Compendium of Institutional Rules & Policies

2026

WELCOME MESSAGE

July 13, 2026

Greetings!

It is with great pleasure that we welcome you to Universidad Central del Caribe (UCC) and to a community dedicated to excellence in education, service, and the advancement of healthcare professions.

As you begin this important chapter of your academic and professional journey, we invite you to familiarize yourself with the institutional policies, guidelines, and resources that help foster a safe, positive, respectful, and supportive learning environment. These policies reflect our shared commitment to professionalism, ethical conduct, personal accountability, and mutual respect, values that are fundamental to the education of future healthcare professionals.

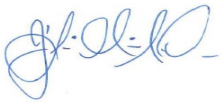
The information contained in this compilation has been thoughtfully assembled to provide you with a clear understanding of the expectations, responsibilities, rights, and opportunities available to you as a valued member of the UCC community. It encompasses policies related to student life, academic standards, institutional processes, support services, and procedures designed to promote student success, well-being, and engagement. Consistent with our commitment to student centrality, these resources reflect the institution's dedication to fostering an environment where students are supported, empowered, and positioned to achieve their academic and professional goals. As an institution committed to continuous improvement and compliance with accreditation standards, these policies are presented in English and may be updated periodically. Students are encouraged to remain informed of any revisions and to review applicable policies regularly throughout their enrollment.

We encourage you to approach these materials not simply as institutional requirements, but as valuable resources that will help guide your academic experience and professional development. Understanding and adhering to these standards will contribute to your success while strengthening the culture of excellence that defines our institution.

On behalf of our faculty, administration, and staff, we extend our warmest welcome and best wishes for a rewarding and transformative educational experience. We are honored to accompany you on your journey toward becoming compassionate, competent, empathetic. and ethical healthcare professionals.

Welcome to the UCC. We look forward to celebrating your achievements and supporting your success every step of the way. Mucho éxito!

Respectfully,



Dr. José Luis Oliver-Sostre
Dean of Admissions & Student Affair

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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

At the heart of the academic experience lies the fundamental right of every university student: the right to an education.

In support of this right, students are entitled to freedom of thought and the expression of opinions. This freedom is exercised with the understanding that it must coexist with the principles of mutual respect and harmonious interaction among students, faculty, staff, and administrative personnel.

Harmonious coexistence encompasses not only the internal dynamics of our academic community—including all relationships and shared experiences among students, faculty, staff, and administration—but also extends to interactions with members of the surrounding community and affiliated institutions.

While exercising their right to education, students are expected to do so in a manner that respects the rights, responsibilities, and dignity of all other members of the academic community.

ARTICLE 2 – RIGHTS AND RESPONSIBILITIES IN THE STUDENT LEARNING EXPERIENCE

A. General

The Universidad Central del Caribe is committed to fostering a student-centered learning environment that promotes academic excellence, intellectual curiosity, personal growth, professional development, and student success. The pursuit of knowledge is grounded in integrity, mutual respect, professionalism, ethical conduct, and a shared commitment to lifelong learning.

Faculty members are expected to cultivate positive and respectful learning environments that encourage meaningful dialogue, critical thinking, scholarly inquiry, and the free exchange of ideas. Students are

empowered to actively engage in the educational process by asking questions, exploring diverse perspectives, and respectfully expressing reasoned viewpoints that contribute to academic discourse and learning.

Student centrality recognizes students as active partners in their educational experience. Accordingly, students are encouraged to participate fully in their academic journey while remaining accountable for meeting course requirements, maintaining professional standards, and contributing positively to the learning community.

Likewise, faculty members have the right to conduct educational activities in an environment characterized by mutual respect, professionalism, and constructive engagement. The educational process is strengthened when students and faculty work collaboratively toward shared learning outcomes.

Students and faculty share responsibility for examining academic topics with intellectual rigor, open-mindedness, and respect for evidence-based inquiry. The classroom, laboratory, and clinical environments are intended to serve as spaces for learning, discovery, and professional formation. As such, these settings should support scholarly exploration while remaining free from activities that detract from the institution's educational mission.

Regular attendance and active participation in all required academic activities, including classes, laboratories, clinical experiences, simulations, and other instructional engagements, are essential components of student learning, professional development, and academic success. Students are responsible for proactively communicating any circumstances that may affect their participation.

The UCC recognizes that circumstances beyond a student's control may occasionally interfere with attendance. Excused absences may be granted for reasons including, but not limited to:

•Participation in official university-sponsored activities or sanctioned meetings

•Personal illness supported by appropriate documentation from a licensed healthcare professional who is not an immediate family member by blood, marriage, or legal partnership

•Serious illness or death of an immediate family member

•Court appearances or legal obligations

•Participation in officially recognized athletic, artistic, or cultural events, subject to validation and endorsement by a local, national, or international governing federation or authorized entity

• Parental leave

• Military obligations

Students experiencing circumstances not specifically identified above are encouraged to communicate with faculty and appropriate academic personnel as early as possible to explore reasonable accommodations, academic support, and available resources that may facilitate their continued academic progress.

Academic evaluations and grades shall reflect demonstrated achievement of course learning outcomes and fulfillment of academic requirements. Assessment processes shall be conducted fairly and consistently, in accordance with institutional policies and the principles of academic integrity.

Students who believe their academic rights have been adversely affected or who have concerns regarding institutional processes are encouraged to seek resolution through established communication and support channels. The University is committed to providing equitable, transparent, and accessible mechanisms for addressing concerns and promoting positive educational outcomes.

Students may seek guidance or initiate a formal complaint through the appropriate academic leadership structure, including:

•The Dean or Director of the respective academic program or unit

• The Department Director

• The designated academic representative or liaison

For School of Medicine students, concerns may also be directed to the Assistant Dean of Student Affairs, the Associate Dean of Admissions and Student Affairs, and the Dean of Admissions and Student Affairs.

The UCC encourages the timely resolution of concerns at the most appropriate level while ensuring that students have access to additional institutional review processes when necessary.

If the matter is not resolved at the programmatic or institutional level, and when permitted under the applicable institutional policy governing the specific type of appeal, the student may submit a written appeal to the University President. Decisions of the President may constitute the University's final administrative determination unless institutional policy provides for further review. If authorized by university governance policies, a final appeal may be submitted to the Board of Trustees, whose decision shall be final.

B. Student–Professor Relationships

The relationship between professors, students, staff, and administrators is grounded in good faith, mutual respect, and the shared pursuit of academic excellence and success.

Students' personal beliefs, opinions, and viewpoints, whether expressed in academic or private settings, should be treated with respect and handled with appropriate discretion. Faculty members are expected to maintain the confidentiality of personal information shared by students, except when disclosure is authorized or required by law or institutional policy, or when necessary to protect the health, safety, or welfare of individuals or the University community.

Nothing in this provision shall prevent faculty members or University officials from fulfilling mandatory reporting obligations, complying with applicable laws, responding to health or safety emergencies, or reporting conduct that may violate University policies.

Faculty members retain full academic freedom to evaluate ideas, theories, opinions, and arguments within the educational context, provided such discussions are conducted professionally, respectfully, objectively, and without discrimination or retaliation.

Students are encouraged to meet with their professors during established office hours to seek academic guidance, clarify course-related questions, or discuss any concerns relevant to their academic progress or experience.

C. Student Records

In accordance with the Family Educational Rights and Privacy Act (FERPA), student academic and disciplinary records are considered confidential and shall be maintained separately from other institutional documentation.

These records shall not include information regarding a student's religious beliefs or any other personal convictions. Academic records shall be limited to information directly related to the student's academic performance and status.

Education records, including disciplinary records, shall be maintained and disclosed in accordance with FERPA and other applicable federal and local laws. Access shall be limited to University officials with legitimate educational interests or as otherwise authorized or required by law.

Students have the right to inspect and review their education records in accordance with FERPA. Requests shall be submitted in writing to the Dean of Admissions and Student Affairs (DASA), the Registrar, or the appropriate institutional designee. Access shall be provided within the timeframe established by FERPA and University policy at least ten (10) working days in advance. Review of these records will occur in the presence of an authorized UCC official.

Faculty and administrative personnel are expected to uphold the confidentiality of all student records and adhere strictly to FERPA regulations.

D. Examinations

Each student has the right to receive their grades for examinations, quizzes, and other evaluative assessments within a reasonable period of time, ordinarily no later than ten (10) business days after the assessment, unless extraordinary circumstances exist or the nature of the evaluation requires additional time.

Students shall have the opportunity to review graded examinations, written assignments, projects, or other evaluative materials within ten (10) business days after grades are posted on the Learning Management System (LMS) or otherwise communicated, unless prohibited by licensing, accreditation, examination security requirements, or other legitimate academic considerations. This review period is intended to promote transparency, academic fairness, and student learning.

Students who believe that an evaluation contains a grading error, procedural irregularity, or inconsistency with the course syllabus may submit a written request for review in accordance with the University's Grade

Appeal Policy. Such requests shall be evaluated fairly, impartially, and in accordance with established institutional procedures.

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

A. Permitted Types of Activities

Students have the right to freely express themselves, assemble, and associate with others, and to organize or sponsor authorized co-curricular activities, provided that such activities do not conflict with scheduled institutional operations and comply with applicable University policies and procedures.

1. Request for Use of Facilities

A written request must be submitted in accordance with established institutional procedures and timelines when seeking authorization to use Universidad Central del Caribe (UCC) facilities.

2. Nature of Activities

Approval may be granted for activities of a professional, cultural, recreational, social, athletic, religious, or political nature, provided that such activities:

- Do not conflict with previously scheduled or authorized University events,
- Do not disrupt academic or administrative operations,
- Comply with all institutional policies and applicable regulations, and
- Do not compromise the safety, order, or well-being of the University community.

3. Political Activities

Political activities are permitted provided they are conducted in a manner that ensures respect for diverse viewpoints and compliance with institutional policy.

Such activities must:

- Be conducted in alignment with Article 3-A (2), and
- Ensure equitable representation of differing perspectives when structured as debates, forums, panels, or similar formats.

Participation in political activities hosted on campus is limited to individuals who are not employees of UCC, including both faculty and non-teaching staff, except when expressly authorized by the University for academic or institutional purposes.

4. Guest Speakers and Panelists

All external individuals invited to participate in conferences, lectures, workshops, or panels must comply with the requirements established in Article 3-B (6) and any applicable institutional vetting procedures.

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

1. Officially recognized student organizations are authorized to plan and conduct educational, cultural, recreational, social, athletic, religious, and political activities, provided such activities comply with Article 3-A (2) and all applicable institutional regulations.
2. To reserve and utilize UCC facilities, student organization representatives must submit a written request to the Dean of Student Affairs (DASA), Dean of Administration (DA), Associate Dean of Student Affairs (ADASA), or their authorized designee no later than ten (10) business days prior to the proposed activity.

   a. The sponsoring organization is responsible for ensuring compliance with institutional policies and maintaining appropriate order, safety, and conduct during the activity.
   b. All approvals or denials shall be communicated in writing and shall specify the date, time, and location when approved.
   c. The organization is responsible for retrieving the official response from the issuing office.
   d. In the event of a denial, the organization may submit a written request for reconsideration to the University President within five (5) business days. The President's decision shall constitute the final institutional determination.

3. Approved co-curricular activities shall be incorporated into the official calendar of the respective Department, Program, or Academic Unit.
4. Requests for protests, demonstrations, or similar expressive activities must be submitted in writing to the DASA and DA (or their designees) at least ten (10) business days in advance.

   a. The sponsoring organization must ensure compliance with institutional policies and the maintenance of safety and order.
   b. All decisions shall be issued in writing, including specific conditions when approved.
   c. The organization is responsible for retrieving the official response.
   d. In cases of denial, a written appeal may be submitted to the University President within three (3) business days. The President's decision shall be final and binding.

5. All approved activities must be conducted in a respectful, peaceful, and orderly manner consistent with the mission, values, and standards of UCC.
6. Requests to invite external guest speakers must be submitted by an officially recognized student organization or supported by at least five percent (5%) of the student body. Such requests must comply with Article 3-A requirements.

a. Requests must be submitted at least fifteen (15) business days prior to the event. Requests must include:
   i. Sponsoring organization
   ii. Date and location
   iii. Estimated attendance
   iv. Duration of the activity

v. Topic or title of presentation

7. No formal invitation may be issued until written institutional approval is granted.
8. All authorizations shall be issued in writing and may include conditions or limitations necessary to ensure institutional compliance and operational integrity.
9. In the event of denial, a written request for reconsideration may be submitted to the University President within five (5) business days. The President's decision shall constitute the final institutional determination.

C. Regulations Concerning Activities Held Outside UCC

1. Officially recognized student organizations seeking to sponsor off-campus activities under the name of Universidad Central del Caribe must submit a written request at least fifteen (15) business days prior to the event to the DASA, Associate Dean of Student Affairs (ADASA), or designee.
2. Off-campus activities must be coordinated in collaboration with the DASA, ADASA, or authorized representative to ensure alignment with institutional values, standards, and risk management protocols.
3. The sponsoring organization assumes responsibility for the proper planning and execution of the off-campus activity, including:

- Selection of an appropriate venue,
- Protection of the University's integrity, reputation, and public image, and
- Prevention of any conduct that may expose the Institution to legal or reputational liability.

ARTICLE 4 – PUBLICATIONS

A. The University administration shall not intervene in the development, editorial direction, or advisory process of student publications. The responsibility for the content, production, and dissemination of such publications rests solely with the individual student or recognized student organization involved.

B. Prior authorization from the Dean of Student Affairs (DASA), Associate Dean of Student Affairs (ADASA), or their designated representative is required for the distribution and/or placement of flyers, handouts, posters, or similar materials on the Universidad Central del Caribe (UCC) premises.

In the event of a denial, the student or organization may submit a written request for reconsideration within three (3) business days to the President of the university. The President's decision will be final and binding, and no further appeals will be considered regarding the matter.

ARTICLE 5 – STUDENT ORGANIZATIONS

A. All UCC students have the right to form and seek official recognition for student organizations. These organizations may serve academic, professional, cultural, recreational, social, athletic, or religious purposes. However, organizations engaged in partisan political activities will not be eligible for recognition. Furthermore, no student organization that promotes or engages in discriminatory practices based on sex, gender identity, race, national origin, political affiliation, religion, disability, or socioeconomic status shall be approved.

B. An Accreditation Committee shall be established to oversee the recognition process of student organizations. The composition of this Committee will be as follows:

1. Committee President, who shall be a faculty member appointed by the President of the University.
2. A faculty member designated by the Committee President upon recommendation of the Dean of Student Affairs (DASA).
3. A student representative selected by the Committee President upon recommendation of the DASA.
4. A representative from the UCC Administration.
5. The Associate Dean of Student Affairs (ADASA) shall serve as an ex-officio member.

C. 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.

D. Procedure to request accreditation

Any student organization that wishes to receive official accreditation must submit the following information:

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, a mentor's or mentors' names, rules and procedures, and a list of organizing members.

E. Decision on Accreditation Requests

1. The Accreditation personnel will issue their written decision within thirty (30) working days of receiving the complete petition.

2. In cases where accreditation is denied, the petitioning student organization has the right to request a reconsideration by submitting a formal request to the President of the University within fifteen (15) working days of the Committee's decision. The President shall issue a decision within fifteen (15) working days.

3. 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 make a final decision—either to confirm or to revoke the President’s determination—within fifteen (15) working days of receiving the appeal.

F. Revocation of Accreditation

1. The Accreditation personnel reserve the right to revoke the accreditation of any student organization that fails to meet the required institutional guidelines.

2. Should an organization’s accreditation be rescinded, it may request reconsideration by submitting a formal request to the President of the University within fifteen (15) working days. The President will issue a decision within fifteen (15) working days.

