

# *Compendio de Políticas Institucionales*



***2015***



23 de junio de 2015

Estimado(a) Estudiante de Nuevo Ingreso:

Nuevamente le damos la bienvenida a la Universidad Central del Caribe!!! Hemos incluido una compilación de políticas institucionales de interés general al cuerpo estudiantil. Las mismas están dirigidas a garantizar una atmósfera de sana convivencia en nuestra comunidad universitaria y que a su vez sea conducente al logro de sus metas y objetivos académicos.

Queremos que conozca estas políticas y sepa dónde dirigirse en caso de preguntas o necesitar más información sobre las mismas. Hemos incluido, entre otras, políticas sobre las normas y reglas generales que rigen la vida estudiantil, políticas que comparten los empleados y estudiantes de la UCC, y las normativas para la sana convivencia y conservación de nuestros espacios comunes.

Entendiendo que todos los estudiantes de la UCC deben tener amplio dominio del inglés y el español hablado y escrito; estas políticas están presentadas en ambos idiomas. En el caso de que alguna de estas políticas sea revisada y actualizada durante su periodo de estudios en la UCC, así se le hará saber. Sin embargo, debe usted conocer que es parte de su responsabilidad estudiantil solicitar información y mantenerse al día sobre las políticas que le aplican.

Por favor, **lea este material cuidadosamente para que conozca sus derechos y deberes.** Además, conocerá dónde acudir en caso de necesitar clarificación sobre el contenido de esta compilación. *¡Éxito!*

Cordialmente,

A handwritten signature in blue ink, appearing to read "Omar Pérez Del Pilar".

Omar Pérez Del Pilar, PhD  
Decano de Asuntos Estudiantiles

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# *Vida Estudiantil*

# **GENERAL STUDENT RULES AND REGULATIONS**

## **Chapter I**

### **Introduction**

The primary goal of the Universidad Central del Caribe (UCC) is to train health professionals who will serve humanity with dedication and compassion, with the highest ethical and moral standards. The Institution is committed to providing a healthy and intellectual environment for all students in the classroom, clinics, laboratories, and throughout the Institution. These General Rules and Regulations contribute toward UCC's objectives. They are designed to provide the student with general guidelines detailing general institutional policies, procedures, and programs.

## **Chapter II**

### **Student Rights and Duties**

#### **ARTICLE 1 - PREAMBLE**

The fundamental right of the university student is the right to an education.

To this end, there is the right to freedom of thought and free expression of opinions, subject only to the necessity for a harmonious coexistence among students, faculty, and administration.

Coexistence comprises the whole of all the above-mentioned bodies, as well as all possible relationships and experiences among fellow students, faculty, and administration. It also includes relations with the members of the surrounding community.

The student shall exercise the right to educate him/herself, without infringing on the rights and responsibilities of the other members of the academic community.

#### **ARTICLE 2 - RIGHTS AND DUTIES IN ACADEMIC LIFE**

##### *A. General*

Intellectual purity and integrity should be a guiding force behind the search for knowledge.

The professor will foster creative dialogue, as well as an environment open to freedom of discussion, expression, and research. The student may present thought-out objections to the information and points of view presented by the professor when deemed necessary.

The right to disagree with the professor will not relieve the student from fulfilling the requirements of his/her course of study. Nor will it relieve him/her from acting in a respectful and considerate manner or from taking into account the rights of the professor.

Both student and professor will intellectually examine each and every academic issue under study.

Neither professor nor student shall use the classroom to present political, sectarian, religious, or any other doctrine not pertaining to academia.

Punctual attendance to classes, laboratories, clinics, or any other activities is compulsory and is the responsibility of each student. Student absences to class because of attendance to official university meetings will be given special attention by professors. Absences for other reasons shall be discussed with professors and concerned directors, should the need arise.

Grades shall be based on academic achievement and on student fulfillment of all course requirements. Personal opinions and conduct not related to academia shall not affect any student grade or evaluation.

If a student feels that his/her rights have been violated by any member of the faculty or administration, s/he may appeal before the pertinent university authorities. The student may exercise this right personally or through the Student Council, taking his/her complaint to one of the following: the

Dean or Executive Director of the academic unit, Department Director, or his/her designate. A written copy of the complaint shall be given to the Dean of Admissions and Student Affairs (DASA). If deemed necessary, the student may appeal to the President of the University and finally to the Board of Trustees.

*B. Student-Professor Relationships*

This relationship is based on good faith and on a mutual respect among professor, student, and administrators.

Personal beliefs expressed by the student in the classroom or in private shall be considered a privileged matter and will not be divulged by the professor to a third party. Actions and expressions which are clearly in violation of university regulations, laws of the United States, or of the Commonwealth of Puerto Rico, are excluded from this privileged classification.

The professor may, however, emit an opinion or observation about any student belief, provided that this opinion or observation does not violate the student's rights.

The student may meet with the professor during hours set aside for this purpose, to ask for academic guidance and/or clear up any doubts s/he may have concerning course work or any other matter.

*C. Student Records*

Student academic and disciplinary records are confidential documents and shall be kept separate from other documentation.

These records shall not contain religious or any other student beliefs.

Student academic records shall contain only information related to the academic status of the student.

Information containing disciplinary matters shall be made available only to those persons authorized by the University. Any other person who requests said documents shall be required to have the student's permission or a judicial order.

Any student may examine his/her disciplinary record in the presence of a UCC official if s/he: submits a written request to the DASA, his/her designate, concerned unit or sub-unit. Said request shall be made within 5 work-days of advanced notice.

The faculty and administration shall respect the confidentiality of the above-mentioned records.

*D. Examinations*

Each student has the right to know his/her grades on any examination or quiz within a reasonable period of time, preferably within two weeks of their administration.

He/she also has the right to scrutinize these examinations and term-papers, corrected and graded within a 30-day calendar period.

