

Compendium of Institutional Policies



2024



WELCOME MESSAGE

June 7, 2024

Greetings and warmest welcome to Universidad Central del Caribe!

As you embark on this enriching journey with us, we are delighted to provide you with a comprehensive compilation of institutional policies tailored to ensure a harmonious coexistence and foster a conducive learning environment within our esteemed university community. These policies are meticulously designed to not only uphold our collective well-being but also to propel you toward the attainment of your academic aspirations and objectives.

You must acquaint yourself with these policies and regulations, and rest assured, we are here to guide you every step of the way. This compilation encompasses a range of topics, including overarching guidelines governing student life, policies endorsed by both faculty and students of UCC, as well as protocols for the preservation of our shared spaces and fostering a culture of respect and inclusivity.

Recognizing the importance of linguistic proficiency and the accreditation agencies, we have thoughtfully presented these policies in English. You will be duly notified if any policy undergoes revision or update during your tenure at UCC. However, we emphasize the significance of proactive engagement in seeking information and staying abreast of pertinent policies pertaining to your academic journey.

We urge you to peruse this material diligently to familiarize yourself with your rights and responsibilities as a member of our esteemed institution. Furthermore, should you require clarification or guidance on any aspect of this compilation, do not hesitate to reach out to us. Wishing you resounding success in all your endeavors ahead!

MUCHO ÉXITO!

Respectfully,

A handwritten signature in blue ink, appearing to read "J. Oliver-Sostre".

José Luis Oliver-Sostre, DMD, MHS
Dean of Admissions & Student Affairs

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Student Life

GENERAL STUDENT RULES AND REGULATIONS

Chapter I

Introduction

The mission goal of the Universidad Central del Caribe (UCC) is to prepare high-quality and devoted health professionals and biomedical scientists to meet the community's health needs in its biological, physical, and social context with a humanistic focus and a high sense of moral obligation. Our health professionals will serve humanity with dedication and compassion, with the highest ethical and moral standards. The Institution is committed to providing a healthy, intellectual, and positive environment for all students in the classroom, clinics, laboratories, and throughout the Institution. These General Rules and Regulations contribute toward UCC's objectives. They are designed to provide the student with general guidelines detailing institutional policies, procedures, and programs.

Chapter II

Student Rights and Duties

ARTICLE 1 - PREAMBLE

The fundamental right of the university student is the right to an education.

To this end, there is the right to freedom of thought and expression of opinions, subject only to the necessity for harmonious coexistence and respect among students, faculty, and administration.

Coexistence comprises all the bodies mentioned above, as well as all possible relationships and experiences among fellow students, faculty, and administration. It also includes relations with the members of the surrounding community and affiliate institutions.

The student shall exercise the right to education, without infringing on the rights and responsibilities of other academic community members.

ARTICLE 2 - RIGHTS AND DUTIES IN ACADEMIC LIFE

A. General

Intellectual purity and integrity should be a guiding force behind the search for knowledge.

The professor will foster creative dialogue, and an environment open to freedom of discussion, expression, and research. The student may present thought-out objections to the information and points of view presented by the professor when deemed necessary, always considering maintaining a framework of respect and professionalism.

The right to disagree with the professor will not relieve the student from fulfilling the requirements of the course of study. Nor will it relieve the student from acting in a respectful and considerate manner or from considering the professor's rights.

Both students and professors will intellectually examine every academic issue under study.

Neither professor nor student shall use the classroom to present political, sectarian, religious, or any other doctrine not about academia.

Punctual attendance to classes, laboratories, clinics, or any other activities is compulsory and is the responsibility of each student. Student **valid absences** from classes because of attendance at official university meetings, illness, death, or severe illness within the student's family: including the student's parents, spouse, children, grandparents, or siblings, court or judicial citations, professional athletic or fine arts activities endorsed by government entities, and military leave will be given special attention by professors. Should the need arise, absences for other reasons shall be discussed with professors and concerned academic staff.

Grades shall be based on academic achievement and student fulfillment of all course requirements. Personal opinions and conduct not related to academia shall not affect any student grade or evaluation.

If a student feels that any faculty member or administration has violated their rights, the student may appeal before the pertinent university authorities. The student may exercise this right personally or through the Student Council, taking the complaint to one of the following: the Dean or Director of the academic program or unit, the Department Director, or the corresponding delegate. In the School of Medicine, a written copy of the complaint shall be given to the Associate Dean of Student Affairs as well as a copy shall be sent to the Dean of Admissions and Student Affairs (DASA). If deemed necessary, the student may appeal to the University President and finally to the Board of Trustees.

B. Student-Professor Relationships

This relationship is based on good faith and mutual respect among professors, students, and administrators.

Personal beliefs expressed by the student in the classroom or in private shall be considered a privileged matter and will not be divulged by the professor to a third party. Actions and expressions which are clearly in violation of university regulations, laws of the United States, or the Commonwealth of Puerto Rico, are excluded from this privileged classification.

The professor may, however, emit an opinion or observation about any student's belief, provided that this opinion or observation does not violate the student's rights.

The student may meet with the professor during hours set aside for this purpose, to ask for academic guidance and/or clear up any doubts concerning coursework or any other matter.

C. Student Records

According to the Family Educational Rights and Privacy Act (FERPA), student academic and disciplinary records are confidential documents and shall be kept separate from other documentation.

These records shall not contain religious or any other student beliefs.

Student academic records shall contain only information related to the student's academic status.

Information containing disciplinary matters shall be made available only to those authorized by the University. Any other person who requests said documents must have the student's permission or judicial order.

Any student may examine their disciplinary record in the presence of a UCC official if the student: submits a written request to the DASA, or the corresponding delegate, concerning department, program, or unit area. Said notice request shall be made within ten (10) working days in advance.

The faculty and administration shall respect the confidentiality of the above-mentioned records.

D. Examinations

Each student has the right to know their grades on any examination or quiz within a reasonable period, preferably within ten (10) business days of their administration.

The student also has the right to scrutinize these examinations and term papers, corrected and graded within ten (10) working days after the grade is posted on the LMS or informed. The student also has the right to scrutinize these examinations and final works, corrected and graded, within ten (10) business days after the grade is posted on the LMS or informed. They have the opportunity to submit written complaints for consideration in the event of a possible grade change.

ARTICLE 3 - DEPARTMENTAL CO-CURRICULAR ACTIVITIES OR THOSE CARRIED OUT IN OTHER ACADEMIC UNITS

A. Types of Activities Permitted

Each student has the right to express freely, meet and associate with other people or groups, to sponsor and hold authorized activities provided that they do not conflict with other authorized activities and that they meet the following conditions:

1. A written request for permission to hold activities at any facilities of UCC shall be made according to the regulations specified further in these regulations.
2. Permission to hold professional, cultural, recreational, social, athletic, religious, and political activities shall be granted if they do not: conflict with other authorized activities, interrupt institutional functions, violate institutional regulations, and/or do not disturb the order, safety, and general well-being of the Institution and its constituents.
3. All political activities shall be permitted, provided they present all political views within an equal amount of time. They must also meet the requirements as stipulated in Article 3-A 2. Participants in any debate, forum, panel, etc., may not include teaching, non-teaching staff, or any other employees of UCC.
4. All persons invited to UCC to present conferences, talks, workshops, etc., or to participate in panels, etc., must fulfill the requirements outlined in Article 3-B 6.

B. Rules and Procedures Governing Departmental, Program, or Unit Co-Curricular Activities

1. All recognized organizations have the right to hold educational, cultural, recreational, social, athletic, religious, and political activities at UCC, provided they meet the criteria established in Article 3-A 2.
2. To use any UCC facility to hold any co-curricular activity, representatives of the student organization must file a written request to the DASA, the Dean of Administration (DA), or the corresponding delegate. This petition must be submitted within ten (10) working days in advance of the activity. The sponsors of any such activity will be responsible for fulfilling all UCC regulations and will take appropriate measures to ensure order and safety. Denial or authorization of any request will be communicated in writing. If said activity is authorized, the time, date, and place will be stipulated on the permit, and the room to be used separated by the relevant unit. The petitioning student organization will secure the reply to the request in the office where it was submitted. In cases of denial, the petitioner has the right to request a reconsideration within five (5) working days to the President of the University, who will have five (5) working days to decide. The decision of the President will be considered final, and no further action will be permitted concerning this matter.
3. Approved activities shall be included in the calendar of activities of the corresponding Department, Program, or Unit area.
4. To use any UCC facility to hold any protests, demonstrations, or manifestations, representatives of the student organization must file a written request to the DASA and the DA, or their corresponding delegates. Thus, a petition must be submitted at least ten (10) working days before the activity. The sponsors of any such activity will be responsible for fulfilling all UCC regulations and will take appropriate measures to ensure order and safety. Denial or authorization of any request will be communicated in writing. If said activity is authorized, the time, date, and place will be stipulated on the permit. The petitioning student organization will secure the response to the request in the office where it was submitted. In cases of denial, the petitioner has the right to request a reconsideration within three (3) working days to the President of the University, who will have three (3) working days to decide. The decision of the President will be considered final, and no further action will be made concerning this matter.
5. The activities mentioned above shall be carried out in a quiet, peaceful, and orderly fashion.
6. Any request to invite a guest speaker from outside UCC shall be considered if the petition is made by an authorized student organization or by five percent of the regular student body.

Regulations of Article 3-A shall apply. The written request must be submitted within fifteen (15) working days of the proposed activity to the DASA, DA, or the corresponding delegate. Said request must contain the following information: the name of the sponsoring student organization, the place where the activity is to be held, the proposed date, the approximate number of people to attend the event, the length of time of the activity, and the intended topic. No invitations shall be offered until proper authorization is granted.

7. Any such authorization will be granted in writing. Any authorization may include special clauses concerning the activity. The petitioning student organization will secure the response to the request in the office where it was submitted.
8. In cases of denial, the petitioner has the right to request a reconsideration within five (5) working days to the President of the University, who will then have five (5) working days to decide. The decision of the President will be considered final, and no further action will be made concerning this matter.

C. *Regulations Concerning Activities Held Outside UCC*

1. Any recognized student organization that wishes to sponsor an off-campus activity using the name of the Universidad Central del Caribe, must submit a written request within fifteen (15) working days of the event. This request shall be submitted to the DASA, ADASA, or the corresponding delegate.
2. Officially recognized student organizations must coordinate these activities with the DASA, ADASA, or the corresponding delegate.
3. The concerned student organization will be responsible for holding the activity in the appropriate place, for assuring that no damage is done to the reputation of the Institution, and for guaranteeing that the Institution is not liable for any legal action.

ARTICLE 4 - PUBLICATIONS

- A. The University administration will not participate in the direction, advising, or any other aspect of preparing student publications. The preparation of student publications is the sole responsibility of each student or student organization.
- B. The DASA, ADASA, or the corresponding delegate must give prior permission for the distribution and/or placement of fliers, handouts, or posters on the UCC campus. In cases of denial, the petitioner has the right to request a reconsideration within three (3) working days to the President of the University, who will then render a decision. The decision of the President will be considered final, and no further action will be made concerning this matter.

ARTICLE 5 - STUDENT ORGANIZATIONS

- A. Any group of students from UCC has the right to constitute a student organization and be officially recognized by the Institution. Any such organization may be of an academic, professional, cultural, recreational, social, athletic, or religious nature. No student organization involved in partisan politics shall be considered for recognition. No student organization, that promotes discrimination by sex, race, national origin, political affiliation, religion, or socioeconomic status, will be authorized

- A. An Accreditation Committee composed of UCC student organizations will be created. This Committee shall be made up of:
 - 1. A president who will be a faculty member designated by the President of the University.
 - 2. A faculty member named by the Committee President with the recommendation of the DASA.
 - 3. A student selected by the Committee President with the recommendation of the DASA.
 - 4. A member of the UCC Administration.
 - 5. The ADASA will be an ex-officio member.
- B. The Accreditation Committee will grant official recognition to all student organizations that fulfill the requirements as set out in Articles 5-A-G and H.
- C. Procedure to request an accreditation
 - 1. Any student organization, that wishes official accreditation, must submit the following information:
 - a. Copy of the by-laws and/or constitution of the organization. This document must contain the organization's statement of purpose, goals, requirements for membership, a list of officers, mentor or mentor names, and rules and procedures.
 - b. List of organizing members.
- D. The Accreditation Committee will render its written decision within thirty (30) working days. In cases of denial, the petitioning organization has the right to request a reconsideration within fifteen (15) working days to the President of the University, who will render his decision within fifteen (15) working days. If the President upholds the decision of the Accreditation Committee, the petitioning organization may appeal to the Board of Trustees within fifteen (15) working days. The Board of Trustees will then have fifteen (15) working days to revoke or confirm the decision of the President of the University.
- E. Revocation of accreditation
 - 1. The Accreditation Committee has the right to revoke the accreditation of any student organization that does not meet the required guidelines for accreditation.
 - 2. If the Accreditation Committee should rescind the accreditation of any student organization, the organization has the right to request reconsideration within 15 working days to the President of the University, who will decide within fifteen (15) working days. If the President upholds the decision of the Accreditation Committee, the petitioning organization may submit an appeal to the Board of Trustees within fifteen (15) working days. The Board of Trustees will then have fifteen (15) working days to revoke or confirm the decision of the President of the University.
- F. Rules and regulations concerning authorized student organizations.
 - 1. Each student organization must submit to the DASA, ADASA, or the corresponding delegate a list of the organization's members and its leaders. This list must be submitted within one *week* of electing the board.
 - 2. Any change to the above-mentioned list must be submitted to the DASA, ADASA, or the corresponding delegate before the last day of the month in which these changes occurred.

3. Each student organization must submit with the documentation the name or names of the mentor/s of the organization. It must be a professional with an academic rank from UCC and if is from the community it is required to have another one at the institution.
 4. Student organizations shall be accredited for one academic year. Upon request, this accreditation will be renewed if the organization has abided by all guidelines as established in these rules and regulations.
 5. Membership in any student organization will not be denied for reasons of race, sex, nationality, socioeconomic position, political affiliation, or religion.
 6. Acceptance or denial of admission into any student organization shall be determined by the popular vote of the majority of the organization's members. The only exception to this regulation is the case of honorary organizations where membership is based on academic and/or community achievements and/or extraordinary contributions to the student's field of specific discipline (ie. Alpha Omega Alpha and Gold Humanism Honor Society).
 7. Student organizations may not be affiliated with any political group or association.
 8. Each student organization will sign a document with the DASA, ADASA, or delegate affirming its commitment to uphold established norms.
 9. Any student who feels discriminated against by a student organization may take his/her grievance to the DASA, ADASA, or the corresponding delegate for appropriate action.
 10. Recognized student organizations have the right to use University facilities. However, they are held responsible for any actions of their members.
 - 11.
- G. All recognized student organizations must submit an activity plan for each academic year to the DASA, ADASA, or corresponding delegate for approval. This plan must be submitted no later than thirty (30) working days after the start of the academic year. In addition to the above-mentioned rules and regulations, fraternities and sororities must also adhere to the following:
1. The date of initiation for new members must be coordinated with the DASA, ADASA, or the corresponding delegate.
 2. Each fraternity and sorority shall submit a list of all initiation candidates to the DASA or ADASA no later than thirty (30) working days before *Initiation Week*.
 3. Initiation ceremonies will not include physical, mental, or moral harm to the candidate.
 4. Acceptance or denial of admission to any fraternity or sorority will be determined by a secret ballot of the majority of its members. Unanimous agreement of all members concerning the admission of any candidate is prohibited. This practice may lead to the repeal of the organization's accreditation.

Chapter III

Student Councils

Each year, UCC students elect their student representatives to the General Student Council and the Program or Class Student Government.

ARTICLE 6 - REQUIREMENTS FOR STUDENT COUNCILS AND PRESIDENT

Students must meet the following conditions to be members of the General Student Council be registered for a minimum of twelve (12) credits per semester, have a **minimum grade point average (GPA) of 2.75**, and **not be repeating the academic year** because of academic deficiencies.

The General Student Council is the principal representative organism of the student body. It is the official forum of the student body and has as its mission to contribute to the educational goals of the University, the positive learning environment, and to look after the rights of all UCC students.

A. *Composition*

The General Student Council is composed of its president and the presidents and one representative of each Program or Class government. If one of the classes contains more than one group each group will have at least one representative.

B. *Board of Directors*

The General Student Council shall elect its Board of Directors from among its members. The president, however, shall be elected by all UCC regular students.

Non-regular students or those who hold administrative, or teaching positions cannot belong to any student councils; nor can they hold any position that represents the student body in any way.

C. *Time frame for the establishment of the General Student Council*

The General Student Council must be established during the first forty-five (45) days of the first academic semester. It shall carry out its duties for one year or until its successor has been elected.

D. *LECTIONS for President*

The outgoing General Student Council, together with the DASA, ADASA, or the corresponding delegate, will publish notices announcing a call for nominations for President of the General Student Council. This will be done within 30 days of the initiation of classes.

These nominations are valid for two (2) weeks, after which the nomination period will be closed. A call for student elections for the General Student Council will then be made to the student body, with a minimum of seven (7) days advance notice.

E. *Internal by-laws*

The General Student Council will draft and approve its by-laws.

F. *Rights and jurisdiction*

1. To officially represent the student body.
2. To point out and offer possible solutions to any problem which may affect the student body.
3. To act as a student forum to deal with issues that affect the student body.

4. To work in coordination with other institutional units to offer solutions to student-related problems and/or issues.
5. In collaboration with the DASA, ADASA, or the corresponding delegate, carry out cultural, social, scientific, and other types of activities that complement university education.
6. To create a positive and intellectual environment that stimulates optimum student development.
7. To select student representatives from among the distinct student organizations and committees.

ARTICLE 8 - STUDENT PROGRAM COUNCILS

Student life is carried out concerning one's classmates and faculty members. Within this framework, various student organizations from diverse programs and student classes will be established.

A. *Composition*

Each program or class of UCC will establish a Student Government. In programs that contain more than one class, each class will have a right to representation. Those programs that offer programs in which the course work is more than two years should have a Council for each class. If the class is divided into groups, each group should have representation.

The Board of Directors of the General Student Council shall be composed of a minimum of a president, a vice-president, a secretary, a treasurer, and two members.

B. *Selection procedure*

The Program Student Government should be established within the first 30 days of the first semester of each academic year. They will have a term of one year or until their successors are elected and duly certified by the DASA, in the case of the School of Medicine by Associate Dean of Student Affairs.

Within thirty (30) calendar days of the beginning of the academic year, the outgoing Program or Class Government, in conjunction with the DASA or corresponding delegate within the Program will call for a student assembly in which nominations for student representatives on both the Government of the particular program or class, as well as on the General Student Council. The call for this student assembly shall be made at least seven (7) calendar days in advance of the assembly. The quorum shall consist of 50% plus one of the total numbers of regular students of the particular program or class.

Nominations shall be open. Voting shall be done by secret ballot. The elected representatives will immediately occupy their corresponding posts.

C. *Duties and jurisdiction*

- a. To help develop, keep, and strengthen a positive intellectual climate that will lead to better development of the student's talent.
- b. To work towards the establishment of effective channels of communication between all members of the particular program and the University.
- c. To communicate any academic, administrative, or guidance concern that the students may have and to offer possible solutions.
- d. To stimulate the taking place of activities such as forums, discussions, conferences, social gatherings, and recreational activities.
- e. To offer guidance in all matters to those students who may need it.
- f. To contribute to the integral operation of the University as a whole, and of all the programs in general.

D. *Internal By-Laws*

The General Student Government and the Class Boards of Directors of each program will write their by-laws, in harmony with the rules and regulations established in this document.

ARTICLE 9 - STUDENT REPRESENTATION IN FACULTY MEETINGS

- A. Student representation with voice and vote in each academic faculty meeting for each program. This representation will equal 10% of the faculty members eligible to vote, but there shall not be less than two student representatives in attendance.
 - 1. The election of the student representatives will be decided by the students who belong to that particular program.
- B. There will be a student representative on each faculty committee except for those committees dealing with faculty affairs, student admissions, and student evaluations and promotions.
 - 1. The election of the student representatives will be decided by the students who belong to that particular program.

ARTICLE 10 - REGULAR AND SPECIAL ASSEMBLIES

A. *Regular Assemblies*

- 1. Two regular student assemblies can be programmed each academic year: one in the first semester and another in the second semester.
- 2. The notice for regular student assemblies shall be made no less than fifteen (15) calendar days before the assembly. The notice should include the agenda to be followed.
- 3. The General Student Council, through the President of the Student Body, will determine the date, time, and place of the assembly and notify the DASA, ADASA, and the students.

B. *Special Assemblies*

- 1. The President of the General Student Council will call for a special assembly as deemed necessary.
- 2. The President of the General Student Council will also call for a special assembly if 10% of UCC regular students request it.
- 3. The notice for special student assemblies shall be made by the President of the General Student Council no less than 72 hours before the assembly.
- 4. The notice should include the agenda to be followed.

C. *Quorum*

In both regular and special student assemblies, 50% plus one of the regular UCC student body shall constitute a quorum.

Chapter IV

STUDENT PUBLICATIONS

ARTICLE 11 - DISTRIBUTION OF STUDENT PUBLICATIONS

Students may edit publications that they may freely distribute on campus. However, their distribution is prohibited in study areas such as classroom laboratories, libraries, reading rooms, amphitheaters, and clinical practice areas.

ARTICLE 12 - PUBLICATION REQUIREMENTS

- D. For student publications to be officially recognized, they must adhere to the following regulations:
 - 1. Fulfill the requirements of other student organizations.

2. Fulfill the publication norms set forth by the Publications Committee.
3. The names of the editors and contributors of all student publications must appear in the publication.
4. Announcements, posters, charts, banners, etc., will be placed only in officially designated areas (outlined further) and will be in harmony with the regulations concerning this matter established by the DASA or corresponding delegate.
 - open spaces
 - bulletin boards of the General Student Council and those of the program government

ARTICLE 13 - PUBLICATIONS COMMITTEE

- A. It is the responsibility of the DASA or corresponding delegate to form a Publications Committee. This Committee shall be composed of one student from each program (named by the General Student Council) and three faculty members named by the University faculty.
- B. The Publications Committee will inform the DASA or corresponding delegate of the norms that will prevail concerning student publications. It will also advise the DASA concerning student publications.

ARTICLE 14

The DASA or corresponding delegate is responsible for assuring that all student publications satisfy the required regulations for publication. S/he will also recommend to the Board of Trustees any sanctions as a result of violations of these regulations.

Chapter V

STANDARDS OF STUDENT CONDUCT AND ETHICS

ARTICLE 15 - PURPOSE

- A. To recognize and guarantee the right to dissent and protest in an orderly fashion, following the norms established by the University. Under no circumstance should any protest or dissent disrupt normal University activities.
- B. The disciplinary system set in place at UCC proposes to:
 1. Advise the student of the consequences of their actions.
 2. Advise the student of their responsibilities to the University and the Puerto Rican community.
 3. Guarantee institutional order.

To the objectives mentioned above, the disciplinary system at UCC shall be in the hands of the University.

ARTICLE 16 - INFRACTIONS

- A. The following actions constitute infractions of institutional disciplinary standards and will lead to sanctions:
 1. Violations of the General Student Rules and Regulations or other institutional or programmatic rules and regulations.
 2. Lack of honesty in academia or any action leading to it.
 3. Alteration or forgery of grades, records, identification cards, or any other official documents.

4. Committing any obscene or lascivious act.
5. Disturbance of the peace or participation in acts that may incite violence at any official UCC activity, either on- or off-campus.
6. Interruption of any UCC activity or holding non-authorized activities. This norm applies to both on- and off-campus activities.
7. Causing malicious damage to the property of another person or group.
8. Publication or distribution, either on- or off-campus, of slanderous, libelous, obscene, or defamatory material.
9. Assumption of authority without the previous authorization of the University Student Council or any other recognized student organization.
10. Causing malicious damage to any University property or defaming any University symbol.
11. Committing any act which constitutes a punishable offense under the laws of the Commonwealth of Puerto Rico.
12. Possession of any firearm without authorization of the University.
13. Possession or selling of any controlled substance as outlined in Chapter 2 of the Controlled Substance Law of Puerto Rico, Number 4 of June 23, 1971, as amended.
14. The use of force or violence against any person or persons on the grounds of the UCC campus.
15. The illegal appropriation of property belonging to the University or another person or group.

ARTICLE 17 - PENALTIES

- A. Violation of the rules mentioned above may cause the following measures to be taken:
 1. Reprimand
 2. Probation
 3. Restitution for damaged University property or its illegal appropriation.
 4. Prohibition from the use of university facilities for a determined period.
 5. Imposition of monetary fines.
 6. Suspension from participation in certain University activities and pro-trams.
 7. Prohibition from entrance to the University for a determined period.
 8. Suspension from the University for a determined period.
 9. Expulsion from the University.

ARTICLE 18 - DISCIPLINARY PROCEDURES

- A. Pertinent administrative authorities will oversee any penalty that involves a suspension of thirty (30) days or less. Said authorities will give the students ample opportunity to defend themselves. Repeated violations will incur the imposition of more drastic measures.
- B. In cases of any penalty that involves a suspension of more than thirty (30) days, or expulsion from the University, the student will receive written notice of the charges against them. In addition, the student will have the opportunity for an administrative hearing which the student may attend with the counsel of their choice. The student will be able to testify on their behalf and present evidence.

ARTICLE 19 - DISCIPLINARY TRIBUNAL

- A. A Disciplinary Tribunal will be created yearly or as necessary, as outlined in Article 18-B of these Rules and Regulations.

1. The Disciplinary Tribunal shall be composed of the following:
 - a. A member of the University personnel named by the DASA or corresponding delegate.
 - b. Two professors, selected by the faculty.
 - c. Two students, elected by direct student vote, following the norms as outlined in Article 7-C, Chapter III, of this document.
- B. The President may designate members to the Disciplinary Tribunal in case of vacancies.

ARTICLE 20 - HEARINGS BEFORE THE DISCIPLINARY TRIBUNAL

- A. In all hearings before this body, the Tribunal shall adhere to the rules and regulations herein stipulated.
- B. Authority and Rights
 1. The Disciplinary Tribunal shall have jurisdiction over all infractions outlined in Article 16, Chapter V, of these Rules and Regulations.
 2. The Disciplinary Tribunal shall investigate all cases brought to it by university authorities to determine if the charges have merit.
 3. A formal hearing will be held if the Tribunal decides to press charges.
- C. Procedures for Disciplinary Sanctions
 1. The professor or professors who know about the allegations shall render a written complaint against the student to the Dean of the School or the Program Director.
 2. The Dean and/or Program Director shall determine if the allegation has merit. If found to have merit, a request to press charges will be filed.
 3. The Disciplinary Tribunal will conduct a thorough investigation of the charges, notify the student of said charges, and call for a hearing within thirty (30) days.
- D. Procedure Before the Disciplinary Tribunal
 1. The Dean and/or Program Director, who has pressed charges, will present pertinent evidence.
 2. The student will have the right to legal counsel and may present evidence on his/her behalf.
 3. After hearing all testimony, the Disciplinary Tribunal will have thirty (30) days to render its recommendations to the DASA. The DASA will then inform the President of the University and the student of its recommendations. The DASA will notify the student by certified mail.
 4. The student may appeal this decision to the President of the University within fifteen (15) days. The student may also appeal to the Board of Trustees of the University within the same time frame.
 5. The University Board of Trustees will study the evidence presented and render a decision. The decision of the University Board of Trustees shall be considered final.

ARTICLE 21 - SUMMARY SUSPENSIONS

- A. The President of UCC or the corresponding delegate may suspend any student for disciplinary reasons. The following procedures will be adhered to:
 1. The President or the corresponding delegate may suspend any student without a preliminary hearing in extreme circumstances that require immediate action.
 2. Any summary suspension will take effect upon notification to the student.

3. Should a preliminary hearing be held after a summary suspension, the findings shall be notified to the President within 72 hours. The President will then take appropriate measures to resolve the situation.
4. All summary suspensions will remain in effect until the situation is resolved, under Articles 18 and 19 of these Rules and Regulations. Any determination must be made within thirty (30) days of the summary suspension.

Chapter VI

GENERAL DISPOSITIONS

ARTICLE 22 - GENERAL CLAUSES

- A. The President, the Deans, and all Directors of the University, are responsible for carrying out these Rules and Regulations.
- B. It is the responsibility of all UCC students to know the content of these Rules and Regulations. Ignorance of them is not an acceptable defense.
- C. The UCC has the right to discontinue any course or program when its discontinuation is justified by economic, academic, or any other means.
- D. Should the University need to communicate with a student regarding any matter, a notification will be sent by registered and certified mail to the student's address as it appears in the student's academic record. The sending of the notification shall relieve the University of its responsibility. It is the student's responsibility to keep their records constantly updated.
- E. These regulations and all other University rules and regulations, shall form a binding contract between the student and the University.

ARTICLE 23 - PROCEDURES TO AMEND THESE RULES AND REGULATIONS

- A. The General Student Council can recommend amendments to these Rules and Regulations through the President of the University.
- B. Any student with a petition signed by at least 100 regular students may recommend an amendment to this document through the President of the University.

ARTICLE 24 - EMERGENCY SITUATION

- A. The University Board of Trustees has the right to partially or completely amend, substitute, or revoke these Rules and Regulations at any time.
- B. The President of the University is authorized to suspend these Rules and Regulations when an emergency is declared partially or completely. Any suspension shall be for no more than thirty (30) days or until the next session of the University Board of Trustees, whichever occurs first. The President may request an extension to the University Board of Trustees at any time he/she feels necessary.
- C. Should any emergency continue, the President must request an extension from the University Board of Trustees. Any such extension, if granted, shall be for no more than thirty (30) days and reevaluated.