3. If the President affirms the Committee's decision, the 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 either uphold or overturn the President's decision.

G. Rules and Regulations Governing Authorized Student Organizations

- Each recognized student organization must submit to the Dean of Student Affairs (DASA), Associate Dean of Student Affairs (ADASA), or their designated representative, an official list of current members and elected officers. This list must be submitted no later than one (1) week following the election of the board.
- Any modifications to the submitted membership or leadership roster must be reported to the DASA, ADASA, or designated representative by the end of the month in which the changes occurred.
- Each student organization must also submit the name(s) of its designated faculty or professional mentor(s). Mentors must hold an academic appointment at the institution. If a mentor is from the external community, an additional co-mentor from within the institution is required.
- Student organization accreditation is valid for one (1) academic year. Accreditation may be renewed upon request, provided the organization has remained in compliance with all established guidelines and regulations.
- Membership in any student organization shall not be denied on the basis of any category protected by applicable local and federal laws.
- Admission to a student organization shall be determined by a majority vote of its members. The sole exception to this rule applies to honorary societies, where membership criteria may be based on academic merit, community service, and/or exceptional contributions to the field or discipline (e.g., Alpha Omega Alpha, Gold Humanism Honor Society).
- Student organizations shall not be affiliated with any political party or movement.
- All recognized student organizations must sign a formal agreement with the DASA, ADASA, or their delegate, confirming their commitment to comply with the institution's established policies and regulations.
- Any student who believes they have experienced discrimination by a student organization may file a formal grievance with the DASA, ADASA, or designated representative, who will investigate and take appropriate action.
- Officially recognized student organizations are entitled to use institutional facilities. However, they are fully responsible for the conduct and actions of their members while representing the organization or utilizing university spaces.

H. **Annual Activity Plan and Special Provisions for Fraternities and Sororities**

- All recognized student organizations are required to submit an annual activity plan for the academic year to the Dean of Student Affairs (DASA), Associate Dean of Student Affairs (ADASA), or their designated representative. This plan must be submitted no later than thirty (30) working days after the start of the academic year and must receive official approval prior to implementation.
  In addition to the general guidelines applicable to all student organizations, fraternities and sororities must comply with the following specific provisions:
  - The initiation date for new members must be scheduled and coordinated in advance with the DASA, ADASA, or their delegate.
  - Each fraternity and sorority must submit a complete list of all candidates for initiation to the DASA or ADASA at least thirty (30) working days prior to the designated Initiation Week.
  - Initiation activities and ceremonies must not, under any circumstances, involve physical,

psychological, or moral harm to any candidate. Any practice that may be interpreted as hazing, intimidation, or coercion is strictly prohibited and subject to disciplinary action.

- Admission decisions within fraternities and sororities shall be made by secret ballot and require a simple majority vote of the membership. Unanimous consent for candidate admission is expressly prohibited. Engaging in such practices may result in the revocation of the organization's institutional accreditation

Chapter III

ARTICLE 6 – Student Councils and Requirements for Student Council President

Each academic year, students at the Universidad Central del Caribe (UCC) elect their representatives to serve on the **General Student Council** as well as on their respective **Program or Class Student Governments**.

Eligibility Criteria for General Student Council Members and President

To be eligible to serve as a member of the General Student Council, students must:

- Be officially enrolled in a minimum of twelve (12) academic credits per semester.
- Maintain a minimum cumulative grade point average (GPA) of 2.75.
- Not be repeating the academic year due to academic deficiencies.

The **General Student Council** serves as the primary representative body of the UCC student population. It functions as the official student forum and is entrusted with promoting the educational mission of the University, contributing to a positive and respectful learning environment, and safeguarding the rights and interests of all UCC students.

A. Composition

The General Student Council is composed of:

- The elected President of the General Student Council.
- The President and one elected representative from each Program or Class Student Government.
  If a class comprises more than one group, each group shall be entitled to at least one representative.

B. Board of Directors

The Council shall elect its **Board of Directors** from among its members.
However, the **President of the General Student Council** shall be elected directly by the entire body of regularly enrolled UCC students.

Students who are not enrolled full-time or who hold administrative or teaching appointments at the University are not eligible to participate in any student council or to hold any position representing the student body.

C. Timeline for Establishment

The General Student Council must be constituted within the first forty-five (45) calendar days of the start of the first academic semester.
The elected Council shall serve for a term of one academic year, or until a new Council is duly elected and constituted.

D. Elections for President of the General Student Council

The outgoing General Student Council, in collaboration with the DASA, ADASA, or the designated representative, shall announce a **call for nominations** for the presidency of the General Student Council within thirty (30) days of the start of classes.

The nomination period will remain open for two (2) weeks. Once closed, the election will be announced and communicated to the student body with no fewer than seven (7) days of advance notice prior to voting.

E. Internal By-laws

The General Student Council is responsible for drafting, adopting, and approving its own internal bylaws, in accordance with institutional policies.

F. Rights and Jurisdiction

The General Student Council shall have the authority to:

1. Officially represent the UCC student body.
2. Identify and present solutions to issues that impact students.
3. Serve as a student-led forum to address concerns affecting the student community.
4. Collaborate with other institutional offices and units to address student-related matters.
5. Coordinate with the DASA, ADASA, or their delegate to develop and implement cultural, social, scientific, and co-curricular activities that enrich the student experience.
6. Foster an intellectually engaging and respectful environment conducive to holistic student development.
7. Appoint student representatives to various institutional committees and student organizations as needed.

ARTICLE 7 - STUDENT PROGRAM COUNCILS

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

A. ***Composition***

Each academic program or class at UCC has the opportunity to establish a Student Government if they so choose. In programs with more than one class, each class may elect to have representation within its Student Government structure. Likewise, programs offering coursework extending beyond two years may establish a Council for each class, as deemed appropriate. When a class is divided into groups, each group may designate a representative to facilitate communication and participation.

When established, the Board of Directors of the General Student Council may consist of, at a minimum, a President, Vice President, Secretary, Treasurer, and two Members-at-Large.

B. ***Selection procedure***

The General Student Council shall be constituted within the first forty-five (45) calendar days of the academic year. Members elected to the Council shall serve a one-year term or until their successors are elected and duly certified by the Dean of Admissions and Student Affairs (DASA) or the Associate Dean of Admissions and Student Affairs.

Within the first forty-five (45) calendar days of the academic year, the Dean of Admissions and Student Affairs (DASA), or the corresponding delegate within each academic program, shall announce the nomination and election process for student

representatives to serve on the General Student Council. Notice of the election shall be provided at least seven (7) calendar days prior to the election date.

Nominations shall be accepted during the designated nomination period. Voting shall be conducted by secret ballot, and the candidates receiving the highest number of votes for the available positions shall be declared elected. Elected representatives shall assume their respective positions upon certification of the election results by the appropriate institutional authority.

C. ***Duties and jurisdiction***

a. To promote, maintain, and strengthen a positive learning and collaborative environment that fosters students' academic, professional, and personal development.

b. To facilitate effective communication and collaboration between the student body, academic programs, and the University administration.

c. To communicate students' academic, administrative, and student affairs concerns to the appropriate institutional offices and, when appropriate, provide constructive recommendations to support continuous improvement.

d. To promote and coordinate educational, cultural, professional, social, community service, wellness, and recreational activities that enrich the student experience.

e. To support and guide students by providing information, facilitating access to institutional resources, and encouraging active engagement within the University community.

f. To contribute to the advancement of the University's mission by fostering collaboration, student leadership, institutional engagement, and the overall well-being of the University community.

D. ***Internal By-Laws***

The General Student Council shall adopt and maintain bylaws consistent with the policies, procedures, and regulations set forth in this Student Compendium. Any amendments to the bylaws shall remain in harmony with the provisions of this Handbook and applicable University policies.

ARTICLE 8 – Student Representation in Faculty Meetings

A. Representation in Academic Faculty Meetings

Students shall have representation with voice and vote in each academic faculty meeting of their respective program. Student representation shall constitute 10% of the total number of voting-eligible faculty members, with a minimum of two (2) student representatives in attendance at all times.

1. The student representatives shall be elected by their peers—students officially enrolled in the corresponding academic program.

B. Representation on Faculty Committees

Student representation shall also be included on all faculty committees, with the exception of committees that address:

- Faculty personnel matters
- Student admissions
- Student evaluation and promotion

1. The election of student representatives to these committees shall likewise be conducted by the student body of the respective academic program.

ARTICLE 9 – Regular and Special Student Assemblies

A. Regular Assemblies

1. Up to two (2) regular student assemblies may be scheduled during each academic year: one during the first semester and one during the second semester.
2. Official notice for a regular assembly must be issued at least fifteen (15) calendar days in advance and must include the proposed agenda.
3. The General Student Council, through the President of the Student Body, shall determine the date, time, and location of the assembly and notify the Dean of Student Affairs (DASA), the Associate Dean of Student Affairs (ADASA), and the entire student body.

B. Special Assemblies

1. The President of the General Student Council may convene a special student assembly whenever deemed necessary.
2. A special assembly must also be convened upon written requests from at least 10% of the regularly enrolled UCC student body.
3. Notice of a special assembly must be issued by the President of the General Student Council no fewer than seventy-two (72) hours prior to the scheduled event.
4. The notice must include the agenda to be addressed during the assembly.

C. Quorum

To conduct official business in either regular or special student assemblies, a quorum of 50% plus one (1) of the regularly enrolled UCC student body must be present.

Chapter IV

ARTICLE 10 – Distribution of Student Publications

Students are permitted to edit and distribute publications freely on campus as part of their right to expression and academic engagement.

However, the distribution of such materials is **prohibited** in designated study and academic concentration areas, including but not limited to:

- Classrooms and laboratories
- Libraries and reading rooms
- Amphitheaters
- Clinical practice areas

These restrictions are intended to preserve the integrity of learning and clinical environments.

ARTICLE 11 – Requirements for Official Student Publications

A. Recognition Criteria

To be officially recognized by the institution, student publications must comply with the following requirements:

- **Fulfill all obligations applicable to recognized student organizations**, including accreditation and annual reporting.
- **Adhere to editorial standards** established by the University, ensuring quality, ethics, and alignment with institutional values.
- **List the full names** of all editors and contributors within the publication, promoting transparency and accountability.
- **All visual materials**, including announcements, posters, flyers, charts, and banners, must be:
    - Displayed **only in officially designated areas**, as outlined below.
    - In full compliance with the posting guidelines set forth by the Dean of Student Affairs (DASA) or their designated representative.

  Approved posting areas include:
  - Open, general-use spaces designated for student communications
  - Bulletin boards of the General Student Council
  - Bulletin boards of the Program or Class Student Governments

ARTICLE 12 – Publications Committee

A. Composition

It shall be the responsibility of the **Dean of Student Affairs (DASA)** or the corresponding delegate.

This personnel shall be composed of:

- **One (1) student representative from each academic program**, appointed by the General Student Council.
- **Three (3) faculty members**, appointed by the University's academic leadership.

B. Functions

The Publications Committee shall:

- Recommend to the DASA or corresponding delegate the **guidelines and norms** that will govern the development, content, and distribution of student publications.
- Serve in an **advisory capacity** to the DASA on all matters related to student publications, ensuring alignment with institutional values and standards.

ARTICLE 13 – Oversight and Compliance

The **Dean of Student Affairs (DASA)** or the corresponding delegate is responsible for ensuring that **all student publications** adhere to the regulations and guidelines established for official distribution and content.

In the event of violations, the DASA shall have the authority to **recommend appropriate sanctions** to the **Board of Trustees**, in accordance with institutional policies and procedures.

Chapter V

ARTICLE 14 – Purpose of the Standards of Student Conduct and Ethics

A. Purpose

- The Universidad Central del Caribe (UCC) expects that all its constituents conduct themselves in a manner that promotes a positive environment that is conducive to learning. The university values of excellence, integrity, resiliency, social altruism, empathy, leadership and commitment to wellness, represent the beliefs and behaviors expected from our university community. The UCC affirms and upholds the right of students to **express dissent and engage in protest**, provided these actions are conducted in a **peaceful**, **lawfully**, **orderly, respectfully,** and in a manner that does not materially disrupt the University's educational mission, operations, and activities in full accordance with institutional norms and guidelines.

B. Objectives of the Disciplinary System

The disciplinary system at UCC is designed to:

1. **Educate and advise** students about the **consequences of their actions**.
2. Foster a sense of **civic and institutional responsibility** to both the University and the broader Puerto Rican community.
3. Ensure and preserve **institutional order and integrity**.

The administration and implementation of this disciplinary system shall remain the **exclusive responsibility of the University**, following due process and applicable policies.

ARTICLE 15 – Infractions

A. Definition of Infractions

The following actions shall be considered violations of UCC's Standards of Student Conduct and Ethics and are subject to disciplinary sanctions:

1. **Violation of the General Student Rules and Regulations**, as well as any additional institutional or program-specific policies and procedures.
2. **Academic dishonesty, integrity**, including but not limited to cheating, plagiarism, fabrication, falsification, unauthorized collaboration, unauthorized use of artificial intelligence or technological resources when prohibited by course requirements, facilitation of academic dishonesty, or any conduct that compromises academic integrity.
3. **Alteration, forgery, or misuse** of official documents, including but not limited to grades, academic records, identification cards, and other institutional credentials.
4. **Engaging in obscene or lascivious conduct**, whether verbal, written, visual, or physical.
5. **Disturbing peace** or participating in activities that may incite violence during any official UCC event, whether held on-campus or off-campus.
6. **Interrupting or interfering with university-sanctioned activities** or organizing and participating in unauthorized events or gatherings. This applies to activities both on and off campus.
7. **Intentionally causing harm or damage to the property** of any individual, group, or organization.
8. **Publishing or distributing** materials—on or off campus—that are slanderous, libelous, obscene, defamatory, or otherwise contrary to institutional values and applicable law.
9. **Assuming authority** or representing the University or any student organization **without prior official authorization** from the General Student Council or a recognized student group.
10. **Vandalizing or defacing University property**, or acting with malice toward any University symbol, facility, or equipment.
11. **Engaging in conduct that constitutes a violation of applicable federal or local law when such conduct adversely affects the safety, wealth fare, property, educational environment, or legitimate interests of the University.**

12. **Possessing a firearm** or any other weapon on university grounds **without prior written authorization** from institutional authorities.
13. **Possessing, distributing, or selling controlled substances**, as defined in Chapter 2 of the Controlled Substances Act of Puerto Rico, Law No. 4 of June 23, 1971, as amended.
14. **Using force or violence against any person** while on university premises or during university-sanctioned events.
15. **Illegally appropriating or stealing property** belonging to the University or to any other individual, group, or organization affiliated with the institution.

ARTICLE 16 – SANCTIONS

A. Sanctions shall be educational whenever appropriate and shall be proportionate to the nature, severity, recurrence, and circumstances of the violation. Violations of the aforementioned rules and regulations may result in the imposition of one or more of the following sanctions:

1. **Reprimand** – An official written or verbal notice of misconduct issued to document the violation and formally advise the student of expected future conduct.
2. **Reflection essays -** A written assignment requiring the student to reflect on the misconduct, its impact on themselves and the University community, and the strategies they will employ to prevent similar conduct in the future.
3. **Ethics training -** Mandatory participation in educational workshops, seminars, or training programs designed to reinforce ethical decision-making, professionalism, academic integrity, and responsible conduct.
4. **Restorative practices -** Participation in restorative activities or facilitated meetings intended to repair harm, promote accountability, rebuild trust, and restore relationships within the University community when appropriate.
5. **Probation** – A designated period during which a student's behavior is closely monitored, with further violations potentially leading to more severe consequences.
6. **Restitution** – Reimbursement for the repair or replacement of university property that was damaged or misappropriated.
7. **Loss of Privileges** – Temporary prohibition from using specific University facilities.
8. **Monetary Fines** – Imposition of financial penalties as deemed appropriate.
9. **Suspension from Activities** – Temporary restriction from participation in certain University-sponsored programs or events.
10. **Restricted Access to Campus** – Prohibition from entering University premises for a specific period.
11. **Suspension from the University** – Temporary removal from the University for a defined period.
12. **Expulsion** – Permanent separation from the University.

