



TECHNICAL STANDARDS ATTESTATION POLICY

Policy Number:	2025-03
Title:	Technical Standards Attestation Policy
Effective:	2025
Policy Sponsor:	Admissions Office
Responsible Office:	Deanship Student Affairs

Policy Statement

Applicants and enrolled students at SJBSM must have the physical, cognitive, emotional, and interpersonal abilities to meet the requirements of the school's curriculum and to interact with patients throughout their medical school education. The abilities and characteristics required of candidates for admission, promotion, and graduation, which ensure the safety and well-being of both students and patients, are referred to as Technical Standards and are described in the Technical Standards Policy.

This policy establishes the procedures for ensuring that all applicants and enrolled students attest that they possess the attributes and abilities required (with or without the need for reasonable accommodation) to progress through each phase of the MD program curriculum and graduate from the program.

Scope

This policy applies to all applicants (new, readmissions and transfers), enrolled students, and students returning from a Leave of Absence (LOA) in the MD program at SJBSM.

Responsibilities

- Admissions Office: Oversees applicant attestation prior to matriculation.
- Registrar's Office: Oversees annual attestation for enrolled students and LOA returnees; tracks compliance and reports to Dean for Student Affairs.
- Students: Complete attestation form as required.

Attestation Procedures

Applicants

- **Step 1:** Upon acceptance, applicant receives copy of Technical Standards Policy and Attestation Form.
- **Step 2:** Applicant reviews Technical Standards policy.
- **Step 3:** Applicant completes and submits attestation form via the student information system (Jenzabar/Sonis) used by the institution.
- **Compliance Check:** Office of Admissions verifies applicants submission of the attestation form with application package in the student information system (Jenzabar/Sonis) database.
- **Non-Compliance Action:** Non-compliance with this policy will result in a hold on the applicant's matriculation until the requirement is met

Enrolled Students

- **Step 1:** Registrar sends annual attestation reminder during enrollment period.
- **Step 2:** Student reviews Technical Standards policy and submits attestation form via the student information system (Jenzabar/Sonis) used by the institution.
- **Compliance Check:** Registrar verifies submission in the student information system (Jenzabar/Sonis) database before enrollment authorization.
- **Non-Compliance Action:** Non-compliance with this policy will result in a hold on the student's matriculation until the requirement is met

Leave of Absence Returnees

- **Step 1:** Prior to return, student receives attestation requirement notice.
- **Step 2:** Student completes attestation form confirming ability to meet current Technical Standards via student information system (Jenzabar/Sonis) used by the institution.
- **Compliance Check:** Registrar verifies submission in the student information system (Jenzabar/Sonis) database before enrollment authorization.
- **Non-Compliance Action:** Non-compliance with this policy will result in a hold on the student's matriculation until the requirement is met

Tracking Compliance

- **Step 1:** Registrar's office maintains compliance log in the student information system (Jenzabar/Sonis) database.
- **Step 2:** Registrar's office generates annual compliance report for incoming class and each cohort from the database of the student information system (Jenzabar/Sonis).
- **Step 3:** Registrar's office submits report to Dean of Student Affairs.

Documentation

- Attestation forms stored in the student information system (Jenzabar/Sonis) database.
- Compliance reports archived by Registrar's Office and Dean of Student Affairs.

Responsibility for implementation

The final responsibility for the enforcement of this policy rests in the Deanship of Student Affairs. The dispositions contained in this Executive Order will be effective immediately.

Related documents and legislation

LCME Element 10.5.
Technical Standards Policy

Appendices

Attestation Form for new candidates
Attestation Form for enrolled students

History

Adopted: 2025