Chapter VII

Definitions

Except when this document indicates the contrary, the following definitions shall apply to these Rules and Regulations:

1. **Official University Activities:** Any official University-sponsored activity, be held on- or off-campus. This includes but is not limited to graduation ceremonies, community service, conferences, forums, panels, athletic events, exhibitions, meetings, etc.
2. **Co-Curricular Activities:** Any activity which directly or indirectly complements the student's growth from an educational standpoint.
3. **Student:** Any person officially registered at Universidad Central del Caribe or Ramón Ruiz Arnau University Hospital for at least one contact hour per week, either for credit or as a listening student. The person shall be considered a student from the time they register for class or sign a contract, in case of the hospital, until the last final examination of each semester or required formal academic activity. The exception to this is during the student's last semester when they will be considered a student until the conclusion of the graduation ceremony. The graduate students at Ramón Ruiz Arnau University Hospital are the resident physicians at the Internal Medicine Residency Program.
4. **Member of the Administration:** Any person employed by the University, either full- or part-time, including, but not limited to, members of the University Board of Trustees, personnel at all administrative levels, the President, and the Deans.
5. **Faculty Members:** Any person who has a teaching position in any program, unit, or sub-unit of the University, full- or part-time.
6. **Teaching Sub-Units:** The academic organisms, that depend on, and answer to, the University academic programs.
7. **Teaching Unit:** The operational academic units of the University.

Chapter VIII

LEGAL BASIS

ARTICLE 24

If any clause of these Rules and Regulations is declared null and void, the remaining clauses will not be in any way affected.

ARTICLE 25

Any student regulations inconsistent with these Rules and Regulations shall be considered null and void.

ARTICLE 26

These Rules and Regulations shall take effect immediately after the University Board of Trustees approves them.

Revised in: July 2024
By: Dr. José Luis Oliver-Sostre
Dean of Admissions and Students

INSTITUTIONAL POLICY REGARDING THE ACCESS TO STUDENT RECORDS

The Universidad Central del Caribe, following Institutional Regulations and the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended ("Buckley Amendment"), has established and published and will apply the following Institutional Policy Regarding the Access to Student Records.

Article I. Definitions

A. *Student*

A student is an active or former student at the University or a graduate student (resident physician) at the Ramón Ruiz Arnau University Hospital Internal Medicine Residency Program. An applicant is not a student until attends the University.

B. *Education record*

An education record is any information or data which directly relates to a student and is maintained by the University, except a record described in Article VII, E.

Article II. Notification

The University will inform its present students of this policy at least annually by such medium as is generally available to and read by the students.

Article III. Listing of records maintained at the University

The University maintains a listing of the types and locations of education records, and the titles and locations of the officials responsible for those records. For education records maintained by individual department members, the University may indicate on the listing that the head of the department should be contacted concerning identifying the types and locations of the records for which individual department members are responsible.

The following is the list of the types of records the University maintains, their locations, and their custodians.

<i>TYPES OF RECORDS</i>	<i>LOCATION</i>	<i>CUSTODIAN</i>
<u>Applicant Records</u> <u>Admissions Records</u> <u>Cumulative Academic Records</u> (Current students and five years after graduation or withdrawal)	Admissions Office Registrar's Office Registrar's Office	Admissions Officer Registrar Registrar
<u>Cumulative Academic Records</u> (Former students; over five years after graduation or withdrawal).	Registrar's Office	Registrar
<u>Health Records</u>	Deanship of Student Affairs	Dean
<u>Financial Records</u> <u>Placement Records</u> <u>Alumni Records</u>	Bursar's Office Registrar's Office Deanship of Institutional Development and Strategic planning	Bursar Registrar Dean
<u>Progress Records</u>	Registrar's Office Academic Office at each School or Department	Registrar Dean or Director
<u>Disciplinary Records</u> <u>Occasional Records</u> (Student educational records not included in types or listed above such as minutes of faculty committee meetings, copies of correspondence in office not listed, etc.)	Registrar's Office The appropriate official will collect such records, direct the student to their location, or otherwise make them available for inspection.	Registrar The University staff person assigned to occasional system records

Article IV. Procedures for a student to inspect and review records

- A. A student who wishes to inspect and review their records may take the request to the person in charge of the office which is the official custodian of the record in question, or to that person's corresponding delegate. A request for records in the custody of a professor or counselor should be made directly to that person.
- B. All requests to inspect a record should be in writing.
- C. A request shall be granted or denied in writing within 15 days of receipt of the request.
- D. If the request is granted, a University official must be present when the student inspects and reviews the education records. A student shall be provided with an explanation and interpretation of the record to which access is granted.
- E. If the access request is denied or not responded to within 15 days of receipt, the student may appeal to a person designated by the President. The appeal must be in writing and should identify the specific record to which access was requested, the date of the original request for access, the person to whom the request was made, and the reasons why the student believes has a right to access. A denial of an access request must be in writing and contain the reasons for the denial.

Article V. Copies

The fee for copies of the individual educational record (partial or total) is \$2.00 per page. A fee of \$5.00 will be charged per transcript of the Academic Record (\$6.00 if using PayPal). There is a special fee of \$10.00 per MSPE "Dean's Letter" required for graduating medical students.

Copies of education records are not to be provided to the student (except under Article IX, B. and XI) if:

- A. the record can be reasonably read and comprehended by the student upon visual examination
- B. the student has no disability, which prevents them from being present.
- C. the student resides in the vicinity of the Institution.

Article VI. Procedures for record correction

- A. A student may request correction of their educational records on the basis that an entry or entries are inaccurate, misleading, or in violation of the student's right to privacy or other rights. The request must be made in writing and addressed to an individual or office designated by the President. The request to the extent possible shall identify the record or records containing the challenged entry or entries to be inaccurate, misleading, or in violation of his/her right to privacy or other rights. A student may not contest the assignment of a grade through this procedure but may contest whether the assigned grade was recorded accurately.
- B. The corresponding delegate shall, within 15 days after receipt of the written request, grant or deny the request in whole or in part and inform the student. If the corresponding delegate denies the request in whole or part, the student shall also be advised in writing of their right to a hearing under Article VI, C.
- C. A student may request a hearing if his/her request to correct has been in whole or in part denied, or if the corresponding delegate has not responded to the request within 15 days. The request for a hearing shall be in writing addressed to an individual or office designated by the President and shall contain the same information contained in the request's correct records.
- D. Within seven days after receipt of a request for a hearing, the student shall be notified of a date, time, and place of the hearing, which shall take place within a reasonable time after receipt of the request.

- E. At the hearing the student shall have a full and fair opportunity to present evidence relevant to the issues raised under Article VI, A, before a person, selected by the President who does not have a part in the outcome of the hearing. The student may be assisted or represented by the individuals of their choice, including an attorney, at their expense.
- F. The hearing officer, within 15 days after the conclusion of the hearing, shall render a report to the President in writing, which shall include a summary of the evidence presented at the hearing. The President shall render a final decision within 15 days after receipt of the report based on the evidence, including a summary of the evidence and reasons for the decision. The student shall be provided with a copy of the final decision. Suppose the request is denied in whole or in part, in that case, the student shall also be advised of their right to place in their education records a statement commenting on the information in the challenged record and setting for any reasons for disagreeing with the decision.

Article VII. Records not mandatorily accessible

- A. Records of the student institutional, supervisory, administrative staff, or educational personnel ancillary thereto, which are in the sole possession of the maker and are not accessible or revealed to another person except a temporary substitute.
- B. Exempt from the definition of "education records" records maintained by an institution's law enforcement unit that was created by that law enforcement unit for law enforcement.
- C. Employment records of the university employee who may be a student:
 - 1. are normally maintained by the University
 - 2. relate exclusively to the individual's employment
 - 3. are used only for employment purposes
 - 4. such employment is not the result of student status.
- D. Records of the student which are made by a physician, license professional counselors, psychiatrist, psychologist, or other recognized health professional, acting in their professional or paraprofessional capacity, or assisting in that capacity, that:
 - 1. are created, maintained, or used only in connection with the provision of treatment to the student, and
 - 2. are not disclosed to anyone other than the individuals providing the treatment.
- E. Records that pertain to a student generated after no longer being an enrolled student at the University.
- F. The financial records of a student's parents and the information contained therein.
- G. All confidential recommendations relating to the receipt of an honor or honorary recognition, provided:
 - 1. The student or applicant has signed a waiver of the right of access and has been allowed to request to be notified of the names of all individuals providing the recommendations,
 - 2. The recommendation is used only for the purpose for which it was originally intended, and
 - 3. The waiver is not required as a condition of admission to receive any other service or benefit from the University.
- H. Any other record which is under any other law or regulation is privileged, or which is otherwise inaccessible to the student.

Article VIII. Directory Information

- A. The following categories of directory information may be made available to individuals with a legitimate interest in such information: A student's name, attendance dates, telephone listing, home address, major and minor fields of study, and degrees and awards received. This shall not be construed to require that such information be released.

- B. Any student may require that any or all the information outlined in paragraph A not be released by the University without his/her prior written consent, by completion of a form to be made available in the Registrar's Office during regular business hours.

Article IX. Access without prior consent

Access without the prior consent of the student to education record may be furnished under the following circumstances:

- A. To a university official, employee, or agent who has a legitimate educational interest in particular student records. A person shall be deemed to have a legitimate educational interest in obtaining access to a particular record if access is reasonably necessary to perform their instructional, research, administrative, or other duties or responsibilities.
- B. Officials of other schools or school systems in which the student seeks or intends to enroll. Any such request shall be complied with without notice to the student, but upon such student's request, a copy of the education records transferred will be provided to the student and the student may review their content under Article VI.
- C. To an authorized representative:
 - 1. The Controller General of the United States
 - 2. The Attorney General of the United States
 - 3. The Secretary of the U.S. Department of Education, or
 - 4. State and local educational authorities.
- D. In connection with the student's application for or receipt of student financial aid, to the extent necessary to determine financial aid eligibility, and the amount thereof, conditions to be imposed regarding the financial aid, and to enforce the terms and conditions of financial aid.
- E. According to a judicial order or under a lawfully issued subpoena, provided notice is mailed to the student three days in advance of compliance, addressed to the last known address, except a shorter period of notice may be authorized by the President.
- F. To State and local officials or authorities if the allowed reporting concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released or allowed to be reported or disclosed according to a state statute.
- G. To organizations external to the University conducting studies for or on behalf of educational agencies or institutions to develop, validate, or administer predictive tests, administering student aid programs, and improving instruction; provided, that such studies are conducted in a manner that will not permit the personal identification of students by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purpose for which the study was conducted.
- H. To accrediting institutions, for purposes of carrying out accrediting functions.
- I. To parents of a dependent student as defined by the Internal Revenue Code of 1986.
- J. In connection with an emergency where knowledge of the information is necessary to protect the health or safety of the student or other individuals. The factors to be considered in determining whether personally identifiable information from the education records of a student may be disclosed include the following:
 - 1. The seriousness of the threat to the health or safety of the student or other individuals;
 - 2. The need for the information to meet the emergency;
 - 3. Whether the parties to whom the information is disclosed are in a position to deal with the emergency; and
 - 4. The extent to which time is of the essence in dealing with the emergency.

- K. The disclosure is information the educational institution has designated as “directory information”.
- L. To the parent of a student who is not eligible or to the student.
- M. In compliance with the Campus Security Act, institutions may disclose to the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, the final results of any disciplinary proceeding conducted by the institution against the alleged perpetrator of the crime, regardless of the outcome of the proceeding.
- N. The disclosure is in connection with a disciplinary proceeding at an institution of postsecondary education if the institution determines that the student violated its rules or policies concerning the crime.
- O. The disclosure is to a parent of a student at an institution of postsecondary education regarding the student’s violation of any Federal, State, or local law or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if:
 - 1. The institution determines that the student has committed a disciplinary violation concerning that use or possession; and
 - 2. The student is under the age of 21 at the time of the disclosure.
- P. The Campus Sex Crimes Prevention Act established that an educational institution may disclose information concerning registered sex offenders provided to it under State sex offender registration and community notification programs.
- Q. The USA Patriot Act of 2001 established that the US Attorney General can apply for an ex-parte court order requiring an educational institution to allow the Attorney General to collect and use education records relevant to investigations and prosecutions of specified crimes or acts of terrorism (domestic or international).

Article X. Discretionary access to records

- A. The President may grant a student access to the records specified in Article VII, provided such access does not violate the rights of another person.
- B. Access to a student's education records without the student's consent under Article IX, B through F shall only be granted where required by law or regulation or in the best interest of the University.

Article XI. Access with the consent of the student

The written consent of the student is required for disclosure of personally identifiable information from the student's education records except as provided in Articles VIII and IX, or where the disclosure of accessible records is to the student. The written consent must be signed and dated by the student and shall include:

- A. A specification of the records to be disclosed.
- B. The purpose or purposes of the disclosure, and
- C. The party or class of parties to whom the disclosure may be made.

Where a record is disclosed according to the student's written consent, the University, upon the student's request, shall provide the student with a copy of the record.

Article XII. Limitation on redisclosure

Any disclosure of personally identifiable information from the education records of a student except under Article VIII of this Policy may be made only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior written consent of the student, except that the personally identifiable information which is disclosed to an institution, agency or organization may be used by its officers, employees and agents but only for the purposes for which the disclosure was made. The party to whom the disclosure is made shall be informed of his requirement. This does not preclude the University from disclosing personally identifiable information under Article IX of this Policy with the understanding that the information will not be redisclosed to other parties under that section, provided that the record-keeping requirements of Article XIV of this policy are met concerning each of those parties.

Article XIII. Student's parents

The Institution must obtain a student's prior written consent before disclosing information from their education records to their parents. Only in the case of students who are claimed as dependents by the parents, according to the regulations of the Bureau of Income Tax of the Commonwealth of Puerto Rico or the Internal Revenue Service of the United States, disclosure of education records to the parents will be allowed without the consent of the student.

Article XIV. Record of requests for access

- A. Record of each request for and each disclosure of student records under Article IX, C, D, E, F, G, and H, shall be maintained in the Registrar's Office.
- B. Such record shall list the parties who have requested or obtained information concerning the student, and the reason for the request, and shall be available for inspection by the student.
- C. The University may assign additional or other places where the record of disclosure will be maintained.
- D. Such record shall be accessible to the student, the Registrar, and the designated members of the Registrar's staff, and for purposes of auditing and record-keeping procedures, any individual specified in Article IX, A, and C.

Article XV. Waivers

- A. A student may waive any of their rights under the Act, the regulations or this Policy provided the waiver is in writing and signed by the student.
- B. The University will not require that a student execute a waiver of the rights under the Act, the regulations, or this policy.
- C. A waiver may be revoked while a request for access to that record is pending. Nothing in this policy otherwise requires the retention of any record.

Article XVII Copies of this Policy

A copy of this Policy shall be furnished upon request.

Article XVIII Complaints regarding violation of the Act, or the regulations thereunder

A student who believes that the rights under the Act or the regulations thereunder have been violated may submit a complaint in writing to:

**Family Policy Compliance
Office**

U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Article XIX. Amendments

This Institutional Policy may be amended upon recommendations of the Dean of Admissions and Student Affairs, the Dean of Academic Affairs, the Dean of Medicine, the Dean of Chiropractic, and/or the Dean of Health Sciences and Technology to the President of the Universidad Central del Caribe. The President will make the final recommendation to the Board of Trustees for their consideration and final decision.

Revised, Amended, and Takes Effect by: June 20, 2003

Reviewed on: July 2024

By: Dr. José Luis Oliver-Sostre

INSTITUTIONAL POLICY REGARDING CONFIDENTIAL COUNSELING TO STUDENTS, FACULTY, RESIDENTS, AND STAFF

The Universidad Central del Caribe (UCC), following Institutional regulations, has established, published, and will apply the following Institutional Policy Regarding Confidential Counseling to Students, Faculty, Graduate Students, and Staff.

1. The licensed professional counselor (LPC) makes provisions for maintaining confidentiality in the storage and disposal of records and follows an established record retention and disposition procedure. The counseling relationship and information resulting there are kept confidential, consistent with the obligations of the Code of Ethics standards of the counseling profession.
2. In a group counseling setting, the LPC sets a norm of confidentiality regarding all group participant's disclosures.
3. When the participant's (person who receives the counseling service) condition indicates that there is clear and imminent danger to the client or others, the licensed professional counselor will take reasonable personal action to inform responsible authorities. Consultation with other professionals must be used if needed. The assumption of responsibility for the client's behavior must be taken only after careful deliberation. The participant must be involved in the resumption of responsibility as quickly as possible.
4. Records of the counseling relationship, including interview notes, assessment data, correspondence, recording, electronic data storage, and other documents are to be considered professional information for use in counseling, and they are not considered part of the student academic records at the UCC. Revelation to others of counseling material will occur only upon the expressed and informed consent of the student.
5. The licensed professional counselor will inform the student of the purposes, goals, techniques, rules of procedure, and limitations that may affect the relationship at or before the time that the counseling relationship is entered. If the licensed professional counselor determines an inability to be of professional assistance to the student, the counselor will either avoid initiating the counseling relationship or immediately terminate that relationship. In either event, the licensed professional counselor will suggest appropriate alternatives. The licensed professional counselor is knowledgeable about referral resources and a satisfactory referral is initiated. In the event the student declines the suggested referral, the licensed professional counselor is not obligated to continue the relationship.

Amendments

This document may be amended upon recommendations of the Dean for Student Affairs and the Dean for Academic Affairs to the President of Universidad Central del Caribe for his consideration and final decision.

Reviewed on: July 2024

By: Dr. José Luis Oliver-Sostre
Dean of Students

***FAMILY EDUCATIONAL RIGHTS AND PRIVACY
STUDENT ANNUAL NOTIFICATION***

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. According to Section 99.7 of the Family Educational Rights and Privacy (FERPA) you, as an eligible student, must be informed annually of your rights under the Act. An eligible student, according to the Act, has reached eighteen (18) years of age or is attending an institution of postsecondary education, like Universidad Central del Caribe.

The following are your rights, which must be notified annually, in addition to receiving a copy of the complete Institutional Policy Regarding the Access to Student Records as per Section 99.7 which has been handed to you during orientation activities:

1. Inspect and review the student's education records.
2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and Sec. 99.31 authorized disclosure without consent; and
4. File with the Department a complaint under Sec. 99.63 and 99.64 concerning alleged failures by the educational agency or institution to comply with the requirements of the Act and this part.
5. The procedure for exercising your right to inspect, review, and request amendment of your education record is established in the Institutional Policy Regarding the Access to Student Records (Articles IV and VI) which was handed out during orientation activities.
6. If you have any doubts or uncertainties about the institutional policy requests by section 99.7 of the Act, which was handed to you on admission, feel free to make an appointment with the Dean of Student Affairs for clarification.
7. We presume that due to the established requirements for admission calling for conversational knowledge in both English and Spanish, you should not have any difficulty understanding this notification. If you have any doubts, please visit the Dean of Student Affairs for clarification.
8. Copy of this notification will be permanently posted on the Bulletin Board of the Deanship of Student Affairs.
9. The student has the right to obtain a copy of the Institutional Policy Regarding the Access to Student Records in addition to that handed to him/her at the time of admission.

Reviewed on: July, 2024

By: Dr. José Luis Oliver-Sostre
Dean of Students

POLICY ADDRESSING STUDENT ABUSE, MISTREATMENT BULLYING & CYBERBULLYING

The mission of the Universidad Central del Caribe (UCC) is to prepare high-quality and committed health professionals to meet the community's health needs in its biological, physical, and social context with a humanistic focus and a high sense of moral obligation. It is characterized by its emphasis on the excellence of its educational programs, research activities, and services of health maintenance, prevention, and early detection of illness. It is committed to improving the quality of life of the Puerto Rican community through its services, as well as to developing health care professionals. This Policy Addressing Student Abuse and Mistreatment (in all its manifestations including bullying and cyberbullying) aims to contribute toward the achievement of a professional and collegiate academic environment.

This policy outlines an additional process within the UCC for responding to complaints of student mistreatment. However, it should be considered applicable to other institutional policies. These include, but are not limited to the following policies and procedures:

- *UCC General Student Rules and Regulations*
- *UCC General Regulations*
- *Institutional Policy Regarding Prevention of Sexual Harassment*

UCC has established a policy that student mistreatment or abuse, in all its manifestations, **will not be tolerated**. Student abuse may be verbal, psychological, or physical. It is understood that all faculty, non-teaching personnel, staff, and other students will professionally treat students. UCC is committed to the principle of mutual respect. Thus, all students and personnel, regardless of their activity at the Institution, must professionally treat each other under any circumstances.

The relationship between teacher and student should be based on mutual trust and respect. It is the position of UCC that certain behaviors by teachers, house staff, and other students that could be abusive and disruptive of the learning process **will not be tolerated**. Some examples of these behaviors include the following:

- *Verbal comments of a derogatory or demeaning nature that do not contribute to a constructive learning environment.*
- *Physical violence of any nature*
- *Physical threats or punishments*
- *Sexual harassment*
- *Degrading comments or discrimination based on gender, nationality, age, religion, ethnicity, sexual orientation, or physical characteristics.*
- *Grading or threats of grading used to punish a student rather than to objectively evaluate academic or clinical performance.*
- *Attempts at deception concerning credit for the work of others.*
- *Mistreatment in the care of patients*
- *Request for the performance of personal services*
- *Requiring the performance of hazardous medical procedures without sound medical indication or proper protective equipment*
- *Overbearing supervision, shouting, verbal, written, online, or other published abuse.*
- *Abuse of power or behavior that causes fear or distress for others.*
- *Academic bullying, for example, asserting a position of intellectual superiority in an aggressive, abusive, or offensive way, including by electronic media (for example, by email or on social media).*
- *Deliberately undermining someone by not allocating work fairly or constantly criticizing them.*
- *Inconsistent management style where some people are favored more than others.*
- *Public ridicule, sarcasm, or humiliation.*

UCC contends that student abuse results in inferior learning; less effective patient care; cynicism; diminished humanitarianism; and persistent psychological problems including feelings of inadequacy and low self-esteem, depression, and frustration. Such outcomes interfere with the practice of medicine and the practice of other health professions and with the physical and psychological well-being of healthcare providers, their colleagues, and their families.

Definitions

1. **Student Mistreatment:** behavior that shows disrespect for the dignity of others and unreasonably interferes with the learning process. Disrespectful behaviors including abuse, harassment, and discrimination are inherently destructive to the learning environment.
2. **Abuse:** unnecessarily harmful, injurious, or offensive treatment inflicted by one person upon another. Abuse is further defined to be particularly unnecessary or avoidable acts or words of a negative nature inflicted by one person on another person or persons. This includes but is not limited to verbal (swearing, humiliation), emotional (intentional neglect, a hostile environment), behavioral (creating a hostile environment), sexual (physical or verbal advances, discomforting attempts at "humor"), and physical harassment or assault (threats, harm). To abuse is to treat in a harmful, injurious, or offensive way; to pressure into performing personal services (especially if an evaluative or potentially evaluative relationship exists); to attack in words; to speak insultingly, harshly, and to revile by name calling or speaking unkindly to or about an individual in a contentious manner.
3. **Bullying:** can be described as threatening, abusive, intimidating, undermining, or insulting behavior that may be an abuse of power, position, or knowledge. What one person may consider bullying behavior may be viewed as no more than firm management or strong personality by another and so may sometimes be difficult to define. However, inappropriate behavior that leads to other people becoming stressed, demotivated, or frightened is unacceptable. Bullying can take many forms, and we consider all types equally serious (For example Cyberbullying).
4. **Harassment:** verbal or physical conduct that creates an intimidating, hostile work or learning environment in which submission to such conduct is a condition of continuing one's professional training.
5. **Discrimination:** constitutes those behaviors, actions, interactions, and policies that have an adverse effect because of disparate treatment, disparate impact, or the creation of a hostile or intimidating work or learning environment due to gender, race/ethnicity, age, sexual orientation, religion, or other biases. In all considerations, the circumstances surrounding the alleged mistreatment must be taken into consideration, especially regarding patient care, which cannot be compromised at the expense of educational goals.
6. **Teacher:** anyone who engages in the teaching process of a student at UCC. This includes and is not limited to faculty members, attendings, residents, community preceptors, and clinical supervisors.
7. **Student:** anyone enrolled, registered, and matriculated as a full-time or part-time student in any of the academic offerings at the UCC as well as the graduate student/resident physicians at Ramón Ruiz Arnau Hospital.
8. **Ad Hoc - Student Abuse Committee (Ad Hoc SAC):** a committee appointed by the President comprising members from the faculty, student body, resident physician, and the Director of Human Resources. It is charged with the responsibility of making recommendations to the President on cases in which a formal complaint of mistreatment is reported to the Dean for Student Affairs. The Ad Hoc SAC is activated when the Dean for Student Affairs is unable to resolve a formal complaint of a student mistreatment incident.

Policy

The UCC, therefore, opposes all forms of student and staff abuse and advocates educational and institutional policies to identify and effectively eliminate abusive behavior in the learning environment. UCC promotes the following:

- *Education of faculty, resident physicians, and students regarding rights and responsibilities.*
- *A safe, non-threatening mechanism for reporting and evaluating allegations of mistreatment including anonymous reporting (U-REPORT).*
- *The guarantee of rights of privacy and due process.*
- *Appointment of grievance procedures and committees to investigate ongoing disputes.*
- *Establishment of procedures to educate involved parties and punish persistent offenders.*
- *Availability of counseling for all parties involved.*
- *Procedures to evaluate and promote faculty with consideration of their effectiveness in teaching and evaluation.*
- *Involvement of student and resident representatives in establishing clear performance goals and evaluation*

Procedures to Address an Infraction of this Policy

Students who believe that a violation of this policy has taken place should immediately contact the Dean for Student Affairs or corresponding delegate. UCC has created a method and procedure to receive reports of alleged misconduct or other potential violations as well as positive comments regarding the learning environment. Unless you identify yourself, all reports received are confidential and anonymous. The UCC values your right to privacy on all reported information and will not knowingly disclose any information that would identify you without your express permission. The following link within the Current Students Section is for the **U-REPORT** in the UCC web system: <http://www.uccaribe.edu/ureport/>. See the terms and conditions for more information. Students still could report directly to the Dean for Student Affairs or corresponding delegate (orientation about **U-REPORT** will always be conducted). Several options may be pursued:

1. *The first inquiry can be informal, and the student may ask that the discussion go no further. An informal record of this interchange, lacking the student's name, (Addendum # 1), should be filed in the central mistreatment file at the Office of the Dean for Student Affairs. Names will not be in this record if the student requests anonymity. Nevertheless, the accused will be notified of the alleged violation.*
2. *If the complainant wishes to remain anonymous, no formal action will be taken. However, the anonymous complaint will be filed in the Office of Student Affairs and reviewed to monitor for patterns of abuse. All reports of incidents will be held in confidence and will be dealt with expeditiously (Addendum # 1). Anonymously, the accused will be notified of the alleged violation.*
3. *If a formal complaint is reported, the Dean for Student Affairs will discuss the allegations with the consent of the accuser, among all involved parties in attempting to resolve. The mediation of the matter may involve contacting the chairperson of the relevant department, administrator, Clerkship or Residency Program Director, clinical supervisor, community preceptor, and others.*

Mechanism of Reporting and Investigating Incidents of Student Abuse

As mentioned above the following link is for the **U-REPORT** UCC web system: <http://www.uccaribe.edu/ureport/>. An algorithm outlining the steps to report, investigate and resolve an incident of student mistreatment is included (see Figure A). The system and the plan for its implementation are designed to protect students from retaliation and to protect those charged with abuse from unfair accusations. The names of the students, the reporting individual, and the alleged abuser will be held in strict confidence on a need-to-know basis.

An incident of mistreatment may be reported by a student or by an individual who witnessed the incident of abuse. An incident can be reported directly to the Dean for Student Affairs. An incident reported to a trusted faculty member, a class officer, a member of academic administration, or a close friend may be reported to the Dean for Student Affairs who will evaluate the case. When a faculty is involved in a case of student mistreatment, he/she will be notified in writing about the procedures to be conducted. On a need-to-know basis the Program Coordinator, the Program Director, the Course Director, Year Director, or the Departmental Chair will also be notified about the procedures to be followed with the complaint.

The Dean for Student Affairs will notify the University's legal counsel of the incident, receive necessary advice, and gather information on the incident from the student and from any known witnesses to the incident, and the accused offender. The communication and interaction involved in this process may lead to a resolution of the incident. If the incident is resolved, no further action needs to be taken. The Dean for Student Affairs will file a report describing any documented incident with a committee comprised of members of the faculty, student body, physician residents, and members of the administration (named Ad Hoc Student Abuse Committee "Ad Hoc SAC"). The report of a resolved incident will be anonymous. The Dean for Student Affairs will follow up on the incident 4 weeks after the report to assure that there has been no retribution.

If the incident is not resolved, the Dean for Student Affairs will consult with the University's legal counsel again, gather more information, if needed, and present the case to the Ad Hoc SAC. The Ad Hoc SAC will review the information and make a recommendation to the President for further action. Disciplinary actions may include but are not limited to:

- a) *Verbal or written reprimand*
- b) *Suspension*
- c) *Dismissal*
- d) *Possible criminal prosecution if warranted*

In the strictest confidence, the Dean for Student Affairs including information regarding verification and resolution will document all reported incidents of abuse. During a follow-up assessment, 4 weeks after the process, the Dean for Student Affairs will determine if there has been any retribution to the student.

Once a formal complaint is reported, any faculty member, administrator, or university staff will be allowed due process following the provisions of the Institutional General Regulations.

Documentation will be forwarded to the Ad Hoc SAC, which will compile an annual report on all incidents of abuse or student mistreatment. This annual report will be sent to the University President and kept on file.

REPORT OF ALLEGED STUDENT ABUSE OR MISTREATMENT

Addendum # 1

Name of student _____ Student Number _____
Telephone ----- Academic Program _____
Address _____

Name of an accused person of alleged student mistreatment: _____

Position: _____

Nature of alleged offense (include any specific comments or observations that are directly related to the alleged incident, the individuals involved, and the specific location where the incident took place:

Date of incident ____ / ____ / ____

Date of report ____ / ____ / ____

I agree to pursue a formal investigation.

