POLICY ON DISTANCE EDUCATION

Due to COVID-19 pandemic, academic institutions were granted temporary waiver approval to use distance education in accordance with the March 5, 2020 U.S. Department of Education (USDE) Guidelines. San Juan Bautista School of Medicine (SJBSM) implemented the process for offering distance education in its academic programs.

Instruction Type

Distance education is defined as instruction that takes place remotely, outside of the traditional classroom and primarily using online technology platforms. It includes synchronous or asynchronous learning, a hybrid of the two or other distance education modality. The SJBSM uses online platforms such as Zoom, Go to Webinar, or Google Meet platforms to deliver courses lectures. Also, uses Learning Management Systems where courses materials such as syllabus, assignments, readings, among others, are available; CANVAS for BSN, MPH, PA, MD Program-Biomedical Sciences years and E*value for MD Program-Clinical Sciences years.

Course Lectures Rules and Procedures

- Students' video cameras must be turned on. If the student has a technical situation with the camera, he/she must connect to the class using the audio from their computer or electronic device. This technical situation must be solved as soon as possible. It is the student's responsibility to acquire the necessary tools (i.e., computers, mobile devices, among others) and a reliable internet connection at home to successfully participate in class and complete their academic duties.
- The microphone must be muted unless the student has been recognized to speak.
- Dress appropriately as future professionals in the health sciences field, in accordance to the dress code established by the institution.
- When speaking, and using the chat feature, the student must adhere to the same courtesy use when interacting in the classroom. Physically raise the hand, or use the raise hand feature, when needed to speak and wait to be acknowledged before speaking.

Assessment

Assessment methods are authorized remotely. In person assessment will only be authorized by the Dean of Academic Affairs to those cases required by accrediting agencies. A remote proctoring system is implemented for all academic programs using certified platforms such as NBME web-based proctoring software (MD Program), ExamMonitor (PA Program), Zoom (MPH and BSN). The remote proctoring system enables students to complete an exam in a remote location while maintaining the exam's integrity.

Proctored Exams Rules and Procedures

A proctored exam is one where the student is monitored by an approved staff (faculty and/or tutor class) during the testing period. The proctor is used to verify the identity of the student taking the exam and to ensure that specified testing procedures are followed.

- The course instructor will notify all students taking a proctored exam of the date and the amount of time allowed for the student to complete the exam.
- The student is responsible for taking the exam on the scheduled date/time.
- The course instructor will notify all students taking a proctored exam, the list of materials that the student may use during the exam (e.g., calculator) and any additional special instructions. The use of telephones and/or course materials during the exam is prohibited.
- The student's video camera must be turned on during the exam. The microphone should be muted during the exam unless the student has been recognized to speak. If the student does not turn on the video camera, the access exam will be removed and invalidated.
- Executive Order 2007-01: Procedure for Student Requests for Reasonable Accommodation identifies the rights and responsibilities of students seeking an academic adjustment, auxiliary aid or service, or any other reasonable accommodation under Section 504 of the Rehabilitation Act and the ADA. Qualified students and applicants who need to obtain a reasonable accommodation for the proctored exam must request a meeting with the Student Programs Director to review the application requirements and procedures to initiate the determination process, and submit the Reasonable Accommodations Request Form.

Student Identity Verification

- individual username and passcode - use to access educational platforms to guarantee student identity verification in distance education and privacy in the evaluation processes in compliance with the federal regulations, 34 CFR §602.17(g). Distance education will be provided only through the official institutional approved platforms.
- proctored exams - require proctoring by an approved staff (faculty and/or tutor class) during the testing period using official institutional platforms. The proctor will verify the identity of the student taking the exam and ensure that specified testing procedures are followed.

Attendance

Students must have the camera turned on during class meetings; instructors will be able to know who attended and engaged in class. Punctual attendance to all mandatory lectures activities is required for all students, in all programs. Attendance to active learning activities is mandatory. If a student is absent more than 15% of the time assigned for such activities without a valid reason, the student will fail the course. Three delays to active learning activities will be considered as one absence (General Student Regulations Chapter II Students Rights, Duties and Responsibilities Article II. Student Duties and Responsibilities). Students are responsible for acknowledging assessments schedules as posted in the academic calendar, educational platform, syllabus, and/or send by email. It is the student's responsibility to keep track of any changes in the schedule and make pertinent arrangements to comply. In the event that a student might need an excuse, he/she must contact the Associate Dean of Student Affairs. Students must provide evidence of the reason that justifies their absence in order to be excused. Please contact the

Associate Dean of Student Affairs at (787)337-3205, text message (787)430-6684 or email ymiranda@sanjuanbautista.edu.
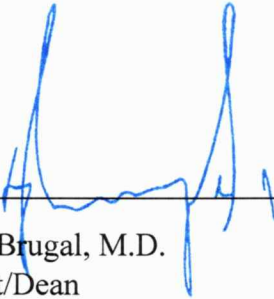
Official Communications

All official communications between instructors and students on official matters of the course will be made exclusively through the institutional email and/or educational platforms. The instructor will include in her/his file and discuss the course rules with her/his students at the first-class meeting. It is important that the student has knowledge of the remote office hours to maintain contact with their instructor. Course meetings must take place within the time assigned to the course. The instructor is encouraged to maintain constant communication with students, monitor their academic progress and report timely remedial actions to offer guidance and maximize student success in the distance education.

Academic Integrity

Whether face-to-face or distance education, the SJBSM Honor Code applies. Plagiarizing is not allowed at all, and collaborative work is only permitted when directed by the course instructor. Students may not copy work from others, or complete work collaboratively, unless directed to by the course instructor. For more details, related to the School Code of Honor see rules and regulations established in the Student's Handbook section.

Technology Support

If students and/or faculty need technological support either with their official SJBSM email and some of the educational platforms used please contact Mr. Jorge Luis Torres Ramos, Information Technology Director at (787)743-3038 Ext 239, *jorgeltr@sanjuanbautista.edu* or Mr. Francisco Velázquez Cruz, Telecommunications & Technology Systems Operator, (787)743-3038 Ext. 228, *fvelazquez@sanjuanbautista.edu*.

Yocasta Brugal, M.D.
President/Dean

Approved: 04/03/2020