ARTICLE 17 – DISCIPLINARY PROCEDURES

A. **Sanctions of 30 Days or Less**

For infractions resulting in a suspension of thirty (30) calendar days or less, the appropriate administrative authority will oversee the case. The student shall be afforded due process, including a

written notice of allegations, reasonable opportunity to be heard and to respond to the charges, opportunity to present evidence, and a final written decision. Repeating offenses may result in more severe disciplinary actions.

The standard used to determine responsibility shall be the evidence encountered unless otherwise required by applicable institutional policy or applicable law.

B. **Sanctions Exceeding 30 Days or Expulsion**
For disciplinary actions involving suspension beyond thirty (30) calendar days or permanent expulsion from the University:

- The student will be formally notified in writing of the charges.
- The student will be granted the opportunity to participate in an administrative hearing.
- The student may be accompanied by a representative or legal counsel of their choice.
- The student will be allowed to present testimony and submit relevant evidence in their defense.

ARTICLE 18 – DISCIPLINARY TRIBUNAL

A. A Disciplinary Tribunal shall be established annually or as needed, in accordance with the provisions outlined in Article 18-B of these Rules and Regulations.

1. The Disciplinary Tribunal will be composed of the following members:

   a. One member of the University staff appointed by the Dean of Student Affairs (DASA) or the appropriate delegate.
   b. Two faculty members elected by the faculty body.
   c. Two students elected through a direct student vote, following the procedures established in Article 7, Chapter III, of this document.

B. In the event of a vacancy, the President of the University may appoint a replacement member to the Disciplinary Tribunal.

C. Members shall recuse themselves whenever an actual or perceived conflict of interest exists.

ARTICLE 19 – HEARINGS BEFORE THE DISCIPLINARY TRIBUNAL

A. **General Guidelines**
All hearings conducted by the Disciplinary Tribunal shall be governed by the procedures and regulations outlined in this document.

B. **Authority and Responsibilities**

1. The Disciplinary Tribunal shall have jurisdiction over all infractions as defined in Article 15, Chapter V, of these Rules and Regulations.
2. The Tribunal is responsible for conducting a fair, impartial, and objective review of the evidence presented when investigating all cases referred to it by the appropriate University authorities to determine whether sufficient grounds exist to proceed with disciplinary action.
3. Should the Tribunal determine that the charges have merit, a formal hearing will be convened.

C. **Procedures for Initiating Disciplinary Sanctions**

1. Any faculty member with knowledge of a student's alleged infraction must submit a formal written complaint to the Dean of the School or the corresponding Program Director.
2. The Dean and/or Program Director will evaluate the complaint to determine if the allegations warrant formal charges. If so, a request to proceed with disciplinary action will be submitted.
3. Upon receiving the request, the Disciplinary Tribunal shall conduct a comprehensive review of the case, formally notify the student of the charges, and schedule a hearing to take place within thirty (30) calendar days.

D. **Hearing Procedures Before the Disciplinary Tribunal**

1. The Dean and/or Program Director initiating the charges will present all relevant evidence during the hearing.
2. The student has the right to review evidence. be accompanied by legal counsel, present testimony or witnesses, submit mitigating information such as evidence in their defense.
3. After the hearing, the Disciplinary Tribunal shall render its recommendation within thirty (30) calendar days and submit it to the Dean of Student Affairs (DASA).
    - The DASA will inform both the President of the University and the student of the Tribunal's recommendation.
    - The student will receive written findings and will be notified of the decision by certified mail.
4. The student may submit a written appeal to the President of the University within fifteen (15) calendar days of receiving written notification of the Disciplinary Tribunal's decision. The President shall review the record of the proceedings and any supporting documentation before issuing a written decision.
5. If the student remains dissatisfied with the President's decision, the student may submit a final written appeal to the Board of Trustees within fifteen (15) calendar days of receiving the President's written decision. The Board of Trustees shall review the appeal and the administrative record and shall issue a final written determination. The decision of the Board of Trustees shall be final, binding, and not subject to further institutional appeal.

ARTICLE 20 – SUMMARY SUSPENSIONS

A. **Authority to Enact a Summary Suspension**

A summary of suspension shall not constitute a determination of responsibility but rather an interim

administrative measure implemented to protect the health, safety, or orderly operation of the University pending completion of the disciplinary process.

The President of the Universidad Central del Caribe (UCC), or their authorized delegate, has the authority to impose a summary suspension on any student for disciplinary reasons under the following conditions:

1. A student may be suspended without a preliminary hearing in urgent or exceptional situations that require immediate intervention to protect the University community or its operations.
2. The suspension becomes effective immediately upon notification to the student.
3. If a preliminary hearing is held following the summary suspension, the findings must be submitted to the President within seventy-two (72) hours. The President shall then determine the appropriate course of action.
4. The summary suspension will remain in effect until the matter is resolved through the procedures established in Articles 17 and 18 of these Rules and Regulations. A final decision must be made within thirty (30) calendar days of the imposition of summary suspension.

Chapter VI

GENERAL DISPOSITIONS

ARTICLE 21 – GENERAL CLAUSES

A. The President of the University, the Deans, and all Program and Department Directors are responsible for the implementation and enforcement of these Rules and Regulations.

B. It is the responsibility of every student enrolled at the Universidad Central del Caribe (UCC) to be familiar with the content of these Rules and Regulations. A lack of awareness or understanding of these provisions shall not constitute a valid defense for any violation.

C. The University reserves the right to discontinue any course or academic program when such action is deemed justified for economic, academic, or other institutional reasons.

D. Official communications from the University to the student shall be delivered by registered and certified mail to the address listed in the student's official academic record. The University's obligation will be considered fulfilled upon mailing. It is the student's responsibility to ensure that their contact information is accurate and up to date at all times.

E. These Rules and Regulations, along with all other University policies and procedures, constitute a binding agreement between the student and the University.

ARTICLE 22 – PROCEDURES TO AMEND THESE RULES AND REGULATIONS

A. The General Student Council may propose amendments to these Rules and Regulations through a formal recommendation submitted to the President of the University.

B. Any student may propose an amendment to these Rules and Regulations by submitting a petition endorsed by no fewer than one hundred (100) enrolled students. This petition must also be submitted through the Office of the President.

ARTICLE 23 – EMERGENCY SITUATIONS

A. The University Board of Trustees reserves the right to amend, replace, or revoke these Rules and Regulations, in part or in full, at any time deemed necessary.

B. In the event of an emergency, the President of the University is authorized to suspend, either partially or entirely, the enforcement of these Rules and Regulations. Such a suspension shall be valid for a maximum of thirty (30) days or until the next official session of the University Board of Trustees—whichever occurs first. The President may request an extension of the suspension if deemed necessary.

C. Should the emergency conditions persist beyond the initial period, the President must submit a formal request for an extension to the University Board of Trustees. Any extension granted shall not exceed thirty (30) days and must be subject to reevaluation by the Board.

Chapter VII

DEFINITIONS

Unless otherwise specified in this document, the following definitions shall apply to the Rules and Regulations of the Universidad Central del Caribe (UCC):

1. **Official University Activities**
   Events or programs formally sponsored or sanctioned by the University, whether conducted on or off campus. These include, but are not limited to, graduation ceremonies, community service initiatives, academic conferences, forums, panel discussions, athletic events, exhibitions, and official University meetings.
2. **Co-Curricular Activities**
   Activities that directly or indirectly support and enhance the student's educational, personal, and professional development.
3. **Student**
   Any individual officially enrolled at the Universidad Central del Caribe, at the Ramón Ruiz Arnau University Hospital, or at Pavia Hospital Arecibo, including those registered for at least one contact hour per week, either for academic credit or as an auditing (listening) student.
   - A person shall be considered a student from the time of course registration or contractual agreement (in the case of hospital-based programs) through the last final examination or required academic activity of the semester.
   - Students in their final semester will maintain their student status until the conclusion of the graduation ceremony.
   - Graduate students at Ramón Ruiz Arnau University Hospital and Pavia Hospital Arecibo include resident physicians enrolled in the Internal Medicine Residency

Program.

4. **Member of the Administration**
   Any individual employed by the University in a full-time or part-time administrative capacity. This includes, but is not limited to, members of the Board of Trustees, executive leadership (including the President and Deans), and personnel at all administrative levels.
5. **Faculty Member**
   Any individual engaged in teaching responsibilities within any academic program, unit, or sub-unit of the University, whether on a full-time or part-time basis.
6. **Teaching Sub-Units**
   Academic entities that operate under and report directly to academic programs within the University.
7. **Teaching Units**
   The primary operational academic divisions within the University are responsible for the delivery of curricular and co-curricular instruction

CHAPTER VIII

LEGAL BASIS

ARTICLE 24 – SEVERABILITY CLAUSE

If any provision or clause within these Rules and Regulations is declared null, void, or unenforceable by a competent authority, the remaining provisions shall remain in full force and effect and shall not be affected by the invalidation.

ARTICLE 25 – PREEMPTION

Any existing or future student regulations that are inconsistent with the provisions contained in these Rules and Regulations shall be deemed null and void.

ARTICLE 26 – EFFECTIVE DATE

These Rules and Regulations shall take effect immediately upon formal approval by the University Board of Trustees.

Revised date: June 2026
Dr. José Luis Oliver-Sostre
Dean of Admissions and Students

	Universidad Central del Caribe	Policy #	UCC-SA-200-1-2025R2
		Implementation Date/ Effective Date:	July 20, 1999
		Contact:	Dr. José L. Oliver-Sostre
		Date Approved:	July 20, 1999
	Institutional Policy Regarding Prevention of Sexual Harassment of the Universidad Central del Caribe	Last Reviewed/Update:	June 2025
		Next Revision:	June 30, 2027
		Approval by:	Dr. Waleska Crespo

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 to 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 be imposed 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 UCC 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 people regularly interacting with the UCC.

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, 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 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 (UCC), 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 supervisee or between the teacher and the student, while there are relationships of supervisor/supervisee and professor/student.
    c. Offering sexual favors in order 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 the 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 to the President's decision before the Board of Trustees within 15 days after receiving 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 independent of 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 to 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 you 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 it 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. A student could be suspended for a determined period or expelled.
    e. If the person agrees, it 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: July 20, 1999

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

Reviewed on: Dr. José Luis Oliver-Sostre
June 2025

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

7/10/2025
Date

Approved by:

Waleska Crespo, DrPH
President

7/11/2025
Date

Universidad Central del Caribe
Revision by: Dr. José L. Oliver-Sostre
First revision: July 20, 1999

	Universidad Central del Caribe	Policy #	UCC-SA-200-2-2025R1
		Implementation Date/ Effective Date:	July 20, 1999
		Contact:	Dr. José L. Oliver-Sostre
		Date Approved:	July 20, 1999
	Possession, Use, or Illegal Distribution of Psychoactive Substances by Students and Employees	Last Reviewed/Update:	June 2025
		Next Revision:	June 30, 2027
		Approval by:	Dr. Waleska Crespo

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 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.

    a. **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.

    b. **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.

    c. **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.

    d. **Article 7.11** thereby establishes mechanisms to follow when a driver refuses to undergo such analysis.

    e. 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 content of 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 (UCC), 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 (UCC), teaching personnel, administrative personnel, employees, professionals, visitors, and other people who regularly interact with the UCC.

Official Activities or sponsored by the Universidad Central del Caribe those activities authorized by the UCC 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 commonly used psychoactive substances and their effects.

Employee: any person exercising, performing, or carrying out any art, occupation, employment, or task and receiving 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 people who are retained for the rendering of a specialized service during a certain period of time.

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

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 human beings. 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:	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.
Economic Problems:	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.

Personal Problems: 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.

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 people of the minimum age required by state laws.
    b. People delegated by the UCC in charge of official activities will be responsible for enforcing the rules about the consumption of alcoholic beverages at the UCC.
    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 people 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/herdestination.

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 UCC. These disciplinary measures shall be applied by the corresponding departments to employees and students violating the Rules of Conduct.

The Discipline Board will be on 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/she 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 UCC.
2. Second offense – Termination or Expulsion
    a. The specific charges, witnesses, and testimonies that would justify the termination or expulsion will be provided 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 at 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 UCC 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 rehabilitative 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 always help the student or employee 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 UCC.
2. The UCC 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 submit himself/herself to a test to detect the presence of psychoactive substances.
3. The UCC 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 UCC 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*

a. Any student using psychoactive substances may request and obtain counseling from the Counseling Office of the Dean of Student Affairs.

3. *Treatment and Rehabilitation*

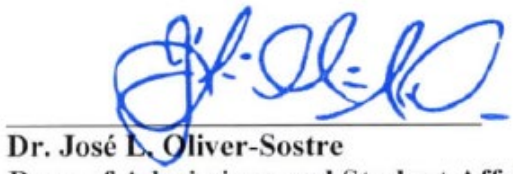
    The Counseling Office of the Student Affairs Dean's Office and the Human Resources Office maintain information about agencies and organizations offering treatment and rehabilitation services for people with psychoactive substance issues. These offices may, if they so accept, refer any student or employee 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.

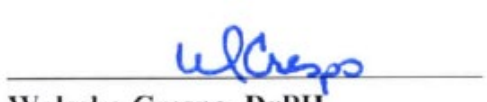
Revised and Amended by:	Nereida Díaz Rodríguez, Ph.D. July 20, 1999
Approved by:	July 23, 1999
Revised and Amended by:	February 28, 2007
Approved by:	July 20, 2007
Revised:	Omar Pérez Del Pilar, Ph.D July, 2022
Reviewed on:	Dr. José Luis Oliver-Sostre June 2025



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

7/10/2025
Date

Approved by:



Waleska Crespo, DrPH
President

7/11/2025
Date

Universidad Central del Caribe
Revision by: Dr. José L. Oliver-Sostre
First revision: July 20, 1999

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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 commonly 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 solvents, and the rest of them are illegal.

Psychoactive substances are also classified according to their chemical and physical properties 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	• Marihuana ("toque, mota, hierba, chora, grifa, chuby, churro, flexo, bacha, juanita, material") • Hashish (Hash)	• Smoked • Can be consumed in cookies or cakes	• Herb of a similar smell to burnt oregano • Gummy substance of a black-coffee color	• Possible damage to the 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. • The cancer risk factor is 8 times higher than tobacco.
Tranquilizers	• Valium, Lexotan, Ativan, Rohypnol, Rivotril • *("pingas, pastas, chochos")*	• Oral	• Pills and tablets	• Sexual promiscuity. • Lack of inhibition of aggressive impulses. • Deterioration in the thinking, attention, and memory processes. • Unfavorable changes in school and social attitudes.

Alcohol	• Beer, Wine, Tequila, Liquor	• Drunk	• Liquid	• Halt and/or deterioration of physical, mental, and emotional growth.

Type of Drug	Examples	Form of Use	Appearance	Some consequences
				• Lack of inhibition of aggressive and sexual impulses. • High risk of accidents while driving. • Social isolation.
Natural origin opiates (narcotics)	• Heroin *("chiva, heróica")*	• Injection: subcutaneous, intravenous, intramuscular • Smoked • Inhaled	• Stone, yellowish, or white dust.	• 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)	• Codeine • Nuvain • Darvon • Temgesic • Demerol • Fentanil	• Oral • Intravenous	• Syrups • Pills, capsules • Injectable solutions	• High addictive level. • Appetite suppression. • Malnourishment. • Apathy before life. • Deterioration of thinking ability. • Aggression during suppression. • School, work, and social problems.
Barbiturate	• Pentobarbital, Secobarbital. • *("pastas, nembus, muñecas, barbas")*	• Oral	• Red, yellow, or blue color capsules.	• High risk of intoxication due to alcohol. • Risk of respiratory failure. • Apathy towards daily activities.