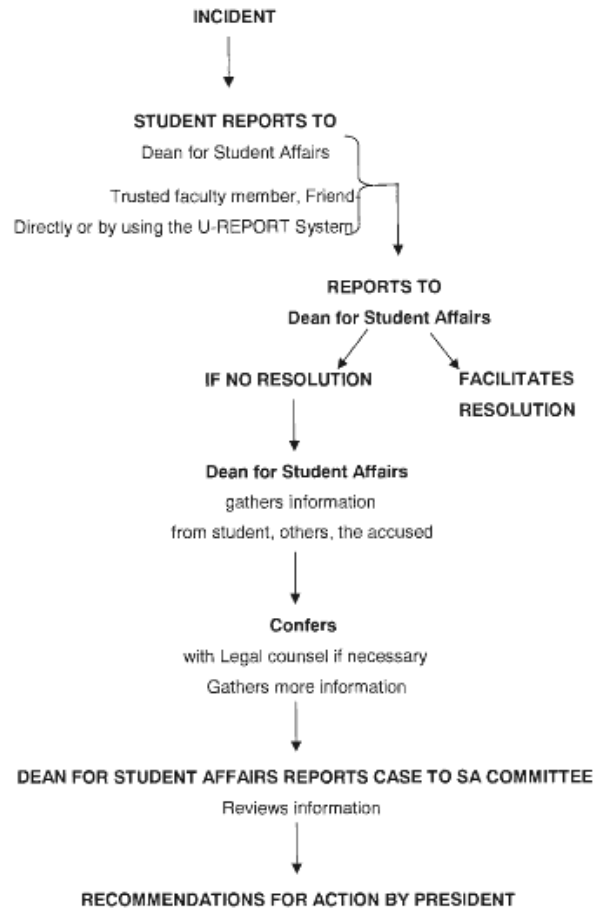
☐ Yes. Please, explain: _____

☐ No. Please, explain: _____

Student's signature _____

**ALGORITHM FOR REPORTING INCIDENTS OF
STUDENT ABUSE OR MISTREATMENT**

(FIGURE A)



In all instances the report from the Dean for Student Affairs will include at least the following:

- a description of the complaint, with pertinent documentation
- channels already pursued to resolve the issue(s)
- results of the investigation

To promulgate this policy of Student Mistreatment, this document will be posted electronically on the University's website, and a copy will be distributed to faculty members, residents, and other individuals who teach students. Additionally, this policy will become part of the institutional policies and regulations.

Reviewed on: July 2024

Reviewed by: Dr. José Luis Oliver-Sostre
Dean of Students

STUDENT HEALTH CARE SERVICES POLICY

A. GENERAL INFORMATION

1. Any student in need of emergency care may also receive services at Ramón Ruíz Arnau University Hospital (HURRA), which is part of our Academic Health Center, located nearby. During non-working hours and for services other than emergency care, the student may use their health insurance or that provided by the Institution. The student who has paid for the Health Insurance Plan provided by the Institution may visit the physician or laboratory of their choice. In that instance, the student must have referral documents, and their I.D. Card, and their matriculation form to receive services. Additionally, there are health professionals at the University Center for Complementary and Integral Medicine (CUMIC) will be available during the week to provide evaluation and care for the students.
2. Before matriculation, each new student must present the following health documents; health certificate, VDRL test, tuberculin test (if necessary, a chest x-ray report), CBC test, urinalysis test, diphtheria vaccine, pertussis vaccine, tetanus vaccine, mumps-measles-rubella vaccine (including a booster), varicella vaccine, poliomyelitis vaccine, and COVID-19 vaccine. Also, the student must receive three doses of the hepatitis B vaccine during their first academic year. Yearly tuberculin skin tests and influenza immunizations are required.
3. **It is mandatory for each student to have a health plan.** Any student without a personal health plan must pay the Health Insurance Plan provided by the Institution.
4. Benefits and services under the Health Insurance Plan provided by the Institution covered but not limited to the following:
 - a. Hospitalization
 - b. Emergency Room
 - c. Urgency Room
 - d. Generalist and Specialist Services
 - e. Medico-Ambulatory Services
 - f. Laboratory and Radiology Services
 - g. Pharmacy Services
 - h. Dental Care Services

B. STANDARDS ON STUDENT HEALTH INSURANCE PLAN

Universidad Central del Caribe (UCC) requires that students demonstrate adequate health insurance coverage to pay for expected and unexpected medical expenses (with coverage in PR and the US mainland) as a condition of enrollment. Health insurance coverage must be equivalent to the one provided by UCC. When a student does not have such insurance, they must pay for the student health insurance plan provided by the Institution.

1. The student health insurance plan provided by the Institution is designed to assure that balance is established between necessary coverage and the ability of students to pay for the cost of the plan.
2. The student health insurance plan provided by the Institution is designed to augment benefits provided through student health services.
3. Management of student health insurance plans is the responsibility of the student health services area in the Deanship of Student Affairs.
4. The student health services area communicates with the insurance carrier and medical care providers beyond the student health service to: (A) continually evaluate the plan to make sure it is meeting the needs of the insured individuals; (B) obtain necessary benefits at the least possible cost.

and (C) work to return as much as possible of the premium to the insured students in the form of medical care benefits.

5. The student health services area receives full disclosure of the premiums from the carrier.
6. The student health services area establishes long-term arrangements with the insurance carrier to procure: (A) renewal premium rates are reasonable based upon the paid claims and premium generated; (B) all plan services (including reporting data) have been provided at the level and quality mutually agreed upon by the insurance carrier and the University; (C) no service becomes available from a competitive insurance carrier that would greatly enhance the plan, that is not available from the incumbent insurance carrier; and (D) the University administration and insured student populace remain confident in the quality of services provided by the insurance carrier.
7. The student health insurance plan provided by the Institution fully defines the services to be performed. Agents, brokers, and consultants do not have relationships with the University that would adversely affect the management of their insurance plans or would be construed to be a real or potential conflict of interest.
8. The student health insurance plan provided by the Institution is available to all students regardless of race, creed, sex, age, religion, country of origin, mental status, or sexual preference.
9. Cost containment benefits are promoted to ensure that the most effective and efficient medical care is provided whenever possible.
10. Optional benefit enhancements, such as dental coverage and catastrophic major medical coverage, are evaluated and offered when feasible and when shown to enhance the quality of the plan without affecting the ability of students to obtain coverage from a cost standpoint. The students, in a general meeting, have the final decision regarding the addition of services related to an increase in premium.
11. Maternity benefits are provided on the same basis as any other temporary disability following Title IX of the Education Amendments of 1972 and the Civil Rights Restoration Act of 1987.
12. The student health services area develops and periodically reviews clear and concise statements of purpose for the student health insurance plan.

The insurance plan is designed to retain students. The University provides a health insurance plan for students due to the possibility that large unexpected medical expenses may force a student to either withdraw from the university or be unable to resume their studies following recuperation from an illness or injury.

The health insurance plan helps to assure that academic and extracurricular activities are not jeopardized by minor medical conditions. The benefits of the plan facilitate care for medical conditions that may affect academic and extracurricular performance if not properly treated. Mental health care may play a valid and important role in meeting this goal.
13. It is expected that the health insurance plan benefits will protect the University from potential litigation.
14. The health insurance plan benefits are developed for the express purpose of expanding the number of insured students, since increasing plan participation may lower the cost of the plan for all students.
15. The student health services area works to maintain a high level of knowledge of important trends and developments in the health insurance industry.
16. Exclusions and limitations are evaluated to assure that they are consistent with the purpose of the plan.
17. **The University strongly encourages students to buy health insurance plans upon termination of an individual student's coverage.**

C. MEDICAL LEAVE OF ABSENCE

The Leave that may be granted will be following the Institutional document “Regulations for Students Evaluation and Promotion”.

D. MATERNITY AND PATERNITY LEAVE FOR STUDENTS

The Dean of Students, the specific Programmatic Dean, and the Program Director as a committee will evaluate each student’s situation according to the merits and to the time during the academic year in which the event will occur. The leave that may be granted will be following the Institutional document “Regulations for Student Evaluation and Promotion”, the UCC Maternity and Paternity Leave Policy, and Title IX (*Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination based on sex—including pregnancy and parental status—in educational programs and activities. All public and private schools, school districts, colleges, and universities receiving any Federal funds (“schools”) must comply with Title IX.*)

E. DISABILITY INSURANCE

Disability insurance is required for all students. The UCC included a fee to cover all enrolled students in disability insurance, currently with COSVI.

F. MENTAL HEALTH

The University has an “Institutional Policy Regarding Confidential Counseling to students, faculty, physician residents, and staff”.

G. CHEMICAL IMPAIRMENT

The University has an “Institutional Policy Regarding the Possession, Use or Distribution of Drugs and Alcohol by Students and Employees.

H. OCCUPATIONAL EXPOSURE

The University has “Institutional Policies and Procedures Regarding the Management of Students with, AIDS, AIDS Related Syndromes or Communicable Diseases”.

The University has a centralized system for confidentially monitoring the health and immunization status of our students. The computer program provides the following:

1. A memorandum for all first-year students requesting all health documents (Addendum #1)
2. A memorandum for all students reminding them of their responsibility to bring the results of the tuberculin test (Addendum #2)
3. A letter of warning for each student who has not complied with the tuberculin test (Addendum #3)
4. A certification to be signed by the student who has not complied with the tuberculin test stating reasons (Addendum #4)
5. A list of all students, by class, showing his/her vaccine status (Addendum #5)
6. A certification to be signed by the student who has not presented an immunization certificate, stating reasons (Addendum # 6)
7. List of students missing hepatitis B Vaccine (Addendum #7)
8. A letter of warning regarding noncompliance with the hepatitis B vaccine (Addendum #8)
9. A certification to be signed by the student who has not presented proof of the three doses of the Hepatitis B Vaccine (Addendum #9)
10. Vaccine Status and Laboratory Test Certification for any student who requested it (Addendum #10)

Approved by: Dr. José Ginel Rodríguez, June 2019
The policy takes effect in: June 2019
Reviewed: Dr. José Luis Oliver-Sostre July 2024

STUDENT IMMUNIZATION & HEALTH REQUIREMENTS

PURPOSE

To prevent or reduce the risk of transmission of vaccine-preventable and other communicable diseases between UCC students.

ACCOUNTABILITY

Under the direction of the Dean of Students Affairs, the Deans shall ensure compliance with this policy. The Associate Deans or other administrators responsible for graduate medical education at the school and the individual Program Directors shall implement this policy in conjunction with student's health service providers or patient-care unit.

APPLICABILITY

This policy shall apply to all students enrolled in UCC. New students will preferably be in full compliance with this policy before beginning their programs but must be in full compliance within six months of beginning their duties.

DEFINITION

"UCC-sponsored graduate education program" is one for which UCC maintains academic responsibility.

POLICY

A. Immunization and Health Requirements

1. *History and physical exam:*

Each year students shall undergo a complete medical history review within thirty (30) days of beginning the program and, if needed, an appropriate physical examination based on the history.

2. *Hepatitis B:*

Each student must complete a series of three doses of the hepatitis B vaccine or present serologic evidence of current immunity to hepatitis B or sign a waiver before contact with patients, blood, blood products, or other potentially infectious body or laboratory fluids unless serologic evidence of immunity can be demonstrated, or a waiver is signed. Testing antibodies to hepatitis B surface antigen (anti-HBs) to determine serologic response should be performed 1-2 months after vaccination. Non-responders should complete a second 3-dose vaccination series and be tested again for serologic response. Individuals who still do not respond to antibody production should be counseled and treated as non-responders following exposure.

3. *Tuberculosis:*

Each student shall undergo TB skin testing using the Mantoux method (5 tuberculin units of intradermal PPD) before school enrollment. All PPD tests must be administered, read, and interpreted by a professional following the Centers for Disease Control and Prevention (CDC) guidelines. Positive reactions shall be appropriately followed up.

Thereafter, annually, or more frequently if indicated, house officers with negative reactions shall be re-tested. Those with positive reactions shall be followed and treated as appropriate.

4. *Measles and rubella:*

Each student must submit documented proof of immunity to measles and rubella before or within thirty (30) days of beginning the program. (People born before 1957 may be immune from childhood exposure to naturally occurring diseases, but this evidence has proved unreliable.) Immunity can be proved by:

- a. serologic (laboratory) evidence of immunity to each disease, or
- b. documentation of receipt of two doses of live-virus measles vaccine, the first dose administered on or after the first birthday and the second dose no earlier than one month after the first dose; plus, one dose of live-virus rubella vaccine administered on or after the first birthday. This requirement may be met by two doses of live-virus MMR (measles-mumps-rubella) vaccine or any combination of MM, bivalent, and monovalent measles and rubella vaccines that result in two doses of measles vaccine and one of rubella. An official record of measles and rubella immunizations administered by a public health department or by any physician licensed to practice medicine in any jurisdiction of the United States or foreign country, or by any other health professional licensed to administer immunizations in Puerto Rico constitutes adequate documentation of measles and rubella immunization.
- c. Students lacking the necessary documentation of immunity as described above must receive at least one dose of MMR before or within thirty (30) days of beginning the program; a second dose must be taken no less than one month later.

5. *Influenza:*

Students should be immunized **each year** during the fall season with the current influenza vaccine.

6. *Varicella:*

Students who will have direct patient contact should, before beginning the program or before patient contact, receive 2 doses of varicella vaccine 4 to 8 weeks apart or prove immunity to varicella-zoster virus via serology or a health-care provider-documented history of clinical varicella (e.g., chickenpox). Serology is recommended in clinical history as proof of immunity. Because of the potential transmission of the vaccine virus to susceptible high-risk patients, such as immunocompromised patients, newborns, and pregnant women, contact with high-risk susceptible patients should be avoided if a vaccine-related rash develops within three weeks of receipt of either the first or second dose of the vaccine.

7. *Tetanus-diphtheria:*

Each student before beginning the program should have completed a primary series of tetanus and diphtheria toxoid immunizations and received a booster dose within the previous 10 years if more than 10 years have passed since the last booster dose or since the primary series.

8. *Polio:*

Each student should have completed a full primary series of poliovirus vaccines. Students who have not completed or cannot document a primary series of poliovirus vaccine should receive at least one additional dose or a full series, as appropriate, of enhanced-potency inactivated polio vaccine.

9. *COVID-19:*

The UCC adheres to the current regulations established by the Puerto Rico Health Department, however, we require that all our constituents have the complete doses of vaccination

against COVID-19. Since we are a university of higher education in which all its programs are related to health professions and these programs require rotations with our affiliates, the students must also be able to meet the requirements established by hospitals, offices, and practice centers where they must perform rotations. If there is any document that establishes that you were exempted from vaccination for religious reasons or because it is medically contraindicated for you, it is important that you communicate it and provide the corresponding evidence.

Note: To protect the health of our university community, affiliates, and patients, the UCC reserves the right to request additional vaccinations, if required, from health agencies such as the CDC and the Puerto Rico Department of Health.

10. Exemptions/Exceptions

1. A student may be exempted from any required immunization or test if he/she has a medical contraindication for that immunization or test and if failure to receive this immunization or test does not prevent fulfillment of the requirements of the training program. Conditions comprising valid medical contraindications to vaccine administration are those outlined in the most recent Recommendations of the Immunization Practices Advisory Committee (ACIP) published periodically by the Centers for Disease Control and Prevention (CDC). Such a student must present a written statement from a physician licensed to practice medicine in the United States or a foreign country stating that a specific immunization is medically contraindicated and giving the reason for and duration of this contraindication. These written physician's statements shall become part of the individual's immunization record and shall be reviewed annually by the Dean of Students Affairs in conjunction with the Associate Dean of Medicine or Infectious Disease, to determine whether this exemption shall remain in effect for the next year. When a medical contraindication no longer exists, the student must then comply with the immunization requirements. The University shall provide reasonable accommodations to those students whose medical conditions contraindicate immunizations so long as the failure to be vaccinated will not prevent the individuals from fulfilling the requirements of the training program.
2. A student may be exempted from any required immunization or test if he/she submits a bona fide written signed statement explaining how immunization or testing conflicts with his or her religious beliefs and if failure to receive this immunization or test does not prevent the fulfillment of the requirements of the training program. The individual may be required to acknowledge in writing that he or she was informed of the value of immunizations and has knowingly declined to have such immunizations for religious reasons. The University shall provide reasonable accommodations to those students whose religious beliefs bar immunizations so long as the failure to be immunized will not prevent the individuals from fulfilling the requirements of the training program. Students should be informed of the immunization and testing requirements before employment.
3. Students who are not able to complete immunizations and tests by the start of the program may be excluded from certain activities such as patient contact or laboratory work. For example, students shall not be permitted to have contact with patients or other potentially infectious body or laboratory fluids if they have not received at least one dose of the hepatitis B vaccine or cannot provide serologic evidence of current immunity to hepatitis B, or have not signed a waiver; the student shall not be permitted to have contact with patients unless they have received tuberculin testing and any required follow up. Provisional employment on this basis may not continue beyond six months.

11. Record-Keeping Requirements

1. There must be acceptable evidence of required immunizations, immune status, or health status prior to beginning the training program.

2. Acceptable documents serving as evidence of previous immunization and/or immunity may include:
 - a. an official school immunization record or copy thereof from any primary, secondary, undergraduate, graduate, health professions, or other schools.
 - b. a record from any public health department;
 - c. a medical record from summarizing a medical record and prior immunizations signed by a physician licensed to practice medicine in any jurisdiction of the United States or foreign country or other licensed health professional approved by the Puerto Rico Department of Health;
 - d. report of serology from a licensed laboratory.
3. Records shall be maintained of the documented histories, physical exams, immunizations, immune status, and any exemptions of all students. These records shall be updated upon additional immunization, immunity testing, or occurrence of a relevant infectious disease. Immunization records shall be kept for three years following completion of the program, termination, transfer, or other departure of a house officer from UCC.

Approved Date: June 25, 2019

The Policy takes effect in: June 2019

Reviewed by: Dr. José Luis Oliver-Sostre
Dean of Students Affairs
July 2024

POLICIES AND PROCEDURES REGARDING THE MANAGEMENT OF STUDENTS WITH AIDS, AIDS-RELATED SYNDROMES, OR OTHER COMMUNICABLE DISEASES

The Universidad Central del Caribe (UCC), following the Institutional regulations and a request by the Office of Student and Educational Programs from the Association of American Medical Colleges to share knowledge with other institutions, has established and will apply these Policies and Procedures Regarding the Management of Students with AIDS, AIDS-Related Syndromes or other communicable diseases.

For this particular document, it shall be understood that an applicant or student will be considered as having AIDS, AIDS-related syndromes, or other communicable diseases when that person reports such conditions voluntarily, and/or when an official health organization or institution reports such a situation to our Institution and/or when the student is hospitalized with such diagnosis.

To provide policies and procedures in an organized manner and to be able to locate the different topics easily, such policies and procedures have been divided as follows:

I. Admission of Students

II. Education of Students Concerning AIDS, AIDS-Related Syndromes, or other Communicable Diseases.

III. Managing Students with Positive Antibodies for HIV.

IV. Management of Students with Clinically Manifested AIDS or ARC.

V. Confidentiality and Student Reporting of Condition.

VI. Student Interaction with Patients with AIDS.

VII. Precautions to Prevent Transmission of HIV Infection or Other Communicable Diseases.

VIII. Provision of Care to Students with AIDS, ARC, or Other Communicable Diseases.

IX. Amendments

I. Admission of Students

- A. The Universidad Central del Caribe requires that the accepted applicant must present a certificate of health previous to matriculation. In addition, he/she must present a certificate for laboratory tests such as urinalysis, CBC, VDRL, tuberculin test (when necessary, a chest X-ray report), and an immunization certificate.
- B. A candidate affected by diseases that carry a high mortality risk and/or make it unlikely for them to complete the course of studies, will not be accepted into the entering class.
- C. The existence of AIDS, ARC, or a positive HIV antibody test will not be considered as part of the initial admissions decision for applicants to the Institution if the individual is in a physical condition, which permits adequate participation in the required activities of the University.
- D. Mass screening will not be performed. Exceptions may include high-risk or symptomatic individuals in high-risk groups conducive to HIV transmission.

II. Education of Students Concerning AIDS, AIDS Related Syndromes, or Other Communicable Diseases.

- A. During the Orientation Week, the incoming students will receive adequate information regarding AIDS, AIDS-Related Syndromes, or other communicable diseases.

- B. Students will receive specific information on HIV, AIDS, and, other communicable diseases as part of their pre-clinical training. Additionally, all students will receive training in hospital infection control standards, as part of an introduction to the hospital environment and during clinical rotations.
- C. The University will take an active role in making available to the members of its community current information about the transmission of AIDS, AIDS-Related Syndromes, and other communicable diseases and the means of minimizing the risk of contracting them.
- D. During the student orientation process, students who voluntarily admit being positive for HIV antibodies will be informed of their responsibility to report this fact to the Office of Student Health Services to obtain medical treatment and counseling for their protection.

III. Managing Students with Positive Antibodies for HIV

- A. The activities of a student having HIV infection will not be restricted provided that their behavior and personal hygiene are acceptable. Acceptable means, among the other conditions, that they are aware of the risk of transmission of HIV by exchange of body fluids, particularly semen, and blood, that they practice appropriate standards of personal hygiene including hand washing before personal contact and proper management of open lesions on the hands. Each such individual will be counseled by a member of the Office of the Dean for Admissions and Student Affairs concerning the appropriate safeguards and behavior expected in the school setting. Individuals, whose behavior for any reason significantly deviates from these guidelines and places patients or staff members in jeopardy, will be immediately brought before the Dean for appropriate action.
- B. Students known to be infected with HIV who do not perform invasive procedures need not be restricted from school unless they have evidence of other infections or illnesses for which any other student would be restricted.
- C. AIDS shall be treated like any other serious communicable disease. There is presently no known reason to exclude AIDS victims from campus, social, cultural, or employment activities, provided the individual behaves responsibly in light of his or her medical condition. Responsible behavior shall include acquiring information about preventing the transmission of AIDS and proper management of the medical condition itself and taking appropriate precautions to protect others.

IV. Management of Students with Clinically Manifested AIDS or ARC

- A. The Dean, in conjunction with the student's physician, and subject to the policies of the participating hospitals or institutions, shall determine whether the impaired student can continue in a modified program if needed for completion of his/her education, based on the capabilities of the student.
- B. If the decision is that the student may continue. The following safety measures are to be followed when he/she is involved in performing invasive procedures involving needles, scalpels, or other sharp instruments:
 - 1. The students will wear double gloves.
 - 2. The preceptor will be made aware that the student is positive for HIV and must be present at any time that the student has sharp instruments in his/her hands.
 - 3. The student will not be permitted to use a scalpel.
 - 4. **Should the student's glove or any other part of his/her body be entered or nicked by a needle or scalpel or other sharp instruments, the involved instrument, needle, etc., will be immediately discarded without further use on the patient, and the student will retire for appropriate needlestick and sharp instrument injuries medical management site protocol.**
- C. A regular program of testing of higher mental functions will be performed on any student recognized as having AIDS or AIDS-Related Syndromes. A student who shows evidence of mental deterioration

will be removed from those rotations where his/her frontline judgment may pose a significant threat to the patients.

- D. A student with AIDS or AIDS-Related Syndromes, which is involved in direct patient care, shall not work with immunocompromised patients including pregnant women.

V. Confidentiality and Student Reporting of Condition.

- A. Students with AIDS, AIDS-Related Syndromes or other communicable diseases should:
 - 1. Promptly report his/her condition to the Dean for Admissions and Student Affairs who will determine those pertinent administrators (i.e., Deans, Program Directors, etc) who will implement and monitor the compliance of the policy.
 - 2. See his/her physician regularly and authorize the physician to consult with a representative of the hospital administration and the Dean about his/her medical condition.
- B. In the absence of legislation to the contrary, the existing rules and regulations concerning the confidentiality of medical records of students shall equally apply to situations involving students affected by AIDS. Such information, if known, shall not be released without the person's permission, except as otherwise required by law. This statement does not diminish the obligation to report required information concerning diagnosed and verified cases of AIDS or any other communicable diseases to the appropriate public health authorities and disease control centers.
- C. Beyond mandated reporting requirements to public health authorities, results of tests for HIV anybody should not be disclosed to any party other than the individual who has been tested.

VI. Student Interaction with Patients with AIDS

- A. A student should not be excluded on his request from providing care to patients with AIDS. A student, who believes to be at increased risk because he/she is immunosuppressed or has other clinical conditions that may increase the risk of acquiring an infection, should discuss his/her condition with the Dean for Admissions and Student Affairs to adequately evaluate the situation.

VII. Precautions to Prevent Transmission of HIV Infection or other communicable diseases

- A. These precautions apply to all students, regardless of whether or not they perform invasive procedures:
 - 1. All students should wear gloves for direct contact with mucous membranes or nonintact skin of all patients.
 - 2. Students who have oxidative lesions or dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.
 - 3. Blood precautions should be observed. Gloves should be worn at all times during any procedures involving the handling of blood or any other fluids. Gowns, masks, and eye coverings are not needed for routine purposes but may be desired during procedures involving more extensive contact with blood or other potentially infective body fluids.
 - 4. Mouthpieces, resuscitation bags (Ambu bags), or other ventilation devices should be readily available for use in the event of the need for cardiopulmonary resuscitation.
 - 5. All programs in which students are handling potentially infected material should be continuously evaluated for the utilization and teaching of appropriate techniques. The assistance provided should correct substandard procedures.
 - 6. If a student's accidental exposure to a possible HIV infection in a patient, a medical evaluation should determine whether an HIV serology test should be obtained.

7. **To prevent needlestick injuries, needles should not be recapped, bent, broken, removed from disposable syringes, or otherwise manipulated by hand. In case of an accidental needle stick injury by the student, their immediate supervisor must complete an Accident Report (Addendum A) and refer the student to the nearest Emergency Room (ER) for immediate evaluation and follow-up. The student is responsible for any treatment, either through the health insurance offered by the Institution or through their health insurance, or by covering the cost on their own. The student must fill an incident report document with all the evidence of the ER to the Deanship of Administration and Deanship of Student Affairs.**
8. **If a patient has a parental or mucous membrane exposure to blood or other body fluids of a student, the patient should be informed of the incident by a representative of the hospital's infection control committee. For exposure of a student to patients, both the student and the patient should be followed up.**

VIII. Provision of Care to Students with AIDS, ARC, or other communicable diseases

- A. Students with AIDS, AIDS-related Syndromes, or other communicable diseases will be instructed as to:
 1. The significance of HIV infection.
 2. The potential for transmission of HIV to patients and the means to minimize or prevent such transmission.
 3. Their risk of contracting infections from patients and the means to reduce the risk.
 4. The availability of psychosocial support.

IX. Amendments

This document may be amended upon recommendations of the Association of American Medical Colleges, or new findings arising in the field of health, which are recommended by the corresponding agencies at the state or federal level.

Reviewed on: July 2024
Dr. José Luis Oliver-Sostre
Dean of Students

RECOMMENDATION FOR HIV POSTEXPOSURE PROPHYLAXIS (PEP)

Recommendations for PEP following occupational exposure are based on a careful review of available studies and constitute the considered opinion of expert HIV clinicians.

PEP FOLLOWING OCCUPATIONAL EXPOSURE IN HEALTHCARE WORKERS (HCW)

A. Manage exposure incidents. Clean the exposure site with soap and water; flush mucous membranes with water.

B. Assess the severity of the exposure. PEP (HAART) is recommended for all significant risk exposures.

Table 1: Assessing Significant Risk for PEP		
Type Of Exposure	Source Material	Prophylaxis
Percutaneous OR Mucocutaneous OR Non-intact skin	Blood or visibly bloody fluid or potentially infectious fluid AND source patient is potentially HIV infected	Recommended
Mucocutaneous		Not Recommended

C. Evaluate the Source Patient

If the source patient is known:

- **Do not delay the initiation of PEP** to determine the HIV status of the source.
- **Seek voluntary HIV testing of source** with informed consent as soon as possible after exposure. Rapid testing can determine the HIV status of the source patient within 30 minutes of testing. A positive rapid test requires a Western blot confirmatory test.
- **Evaluate for evidence of other bloodborne diseases** (HBV, HCV).
- **Discontinue therapy** if the source is found with certainty not to be infected with HIV. If source patient is unknown:
- **Base** treatment on assessment of bloodborne disease risk and type of exposure (see Table 1).

D. Counsel/treat the healthcare worker

- **Discuss the significance of exposure;** provide scientifically accurate information about the known risks of seroconversion and transmission.
- **Inform HCW of the need for baseline and follow-up HIV testing.**
- **Encourage confidential testing** at 1-, 3-, and 6-months post-exposure, even if PEP is declined, to assess HIV status.
- **Educate HCW to immediately report symptoms** (lymphadenopathy, rash, sore throat, flu-like symptoms) suggestive of acute HIV seroconversion.

- **Counsel HCW about the need for risk-reduction measures** until testing excludes HIV infection:
 - Avoid sex or use a male latex condom or a female condom during sex.
 - Postpone pregnancy; consult HIV Specialist if HCW is already pregnant.
 - Refrain from blood, organ, or sperm donation, and breastfeeding.

E. Record in HCW's confidential medical record: date and time of exposure; details of the procedure leading to exposure, including protective equipment used; the type, severity, and amount of fluid to which HCW was exposed; exposure source details (i.e., bloodborne diseases, ARV regimen, ARV resistances-exposure sure management, including HCW's PEP treatment decision. OSHA requirements can be found at: <https://www.osha.gov/bloodborne-pathogens>.

F. Prophylaxis for HIV exposure

- **Initiate prophylaxis as soon as possible**, ideally within 2 hours, and **no later than 36 hours post-exposure** (PEP regimens on the reverse side).
- **Continue regimen for 4 weeks.**
- **Review the** regimen and circumstances of the exposure **with an HIV Specialist** within 72 hours of beginning PEP.
- **Inform the HCW** about potential drug toxicity and the importance of adherence to therapy.
- **Re-evaluate HCW within 72 hours after exposure.**
- **Monitor HCW weekly** while on PEP regimen for adherence, symptoms of HIV seroconversion, side effects, and emotional status.

Table 2: HIV PEP Regimen Following Occupational Exposure		
Zidovudine 300 mg PO bid+	}	or Combivir 1 PO bld
Lamivudine 150 mg PO bid+		
Tenofovir 300 mg PO qd		
OR		
Zidovudine 300 mg PO bid+	}	or Truvada 1 PO qd
Entricitabine 200 mg PO bid+		
Tenofovir 300 mg PO qd		

Notes:

* When the source is known to be HIV-infected, past and current ARV therapy experience, viral load data, and genotypic or phenotypic resistance data (if available) may indicate the use of an alternative PEP regimen. Consult an HIV Specialist.