**ARTICLE 3 - DEPARTMENTAL CO-CURRICULAR ACTIVITIES OR THOSE CARRIED OUT IN OTHER ACADEMIC UNITS**

*A. Types of Activities Permitted*

Each student has the right to express him/herself freely, meet and associate with other people or groups, to sponsor and hold authorized activities provided that they do not conflict with other authorized activities and that they meet the following conditions:

1. A written request for permission to hold activities at any facilities of UCC shall be made according to the regulations specified further on in these regulations.
2. Permission to hold professional, cultural, recreational, social, athletic, religious, and political activities shall be granted provided that they do not: conflict with other authorized activities, interrupt institutional functions, violate institutional regulations, and/or that they do not disturb the order, safety, and general well-being of the Institution.
3. All political activities shall be permitted provided that they present all political views with an equal amount of time. They must also meet the requirements as stipulated in Article 3-A 2. Participants in any debate, forum, panel, etc. may not include teaching, non-teaching staff, or any other employees of UCC.
4. All persons invited to UCC to present conferences, talks, or workshops, etc., or to participate in panels, etc., must fulfill the requirements set forth in Article 3-B 6.

*B. Rules and Procedures Governing Departmental, Program, or Unit Co-Curricular Activities*

1. All recognized organizations have the right to hold educational, cultural, recreational, social, athletic, religious, and political activities at UCC provided that they meet the criteria established in Article 3-A 2.
2. To use any UCC facility to hold any co-curricular activity, representatives of the student organization must file a written request to the DASA the Dean of Administration (DA), or to the corresponding designate. This petition must be submitted 15 days in advance of the activity. The sponsors of any such activity will be responsible for fulfilling all UCC regulations and will take appropriate measures to ensure order and safety. Denial or authorization of any request will be communicated in writing. If said activity is authorized, the time, date, and place will be stipulated on the permit. The petitioning student organization will secure the reply to the request in the office where it was submitted. In cases of denial, the petitioner has the right to request a reconsideration within five working-days to the President of the University, who will have five working-days to make a decision. The decision of the President will be considered final and no further action will be permitted concerning this matter.
3. Approved activities shall be included in the calendar of activities of the corresponding department, Program, or Unit.
4. To use any UCC facility to hold any protests, demonstrations, or manifestations, representatives of the student organization must file a written request to the DASA the DA, or to the designate. Thus petition must be submitted at least three days before the activity. The sponsors of any such activity will be responsible for fulfilling all UCC regulations and will take appropriate measures to ensure order and safety. Denial or authorization of any request will be communicated in writing. If said activity is authorized, the time, date, and place will be stipulated on the permit. The petitioning student organization will secure the response to the request in the office where it was submitted. In cases of denial, the petitioner has the right to request a reconsideration within one working-day to the President of University, who will have one working day to make a decision. The decision of the President will be considered final and no further action will be made concerning this matter.
5. The above-mentioned activities shall be carried out in a quiet, peaceful, and orderly fashion.
6. Any request to invite a guest speaker from outside UCC shall be considered if the petition is made by an authorized student organization or by five percent of the regular student body. Regulations of Article 3-A shall apply. The written request must be submitted within 15 working days of the proposed activity to the DASA or his/her designate. Said request must contain the following information: the name of the sponsoring student organization, the place where the activity is to be held, the proposed date, the approximate number of people to attend the event, the length of time of the activity, and the intended topic. No invitations shall be offered until proper authorization is granted.



7. Any such authorization will be granted in writing. Any authorization may include special clauses concerning the activity. The petitioning student organization will secure the response to the request in the office where it was submitted.
8. In cases of denial, the petitioner has the right to request a reconsideration within five working-days to the President of University, who will then have five working-days to make a decision. The decision of the President will be considered final and no further action will be made concerning this matter.

*C. Regulations Concerning Activities Held Outside UCC*

1. Any recognized student organization which wishes to sponsor an off-campus activity using the name of the Universidad Central del Caribe, is required to submit a written request within 10 working-days of the event. This request shall be submitted to the DASA or his/her designate.
2. Officially recognized student organizations must coordinate these activities with the DASA or his/her designate.
3. The concerned student organization will be responsible for holding the activity in the appropriate place, for assuring that no damage is done to the reputation of the Institution, and for guaranteeing that the Institution is not liable for any legal action.

**ARTICLE 4 - PUBLICATIONS**

- A. The University administration will not participate in the direction, advising, or any other aspect of the preparation of student publications. Preparation of student publications is the sole responsibility of each student.
- B. The DASA or his/her designate must give prior permission for the distribution and/or placement of fliers, hand-outs, or posters on the UCC campus. In cases of denial, the petitioner has the right to request a reconsideration within three working-days to the President of University, who will then render his decision. The decision of the President will be considered final and no further action will be made concerning this matter.

**ARTICLE 5 - STUDENT ORGANIZATIONS**

- A. Any group of students from UCC, has the right to constitute a student organization and be officially recognized by the Institution. Any such organization may be of an academic, professional, cultural, recreational, social, athletic, or religious nature. No student organization involved in partisan politics shall be considered for recognition. No student organization, which promotes discrimination by sex, race, national origin, political affiliation, religion, or socio-economic status, will be authorized.
- B. An Accreditation Committee composed of UCC student organizations will be created. This Committee shall be made up of
  1. A president, a faculty member designated by the President of the University.
  2. A faculty member, named by the Committee President with the recommendation of the DASA.
  3. A faculty member, chosen by the General Student Council.
  4. A student, selected by the Committee president with the recommendation of the DASA.
  5. A student, selected by the General Student Council.
  6. A member of the UCC Administration.
  7. The DASA will be an ex-officio member.
- C. The Accreditation Committee will grant official recognition to all student organizations that fulfill the requirements as set out in Article 5-A-G and H.

D. Procedure to request accreditation

1. Any student organization, which wishes official accreditation, must submit the following information:
  - a. Copy of the by-laws and/or constitution of the organization. This document must contain the organization's statement of purpose, requirements for membership, list of officers, and rules and procedures.
  - b. List of organizing members.