Type of Drug	Examples	Form of Use	Appearance	Some consequences
Inhalable	• Tonsol *(toncho),* Thinner, Resistol *(chemo, pegue,FZ-10, flan, activo, vainilla)* • Gasoline • Amilo nitrite *(poppels, rush)*	• Inhaled	• Transparent liquid with penetrating odor • Yellow glue	• 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	• Cocaine (coca, snow White, "perico") • Crack (base, baserola)	• Inhaled, smoked, injected • Smoked	• White yellowish dust • White stones or crystals with sweet smell	• Paranoid fantasies. • Deterioration in the thinking process. • Sexual impotence. • Insecurity appears. • Slow deterioration of learning ability. • Cardiovascular alterations. • Brain activity alterations.
Natural origin hallucinogens	• Mushrooms (small birds, "san isidros," demolishes) • Peyote (head, buttons)	• Oral	• Similar to mushrooms • Amorphous tubercle	• 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	• LSD *(acids, micropoints)*	• Oral (in sugar, stickers or pieces of paper)	• Liquid and colorless	• Aggression bursts. (Especially with

Type of Drug	Examples	Form of use	Appearance	Some consequences
	• PCP *(angel dust)*	• Injected	• Liquid, capsules, pills, or crystalline white dust	the consumption of PCP).
Amphetamines and their analogs	• Ionamin, Esbelcaps, Ritalin, Tonoate dospan • *(anfetas)*	• Oral	• Pills or capsules	• Decrease in attention, concentration, and attention span.
Methamphetamines and their analogs	• Ionamin, Esbelcaps, Ritalin, Tonoate dospan • *("anfetas")*	• Oral	• Pills or capsules	• Decrease in attention, concentration, and attention span.
Methamphetamines and their analogs	• Cristal *(cristina)* • Ice, Crank	• Oral • Injected • Inhaled	• Pills, White dust, or similar to pieces of wax.	• Generate a very intense dependence. • Organic complications such as damage to the liver, lung, kidney, brain irritation, loss of weight, malnourishment, and 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

CENTER	*SERVICES*	*TELEPHONE NO.*	*TOWN*
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. People interested must contact the Main Office in Vega Baja.	(787) 855-4706	
HELPING HANDS CENTER	Residential treatment for alcoholic or addicted 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. It 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 the general public that offers specialized services in mental health conditions, drug 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 directo

	Universidad Central del Caribe	Policy #	UCC-SA-200-3-2025R2
		Implementation Date/ Effective Date:	July 23, 1999
		Contact:	Dr. José L. Oliver-Sostre
		Date Approved:	July 23, 1999
	No Smoking Institutional Policy by Students, Employees, and Visitors	Last Reviewed/Update:	June 2025
		Next Revision:	June 30, 2027
		Approval by:	Dra. Waleska Crespo

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 constitute our duty.

It has been scientifically proven that inhaling cigarettes 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 of 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 cohabitate 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 necessary, and avoid the disciplinary measures that would be imposed 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 (UCC), 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 (UCC), teaching personnel, administrative personnel, employees, visitors, and other people regularly interacting with the UCC.

3. **Official or sponsored activities by the Universidad Central del Caribe**: those activities authorized by the UCC held within or outside its premises.

4. **Corresponding Deans**: The Dean of Students with respect to the students, Dean of Medicine, Dean of Health Sciences and Technology, Dean of Chiropractic with respect to the faculty, and Dean of Administration with respect to non-teaching employees.

5. **Employee**: any person who receives wages, salary, 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, or the affiliates.

2. To those employees and students who are 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 (UCC). These

disciplinary measures will be applied by the corresponding divisions to employees and students who have incurred 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 it is a student; Human Resources Office if it is an employee; or by the Dean of Medicine, Dean of Health Sciences and Technology, or Dean of Chiropractic if it 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 compliance with the rules. The security guard on duty will submit a report about the incident to the Dean of Administration. The 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 are necessary; and (b) ensure that

the sanctions developed are consistently put into practice.

Approved by: July 23, 1999

Revised by: Omar Pérez Del Pilar,
PhD July 2022

Reviewed: Dr. José Luis Oliver-Sostre
June 2025

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

7/10/2025
Date

Approved by:

Waleska Crespo, DrPH
President

7/11/2025
Date

Universidad Central del Caribe
Revision by: Dr. José L. Oliver-Sostre
First revision: July 23, 1999

What is the ADA Act?

The Americans with Disabilities Act of 1990 (ADA) guarantees equal opportunities for individuals with physical or mental impairments in all areas of public life, including education. At the Universidad Central del Caribe (UCC), we are committed to ensuring that students with qualifying disabilities are granted appropriate **reasonable accommodations** to support their full participation in academic programs and the achievement of their educational goals.

Definition of an Individual with a Disability

According to the ADA, a person with a disability is defined as someone who meets **at least one** of the following criteria:

1. **has a physical or mental impairment** that substantially limits one or more major life activities
2. **has a record** of such an impairment
3. **is regarded** as having such an impairment, even if it is unseen or no actual impairment exists

Examples of Covered Impairments

The first category of the definition includes individuals with significant limitations in major life activities due to conditions such as:

- Deafness or significant hearing loss
- Blindness or substantial visual impairment
- Speech impairments
- Respiratory or mobility conditions
- Epilepsy
- Paralysis
- Learning disabilities
- Intellectual disabilities
- Chronic illnesses

The second category protects individuals who have a documented history of impairment, even if they are no longer affected by the condition. This includes, for example, people who have recovered from cancer or mental health conditions.

The third category includes individuals who, **although they may not have an actual impairment**, are **perceived as having one** and may therefore face **discrimination based on assumptions, stigma, or**

misinformation. This may include, for example, a person with a **severe visible disfigurement** who experiences exclusion or bias due to their physical appearance, or an individual with a **non-visible condition** that is not immediately apparent to others but still subjects them to discriminatory treatment.

What is a reasonable accommodation?

A reasonable accommodation is a modification or adjustment to the setting or academic environment that 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 people with disabilities, providing readers or interpreters, providing individualized assistance for studies (tutors, for example), preferential seats, and additional time to complete exams (theoretical and/or practical, including clinical skills). 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 maintains that it is important to ensure that all its students have the necessary support to reach their academic goals and success. It is the student's responsibility to request these services from 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 determination of the appropriate reasonable accommodation will depend on the **individual circumstances** of each case and will be based on the **recommendations of qualified healthcare professionals,** as well as the evaluation conducted by the **institutional reasonable accommodation designated staff.**

In recommending reasonable accommodation, the primary criterion shall be its **effectiveness in providing the student with an equitable opportunity** to achieve comparable academic performance and enjoy the same educational benefits as their peers **without impairments.** Recommendations must be **practical, appropriate, and within the scope of what is considered reasonable,** neither limited by minimal standards of quality nor exceeding the boundaries of institutional feasibility.

The **Universidad Central del Caribe (UCC)** is committed to providing reasonable accommodation for students with documented impairments, provided the request is duly submitted and supported by medical documentation. The student must present:

- **The proper form with medical evidence**
- A **professional recommendation** outlining the proposed reasonable accommodation

It is important to note that UCC is **not obligated** to provide accommodation that would impose an **undue financial or administrative burden** on the institution.

All requests for reasonable accommodation will be handled with **strict confidentiality** by the **Deanship of Student Affairs.** The student must send the following documentation and may be required to make an appointment to meet with the **Dean of Students**.

1. **Notice of Intention to Process Reasonable Accommodation**
2. **Request for Reasonable Accommodation Form**
3. Submit the corresponding **medical documentation** supporting the request

Incomplete requests, specifically those missing the required medical evidence, **cannot be evaluated,** and the institution may **defer or deny** the accommodation until the documentation is completed and submitted.

The students 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 the faculty in writing of the reasonable accommodation measures provided for each case based on the recommendations made by the institutional staff on reasonable accommodation after reviewing the student's petition and the 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 concerns, they should refer to the mentioned aid sources and consult with their 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 Wo*rker** 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
July12, 2002

Approved Date: June 2019

Revised and Amended Date: June 2021

Reviewed on: June 2025
By: Dr. José Luis Oliver-Sostre

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

7/10/2025
Date

Approved by:

Waleska Crespo, DrPH
President

7/11/2025
Date

Universidad Central del Caribe
Revision by: Dr. José L. Oliver-Sostre
First revision: July 12, 2002

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*:**

_____

_____

Revised 06/18/26 JO

UNIVERSIDAD CENTRAL DEL CARIBE

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

	Universidad Central del Caribe	Policy #	UCC-SA-200-5-2025R1
		Implementation Date/ Effective Date:	September 9, 2002
		Contact:	Dr. José L. Oliver-Sostre
		Date Approved:	September 9, 2002
	Policy Addressing Student Abuse, Mistreatment, Bullying & Cyberbullying	Last Reviewed/Update:	July 2025
		Next Revision:	June 30, 2027
		Approval by:	Dr. Waleska Crespo

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 the 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 the 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 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 made, the Dean for Student Affairs will discuss the allegations with the consent of the accuser, among all involved parties, in an attempt 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: https://www.uccaribe.edu/deanship-students-affairs/confidential-reporting-service/. 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 of 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 member 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, the 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 students 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 ensure 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.

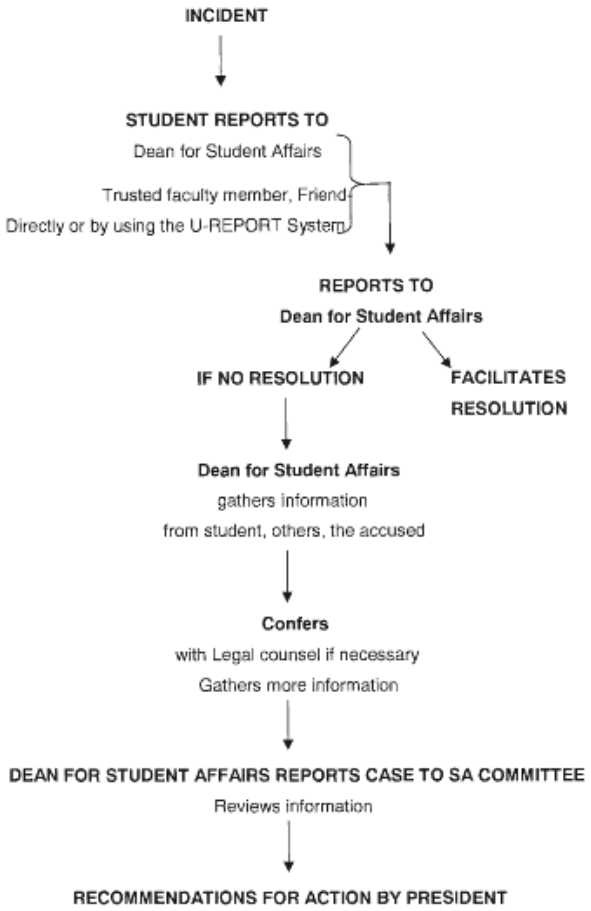
☐ *Yes. Please, explain:* _____
_____
_____
_____
_____

☐ *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 2025

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

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

7/10/2025
Date

Approved by:

Waleska Crespo, DrPH
President

7/11/2025
Date

Universidad Central del Caribe
Revision by: Dr. José L. Oliver-Sostre
First revision: September 9, 2002

	Universidad Central del Caribe	Policy #	UCC-SA-200-6-2025R1
		Implementation Date/ Effective Date:	June 2025
		Contact:	Dr. José L. Oliver-Sostre
		Date Approved:	June 2025
	Institutional Policy Regarding Access to Student Records	Last Reviewed/Update:	June 2025
		Next Revision:	June 30, 2027
		Approval by:	Dr. Waleska Crespo

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 or Pavia Hospital Arecibo Internal Medicine Residency Programs. An applicant is not a student until they attend the University.

B. ***Education record***

An education record is any information or data that 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 a medium as it 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.

TYPES OF RECORDS	*LOCATION*	*CUSTODIAN*
Applicant Records	Admissions Office	Director
Admissions Records	Registrar's Office	Registrar
Cumulative Academic Records (Current students and five years after graduation or withdrawal)	Registrar's Office	Registrar

Cumulative Academic Records (Former students; over five years after graduation or withdrawal). Health Records	Registrar's Office Deanship of Student Affairs	Registrar Dean
Financial Records Placement Records Alumni Records	Bursar's Office Registrar's Office Deanship of Institutional Development and Strategic Planning	Bursar Registrar Dean
Progress Records	Registrar's Office Academic Office at each School or Department	Registrar Dean or AcademicDirector
Disciplinary Records Occasional Records (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 make a 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 it 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 their 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 students 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.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 request.

D. place within a reasonable time after receipt of the

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 as a 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 stating 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" are 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, licensed professional counselor, 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 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 their 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 the 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 a 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 able 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 post-secondary 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-part 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 clause is made shall be informed of their requirement. This does not prevent 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

2025

By: Dr. José Luis

Oliver-Sostre

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

7/10/2025
Date

Approved by:

Waleska Crespo, DrPH
President

7/11/2025
Date

Universidad Central del Caribe
Revision by: Dr. José L. Oliver-Sostre
First revision: June 2025

	Universidad Central del Caribe	Policy #	UCC-SA-200-7-2025R2
		Implementation Date/ Effective Date:	June 20, 2003
		Contact:	Dr. José L. Oliver-Sostre
		Date Approved:	June 23. 2003
	The Right to be informed to alert about criminal incidents and safety on the premises of Universidad Central del Caribe to Students and Employees	Last Reviewed/Update:	June 2025
		Next Revision:	June 30, 2027
		Approval by:	Dr. Waleska Crespo

The Universidad Central del Caribe Institutional Policy about the Right to be Informed and Alert about Criminal Incidents 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 Incidents 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, 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 be imposed 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 (UCC), 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 (UCC), teaching personnel, administrative personnel, employees, visitors, and other persons regularly interacting with the UCC.

3. **Official or sponsored activities by the Universidad Central del Caribe**: those activities authorized by the UCC held inside or outside its premises.

4. **Employee**: any person who receives wages, salary, 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 UCC.

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:

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1. Procedures and mechanisms for any person to report 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 poses a threat to security and any complaint reported 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 a report will have, at least, the following information about the incident:

        1) Date
        2) Time
        3) Place
        4) Affected people
        5) Other people who were present
        6) 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 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 multiple guards and a Security Director. After business hours, entrance is only through the main lobby or through the Emergency Room. There are security guard 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 refer to the necessary forums to resolve incidents occurring at the Biomedical Sciences Building and its surroundings.

c.The Executive Director of Dr. Ramón Ruiz Arnau University Hospital may refer matters to the appropriate forums or authorities to address and resolve incidents that occur within the hospital.

d.The people mentioned in paragraphs a, b, and c may refer 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 Incidents 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 Incidents 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)

A. ***Disciplinary Measures***

Any employee or student who is charged or accused of any of the offenses as defined (Section A.6) will have a file open 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 of 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 UCC 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.

B. ***Review of the Policy***

The Universidad Central del Caribe will perform a review of this policy every two years to determine its effectiveness and to implement whatever changes are necessary.