† NNRTIs should be considered only when 1) the patient cannot tolerate either tenofovir or a protease inhibitor alternative, or 2) the patient has been exposed to a source with known drug-resistant HIV that is sensitive to NNRTIs. The use of efavirenz should only be considered in men and in women not capable of bearing children because of associations with teratogenicity in animal studies in anecdotal reports in humans. Initial central nervous system toxicity, often seen with efavirenz, may affect one's ability to work. Nevirapine is not recommended for women with CD4 counts >250 cells/mm³ or men with CD4 counts >400 cells/mm³ and should only be used when NRTIs or PIs are not an option and no other hepatic risk (e.g., hepatitis) is.

present. If nevirapine is used, the 14-day lead-in period must be strictly followed. Serum liver enzymes should be obtained at baseline, at dose escalation, and 2 weeks after dose escalation.

- ‡ The dosing interval of lamivudine, emtricitabine, and tenofovir should be adjusted in patients with baseline creatinine clearance <50 mL/min. Because Combivir and Truvada are fixed-dose combinations, clinicians should consider using the individual components (i.e., Combivir = zidovudine + lamivudine; Truvada = emtricitabine + tenofovir) dose adjusted for creatinine clearance (see Appendix A in *HIV Prophylaxis Following Occupational Exposure* for dosing recommendations in patients with renal impairment). If the combination pills are used in this setting, clinicians should monitor for renal toxicity.
- § If the patient is intolerant to zidovudine, stavudine 40 mg PO bid may be substituted (if the patient is <60 kg, 30 mg PO bid should be given). The dosing interval of zidovudine should be adjusted in patients with baseline creatinine clearance of <15 mL/min (see Appendix A in *HIV Prophylaxis Following Occupational Exposure* for dosing recommendations in patients with renal impairment).

RESOURCES

MMWR updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures HBV, HCV, and HIV and Recommendation for Post exposure Prophylaxis June 29, 2001.

(<https://www.cdc.gov/mmwr/preview/mmwrhtml/rr5011a1.htm>)

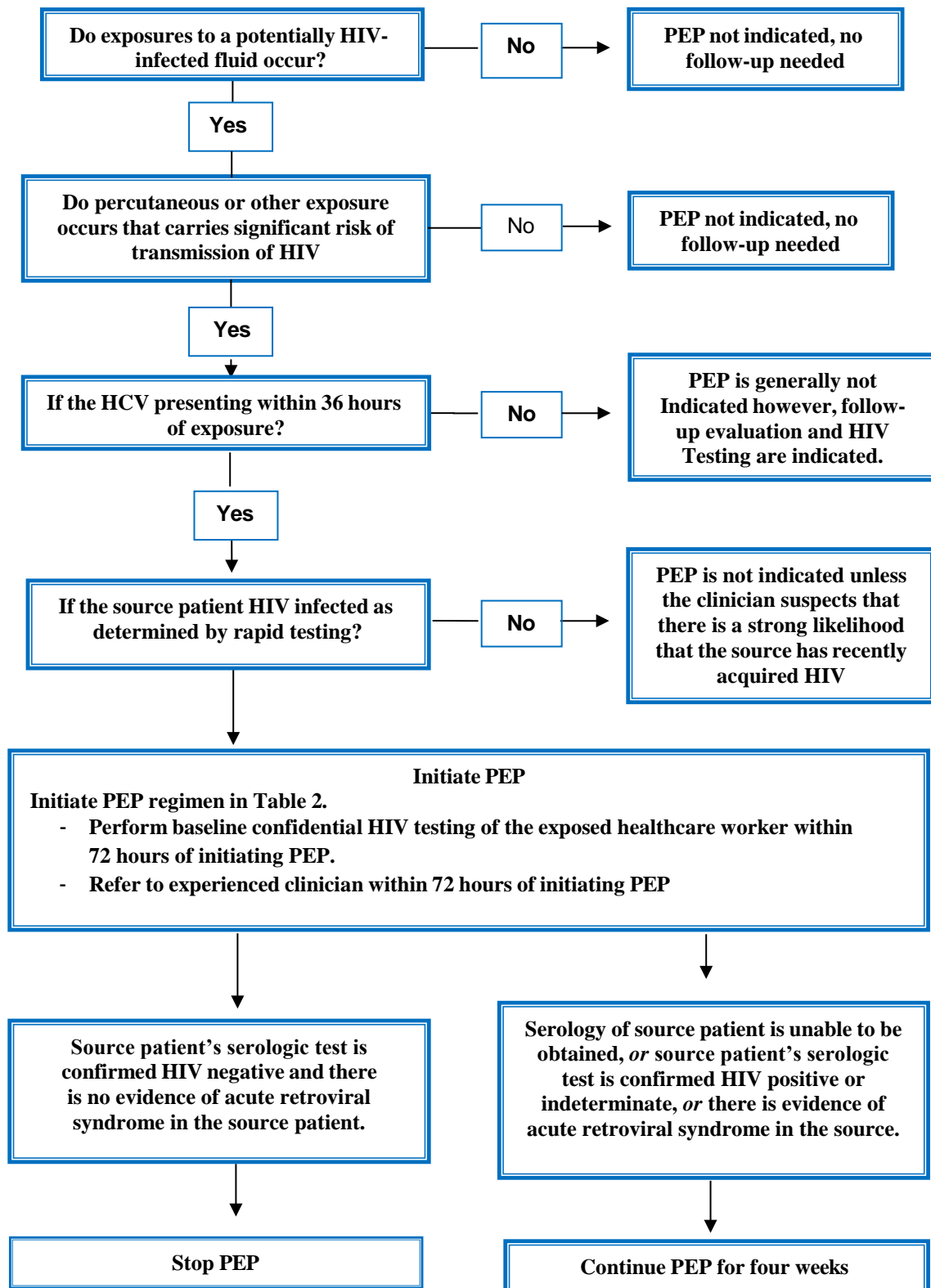
UPDATED: <https://stacks.cdc.gov/view/cdc/20711>.

Approved Date: José Ginel Rodríguez
Irizarry, MD, FAAP December 2010

Revised by: Omar Pérez Del Pilar, Ph.D.
July 2022

Reviewed on: Dr. José Luis Oliver Sostre
July 2024

Criteria for Recommending Post-exposure Prophylaxis Following Occupational Exposure



June 25, 2019

To All Students of the Universidad Central del Caribe

Waleska Crespo-Rivera, DrPH, MHSA
President

Nereida Díaz Rodríguez, PhD
Dean for Student Affairs

PAYMENT POLICY FOR STUDENTS REQUESTING TRANSFERS TO OTHER ACADEMIC INSTITUTIONS

The Universidad Central del Caribe has adopted the following policy applicable to those students in the process of requesting a transfer to complete their studies in another academic institution:

“Transfers – Any student who is in the process of transferring to another institution and decides to enroll in our Institution must pay the full cost of enrollment for the semester for which the enrollment process was completed. In other words, said student does not have the right to an extension, nor can they enroll against future financial aid. If the student doesn't enroll, he/she won't be able to attend class”.

It is the Universidad Central del Caribe’s interest to retain all good student(s), notwithstanding that you must be aware that this policy is in effect should you initiate a transfer process.

STUDENT APPLICATION FOR REASONABLE ACCOMMODATION

What is the ADA Act?

The “Americans with Disabilities Act of 1990” (ADA Act) guarantees equal opportunities to persons with physical or mental impairments. For the Universidad Central del Caribe (UCC) it is important to ensure that students with physical or mental impairments have **reasonable accommodation** in order to execute their duties and reach their academic goals.

What is an impaired person?

ADA Act defines an impaired person: 1) as an individual with a physical or mental impairment that substantially limits them in one or more principal activities of life, 2) who has an impairment history, or 3) is considered as a person with such impairment.

The first part of this definition is applied, among others, to people with substantial physical limitations, such as deafness, blindness, speech, respiratory, mobility, learning problems, and AIDS, among others. Also covered are individuals with epilepsy, paralysis, substantive visual or hearing impairments, and mental retardation.

The second part of the definition protects persons with an impairment record wherefore it covers individuals who have recovered from cancer or mental illnesses. The third part of the definition refers to persons who are considered to have a substantial limitation, although they do not have such impairment. An example of this is a person with a severe disfiguration against whom a discrimination act could be committed due to his physical appearance.

What is a reasonable accommodation?

A **reasonable accommodation** is a modification or adjustment to the setting or academic environment which allows the student to participate and execute their essential duties during the teaching-learning process. Reasonable accommodation includes modifying the existing facilities, so that they are accessible to impaired persons, providing readers or interpreters, providing individualized assistance for studies (tutors, for example), preferential seats, and additional time to complete exams (theoretical and/or practical). The reasonable accommodation will always be tied to a logical, adequate, and reasonable adjustment that does not represent an extremely onerous effort in economic terms.

How can you request a reasonable accommodation?

The Universidad Central del Caribe sustains that it is important to ensure that all its students have the necessary support to reach their academic goals. It is the student’s responsibility to request these services with the Deanship of Student Affairs. In the case of impaired students, they are also responsible for requesting the necessary reasonable accommodation to carry out their academic duties.

The decision as to which is the proper reasonable accommodation to be offered will depend on the particular circumstances of each case and will be evaluated by the institutional staff on reasonable accommodation. The criteria that shall be considered upon recommending reasonable accommodation should be based on the effectiveness thereof to provide the impaired person an opportunity to achieve the same performance level and enjoyment of benefits as those reached by the average person without impairment. The criteria must not conform to minimum requirements of quality or performance, and it could neither be to such an extent that it exceeds the reasonability limits.

The UCC is willing to provide reasonable accommodation when the impaired students request it. The impaired student must provide medical evidence of their impairment and a medical recommendation for the accommodation based on the health professional. The UCC will not be compelled to provide reasonable accommodation if by doing so, it represents a burdensome cost for the Institution.

Efforts to request reasonable accommodation will be made in strict confidentiality at the Deanship of Students Affairs. The student should request an appointment with the Dean of Students and complete the corresponding form (Notice of Intention to process Reasonable Accommodation and Request for Reasonable Accommodation) with the corresponding evidence attached thereto to be evaluated by the institutional staff on reasonable accommodation. If the student is unable to attach his Request for Reasonable Accommodation with the necessary medical evidence, the UCC will be unable to evaluate his request and may refuse to make the requested accommodation until he presents the required evidence.

The student should request reasonable accommodation preventively, not as a remediate mechanism for failing courses. The reasonable accommodation does not constitute a retroactive, but a prospective measure, from the time a formal request is presented and the same is evaluated and favorably recommended. It is important to indicate that due to the evolutionary (improve or aggravate) nature of the conditions which may require reasonable accommodation, the student must request it **for each academic year** attaching the corresponding evidence to the request. The reasonable accommodation that may be granted is **NOT automatically renewed**. Any accommodation whose request is not renewed will be set aside.

The Dean of Students will notify in writing to the faculty the reasonable accommodation measures provided for each case based on the recommendations done by the institutional staff on reasonable accommodation after reviewing the student petition and corresponding evidence. The Dean of Students will follow up to have the recommended reasonable accommodation implemented.

The information contained herein does not intend to be thorough and cover all the possibilities within the ADA Act, the “*Rehabilitation Act*” or other applicable local or federal legislation. This document is considered a student’s guideline, so they have an idea about their rights. In the event of legal nature concerns, they should refer to the mentioned aid sources and consult with your legal counsel.

Where can you get help?

Office of the Licensed Professional Counselor at the UCC (787) 740-1611, (787) 798-3001,
ext. 2013, 2406

Office of the Social Worker at the UCC (787) 798-3001, ext. 2413

Vocational Rehabilitation Administration (787) 729-0160

<https://arv.pr.gov/Pages/default.aspx>

Office of the Solicitor for Handicapped Persons

Main Office 1-800-981-4125 (Free of charge)

[Oficina del Procurador del Paciente](#)

Prepared and Submitted by: Nereida Díaz Rodríguez, PhD
July 12, 2002

Approved Date: June 2019

Revised and Amended Date: June 2021

Reviewed on: July 2024
By: Dr. José Luis Oliver-Sostre



UNIVERSIDAD CENTRAL DEL CARIBE
Admissions and Student Affairs Dean Office

Notification of Intent to process Reasonable Accommodation

Name: _____

Date: ____/____/____

Program: _____

Academic Year*: _____ Cellular phone

number: _____

After having been oriented and having read the information contained in this **Reasonable Accommodation Request**, state whether you have any physical or mental impairment which interferes with the performance of your duties as a student at Universidad Central del Caribe:

If you have any physical or mental impairment interfering with the performance of your duties as a student at the Universidad Central del Caribe, specify which type of reasonable accommodation you require: (must deliver the complete attached application)

State whether this application is accompanied by the corresponding medical evidence: ☐ Yes ☐ No

I hereby authorize personnel designated by the Student Affairs Dean Office to communicate with the following services providers, should they require any or more information to consider this **Notification of intent to process Reasonable Accommodation**:

Signature _____

Date _____

****Note: The reasonable accommodation granted will not be automatically renewed. It requires to be annually renewed with the relevant evidence. Any accommodation for which its application is not renewed will be set aside.***

FOR OFFICIAL USE BY THE STUDENT'S DEAN'S OFFICE

Action Taken:



Admissions and Student Affairs Dean Office

REASONABLE ACCOMMODATION APPLICATION

Academic year: 20____ - 20____

1. First Last Name _____ 2. Second Last Name _____

3. Name _____ Initial _____ 4. Student ID Number _____

5. Date of Birth _____ 6. Sex: ____F____ M

7. Academic Program: Associate____ (specify _____); Baccalaureate

Masters____ (specify _____); PhD _____; MD _____;
DC _____

8. Study Year _____

9. Postal Address:

10 City _____ Country _____ Zip Code _____

11. Residential Address if different from Postal Address

12. City _____ Country _____ Zip Code _____

13. Telephone No.: Residential: _____ Mobile: _____

14. Institutional Electronic Mail: _____ Other: _____

Staying in a room and board? Yes ____ No ____ Address

Contact person in case of emergency: _____

Family Relationship: _____ Telephone No./s: _____

Vocational Rehabilitation Beneficiary: Yes____ No____ Counselor's Name: _____

Telephone No.:_____ Extension: _____

Type of Accommodation requested:_____

Mark the impairments you have:

☐ Hearing impairment /Deafness

☐ Speech problems

☐ Visual impairment /legally blind

☐ Learning problems

☐ Psychiatric/emotional

☐ Mobility problems

Other:_____

Specify:_____

This application must be accompanied by the Impairment Certification and Recommendations for Reasonable Accommodation (enclosed), completed by the health professional who treats your condition, or by the Certification from the Vocational Rehabilitation Office.

***Note: The student is responsible for presenting all the documents necessary to have his Reasonable Accommodation Application processed. The reasonable accommodation granted will not be automatically renewed. Any accommodation for which its application is not renewed will be set aside.**

Student Signature

Date

IMPAIRMENT CERTIFICATION AND RECOMMENDATION FOR REASONABLE ACCOMMODATION

Confidential Document

I, _____, student of Universidad Central del Caribe

(print)

ID number, hereby certify that I have been duly oriented about my rights regarding the Reasonable Accommodation Application and the confidentiality of the information.

I authorize the disclosure of the information required herein to Universidad Central del Caribe.

Student's Signature

Condition or Impairment Certificate

I hereby certify that has the following condition or impairment.

Type of accommodation recommended: (examples: restructuring of tasks and academic practices, proper adjustment or modification of time or format of exams, training materials, and special equipment, among others).

Name of Physician or Specialist: _____ License No.: _____

Signature of the Physician or Specialist: _____ Telephone Nos: _____

Address: _____

Date: _____

Included: 06/16/14- OP
Revised: 07/2022

TRAVEL AUTHORIZATION FOR STUDENTS DURING SCHOOL PERIOD

The Universidad Central del Caribe (UCC) acknowledges the importance of student participation in professional improvement activities in and out of the country. The UCC stimulates our student body to continuously benefit from the enhancement derived while sharing knowledge and debating ideas with other professionals in local and international forums. To support student participation in these activities and to prevent them from becoming averse to the achievement of academic goals of our student body, the following mechanism has been developed:

1. The student will originate the travel authorization application at least **15 days** before his departure, by filling out the **Travel Authorization Application**. He will present it in writing and will enclose all the documents supporting the trip to the coordinator/s of the course in which he is enrolled to explore the authorization and agreement with the professor(s). The Dean of Students will not authorize any trip without consultation with course coordinators.
2. The student has to contact the professor or professors with whom he will be taking courses to explore the possibility of making his trip during the corresponding period. Each professor must indicate on the sheet if he reached an agreement with the student and will document it on the application sheet. Upon completing the application sheet with the corresponding agreements, the student will deliver a copy to the Deanship of Students Affairs.
3. If this request is approved the application will be signed thereby validating the petition. If it is denied, the professor will inform the student in writing. The final decision will be communicated to the student within 7 days after having presented his request.
4. Upon his return (if it is an academic activity) the student shall present a brief report of the work performed, addressed to the Program Director with a copy to the Dean of Student Affairs.
5. The student shall be responsible for making up for all academic work assigned during his absence according to the determinations of the professors, course coordinators, and/or department directors involved. Such determinations, from professors and/or department directors, shall have to be under the institution's regulations.
6. This procedure shall not be interpreted as if the UCC is restraining the liberty of action as independent adults of our students. The purpose of this mechanism is to coordinate academic efforts outside the UCC or outside PR for the benefit of the student.

Prepared and
Submitted Date: February 2003

Approved Date: February 2020

Reviewed by: Dr. José Luis Oliver-
Sostre
July 2024



Universidad Central del Caribe
DEAN OF STUDENTS AFFAIRS

Travel Authorization Application

This application must be completed 15 days before your departure, together with a copy of the travel documents.

Student Name _____ / ____ /20
Application Date

Academic Program: _____ Student No. _____

Trip Information

____ / ____ /20
Date of Departure

____ / ____ /20
Date of Arrival

Country: _____

Place: _____

Purpose of Trip:

Academic status at the time of trip: (a course or other academic activity during such period; each professor must indicate his agreement or disagreement, and agreements made with the student)

After evaluating your request, we have decided that the same has been done:

☐ Approved

☐ Denied

Reason:

Authorization Signature Course Director

Authorization Signature Year Director

Dean or Assistant Dean of Student Affairs

The Universidad Central del Caribe Policy and Procedures On Criminal Background Checks (CBC)

Title: Criminal Background Check (CBC)

Rationale: Recognizing the need to enhance the safety and well-being of patients, peer students, faculty, and the whole Institution, and in so doing, to bolster the public's continuing trust in health professions, and to ascertain the ability of students to maintain or eventually become licensed and/or certified in their professions, criminal background checks (CBC) will be performed on all admitted applicants of the Universidad Central del Caribe School of Medicine (UCC-SoM) as required by AMCAS beginning in January 2010.

Some criminal offenses preclude students from participating in patient care. In addition, some professional licensure boards prohibit licensure for those convicted of specific offenses. Thus, students from professional programs are subject to the statutory and/or regulatory requirements independently imposed by law, or as required by affiliating entities. Students must meet all requirements of the clinical facility, which may be more extensive than those referenced herein. Inability to participate in patient care or being subject to any other exclusion prescribed by law will preclude the successful completion of the requisite curriculum. As such, affected students may not be eligible for matriculation, continuation in the program, or graduation, if applicable.

This policy is designed to provide a safe environment for patients, visitors, faculty, employees, and students at the UCC-SoM. Criminal background checks (CBC) allow the Universidad Central del Caribe to evaluate whether students possess the character and appropriateness to participate in clinical education activities.

Policy: All admitted applicants must consent, submit to, and satisfactorily complete a CBC as a condition of matriculation into the UCC-SoM. Enrollment will not be final until the completion of the criminal background check with results deemed acceptable. All expenses associated with the CBC are the responsibility of the applicant, either directly or through arrangements with an appropriate centralized application service. Students, who do not consent to the required CBC, refuse to provide information necessary to conduct the CBC, or provide false or misleading information regarding the CBC will be subject to the refusal of admission.

This policy applies to all applicants to the UCC-SoM educational program leading to the MD degree.

Criminal Background Check (CBC)

Prospective Students:

Prospective students seeking admission to the UCC-SoM leading to the MD degree will be informed of this policy and its requirements will be included with the admissions materials.

New and Transfer Students:

Students admitted to the UCC-SoM and transfer students will be informed of this policy and its requirements at the time of acceptance. Once admitted, students will be required to complete a criminal background check and authorize the release of results to appropriate academic and/or clinical personnel. A criminal background check will be considered a condition of acceptance. Transfer students must provide a letter from the dean of their school of origin stating whether the student has been subject to disciplinary actions, placed on probation or negative reports have been made against him or her while enrolled in the Institution.

Procedures for CBC

1. Prospective students for any of the UCC-SoM will be notified through the admissions web page that if admitted they would be required to complete a criminal background check and authorize release of the results to the admission committee.
2. Students accepted for admission will be notified that matriculation is contingent upon the evaluation and acceptable outcome (no significant convictions found as determined by the review committee) of all required CBCs.
3. Once admitted, students will be notified verbally and by letter or e-mail of the deadline for completion. The school will provide students with the name(s) of the vendor(s) with which the Universidad Central del Caribe has established reporting relationship(s). At present, as notified by the AAMC in January 2010, all applicants applying through AMCAS will be screened for a CBC through **Certiphi Screening Inc.** as the vendor. Students will be given instructions on obtaining and reporting the results of their CBC. Students will be responsible for the cost associated with completion of a criminal background check.
4. The Dean for Students Affairs and the Director of Admissions will receive certification letters for all CBCs that result in no records found and will store them in a locked file until the applicant is admitted.
5. In those CBC where a record of conviction is found, the record will be screened as to severity by the vendor and the student will be notified:

Major offenses (as defined in Appendix I) will result in termination of the admission process for the student, and the student with a serious offense cannot ask for reconsideration.

Minor offenses (as defined in Appendix I) will be considered on a case-by-case by the Dean of Students Affairs who will refer the case to the Review Committee [a designated committee (different from the Admission Committee) and assessors (considered but not limited to specialists in behavioral sciences and legal services)].

The student will be notified of his/her right to appeal, and all information will be retained until an appeal, if any, has concluded and a determination regarding continued participation in the Universidad Central del Caribe has been made.

Students claiming inaccuracies in their CBC will be referred to the entity completing the initial CBC for procedures as required by the Fair Credit Reporting Act.

Students may submit an appeal to the Dean of Students only if the finding in the CBC constitutes a minor offense.

Review Committee process (see Figure 1)

- A Review Committee, appointed by the Dean of Medicine standing separate from the UCC-SoM Admissions Committees, will be responsible for reviewing all relevant materials related to any adverse background check report containing information that could be relevant to the applicant's suitability for enrollment.
- Members of the Review Committee may include health professions college admissions, student affairs, academic affairs, and health professions college faculty in consultation with the Dean of Student Office, Office of Legal Counsel, and other relevant resources.
- Based on institutional policies and procedures, a careful review of the information in the applicant's file including criminal convictions and pending adjudications, the information in the criminal background check report, and relevant supplementary materials obtained from the applicant and other sources including court documents will ensue. Factors involved in the individual case review may include, but not be limited to:
 - the nature, circumstances, and frequency of any reported offense(s)
 - the length of time since the offense (s)
 - available information that addresses efforts at rehabilitation

- the accuracy of the information provided by the applicant in their application material.
- the relationship between the duties to be performed as part of the educational program and the offense committed.
- Any applicant with a minor offense finding in the CBC whose acceptance is referred to the Review Committee has the right to appear before that committee to contest or explain the findings from the CBC.
- Applicants who showed in the CBC minor offenses, and who believe that there are extenuating circumstances to be considered, may submit a written request for consideration to the MD Program.
- When appropriate and necessary, the applicant with the CBC minor offense finding may be asked to meet with the Review Committee.
- The Review Committee will be responsible for deciding whether the results of the background investigation disqualify an applicant from entrance into the MD Program. They will forward their decision in writing to the applicant, to the Admissions Office, to the Dean of Students, and the Dean of Medicine within thirty (30) working days.

Appeals process

- The applicant may appeal any decision to deny admission to him or her based on the decision of the Review Committee. ***Only those applicants with no mayor findings in the CBC can appeal.*** The appeal must be made in writing within seven days of notification of refusal for final admission and sent to the Dean of Students and the Chairperson of the Programmatic Admissions Committee of the UCC.
- The Programmatic Dean will consider the request for appeal.
- The applicant may request a meeting with the Dean. The Dean will determine whether such a meeting is necessary and will determine any terms of the meeting. The Dean will render a decision on the matter within seven days of the receipt of all relevant material including the analysis of the Review Committee, if necessary. The applicant, the Admissions Office and the Dean of Medicine will be informed of this decision.
- The decision of the Dean of Medicine regarding the termination of the offer of admission is final and cannot be appealed.

Maintenance of Records and Confidentiality

- Information obtained for the purpose of and during the criminal background check, will be retained by the Admission Office separate from other student educational and academic records. Confidentiality will be maintained consistent with FERPA guidelines.

Prepared and Submitted by:	Omar Pérez Del Pilar, Ph.D., Dean of Admissions and Students Affairs and Legal Counselors- González Badillo's Law Firm November 30, 2010
Approved Date:	November 30, 2010
Reviewed by:	Dr. Jose Luis Oliver-Sostre., Dean of Admissions and Students Affairs July 2024

The Universidad Central del Caribe Policy and Procedures On Criminal Background Checks (CBC)

Appendix I

Criminal Background Check Reporting Criteria

Some criminal offense precludes students from participating in patient care (i.e., Red Flags). In Addition, some professional licensure boards include specific offense which constitutes a failing report and to what extent clinical sites would refuse a student based on the failed status. All felony cases listed below will be posted as a “Fail”. In addition, each clinical facility may require more or less stringent criteria for placement.

Major Offenses (Red Flags are those that indicate clear potential threat or harm to the community-constitutes an automatic failure of the CBC and termination of the admission process and dismissal from the MD Program)

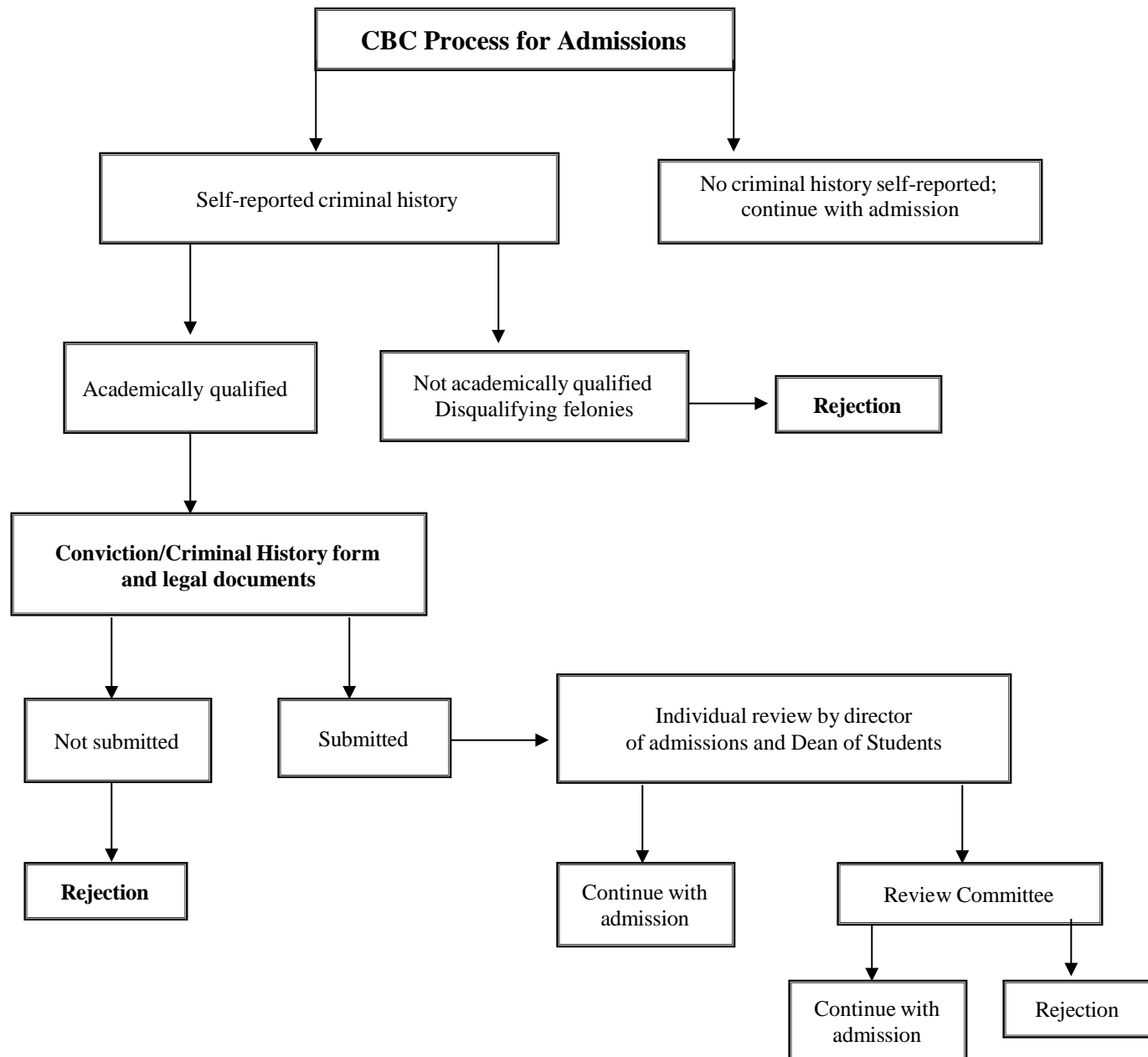
- Assault and related offenses when resulting in a felony
- Battery and related offenses when resulting in a felony
- Arson, Attempted Arson
- Child abuse, aggravated child abuse, neglect of a child, exploitation of a child.
- Endangering the welfare of a child
- Theft and related offenses resulting in a felony
- Contributing to the delinquency of dependency of a child
- Fraud
- Credit Card Crimes: Credit Card Fraud, Credit Card Theft, illegally use a credit Card
- Hate Crimes and related offenses
- Sale, Distribute, deliver controlled substances and related offense when resulting in a felony
- Possession of a controlled substance when resulting in a felony
- Incest
- Kidnapping, False Imprisonment
- Killing of an unborn child by injury to the mother
- Lewd and Lascivious Behavior when resulting in a felony
- Murder, Maiming, Manslaughter, Attempted Murder, Attempted Maiming, Attempted Manslaughter
- Malicious Wounding, Unlawful Wounding
- Prohibited acts of persons in familial or custodial authority
- Rape, Sexual Abuse, Sexual Assault, Incest
- Sexual Misconduct
- Sexual Assault, Sexual Battery and other Sexual Offenses
- Robbery and related offenses resulting in a felony
- Vehicular Homicide, Vehicular Assault, Hit and Run
- Breaking and Entering
- Weapon Crimes and related offenses
- Embezzlement

Minor offense (Yellow Flags – may not constitute an automatic failure of CBC). These will be reviewed independently, and a decision will be based on the nature of the crime and the nature of the position: (e.g., 10-year-old charge of Possession of Marijuana, DWI, etc.)