E. The Accreditation Committee will render its written decision within 30 working-days. In cases of denial, the petitioning organization has the right to request a reconsideration within 15 working-days to the President of University, who will render his decision within 15 working-days. If the President uphold the decision of the Accreditation Committee, the petitioning organization may make an appeal to the Board of Trustees within 15 working-days. The Board of Trustees will then have 15 working-days to revoke or confirm the decision of the President of the University.

F. Revocation of accreditation

1. The Accreditation Committee has the right to revoke the accreditation of any student organization, which does not meet the required guidelines for accreditation.
2. If the Accreditation Committee should rescind the accreditation of any student organization, the organization has the right to request a reconsideration within 15 working-days to the President of University, who will make a decision within 15 working-days. If the President upholds the decision of the Accreditation Committee, the petitioning organization may submit an appeal to the Board of Trustees within 15 working days. The Board of Trustees will then have 15 working-days to revoke or confirm the decision of the President of the University.

G. Rules and regulations concerning authorized student organizations.

1. Each student organization must submit to the DASA or his/her designate a list of the organization's members and its directors. This list must be submitted within one *week* of electing the directors.
2. Any change to the above-mentioned list must be submitted to the DASA or his/her designate before the last day of the month in which these changes occurred.
3. Student organizations shall be accredited for one academic year. Upon request, this accreditation will be renewed if the organization has abided by all guidelines as established in these rules and regulations.
4. Membership in any student organization will not be denied for reasons of race, sex, nationality, socioeconomic position, political affiliation, or religion.
5. Acceptance or denial of admission into any student organization shall be determined by popular vote of the majority of the organization's members. The only exception to this regulation is the case of honorary organizations where membership is based on academic achievement and/or extraordinary contributions to the student's field or specific discipline.
6. Student organizations may not be affiliated with any political group or association.
7. Each student organization will sign a document with the President of the University affirming its commitment to uphold established norms.
8. Any student who feels discriminated against by a student organization may take his/her grievance to the DASA or his/her designate for appropriate action.

9. Recognized student organizations have the right to use University facilities. They, however, are held responsible for any and all actions of their members.
  10. All recognized student organizations must submit an activity plan for each academic year to the DASA for his/her approval. This plan must be submitted no later than 30 work-days after the start of the academic year.
- H. In addition to the above-mentioned rules and regulations, fraternities and sororities must also adhere to the following:
1. The date of initiation for new members must be coordinated with the DASA or his/her designate.
  2. Each fraternity and sorority shall submit a list of all initiation candidates to the DASA no later than 15 working-days before *Initiation Week*
  3. Initiation ceremonies will not include physical, mental, or moral harm to the candidate.
  4. Acceptance or denial of admission to any fraternity or sorority will be determined by a secret ballot of the majority of its members. Unanimous agreement of all membership concerning the admission of any candidate is prohibited. This practice may lead to the repeal of the organization's accreditation.

### **Chapter III**

#### **Student Councils**

Each year, UCC students elect their own student representatives to the General Student Council and the Program or Class Student Government.

#### **ARTICLE 6 - REQUIREMENTS FOR STUDENT COUNCILS AND PRESIDENT**

Students must meet the following conditions to be members of the Councils\government be registered for a minimum of 12 credits per semester, have a minimum grade point average of 2.00, and not be repeating the academic year because of academic deficiencies.

The General Student Council is the principal representative organism of the student body. It is the official forum of the student body and has as its mission to contribute to the educational goals of the University and to look after the rights of all UCC students.

##### *A. Composition*

The General Student Council is composed of its president and the presidents and two representatives of each Program or Class government. If one of the classes contains more than one group each group will have at least one representative.

##### *B. Board of Directors*

The General Student Council shall elect its Board of Directors from among its members. The president, however, shall be elected by all UCC regular students.

Non-regular students or those who hold administrative or teaching positions can not belong to any student councils; nor can they hold any position that represents the student body in any way.

##### *C. Time frame for the establishment of the General Student Council*

The General Student Council must be established during the first 45 days of the first academic semester. It shall carry out its duties for one year or until its successor has been elected.

*D. Elections for President*

The outgoing General Student Council, together with the DASA, will publish notices announcing a call for nominations for President of the General Student Council. This will be done within 30 days of the initiation of classes.

These nominations are valid for 15 days, after which the nomination period will be closed. A call for student elections for the General Student Council will then be made to the student body, with a minimum of seven days advance notice.

*E. Internal by-laws*

The General Student Council will draft and approve its by-laws.

*F. Rights and jurisdiction*

1. To officially represent the student body.
2. To point out and offer possible solutions to any problem which may affect the student body.
3. To act as a student forum to deal with issues that affect the student body.
4. To work in coordination with other institutional units in order to offer solutions to student-related problems and/or issues.
5. In collaboration with the DASA, to carry out cultural, social, scientific, and other types of activities which complement university education.
6. To create an intellectual environment which stimulates optimum student development.
7. To select student representatives from among the distinct student organizations and committees.

## **ARTICLE 8 - STUDENT PROGRAM COUNCILS**

Student life is carried out in relation with one's class-mates and faculty members. Within this framework, various student organizations from diverse programs and student classes will be established.

*A. Composition*

Each program or class of UCC will establish Student Government. In programs which contain more than one class, each class will have a right to representation. Those programs which offer programs in which the course work is more than two years should have a Council for each class. If the class is divided into groups, each group should have representation.

The Board of Directors of the General Student Council shall be composed of a minimum of a president, a vice-president, a secretary, and three members.

*B. Selection procedure*

The Program Student Government should be established within the first 30 days of the first semester of each academic year. They will have a term of one year or until their successors are elected and duly certified by the DASA.

Within 30 calendar days of the beginning of the academic year, the outgoing Program or Class Government, in conjunction with the DASA will call for a student assembly in which nominations for student representatives on both the Government of the particular program or class, as well as on the General Student Council. The call for this student assembly shall be made at least seven calendar days in advance of the assembly. Quorum shall consist of 50% plus one of the total number of regular students of the particular program or class.

Nominations shall be open. Voting shall be done by secret ballot. The elected representatives will immediately occupy their corresponding posts.