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

Approved by: June 23, 2003

Revised: Omar Pérez Del Pilar
July 2022

Reviewed on: Dr. José Luis Oliver-Sostre
June 2025

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

7/10/2025
Date

Approved by:

Waleska Crespo, DrPH
President

7/11/2025
Date

Universidad Central del Caribe

Chart 1

Campus Crime and Security Report

CRIMINAL OFFENSE	2023	2024	2025
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

	Universidad Central del Caribe	Policy #	UCC-SA-200-8-2025R1
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		Contact:	Dr. José L. Oliver-Sostre
		Date Approved:	June 10, 2005
	Regulations Concerning Minors on Premises	Last Reviewed/Update:	June 2025
		Next Revision:	June 30, 2027
		Approval by:	Dr. Waleska Crespo

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 to 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**.**

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

7/10/2025
Date

Approved by:

Waleska Crespo, DrPH
President

7/11/2025
Date

Universidad Central del Caribe
Revision by: Dr. José L. Oliver-Sostre
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		Implementation Date/ Effective Date:	July 20, 2007
		Contact:	Dr. José L. Oliver-Sostre
		Date Approved:	July 20, 2007
	Student's Dress Code	Last Reviewed/Update:	June 2025
		Next Revision:	June 30, 2027
		Approval by:	Dr. Waleska Crespo

The Universidad Central del Caribe (UCC) is interested in developing a healthy environment that promotes the achievement of the 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 always be observed.

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/her; it contributes to personal and collective safety and alerts them to potential risks to their 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/scrub. 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 attire that 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 wear 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 and women must wear professional attire that avoids showing any intimate body parts.

During clinical workshops, proper attire includes the use of closed-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 the 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 cards 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 students in classrooms, offices, or in the library 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 violations of 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 Student Dress Code must request the corresponding accommodation from the Dean of Student Affairs.

Summary

The Universidad Central del Caribe (UCC) recognizes that the attire of every health professional in training is a fundamental reflection of their work ethic and professional identity. To that end, UCC has adopted this **Student Dress Code** to promote a respectful and distraction-free learning environment, foster the highest standards of professional conduct, and support the safety and decorum expected within an academic and clinical setting.

UCC reserves the right to review and update this Dress Code as deemed necessary. The implementation and enforcement of this policy are grounded in principles of equity and do **not** constitute any form of discrimination.

Prepared by:	July 20, 2007	**Dr. José L. Oliver-Sostre** **Dean of Admissions and Student Affairs**	7/10/2025 **Date**
Approved Date:	July 20, 2007	**Approved by:**	
Reviewed by:	Dr. José Luis Oliver-Sostre Dean of Admissions and Student Affairs June 2025	**Waleska Crespo, DrPH** **President**	7/11/2025 **Date**

Universidad Central del Caribe
Revision by: Dr. José L. Oliver-Sostre
First revision: July 20, 200

	Universidad Central del Caribe	Policy #	UCC-SA-200-10-2025R1
		Implementation Date/ Effective Date:	November 30, 2010
		Contact:	Dr. José L. Oliver-Sostre
		Date Approved:	November 30, 2010
	Policy and Procedures on Criminal Background Checks (CBC)	Last Reviewed/Update:	June 2025
		Next Revision:	June 30, 2027
		Approval by:	Dr. Waleska Crespo

Title: Criminal Background Check (CBC)

Rational: 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 expensive 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 completed 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 the 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 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 relationships. 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 the completion of a criminal background check.
4. The Dean for Student Affairs and the Director of Admissions will receive letters of certification for all CBCs that result in no records being found and will store them in a locked file until the applicant is admitted.
5. In those CBCs 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 basis by the Dean of Student 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 minor offenses in the CBC 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 major 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 the terms of the meeting. The Dean will render a decision on the matter within seven days of 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 consistently with FERPA guidelines.

Prepared and Submitted by: Omar Pérez Del Pilar, Ph.D., Dean of Admissions and Student Affairs and Legal Counselors- González Badillo's Law Firm

November 30, 2010

Approved Date: November 30, 2010

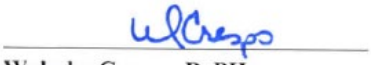
Reviewed by: Dr. Jose Luis Oliver-Sostre., Dean of Admissions and Student Affairs June 2025



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

7/10/2025
Date

Approved by:



Waleska Crespo, DrPH
President

7/11/2025
Date

Universidad Central del Caribe
Revision by: Dr. José L. Oliver-Sostre
First revision: November 30, 2010

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

Appendix I

Criminal Background Check Reporting Criteria

Some criminal offense prevents students from participating in patient care (i.e., Red Flags). In Addition, some professional licensure boards include specific offense that 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 a 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)

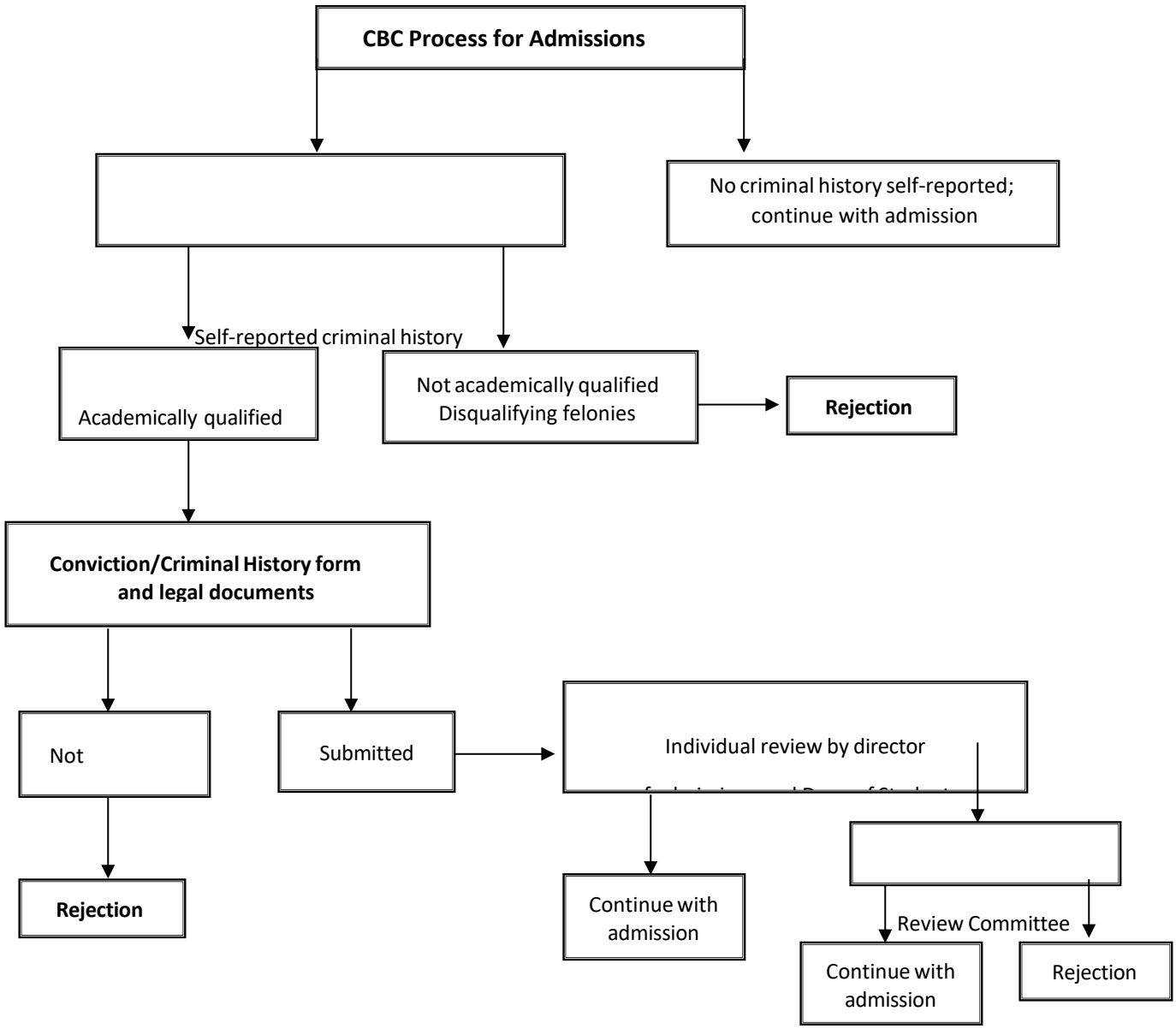
- Assault and related offenses that result in a felony
- Battery and related offenses that result in a felony
- Arson, Attempted Arson
- Child abuse, aggravated child abuse, neglect of a child, exploitation of a child.
- Endangering the welfare of a child
- Theft and related offenses resulting in a felony
- 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 people 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 charged with 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	Policy #	UCC-SA-200-11-2025R1
		Implementation Date/ Effective Date:	December 22, 2010
		Contact:	Dr. José L. Oliver-Sostre
		Date Approved:	December 22, 2010
	Student Exposure to Infectious and Environmental Hazards Policy	Last Reviewed/Update:	June 2025
		Next Revision:	June 30, 2027
		Approval by:	Dr. Waleska Crespo

Statement and Purpose

The **Universidad Central del Caribe (UCC)** has established a formal policy to address **student exposure to infectious and environmental hazards** within clinical and educational settings. This policy includes provisions for:

- Education on prevention methods
- Procedures for post-exposure care and treatment
- Delineation of financial responsibility for treatment
- Guidelines regarding the impact of such hazards on students' academic participation
- Methods to ensure comprehensive distribution and acknowledgment of the policy by all students

The purpose of this policy is to **educate, inform, and guide students** in minimizing risk and responding appropriately in the event of an exposure, thereby promoting a safe and supportive learning environment.

Stakeholders

All **faculty, staff, and students** of the Universidad Central del Caribe are responsible for knowing, understanding, and complying with this Standard Operating Procedure (SOP) and its provisions.

Definitions

UCC: Universidad Central del Caribe
CD: Course/Clerkship Director

Bloodborne Pathogens: As defined by the Occupational Safety and Health Administration (OSHA), these are pathogenic microorganisms present in human blood that can cause disease in humans, including but not limited to:

- Human Immunodeficiency Virus (HIV)
- Hepatitis B Virus (HBV)
- Hepatitis C Virus (HCV)

OPIM – Other Potentially Infectious Materials: Also defined by OSHA, OPIM includes, but is not limited to:

- Semen and vaginal secretions
- Cerebrospinal, synovial, pleural, pericardial, peritoneal, and amniotic fluids
- Saliva in dental procedures
- Any bodily fluid visibly contaminated with blood or in situations where it is difficult to differentiate between body fluids
- Any unfixed human tissue or organ (other than intact skin)
- HIV- or HBV-containing cell or tissue cultures, organ cultures, culture media, or solutions
- Blood, organs, or other tissues from experimental animals infected with HIV or HBV

Occupational Exposure: As defined by OSHA, occupational exposure refers to reasonably anticipated skin, eye, mucous membrane, or parenteral contact with human blood or OPIM that may result from the performance of one's job duties.

Responsibilities Students:

Students are expected to read and review this policy **annually** and are responsible for adhering to best practices that prevent or minimize the risk of occupational exposure.

Course/Clerkship Directors (CDs):

CDs are responsible for **disseminating this policy** and any related procedures to students during orientation to their course or clerkship.

General Considerations

Students enrolled in Health Sciences programs may encounter **blood and body fluid exposures** as part of their academic training. UCC maintains specific guidelines to ensure the **timely, comprehensive evaluation and management** of such exposures.

These guidelines apply to enrolled students and include:

- Step-by-step procedures for post-exposure care
- Applicable coverage for post-exposure prophylaxis (PEP) for HBV, HCV, and HIV
- Guidance for students **not eligible** for institutional services, indicating that care may be accessed **at their own expense**

Determining whether a patient, the source of exposure, has a blood-borne infection is essential to delivering appropriate post-exposure care. While unnecessary testing should be avoided when the likelihood of infection is minimal, **serological testing of the source patient is strongly encouraged** as the most reliable means of risk assessment.

Procedures

I. Prevention Measures to Mitigate Exposure(s)

Required Annual Training

All students must complete annual training on preventing exposure to infectious and environmental hazards. Requirements include:

- Read and review the policy annually as part of the Compendium of Policies review process.
- Completing an **attestation form** confirming that the policy review has been completed. Reminders are provided during each academic year.
- Students who do not complete the required annual training **will not be permitted** to participate in any clinical activities until compliance is verified.

As part of the **transition to the clinical years**, students receive training on the proper use of **personal protective equipment (PPE)** to minimize potential exposures. This training includes, but is not limited to, the proper use of:

- Face masks
- Face shields
- Gowns
- Gloves
- Shoe covers
- Effective handwashing techniques

II. Dissemination of Educational Materials

This policy, along with related procedures regarding **bloodborne pathogens, OPIMs**, and **occupational exposures**, is distributed at **multiple points** throughout the curriculum, including but not limited to:

- Transition to M1 and M2 programs
- Clinical Skills orientation
- Clerkship-specific orientations

III. Process for Handling Post-Occupational Exposure(s)

A. Immediate Care of Exposure Site
Students must initiate the following actions immediately after an exposure:

- **Wash wounds and skin sites** exposed to blood or body fluids thoroughly with soap and water for **3–5 minutes**.
- **Clean small wounds or punctures** with an antiseptic such as alcohol-based hand sanitizer. (Note: Alcohol is viricidal against HIV, HBV, and HCV, though students should be warned that it may cause a stinging sensation.)
- **Flush mucous membranes** (e.g., eyes, mouth) with water for **15 minutes**, preferably using an eye-washing station. Contact lenses should be removed and discarded.
- **Do not apply caustic agents** (e.g., bleach) or inject antiseptics/disinfectants into the wound.
- **Do not squeeze the wound** to express fluid. While this has not been shown to reduce transmission risk, the **use of antiseptics is not contraindicated**.

B. Reporting and Follow-Up Steps
Following initial care, students must:

1. **Report the incident** to their immediate supervisor or clinical preceptor as soon as possible.
2. Follow the **UCC Guidelines for Blood and Body Fluid Exposure**, including:
    - Working with the **resident physician or attending physician** to ensure the appropriate labs are obtained from the **source patient**.
    - Determining the **significance of the exposure**, based on the type of fluid, route of exposure, and potential for HBV, HCV, or HIV transmission.
3. **Notify the Deanship of Student Affairs and/or the Deanship of Administration** promptly for appropriate documentation and institutional support.

C. Students on Away Rotations
Students rotating at **external (away) sites** must follow the procedures established in the **site's affiliation agreement** or as arranged **prior to the rotation** by the Clerkship Director. Institutions must ensure that appropriate protocols and reporting mechanisms are in place for these students as well.

Post-Exposure Protocols and Reporting Procedures
After-Hours Exposure Protocol
If an occupational exposure occurs **after regular business hours or on weekends**, the student must report to the Ramón Ruiz Arnau University Hospital (**HURRA) Emergency Department** for immediate evaluation and care or the closest emergency department.

Reporting an Exposure
For students enrolled at UCC:

- If the exposure occurs during **regular office hours (8:00 a.m. – 4:30 p.m., Monday through Friday)**, the student must notify either:
    - The **Deanship of Student Affairs**, or
    - The **Deanship of Administration**.
- **Students rotating at locations more than 15 minutes away** from UCC must receive **an initial evaluation, testing, and treatment at the away site**, per prior arrangements made through the Clerkship Director or as specified in the institutional **affiliation agreement**.

Notification of exposure

- All students experiencing an occupational exposure must notify the course/clerkship director and the Dean of Students **within two (2) calendar days** of the incident.
- Upon notification, the **Dean of Students or the Associate/Assistant Dean of Students** will follow up to:
    - Confirm that the student is receiving appropriate medical care
    - Address any barriers or concerns that may affect the student's access to treatment and support

Responsibility for Cost of Treatment

The Universidad Central del Caribe (UCC) provides accidental insurance coverage to support students with reimbursement for initial evaluation and treatment costs resulting from occupational exposures that occur at UCC facilities or affiliated clinical training sites.