Note: This is not an all-inclusive list. Some offenses have no time limit; others will have a time limit of 5 to 10 years. Applications are reviewed on a case-by-case basis. The UCC-SoM may request additional applicant information as part of the decision-making process.

**The Universidad Central del Caribe School of Medicine (UCC-SOM)
Policy and Procedures
On Criminal Background Checks (CBC)**

Figure 1



**UNIVERSIDAD CENTRAL DEL CARIBE, INC.
REFUND POLICY**

The university has a tuition refund policy that stipulates the amount of tuition and fees that are refunded to a student who withdraws from all classes during a term.

The following chart shows the amount of tuition and fees returned to a student, depending upon when the student withdraws.

Time of Withdrawal	% of charges Refunded
Before the 1st day of class	100% tuition; 100% fees
Within the first week of classes	80% tuition; 0% fees
During the second week of classes	50% tuition; 0% fees
After the second week of classes	0% tuition; 0% fees

- Registration deposit guaranteeing admissions is not refundable.

Return of Federal (Title IV) Financial Aid

As an Institution that participates and distributes students' financial aid Title IV Funds, Universidad Central del Caribe adheres to the Federal guidelines governing refunds related to said program. The return of the Title IV Funds Policy applies to all registered students who qualify and participate in the federal financial aid program and later withdraw or are administratively withdrawn. The policy determines the amount of funds the student spends at the moment of withdrawal up to sixty (60) percent of the academic term; after this period refunds are not applicable.

Refunds will be made within thirty (30) days from the date that the University determines that the student had withdrawn. Requests for withdrawal must be submitted in writing to the registrar.

The formula used to determine the total amount to be refunded is as follows:

1. Determine the percentage of period of enrollment the student attended.
2. Determine the amount of Title IV funds earned by multiplying the total amount of Title IV aid (other than FWS) for which the student qualified by the percentage of time enrolled.
3. Compare the amount earned to the amount disbursed, if less aid was disbursed than was earned the student may receive a post-withdrawal disbursement by the institution for the difference. If more aid was disbursed than was earned, the Institution will determine the amount of Title IV aid that must be returned (i.e., that was unearned) by subtracting the earned amount from the amount actually disbursed. The difference will be refunded to the appropriate Title IV Funds Program.
4. If the student received an amount of funds that had been considered due prior to withdrawal and upon withdrawal it is determined the student received an overpayment, the student will be responsible for the reimbursement of the amount determined to be an overpayment.

If the student has received an overpayment, the Financial Aid Office will communicate to the student the existence of his situation and that he/she is responsible to return the overpayment amount.

Approved Date: June 2011

Reviewed by: Dr. Jose Luis Oliver-Sostre, Dean of Admissions and Student Affair
July 2024

Policy to Request Students at Academic Difficulty to meet with Student Support Services Personnel

PURPOSE:

To facilitate the timely and appropriate academic progression of each student, a formal review policy and procedure is employed to track and aid students enrolled in each of the academic programs of the Universidad Central del Caribe (UCC). This policy and procedure provide early identification of students that may encounter academic difficulty and enable the implementation of timely corrective measures.

The UCC has an obligation to maintain the credibility of the University and the integrity of its programs and courses by maintaining and insisting upon appropriate levels of achievement from its students in their academic study. The UCC addresses this obligation through the ongoing formal academic monitoring strategies (AMS). Students confronting academic difficulties are identified by faculty and referred to the licensed professional counselors to assess factors in need of attention and to develop an appropriate intervention plan.

DEFINITIONS:

Students in Academic Difficulty:

A student that is performing marginally or below a passing score in one or more courses and is at risk of failing a course/clerkship.

Academic Monitoring System:

The AMS is a system of strategies that enhance the close collaboration between the faculty/course directors, year directors, the academic leadership, the corresponding Dean of Student Affairs and the licensed professional counselors. Through the AMS students confronting academic difficulty are periodically reported to the office of the corresponding Dean of student Affairs to access support services.

Support Services Personnel:

Refers to a licensed professional counselor, dean of student affairs, academic advisor, mental hygiene professional, social worker, and wellness staff.

POLICY CONTENT AND PROCEDURE:

A student that is performing marginally or below passing score in one or more course/ clerkships and is at risk of failing will be identified and reported through the AMS. After each unit exam, the course director reports the results to the year director or program coordinator. The year director or program coordinator documents and compares the progress of each student and submits a report to the corresponding programmatic committee. Students presenting academic difficulties are identified and referred to the corresponding Dean of Student Affairs, who discusses the report with the licensed professional counselor. The licensed professional counselor follows up on those students presenting academic difficulties by e-mail, phone calls or regular mail in order to invite them for a visit.

All students who are identified with academic difficulty and making unsatisfactory academic progress **are required** to discuss their academic progress with the licensed professional counselor/corresponding Dean of Student Affairs or academic advisor.

During this process, the student will be given assistance to identify reasons for not achieving satisfactory academic progress and support in order to develop an intervention strategy. This intervention strategy will include actions agreed upon by the student. Agreed upon actions may also be developed in conjunction with the faculty. The plan may include counseling (provided at the institution or outside), tutorial help, or referral to external health care providers or other specialized services, social work, wellness and mental hygiene. These services will adhere to all confidential management of records in compliance with all institutional policies and federal regulations to this effect. The licensed professional counselors will report to the corresponding academic leadership that initiated the referral, the follow up provide to the students who were presenting academic difficulties.

Nevertheless, any student facing academic difficulty may seek assistance from the office of corresponding the Dean of Student Affairs on a voluntary basis.

A student with academic difficulty cannot refuse a request for a meeting from the office of the corresponding Dean of Student Affairs. In Such cases students will be referred to the corresponding student evaluation and promotion committee and the student could face disciplinary actions (such as mandatory academic dismissal, suspension, LOA or other).

Approval date: October 2011

This policy takes effect on: November 2011

This policy most recent revision: January 30, 2024

This policy will be reviewed on: Every year



Jose Luis Oliver-Sostre, MHS, DMD
Dean of Admissions and Student Affairs



Waleska Crespo-Rivera, DrPH, MHSA
President

Student Professional and Ethical Values: Fitness to Practice

I. INTRODUCTION:

UCC students have responsibilities and privileges that are different from those of other students and therefore, higher professional and ethical behaviors are expected of them. UCC has the responsibility to ensure that medical, chiropractic, medical imaging, graduate/resident physician, substance abuse counseling students are given the guidance and the opportunity to learn and practice the standards to which they will be held to.

II. PRINCIPLES OF PROFESSIONAL BEHAVIOR FOR STUDENTS:

Although students have legal restrictions on the clinical work they may perform, patients often see them as knowledgeable and with the same duties and responsibilities as health professionals. UCC students must be aware that their actions can and will affect patients.

Students should be encouraged to strive for academic excellence, as well as high standards in their professional and personal lives. Basic clinical training allows students to learn professional behavior in a supervised setting that provides safety for patients but also allows the school to identify behaviors that are not acceptable and take remedial action to help students improve. This applies not only to student behavior within the school or clinical setting, but students should be aware that their behavior outside the clinical environment, including their personal lives, may have an impact on their fitness to practice. Student behavior must, at all times, justify the trust that the public places in the medical profession.

To be able to provide good clinical care is fundamental to becoming a health professional. This is the objective that should drive and guide student's behavior in clinical and academic work.

- a. To provide good care is fundamental to becoming a health professional. The students should:
 - Recognize and work within the limits of their competence and ask for help when necessary.
 - Accurately report their position or abilities.
 - Make certain that they are supervised appropriately when performing any procedure or clinical task.
 - Respect the patient's autonomy and rights.
 - Behave with courtesy and respect.
 - Not allow personal biases to interfere with a patient's treatment. The student must not discriminate against patients because of gender, age, color, ethnicity, social standing or lack thereof, religion, beliefs, sexual orientation marital status, etc.
 - Report any concerns they may have about patient safety or well-being to the appropriate authority.
 - Be aware of the responsibility of maintaining their knowledge and skills throughout their careers.
- b. To demonstrate good clinical practice, students must be aware of their responsibility to maintain their knowledge, and skills throughout their careers. The student should:
 - Attend compulsory teaching sessions or lectures, and if unable, arrange with the proper authority to remediate or fulfill the learning objectives for the activity.
 - Complete and submit work on time.
 - Be responsible for their own learning.
 - Reflect on feedback about their performance and achievements and respond constructively.
 - Respect the knowledge and skills of those involved in their education.

- Are expected to contribute to the teaching, training, appraising, and assessing of students and peers. They should be fair, honest, and objective when appraising the work of others, in order to ensure that students and peers acquire and maintain a satisfactory standard of practice.
- c. Some students have extensive contact with patients during their academic courses. To maintain good relationships with patients, students should:
- Build and maintain relationships with patients based on openness, trust, and good communication. Relatives, spouses, and other caretakers must be treated with respect and consideration and be given support as necessary.
 - Students must maintain a professional boundary between themselves and anyone close to the patient. Their position must not be used to cause distress or to exploit patients.
 - Patient's autonomy must be respected, not only in terms of choices for treatment, but in participating in teaching, research, or any activity undertaken by the student.
 - Patients have a fundamental right to expect that information about them to be held in strict confidence. A patient's case may not be discussed in a way that may identify them with anyone not directly involved in the case. Academic work containing specific information about a patient must not identify the patient if it is to be seen outside the care team. This includes case and procedure logs that are submitted as part of the student's coursework or assessment.
 - Students must treat patients with respect and dignity.
 - Be aware of ethical issues in their behavior with patients, their careers, relatives, partners, or anyone else close to them. This includes issues of consent and confidentiality.
 - Make sure that the patient has consented to a student being involved in their care.
 - Make sure they are clearly identified as students
 - Dress in an appropriate and professional way. They need to be aware that patients will respond to their appearance, presentation, and hygiene.
- d. As members of a team, students should
- Work effectively with colleagues inside and outside of healthcare in order to deliver a high standard of care and safety.
 - Develop skills necessary to work in multi-disciplinary teams. This involves respect for the contributions and skills of other members of the team and developing effective communication with the other members of the team, as well as not discriminating against them.
 - Protect patients from harm posed by another physician's or medical student's behavior, performance, or health. The information should be shared with the appropriate person.
 - Demonstrate skills that allow them to deal with uncertainty and change in the workplace.
 - Develop and demonstrate teamwork and leadership skills.
 - Awareness of the roles and responsibilities of the persons involved in delivering health care.
- e. Probity: Students must be honest and trustworthy, and act with integrity.
- By bringing attention to any concerns about, or errors, in their clinical work.
 - Be honest, original, and genuine in their academic work, in conducting research.
 - Be honest and trustworthy when writing reports and logbooks.
 - Be honest in not misrepresenting themselves in CVs, or applications: not misrepresent their qualifications, positions, or abilities.
 - Be honest in any financial dealings.
 - Cooperate with any formal inquiry by the medical school, or other agency into their health, behavior, or performance, or that of anybody else.
 - Comply with the laws of Puerto Rico.
 - Comply with the regulations of the medical school or the clinical settings where they may be assigned.

Students must be aware that fitness to practice may be impaired for a number of reasons (and that the information can be recorded in the Medical Student Performance Evaluation (MSPE/Deans Letter) or any official document:

- Misconduct: issues that raise questions about a student's probity, trustworthiness, or character.
- Deficient professional performance.
- Convictions or a determination by a regulatory body.
- Adverse physical or mental health (including problematic use of alcohol, legal or illegal drugs).

III. FREQUENT AREAS OF CONCERN RELATING TO STUDENT FITNESS TO PRACTICE:

Areas of Concern	Examples
Criminal Convictions	<ul style="list-style-type: none"> • Child pornography • Theft • Financial Fraud • Possession of illegal substances • Child abuse or any other abuse • Physical or verbal violence
Drug/Alcohol Misuse	<ul style="list-style-type: none"> • Drunk /reckless driving • Alcohol consumption that affects clinical work or the work environment • Dealing, possessing, or misusing drugs, even if there are no legal proceedings
Aggressive or Violent Behavior	<ul style="list-style-type: none"> • Assault and Battery • Physical Violence • Bullying • Abuse
Persistent Inappropriate Attitude or Behavior	<ul style="list-style-type: none"> • Uncommitted to work • Neglect of administrative tasks • Poor time management • Non-attendance • Poor communication skills • Failure to accept and follow educational advice
Cheating/Plagiarizing	<ul style="list-style-type: none"> • Cheating on exams, logbooks, or portfolios • Passing off another's work as if one's own • Forging a supervisor's name or signature on assessments
Dishonesty or Fraud	<ul style="list-style-type: none"> • Falsifying Research • Financial Fraud • Fraudulent CVs or other documents • Misrepresentation of qualifications
Unprofessional Behavior or Attitudes	<ul style="list-style-type: none"> • Breach of Confidentiality • Misleading patients about their care or treatment • Culpable involvement in a failure to obtain proper informed consent from a patient • Sexual, racist or other forms of harassment • Inappropriate examinations or failure to keep boundaries in behavior • Persistent rudeness to patients, colleagues, or others • Unlawful discrimination

IV. MANAGING REPORTS OF UNPROFESSIONAL ACADEMIC STUDENT BEHAVIOR:

1. Concerns about student professional academic behavior may arise from (a) faculty with whom a student interacts during a course, or another (b) faculty, staff, student, or patient with whom the student interacts. These individuals will be expected to report their concerns to the faculty responsible for the student's evaluation. In some instances, such reports may go directly to the course/clerkship director. Some student behaviors, such as academic dishonesty and unlawful behavior are managed under the University's disciplinary process and are not a part of this policy.
2. Faculty is expected to discuss all concerns about a student's professional behavior both with the student and with the course/clerkship director. The faculty then has the option to (a) include professionalism concerns in the student's formal evaluation, (b) submit a separate early concern note to the course or clerkship director, (c) include professionalism concerns in the student's evaluation and submit an early concern note or (d) determine that no action is indicated. In the case of reports which come to the course /clerkship directors directly from staff, students, patients or faculty not responsible for the student's evaluation, the course /clerkship director may choose to complete an early concern note.
3. Upon receipt of an early concern note, the course/clerkship director will review the information with the student and forward the early concern note to the Dean of Student Affairs. While early concern notes are confidential, (their content is not shared with anyone except the reporting faculty, course/clerkship director, and student) they are not anonymous. The student will know which faculty or course/clerkship director submitted the early concern note. For this reason, faculty/course/clerkship directors are strongly urged to review their concerns personally with the student when an early concern note is submitted.
4. Upon receipt of an early concern note on a student, the Dean of Student Affairs will meet with the student to discuss the report. After this discussion, the Dean will make recommendations to the student regarding appropriate interventions. Any professional forms do not become part of the student's academic record.

In order to promulgate this policy of Student Professional and Ethical Values: Fitness to Practice, this document will be posted electronically on the University's website, and a copy will be distributed to students, faculty members, residents, and other individuals who teach students. Additionally, this policy will become part of the institutional policies and regulations.

This policy applies to all students immediately.

Prepared by: Frances García, MD

Date: June 22, 2011

Approved by: José Ginel Rodríguez, MD
President and Dean of Medicine

Date: June 22, 2011

Reviewed on: Dr. José Luis Oliver-Sostre July, 2024

Modified and adapted from the work of Maxine Papadakis, University of California

**Student Professional and Ethical Values:
Fitness to Practice**

Early Concern Note

Please complete this note if you have any concerns about the professional behavior of a student. This note is to be submitted to the course or clerkship director who is responsible for the course in which the student is currently enrolled. The course/clerkship coordinator will submit the note to the Dean of Student Affairs.

Student Name _____

Course _____ Date _____

Person originating this *Early Concern Note* (print) _____

Title/role of the person initiating this *Early Concern Note* _____

This form is being ☐ my direct observation(s) or encounter(s) with this student
completed based on: ☐ information about this student provided to me by a third party

A student with any of the following patterns of behavior is not meeting the personal or professional standards inherent to the profession of medicine. Please mark the area which best describes your concerns about this student. Provide comments in the space provided on the back.

Integrity and Personal Responsibility: The student

- ☐ fails to fulfill responsibilities reliably
- ☐ misrepresents or falsifies actions and / or information
- ☐ fails to accept responsibility for actions
- ☐ fails to respect patient confidentiality
- ☐ uses his/her professional position to take advantage of a patient emotionally or sexually
- ☐ Other _____

Motivation to Pursuit of Excellence and Insight for Self-improvement: The student

- ☐ has inadequate personal commitment to honoring the needs of patients
- ☐ is resistant or defensive in accepting criticism
- ☐ remains unaware of his/her limits
- ☐ resists considering or making changes based on feedback
- ☐ appears to seek or accept the minimally acceptable level of effort as a goal
- ☐ Other _____

Personal Interactions - Compassion and Respect: The student

- ☐ inadequately establishes rapport or empathy with patients or families
- ☐ does not function and interact appropriately within groups
- ☐ is insensitive to the needs, feelings or wishes of others
- ☐ uses demeaning or disrespectful language about others
- ☐ is abusive or arrogant during times of stress
- ☐ fails to maintain a professional appearance / attire
- ☐ Other _____

The back of this form must be used to describe details and examples of student behaviors that led to the completion of this form. This form will be shared with the student and the information will be used to counsel the student on the problem(s) identified.

COMMENTS (required): (a separate sheet may be attached)

Instructions for Course Director:

1. Review this *Early Concern Note*. If possible, meet with the student to review/discuss the concerns.
2. Sign below; if you meet with the student, ask the student to complete the student section below.
3. Forward this Early Concern Note to the Den of Student Affairs.

Course Director Signature _____ Date _____

I have reviewed the contents of this Early Concern Note with the student: [] YES [] NO

For completion by the student:

I have read this evaluation and discussed it with the course/clerkship director. The student's signature on this form is intended only to verify that the student has reviewed the form with the course or clerkship director.

Student Signature _____ Date _____

Student Comments (optional) _____

For the use of the Dean of Student Affairs:

Nature of discussion with student and recommendations:

Student's signature _____ Date ____/____/____

Dean of Student Affairs signature _____ Date ____/____/____

Modified and adapted from the work of Maxine Papadakis, University of California

2024 *Compendium of Institutional Policies*

Policy for the Provision of Health Care Services to Students

Element 12.5 Non-Involvement of Providers of Student Health Services in Student Assessment states that the health professionals who provide health services, including psychiatric/psychological counseling, to a medical student are not involved in the academic assessment or promotion of the medical student receiving those services...

Faculty members and residents with student assessment responsibilities are precluded from evaluating students that are their patients because of dual-relationship and conflict of interest issues. The conflict created by this dual role could affect both the quality of medical care and the content of evaluations:

- a student-patient might be less likely to report a sensitive medical issue (e.g., drug abuse) to his/her physician if that physician will be providing an evaluation or grade
- a faculty member's evaluation or grade (which is likely to include some subjective elements) might be, despite the evaluator's commitment to neutrality, positively or negatively affected as a result of the therapeutic relationship

In instances of pre-existing doctor–patient/student relationships, the physician must discuss with the student the potential for a dual relationship and inform the student that he/she will abstain himself or herself from any situation in which a formal evaluation is required.

In emergent situations or other instances in which an appropriate referral is not available, a student may seek the care of any faculty member or resident. In this circumstance as well, the physician must discuss with the student the potential for a dual relationship and abstain him- or herself from any situation in which a formal evaluation is required.

The Office Licensed Professional Counselor is the primary student service unit in a position to channel and address student health and counseling needs. As a general practice, the Office never refers a student for health services in the community with someone that is known to be affiliated with the UCC faculty in a position of assessing student performance or taking part in the evaluations and promotions process.

Students may request a referral to a healthcare provider who might be in a position to assess his/her academic performance or be crucial in the evaluation and promotion process. When such a case arises, the Licensed Professional Counselor will ensure that the potential conflicts are thoroughly discussed and that the student is making an informed decision in pursuing such services.

In addition, medical students will be given information about available medical and counseling services through several mechanisms:

- During incoming student's orientation activities-Students receive information about medical and counseling services provided by the UCCSoM and nearby facilities and through coordination of services by the counselors;
- The students that have their health insurance sponsored by the university receive the Providers directory guide and a copy of the specific insurance coverage for their review and reference;
- Active referral process from the Dean of Students in close collaboration with the counselors.

All of these mechanisms are focused on providing information to facilitate access to the appropriate services available in the community without generating any uncomfortable situation for both, the student and the health professional.

Prepared and Submitted by:	Omar Pérez Del Pilar, Ph.D. Dean of Admissions and Students Affairs
Date:	August 9, 2011
Approved Date:	August 9, 2011
Reviewed by:	Dr. Jose Luis Oliver-Sostre Dean of Admissions and Students Affairs July 2024

Healthy Cohabitation

UNIVERSIDAD CENTRAL DEL CARIBE
STUDENTS DRESS CODE

Universidad Central del Caribe (UCC) is interested in developing a healthy environment that promotes the achievement of academic and professional goals of its students. To guarantee the utmost security for all students and develop a distraction-free space, the following rules which constitute UCC's Students Dress Code will be observed at all times.

We believe that the attire of all students must be in accordance with a study/academic environment, and conducive to professional development. Proper attire for a health professional identifies him; it contributes to personal and collective safety and alerts him about potential risks to his health. Students must be aware that their attire reflects pride in their profession and respect for himself/herself and his/her patients.

Personal Hygiene

Due to the slight contact, we have in the classroom with our peer students, faculty, and academic administrators and with our patients in the clinical workshops, it is essential to maintain an appearance that communicates our professionalism. Our appearance must at all times denote that we observe sound hygiene and grooming practices. We as health professionals should be self-aware and considerate when spraying perfume and putting makeup on our bodies in a way that is inoffensive to our patients.

The hands and nails of a health professional are always kept clean. Nails should reach a natural length that does not interfere with the performance of clinical and professional duties.

Hair should look groomed and natural.

Attire

For all students of the Medicine Program, proper attire requires the use of a coat. For all students of the Medical Imaging Technology (including all categories) proper attire includes the use of a uniform. For all students of the Graduate Program in Biomedical Sciences, proper attire requires the use of a coat. For students of the Graduate Program in Substance Abuse Counseling, attire according to their profession is required (decorous, in good condition, and avoiding exposure to any intimate body parts). For all students of the Chiropractic Program proper attire requires the use of a coat, scrub, or that attire which may be required by the coordinators of their course (decorous attire, in good condition, and avoiding exposure to any intimate body part).

Those students who are required to use a coat must be mindful of wearing professional attire (decorous, in good condition, and which avoids exposure to any intimate body part) under his/her coat. Men should wear a shirt and a tie. Women must wear professional attire (long pants, a skirt, and/or a dress of an appropriate length) which avoids showing any intimate body parts).

During clinical workshops, proper attire includes the use of close-toed shoes and socks. This is a protective and security measure.

Outside the clinical workshops, students must at all times observe professional attire which is in accordance with academic environment. Classroom attire and at UCC facilities may be casual. However, shorts, sleeveless t-shirts, spaghetti strap blouses, "mini-skirts or dresses above the knee", hats, sunglasses (dark), or flip-flops will not be allowed. Any attire that shows any intimate body part (such as the bust, navel, thighs, and buttocks) will not be allowed either.

ID card

UCC students must use their ID card at all times. The ID card must be positioned so that the student's name may be visible at all times.

Applicability

We expect that all students participating in academic, and professional activities, or performing administrative and teaching-learning duties at the UCC, observe this Students Dress Code.

UCC professors and personnel will not receive in classrooms, offices, or in the library, students who do not observe these rules and, therefore, will deny them any service requested at that time. These rules apply to all activities during the work schedule and academic operations, both during school periods and during vacation time.

Any student incurring in violations to this Students Dress Code may be referred to the Discipline Committee following the due process as provided by the General Students Regulations.

These rules will apply to all students consistently and fairly. Those students who due to religious, cultural or health reasons are prevented from observing this Students Dress Code must request the corresponding accommodation to the Dean of Students Affairs.

Summary

The UCC is aware that the attire of every health professional in training is an essential component of his/her work ethic. The UCC has adopted this Student's Dress Code, for the purposes of promoting a distraction-free environment, contributing to the development of the highest levels of professional competition in an edifying manner, and ensuring the security that must be present in an academic environment.

This Students Dress Code comes into effect immediately and supersedes the previously published Dress Code. The UCC may review this Student's Dress Code any time it deems appropriate. The application of this Students Dress Code does not constitute any discrimination whatsoever for reasons of sex, race, color, religion, ideology, economic level, political preference, nationality, or physical or mental handicaps.

Prepared by: July 20, 2007

Approved Date: July 20, 2007

Reviewed by: Dr. José Luis Oliver-Sostre
Dean of Admissions and Students Affairs
July 2024

June 30, 2023

University Community

Dr. José Luis Oliver-Sostre
Dean of Admissions and Student Affairs

REMINDER

As a general rule, it is established that **posters or propaganda** may only be placed in those designated spaces within our facilities for this purpose (bulletin boards). That excludes walls, doors, and glass. We request everybody's cooperation in observing this rule. All those posters or propaganda which does not adhere to this rule will be removed.

I must remind our student body that any student activity taking place in our facilities must have the endorsement of the Deanship of Student Affairs. Any activity which takes place outside our institution, but may require promotion in our facilities, will also require the approval of our Dean's Office. All this is following the institutional policy about the possession, use, or illegal distribution of controlled substances and alcoholic beverages by UCC students and employees.

As usual, I am counting on everybody's cooperation to deal with this issue.

RULES FOR USE OF THE “STUDENT LOUNGE”

In order to guarantee an optimal environment when enjoying this room, we must respect the following rules:

- This room belongs to all UCC students.
- This room is not a study area.
- Intake of alcoholic beverages, cigarettes, vapers, or other drugs is prohibited.
- Intake of alcoholic beverages is strictly prohibited in this Institution.
- Behavior, devices, movies, and activities which are morally offensive to your peers must be avoided.
- This room must be kept clean and neat at all times.
- Remember to care for and protect all equipment located in the area. If you identify anything broken, please promptly notify the Deanship Students Affairs or the Deanship of Administration.

THIS ROOM IS YOURS!

TAKE CARE OF IT AND ENJOY IT!!!

Service Animal Policy

The Universidad Central del Caribe (UCC) recognizes the importance of accommodating individuals who require the use of service animals. For this reason, UCC has established the Service Animal Policy supported by the American with Disabilities Act (ADA). This policy aims to ensure that students who require the use of a service animal have reasonable accommodation so they can benefit from fulfilling their duties appropriately. The institution is committed to allowing the use of service animals by individuals with disabilities to facilitate their participation and equal access. Once the student has communicated and certified with the appropriate areas within the institution that handle Disability Services, the student will have access to all areas available to other students, except those that safeguard the health of the service animal. This policy establishes specific rules and protocols for the appropriate use of service animals.

Objectives

The purpose of this policy is to provide the University Community with a guide for the use of service animals on our premises. This policy will help:

- Understand the rights of community members with disabilities who use service animals.
- Define the types of service animals.

Service Animals and the Federal ADA Law

Live animals that are not used for research or teaching purposes are typically part of institutional property. However, under the federal ADA law, service animals are not excluded from University activities, as long as they meet the requirements established in this policy.

Definitions

Service Animal

According to regulations established in Title II (state and local government programs) and Title III (private entities, also known as public places open to the general public, such as restaurants or stores) of the American with Disabilities Act (ADA) that came into effect on March 15, 2011, a service animal is defined as "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." Animals of other species, whether wild or domestic, trained or untrained, are not considered service animals.

The work or tasks performed by a service animal must be directly related to the person's disability. Below are some examples of tasks that a service animal might perform:

- Assisting individuals who are blind or have low vision with navigation and other tasks.
- Alerting individuals who are deaf or hard of hearing to the presence of people or sounds.
- Providing non-violent protection or rescue work.
- Assisting in the mobility of a non-motorized wheelchair.
- Helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.
- Assisting a person during a seizure.
- Alerting individuals to the presence of allergens.
- Retrieving items like medicine or a telephone.
- Providing physical support and assistance with balance and stability to individuals with mobility disabilities.

The mere presence of an emotional support animal for comfort, well-being, or companionship does not qualify under the definition of a service animal.

Emotional Support Animal

Emotional Support Animals or Comfort Animals provide companionship, alleviate loneliness, and sometimes help with depression, anxiety, and certain phobias, but they are not specially trained to perform tasks that assist people with disabilities. Although these animals are often used as therapy animals as part of a medical treatment plan, they are not considered service animals under the ADA. Therapy animals in a clinical context help improve physical, social, and emotional well-being. Some, but not all, are professionally trained. Unlike a service animal, an emotional support animal does not have to accompany the person to daily activities or always be with the owner. Emotional support animals are not allowed in areas such as libraries, laboratories, cafeterias, and others as determined by the administration.

A validated animal under this policy is a service animal to whom reasonable accommodation has been certified for its owner. For employees, this certification will be issued by the Office of Human Resources and the Dean of Administration, and for students, by the Dean of Students. These areas are responsible for establishing a uniform regulation for evaluating and approving requests for reasonable accommodation and maintaining a record of these requests. It is important to recognize that certification for reasonable accommodation must be renewed annually, so the owner must resubmit the required documentation to UCC.

Pet Animals

Pet animals may include cats, rabbits, pigs, iguanas, snakes, birds, among others. A pet is not considered a service animal and therefore is not covered by this policy.

Guidelines for Care and Supervision of an Approved Animal on Campus

Care and Supervision The care and supervision of the animal are the responsibility of the owner who benefits from the use of the service animal. The owner is obligated to maintain control of the animal at all times. The owner is also responsible for ensuring the cleanliness of the animal's waste.