*C. Duties and jurisdiction*

- a. To help develop, keep, and strengthen an intellectual climate which will lead to a better development of student talent.

- b. To work towards the establishment of the channels of communication between all members of the particular pro-tram.
- c. To communicate any academic, administrative or guidance problem which the students may have and to offer possible solutions.
- d. To stimulate the taking place of activities such as forums, discussions, conferences, social gatherings, and recreational activities.
- e. To offer guidance in all matters to those students who may need it.
- f. To contribute to the integral operation of the University as a whole, and of the specific program in general.

*D. Internal By-Laws*

The Student Government and the Class Boards of Directors of each program will write their own by-laws, in harmony with the rules and regulation established in this document.

**ARTICLE 9 -STUDENT REPRESENTATION IN FACULTY MEETINGS**

- A. There will be student representation with voice and vote in each academic faculty meeting for each program. This representation will be equal to 10% of the faculty members eligible to vote, but there shall not be less than two student representatives in attendance.
  - 1. The election of the student representatives will be decided by the students who belong to that particular program.
- B. There will be a student representative on each faculty committee except for those committees which deal with the following: faculty affairs, student admissions, and student evaluations and promotions.
  - 1. The election of the student representatives will be decided by the students who belong to that particular program.

**ARTICLE 10 - REGULAR AND SPECIAL ASSEMBLIES**

*A. Regular Assemblies*

- 1. Two regular student assemblies will be held each academic year; one at the beginning of the academic year and another at the beginning of the second semester.
- 2. The notice for regular student assemblies shall be made no less than seven calendar days before the assembly. The notice should include the agenda to be followed.
- 3. The General Student Council will determine the date, time, and place of the assembly.

*B. Special Assemblies*

- 1. The President of the General Student Council will call for a special assembly as s/he deems necessary.
- 2. The President of the General Student Council will also call for a special assembly if 5% of UCC regular students request it.
- 3. The notice for special student assemblies shall be made by the President of the General Student Council no less than 24 hours before the assembly.
- 4. The notice should include the agenda to be followed.

C. *Quorum*

1. In both regular and special student assemblies, 50% plus one of the regular UCC student body shall constitute quorum.

## Chapter IV

### STUDENT PUBLICATIONS

#### ARTICLE 11 - DISTRIBUTION OF STUDENT PUBLICATIONS

Students may edit publications which they may freely distribute on campus. However, their distribution is prohibited in study areas such as class rooms, laboratories, libraries, reading rooms, amphitheaters, and clinical practice areas.

#### ARTICLE 12 - PUBLICATION REQUIREMENTS

- A. For student publications to be officially recognized, they must adhere to the following regulations:
  1. Fulfill the requirements of other student organizations.
  2. Fulfill the publication norms set forth by the Publications Committee.
  3. The names of the editors and contributors of all student publications must appear in the publication.
  4. Announcements, posters, charts, banners, etc., will be placed only in officially designated areas (outlined further), and will be in harmony with the regulations concerning this matter established by the Office of the Dean for Admissions and Student Affairs (DASA),
    - a. open spaces
    - b. bulletin boards of the General Student Council and those of the program government

#### ARTICLE 13 - PUBLICATIONS COMMITTEE

- A. It is the responsibility of the ODASA to form a Publications Committee. This Committee shall be composed of one student from each program (named by the General Student Council), and three faculty members named by the University faculty.
- B. The Publications Committee will inform the DASA of the norms which will prevail concerning student publications. It will also advise the DASA concerning student publications.

#### ARTICLE 14

The DASA is responsible for assuring that all student publications satisfy the required regulations for publication. S/he will also recommend to the Board of Trustees any sanctions as a result of violations of these regulations.

## Chapter V

### STANDARDS OF STUDENT CONDUCT AND ETHICS

#### ARTICLE 15 - PURPOSE

- A. To recognize and guarantee the right to dissent and protest in an orderly fashion, in accordance with the norms established by the University. Under no circumstance should any protest or dissent disrupt normal University activities.

- B. The disciplinary system set place at UCC proposes to:
1. advise the student of the consequences of his/her actions.
  2. advise the student of his/her responsibilities to the University and to the Puerto Rican community.
  3. guarantee institutional order.

By virtue of the above-mentioned objectives, the disciplinary system at UCC shall be in the hands of the University.

#### **ARTICLE 16 - INFRACTIONS**

- A. The following actions constitute infractions of institutional disciplinary standards and will lead to sanctions:
1. Violations of the General Student Rules and Regulations or of other institutional rules and regulations.
  2. Lack of honesty in academia or any action leading to it.
  3. Alteration or forgery of grades, records, identification cards, or any other official documents.
  4. Committing any obscene or lascivious act.
  5. Disturbance of the peace or participation in acts which may incite violence at any official UCC activity, either on- or off-campus.
  6. Interruption of any UCC activity or holding non-authorized activities. This norm applies to both on- and off-campus activities.
  7. Causing malicious damage to the property of another person or group.
  8. Publication or distribution, either on- or off campus, of slanderous, libelous, obscene, or defamatory material.
  9. Assumption of authority without the previous authorization of the University Student Council, or any other recognized student organization.
  10. Causing malicious damage to any University property or defaming any University symbol.
  11. Committing any act which constitutes a punishable offense under the laws of the Commonwealth of Puerto Rico.
  12. Possession of any firearm without authorization of the University.
  13. Possession of any controlled substance as outlined in Chapter 2 of the Controlled Substance Law of Puerto Rico, Number 4 of June 23, 1971, as amended
  14. The use of force or violence against any person or persons on the grounds of the UCC campus.
  15. The illegal appropriation of property belonging to the University or to another person or group.

#### **ARTICLE 17 - PENALTIES**

- A. Violation of the above-mentioned rules may cause the following measures to be taken:
1. Reprimand
  2. Probation
  3. Restitution for damaged University property or for its illegal appropriation.
  4. Prohibition from the use of University facilities for a determined period of time.
  5. Imposition of monetary fines.
  6. Suspension from participation in certain University activities and pro-trams.

