
PROCEDURE FOR STUDENT REQUEST OF REASONABLE ACCOMMODATION**Introduction**

San Juan Bautista School of Medicine (SJBSM or the School) is committed to ensuring that all students have equal opportunity to participate in our educational programs and services. SJBSM does not discriminate in admissions or access to, or treatment or employment in, any program or activity on the basis of age, creed, gender identity, national or ethnic origin, race, sex, sexual orientation, religion, disability, or color.

This policy identifies the rights and responsibilities of students seeking an academic adjustment, auxiliary aid or service, or other reasonable accommodation under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA).

Yaidy L. Cruz Cordero, M.Ed., serves as the Student Programs Director, who is responsible for SJBSM's compliance with all regulations prohibiting disability discrimination. The Student Programs Director Office is located at the school's main lobby office number 10. The Student Programs Director can be reached at 1-787-743-3038 x233 or x3212 during regular business hours (8:00 a.m.–5:00 p.m., Monday through Friday) and via email at ylcruzcordero@sanjuanbautista.edu.

Inquiries regarding the application of this policy should be referred to the Student Programs Director, or the U.S Department of Education Office for Civil Rights, at (800) 421-3481 or ocr@ed.gov.

Definitions

All qualified students with a disability who meet the School's academic and technical standards for admission to or participation in the program are eligible for a reasonable accommodation. A qualified student with a disability means an individual with a physical or mental impairment that substantially limits one or more major life activities, who has a record of such an impairment, or is regarded as having such an impairment. A physical or mental impairment may include, but is not limited to, any physiological disorder or condition or any mental or psychological disorder such as an intellectual disability, emotional or mental illness, or specific learning disabilities.

Major life activities include, but are not limited to, functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Submitting a Request and Documentation

Qualified students and applicants who need to obtain an accommodation, auxiliary aid, or service must submit a request to the Student Programs Director to initiate the determination process. SJBSM does not make any inquiries of applicants for admission regarding the existence, nature, or severity of disabilities prior to acceptance. The Student Programs Director is responsible for reviewing and approving or denying all requests for accommodations or academic adjustments.

Application forms are available on the SJBSM website and will be distributed to new students during orientation. Students must also request a meeting with the Student Programs Director to review the application requirements and procedures. Students are strongly encouraged to submit their request as soon as possible after matriculation to allow sufficient time for review and approval.

All requests must be submitted in writing and must be accompanied by documentation to verify the disability. Failure to submit supporting documentation will not only delay the review process, but may also result in a denial. The type of documentation necessary will vary by the student and the disability. Appropriate documentation includes, but is not limited to, detailed and current medical history documentation from an appropriate licensed professional indicating a diagnosis and describing the nature and severity of the impairment and a description of the student's limitations, or previous modifications or adjustments received by the student in an educational setting. SJBSM may request additional documentation, and may consult with medical professionals to review the assessment and recommended accommodation. The documentation must substantiate that the student is limited in one or more major life activities because of his or her disability.

Accommodations are determined on a case-by-case basis by the Student Programs Director after taking into account all evidence, including the needs and requests of the student, the supporting documentation, and the fundamental requirements of the program. The School will make every effort to provide reasonable accommodation, but it is not required to provide any aid or service or make a modification that results in a fundamental alteration to the nature of the program.

Once a determination is made, the Student Programs Director will issue a written determination to the student outlining the accommodations granted, or the basis for denying the student's request. Students who are not satisfied with the accommodations granted by the Student Programs Director may request a meeting with the Student Programs Director, or request review using the following steps:

1. The Appeal must be addressed to the Associate Dean of Student Affairs:
Dr. Yolanda Miranda
Tel. (787) 743-3038 Ext. 256,255
ymiranda@sanjuanbautista.edu

2. It must be filed in writing within five (5) calendar days after the receipt of the determination. A delay may be grounds for rejection of the Appeal. The Appeal should state the remedy sought by the appealing party. The Appeal will be reviewed in an impartial manner by the Dean of Human Resources, who will consult with other administrators as necessary.
3. SJBSM will make every effort to evaluate the appeal within 30 calendar days after receiving the written request.
4. If the student's concern remains unsolved and/or the student believes he or she is being denied equal access in the form of appropriate accommodations or has otherwise been discriminated against, the student may file a grievance using the School's Harassment and Discrimination Grievance Policy.

Implementation of Accommodations

Once an accommodation is granted, the Student Programs Director will work with the necessary faculty and staff to implement the accommodation or adjustment or provide the aid or service. The Student Programs Director will provide each faculty member with a description of the accommodations relevant to his or her course as necessary. If a student believes he or she is not receiving the accommodations for which he was approved, the School encourages the student to contact the Student Programs Director immediately to resolve the issue. The Student Programs Director will investigate and take any necessary steps to ensure the student receives the approved accommodations, including speaking with faculty when necessary. If the student's concern remains unresolved and/or the student believes he or she is being denied equal access in the form of appropriate accommodations or has otherwise been discriminated against, the student may file a grievance using the School's Harassment and Discrimination Grievance Policy and Procedure.

Confidentiality

The School treats all requests for accommodation and supporting documentation as confidential, consistent with Puerto Rico and federal law. Information about approved accommodations will only be disclosed to personnel necessary to implement the accommodation, which is determined by the Student Programs Director on a case-by-case basis. Files on academic accommodations or adjustments are kept separate from the student's academic file and are securely maintained in the Student Program Director's Office under his or her direct control.

San Juan Bautista School of Medicine does not discriminate in admission or access to, or treatment or employment in, any program or activity on the basis of age, creed, gender identity, national or ethnic origin, race, sex, sexual orientation, religion, disability or color.

The nondiscrimination policy and all other policies regarding programs and activities are established and managed in compliance with the Commonwealth of Puerto Rico laws as well as all federal civil right laws, including Title IX of the Education Amendments Act of 1972, and with Section 504 of the Rehabilitation Act of 1973, as amended, and other regulations prohibiting practices or policies in admissions, education programs, or employment that are in any way discriminatory on the basis of sex and disability, respectively.

For inquiries concerning accommodations, the application of regulations prohibiting discrimination and other related procedures contact:

Accessibility Services

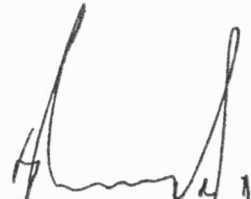
Yaidy L. Cruz Cordero, M.Ed.
Student Programs Director
Luis A. Ferre Highway, Exit 21
Road 172 Urb Turabo Gardens
Caguas, Puerto Rico 00725
Tel. 1-787-743-3038 ext. 233; 3212
ylcruzcordova@sanjuanbautista.edu

General School Policies and Regulations:

Yolanda Miranda, Psy.D.
Associate Dean Student Affairs
Luis A. Ferre Highway, Exit 21
Road 172 Urb Turabo Gardens
Caguas, Puerto Rico 00725
Tel. 1-787-743-3038 ext. 255, 256
ymiranda@sanjuanbautista.edu

For further information regarding the nondiscrimination policy or the student's rights under this policy, please contact the U.S. Department of Education's Office for Civil Rights (OCR) by visiting <https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> or by phone at 1-800- 421-3481.

Approved: May, 2007
Revised: January, 2009
June, 2018



Dr. Yocasta Brugal
President/Dean