Health and Well-being of the Animal

1. Vaccination: According to local ordinances and regulations, the animal must be vaccinated against common diseases specific to its species. Dogs must have the rabies vaccination and wear a rabies vaccination tag.
2. Training: Service animals or emotional support animals must be properly trained so that they do not create undue burden or pose a direct threat on the University Campus.
3. Leash: The animal must be on a leash unless the leash inhibits the animal's ability to provide the service.

Duties for Members of the University Community

1. Members of the university community shall have the duty to comply with the following:
2. They must allow a service animal to accompany its owner at all times, except where service animals are specifically prohibited.
3. They must not touch or pet a service animal unless invited to do so by its owner.
4. They must not feed a service animal.
5. They must not startle a service animal.
6. They must not separate or attempt to separate an owner from their service animal.
7. They must not inquire about details of the owner's disabilities. The nature of a person's disability is confidential and protected information.

Minimum Documents Required for Approval of Reasonable Accommodation under this Policy

1. Certification from a healthcare professional indicating the owner's need for a service animal.
2. Certification from a veterinarian indicating that the animal is up-to-date with vaccinations and is in good health.
3. Liability waiver for damages.
4. Compliance with the uniform regulation established by the institution.

Loss of Approval

1. The University may remove an approved service animal when:
2. The presence of the animal results in a fundamental alteration of the University's program.
3. The animal poses a direct threat to the health or safety of others.
4. The owner fails to comply with the process determined by the University for the certification of their reasonable accommodation. Approved service animal owners are solely responsible for any damage to University property or persons caused by their animals.

Excluded Areas for Service Animals

The University may prohibit the use of service animals in certain places due to health and safety restrictions. For example, places where animals may be at risk or where their access may compromise the integrity of activities.

Access to Campus and Restricted Areas

A service animal is authorized to accompany the owner anywhere within the facilities. However, the following exceptions apply:

- Laboratories: Unless the Health and Safety Office determines that there is no danger to users or the animal. Such places may contain chemicals that could be harmful to the health of the service animal.
- Clinical Services: It is necessary to ensure the safety of both employees and all individuals (patients or non-patients, etc.) visiting the facilities, so that this is not compromised, as well as minimizing the risk of exposing the service animal to infections and diseases.
- Other Potential Hazardous Areas: Any room or office with excessive dust or machinery, as these places may pose a danger to the service animal. When it is determined that the presence of a service animal in one of these areas is risky, reasonable accommodations will be provided to ensure equal access for the student to academic activities. The Central University of the Caribbean reserves the right to modify this policy as circumstances require.

References:

<https://www.avma.org/>

<https://ayudalegalpr.org/resource/animales-de-servicio>

<https://adata.org/guide/animales-de-servicio-y-animales-de-apoyo-emocional>

Developed by: Dr. José Luis Oliver-Sostre
June 2023

Approved by: Dr. Waleska Crespo Rivera
July 2023

Reviewed Date: July 2024

Disclaimer for Service Animal Permit at the Universidad Central del Caribe

The service animal permit provided by the Universidad Central del Caribe is subject to the following terms and conditions:

1. **Valid Documentation:** The service animal permit is only valid if the individual seeking the permit can provide appropriate documentation verifying the animal's status as a trained service animal, in accordance with applicable laws and regulations.
2. **Behavioural Expectations:** The permit holder is responsible for ensuring that the service animal always remains under control. Any disruptive or aggressive behaviour displayed by the service animal may result in the revocation of the permit.
3. **Campus Guidelines:** The service animal must always abide by the campus rules and guidelines. This includes adhering to the leash, ID vest, and waste disposal regulations.
4. **Health and Vaccination:** The permit holder must ensure that the service animal is up to date with vaccinations and is in good health to prevent potential health risks to others on campus.
5. **Liability and Indemnification:** The Universidad Central del Caribe will not be held liable for any damages or injuries caused by the service animal while on university premises. The permit holder assumes full responsibility for any incidents involving their service animal.
6. **Accommodations and Accessibility:** While the Universidad Central del Caribe will make reasonable accommodations for individuals with disabilities, the permit holder must also make appropriate arrangements to ensure the service animal's comfort and well-being.
7. **Permit Revocation:** The Universidad Central del Caribe reserves the right to revoke the service animal permit if any of the above conditions are violated or if the permit holder fails to meet the requirements for responsible service animal ownership.

By applying for and accepting the service animal permit, the permit holder acknowledges and agrees to comply with the terms and conditions outlined above.

Signature of Student Permit Holder

Date

Signature University Representative

Date

Regulations Concerning Children on Premises

The Institution has established a policy regarding the presence of children at the Universidad Central del Caribe (UCC), which stipulates that they are not permitted on the premises for their safety and due to the nature of this institution.

During the summer period, when many of our employees and students' children will be on break from their studies, we wish to reaffirm our stance on not allowing minors under the age of 18 on UCC premises. This policy is in effect and applies to all areas of the institution, including administrative offices, service departments, laboratories, and academic areas.

Exceptions to this policy are as follows:

1. Children who serve as standardized patients at the Multidisciplinary Clinical Skills Training Center (MDCSTC) for educational purposes.
2. Children who come to receive medical treatment at UCC service centers.
3. Family day activities where it is explicitly stated that children are allowed, and as specified according to the type of activity.
4. Emergency situations with prior notification and authorization from the President (e.g., school closures, childcare disruptions due to emergencies, hurricanes, or other natural disasters).

The lack of alternative childcare arrangements will not be accepted as a valid reason for non-compliance with this policy. Parents facing such situations must make necessary arrangements to address their needs without exposing their children or the institution to potentially regrettable circumstances.

We appreciate your strict adherence to this policy.

Reviewed Date: July 2024

Policies Shared with The Employee

INSTITUTIONAL POLICY REGARDING POSSESSION, USE, OR ILLEGAL DISTRIBUTION OF PSYCHOACTIVE SUBSTANCES BY STUDENTS AND EMPLOYEES OF UNIVERSIDAD CENTRAL DEL CARIBE

The Universidad Central del Caribe, for purposes of tackling by all possible and available means, the possession, use, and illegal distribution of psychoactive substances by all its students and employees;

Aware of the adverse repercussions that the use of such substances has in the Puerto Rican community in general, and for those they could produce in our institutional community with respect to the teaching practice, the performance, and academic progress of the teaching process, as well as in all tasks and services comprised in our duty.

We resolve to establish, publish, apply, and give full effect to the Rules and Regulations about Institutional Policy Regarding the Possession, Use, and/or Illegal Distribution of Psychoactive Substances by the Universidad Central del Caribe community promulgated herein.

These Rules and Regulations constitute an amendment to the previous one denominated Rules and Regulations Regarding Institutional Policy Regarding the Possession, Use and/or Illegal Distribution of Controlled Substances and Alcoholic Beverages by Students and Employees of the Universidad Central del Caribe.

LEGAL BASIS

The following Rules and Regulations are based on all provisions contained in the laws of Puerto Rico, as well as in federal laws, regulating the use, possession, and/or illegal distribution of psychoactive substances. The Universidad Central del Caribe acknowledges the full vitality and strength of such statutes and, for purposes of affirmatively responding to the commitment of providing to its students and employees community a clear statement of its institutional policy to that respect, it advances the following list of laws dealing with this issue:

1. Controlled Substances Act of Puerto Rico, 24 L.P.R.A. Section 2101 - 2607, as amended.

This statute defines and establishes controls and/or prohibits the use, possession, handling, and/or distribution of different psychoactive substances and establishes penalties for infringements of this law.

Special emphasis is provided to Section 2411 (a) about the Introduction of Drugs in Schools and Institutions which establishes duplication of penalties for first-time offenders and triplication of penalties in the event of recidivism, to persons who introduce, dispense, distribute, administer, possess or convey with the purpose of distribution, sell, give away or in any way deliver any of the controlled substances included therein. Simple penalties may reach a penalty of imprisonment of up to a fixed term of ninety-nine (99) years, a \$100,000 fine, or both.

2. The applicable provisions and amendments of the Drug Abuse Act of the federal government, specifically 845(a) of the 21 U.S.C.A., the federal counterpart of 24 LPRA section 2411(a).
3. The Drug-Free Schools and Communities Act, 20 U.S.C.A. section 3224, makes mandatory the promulgation of Rules and Regulations about the subject matter by each education institution receiving funds from the federal government.
4. The Vehicles and Traffic Act of Puerto Rico, 2000 articles 7.01-7.11 regulates the driving of motor vehicles under the influence (of alcoholic beverages), drugs, or controlled substances.
 - a. **Article 7.02** establishes the illegality of driving or operating any motor vehicle under the influence (of alcoholic beverages). It also establishes the parameters of alcohol concentration in blood to determine intoxication. To wit: (8) hundredths of one (1) percent (0.8 %), or more as it appears from such level or concentration by a chemical or physical analysis of his/her blood or breath. In the case of truck drivers, school buses, public service heavy vehicles, and heavy motor vehicles, the foregoing provisions will be applicable when alcohol contents in the driver's blood is (2) hundredths of one (1) percent (0.02%) or more.

- b. **Article 7.03** establishes the unlawfulness of driving a motor vehicle under the influence of any narcotic drug, marihuana, stimulant or depressant substance, or any chemical or controlled substance, to the degree that it impairs him/her to drive safely or with physical and real control of a motor vehicle on public roads.
- c. **Article 7.04** establishes the penalties for the indicated violations. This section establishes fines, imprisonment, or both at the court's discretion, in addition to the suspension of the driver's license, increased according to the recidivism of the offense.
- d. **Article 7.09** provides it is considered that any person driving a vehicle, motor vehicle or heavy motor vehicle, has consented to submit himself/herself to a chemical or physical analysis of his/her blood, breath, or any bodily fluid, for the purposes stated herein, as well as to an initial breath test to be performed at the site of the arrest by the policeman or any other officer authorized by law.
- e. **Article 7.11** thereby establishes mechanisms to follow when a driver refuses to undergo such analysis.
- f. The fact that a person accused of infringing the provisions of this article had or may have had a right to use such drug or controlled substance according to the law would not constitute a defense against an accusation of having infringed this article.

APPLICABILITY

The contents on this institutional policy is applicable to all students, employees, executives, and professionals of the Universidad Central del Caribe.

DEFINITIONS

The terms used in the Regulation are defined as follow:

Universidad Central del Caribe:	departments, grounds, and installations under the control of the Universidad Central del Caribe (U.C.C), or any other place considered an extension of the classroom, or where official acts are held or sponsored by the University or where the latter is participating.
University Community:	students officially enrolled at the Universidad Central del Caribe (U.C.C.), teaching personnel, administrative personnel, employees, professionals, visitors, and other persons who regularly interact with the U.C.C.
Official Activities or sponsored by the Universidad Central del Caribe	those activities authorized by the U.C.C. held within or outside its premises.
Alcoholic beverages:	any non-medicine beverage or prescribed by a physician containing alcohol.
Psychoactive Substances:	any psychoactive substance considered illegal by the laws of the Commonwealth of Puerto Rico, not used for medical purposes. Attachment #1 includes a description of the most used psychoactive substances and their effects.
Employee:	any person exercising, performing, or carrying out any art, occupation, employment or task and receives wages, salary, a daily wage or other type of compensation, from the Universidad Central del Caribe for part-time or full-time tasks.
Professional Services:	those persons who are retained for a rendering of a specialized service during a certain period of time.

Student: any person officially enrolled either full-time or part-time at the U.C.C.

Day: the “day” term that appears throughout this document should be interpreted as a business day.

INSTITUTIONAL POLICY

The Universidad Central del Caribe considers that the manufacturing, distribution, supply, possession, the illegal use of psychoactive substances (it includes the use of non-prescribed medication) are prejudicial practices to the best institutional interest and shall not be allowed, regardless of the hierarchy or position of the persons who may be involved. It will not be allowed that any person whatsoever remains in his place of work or study (including clinical rotations) while under the effects of any psychoactive substance.

Any person breaching the prohibitions established herein will be subject to the disciplinary measures specified in the Program below, the General Rules and Regulations of Students (if he is a student), and in any administrative proceedings established for these purposes. In addition, every employee working on a Project sponsored by federal funds, as well as every student who received financial aid from the federal government, must comply with this policy as a condition for his employment in the Project or participation in the financial aid.

The Institution pretends to guarantee, to the extent possible, a work and study environment free from psychoactive substances, that would promote the most adequate and efficient use of university resources. The Universidad Central del Caribe wishes that all its employees and students may cohabit in a healthy environment, free from the influences of psychoactive substances. For these purposes, it maintains a program for the prevention of use and abuse of psychoactive substances, in sync with the applicable laws and regulations. The main objective of the program is to provide the university community with a mechanism to prevent and attend to the use of psychoactive substances.

The Universidad Central del Caribe encourages the whole university community to give full compliance to this policy for an environment free from the use of psychoactive substances, to use the assistance programs, if that were necessary, and to avoid disciplinary measures that would proceed against those persons failing to comply with the policy herein established.

EFFECT

The provisions of this institutional policy have immediate effect. A copy thereof will be delivered to each student and to each employee, keeping the receipt as evidence, and it will be placed on the bulletin boards of our Institution.

PROGRAM FOR PREVENTION OF USE AND ABUSE OF PSYCHOACTIVE SUBSTANCES

The Universidad Central del Caribe is aware that the use and abuse of psychoactive substances are harmful to the well-being and development of the human being. This Institution has a firm commitment to promoting a healthy work and study environment, free from difficulties and limitations that cause the use and abuse of psychoactive substances by students and personnel. The same is due to the serious consequences which represent the use of such substances for the service and adequate execution of the tasks and assignments that the student, employee, or officer, in particular, may render. The effect of the psychoactive substances used at the work or study place may be demonstrated in different ways that could directly affect the safety and quality of the services, productivity, and physical and emotional health of the personnel and the students.

The Universidad Central del Caribe has a Prevention and Integral Health Program, known by its acronym P.P.S.I. This program associated with the Dean of Admissions and Student Affairs Office, through its Counseling Office, carries out a series of activities (chats, workshops, clinics, forum cinema, among others) with the purpose of preventing the illegal use of alcohol and other drugs, violence, and stress. It also promotes student academic progress and personal growth. This program also provides orientation, counseling, and referrals, if necessary, to specialized services for the treatment of use, abuse, and/or dependency on substances, some of which appear in Attachment #2.

The Human Resources Office will orient any employee seeking professional help, referring them to different programs. Employees who are under Medical Insurance coverage will be referred to the Program of Assistance to Employees). The rest of the students will be referred to the following aid programs: Alcoholics Anonymous, Administration of Mental Health Services and Against Addiction (ASSMCA, for its acronym in Spanish), and those appearing in Attachment #2, as applicable.

Every psychoactive substance has been defined as a chemical agent used intentionally to alter mood or behavior and which may cause cognitive disturbances (Campbell, 1996). According to the Diagnostic and Statistics Manual of Mental Disorders, 5th ed., disorders for the consumption of psychoactive substances are: refers to an addiction to the consumption of a substance. For its diagnosis, two of the following criteria must be met, within 12 months:

- Hazardous use.
- Social or interpersonal problems related to consumption.
- Breach of the principal roles for its consumption
- Abstinence syndrome (also for cannabis).
- Tolerance, use of a greater amount of the substance or more time.
- Repeated attempts to stop or control consumption.
- Employ more time than thought in activities related to consumption.
- Having physical or psychological problems with consumption.
- Cease doing other activities as a result of the consumption.

It is classified in three degrees of severity, according to the number of criteria it meets: light (2-3), moderate (4-5), and serious (6 or more).

On the other hand, consumption of psychoactive substances may have risks affecting people's health, such as:

Overdose	The inadvertent or deliberate consumption of a dose higher than usual of a psychoactive substance. It usually entails a serious toxic reaction or could even cause death.
Tolerance:	Needs to consume a greater number of drugs each time to achieve the same effect. The increased tolerance may also be a precipitating factor in causing overdose episodes.
Withdrawal syndrome:	It refers to a set of signs and symptoms that develop upon abruptly discontinuing or after a rapid decrease in the dose of a psychoactive drug (that may have been consumed repeatedly for a long period of time or in a high dose or both). For many of the psychoactive substances, a specific withdrawal syndrome has been identified.
Health deterioration:	The abuse of psychoactive substances during a prolonged period of time could destroy a healthy body and mind. It can lead to the malfunctioning of organs, mental illness, malnourishment, or death, not to seek medical assistance required by diseases or existing injuries. The risk of AIDS, hepatitis, and other diseases increases with the use of injected drugs. In pregnant women, the use and abuse of drugs may threaten the life or health of the baby. The newborn may suffer physical dependence and withdrawal symptoms of the drug or may be born with serious congenital defects.
Accidents:	The use of psychoactive substances affects the operation of the Nervous System. This entails that all those activities regulated by the operation of the nervous system may be altered. This situation may cause involuntary accidents. One may feel extremely confident and carelessly take risks. If the vehicle is being driven you take the risk of injuring or killing others or yourself.

Legal Problems:	<p>Abusing psychoactive substances is against the law. Offenders (both who experience it as well as those who are engaged in the use of psychoactive substances) take the risk of having to pay large fines and/or be incarcerated. Certain psychoactive substances may trigger uncontrollable violence, resulting in crimes that are severely penalized by law. Behavior related to the obtention of psychoactive substances may include robberies and even murders thereby increasing the crime index.</p>
Economic Problems:	<p>The continuous use of psychoactive substances may be very expensive, costing hundreds or even thousands of dollars per year. In order to sustain their consumption, many persons recur to crime. Using money to pay for drugs may deprive a family of caring for other needs such as food, clothing, and money for medical expenses.</p>
Personal Problems:	<p>When you begin to need psychoactive substances more than people, intimate relations can be spoiled and friendships lost. You may cease participating in the world, abandon goals and plans, stop growing as a person, not try to constructively resolve problems, and recur to more psychoactive substances as a solution. Discussions and problems related to drug abuse may cause family discussions and mistreatment of other persons.</p>

A. Rules of Conduct

1. The following is prohibited at Universidad Central del Caribe:
 - a. The manufacturing, possession, consumption, sale, and distribution of psychoactive substances in any of its facilities or grounds.
 - b. Attendance to class (including clinical workshops) or work area of persons under the influence of psychoactive substances.
 - c. The use of psychoactive substances during student activities.
2. Consumption of alcoholic beverages during official activities of the University may be previously approved by the University President or by the person delegated by the latter and it will be governed by the university policy for responsible consumption of alcoholic beverages.
3. The university policy for responsible consumption of alcoholic beverages includes the following provisions:
 - a. Alcoholic beverages will only be served to persons with the minimum age required by state laws.
 - b. Persons delegated by the U.C.C. in charge of official activities will be responsible for enforcing the rules about the consumption of alcoholic beverages at the U.C.C.
 - c. Members of the university community in charge of official activities will establish the following conditions:
 - (1) Effective measures to supervise the consumption of alcoholic beverages.
 - (2) Prominently offer non-alcoholic beverages, in sufficient amounts (fifty percent) and variety.
 - (3) Offer food proportionately to the number of participants.
 - (4) Discontinue the dispensing of alcoholic beverages at least 30 minutes before the end of the activity.
 - (5) Convince the persons who have drunk alcoholic beverages not to drive motor vehicles. Instead, pertinent arrangements will be made for a sober person to take the affected person to his/her destination.

B. Disciplinary Measures

Disciplinary measures will be applied according to the rules and regulations established regarding the use and abuse of psychoactive substances at the U.C.C. These disciplinary measures shall be applied by the corresponding departments, with employees and students violating the Rules of Conduct.

The Discipline Board will be the Forum to discuss the disciplinary measures regarding the student. The Human Resources office will be the forum to discuss the disciplinary measures regarding the employees.

The person may appeal before the President of the University within the period of fifteen (15) days after receiving the notification. He/She may also appeal the President's decision before the Board of Trustees within the same period of time.

The Board of Trustees will study the evidence presented and may confirm or revoke the decision issued. The Board of Trustees' decision will be final.

The procedures and/or determinations made in compliance with these Rules and Regulations shall be independent of any other legal proceedings which may stem from the same or other facts.

1. First offense– Suspension or Discharge
 - a. The charges and evidence supporting such charges will be informed orally or in writing.
 - b. The opportunity for a hearing to deny or accept the charges will be offered.
 - c. If he/she is an employee, he/she may be suspended from the oral or written notification of the charges prior to the hearing. If he/she is a student, he/she may be suspended from the University depending on the seriousness of the case.
 - d. The person found guilty could be suspended from employment and salary for a period of three business days or terminated, according to the seriousness of the case. If he/she is a student, he/she could be suspended for a determined period of time or expelled.
 - e. If the person accepts the charges he could be referred to an appropriate rehabilitation program.
 - f. The acceptance and adherence to treatment by the affected person may help him/her keep his/her job or position at the U.C.C.
2. Second offense – Termination or Expulsion
 - a. The specific charges, witnesses, and testimonies that would justify the termination or expulsion will be informed in writing.
 - b. This person will have the opportunity of a hearing to present witnesses and evidence in his/her favor.
 - c. Subject to the seriousness of the charges, criminal proceedings may be initiated under the authority of the laws of the Commonwealth of Puerto Rico.
 - d. If the person accepts he/she needs help and submits himself/herself to treatment, he/she could be considered for re-employment by the University, or for re-admission if he is a student.
3. Conviction by a Court of Law
 - a. It shall be the responsibility of every employee or student of the University who has been convicted by a Court of Law for violation of a statute related to the use and/or selling of drugs, to inform the University in writing of such conviction within the first five (5) days after such conviction.

- b. The convicted student or employee will present a certified copy of such conviction before the Students Dean Office (if a student) or the Director of the Human Resources Office (if an employee) of the Universidad Central del Caribe and/or will sign an authorization allowing the U.C.C. to obtain a copy thereof, within the next ten (10) days after having received the notice pursuant to the foregoing paragraph.
- c. The University will take disciplinary or rehabilitating action with respect to the employee or student within thirty (30) days, after having been notified of the conviction. The action taken may result in suspension or expulsion, according to the seriousness of the case.
- d. The University will help the student or employee at all times in getting professional aid if he/she so wishes.
- e. An employee or student who does not notify the conviction of the University may be suspended, terminated, or expelled, depending on the situation and seriousness of the case.

C. Safety Measures

1. Strict safety measures will be implemented to tackle issues related to the use and abuse of psychoactive substances at the U.C.C.
2. The U.C.C. reserves the right to perform preventive searches when there is reasonable doubt to verify the possession of psychoactive substances among members of the university community and its visitors. This includes the right to request that a person voluntarily submits himself/herself to a test to detect the presence of psychoactive substances.
3. The U.C.C. may use other means to detect the existence or possession of drugs, such as trained dogs, electronic devices, and any other means approved for these purposes.

D. Education, Counseling, Treatment, and Rehabilitation

The U.C.C. is committed to avoiding the use of psychoactive substances by all possible means. To that effect, it has established an education and counseling component within its prevention programs.

1. Education

- a. A copy of the Institutional Policy Regarding Possession, Use, or Illegal Distribution of Psychoactive Substances by Students and Employees of the Universidad Central del Caribe will be delivered to each employee and to each student.
- b. Educational chats will be presented to inform the university community regarding:
 - (1) The Institutional Policy related to this matter.
 - (2) The risks involved in using drugs.
- c. The Institution offers information to students about the harmful effects of psychoactive substances as part of courses within the curriculum.

2. Counseling

3. Any student using psychoactive substances may request and obtain counseling from the Orientation Office of the Dean for Student Affairs Office.

4. Treatment and Rehabilitation

The Orientation Office of the Student Affairs Dean Office and the Human Resources Office maintain information about agencies and organizations offering treatment and rehabilitation services for persons with psychoactive substances issues. These offices may, if they so accept, refer any student or employee to one of these agencies or organizations.

E. Policy Review

The Universidad Central del Caribe will carry out a review, every two (2) years, of the Program to:
(a) determine its effectiveness and implement whatever changes necessary; and ensure that the sanctions developed are consistently applied.

Revised and
Amended by: Nereida Díaz Rodríguez, Ph.D.
July 20, 1999

Approved by: July 23, 1999

Revised and
Amended by: February 28, 2007

Approved by: July 20, 2007

Revised: Omar Pérez Del Pilar, Ph.D
July, 2022

Reviewed on: Dr. José Luis Oliver-Sostre
July 2024

References

American Association of Psychology. Diagnostic and Statistical Manual of Mental Disorders, 5th ed. Washington, DC: Author.

Campbell, Robert. J. (1996). Psychiatric Dictionary, 7th ed. New York: Oxford University Press.

Control Substances Law of Puerto Rico. Act No. 4 of June 23, 1971, as amended until August 1, 2002.

Motor Vehicles Law of Puerto Rico, 2000

National Institute on Drug Abuse (NIDA) is part of the National Institutes of Health (NIH) , a component of the U.S. Department of Health and Human Services. Series of Research Reports

34 CFR Part 86. Complying with the Drug Free Schools and Campuses Regulations: A Guide for University and Colleges Administrators.

Most used Psychoactive Substances and their effects

Drugs can be classified as legal and illegal: the first ones include alcohol, tobacco (with some legal restrictions), medical prescription drugs, certain domestic or industrial use dissolvent; and the rest of them are illegal.

Psychoactive substances are also classified according to their chemical and property structure and the effects they produce on the Central Nervous System (CNS). This classification is used by NIDA and it establishes categories due to the **depressor** or stimulant effect of the psychoactive substance on the CNS.

The most common **depressors** are alcohol, sedatives, narcotics, anxiolytics, cannabis, as well as volatile dissolvent. **Stimulants** or **sympathomimetics** are cocaine, amphetamines, and methamphetamines, hallucinogens, and minor stimulants where xanthine is included.

Following is a list of the more psychoactive substances and their effects.

Depressors:

Type of Drug	Examples	Form of Use	Appearance	Some consequences
Cannabis	<ul style="list-style-type: none"> Marihuana (“toque, mota, hierba, chora, grifa, chuby, churro, flexo, bacha, juanita, material”) Hashish (Hash) 	<ul style="list-style-type: none"> Smoked Can be consumed in cookies or cakes 	<ul style="list-style-type: none"> Herb of similar smell to burnt oregano Gummy substance of a black-coffee color 	<ul style="list-style-type: none"> Possible damage to Nervous System due to substances used for its cultivation. Discouragement syndrome. Reduction of the creative and intellectual ability In men, infertility. In women, disorders in the ovulatory rhythm. Cancer risk factor 8 times higher than tobacco.
Tranquilizers	<ul style="list-style-type: none"> Valium, Lexotan, Ativan, Rohypnol, Rivotril (“pingas, pastas, chochos”) 	<ul style="list-style-type: none"> Oral 	<ul style="list-style-type: none"> Pills and tables 	<ul style="list-style-type: none"> Sexual promiscuity. Lack of inhibition of aggressive impulses. Deterioration in the thinking, attention, and memory processes. Unfavorable changes in school and social attitudes.
Alcohol	<ul style="list-style-type: none"> Beer, Wine, Tequila, Liquor 	<ul style="list-style-type: none"> Drunk 	<ul style="list-style-type: none"> Liquid 	<ul style="list-style-type: none"> Halt and/or deterioration of the physical, mental, and emotional growth.

Type of Drug	Examples	Form of Use	Appearance	Some consequences
				<ul style="list-style-type: none"> • Lack of inhibition of aggressive and sexual impulses. • High risk of accidents while driving. • Social isolation.
Natural origin opiates (narcotics)	<ul style="list-style-type: none"> • Heroin (<i>“chiva, heróica”</i>) 	<ul style="list-style-type: none"> • Injection: subcutaneous, intravenous, intramuscular • Smoked • Inhaled 	<ul style="list-style-type: none"> • Stone or yellowish or white dust. 	<ul style="list-style-type: none"> • Deterioration in thinking, attention, and memory. • Drastic changes in school and social attitudes. • Violent suppression syndromes. • During suppression or during no-consumption periods moods centered on dissatisfaction and frustration. • Exposure to catching infectious diseases (hepatitis, AIDS).
Synthetic and analogous origin opiates (narcotics)	<ul style="list-style-type: none"> • Codeine • Nuvain • Darvon • Temgesic • Demerol • Fentanil 	<ul style="list-style-type: none"> • Oral • Intravenous 	<ul style="list-style-type: none"> • Syrups • Pills, capsules • Injectable solutions 	<ul style="list-style-type: none"> • High addictive level. • Appetite suppression. • Malnourishment. • Apathy before life. • Deterioration of thinking ability. • Aggression during suppression. • School, work, and social problems.
Barbiturate	<ul style="list-style-type: none"> • Pentobarbital, Secobarbital. • (<i>“pastas, nembus, muñecas, barbas”</i>) 	<ul style="list-style-type: none"> • Oral 	<ul style="list-style-type: none"> • Red, yellow or blue color capsules. 	<ul style="list-style-type: none"> • High risk of intoxication crossed with alcohol. • Risk of respiratory failure. • Apathy toward daily activities.

Type of Drug	Examples	Form of Use	Appearance	Some consequences
Inhalable	<ul style="list-style-type: none"> Tonsol (<i>toncho</i>), Thinner, Resistol (<i>chemo</i>, <i>pegue</i>, <i>FZ-10</i>, <i>flan</i>, <i>activo</i>, <i>vainilla</i>) Gasoline Amilo nitrite (<i>poppels</i>, <i>rush</i>) 	<ul style="list-style-type: none"> Inhaled 	<ul style="list-style-type: none"> Transparent liquid of penetrating odor Yellow glue 	<ul style="list-style-type: none"> Aggressive behavior. Depression of the organism's immune system. Intense suppression syndrome. Experience of frustration and depressive moods. Deterioration of mental processes. Isolation.