7. Prohibition from entrance to the University for a determined period of time.
8. Suspension from the University for a determined period of time.
9. Expulsion from the University.

#### **ARTICLE 18 - DISCIPLINARY PROCEDURES**

- A. Pertinent administrative authorities will be in charge of any penalty which involves a suspension of 30 days or less. Said authorities will give the student ample opportunity to defend him/herself. Repeated violations will incur the imposition of more drastic measures.
- B. In cases of any penalty which involves a suspension of more than 30 days, or expulsion from the University, the student will receive written notice of the charges against him/her. In addition, the student will have the opportunity for an administrative hearing which s/he may attend with the counsel of his/her choice. The student will be able to testify on his/her behalf and present evidence.

#### **ARTICLE 19 - DISCIPLINARY TRIBUNAL**

- A. A Disciplinary Tribunal will be created on a yearly basis, as outlined in Article 18-B of these Rules and Regulations.
  1. The Disciplinary Tribunal shall be composed of the following:
    - a. A member of the University personnel named by the DASA or his/her designate.
    - b. Two professors, selected by the faculty.
    - c. Two students, elected by direct student vote, following the norms as set forth in Article 7-C, Chapter III, of this document.
- B. The President may designate members to the Disciplinary Tribunal in case of vacancies.

#### **ARTICLE 20 - HEARINGS BEFORE THE DISCIPLINARY TRIBUNAL**

- A. In all hearings before this body, the Tribunal shall adhere to the rules and regulations herein stipulated.
- B. Authority and Rights
  1. The Disciplinary Tribunal shall have jurisdiction over all infractions outlined in Article 16, Chapter V, of these Rules and Regulations.
  2. The Disciplinary Tribunal shall investigate all cases brought to it by University authorities to determine if the charges have merit.
  3. If the Tribunal decides to press charges, a formal hearing will be held.
- C. Procedures for Disciplinary Sanctions
  1. The professor or professors who have knowledge of the allegations shall render a written complaint against the student to the Dean of the School or to the program director.
  2. The Dean and/or Program Director shall determine if the allegation has merit. If found to have merit, a request to press charges will be filed.
  3. The Disciplinary Tribunal will carry out a thorough investigation of the charges, will notify the student of said charges, and will call for a hearing within 30 days.



#### D. Procedure Before the Disciplinary Tribunal

1. The Dean and/or Program Director who has pressed charges will present pertinent evidence.
2. The student will have right to legal counsel and may present evidence on his/her behalf.
3. After hearing all testimony, the Disciplinary Tribunal will have 30 days to render its recommendations to the DASA. The DASA will then inform the President of the University and the student of its recommendations. The DASA will notify the student by certified mail.
4. The student may appeal this decision to the President of the University within 15 days. The student may also appeal to the Board of Trustees of the University within the same time frame.
5. The University Board of Trustees will study the evidence presented and render a decision. The decision of the University Board of Trustees shall be considered final.

### **ARTICLE 21 - SUMMARY SUSPENSIONS**

- A. The President of UCC or his designate may suspend any student for disciplinary reasons. The following procedures will be adhered to:
  1. The President or his designate may suspend any student without a preliminary hearing in extreme circumstances which require immediate action.
  2. Any summary suspension will take effect upon its notification to the student.
  3. Should a preliminary hearing be held after a summary suspension, the findings shall be notified to the President within 72 hours. The President will then take appropriate measures to resolve the situation.
  4. All summary suspensions will remain in effect until the situation is resolved, in accordance with Articles 18 and 19 of these Rules and Regulations. Any determination must be made within 30 days of the summary suspension.

## **Chapter VI**

### **GENERAL DISPOSITIONS**

#### **ARTICLE 22 - GENERAL CLAUSES**

- A. The President of the University, the Deans, and the Directors of the University, are responsible for carrying out these Rules and Regulations.
- B. It is the responsibility of all UCC students to know the content of these Rules and Regulations. Ignorance of them is not an acceptable defense.
- C. The UCC has the right to discontinue any course or program when its discontinuation is justified by economic, academic, or any other means.
- D. Should the University need to communicate with a student regarding any matter, a notification will be sent by registered and certified mail to the student's address as it appears in the student's academic record. The sending of the notification shall relieve the University of its responsibility. It is the student's responsibility to keep his/her records updated at all times.
- E. This regulations, together with all other University rules and regulations, shall form a binding contract between the student and the University.

### **ARTICLE 23 - PROCEDURES TO AMEND THESE RULES AND REGULATIONS**

- A. The General Student Council can recommend amendments to these Rules and Regulations to the President of the University

- B. Any student who has a petition signed by at least 100 regular students may recommend amendment to this document to the President of the University.

#### **ARTICLE 24 - EMERGENCY SITUATION**

- A. The University Board of Trustees has the right to partially or completely amend, substitute, or revoke these Rules and Regulations.
- B. The President of the University is authorized to partially or completely suspend these Rules and Regulations when an emergency situation is declared. Any suspension shall be for no more than 15 days or until the next session of the University Board of Trustees, whichever occurs first. The President may request an extension to the University Board of Trustees for any time period he feels necessary.
- C. Should any emergency situation continue, the President must request an extension to the University Board of Trustees. Any such extension, if granted, shall be for no more than 15 days.

### **Chapter VII**

#### **Definitions**

Except when this document indicates the contrary, the following definitions shall apply to these Rules and Regulations:

1. **Official University Activities:** Any official University sponsored activity, be it held on- or off-campus. This includes, but is not limited to, graduation ceremonies, conferences, forums, panels, athletic events, exhibitions, meetings, etc.
2. **Co-Curricular Activities:** Any activity, which directly or indirectly complements the student's growth from an educational standpoint.
3. **Student:** Any person officially registered for at least one contact-hour per week, either for credit or as an auditor. The person shall be considered a student from the time s/he registers for class until s/he finishes the last final examination of each semester. The exception to this is during the student's last semester, where s/he will be considered a student until the conclusion of graduation ceremonies.
4. **Member of the Administration:** Any person employed by the University, either full- or part-time, including, but not limited to, members of the University Board of Trustees, personnel at all administrative levels, the President, and the Deans.
5. **Faculty Members:** Any person who has a teaching position in any unit or sub-unit of the University, full- or part-time.
6. **Teaching Sub-Units:** The academic organisms, which depend on, and answer to, the University academic units.
7. **Teaching Unit:** The operational academic units of the University.

