5632 or via email (iponce@psm.edu).

Public Health Research Laboratories

Since 2015, the Public Health Program has been working towards the increase of research opportunities for our students, especially those in the DrPH. A request for space was necessary in order to increase the capability of the teaching laboratory and to increase the laboratory space to include research laboratories. In August 2017, the reconstruction and addition of research laboratories began.

The Public Health Laboratories have two main responsibilities: teaching and research. Regarding research, at present we have three components: Environmental Laboratory; Molecular and Genetic Laboratory; and Vector Borne Diseases Laboratory.

Teaching laboratory

The Public Health teaching laboratory is essential to provide the students with hands on experience especially the environmental and general tracks. The Public Health Program has invested in providing the teaching laboratory with all the tools necessary to cover the necessities of the courses and at the same time providing an environment of teaching where students can have access to an area where they can develop skills necessary for a public health professional. Currently the students take the practice of several courses such as Environmental Health course (water, air, soil, toxicology, food safety ...).

The teaching laboratory facilities consist of a 741.5 sq. ft lab that is located in the same building as that of the program's offices. The laboratory has the equipment to perform the four basic areas: microbiology, wet chemistry and analysis of organic compounds and inorganic compounds. Is equipped with some basic components such as incubators, refrigerator, water bath, laboratory glassware and a chemical fume hood acquired with a base for acid storage. Additionally, a benchtop autoclave, refrigerator a corrosive cabinet, eyewash station and safety kit was acquired for the laboratory.

Research

Environmental research lab (aprox 120 sq ft): This research area consists in an area adjacent to the teaching laboratory. A separate space in which is located the Analytical balance (semi-micro), an incubator, and is store the weather station an air sampler. This area designated to work with water and

air samples. The environmental health research laboratory is required to perform a series of activities including the following: water quality, air ambient particulate matter (PM10 & PM2.5) sampling and analysis, weather data collection and interpretation and Geographical Information Systems (GIS) analysis to relate this data with health outcomes (respiratory diseases, cardiovascular diseases, cancer ...), toxicology, soil, microbiology, food safety, and noise analysis.

Molecular and Genetic Epidemiology Laboratory (aprox 150 sq ft): This laboratory area contains a SterilGuard biosafety cabinet, a refrigerated micro centrifuge, and a PCR machine and bench working space. This area is destined to process and handling of biological material. Currently the main objectives of the research lines are molecular epidemiology and genetics. Several projects related with Autism, Parkinson, Arbovirus, and Genetic epidemiology are ongoing within the Program with the wet laboratory as their main component. This laboratory is open to students from the program. Program faculty is active looking for research fund to increase the variety of experiments performed in this laboratory. In addition, courses like Research Methods II laboratory rotation using this facility.

Public Health Vector Borne Laboratory: The vector borne laboratory (aprox 150 sq ft) contains equipment, a Leica microscope EX4W, mosquito cages and mosquito traps, a -20, a chill table and a VWR incubator. This laboratory is conducting research in vector-transmitted diseases such as arbovirus. Researchers and doctorate students study vectors, in this case mosquitoes, classification and identification following the molecular techniques to identify arbovirus infection among them. All this will be the basis for different models of disease spread and control. This offers the opportunity of breeding *Aedes aegypti* colonies with the objectives: a) to study "insecticides resistance"; b) to study animal models for new ways of arbovirus transmission; c) to study new vector of arbovirus; d) to study the biology of vectors that transmit diseases; e) to study mutations; f) to study epigenetic of vectors. The Vector Borne Diseases Laboratory will be a center of research and training serving to all students of the PHSU especially DrPH students.

Public Health Dry Laboratory: The computer lab (dry lab) provides the students with space and the means to do computer-based research, to perform literature searches, databases analysis as well as writing. The dry laboratory consists in an area adjacent to the teaching laboratory and is equipped with two computers (100 sq ft). These computers have the following programs, R, STATA, Minitab, Epi Info, Berkley Madonna and Epidat and the office packages. An extra computer acquired through the Seed Money Program for the Hydroponics project and a da Vinci Jr. 2.0 Mix Wireless 3D Printer will be located in this area. This facility provides new training opportunities for students from the PHP involved in research and PHP faculty projects.

School of Nursing

Bachelor of Science in Nursing

Introduction

Satisfactory academic progress is a cumulative measure of a student's performance and includes all periods of the student's enrollment. Both quantitative and qualitative standards are used to evaluate satisfactory academic progress in the BSN Program. Quantitative and qualitative standards are measured every term.