Stimulants:

Type of Drug	Examples	Form of use	Appearance	Some consequences
Cocaine	<ul style="list-style-type: none"> Cocaine (coca, snow White, "perico") Crack (base, baserola) 	<ul style="list-style-type: none"> Inhaled, smoked, injected Smoked 	<ul style="list-style-type: none"> White yellowish dust White stones or crystals with sweet smell 	<ul style="list-style-type: none"> Paranoid fantasies. Deterioration in the thinking process. Sexual impotence. Insecurity appears. Slow deterioration of learning ability. Cardiovascular alterations. Brain activity alterations.
Natural origin hallucinogens	<ul style="list-style-type: none"> Mushrooms (small birds, "san isidro", demolishes) Peyote (head, buttons) 	<ul style="list-style-type: none"> Oral 	<ul style="list-style-type: none"> Similar to mushrooms Amorphous tubercle 	<ul style="list-style-type: none"> High risk of psychotic breakages. Exposure to accidents. Deterioration in the thinking ability. Apathy toward daily activities. Isolation. Aggression bursts. Unfavorable changes in school, family and social attitudes. Existential emptiness.
Synthetic and analogous origin hallucinogens	<ul style="list-style-type: none"> LSD (<i>acids</i>, <i>micropoints</i>) 	<ul style="list-style-type: none"> Oral (in sugar, stickers or pieces of paper) 	<ul style="list-style-type: none"> Liquid and colorless 	<ul style="list-style-type: none"> Aggression bursts. (Especially with

Type of Drug	Examples	Form of use	Appearance	Some consequences
	<ul style="list-style-type: none"> PCP (<i>angel dust</i>) 	<ul style="list-style-type: none"> Injected 	<ul style="list-style-type: none"> Liquid, capsules, pills, or crystalline white dust 	<ul style="list-style-type: none"> the consumption of PCP).
Amphetamines and their analogous	<ul style="list-style-type: none"> Ionamin, Esbelcaps, Ritalin, Tonoate dospan (<i>anfetas</i>) 	<ul style="list-style-type: none"> Oral 	<ul style="list-style-type: none"> Pills or capsules 	<ul style="list-style-type: none"> Decrease in the attention, concentration, and attention span.
Methamphetamines and their analogous	<ul style="list-style-type: none"> Ionamin, Esbelcaps, Ritalin, Tonoate dospan ("anfetas") 	<ul style="list-style-type: none"> Oral 	<ul style="list-style-type: none"> Pills or capsules 	<ul style="list-style-type: none"> Decrease in the attention, concentration, and attention span.
Methamphetamines and their analogous	<ul style="list-style-type: none"> Cristal (<i>cristina</i>) Ice, Crank 	<ul style="list-style-type: none"> Oral Injected Inhaled 	<ul style="list-style-type: none"> Pills, White dust or similar to pieces of wax. 	<ul style="list-style-type: none"> Generate a very intense dependence. Organic complications such as damage to the liver, lung, kidney, brain irritation, loss of weight, malnourishment, immunologic system deficiencies.

References:

The National Institute on Drug Abuse (NIDA) is part of the National Institutes of Health (NIH) , a component of the U.S. Department of Health and Human Services. Series of Research Reports

Attachment #2
Directory of Services for Problems of Use and Abuse of Psychoactive Substances

DIRECTORY OF RESOURCES

<i>CENTER</i>	<i>SERVICES</i>	<i>TELEPHONE NO.</i>	<i>TOWN</i>
ADMINISTRACIÓN DE SERVICIOS DE SALUD MENTAL Y CONTRA LA ADICCIÓN (ASSMCA), OFICINA CENTRAL (ADMINISTRACIÓN)	The telephone service for citizens with the intention to assist, orient, and refer to treatment due to problems of use and abuse of alcohol, tobacco, and other drugs: Orientation Line is (787) 758-7211. PAS line is a toll free number, offering services through number 1 (800) 981-0023, 24 hours a day, 7 days a week. For beneficiaries of the Health Plan of the Commonwealth of Puerto Rico and who receive mental health, drug, or alcohol services, should contact toll free number 1 (800) 596-4747 for appointments and orientation. http://www.gobierno.pr/ASSMCA/inicio/	Switchboard (787) 763-7575 Orientation (787) 758-7211, PAS Line 1 (800) 981-0023 (787) 765-5895	Hato Rey
(ASSMCA), CENTRO DE SALUD MENTAL COMUNITARIO DE MAYAGÜEZ	They offer services for youngsters with mental health problems and for use and/or abuse of substances.	(787) 833-0663 (787) 834-8690 (787) 832-7856	Mayagüez
(ASSMCA), CENTRO DESINTOXICACIÓN PONCE	Detoxification with a duration of 14 to 21 days, group and individual therapies, medical services, infirmary, counseling, social worker services, psychological services, and recreation therapy.	(787) 840-6530 (787) 840-6935	Ponce
(ASSMCA), CENTRO DESINTOXICACIÓN SAN JUAN	Detoxification with a duration of 14 to 21 days, group and individual therapies, medical services, infirmary, counseling, social worker services, psychological services, and recreation therapy.	(787) 751-4014 (787) 764-5643	Río Piedras
(ASSMCA), CENTRO DE TRATAMIENTO CON METADONA AGUADILLA	Patients being assisted must be over 21 years old, masculine or feminine and who have been using heroin or opium-derived drugs. The medication or substance known as methadone is used. It offers psychiatric services, psychological evaluation, orientation, individual and group therapies, recreational therapy, medication, if necessary, and samples of toxicological urine.	(787) 891-2360 (787) 891-2352 (787) 882-4382	Aguadilla
(ASSMCA), CENTRO DE TRATAMIENTO CON METADONA CAGUAS	Patients being assisted must be over 21 years old, masculine or feminine and who have been using heroin or opium-derived drugs. The medication or substance known as methadone is used. It offers psychiatric services, psychological evaluation, orientation, individual and group therapies, recreational therapy, medication, if necessary, and samples of toxicological urine.	(787) 745-0410 (787) 745-0410	Caguas
(ASSMCA), CENTRO DE TRATAMIENTO CON METADONA BAYAMÓN	Patients being assisted must be over 21 years old, masculine or feminine and who have been using heroin or opium-derived drugs. The medication or substance known as methadone is used. It offers psychiatric services, psychological evaluation, orientation, individual and group therapies, recreational therapy, medication, if necessary, and samples of toxicological urine.	(787) 786-4370 (787) 778-0699	Bayamón
(ASSMCA), UNIDAD DE EMERGENCIA PARA ALCOHOLISMO, CENTRO MÉDICO	Alcohol treatment services. Persons can go directly to the unit to request the services and may be referred. The first step is to request an appointment for evaluation. Cases are evaluated by a doctor on duty and eligibility is determined therein. ASSMCA has a second alcoholism Unit at Hogar Intermedio de Gurabo.	(787) 763-5305 (787) 763-7521 (787) 763-2480	San Juan
CASA ISMAEL, INC.	Substances abuse treatment program. It offers services to men and women.	(787) 795-7009 (787) 795-4015, (787) 784-5040	Toa Baja
CENTRO CRISTIANO YO ME LEVANTARÉ, INC.	Residential treatment program for men (16 months).	(787) 797-5754 (787) 797-5754	Bayamón
CENTRO CRISTO ES MI FORTALEZA	Residential treatment for men over 18 years old. 12 months and 3 months follow-up treatment for drugs and alcohol problems.	(787) 266-0862	Yabucoa

CENTRO DE AMOR EL ELIÓN, INC.	Residential treatment center for persons with psychoactive substance problems.	(787) 788-3335 (787) 275-2150	Cataño
CENTRO DE MEDICINA CONDUCTUAL MANATÍ	Hospitalization for detoxification, drugs and alcohol treatments, the population in general.	(787) 854-3700, Ext. 1438 (787) 621-3700 (Switchboard)	Manatí
CENTRO DE ORIENTACIÓN Y REHABILITACIÓN PARA DROGADICTOS Y ALCOHÓLICOS (CORDA), INC.	Non-profit Christian agency. Residential treatment is offered for adult men with drug and alcohol use problems.	(787) 285-0578 (787) 850-6100	Humacao
CENTRO UNIVERSITARIO DE SERVICIOS PSICOLÓGICOS, (CUSEP) DE LA UNIVERSIDAD DE PUERTO RICO	Psychological and psychometric evaluations are performed, crisis intervention. Individual, family, couples, games, and group psychotherapy therapies are offered.	(787) 764-0000 (Switchboard UPR), Ext. 3545	San Juan
CENTRO KODESH DE HOMBRES	Treatment for drugs and alcohol abuse of 12 to 18 months long. Capacity for 30 beds, it has social workers and counselors.	(787) 855-1470 (787) 509-5409	Vega Baja
CENTRO LATINOAMERICANO DE ENFERMEDADES DE TRANSMISIÓN SEXUAL (CLETS)	Doctors, infirmary, laboratory, pharmacy, epidemiology, education to the community, training about the handling and prevention of diseases for health professionals and other disciplines, orientation and test to detect venereal diseases.	787) 754-8118, (787) 754-8124 Ext. 258 (787) 754-8119 (787) 754-8127, (787) 754-8128	Río Piedras
CENTRO MADRE DOMINGA, CASA DE BELÉN, INC.	Treatment and Detox for women 18 to 40 years old. Does not have custody in effect or legal pressure by the court. The admission will take into account if the participant is studying or working and if she has the intention to do it. Women needs are taken care of from an approach integrating her children, partner, and other supporting relatives to her recovery.	(787) 290-3627	Ponce
CENTRO MISIONERO DE JESUCRISTO, INC.	Residential for boys over 18 years old. Primary medical services (if necessary doctor provides medication). Cultural activities, case management, rescue, orientation, prevention about the use and abuse of drugs. Philosophical therapy about rules, good manners therapies, support therapies, occupational therapies, follow up therapy after the resident concludes treatment.	(787) 792-8958	Guaynabo
CENTRO MUJER Y SALUD DEL RECINTO DE CIENCIAS MÉDICAS DE LA UNIVERSIDAD DE PUERTO RICO	The offer medical services specialized in women health.	(787) 758-2525, Ext. 2813 (787) 764 3707 (787) 753-0090	Río Piedras
CENTRO TRANSFORMACIÓN	Non-profit agency. Residential for men over 21 years old. Residential treatment for drugs and alcohol problems, with duration of up to 24 months.	(787) 879-2556	Arecibo
CIUDAD DE JEHOVÁ	Non-profit Christian agency. Residential for men over 18 years old. Treatment for drugs and alcohol problems.	(787) 730-9295	Bayamón
CLÍNICA DR. RICARDO J. SOLER RAMÍREZ	Help center for alcohol and controlled substances dependent.	787) 782-4405 (787) 782-1600	Río Piedras
CLÍNICA PSICOTERAPÉUTICA ESPECIALIZADA EN ADICCIONES	Private agency for general public in mental health and addiction areas. Outpatient treatment for drug and alcohol use problems with multidisciplinary approach. Extended Schedule.	(787) 785-3448 (787) 778-2868	Bayamón
FUNDACIÓN UPENS, INC. (CENTRO HOGAR EL CAMINO) (OFICINA CENTRAL)	Non-profit Christian agency. Residential for men over 18 years. Treatment for drugs and alcohol problems. The Foundation has treatment centers in Vega Baja	(787) 807-5952 (787) 807-6457	Vega Baja

	and in Bayamón they have the women residential. Interested persons must contact the Main Office in Vega Baja.	(787) 855-4706	
HELPING HANDS CENTER	Residential treatment for alcoholic or addict men. Treatment for 15 months by legal pressure. Capacity for 40 beds, social worker, treatment technician, case treatment, chaplain and volunteers.	(787) 780-1194 (787) 798-7341	Bayamón
HOGAR ALBERGUE R.U.T.H.	Program for substance abuse treatment. Serves as an emergency shelter. Referrals to housing are made and they have a case manager, among other services.	(787) 805-1141 (787) 805-3235 (787) 805-1141	Mayagüez
INSTITUTO PSICOTERAPÉUTICO DE PUERTO RICO (BAYAMÓN)	Private agency for general public which offers specialized services in mental health conditions, drugs and alcohol use. bayamon@inspirapr.com	(787) 995-2700 (787) 995-2701	Bayamón,

*You can come by the Counseling Office at the Dean of Students Affairs Office to review a comprehensive directory.

NO SMOKING INSTITUTIONAL POLICY BY STUDENTS, EMPLOYEES, AND VISITORS

EXPOSITION OF MOTIVES

The Universidad Central del Caribe has the purpose of tackling by all possible and available means smoking in its physical facilities;

Aware of the adverse repercussions that smoking has in the Puerto Rican community in general, and for those that could be produced in our institutional community regarding the teaching practice, the performance, and achievement of the teaching process, as well as all tasks and services which constitutes our duty;

It has been scientifically proven that inhaling cigarette or vapor smoke, directly or indirectly, is prejudicial to the smoker's health, their family, and co-workers and that the smoking habit is one of the underlying factors in the incidence, among other chronic lung diseases;

We resolve to establish, publish, apply, and give full enforcement to the No Smoking Institutional Policy for the community of the Universidad Central del Caribe promulgated herein.

APPLICABILITY

The contents of this Institutional Policy apply to all students and employees of Universidad Central del Caribe.

INSTITUTIONAL POLICY

The Universidad Central del Caribe considers that smoking is a prejudicial practice to the best institutional interests and it will not be allowed, regardless of the hierarchy or position of the persons who may become involved. No person whatsoever will be allowed to infringe this prohibition. Any person infringing the prohibitions established herein shall be subject to the disciplinary measures specified in the rules and regulations in effect and any administrative proceedings established for these purposes.

The Institution pretends to guarantee, to the extent possible, a working and study environment free from tobacco use, which promotes the most adequate and efficient use of university resources. The Universidad Central del Caribe wishes that all its employees and students may cohabit together in a healthy environment.

The Universidad Central del Caribe encourages the university community to give full compliance to this policy for a smoke-free environment, to use help programs if that were necessary, and avoid the disciplinary measures that would proceed against those persons failing to comply with the policy established herein.

EFFECT

The provisions of this institutional policy have immediate effect. A copy thereof shall be delivered to each student and each employee, and it will be placed on the bulletin boards of our Institution.

DEFINITIONS

The terms used in the Policy are defined as follows:

1. **Universidad Central del Caribe:** departments, grounds, and installations under the control of the Universidad Central del Caribe (U.C.C), or any other place considered an extension of the classroom, or where official acts are held or sponsored by the University or where the latter is participating.

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2. **University Community:** students officially enrolled at Universidad Central del Caribe (U.C.C.), teaching personnel, administrative personnel, employees, visitors, and other persons regularly interacting with the U.C.C.
 3. **Official or sponsored activities by the Universidad Central del Caribe:** those activities authorized by the U.C.C. held within or outside its premises.
 4. **Corresponding Deans:** The Dean of Students with respect to the students, Dean of Medicine with respect to the Faculty, Dean of Health Sciences and Technology, and Dean of Administration with respect to non-teaching employees.
 5. **Employee:** any person who receives wages, salary, a daily wage, or any other form of compensation from the Universidad Central del Caribe for part-time or full-time tasks. It includes every candidate for employment at the Universidad Central del Caribe.
 6. **Smoking:** The use of cigarettes, cigars, smoking pipes, vapers, or other means using tobacco or analogous material.

RULES OF CONDUCT

1. Employees, students, or visitors are not allowed to smoke (including vapers) at Universidad Central del Caribe or any of the premises around the Department of Health of Puerto Rico buildings, and the affiliates.
2. To those employees and students presenting difficulties in discontinuing the smoking habit will be encouraged to participate in those programs available in the community and through the internal programs established to help control this use.

DISCIPLINARY MEASURES

Disciplinary measures shall be used in relation to the violations of the university community to the policy established at the Universidad Central del Caribe (U.C.C.). These disciplinary measures will be applied by the corresponding divisions, with employees and students who have incurred in violations of the Rules of Conduct.

The Discipline Board (Students General Rules and Regulations) will be the Forum to discuss disciplinary measures with respect to the student. The Human Resources Office will be the forum to discuss disciplinary measures with respect to the employees.

The person may appeal before the President of the University within the period of fifteen (15) days after the notification is received. The employee or the student may also appeal the President's decision before the Board of Trustees within the same period of time.

The Board of Trustees will study the evidence presented and may confirm or revoke the decision issued. The Board of Trustees' decision will be final.

The procedures and/or determinations made in compliance with this Policy will be independent of any other legal proceedings which stem from the same or other facts.

- A. For the student, the faculty member, and the employee
 1. First offense – This entails a verbal reprimand by the Dean of Students if is a student; Human Resources Office if is an employee; or by the Dean of Medicine or Dean of Health Sciences and Technology if is a member of the faculty.
 2. Second offense – This entails a written reprimand by the corresponding deans as indicated in paragraph 1.

-
3. Third offense – The student, faculty member, or employee will be summoned by the corresponding Dean, for an orientation about the consequences of the conduct in the event of persisting in the violation of the policy established. The Students General Rules and Regulations, the Faculty Rules and Regulations, and the Personnel Rules and Regulations, as the case may be, will be taken into consideration, as well as any other regulations in effect, or which may be issued according to this Policy.

B. For the visitor

1. In cases of visitors infringing this policy, the complaint will be channeled through the Security Office. The security guards will have the responsibility of watching over the compliance of the rules. The security guard on duty will submit a report about the incident to the Dean of Administration. Said report will include, to the extent possible, information about the person and a description of the incident.

REVIEW OF THE POLICY

The Universidad Central del Caribe will perform a periodical review of this Policy to: (a) determine its effectiveness and to implement whatever changes necessary; and (b) ensure that the sanctions developed are consistently put in practice.

Approved by: July 1999

Revised by: July 2022

Reviewed: Dr. José Luis Oliver-Sostre
July 2024

**ABOUT THE RIGHT TO BE INFORMED TO ALERT
ABOUT CRIMINAL INCIDENCE AND SAFETY
ON THE PREMISES OF UNIVERSIDAD CENTRAL DEL
CARIBE TO STUDENTS AND EMPLOYEES**

The Universidad Central del Caribe Institutional Policy about the Right to be Informed and Alert about Criminal Incidence and Safety on the Premises to Students and Employees.

EXPOSITION OF MOTIVES

The Universidad Central del Caribe is aware of the repercussions of criminal incidence and the personal safety of the Puerto Rican community in general, and for those that could be produced in our institutional community with respect to the teaching practice, the performance, and achievement of the teaching process, as well as in all tasks and services that constitute our duty;

We resolve to establish, publish, and give full effect to the Institutional Policy about the Right to be Informed and Alert about Criminal Incidence and the Safety on the Premises of Universidad Central del Caribe to students and employees promulgated herein.

LEGAL BASIS

The following policy is based on all provisions contained in the laws of Puerto Rico and federal laws related to crime and the safety of each citizen. The Universidad Central del Caribe acknowledges the vitality and strength of such statutes.

In particular, it responds to Public Law 101-542, "The Student Right-to-Know and Campus Security Act" as amended by Public Law 102-26, "The Higher Education Technical Amendments Act of 1991", of the federal government.

APPLICABILITY

The contents of this Institutional Policy apply to all students and employees of the Universidad Central del Caribe.

INSTITUTIONAL POLICY

The Institution intends to guarantee, to the extent possible, a positive working and study environment that promotes the most adequate and efficient use of university resources. The Universidad Central del Caribe wishes that all its employees and students may cohabit in a healthy environment according to the applicable laws and regulations. The main objective is to provide the university community with a mechanism to prevent and attend to personal safety.

Any person violating the prohibitions established herein shall be subject to the specific disciplinary measures that appear below in the Students General Rules and Regulations and in the University Rules and Regulations and in any other administrative proceedings established for these purposes.

The Universidad Central del Caribe encourages the university community to give full compliance to this policy and to avoid the disciplinary measures that would proceed against those persons failing to comply with the policy established herein.

EFFECT

The provisions of this institutional policy have immediate effect. A copy thereof shall be delivered to each student and to each employee, and it will be placed on the bulletin boards of our Institution.

CRIME PREVENTION AND PERSONAL SECURITY PROGRAM

A. Definitions

The terms used in the Regulation are defined as follows:

1. **Universidad Central del Caribe:** departments, grounds, and installations under the control of the Universidad Central del Caribe (U.C.C), or any other place considered an extension of the classroom, or where official acts are held or sponsored by the University or where the latter is participating.
2. **University Community:** students officially enrolled at Universidad Central del Caribe (U.C.C.), teaching personnel, administrative personnel, employees, visitors, and other persons regularly interacting with the U.C.C.
3. **Official or sponsored activities by the Universidad Central del Caribe:** those activities authorized by the U.C.C. held inside or outside its premises.
4. **Employee:** any person who receives wages, salary, a daily wage, or any other form of compensation from the Universidad Central del Caribe for part-time or full-time tasks.
5. **Student:** any person officially enrolled either part-time or full-time at the U.C.C.
6. **Day:** the term “day” that appears throughout this document must be interpreted as a business day.
7. **Felonies:** It refers to homicide, rape, robbery, aggravated assault, law infringement about the use of alcoholic beverages, drug use violations, possession of firearms, and illegal appropriation.

B. Provisions

Universidad Central del Caribe, aiming to create a safe and crime-free environment, has performed the following actions:

1. Procedures and mechanisms for any person to inform any criminal or emergency action that takes place at the facilities
 - a. The Universidad Central del Caribe has guards’ posts at different points of the University premises. The guard on duty will handle any situation that attempts against the security and any complaint informed to him. If necessary, he will contact the State Police for the corresponding immediate action. He will also render to the Dean of Administration a report regarding any event. Such report will have, at least, the following information about the incident:
 - 1) Date
 - 2) Time
 - 3) Place
 - 4) Affected persons
 - 5) Other persons who were present
 - 6) A detailed description
 - 7) Actions taken and their outcome
 - b. Dr. Ramón Ruiz Arnau University Hospital has a procedure similar to the foregoing. However, the guard goes to the Hospital Health and Security Office and sends a copy to the Dean of Administration.

-
2. Safety proceedings and access to physical facilities.
- a. The Universidad Central del Caribe has a guard system at the Biomedical Sciences Building that takes care of both the inside part and the surroundings of the facilities.
 - b. It has a guard system that surveils the lobby and the surroundings of Casa de Salud.
 - c. Has an efficient lighting system inside its facilities and the surroundings thereof.
 - d. Has an alarm system that indicates if any person enters or exits the facilities through non-surveilled doors at the Biomedical Sciences Building.
 - e. Has a registration system to write down any person who enters and exits the Biomedical Sciences Building after regular business hours.
 - f. Dr. Ramón Ruiz Arnau University Hospital has a 24-hour surveillance system with 38 guards and a Security Director. After business hours the entrance is only through the main lobby and through the Emergency Room. There is a security guards posts at those entrances.
3. Applicability of security measures
- a. The Dean of Administration will proceed accordingly on each case in particular as he may be informed. He will perform those processes he deems convenient for the resolution of the incident.
 - b. The President of Universidad Central del Caribe may recur to the necessary forums to resolve incidents occurring at the Biomedical Sciences Building and its surroundings.
 - c. The Dr. Ramón Ruiz Arnau University Hospital Executive Director may recur to the necessary forums to resolve incidents occurring at the Hospital.
 - d. The persons mentioned in paragraphs a, b, and c may recur to the forums necessary, jointly, when they deem it convenient.
4. Disclosure of security information
- a. Annually, we offer chats to new students about the Institutional Policy on the Student's Right to Be Informed and Alert about Criminal Incidence and Safety on the Premises of Universidad Central del Caribe to Students and Employees. Also, a copy of this policy is handed in and explained to them.
 - b. The Director of the Human Resources Office orients each new employee about the Institutional Policy on the Student's Right to Be Informed and Alert about Criminal Incidence and Safety on the Premises of Universidad Central del Caribe to Students and Employees and delivers them a copy thereof.
 - c. Every person is made aware of the individual responsibility for their safety and that of their peers.
5. The Institution provides the University Community with statistical information related to the incidence of violations of safety on its premises. (See Chart 1

C. Disciplinary Measures

Any employee or student that is charged or accused of any of the offenses as defined (Section A.6) will be opened a file that will have all documentation related to the case. Employees' files will be safeguarded by the Dean of Administration and students' files will be safeguarded by the Dean of Students.

The corresponding institutional disciplinary measures will be applied to any employee or student who is convicted by a court of justice, for any of the felonies identified.

The Discipline Board (Students General Rules and Regulations) will be the Forum to discuss disciplinary measures with respect to the student. The U.C.C. Board of Deans will be the forum to discuss disciplinary measures concerning the employees.

The person may appeal before the President of the University within the period of fifteen (15) days after the notification is received. The employee or the student may also appeal the President's decision before the Board of Trustees within the same period of time.

The Board of Trustees will study the evidence presented and may confirm or revoke the decision issued. The Board of Trustees' decision will be final.

The procedures and/or determinations made in compliance with these Rules and Regulations will be independent of any other legal proceedings which stem from the same or other facts.

D. Review of the Policy

The Universidad Central del Caribe will perform a by-yearly review of this policy to determine its effectiveness and to implement whatever changes necessary.

Revised and	Nereida Díaz Rodríguez, Ph.D
Amended by:	June 20, 2003
Approved by:	June 23, 2003

Revised:	Omar Pérez Del Pilar
	July 2022

Reviewed on:	Dr. José Luis Oliver-Sostre
	July 2024

Chart 1

Campus Crime and Security Report

CRIMINAL OFFENSE	2021	2022	2023
Murder/non-negligent manslaughter	0	0	0
Forcible sex offenses	0	0	0
Non-forcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Negligent manslaughter	0	0	0
Liquor law violations	0	0	0
Drug law/abuse violations	0	0	0
Weapons: carrying, possessing, etc.	0	0	0

INSTITUTIONAL POLICY REGARDING PREVENTION OF SEXUAL HARASSMENT OF THE UNIVERSIDAD CENTRAL DEL CARIBE

EXPOSITION OF MOTIVES

The Universidad Central del Caribe is aware of the adverse repercussions that sexual harassment has on the Puerto Rican community in general, and for those that would be produced in our institutional community regarding the teaching practice, the performance, and achievement of the teaching process, as well as in all duties and services which constitute our duty;

In acknowledging that sexual harassment constitutes a repeated form of discrimination based on sex. Aware of the explicit manner in which the Letter of Rights of the Constitution of the Commonwealth of Puerto Rico forbids such discrimination as a safeguard to the inviolability precept of the human being's dignity. For purposes of strongly tackling by all possible and available means the sexual harassment incidents in the community constituted by all its students and employees;

We resolve to establish, publish, apply, and give full effect to the Universidad Central del Caribe Institutional Policy about the Prevention of Sexual Harassment promulgated herein.

LEGAL BASIS

The policy is based on all provisions contained in the laws of Puerto Rico, applicable local and federal jurisprudence. The Universidad Central del Caribe acknowledges the full vitality and strength of such statutes and, affirmatively responds to the commitment provided to its community of students and employees with a clear statement of its institutional policy in that respect.

In particular, this Institutional Policy responds to Title VII of the Federal Law of Civil Rights of 1964. It also responds to Title IX of the Federal Law of Elementary/Middle Education of 1972. As to its employer aspect, this policy responds to the so-called contents in Article 11 of the Sexual Harassment Law of Puerto Rico, Law Number 17 of April 22, 1988, 29 LPRA sec. 155 (i).

APPLICABILITY

The contents of this Institutional Policy apply to all students and employees of Universidad Central del Caribe.

INSTITUTIONAL POLICY

The Universidad Central del Caribe considers that sexual harassment is prejudicial to the best institutional interests and it shall not be allowed, regardless of the hierarchy or position of the persons who may become involved. No person whatsoever will be allowed to infringe this prohibition.

Any person infringing the prohibitions established herein shall be subject to the specific disciplinary measures that appear below in the Students General Rules and Regulations and any administrative proceedings established for these purposes.

The Institution intends to guarantee, to the extent possible, a working and study environment free from sexual harassment, which promotes the most adequate and efficient use of university resources. Universidad Central del Caribe wishes that all its employees and students may cohabit in a healthy environment free from sexual harassment.

The Universidad Central del Caribe encourages the university community to give full compliance to this Policy and to avoid the disciplinary measures that would proceed against those persons failing to comply with the policy established herein.

EFFECT

The provisions of this institutional policy have immediate effect. A copy thereof shall be delivered to each student and each employee, and it will be placed on the bulletin boards of our Institution.

PROVISIONS

A. Definitions

The terms used in the Rules and Regulations are defined as follows:

1. **Official or sponsored activities by the Universidad Central del Caribe**: those activities authorized by the U.C.C. held inside or outside its premises.
2. **University Community**: students officially enrolled at Universidad Central del Caribe (U.C.C.), teaching personnel, administrative personnel, employees, visitors, and other persons regularly interacting with the U.C.C.
3. **Day**: For procedural purposes, the term “day” that appears throughout this document must be interpreted as a business day.
4. **Employee**: any person who receives wages, salary, a daily wage, or any other form of compensation from the Universidad Central del Caribe for part-time or full-time tasks. It includes any candidate for employment at the Universidad Central del Caribe.
5. **Sexual Harassment**: advances of a sexual nature, request for sexual favors, and any verbal or physical behavior of a sexual nature when (1) the submission to such behavior is performed explicitly or implicitly as a condition for the employment or the individual’s academic success, (2) the submission or rejection of such behavior by an individual is used as the basis for the evaluation to make employment decisions or of an academic nature and which affect the individual, or (3) that such behavior has the purpose or effect of unreasonably interfering with the work performance or execution at work or academic performance of the individual or creating an intimidating, hostile, and offensive environment.
6. **Supervisor**: any person exercising some control or whose recommendation is considered for the contracting, classification, termination, promotion, transfer, fixing of compensation or about the schedule, place, or work conditions or about tasks or duties an employee or group of employees perform or may perform or about any other terms or work condition, or any person who day by day performs supervision tasks.
7. **Universidad Central del Caribe**: departments, grounds, and installations under the control of the Universidad Central del Caribe (U.C.C.), or any other place considered an extension of the classroom, or where official acts are held or sponsored by the University or where the latter is participating.

B. Rules of Conduct

1. The following is prohibited at Universidad Central del Caribe:
 - a. Sexual harassment addressed to other persons.
 - b. Consensual love relationships between the supervisor and the supervised or between the teacher and the student, while there are relationships of supervisor/supervised and professor/student.
 - c. Offering sexual favors aiming to obtain preferential treatment.
 - d. Carrying out actions against a person for having reported sexual harassment.
 - e. Falsely accusing other persons of sexual harassment.

C. Procedures

The Discipline Board (Students General Rules and Regulations) shall be the forum to consider the disciplinary measures concerning the student. The Human Resources Office shall be the forum to discuss disciplinary measures for employees.

1. *Filing of Complaint*

The prejudiced person will inform in writing the charges and evidence supporting his/her imputation to the Assistant Dean of Students if he/she is a student, or to the Dean of Administration if he/she is an employee.

The corresponding dean will process the complaint received to the Dean of Students, in case he/she is a student, or to the Human Resources Office, in case he/she is an employee.