However, UCC does **not** assume financial responsibility for:

- Post-exposure testing and treatment received at clinical sites located **outside the jurisdiction of Puerto Rico.**

Additionally, students are fully responsible for:

- All medical expenses related to exposures that take place at **non-UCC-affiliated** clinical or educational sites.
- Maintaining **active health insurance coverage** throughout their period of enrollment at UCC, as a condition of participation in academic and clinical activities.

Return to Educational Activities

- Students may return to educational activities after an exposure or illness **only after clearance from a licensed medical provider**, in accordance with **current CDC guidelines**.
- UCC will provide **reasonable accommodation**, when possible, to support a timely and safe return to academic responsibilities.
- If a student is not medically cleared to return, the Deanship of Student Affairs, in collaboration with the relevant academic program leadership, will:
    - Meet with the student
    - Explore **alternative academic options**
    - Offer **resources and individualized support**

Policy Review and Revision History

- This policy will be **reviewed at least every three (3) years**, or more frequently as needed to ensure continued compliance with institutional and federal regulations.

Current Revision Approved: June 2025

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

7/10/2025
Date

Approved by:

Waleska Crespo, DrPH
President

7/11/2025
Date

Universidad Central del Caribe
Revision by: Dr. José L. Oliver-Sostre
First revision: December 22, 2010

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.

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		Contact:	Dr. José L. Oliver-Sostre
		Date Approved:	June 2011
	Refund Policy	Last Reviewed/Update:	June 2025
		Next Revision:	June 30, 2027
		Approval by:	Dr. Waleska Crespo

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 on 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 admission 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 of the date that the University determines that the student has 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:

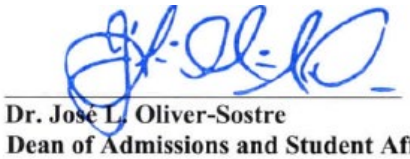
1. Determine the percentage of the period of enrollment the student attended.
2. Determine the amount of Title IV funds earned by multiplying the total amount of Title IV aid (other than FWS) for which the student qualified by the percentage of time enrolled.
3. Compare the amount earned to the amount 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 amount earned from the amount 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 that the student will receive 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 about the existence of their situation and that he/she is responsible for returning the overpayment amount.

Approved Date:June 2011

Reviewed by:
Dr. Jose Luis Oliver-Sostre,
Dean of Admissions and Student Affair
June 2025



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

7/10/2025
Date

Approved by:



Waleska Crespo, DrPH
President

7/11/2025
Date

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	Universidad Central del Caribe	Policy #	UCC-SA-200-13-2025R1
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	Student Professional and Ethical Values: Fitness to Practice	Last Reviewed/Update:	June 2025
		Next Revision:	June 30, 2027
		Approval by:	Dr. Waleska Crespo

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 physicians, and substance abuse counseling students are given guidance and the opportunity to learn and practice the standards to which they will be held.

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 students' behavior in clinical and academic work.

a. Providing 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.
- Do not allow personal biases to interfere with a patient's treatment. The student must not discriminate against patients.
- 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.
- Patients' autonomy must be respected, not only in terms of choices for treatment, but also 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 people 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 several reasons (and that the information can be recorded in the Medical Student Performance Evaluation (MSPE/Dean's 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	• Child pornography • Theft • Financial Fraud • Possession of illegal substances • Child abuse or any other abuse • Physical or verbal violence
Drug/Alcohol Misuse	• 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	• Assault and Battery • Physical Violence • Bullying • Abuse
Persistent Inappropriate Attitude or Behavior	• Uncommitted to work • Neglect of administrative tasks • Poor time management • Non-attendance • Poor communication skills • Failure to accept and follow educational advice
Cheating/Plagiarizing	• 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	• Falsifying Research • Financial Fraud • Fraudulent CVs or other documents • Misrepresentation of qualifications
Unprofessional Behavior or Attitudes	• Breach of Confidentiality • Misleading patients about their care or treatment • Culpable involvement in the 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 (b) another 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 are 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 that 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

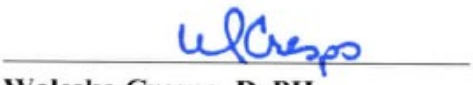
Reviewed on:Dr. José Luis Oliver-Sostre
June, 2025



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

7/10/2025
Date

Approved by:



Waleska Crespo, DrPH
President

7/11/2025
Date

Universidad Central del Caribe
Revision by: Dr. José L. Oliver-Sostre
First revision: June 22, 2011

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 completed based on:
[ ] my direct observation(s) or encounter(s) with this student
[ ] 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 students and recommendations:

Student's signature _____ Date

Dean of Student Affairs signature_____ Date ___/___/___

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

	Universidad Central del Caribe	Policy #	UCC-SA-200-14-2025R1
		Implementation Date/ Effective Date:	August 9, 2011
		Contact:	Dr. José L. Oliver-Sostre
		Date Approved:	August 9, 2011
	Policy for the Provision of Health Care Services to Students	Last Reviewed/Update:	June 2025
		Next Revision:	June 30, 2027
		Approval by:	Dr. Waleska Crespo

The Universidad Central del Caribe (UCC) is fully aligned with the standard that health professionals who provide medical, psychiatric, or psychological services to students must have no involvement in the academic assessment or promotion of those same students.

This institutional policy is designed to safeguard the integrity of both the therapeutic relationship and the academic evaluation process by preventing dual-role conflicts and ensuring that care is delivered in an environment of trust, privacy, and professional boundaries. In doing so, UCC affirms its commitment to ethical practice, student well-being, and impartial academic assessment.

Conflict of Interest and Dual Relationships

Faculty members and resident physicians who have direct responsibility for assessing student performance are prohibited from evaluating students to whom they have provided health or counseling services. This policy is grounded in ethical and professional standards that recognize the risks of dual relationships:

- A student-patient may feel discouraged from disclosing sensitive information (e.g., substance use, mental health concerns) if the healthcare provider is also responsible for academic grading or promotion decisions.
- Faculty or resident evaluators, despite good intentions, may have their assessments inadvertently influenced positively or negatively by knowledge of the student through a therapeutic relationship.

In cases of pre-existing physician–student relationships, the provider must proactively inform the student of the potential dual-role conflict and commit to recusing themselves from any academic assessment or evaluation of that student.

Exceptions in Emergent Situations

In emergency circumstances or when no appropriate referral is immediately available, students may receive care from faculty or residents. Even under these conditions, the provider must explain the nature of the dual relationship to the student and confirm that they will abstain from participating in any academic assessment or decision-making involving the student.

Role of the Office of the Licensed Professional Counselor

The Office of the Licensed Professional Counselor (LPC) serves as the primary student support unit responsible for managing and facilitating student access to mental health and medical services. As a rule, the Office does not refer students to any provider affiliated with UCC faculty who is involved in student assessment, academic progress decisions, or promotion processes.

Should a student specifically request a referral to a provider who may hold a faculty position with evaluative authority, the LPC will ensure that:

- The student is fully informed of the potential conflict of interest,
- The decision is made voluntarily, and
- Proper documentation is maintained reflecting the students' informed consent.

Communication and Access to Services

Students are informed about available medical and counseling services through multiple structured and ongoing methods:

- Orientation Activities: During matriculation, all incoming students receive detailed information about available medical and counseling services, both on campus and in affiliated nearby facilities. This information is coordinated and disseminated by the Dean of Students and the counseling services staff.
- Insurance Provider Directory: Students enrolled in the university-sponsored health insurance plan are provided with a directory of approved healthcare providers and a summary of coverage benefits for reference.
- Active Referral Process: The Dean of Students, in collaboration with the Licensed Professional Counselors, coordinates individualized referrals to external healthcare providers as needed.

Commitment to Student Well-being and Professional Ethics

These procedures are designed to ensure that all students have unobstructed and confidential access to medical and mental health services while upholding the highest standards of professional integrity and ethical boundaries. The UCC remains committed to providing a safe, supportive, and unbiased environment for its students, one in which their well-being and academic success are prioritized without compromise.

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

June 2025

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

7/10/2025
Date

Approved by:

Waleska Crespo, DrPH
President

7/11/2025
Date

Universidad Central del Caribe
Revision by: Dr. José L. Oliver-Sostre
First revision: August 9, 2011

	Universidad Central del Caribe	Policy #	UCC-SA-200-15-2025R1
		Implementation Date/ Effective Date:	August 9, 2011
		Contact:	Dr. José L. Oliver-Sostre
		Date Approved:	August 9, 2011
	Student Health Care Services Policy	Last Reviewed/Update:	June 2025
		Next Revision:	June 30, 2027
		Approval by:	Dr. Waleska Crespo

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 ID. Card, and their matriculation form to receive services. Additionally, there are health professionals at the University Center for Complementary and Integrative Medicine (CUMIC) who will be available during the week to provide evaluations 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, and poliomyelitis 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 health insurance.** Any student without personal health insurance must pay for the Health Insurance provided by the Institution.

4. Benefits and services under the Health

   Insurance 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

The 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 ensure that a 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 the 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 beyond the student health service to: (A) continually evaluate the coverage to make sure it meets the needs of the insured individuals; (B) obtain necessary benefits at the least possible cost; and (C) work to return as much 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 coverage 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. The student health insurance plan provided by the Institution is available to all students.

8. Cost containment benefits are promoted to ensure that the most effective and efficient medical care is provided whenever possible.

9. 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.

10. 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.

11. The student health services area develops and periodically reviews clear and concise statements of purpose for the student health insurance coverage

The University provides health insurance coverage 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 helps to ensure 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.

12. It is expected that the health insurance benefits will protect the University from potential litigation.

13. The health insurance 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.

14. The student health services area works to maintain a high level of knowledge of important trends and developments in the health insurance industry.

15. Exclusions and limitations are evaluated to ensure that they are consistent with the purpose of the plan.

16. **The University strongly encourages students to buy health insurance coverage 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

E. 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 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.*

F. 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.

G. MENTAL HEALTH

The University has an "Institutional Policy Regarding Confidential Counseling to students, faculty, physicians residents, and staff". The university also has an affiliation with APS Yes U Can that refers to the student assistance program offered by APS Health, called the Student Assistant Program (SAP). This program provides support to students facing personal difficulties that affect their academic performance and overall well-being. Support includes psychological assistance, management of alcohol and drug-related problems, and legal and financial counseling.

H. CHEMICAL IMPAIRMENT

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

I. OCCUPATIONAL EXPOSURE

The University has "Institutional Policies and Procedures Regarding the Management of Students with Exposure to Infectious and Environmental Hazards".

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)



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

7/10/2025
Date

Approved by:



Waleska Crespo, DrPH
President

7/11/2025
Date

Universidad Central del Caribe
Revision by: Dr. José L. Oliver-Sotre
First revision: August 9, 2011

	Universidad Central del Caribe	Policy #	UCC-SA-200-16-2025R2
		Implementation Date/ Effective Date:	October 2011
		Contact:	Dr. José L. Oliver-Sostre
		Date Approved:	November 2011
	Policy to Request Students at Academic Difficulty to meet with Student Support Services Personnel	Last Reviewed/Update:	June 2025
		Next Revision:	Every Year
		Approval by:	Dr. Waleska Crespo

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 institucion 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

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

7/10/2025
Date

Approved by:

Waleska Crespo, DrPH
President

7/11/2025
Date

Universidad Central del Caribe
Revision by: Dr. José L. Oliver-Sostre
First revision: October 2011

	Universidad Central del Caribe	Policy #	UCC-SA-200-17-2025R1
		Implementation Date/ Effective Date:	July 11, 2013
		Contact:	Dr. José L. Oliver-Sostre
		Date Approved:	July 18, 2017
	Scholarships and Stipend Policy	Last Reviewed/Update:	June 2025
		Next Revision:	June 30, 2027
		Approval by:	Dr. Waleska Crespo

Introduction:

On September 1, 1993, the Board of Trustees of the Universidad Central del Caribe (UCC) established a trust known as Universidad Central de! Caribe (UCC) Endowment Trust Fund. The endowment was established to provide the institution, a not-for-profit organization, with the receipt of charitable gifts, donations, and income and the authority to administer the funds so received.

As approved by the Board of Trustees, beginning in July 2009, the institution granted its first scholarships from the corresponding endowment's annual return of investments, according to the spending rate formula, and after the appropriate allocations. Subsequently, the Institution worked towards the development of an **Immediate Scholarship Fund** (ISF), nurtured by several fundraising initiatives undertaken by the Institutional Development and Strategic Planning Deanship and other donations from external and internal resources. The total of funds available each academic year will be distributed 50% for academic excellence, 30% for need-based scholarships, and 20% for research travel participation stipends, or others.

At the core of the UCC's mission is the commitment to excellence in its academic programs, research endeavors, and the provision of patient services. In order to promote the pursuit of the highest academic standards among the student body, resident and fellow physicians, the UCC established the Academic Excellence Scholarship and the Need-Based Scholarship, and for students only, the Stipend Policy. At the UCC, we believe that high-quality healthcare professionals will serve with excellence the health needs of their community and humanity in general.

The following procedures are intended to ensure the effective management of the Immediate Scholarship Fund in its distribution of the Academic Excellence Scholarship, Need-Based Scholarships, and Stipend Policy in compliance with best practices. It is the main goal of the scholarship and stipend program to reward academic excellence, address financial needs, and help in research participation and presentations among active, enrolled students and physician residents in academic good standing pursuing an academic degree at the UCC. For this purpose, the UCC has established an Institutional Committee to oversee granting procedures and ensure their agile and objective implementation.

Institutional Committee:

The members of the Committee will meet as needed and create and implement the necessary policies and procedures required for the granting of the scholarships and stipends. As stated,

they will be responsible for directing the granting procedures and ensuring their agile and objective implementation. The Committee will also be responsible for revising and modifying the scholarship and stipend-granting procedures, concerning the development of the Immediate Scholarship Fund, student body needs, donors' wills, and institutional determinations.

The Committee will be comprised of the following voting members:

- Dean of Student Affairs
- Dean of Student Affairs, School of Medicine
- Dean of Institutional Development and Strategic Planning

The members of the Committee will be appointed and/or ratified by the President.
*The directors of the Bursar's Office, Financial Aid Office, and Registrar's Office will be consultants when reports are requested.
Definitions:

Academic Excellence: Students with a Cumulative Quality Point Index (CQPI- "The total credit hours divided by total honor points accumulated by the student in his/her Academic experience, as reported by the Registrar's Office") higher than 3.50 at the Universidad Central del Caribe as reported by the Academic Excellence Report prepared by the Registrar's Office. It is categorized among Summa Cum Laude (3.75-4.00 CQPI) and Magna Cum Laude (3.50-3.74 CQPI) students from second year onwards. (For the group of resident and fellow physicians, the academic scholarship is based on academic enrichment travel awards and/or Board QBanks.)

Need-Based: Need-based scholarships may take academics into account, but the primary criterion for qualification is demonstrating financial need. Financial need will be based on the student and family's financial record and require applicants to fill out a Free Application for Federal Student Aid (FAFSA) to qualify. Need-based scholarships will require the results of the FAFSA, which calculates a student's financial need through a formula that looks at the expected family contribution and cost of attendance and will take into consideration an adapted version of the Poverty Guidelines issued as of January 15, 2025, by the Health Resources and Services Administration (HRSA) of the Department of Health and Human Resources. The evaluation will also include an interview with the social worker or the licensed professional counselor.

The following table is an adaptation of the original HRSA table to be more inclusive.