Quantitative standards include grades on quizzes, exams, care plans and other measurement tools. Qualitative standards for practice, as a registered nurse requires many competencies, such as the functional abilities listed below:

- Ability to see, hear, touch, smell, and distinguish colors
- Ability to speak and write with accuracy, clarity, and efficiency
- Manual dexterity, gross, and fine motor movements
- Ability to learn, think critically analyze, assess, solve problems, and reach sound judgments
- Emotional stability and ability to accept responsibility and accountability

Scope

All students must satisfactorily demonstrate these competencies in the didactic, laboratory, and clinical courses throughout their program of studies.

General Requirement

A nursing student will be allowed a maximum time frame of two years of enrollment beyond the standard of four years required for the completion of the program. Summer enrollment is considered part of the academic year for the purposes of this measure.

To ensure that a student is making sufficient academic progress in order to meet the maximum timeframe requirement, the student must complete 67% of all credits attempted. Development and skill courses are included in the timeframe calculation but not in the rate of progress calculation.

This policy also ensures that the Student Financial Aid requirements set forth by federal regulations have been met. The SAP applies to all nursing students enrolled in Ponce Health Sciences University School of Nursing. Student's academic progress is evaluated each trimester of the academic year.

For transfer students, the total years for completion of a degree include those years accredited on admission to the BSN Program.

Course Requirement

Students must complete all courses within the established time frame.

Performance Requirement

A student must pass each course. Any student failing to meet this standard of performance will be referred to the Students Promotion Committee to determine the action to be taken.

Professional Behavior Requirement

The students must conduct themselves in accordance with the norms for professional conduct set forth by the Ponce Health Sciences University and the corresponding accreditation agencies.

Grade Requirements

Students will not attain Satisfactory Academic Progress and will be referred to the School of Nursing Students Promotion Committee to be considered for dismissal if any of the following occur:

- Earning an “F” or “WF” in two or more courses in one trimester
- Earning an “F” or “WF” in a nursing course after having had two “F’s” or “WF’s” in previous trimesters
- Earning an “F” or “WF” in the same nursing course taken twice
- Earning less than a 2.50 semester GPA in two consecutive trimesters

Students receiving one “F” in one trimester, but has a trimester GPA of 2.5 or greater will be given an academic warning and will be placed on “Probation”. Students on probation must meet with the Dean of Nursing at the beginning and throughout the trimester.

Students who do not comply with the Satisfactory Academic Policy (SAP) parameters may be referred to the promotions committee. (See Promotions Committee Policy Section)

Financial Aid Eligibility

Financial Aid eligibility is contingent upon satisfactory academic progress. Please refer to the institutional policy on Satisfactory Academic Progress published by the Office of Financial Aid.

Enforcement

The Office of the Executive Director for Student Affairs shall have primary responsibility for overseeing this policy and will provide all nursing students a copy of this document upon admission to Ponce Health Sciences University School of Nursing.

The Chancellor and the Executive Director for Student Affairs, as well as the Dean of Nursing, Registrar and Financial Aid Manager will receive all pertinent data to ensure proper enforcement of the policy here set forth.

Master of Science in Nursing in Family Nurse Advanced Paractitioner (MSN/FNP)

Satisfactory Academic Progress Policy

Introduction

A Satisfactory Academic Progress (SAP) Policy has been established to ensure that the Master of Science in Nursing (MSN) students complete the academic program within the acceptable time frame and with the expected quality of performance. This policy also ensures that the student Catalog 2020-2023 370 financial aid requirements set forth by federal regulations have been met. Student's satisfactory academic progress is evaluated at the completion of each term.

Scope

The SAP policy applies to all MSN full time students enrolled in the School of Nursing of Ponce Health Sciences University (PHSU).

General Requirements

Time Frame for Completion of the Academic Program A student will be allowed a maximum time frame of 2.0 years of enrollment beyond the standard of 2.0 years required for the completion of the MSN Program.

Time Frame for Completion of the Academic Program

Program	Standard	Maximum
Master of Science in Nursing	2.0 years	4 years

Classification of MSN Students

Graduate students with an academic load of six credits or more per trimester is considered full time MSN degree students. Students with an academic load of less than six credits per trimester is classified as part time MNS degree students. The SAP policy applies to all students. Any full- time student who does not complete the degree on the established time frame (4years), is not eligible for federal financial aid during any extended time. Summer enrollment is considered part of the academic year for the purposes of this measure.

Completion of the MSN Requirements Course Requirement

Students must complete all courses within the established time frame. The Program requires a minimum of 60 credits to obtain the MSN degree. For transfer students, the total years for completion of a degree include those years accredited on admission to the MSN Program.

Performance Requirement

A student must pass all theoretical and clinical courses. A student must complete each trimester with a minimum grade point average (GPA) of 3.00. Any student failing to meet this standard of performance will be placed on academic warning and referred to the Nursing Student Promotion Committee (N-SPC). If the student fails to obtain SAP in two consecutive occasions the student will be suspended from eligibility to Title IV funds (Direct Loans and Campus Base Programs). A Title IV student can regain eligibility if the student follows the Appeal Procedure and receive a probation status.