The corresponding administrator or determined board shall take the corresponding decision within 30 days.

2. *Appeal*

The person may appeal before the President within fifteen (15) days after the notification is received from the pertinent Board. The student may also appeal the President's decision before the Board of Trustees within (15) days after receipt of the President's notification.

The Board of Trustees will study the evidence presented and may confirm or revoke the decision issued. The Board of Trustees' decision will be final.

The proceedings and/or determinations made in compliance with this Regulation shall be of independent from any other legal proceedings which may stem from the same or other facts.

D. Disciplinary Measures

These disciplinary measures will be applied by the corresponding departments, with employees and students who incur violations of the Rules of Conduct. The corresponding confidentiality will be maintained during the proceedings to be carried out and with the documents generated.

1. First offense - Suspension

- a. The corresponding Board will inform about the charges and evidence to sustain such charges in writing or verbally.
- b. A hearing to discuss the complaint will be scheduled 15 days in advance. The defendant will be entitled to be represented by an attorney and to present evidence in his/her favor.
- c. Depending on the seriousness of the imputed charges, an employee could be suspended with salary during the ongoing proceedings, and if is a student could be suspended from the University.
- d. Any person found guilty could be temporarily or indefinitely suspended from employment and salary or terminated, according to the seriousness of the case. If is a student could be suspended for a determined period or expelled.
- e. If the person agrees may be referred to an adequate rehabilitation program.
- f. The acceptance of the treatment by the affected person could help him/her to keep his/her employment and position at the U.C.C.

2. Second offense – Termination or Expulsion

-
- a. The specific charges, witnesses, and testimonies that would justify the termination or expulsion will be informed in writing.
 - b. This person will have the opportunity to a hearing to present witnesses and evidence in his/her favor.
 - c. Depending on the seriousness of the charges, criminal proceedings could be initiated under the authority of the laws of the Commonwealth of Puerto Rico.
 - d. If the person accepts, he/she needs help and submits to treatment, he/she could be considered for re-employment by the University or re-entering if he/she is a student.

F. Program Review

The Universidad Central del Caribe will perform a periodical review of this Policy to: (a) determine its effectiveness and to implement any changes necessary; and (b) ensure that sanctions developed are consistently enforced.

Approved Date: July 20, 1999

Revised Date: July 2022

Reviewed on: Dr. José Luis Oliver-Sostre
July 2024

NORMS AND PROCEDURES FOR ADDRESSING ALLEGED VIOLATIONS OF TITLE IX PROVISIONS

Introduction

These norms and procedures are issued in harmony with the institutional policy for compliance with Title IX provisions approved by the Board of Trustees of the Universidad Central del Caribe. By approving this policy, the Board recognized the institutional responsibility to address formal complaints in cases alleging violations of Title IX provisions. These norms and procedures are established to fulfill this responsibility.

I. Legal Basis

On May 6, 2020, the U.S. Department of Education enacted new regulations that refocused the scope of Title IX, particularly regarding what constitutes "sexual harassment" under Title IX and when an institutional response or lack thereof could be deemed inconsistent with the new regulations, potentially constituting a violation of the Civil Rights Act of 1964.

These norms and procedures are promulgated under the authority conferred to the President of the University by the Board of Trustees in the University's internal regulations. They are framed within the University's policy for compliance with Title IX provisions and applicable federal and state laws.

II. Scope

The norms and procedures described in this regulatory document apply to the entire university community, including all supervisors, employees, professors, and students of the University at all levels, considering those individuals within the University's control. All these individuals are responsible for observing these norms and procedures and are subject to investigation in cases alleging violations of Title IX provisions, as defined in the institutional policy.

The protections afforded by Title IX extend to all educational programs or activities of the University, as defined in this regulatory document, whether conducted on or off the university campus.

III. Purpose

This regulatory document aims to establish the University's norms and procedures to inform and address cases alleging violations of Title IX provisions. These norms and procedures will promote the best interests of the University and help protect the reputation, integrity, rights, and well-being of the entire university community.

IV. Definitions

For the purposes of this document, the following terms shall have the meanings as expressed below:

4.1 Stalking - It is a pattern of behavior directed towards a specific person that has the effect of causing a reasonable person to fear for their safety or the safety of others, or that causes emotional distress.

4.2 Sexual Aggression - Any offense that meets the definition of rape, lascivious acts, incest, or

statutory rape, as defined in the Uniform Crime Reporting Program of the Federal Bureau of Investigation.

4.3 Emotional Distress - Refers to significant mental suffering or distress that may or may not require professional treatment or counseling.

4.4 Hostile Environment - It involves conduct constituting severe, pervasive, and objectively offensive sexual harassment that has the effect of denying a person, whether a student or employee, equal access to academic opportunities or the terms and conditions of employment, and contributes to creating an intimidating, threatening, or abusive educational or work environment in concrete terms.

4.5 Consent - It is the action of freely and voluntarily expressing a personal desire to carry out an action or act. The voluntariness of consent is affected when the person is under the influence of drugs, alcohol, or narcotics, regardless of whether they took them themselves or were administered by another person with or without their knowledge.

4.6 Title IX Institutional Coordinator - The official responsible for ensuring compliance with the provisions of Title IX of the federal Higher Education Amendments. The Title IX Institutional Coordinator works together with and advises the Title IX Deputy Coordinators.

4.7 Title IX Deputy Coordinator - The designated official at the University responsible for ensuring compliance with the provisions of Title IX, implementing required training programs as per regulations, and contributing to and participating in the process of investigations and preliminary determinations of formal complaints that may be filed alleging violations of Title IX provisions.

4.8 Employee - Any person who works for the University under contract, with or without compensation, including job applicants. For purposes of protection under the law, the term "employee" shall be interpreted as broadly as possible.

4.9 Standard of Proof - The standard of proof for adjudicating a formal complaint alleging a violation of Title IX provisions is a preponderance of the evidence.

4.10 Student - Any person enrolled in any course or program offered by the University, resident physicians, as well as all applicants for admission.

4.11 Sexual Harassment - It is one of the ways in which discrimination based on gender against women or men manifests itself, attacking their dignity as human beings. It consists of any unwanted sexual nature approach. It may also involve requests for sexual favors and any other verbal or physical conduct of a sexual nature, including sending electronic messages of sexual content.

4.12 Gender Identity - Refers to how a person identifies themselves, as recognized by themselves, regarding gender that may or may not correspond to their biological or assigned sex at birth. For the purposes outlined in this statute, this definition shall be interpreted as broadly as necessary to extend its benefits to every citizen subjected to an episode or pattern of discrimination.

4.13 Hearing Officer - An attorney licensed to practice law by the Supreme Court of Puerto Rico designated to conduct formal proceedings to adjudicate a formal complaint as provided by these rules and procedures.

4.14 Human Resources Officer - The Human Resources Officer of the University.

4.15 Sexual Orientation - It is the ability of each person to feel emotional, affectionate, or sexual attraction towards individuals of a different gender, their gender, or more than one gender. For the purposes outlined in this statute, this definition shall be interpreted as broadly as necessary to extend its benefits to every citizen subjected to an episode or pattern of discrimination.

4.16 Respondent - The person accused of violating this Regulation.

4.17 Complainant - The person alleging to have been subjected to a violation of any provision of Title IX.

4.18 Pattern of Behavior - Two or more acts, including but not limited to acts in which the harasser directly or indirectly, through third parties, by any action, procedure, device, or means, follows, monitors, observes, watches, threatens, or communicates with a person or interferes with the property of the person.

4.19 Reasonable Person - A person who, under similar circumstances, would act similarly to the person filing a formal complaint alleging violations of Title IX provisions.

4.20 President - The President of the Universidad Central del Caribe.

4.21 Faculty Member - Includes all members of the University with the role of faculty.

4.22 Educational Program or Activity - Refers to programs, activities, environments, and facilities over which the University exercises substantial control regarding the respondent and the context in which conduct constituting sexual harassment occurs.

4.23 Formal Complaint - A written document filed by a complainant alleging a violation of Title IX provisions against a respondent, requesting the University to investigate the allegation, and declaring that at the time of filing the formal complaint, the complainant was participating or seeking to participate in an educational program or activity, as defined in this regulatory document. The term "written document" refers to any document or electronic submission containing the physical or digital signature of the complainant or otherwise indicating that the complainant is the person filing the formal complaint.

4.24 Default - The procedural status of a party in a formal complaint who fails to appear at the formal call made by the Hearing Officer or fails to comply with the orders of the Hearing Officer.

4.25 Supervisor - Any person who exercises some control or whose recommendation is considered for hiring, classification, dismissal, promotion, transfer, setting of compensation or schedule, place or conditions of work, or on tasks or functions that an employee or group of employees performs or may perform, or any person who day-to-day performs supervisory tasks.

4.26 Title IX - Are the provisions of the federal Higher Education Amendments that offer protection against discrimination or harassment in any academic, educational, extracurricular, athletic, and any other program, activity, or employment offered by an educational institution receiving federal funds regardless of where the activity takes place, on or off-campus, as long as it is an activity sponsored or

controlled by the University and the activity occurs within the United States of America.

4.27 Academic Unit - Refers to the different entities that make up the Universidad Central del Caribe, namely the School of Medicine, the School of Chiropractic, and the Programs of Allied Health Professions and Technologies.

4.28 University - The system of the Universidad Central del Caribe.

4.29 Relationship Violence - It is any violent act committed by a person who is or has been in a social, romantic, or intimate relationship with the victim. The existence of this relationship will be determined based on the allegations of the complainant considering the duration of the relationship, the type of relationship, and the frequency of encounters between the individuals involved. Violent behavior includes, but is not limited to, sexual or physical abuse and the threat of such abuse. This type of violent act does not include behaviors defined as domestic violence.

4.30 Domestic Violence - Domestic violence is a pattern of behavior in which the partner or ex-partner uses physical and/or sexual force, coercion, threats, intimidation, isolation, emotional or economic abuse to control their partner. It manifests as physical, sexual, or psychological abuse, restriction of freedom, the use of strategies to exert power and control against the partner, among others.

V. Procedures for Filing and Addressing Allegations of Violations of Title IX Provisions

5.1 Commencement of Proceedings

5.1.1 Any student or employee who believes they have been subjected to a violation of Title IX provisions in their study or work center has the prerogative to file a formal complaint with the investigator designated by the University. The procedure begins with the filing of the formal complaint (See Annex A). Students may file a formal complaint at the Dean of Students' Office or with the University's Title IX Coordinator, as they see fit; however, this involves a change in the designated official to conduct the initial investigation.

The formal complaint can be submitted through any tangible means, whether on paper or electronically and must include a statement that the complainant was participating in or intending to participate in an educational or employment program under the substantial control of the University. Additionally, it must contain the physical or digital signature of the complainant so that it can be established that the complainant is the person filing the formal complaint. Any formal complaint that meets these form requirements will be handled according to these rules and procedures, even if the designated form for these purposes was not used. (See Annex A).

The formal complaint must be filed within the jurisdictional period of one hundred eighty (180) calendar days from the date on which the alleged incidents occurred. Upon receipt of the formal complaint, the designated Investigator will open a case file and notify the Assistant Title IX Coordinator of the University.

5.1.2 The formal complaint must contain a description of the conduct allegedly committed by the respondent and must be signed by the complainant.

5.1.3 Investigator. The person responsible for conducting the preliminary investigation of the formal complaint in the first instance.

- a. When a formal complaint is filed by a faculty member or staff member of the University against faculty members, staff members, contractors, or visitors, the Investigator will be the University's Human Resources Officer, or the person designated by them.
- b. In a formal complaint filed by a student against another student, the Investigator will be the Dean of Students where the incidents occurred, or the person designated by them.

5.2 Investigation

5.2.1 The Investigator will conduct a confidential investigation into the allegations, at all times with the assistance of the Assistant Title IX Coordinator of the University. This investigation must commence within a period of no more than twenty (20) business days from the date the formal complaint was received.

5.2.1.1 Prerogatives and rights of the parties in the initial investigation process

- a. The parties shall have equal opportunity to present evidence that supports their allegations in this phase.
- b. During this phase, the parties may gather evidence and submit it to the Investigator as long as the initial report has not been completed.
- c. The parties may have the assistance of an advisor of their choice, who may be an attorney. However, in this phase of the proceedings, the right to be represented by an attorney is not recognized; their role is limited to providing advice.
- d. The parties shall be notified in writing of any summons for interviews or meetings.
- e. The respondent and their advisor must be notified at least ten (10) business days before being summoned for their initial interview of any evidence presented against them.
- f. The respondent and their advisor must be notified at least ten (10) business days before their initial interview of a summary of the evidence against them.
- g. The respondent must submit all evidence in their possession during this phase that supports their allegations.
- h. The respondent has an obligation to keep the Investigator informed of any other evidence they discover or intend to use in the formal phase of these proceedings and make it available.
- i. Complaints arising from the same incidents may be consolidated.
- j. The rules of Civil Procedure and Rules of Evidence do not apply in the investigation process.

5.2.2 The Investigator shall submit a confidential investigation report within an extendable period of forty-five (45) business days from the date the investigation commenced. Academic and administrative recesses, closures due to force majeure, or holidays shall not count towards the forty-five (45) business days specified herein.

5.2.3 The report, along with the case file, shall be forwarded to the Institutional Title IX Coordinator. These officials shall evaluate the report and submit their recommendations to the Dean of the academic unit where the formal complaint was filed within twenty (20) business days of receiving the report.

5.3 Right to request recusal

5.3.1 Any party has the prerogative to request the recusal of the person assigned to conduct the investigation, thereby appointing a new Investigator, when the requesting party believes there is a conflict of interest, bias, or any other situation that compromises the objectivity and impartiality required for such investigation. The request must include a statement of the grounds and facts justifying it (see Annex C).

5.3.2 This request shall be submitted in writing to the Principal Executive of the academic unit, who shall adjudicate the matter within five (5) business days from the date of receiving the request, after hearing the parties.

5.4 Resolution of the formal complaint without a hearing

5.4.1 If during the investigation process the complainant voluntarily withdraws the formal complaint, the procedure shall be terminated, and the case archived (see Annex B).

5.4.2 If the Investigator's report indicates that there is insufficient cause to believe that a violation of Title IX provisions occurred, they shall notify the Institutional Title IX Coordinator, who shall explain to the complainant the factual determinations and legal grounds underlying this conclusion.

5.4.3 The Director of the academic unit shall confirm the Investigator's report by written resolution. This resolution shall be notified to the parties, who, once the report is confirmed and the resolution is notified as stated above, shall be summoned in writing to comply with the requirements therein.

5.4.4 If the complainant agrees with this conclusion, the case shall be considered closed. If, on the other hand, the complainant disagrees with this conclusion, they shall have the right to appeal to the University President.

5.4.5 Alternative dispute resolution methods – With the voluntary, informed, and written consent of the parties, alternative dispute resolution methods may be used to attempt to reach a solution. The person designated to handle the matter must be certified in alternative dispute resolution methods. Either party, before a resolution is issued, may withdraw from the process and request that the formal process for adjudicating the formal complaint continue. This process is not available for cases where an employee has violated Title IX provisions against a student.

5.4.6 In all other cases, proceedings shall proceed per the Administrative Hearing section of this document.

5.5 Administrative Hearing

5.5.1 Preliminary Measures

In cases where a formal complaint is referred for final adjudication to a Hearing Officer, the Institutional Title IX Coordinator may recommend to the Dean that preliminary measures be

taken to mitigate the immediate effects of the conduct that may constitute a violation of Title IX provisions. These measures may include but are not limited to, employment suspensions without pay, student suspensions, prohibition of campus access, withdrawal of internet access privileges, etc.

5.5.2 Appointment of the Hearing Officer

5.5.2.1 Upon receiving recommendations from the Director of the academic unit, the Institutional Title IX Coordinator shall designate a Hearing Officer to handle the formal complaint within the next ten (10) business days.

5.5.3 Notification of the Formal Complaint

5.5.3.1 The Hearing Officer shall notify the respondent of their appointment within fifteen (15) business days from the date of their appointment.

5.5.3.2 Notification may be made in person with proof of delivery to the respondent, or by email or certified mail with return receipt to the address on file at the University or any other known address.

5.5.3.3 Along with the notification, the Hearing Officer shall include a copy of the formal complaint filed and advise the respondent of their right to be represented by an attorney or any other representative of their choice. Additionally, the respondent shall be informed that failing to file a response to the formal complaint within the jurisdictional period of ten (10) business days from the date of notification, or within any extension granted, shall result in the Hearing Officer scheduling and conducting the case hearing in absentia and discharging the rest of their responsibilities under these rules and procedures.

5.5.3.4 If the hearing is conducted in absentia, the respondent's participation shall be limited to observing the proceedings and examining documentary or physical evidence presented against them. The respondent shall not be allowed to present any evidence.

5.5.4 Notification of the Formal Hearing

5.5.4.1 The Hearing Officer shall notify all parties of the scheduled administrative hearing within ten (10) business days of receiving the response to the formal complaint filed by the respondent.

5.5.4.2 Notification shall be made no less than ten (10) business days in advance of the scheduled hearing date, which shall be held within no more than thirty (30) business days from the date of receipt of the response to the formal complaint.

5.5.4.3 The notification shall include the following information:

- a. Date and time of the hearing
- b. Location of the hearing
- c. Purpose of the hearing
- d. Importance of attending the hearing and the disadvantage of not doing so
- e. Procedural rights, such as: the right to be represented by an

attorney or any other person of their choice, to question, cross-examine, and present testimonial and/or documentary evidence.

5.5.5 Request for suspension of the hearing

5.5.5.1 The purpose of these rules and procedures is to ensure that complaints filed are adjudicated quickly and efficiently, but within a framework of justice and fairness. Therefore, requests to suspend proceedings will not be favored.

5.5.5.2 If either party requests the suspension of a scheduled hearing, they must submit a written request to the Hearing Officer at least five (5) business days before the hearing date. A copy of the request must be served on the other party within the same timeframe. The request must include the grounds that, in the opinion of the petitioner, justify granting the requested remedy (see Appendix D).

5.5.5.3 The party requesting the suspension of a hearing must appear before the Hearing Officer on the date and time scheduled for it, unless notified beforehand by the Hearing Officer granting the requested suspension. If the suspension is not granted, the Hearing Officer will proceed with the hearing as originally scheduled.

5.5.6 The Hearing

5.5.6.1 During the hearing, the Hearing Officer shall ensure the following rights to all parties, unless the hearing is conducted in absentia:

a. Attend the hearing alone, accompanied, and/or represented by a lawyer or any other representative of their choosing. b. The Rules of Civil Procedure or Evidence shall not apply to the hearing, except as supplemented at the discretion of the Hearing Officer. c. Before the commencement of the hearing, any additional evidence submitted after the initial investigation phase shall be provided to the respondent for review within a reasonable time at the discretion of the Hearing Officer. Hearings will not be suspended due to failure to receive evidence beforehand. d. Hear all testimonial evidence and examine all documentary evidence presented at the hearing. e. Question and cross-examine witnesses. f. Present all relevant testimonial and documentary evidence related to the formal complaint. g. Have and present as evidence relevant documents to the controversy at hand that are in the custody of the University.

5.5.6.2 Proceedings before the Hearing Officer shall be recorded by them.

5.5.6.3 The Hearing Officer shall commence the hearing with a summary of the allegations of the formal complaint and explain how the hearing will proceed.

5.5.6.4 During the hearing, the Hearing Officer shall have the authority to ensure that the proceedings are conducted in a decorous manner, including—without limiting their authority—ordering a party, their lawyer, representative, or any witness to remain silent and requesting any person not exhibiting decorous behavior to leave the place

where the hearing is being held. The exercise of these powers by the Hearing Officer shall be interpreted and applied in such a way as to guarantee the parties due process of law.

5.5.6.5 Only the parties, their representatives, and a representative from the academic unit shall be present at the hearing. The Hearing Officer shall not allow individuals not involved in the proceedings to be present, except witnesses while giving testimony and any person designated by them to assist.

5.5.6.6 The University shall initiate the presentation of evidence at the hearing. Once this evidence is presented, the respondent shall present their evidence. However, the Hearing Officer may alter this order as they deem appropriate. The burden of proof concerning all elements of the formal complaint shall rest with the complainant. The burden of proof for any mitigating circumstances or any defense to the charges shall rest with the respondent.

5.5.6.7 Witnesses testifying at the hearing shall be sworn in by the Hearing Officer. Once sworn in, they shall leave the room until the time of their testimony, unless the parties agree that witnesses, or any of them, remain in the hearing room while others testify.

5.5.6.8 The Hearing Officer shall issue their Resolution within forty-five (45) calendar days from the date the hearing concludes. Such Resolution shall include, among other information, the following:

- a. The date and place of the hearing, the parties and/or representatives, and witnesses who attended.
- b. The allegations of the formal complaint were stated clearly and concisely.
- c. Findings of fact based on the record of the hearing.
- d. Conclusions of law.
- e. The Resolution is based on the findings of fact and conclusions of law.
- f. Recommendations regarding sanctions to be imposed, if applicable.

5.5.6.9 It shall be the responsibility of the Hearing Officer to notify the principal executive of the academic unit, the Institutional Title IX Coordinator, the parties, and the legal representative of the respondent, if applicable, of the Resolution. Notification may be made by mail or email.

5.5.6.10 If the formal complaint is adjudicated in favor of the complainant, the principal executive shall notify the respondent and their legal representative, if applicable, of their determination, as well as any interim measures and disciplinary sanctions, if any, to be imposed within ten (10) calendar days, by certified mail with return receipt requested.

5.5.7 Disciplinary Sanctions

5.5.7.1 The sanctions that may be imposed on a person found in violation of the provisions of Title IX are as follows:

5.5.7.2 Faculty, non-faculty employees, and non-university teaching staff

a. Written reprimand. b. Suspension without pay for a term not exceeding three (3) months. c. Termination, to be imposed considering the seriousness of the offense as expressed in the Hearing Officer's Resolution.

5.5.7.3 Students

a. Suspension from the University for a term not exceeding one year. b. Suspension for a term exceeding one year but not exceeding two years. c. Permanent expulsion from the University.

5.5.7.4 If at the time of determining the sanction it involves suspension and the respondent had been on interim suspension, the final suspension determined shall commence from the date the interim suspension began.

5.5.8 Appeal

5.5.8.1 Either party dissatisfied with the final determination may file a written appeal with the President of the University within the next ten (10) business days after receiving a copy of the Resolution. This period is jurisdictional.

5.5.8.2 The President of the University shall issue their decision within the next ten (10) business days following the filing of the appeal; if no decision is issued within this period, it shall be considered as rejected outright.

5.5.9 Contractors

5.5.9.1 In cases involving contractors, suppliers, guests, or visitors, the University shall not be responsible for their actions unless the following conditions are met:

a. Improper conduct has been reported. b. The University is in a position to act on such conduct. c. Immediate and appropriate corrective action is not taken in relation to the situation. d. In any case, the degree of effective control that the University can exercise over the person shall be considered.

5.5.10 Interpretation

5.5.10.1 The provisions of these rules and procedures shall be interpreted as broadly as possible considering their purposes and the set of rules that compose them, and in harmony with the purposes of Title IX.

VI. Prohibition of Retaliation

Federal regulations expressly prohibit retaliation against individuals who file formal complaints alleging violations of Title IX. Initiating disciplinary proceedings under applicable institutional regulations against any
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person who has made false or in bad-faith statements or representations in a proceeding under these rules does not constitute retaliation. However, a mere finding of responsibility in that proceeding alone shall not necessarily be considered sufficient to establish that the person made false or in bad faith statements or representations.

VII. Severability Clause

The provisions of these rules and procedures are severable from each other so that the invalidation of any of them shall not affect the others, which shall remain valid and effective independently of those declared invalid.

VIII. Repeal and Amendments

These rules and procedures repeal document G-0216-043 and any other guidelines in conflict with the provisions herein. These rules and procedures may be amended by the President of the University.

IX. Effective Date

These rules and procedures shall take effect immediately.

X. Interpretation

The University reserves the right to interpret this body of rules in a manner consistent with applicable law, operational efficiency, our mission, vision, philosophy, values, professional goals, productivity, efficiency, and the best institutional interests framed in its obligation to prevent and eradicate illegal conduct prohibited by this policy.

Approved by:



Dra. Waleska Crespo

President 09/03/2021

Attachments

Título IX



E-mail

coordinador.tituloix@uccaribe.edu

Web

http://www.uccaribe.edu/?page_id=5950

Oficina

estudiante: Decanato de Asuntos Estudiantiles

empleado: Oficina de Recursos Humanos

visitante: Oficina de Recursos Humanos

Paso 1: La querella puede ser sometida de las siguientes formas

e-mail: coordinador.tituloix@uccaribe.edu

web: http://www.uccaribe.edu/?page_id=5950

oficinas: estudiante – Decanato de Estudiantes

empleado – Oficina de Recursos Humanos

visitante - Oficina de Recursos Humanos

Paso 2: La querella llega de forma confidencial al Coordinador Institucional de Título IX quien la refiere la misma al Coordinador Auxiliar correspondiente.

Paso 3: El Coordinador Auxiliar refiere la querella al Oficial Investigador en los subsiguientes 20 días.

Paso 4: El Oficial Investigador realiza la investigación con la asistencia del Coordinador Auxiliar en los subsiguientes 45 días.

Paso 5: El resultado de la investigación es sometido al Coordinador Institucional del Título IX

Paso 6: El Coordinador Institucional del Título IX somete el informe final con sus recomendaciones al Decano del querellante en los subsiguientes 20 días.

Paso 7: El Decano ratifica la decisión e informa a las partes.

Paso 8: El querellante ratifica o apela la decisión.

Paso 9: La apelación es sometida al Coordinador Institucional de Título IX en los subsiguientes 10 días. Esta apelación es enviada a la Oficina de Presidencia. La decisión del presidente será final e inapelable

INSTITUTIONAL POLICY REGARDING STUDENTS CALLED TO ACTIVE DUTY IN THE ARMED FORCES OF THE UNITED STATES OF AMERICA DURING A WAR EFFORT

The Universidad Central del Caribe, following Institutional regulations and a joint request by the American Universities and Land–Grant Colleges, the American Association of State Colleges and Universities, the American Association of Community and Junior Colleges, the Association of American Universities and the National Association of Independent Colleges and Universities, has established, published and will apply the following Institutional Policy Regarding Students Called to Active Duty in the Armed Forces of the United States of America during a war effort.

An enrolled student of this Institution who is called to active duty in the Armed Forces of the United States of America will receive consideration, to the extent feasible, concerning tuition, financial assistance, and leave of absence.

Article I. Tuition

- A. A student who paid the total amount of tuition in cash will receive a credit equal to the portion of time that was unable to complete during the semester. This credit will be applicable to tuition when the student is readmitted to the Institution.
- B. A student who does not return to the Institution, shall be reimbursed for the money withheld if the student paid the total tuition in cash.
- C. A student who paid tuition through federal loans (Safford Loan/ GSL, HEAL Loan, etc.) or using the federal funds, will be treated according to item A. In addition, the lending institution or the corresponding federal agency will be notified of the situation and actions taken.
- D. A student who paid tuition part in cash and part by federal loans will be treated according to these items A and C taking into consideration the respective amounts of money involved.

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- E. A student who paid tuition by means of a Pell Grant is responsible to pay the Institution for all the money received as reimbursements, since the Institution must reimburse the Federal Department of Education for the Whole amount of money assigned to the student.
 - F. A student who made a down payment and who was granted a deferment of payment for the rest of the cost of tuition will: 1. be treated according to item A or, 2. Reimburse the Institution, depending upon the amount of time lapse since classes started.
 - G. A student who was granted a deferment of payment and received federal loans will be treated as in items C and E.
 - H. A student who is readmitted, is responsible to pay any debts to the Institution prior to enrollment.

Article II. Financial Assistance

When readmitted the student's eligibility for financial assistance will be judged by the Institutional document Standards for Satisfactory Academic Progress for Receipt of Title IV Student Financial Assistance.

The eligibility of such student for renewal of financial assistance will be dependent upon the academic status; that is, a student on academic probation will be considered as being on financial aid probation and if the student is not removed from academic probation will be suspended from financial assistance eligibility.

A student may be granted a leave of absence for a variety of reasons, including military service. The period for which the student has been approved leave shall be excluded from the maximum time frame in which an individual student will be eligible for financial aid.

Article III. Policy Regarding Leave of Absence

A leave of absence can only be granted for one year, which must be stated in the official authorization by the institution. The student who is granted an official LOA can neither register for nor attending any course in the medical school program during the LOA period. The student returning from LOA may register at the beginning of the semester depending on the student's academic status at the time the LOA was granted. The student who is granted and LOA for health reasons must furnish written certification, prior to registration, that the original reason for granting the LOA has been remedied.” (From Regulations for Student Evaluation and Promotion).

A student called to active duty during a war effort may apply for Leave of Absence (LOA) outside of the time frame contemplated in the regulation. Understanding that a student re-entering civilian life after participating in a military confrontation may require a period to readjust to the rigors of academic life, Universidad Central del Caribe will extend its allowable time frame for LOA to three years within which the student does not have to apply for readmission.

Academic placement will be determined for each individual case by the Committee of Student Evaluation and Promotion of the respective faculty or program, utilizing criteria that protect the student from unnecessary academic risk.

Article IV. Procedures for Unforeseen Situation

Any situation of a student that has not been expressed in this document will be resolved by the Council of Deans of the Institution.

Article V. Procedures for Appeal

A student who is not in agreement with a decision made by the Dean of Administration, the Dean for Academic Affairs, the Dean for Admissions and Student Affairs, or the Council of Deans may appeal. The student will do so, in writing, to the President of Universidad Central del Caribe, indicating the situation and including any documents to support the appeal.

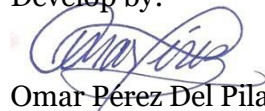
The President will communicate a decision to the student. If the decision is not favorable for the student, the student may appeal to the Board of Trustees; their decision will be final.

Article VI. Amendments

This Institutional Policy may be amended upon recommendations of the Dean for Admissions and Student Affairs, the Dean for Academic Affairs, or the Dean for Administration to the President of the Universidad Central del Caribe. The President will make the final recommendation to the Board of Trustees for their consideration and final decision.

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Develop by:



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Approve by:

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Reviewed on: Dr. José Luis Oliver-Sostre
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