### **Chapter VIII**

#### **LEGAL BASIS**

#### **ARTICLE 24**

If any clause of these Rules and Regulations is declared null and void, the remaining clauses will not be in any way affected.

#### **ARTICLE 25**

Any student regulations inconsistent with these Rules and Regulations shall be considered null and void.

**ARTICLE 26**

These Rules and Regulations shall take effect immediately after their approval by the University Board of Trustees.

Revised in: July 1997, July 20, 1999

Aproved by: Nilda Candelario Fernández, MD  
President  
July 23, 1999

**INSTITUTIONAL POLICY REGARDING THE ACCESS TO  
STUDENT RECORDS**

The Universidad Central del Caribe, in accordance with Institutional Regulations and the Family Educational Rights and Privacy Act of 1974, as amended ("Buckley Amendment", "The Act"), has established and published and will apply the following Institutional Policy Regarding The Access to Student Records.

**Article I. Definitions**

A. *Student*

A student is a present or former student at the University. An applicant is not a student until he/she attends the University.

B. *Education record*

An education record is any information or data, which directly relates to a student and is maintained by the University, except a record described in Article VII, E.

**Article II. Notification**

The University will inform its present students of this policy at least annually by such medium as is generally available to and read by the students.

**Article III. Listing of records maintained at the University**

The University maintains a listing of the types and locations of education records, and the titles and locations of the officials responsible for those records. With respect to education records maintained by individual members of a department, the University may indicate on the listing that the head of the department should be contacted with respect to identifying the types and locations of the records for which individual members of the department are responsible.

The following is the list of the types of records that the University maintains, their locations, and their custodians.

<b>TYPES OF RECORDS</b>	<b>LOCATION</b>	<b>CUSTODIAN</b>
<u>Applicant Records</u> <u>Admissions Records</u> <u>Cumulative Academic Records</u> (Current students and five years after graduation or withdrawal)	Admissions Office Registrar's Office Registrar's Office	Admissions Officer Registrar Registrar
<u>Cumulative Academic Records</u> (Former students; over five years after graduation or withdrawal).	Registrar's Office	Registrar
<u>Health Records</u>	Student Health Services Office	Director of the Student Health Services Office
<u>Financial Records</u> <u>Placement Records</u> <u>Alumni Records</u>	Bursar's Office Registrar's Office Office Dean of Student Affairs	Bursar Registrar Dean of Student
<u>Progress Records</u>	Registrar's Office Faculty Office at each Department	Registrar Instructor
<u>Disciplinary Records</u> <u>Occasional Records</u> (Student educational records not included in types or listed above such as minutes of faculty committee meetings, copies of correspondence in office not listed, etc.)	Registrar's Office The appropriate official will collect such records, direct the student to their location, or otherwise make them available for inspection.	Registrar The University staff person who occasional system records

**Article IV. Procedures for a student to inspect and review records**

- A. A student who wishes to inspect and review his/her records, may take the request to the person in charge of the office which is the official custodian of the record in question, or to that person's designee. A request pertaining to records in the custody of a professor or counselor should be made directly to that person.
- B. A request to inspect a record should be in writing.
- C. A request shall be granted or denied in writing within 15 days of receipt of the request.
- D. If the request is granted, a University official must be present when the student inspects and reviews his/her education records. A student at his/her reasonable request shall be provided with an explanation and interpretation of the record to which access is granted.
- E. If the request for access is denied or not responded to within 15 days of receipt, the student may appeal to a person designated by the President. The appeal must be in writing and should identify the particular records to which access was requested, the date of the original request for access, the person to whom the request was made, and the reasons why the student believes he/she has a right of access. A denial of a request for access must be in writing and contain the reasons for the denial.

**Article V. Copies**

The fee for copies of individual educational record (partial or total) is \$2.00 per page. A fee of \$5.00 will be charged per transcripts of the Academic Record. There is a special fee of \$10.00 per "Dean's Letter" required for graduating medical students.

- Copies of education records are not to be provided to the student (except under Article IX, B. and XI) if:
- A. the record can be reasonably read and comprehended by the student upon visual examination
  - B. the student has no disability, which prevents him/her from being present
  - C. the student resides in the vicinity of the Institution.

**Article VI. Procedures for record correction**

- A. A student may request correction of his/her education records on the basis that an entry or entries are inaccurate, misleading, or in violation of the student's right of privacy or other rights. The request must be made in writing addressed to an individual or office designated by the President. The request to the extent possible, shall identify the record or records containing the challenged entry or entries to be inaccurate, misleading, or in violation of his/her right of privacy or other rights. A student may not contest the assignment of a grade through this procedure, but may contest whether the assigned grade was recorded accurately.
- B. The designee shall, within 15 days after receipt of the written request, grant or deny the request in whole or in part inform the student. If the designee denies the request in whole or part, the student shall also be advise in writing of his/her right to a hearing under Article VI, C.
- C. A student may request a hearing if his/her request to correct has been in whole or in part denied, or if the designee has not responded to the request within 15 day period. The request for a hearing shall be in writing addressed to an individual or office designated by the President, and shall contain the same information contained in the request correct records.
- D. Within seven days after receipt of a request for a hearing, the student shall be notified of a date, time and place of the hearing, which shall take place within a reasonable time after receipt of the request.