The following is the resulting table:

Family Members/household	Annual Income/Poverty Guide Line
1	$15,650
2	$21,150
3	$26,650
4	$32,150
5	$37,650

6	$43,150
7	$48,650
8	$54,150

Stipend: Apply to extraordinary expenses also referred as Special Circumstances on the Federal Student Aid Handbook 2024-25 Chapter 5, that may impact the student's cost or ability to pay for college that were not considered in the students' cost of attendance that may present a financial burden to their wellbeing on a particular moment or that are necessary to finance some educational activity that will have an impact in the student success. They may include, among others, financial support to reduce the cost of traveling to research conferences where the student is participating as a poster or podium presenter, as such opportunities enhance academic enrichment. Eligible expenses in these cases may cover airfare, conference registration fees, and lodging.

Additionally, any student who needs financial support for qualified expenses, such as changes in employment status or changes in housing status.

Another criterion for granting a stipend is an extraordinary history of community service that impacts the academic and external community.

Under appropriate review and with supporting documentation, funding may also be considered for the purchase of essential equipment or materials, Q Bank fees, assessment exams, or other academic-related resources.

Good standing: Any student who at the end of an academic year is unconditionally promoted to the next academic level and has not been involved in any disciplinary actions, professional or academic.

Enrollment: Any student that ***completed the matriculation process*** at the Universidad Central del Caribe.

Eligibility criteria (Academic Excellence): To be eligible for an Academic Excellence Scholarship at the UCC the students must: 1) be enrolled in the UCC for at least one year, 2) be in good academic standing, 3) attain a CQPI of 3.50 or higher, and 4) not be in default on any federal student loan program.

Eligibility criteria (Need-Based): To be eligible for a Need-Based Scholarship at the UCC the students must: 1) be enrolled in the UCC for at least one year, 2) be in good academic standing, 3) satisfy the need-based definition criteria, 4) attain at least the minimum CQPI to be enrolled in the academic program of origin (e.g. MD Program: **2.00 CQPI;** Medical Imaging: **2.00 CQPI;** Master's in Addiction Counseling and Biomedical Sciences Graduate Program: **3.00 CQPI;** DC Program: **2.00 CQPI),** 5) complete application for need-based qualification, 7) provide all supporting documentation, 7) not be in default on any federal student loan program.

CQPI: The cumulative quality point index is calculated by dividing the total number of quality points earned by the total number of credit hours of requisite courses taken, beginning

with the student's original enrollment as reported by the Registrar's Office.

Scholarship award: consists of the conferment of 100% of the total award for student tuition up to the maximum amount that their budget allows. If the amount of money granted is less than a thousand dollars ($1,000) the finance department will disburse the total amount in one check to the student. If the amount exceeds one thousand dollars (>$1,000) the finance department will disburse 10% of the total amount and will divide the difference into two payments to be awarded for tuition purposes (first semester and second semester/ or trimesters). The number of scholarships to be granted may vary each year depending on the available funding and the number of qualified students.

Responsibilities:

All students who receive scholarships for academic excellence, financial need, or a stipend must write a letter to the donors explaining the benefit received and the importance of continuing to collaborate with student success.

Every student who receives a stipend for research travel expenses must make a brief presentation of their project to the students and faculty. It will be recorded to be disseminated through academic channels.

Every student who receives a stipend due to special circumstances or qualified expenses must provide at least 20 hours of service to the university in the department, area or unit designated by the Dean of Students.

Procedures:

In order to grant the scholarships and stipends of the UCC, the Committee shall meet prior to the beginning of the academic year to revise the policy or as necessary during the academic year, confirm the amount of available funds and, in conformity with the academic excellence report, need-based applications and research stipends requested, award the scholarships and stipends that meet the criteria.

In granting scholarships, a hundred percent (100%) of the total award will be applied to tuition costs up to the maximum amount that your budget allows. If the amount of money granted is less than one thousand dollars ($1,000) the finance department will disburse the total amount in one check to the student. If the amount exceeds one thousand dollars (>$1,000), the finance department will disburse 20% of the total amount and will divide the difference into two payments to be awarded for tuition purposes (first semester and second semester/ or trimesters). In the granting process, the UCC will apply the total scholarship amount to any pending balances with the UCC.

The Committee must ensure that all qualified students for a corresponding academic year are recognized and awarded a scholarship or stipend if they meet the criteria. Thus, all awardees should be aware that the number of scholarships to be granted may vary each year depending on the available funding and the number of qualified students.

The Committee must ensure that all eligible students for a need-based scholarship are informed and aware of such an opportunity and are provided with a reasonable time to

complete and fulfill all required documentation. The Office of the Dean of Student Affairs, with the Programmatic Deans and the support service personnel, will be responsible for the orientation, call for applicants, announcements, observation, and setting of deadlines for this scholarship and stipend program granting policy.

Deadline:

Requests for research travel stipends must be submitted within the semester in which the travel takes place. Stipend requests submitted after the conclusion of the academic year will not be accepted under any circumstances.

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

July 8, 2025
Date

Ms. Mildred Rivera Marrero, MPH
Dean of Institutional Development and Strategic Planning

July 8, 2025
Date

Approved by:

Waleska Crespo, DrPH
President

July 8, 2025
Date

Universidad Central del Caribe
Revision by: Dr. José G. Rodríguez Irizarry
First revision: July 11, 2013

Application Need-Based Scholarship

In order to be considered for a need-based scholarship, students should respond and complete the Need-Based Scholarship Application form as provided by the UCC Financial Aid Office in its annual announcement.

Students should provide all required information in the application form, including all evidence requested:

- Evidence of Family Income
- Expected family contribution
- If under twenty-seven years, submission of a certified copy of the income tax application for the last two years.
- If a student is under 25 years old, and claims to be emancipated, he or she must present the corresponding legal evidence.
- Fill out the Application for Federal Student Aid (FAFSA)
- Comply with all eligibility criteria:
    - be enrolled in the UCC since the first year,
    - be in good academic standing,
    - qualify under the need-based definition,
    - attain a CQPI between 2.00 to 3.49,
    - achieve satisfactory completion of the first academic year at the UCC,
    - complete application for need-based,
    - provide all supporting documentation,
    - not in default on any federal student loan program,
    - not be a recipient of an academic scholarship during the same academic year

Need-Based Scholarship Application Form

1. Applicant Name: _____Student num._____ Gender:
   Male:____ Female:____
2. Marital Status: Single_____ Married_____ Divorced_____
3. Date of Birth:_____ Age:_____ Citizenship:_____
4. Permanent postal address:_____
   _____
5. Tel. (res.): _____ mobile:_____email:_____
6. Educational Program:_____
7. Are you currently employed? Yes:_____ No:_____
8. Applicant annual gross income:_____
9. Total number of family members:_____
10. Total family members currently living with you:_____

If a student is dependent, please complete parent information

If you are under 25 years old, are you emancipated? Yes_____ No_____(If answer "Yes", see instructions on procedure).

Notes:

- Emancipate – bring court documents.
- If married – bring income tax return.
- If you are married by capitulations, you must submit both income tax returns.

11. Father's name:_____

12. Professional status: employed_____ self-employed_____ retired_____

Un-employed_____disabled_____

13. Total gross monthly income (salary/pension/others):_____

14. Total annual income:_____

15. Mother's name:_____

16. Professional status: employed_____ self-employed_____ retired_____

Un-employed_____disabled_____

17. Total gross monthly income (salary/pension/others):_____

18. Total annual Income (Father, Mother, or both): _____

It is required to provide income evidence for the past two years

Certification

I certify that:

1. The information provided in this application is true to the best of my knowledge and I understand that any false information will result in the cancellation of the application. If any information given in this application is found to be false after the granting of scholarship money, the university will stop further financial aid and I will have to refund all payments received and or penalty equal to the total scholarship amount.
2. UCC reserves the right to use the information provided in this form for verification and other purposes.

Date: _____

_____

Applicant Signature: Parents/Guardian Signature

Applicant Signature: Parents/Guardian Signature

	Universidad Central del Caribe	Policy #	UCC-SA-200-18-2025R1
		Implementation Date/ Effective Date:	June 2018
		Contact:	Dr. José L. Oliver-Sostre
		Date Approved:	June 2018
	Policy Regarding Confidential Counseling to Students, Faculty, Residents, and Staff	Last Reviewed/Update:	July 2025
		Next Revision:	June 30, 2027
		Approval by:	Dr. Waleska Crespo

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 participants' 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's academic records at the UCC. Revelation to others of counseling material will occur only upon the expressed and informed consent of the student.

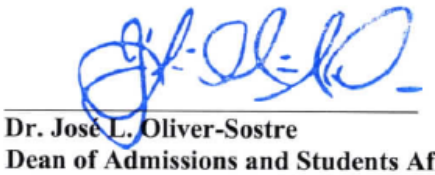
5. The licensed professional counselor will inform the student of the purposes, goals, techniques, rules of procedure, and limitations that may affect the relationship at or before the time that the counseling relationship is entered. If the licensed professional counselor determines an inability to 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 2025

By: Dr. José Luis Oliver Sostre Dean of Students



Dr. José L. Oliver-Sostre
Dean of Admissions and Students Affairs

7/10/2025
Date

Approved by:



Waleska Crespo, DrPH
President

7/11/2025
Date

Universidad Central del Caribe
Revision by: Dr. José L. Oliver-Sostre
First revision: June 2018

	Universidad Central del Caribe	Policy #	UCC-SA-200-20-2025R1
		Implementation Date/ Effective Date:	June 24, 2019
		Contact:	Dr. José L. Oliver-Sostre
		Date Approved:	June 24, 2019
	General Rules about Posters and Propaganda	Last Reviewed/Update:	June 30, 2025
		Next Revision:	June 30, 2027
		Approval by:	Dr. Waleska Crespo

University Community

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

REMINDER

As a general rule, posters, flyers, or other promotional materials may **only** be displayed on designated bulletin boards within our facilities. The use of **walls, doors, glass surfaces, or any non-designated areas** for posting is strictly prohibited. We kindly request everyone's cooperation in upholding this guideline. Materials that do not comply will be promptly removed.

We also take this opportunity to remind our student community that **all student activities conducted on campus must be approved by the Deanship of Student Affairs**. Furthermore, any off-campus event that requires promotion or dissemination of information within university premises must also receive prior endorsement from the Dean's Office.

These practices are in accordance with the university's institutional policy regarding the **possession, use, and illegal distribution of controlled substances and alcoholic beverages** by UCC students and employees.

As always, we appreciate your continued collaboration in maintaining an environment that reflects the values and integrity of the Universidad Central del Caribe.

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

7/10/2025
Date

Approved by:

Waleska Crespo, DrPH
President

7/11/2025
Date

Universidad Central del Caribe
Revision by: Dr. José L. Oliver-Sostre
First revision: June 24, 2019

	Universidad Central del Caribe	Policy #	UCC-SA-200-20-2025R2
		Implementation Date/ Effective Date:	December 2010
		Contact:	Dr. José L. Oliver-Sostre
		Date Approved:	February 2011
	Student Immunization & Health Requirements	Last Reviewed/Update:	June 2025
		Next Revision:	June 30, 2027
		Approval by:	Dr. Waleska Crespo

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 Student Affairs, the Deans shall ensure compliance with this policy. The Associate/Assistant Deans or other administrators responsible for graduate medical education at the school and the individual Program Directors shall implement this policy in conjunction with students' health service providers or patient-care units.

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 before 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 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 retested. 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 beginning the program. (People born before 1957 may be immune to 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 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.

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

B. 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 physicians' statements shall become part of the individual's immunization record and shall be reviewed annually by the Dean of Student 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 accommodation for 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 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.

C. Record-Keeping Requirements

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

   c. a medical record summarizing prior immunizations signed by a physician licensed to practice medicine in any jurisdiction of the United States or a foreign country or other licensed health professional approved by the Puerto Rico Department of Health.

   a. a report on serology from a licensed laboratory.

6. Records shall be maintained confidentially, documenting histories, physical exams, immunizations, immune status, and any exemptions of all students. These records shall be updated upon additional immunization, immunity testing, or the 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 by: José Ginel Rodríguez, MD, FAAP
June 25, 2019



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

7/10/2025
Date

The Policy takes effect in: June 2019

Reviewed by: Dr. José Luis Oliver-Sostre
Dean of Students Affairs June 2025

Approved by:



Waleska Crespo, DrPH
President

7/11/2025
Date

Universidad Central del Caribe
Revision by: Dr. José L. Oliver-Sostre
First revision *December 2010*

	Universidad Central del Caribe	Policy #	UCC-SA-200-21-2025R1
		Implementation Date/ Effective Date:	June 25, 2019
		Contact:	Dr. José L. Oliver-Sostre
		Date Approved:	June 25, 2019
	Payment Policy for Students Requesting Transfers to other Academic Institutions	Last Reviewed/Update:	July 2025
		Next Revision:	June 30, 2027
		Approval by:	Dr. Waleska Crespo

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 students do 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 classes."

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

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

7/10/2025
Date

Approved by:

WCrespo

Waleska Crespo, DrPH
President

7/11/2025
Date

Universidad Central del Caribe
Revision by: Dr. José L. Oliver-Sostre
First revision: June 24, 2019

	Universidad Central del Caribe	Policy #	UCC-SA-200-22-2025R1
		Implementation Date/ Effective Date:	February 2003
		Contact:	Dr. José L. Oliver-Sostre
		Date Approved:	February 2020
	Travel Authorization for Students During School Period	Last Reviewed/Update:	July 2025
		Next Revision:	June 30, 2027
		Approval by:	Dr. Waleska Crespo

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 course director and Year Director in which he/she is enrolled to explore the authorization and agreement with the professor(s). The Dean of Students **will not authorize** any trip without consultation with the course directors.

2. The student must contact the professor or professors with whom he/she will be taking courses to explore the possibility of making their trip during the corresponding period. Each professor must indicate on the sheet if they 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 Student 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 students within 7 days after they have presented their request.

4. Upon their 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/her absence according to the determinations of the professors, course directors, and/or Year 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 of our students as independent adults. The purpose of this mechanism is to coordinate academic efforts outside the UCC or outside PR for the benefit of the student success.

Prepared and Submitted Date: February 2003

Approved Date: February 2020

Reviewed by: Dr. José Luis Oliver-Sostre
July 2025

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

7/10/2025
Date

Approved by:

Waleska Crespo, DrPH
President

7/11/2025
Date

	Universidad Central del Caribe	Policy #	UCC-SA-200-23-2025R1
		Implementation Date/ Effective Date:	September 3, 2021
		Contact:	Dr. José L. Oliver-Sostre
		Date Approved:	September 3, 2021
	Norms and Procedures for Addressing Alleged Violations of Title IX Provisions	Last Reviewed/Update:	June 2025
		Next Revision:	June 30, 2027
		Approval by:	Dr. Waleska Crespo

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 at 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, 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 perform 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 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 should 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 of 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 with 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 respondents 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 at 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 should 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. Notifications 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 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, 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:

Waleska Crespo Lugo

Dra. Waleska Crespo

President 09/03/2021

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

7/10/2025
Date

Approved by:

Waleska Crespo, DrPH
President

7/11/2025
Date

Universidad Central del Caribe
Revision by: Dr. José L. Oliver-Sostre
First revision: September 3, 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 desición e informa a las partes.

Paso 8: El querellante ratifica o apela la desición.

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 desición del presidente será final e inapelable

	Universidad Central del Caribe	Policy #	UCC-SA-200-24-2025R1
		Implementation Date/ Effective Date:	January 2022
		Contact:	Dr. José L. Oliver-Sostre
		Date Approved:	January 2022
	Institutional Policy Regarding Students Called to Active Duty in the Armed Forces of the United States of America	Last Reviewed/Update:	June 2025
		Next Revision:	June 30, 2027
		Approval by:	Dr. Waleska Crespo

In accordance with institutional regulations and in response to a joint request by the American Association of 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, the Universidad Central del Caribe (UCC) has established and published the following institutional policy.

