

DUE PROCESS POLICY

STATEMENT OF MOTIVE:

While monitoring students' progress during their enrollment at San Juan Bautista School of Medicine (SJBSM), 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 outlines the course of action that can be taken by students if it is alleged or suspected that they have failed to maintain the academic, ethical, or professional standards defined by SJBSM.

SCOPE:

This policy has been established in order to provide students with a fair and formal process in the event that 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. It applies to students enrolled in any of the academic programs offered by SJBSM.

DEFINITIONS:

- Student – refers to all students enrolled in any of the programs offered at San Juan Bautista School of Medicine
- Corrective action - imposition of certain conditions that are necessary in order to improve the student's performance and/or demonstrate that the student meets the necessary requirements to continue medical education. These actions are not open to appeal.
- Emergency action – action imposed by the institution when a student's behavior is deemed to be threatening to self or others or is sufficiently disruptive to the learning environment. These actions are not open to appeal but may be reviewed.
- Adverse action – action taken by the institution that may alter student's status and/or graduation such as suspension, expulsion and/or dismissal.

IMPOSITION OF ADVERSE ACTIONS:

Administrative adverse action

- An administrative dismissal may be initiated by the registrar's office when a student fails to comply with administrative regulations such as:
 - failure to complete the registration process
 - continued and duly reported unjustified absences from classes and other educational activities, such as, but not limited to laboratory, clinical and mandatory experiences
 - discontinued participation of school activities without authorization
 - failure to return from a leave of absence

- The student will be informed by the registrar of their failure to comply with administrative regulations and given the opportunity to respond within ten (10) business days of the date the notification was sent.
- If the student fails to respond, the registrar will proceed to notify the student in writing of an administrative dismissal and given the opportunity to appeal the decision within ten (10) business days of the date the notification was sent.

Academic adverse action

- The Student Evaluation and Promotion Committee (SEPC) monitors student progress in the curriculum to ensure compliance with the Satisfactory Academic Progress (SAP) Policy and/or graduation requirements.
- The SEPC may impose adverse actions in response to deficiencies in academic performance or when student fails to meet SAP standards including but not limited to:
 - Failure in an academic course
 - Failure to meet the required GPA
 - Failure to complete the required time frame for completion
 - Failure to approve USMLE Steps in accordance to school policy
- The student will be given the opportunity to meet with the SEPC to discuss their academic progress.
- The SEPC will review all available information and inform the student of the final decision as follows:
 - Corrective actions:
 - Remediation – repetition of a failed course or courses
 - Probation – a status imposed for a specified period of time in which the student must meet certain conditions to overcome their academic difficulties.
 - Failing a repeated course or year/level; or failing any course during a repetition of an academic year will result in a dismissal. In such case, the decision is non-appealable.
 - Adverse actions:
 - Dismissal –termination of student’s participation in the school program prior to the completion of said program
 - The student will be informed of the decision by the SEPC in writing and given the opportunity to appeal the decision within ten (10) business days of the date the notification was sent.

Disciplinary adverse action

- All complaints regarding improper conduct of a student will be referred to the Deanship of Student Affairs to determine the nature and severity of the incident.
- When deemed necessary, the Deanship of Student Affairs may recommend a formal investigation.
- The Deanship of Student Affairs will review all available information and inform the student of the final decision as follows:
 - Corrective actions:

- Warning: a verbal admonition to the student regarding a professional violation which may be cause for further disciplinary action.
- Reprimand: a written notice indicating the violation of an ethical standards of SJBSM that may include the possibility of more severe disciplinary sanctions in the event of future infractions.
- Probation: a status imposed for a specified period of time in which the student must meet certain conditions to correct improper conduct
- Restitution: action to require the reimbursement for damage to or misappropriation of property.
- Adverse actions:
A students' failure to comply with the ethical standards established by SJBSM, resulting in improper conduct will be subject to the following actions:
 - Suspension: action that excludes the student from all institutional programs and activities for a definite period of time.
 - Emergency suspension: immediate suspension based on an acute incident or a pattern conduct that may endanger a student or others, or threatens disruption of the learning environment.
 - Expulsion or dismissal: Termination of student status indefinitely. A student may be expelled 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.
 - In such cases, the student will be informed of the decision by the Deanship of Student Affairs in writing and given the opportunity to appeal the decision within ten (10) business days of the date the notification was sent.

APPEAL PROCEDURES:

- In the event that the institution determines that an adverse action is in place, the student will be informed in writing of the decision
- Students that are not satisfied with the decision may appeal directly to the Program Dean within ten (10) business 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 Program Dean, to review the appeal.
- The committee will be composed of faculty and staff 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 SEPC, the Deanship for Student Affairs; and any other source deemed necessary. Students

that are requested to appear before the Ad Hoc review committee 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 decision to the Program Dean, who will inform the student.
- If the student is not satisfied with the decision, they may submit a second appeal to the President within ten (10) business days of having been notified of the decision.
- The President will evaluate all evidence considered by the Ad Hoc Committee and issue a final decision.
- The decision of the President is final and not subject to appeal.

VALIDITY: This policy will be valid upon approval.



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President/Dean

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