- E. At the hearing the student shall have a full and fair opportunity to present evidence relevant to the issues raised under Article VI, A, before a person, selected by the President who does not have part in the outcome of the hearing. The student may be assisted or represented by the individuals of his or her choice, including an attorney, at his/her expense.
- F. The hearing officer, within 15 days after the conclusion of the hearing, shall render report to the President in writing, which shall include a summary of the evidence presented at the hearing. The President shall render a final decision within 15 days after receipt of the report on the basis of the evidence, which shall include a summary of the evidence and reasons for the decision. The student shall be provided with a copy of the final decision. If the request is denied in whole or in part the student shall also be advised of his/her right to place in his/her education records a statement commenting on the information in the challenged record and setting for any reasons for disagreeing with the decision.

#### **Article VII. Records not mandatorily accessible**

- A. Records pertaining to the student of institutional, supervisory, administrative staff, or educational personnel ancillary there to, which are in the sole possession of the maker and are not accessible or revealed to another person except a temporary substitute.
- B. Exempt from the definition of "education records" records maintained by an institution's law enforcement unit that was created by that law enforcement unit for the purpose of law enforcement.
- C. Employment records of the university employee who may be a student provided:
  - 1. such records are normally maintained by the University
  - 2. relate exclusively to the individual's employment
  - 3. are used only for employment purposes
  - 4. such employment is not the result of student status.
- D. Records pertaining to the student which are made by a physician, psychiatrist, psychologist, or other recognized paraprofessional, acting in his or her professional or paraprofessional capacity, or assisting in that capacity, which:
  - 1. are created, maintained, or used only in connection with the provision of treatment to the student, and
  - 2. are not disclosed to anyone other than the individuals providing the treatment.
- E. Records which pertain to a student generated after he/she is no longer an enrolled student at the University.
- F. The financial records of a student's parents and the information contained therein.
- G. All confidential recommendations relating to the receipt of an honor or honorary recognition, provided:
  - 1. the student or applicant has signed a waiver of the right of access and has been given the opportunity to request to be notified of the names of all individuals providing the recommendations,
  - 2. the recommendation is used only for the purpose for which it was originally intended, and
  - 3. the waiver is not required as a condition of admission to receipt of any other service or benefit from the University.
- H. Any other record which pursuant to any other law or regulation, is privileged, or which is otherwise inaccessible to the student.

#### **Article VIII. Directory Information**

- A. The following categories of directory information may be made available to individuals with a legitimate interest in such information: A student's name, attendance dates, telephone listing, home address, major and minor fields of study and degrees and awards received. This shall not be construed to require that such information be released.

- B. Any student may require that any or all of the information set forth in paragraph A not be released by the University without his/her prior written consent, by completion of a form to be made available in the Registrar's Office during regular business hours.

**Article IX. Access without prior consent**

Access without prior consent of the student to education record may be furnished under the following circumstances:

- A. To a University official, employee or agent who has a legitimate educational interest in particular student records. A person shall be deemed to have a legitimate educational interest in obtaining access to a particular record if access is reasonably necessary in order to perform his/her instructional, research, administrative or other duties or responsibilities.
- B. Officials of other schools or school systems in which the student seeks or intends to enroll. Any such request shall be complied with without notice to the student, but upon such student's request, a copy of the education records transferred will be provided to the student and the student may review their content under Article VI.
- C. To an authorized representative of:
  - 1. The Controller General of the United States
  - 2. The Attorney General of the United States
  - 3. The Secretary of the U.S. Department of Education, or
  - 4. State and local educational authorities.
- D. In connection with the student's application for or receipt of student financial aid, to the extent necessary to determine financial aid eligibility, and the amount thereof, conditions to be imposed regarding the financial aid, and to enforce the terms and conditions of financial aid.
- E. Pursuant to a judicial order or pursuant to a lawfully issued subpoena, provided a notice is mailed to the student three days in advance of compliance, addressed to the last known address, except a shorter period of notice may be authorized by the President.
- F. To State and local officials or authorities if the allowed reporting concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released or allowed to be reported or disclosed pursuant to a state statute.
- G. To organizations external to the University conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction; provided, that such studies are conducted in a manner which will not permit the personal identification of students by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purpose for which the study was conducted.
- H. To accrediting institutions, for purposes of carrying out accrediting functions.
- I. To parents of a dependent student as defined by the Internal Revenue code of 1986.
- J. In connection with an emergency where knowledge of the information is necessary to protect the health or safety of the student or other individuals. The factors to be taken into account in determining whether personally identifiable information from the education records of a student may be disclosed include the following:
  - 1. The seriousness of the threat to the health or safety of the student or other individuals;
  - 2. The need for the information to meet the emergency;
  - 3. Whether the parties to whom the information is disclosed are in a position to deal with the emergency; and

4. The extent to which time is of the essence in dealing with the emergency.
- K. The disclosure is information the educational institution has designated as “directory information”.
  - L. To the parent of a student who is not an eligible student or to the student.
  - M. In compliance with the Campus Security Act, institutions may disclose to the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, the final results of any disciplinary proceeding conducted by the institution against the alleged perpetrator of the crime, regardless of the outcome of the proceeding.
  - N. The disclosure is in connection with a disciplinary proceeding at an institution of postsecondary education if the institution determines that the student committed a violation of its rules or policies with respect to the crime.
  - O. The disclosure is to a parent of a student at an institution of postsecondary education regarding the student’s violation of any Federal, State or local law or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if:
    1. The institution determines that the student has committed a disciplinary violation with respect to that use or possession; and
    2. The student is under the age of 21 at the time of the disclosure.
  - P. The Campus Sex Crimes Prevention Act, established that an educational institution may disclose information concerning registered sex offenders provided to it under State sex offender registration and community notification programs.
  - Q. The USA Patriot Act of 2001, established that the US Attorney General can apply for an ex parte court order requiring an educational institution to allow the Attorney General to collect and use education records relevant to investigations and prosecutions of specified crimes or acts of terrorism (domestic or international).

**Article X. Discretionary access to records**

- A. The President may grant a student access to the records specified in Article VII, provided such access does not violate the rights of another person.
- B. Access to a student's education records without the student's consent under Article IX, B through F shall only be granted where required by law or regulation or in the best interest of the University.