Grade Requirement

In order to graduate, the student must complete all requirements and achieve a minimum grade point average (GPA) of 3.00 in scale of 4.00 point. Students receiving one “F” in one trimester but has a trimester GPA of 3.0 will be given an academic warning. Students on academic warning must meet with the Associate Dean of Nursing at the beginning and throughout the trimester. Students who don’t attain Satisfactory Academic Progress will be placed on academic probation and referred to the N-SPC for dismissal, if any of the following occurs:

- Earning an “F” in two or more courses in one trimester
- Earning an “F” in a nursing course after having had two “F’s” in previous trimesters
- Earning an “F” in the same nursing course taken twice
- Earning less than a 3.0 GPA in two consecutive trimesters
- Courses with “F” grades will remain on record after they are successfully repeated, but only the new grade (s) will be used to compute the grade point average.

A grade of Incomplete (I) only be allowed under very special circumstances as determined by the teaching faculty. The student must remove the I by the following trimester, if the course is offered, or an administrative “F” will replace the I grade. Nursing courses not offered at PHSU in each term could be taken at another institution only with permission and approval of the Associate Dean of Nursing and the Dean of Academic Affairs. Students can transfer only courses with B grades.

Professional Behavior Requirement

MSN students must conduct themselves in accordance with the code of conduct and discipline set forth by the MSN program, the ethics and integrity policies of Ponce Health Science University and the corresponding accreditation agencies. Any violation will be referred to the N-SPC.

Commitment to Nursing Values

It is expected that the actions of the nursing students be guided by the “caritive values” of the nursing profession which include Caring, Diversity, Trust, Ethics, Excellence, Holism, Spirituality, Evidenced-based Decision Making and Patient-Centeredness (Jean Watson, 2001). Students are exposed to these values through the MSN Program.

Academic Warning and Financial Aid Eligibility

Any student failing to meet program’s requirement (s) in one academic term might be placed on academic warning for one trimester, still eligible for Federal Financial Aid. Students that fail to comply with any program requirement after the prescribed warning time will be referred to the N-SPC for dismissal from the MSN program and suspend from the Title IV program eligibility.

Appeal Process for Academic Dismissal and Title IV Suspension

Students who are notified by the Associate Dean of Nursing regarding a decision of the N-SPC that they are placed on academic warning or are dismissed from the MSN Program, have the right to appeal the decision within seven working days after receiving the notification. The appeal or due process presented below should be followed:

The student will appeal in writing to the N-SPC. The letter should include new evidence or special circumstances that affected his/her performance. The Committee will evaluate the information submitted by the student to determine if it would change the initial adverse decision. The N-SPC has 48 hours to submit its decision to the student and the Associate Dean for Nursing.

If the N-SPC sustains the adverse decision, the student has the right to appeal to the Associate Dean of Nursing. The appeal must be submitted in writing within seven working days after receiving the last notification. The Associate Dean of Nursing will evaluate the student appeal. If the Associate Dean of Nursing sustains the N-SPC decision, the student, if does agree with the decision, may appeal to the Dean of Academic Affairs. The Dean of Academic Affairs may appoint a three- member Ad-Hoc Committee to re-evaluate all evidence.

If an Ad-Hoc Committee is appointed, it will notify the student in writing the date and time set to the appeal meeting. The student may have the opportunity to be interviewed by the Committee. The Ad-Hoc Committee has forty-eight (48) hours to submit a recommendation to the Dean of Academic Affairs. The Dean of Academic Affairs may consider the Ad-Hoc Committee recommendation and will make the final decision within forty-eight (48) hours. The final decision is reported to the student in writing.

If the student obtains a reversed dismissal, he will be placed on academic probation for one trimester. This student is on probation standing and is eligible for Federal Financial Aid. The same process described above will be followed in the case of an adverse decision for nonacademic reasons, such as unacceptable professional behavior or violation of the code of conduct. The Associate Dean of Nursing will refer the case to the N-SPC. If the recommendation of the N-SPC is to

dismiss the student, the appeal process described above may be activated.

Reinstatement of Financial Aid

Federal Financial Aid eligibility is contingent upon satisfactory academic progress. Students must refer to the institutional policy on financial aid eligibility published by the Office of Financial Aid. It is the student's responsibility to request reinstatement of financial aid to the Manager of the Office of Financial Aid.

Enforcement of the Policy

The Office of the Executive Director of Student Affairs shall have primary responsibility for overseeing this policy and will provide all MSN students a copy of this document upon admission to Ponce Health Sciences University School of Nursing.

The Chancellor, the Dean of Curriculum and Academic Affairs, the Associate Dean of Nursing, the Registrar, and the Financial Aid Manager will receive all pertinent data to ensure proper enforcement of the SAP policy here set forth.