Students who are called to active duty in the Armed Forces of the United States, PR ARMY National Guard, may temporarily interrupt their studies without incurring any academic or financial penalties. This policy is fully compliant with applicable federal regulations, including 34 CFR §668.2 and the loan deferment provision outlined in 34 CFR §682.210.

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

Purpose

This policy establishes a formal institutional framework that enables UCC students to request and obtain a structured **Military Leave of Absence** (hereinafter, *"military leave"*). Its purpose is to ensure that students called to active military duty can temporarily interrupt their studies without academic or financial penalty, in full compliance with applicable federal regulations— including 34 CFR 668.22 (treatment of Title IV funds for withdrawals and leaves of absence), 34 CFR 682.210 (loan deferment provisions), and best-practice guidance on regulatory compliance.

In short, this policy supports students who serve the nation by safeguarding their educational rights during the leave period and facilitating their seamless return, while ensuring the University remains in full regulatory compliance.

Scope

This policy applies to all undergraduate and graduate students who, while enrolled, must interrupt their studies because of an obligation to perform active military service—whether through activation of the National Guard or Reserve, mobilization in a national emergency, or any other covered service. It specifically approves students who receive Title IV aid or hold federal Direct Loans, guaranteeing eligibility for an approved leave under federal guidelines.

Nevertheless, **military leave is equally available to any eligible student** (undergraduate or graduate) whose absence is required by official military orders, regardless of whether they receive federal financial aid.

Definitions

Term	Definition
Military Leave (Approved Leave of Absence)	A temporary interruption of studies granted to a student because of a military obligation. When a leave satisfies the federal criteria for an Approved Leave of Absence, it is *not* treated as a withdrawal, provided the student returns within the authorized period.
Military Service	Active duty in the U.S. Armed Forces, including Reserve or National Guard components called to federal service for more than 30 consecutive days.

Term	Definition
Student	Any individual enrolled in an undergraduate or graduate program at UCC who is subject to institutional and federal financial-aid regulations.
Direct Loan	A federal education loan is issued directly by the U.S. Department of Education to the student.
Deferment	A federally authorized suspension of required loan payments for qualifying conditions (e.g., active military duty, post-active service, or in-school status).
NSLDS (National Student Loan Data System)	The Department of Education's central database for federal student-loan and enrollment information.
Enrollment Reporting	The University's periodic transmission of each aid recipient's enrollment status to NSLDS.
Grace Period	The span (typically six months for Stafford loans) between a borrower's separation from school and the first required loan payment.
Approved Leave of Absence (LOA)	A leave meeting the criteria in 34 CFR 668.22(d) (written request, expectation of return, no additional charges, duration ≤ 180 days in any 12-month period, etc.).

General Policy

1. **Right to Military Leave:** Any student who receives official orders for active military duty (activation, deployment, extended training, national emergency, or federal mobilization) has the right to request a military leave under this policy. If the leave satisfies federal *Approved LOA* criteria, the student remains in ongoing enrollment status and is **not** administratively withdrawn during the authorized period.
2. **Duration:** An Approved LOA for Title IV purposes may not exceed **180 days in any 12-month period**. If the required service exceeds 180 days, the student must be processed as withdrawn retroactive to the leave's start date but retains the right to re-enroll under the *Reenrollment* provisions below.
3. **No Additional Charges**: The University will **not** levy tuition or fees for the period covered by military leave and will refund or credit any prepaid tuition attributable to the unattended period.
4. **Academic Status Preservation** The student's program placement, earned credits, and academic standing are preserved during military leave. Upon return, the student reenters the program at the same academic point held at departure.
5. **Regulatory Compliance** This policy shall be administered in strict conformity with 34 CFR 668.22, 668.18, 682.210, and other applicable statutes and guidance.

Requesting Military Leave

1. Initial Notice

Students (or authorized representatives) should notify the university soon after receiving military orders.

Lack of prior notice will **not** disqualify a student if circumstances prevent timely communication.

2. Written Application
Students must submit a **Military Leave Request Form** (available from the Deanship of Student Affairs) that includes:

- Reason for leave and branch/type of service.
- Anticipated start date and, if known, end date.
- Supporting documentation (e.g., copy of official orders). Provisional approval may be granted if orders are not immediately available.
    - A Leave of Absence (LOA) will be processed based on the student's formal request and accompanying **official military orders**, particularly in cases where the absence exceeds 180 days.

3. Review and Approval
The Deanship of Student Affairs verifies completeness, coordinates with the Financial Aid and Registrar's Offices, and issues a written approval letter stating the leave dates and conditions.

4. Academic Options
At the time of leave, students may, with instructor approval:

- Receive a **Non-reported (NR)** complete coursework upon return, *or*
- Withdraw from courses with full tuition refund

5. Financial-Aid Counseling
Prior to departure, students should meet (in person or remotely) with Financial Aid to discuss Title IV implications, loan deferment options, and potential Return of Title IV (R2T4) calculations should they not return.

Administrative Procedures (Financial Aid & Registrar)

1. **NSLDS Enrollment Reporting** Students on an Approved LOA are reported with enrollment status code **Leave of Absence**. Should leave exceed 180 days, or the student fail to return, the status is changed to **Withdrawn,** effective from the leave start date.
2. **Return of Title IV (R2T4)** No R2T4 calculation is performed at the outset of an approved LOA. If the student does not return, R2T4 is calculated retroactively.
3. **Loan Deferment** The University assists borrowers in requesting **Military Service Deferment** and, where applicable, **Post-Active-Duty Student Deferment (13 months)**.
4. **Documentation** All correspondence, approval letters, NSLDS reports, and counseling notes are retained in accordance with federal record-retention requirements.

Student Rights During Leave
Students granted military leave retain the following rights:

- **Academic Standing & Program Seat** Position in the program, accumulated credits, and catalog rights are preserved.
- **Guaranteed Readmission** Under 34 CFR 668.18, students may return to the same program and academic status, provided cumulative absences for military service do not exceed five years (excluding certain trainings).
- **Financial-Aid Protection** Title IV eligibility is maintained; loans remain in deferment, and

institutional scholarships are suspended—not forfeited—during leave.

- **Access to Services** Students may retain institutional email and designated support resources. Confidentiality of military status is protected under FERPA.

Reenrollment After Military Service

1. **Notice of Intent to Return** Students should notify the university of their intent to return no later than three (3) years after the end of active service (or two years after recovery from service-related injury or illness).
2. **Simplified Process** A brief reenrollment form and proof of service completion suffice. No readmission fee is charged.
3. **Same Program & Academic Standing** Students reenter at the same academic level and status held at departure. If curricula change, reasonable academic adjustments are provided.
4. **Tuition Rate Protection** For the first term of return, students are charged the same tuition and fees in effect during the last term attended, unless a more favorable rate or benefit applies.
5. **Financial-Aid Restoration** Financial Aid reactivates or recalculates Title IV awards. Loans revert to in-school deferment once the student re-enrolls at least half-time.
6. **Academic Advising & Support** Advisors assist with course scheduling, completion of Incompletes, and any required refreshers. Reasonable accommodation is provided for service-connected disabilities.

Records Management

All documents related to military leave are retained for at least five (5) years after the student's last date of attendance—or longer if required—under secure, FERPA-compliant conditions. Digital copies are maintained in the University's student-information system with controlled access.

Institutional Points of Contact (PoC)

Office	Contact	Role
Student Affairs	Dean of Students (787) 798-3001 ext. 2401	Initial notification, leave authorization, liaison throughout the absence
Registrar	University Registrar (787) 798-3001 ext. 2326 · registraduria@uccaribe.edu	Records leave in the academic file, and processes reenrollment
Financial Aid	Director of Financial Aid (787) 798-3001 ext. 2409/2408	Advice on Title IV impact, loan deferments, NSLDS reporting

Review & Revision

This policy is reviewed every two years or as needed to ensure ongoing alignment with federal regulations and the evolving needs of our military students.

The University reaffirms its commitment to support students called to military service, ensuring their educational goals remain intact upon their return.

Military Service Deferment Process for Direct Loan Recipients

When a student with a federal Direct Loan (DL) is called to active duty, they may be eligible for a Military Service Deferment. The following outlines the process step-by-step:

1. Notification and Initial Contact

The student must:

- Notify the Financial Aid Office and their loan servicer of their military activation.
- Contact their loan servicer as soon as possible.

2. Complete the Military Deferment Form

Students must complete the:

Military Service and Post-Active-Duty Student Deferment Request

Available at: studentaid.gov/forms, directly on the servicer's website, or as a hard copy at the Registrar's Office.

3. Required Documentation

Students must submit:

- A copy of **official military activation orders**, or
- A letter or certificate from a commanding officer verifying active-duty status.

4. Submission of the Form

The completed deferment form and documentation may be submitted to the loan servicer by:

- Certified Postal mail
- Fax
- Electronic upload via the loan servicer's online portal

5. Duration of the Deferment

- The deferment remains in effect throughout the period of active military service, including certain national or international operations.
- Students may also qualify for up to 13 months after the end of active service if they do not re-enroll in school before that time.
- If the student reenrolls prior to the end of the 13-month grace period, the deferment ends upon reenrollment.

6. Confirmation

The loan servicer will issue a **confirmation letter** once the deferment is approved. The student should retain a copy for their personal records.

Important Notes:

- **No loan payments are required** during a valid deferment period.
- **Interest Handling**:
    - Subsidized Loans: No interest accrued during deferment.
    - Unsubsidized Loans: Interest will continue to accrue.

Approve by:

Waleska Crespo-Rivera, DrPH, MHSA

Reviewed on: Dr. José Luis Oliver-Sostre
June 2025



Dr. José L. Oliver-Sostre
Dean of Academic Affairs

7/10/2025
Date

Approved by:



Waleska Crespo, DrPH
President

7/11/2025
Date

Universidad Central del Caribe
Revision by: Dr. José L. Oliver-Sostre
First revision: January 2022

References:

34 CFR § 668.22 – *Treatment of Title IV funds when a student withdraws*
- https://www.ecfr.gov/current/title-34/part-668/section-668.22

34 CFR § 682.210 – *Deferment of loans*
- https://www.ecfr.gov/current/title-34/part-682/section-682.210

34 CFR § 668.18 – *Readmission requirements for service members*
- https://www.ecfr.gov/current/title-34/part-668/section-668.18

Federal Student Aid – Military Student Loan Benefits
- https://studentaid.gov/understand-aid/types/military

Military Service and Post-Active-Duty Student Deferment Request Form
- https://studentaid.gov/sites/default/files/military-deferment.pdf

NSLDS Enrollment Reporting Guide (via National Student Clearinghouse or FSA Partners)
- https://fsapartners.ed.gov
- https://studentclearinghouse.org

R & A Consulting LLC

	Universidad Central del Caribe	Policy #	UCC-SA-200-25-2025R1
		Implementation Date/ Effective Date:	February 1, 2023
		Contact:	Dr. José L. Oliver-Sostre
		Date Approved:	February 1, 2003
	Guidelines for the Use of the Student Lounge or Student Relaxation Room	Last Reviewed/Update:	June 2025
		Next Revision:	June 30, 2027
		Approval by:	Dr. Waleska Crespo

The Student Lounge or Student Relaxation Room is a space designed to provide a recreational and wellness environment exclusively for student use. To ensure an optimal atmosphere and to meet student needs, the following guidelines must be observed:

1. The room will be available from 5:00 a.m. to 12:00 a.m.
2. This room is for **students' exclusive use** and is **not reserved as a study area**. Entry is prohibited to faculty and non-academic staff.
3. Authorized personnel permitted access to this room on behalf of academic-administrative management, including the Director of General Services, environmental services staff, and security personnel.
4. The use of cigarettes, vapes, alcohol, and illegal drugs is strictly prohibited.
5. Microwaves located in the kitchen area are available for student use.
6. We trust that all students using the facilities will uphold the highest standards of the **Honor Code**. Preventive rounds will be conducted hourly by security officers.
7. Behavior, media, and activities that are morally offensive, pornographic, or promote violence in any form are strictly prohibited and will be subject to severe sanctions, including possible expulsion from UCC.
8. It is the students' responsibility to maintain the area as clean and orderly as possible.
9. Board games, pool cues, and billiard balls must remain in their designated areas. No more than two people may play at the pool table simultaneously.
10. It is the responsibility of the General Student Council to replace any materials or equipment that are lost or damaged while using the facilities.
11. Any student borrowing a locker must record their name and contact information in the appropriate registry. Locker keys must remain inside the Student Lounge.
12. Students must maintain a low volume of voice, as the facilities are adjacent to the first-year classroom (Room 105).
13. All waste, including recyclables, must be disposed of in the appropriate bins.
14. Security cameras located within the Student Lounge are in place to ensure and protect the safety of students, materials, and equipment.
15. Entry is strictly prohibited to visitors, friends, family members of students, and students from other educational institutions.
16. Access, use, and enjoyment of the area are permitted to UCC students, Internal Medicine residents from the UCC-HURRA Residency Program, and fellows from the UCC Interdisciplinary Addiction Medicine Program.
17. If the on-duty security officer observes conduct contrary to these guidelines or any other institutional regulation, they may request the student, resident, or fellow to leave the area immediately. The situation will be reported to the Dean of Administration for appropriate action.
18. All students, resident physicians, and fellows are expected to comply with these guidelines.

THIS ROOM IS YOURS – TAKE PRIDE IN IT, CARE FOR IT, AND ENJOY IT!

Revision Date: February 1, 2023

Revision Date: February 1, 2023

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

7/10/2025
Date

Approved by:

Waleska Crespo, DrPH
President

7/11/2025
Date

Universidad Central del Caribe
Revision by: Dr. José L. Oliver-Sostre
First revision: February 1, 2023

	Universidad Central del Caribe	Policy #	UCC-SA-200-26-2025R1
		Implementation Date/ Effective Date:	June 2022
		Contact:	Dr. José L. Oliver-Sostre
		Date Approved:	June 2025
	Service Animal Policy	Last Reviewed/Update:	June 2025
		Next Revision:	June 30, 2027
		Approval by:	Dr. Waleska Crespo

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 Americans 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 servicing 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 other areas 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, and 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 always maintain control of the animal. The owner is also responsible for ensuring the cleanliness of the animal's waste.

Health and the 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 an 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

Members of the university community have a duty to comply with the following:

1. They must allow a service animal to always accompany its owner, except where service animal are specifically prohibited.
2. They must not touch or pet a service animal unless invited to do so by its owner.
3. They must not feed a service animal.
4. They must not startle a service animal.
5. They must not separate or attempt to separate an owner from their service animal.
6. 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.
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

The University may remove an approved service animal when:

1. The presence of the animal results in a fundamental alteration of the University's program.
2. The animal poses a direct threat to the health or safety of others.
3. 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 animals.
- 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 Potentially 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 accommodation 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 2025

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

7/10/2025
Date

Approved by:

Approved by: Dr. Waleska Crespo Rivera

June 2025

Waleska Crespo, DrPH
President

7/11/2025
Date

Universidad Central del Caribe
Revision by: Dr. José L. Oliver-Sostre
First revision: June 2022

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. Behavioral Expectations: The permit holder is responsible for ensuring that the service animal always remains under control. Any disruptive or aggressive behavior 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. Accommodation 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

	Universidad Central del Caribe	Policy #	UCC-SA-200-27-2025R1
		Implementation Date/ Effective Date:	July 2025
		Contact:	Dr. José L. Oliver-Sostre
		Date Approved:	July 2025
	Family Educational Rights and Privacy Act	Last Reviewed/Update:	July 2025
		Next Revision:	June 30, 2027
		Approval by:	Dr. Waleska Crespo

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 in the 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,2025

By: Dr. José Luis Oliver-

Sostre, Dean of Students



Dr. José L. Oliver-Sostre
Dean of Admissions and Students Affairs

7/10/2025
Date

Approved by:



Waleska Crespo, DrPH
President

7/11/2025
Date

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