

**DUE PROCESS POLICY****STATEMENT OF MOTIVE:**

While monitoring students' progress during their enrollment at San Juan Bautista School of Medicine, the institution may determine to impose an adverse action that may result in an alteration of student's status and/or graduation from the institution. The Due Process Policy has been established in order to provide students with a fair and formal process in such event.

**DEFINITIONS:**

Students – refers to all students enrolled in any of the programs offered at San Juan Bautista School of Medicine

Adverse action – action taken by the institution that may alter student's status and/or graduation. The action may include, but is not limited to:

- Remediation – repetition of a failed course or courses
- Probation - formal written notice of violation which includes exclusion from participation in specified activities or locations for a period not to exceed one (1) calendar year
- Suspension - exclusion from participation in specified activities or locations for a determined period
- Dismissal –termination of student's participation in a school program prior to the completion of said program when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of the students or others. The dismissal may be:
  - Administrative – students failure to comply with administrative regulations including but not limited to: failure to complete the registration process on the due date, discontinue participating of school activities without authorization, not returning after a leave of absence without any previous communication with school officials, and/or failure to approve USMLE Steps in accordance to school policy
  - Academic - students failure to comply with Satisfactory Academic Progress Policy including but not limited to:
    - Failing a repeated course or year/level; or failing any course during a repetition of an Academic Year
    - Failure in academic cognitive or non-cognitive factors as determined by the Evaluation and Promotion Committee
    - Continued and duly reported unjustified absences from classes and other educational activities, such as, but not limited to laboratory, clinical and mandatory experiences

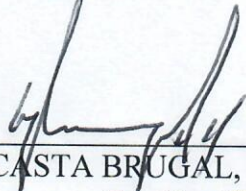


- Disciplinary - students failure to comply with the ethical standards established by the Puerto Rican Medical Association, the College of Physicians and Surgeons, and the San Juan Bautista School of Medicine, resulting in improper conduct as defined by SJBSM Code of Honor

**PROCEDURES:**

- The Evaluation and Promotion Committee oversees all disciplinary actions applied to students when in noncompliance with academic standards.
- In the event that the Evaluation and Promotion Committee determine that an adverse action is in place, the Student will be informed in writing (both via certified mail and email) of the decision and granted a term of ten (10) calendar days from the notification of the adverse action, to apply in writing for an appeal to the President/Dean.
- Students that are not satisfied with the decision may appeal directly to the President/Dean within ten (10) calendar days of having been notified of the decision. The date of the notification will be considered the starting date of the ten-day deadline.
- An Ad Hoc Review Committee will be appointed by the President/Dean, composed of members that did not participate in the original decision applied to the student who is appealing.
- The Ad Hoc Review Committee will have jurisdiction to hold administrative hearings and gather relevant information including but not limited to: students' academic performance; school policies; information gathered by the Evaluation and Promotion Committee, the Deanship for Student Affairs; and any other source deemed necessary. Students requested to appear may do so in person and/or present written documentation to support their appeal.
- After considering all pertinent information, the Ad Hoc Review Committee will submit a recommendation to the President/Dean, whom informs the student.
- If not satisfied with the decision, the student may apply in writing for a second appeal to the President/Dean within ten (10) calendar days of having been notified of the decision.
- The President/Dean will issue a final decision.
- The decision of the President/Dean is final and not subject to appeal.

**VALIDITY:** This policy will be valid upon approval.

  
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YOCASTA BRUGAL, MD  
President/Dean

APPROVED: August 2, 2016  
Revised: May 5, 2017