**Article XI. Access with the consent of the student**

The written consent of the student is required for disclosure of personally identifiable information from the student's education records except as provided in Article VIII and IX, or where the disclosure of accessible records is to the student him/herself. The written consent must be signed and dated by the student and shall include:

- A. A specification of the records to be disclosed
- B. The purpose or purposes of the disclosure, and
- C. The party or class of parties to whom the disclosure may be made.

Where a record is disclosed pursuant to the student's written consent, the University, upon the student's request, shall provide the student with a copy of the record.



## **Article XII. Limitation on redisclosure**

Any disclosure of personally identifiable information from the education records of a student except under Article VIII of this Policy may be made only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior written consent of the student, except that the personally identifiable information which is disclosed to an institution, agency or organization may be used by its officers, employees and agents but only for the purposes for which the disclosure was made. The party to whom the disclosure is made shall be informed of his requirement. This does not preclude the University from disclosing personally identifiable information under Article IX of this Policy with the understanding that the information will not be redisclosed to other parties under that section; provided that the record keeping requirements of Article XIV of this policy are met with respect to each of those parties.

## **Article XIII. Student's parents**

The Institution must obtain a student's prior written consent before disclosing information from his/her education records to his/her parents. Only in the case of students who are claimed as dependents by his/her parents, according to the regulations of the Bureau of Income Tax of the Commonwealth of Puerto Rico or of the Internal Revenue Service of the United States, disclosure of education records to the parents will be allowed without the consent of the student.

## **Article XIV. Record of requests for access**

- A. Record of each request for and each disclosure of student records under Article IX, C, D, E, F, G, and H, shall be maintained in the Registrar's Office.
- B. Such record shall list the parties who have requested or obtained information concerning the student, and the reason for the request, and shall be available for inspection by the student.
- C. The University may designate additional or other places where the record of disclosure will be maintained.
- D. Such record shall be accessible to the student, the Registrar and the designated members of the Registrar's staff, and for purposes of auditing and record keeping procedures, any individual specified in Article IX, A and C.

## **Article XV. Waivers**

- A. A student may waive any of his or her rights under the Act, the regulations or this Policy provided the waiver is in writing and signed by the student.
- B. The University will not require that a student execute a waiver of his/her rights under the Act, the regulations or this policy.
- C. A waiver may be revoked while a request for access to that record is pending. Nothing in this policy otherwise requires the retention of any record.

## **Article XVII Copies of this Policy**

A copy of this Policy shall be furnished upon request.

## **Article XVIII Complaints regarding violation of the Act, or the regulations thereunder**

A student who believes that his/her rights under the Act or the regulations thereunder have violated may submit a complaint in writing to:

**Family Policy Compliance  
Office**

U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

**Article XIX. Amendments**

This Institutional Policy may be amended upon recommendations of the Dean for Admissions and Student Affairs, of the Dean for Academic Affairs, or the Dean of Medicine to the President of the Universidad Central del Caribe. The President will make the final recommendation to the Board of Trustees for their consideration and final decision.

Approved by: Raúl A. Marcial Rojas, M.D., J.D.

Revised by: Raúl A. Marcial Rojas, M.D., J.D.  
President and Dean  
September 11, 1987

Revised and Nereida Díaz Rodríguez, PhD  
Amended by: June 20, 2003

Approved by: Nilda Candelario Fernández, MD  
President  
June 23, 2003

***INSTITUTIONAL POLICY REGARDING CONFIDENTIAL COUNSELING  
TO STUDENTS, FACULTY, RESIDENTS AND STAFF***

The Universidad Central del Caribe, in accordance with Institutional regulations has established and published and will apply the following Institutional Policy Regarding Confidential Counseling to Students, Faculty, Residents and Staff.

1. The counselor makes provisions for maintaining confidentiality in the storage and disposal of records and follows an established record retention and disposition procedure. The counseling relationship and information resulting therefrom is kept confidential, consistent with the obligations of the ethical standards of the counseling profession.
2. In a group counseling setting, the counselor sets a norm of confidentiality regarding all group participant's disclosures.
3. When the client's (person who receive the counseling service) condition indicates that there is clear and imminent danger to the client or others, the counselor will take reasonable personal action to inform responsible authorities. Consultation with other professionals must be used if needed. The assumption of responsibility for the client's behavior must be taken only after careful deliberation. The client must be involved in the resumption of responsibility as quickly as possible.
4. Records of the counseling relationship, including interview notes, assessment data, correspondence, tape recording, electronic data storage, and other documents are to be considered professional information for use in counseling, and they are not considered a part of the student academic records at the Universidad Central del Caribe. Revelation to others of counseling material will occur only upon the expressed and informed consent of the student.
5. The counselor will inform the student of the purposes, goals, techniques, rules of procedure, and limitations that may affect the relationship at or before the time that the counseling relationship is entered. If the counselor determines an inability to be of professional assistance to the client, the counselor will either avoid initiating the counseling relationship or immediately terminate that relationship. In either event, the counselor will suggest appropriate alternatives. The counselor is knowledgeable about referral resources and a satisfactory referral is initiated. In the event the student declines the suggested referral, the counselor is not obligated to continue the relationship.

**Amendments**

This document may be amended upon recommendations of the Dean for Student Affairs, and the Dean for Academic Affairs to the President of Universidad Central del Caribe for his consideration and final decision.

Approved in: October 28, 1992

Revised in: July 17, 1997

Revised by: Nereida Díaz Rodríguez, PhD  
July 19, 1999

Aproved by: Nilda Candelario Fernández, MD  
President  
July 20, 1999

***FAMILY EDUCATIONAL RIGHTS AND PRIVACY  
STUDENT ANNUAL NOTIFICATION***

According to Section 99.7 of the Family Educational Rights and Privacy (FERPA) you, as an eligible student, must be informed annually of your rights under the Act. An eligible student, according to the Act, is one who has reached eighteen (18) years of age or is attending an institution of postsecondary education, like Universidad Central del Caribe.

The following are your rights, that must be notified annually, in addition to receiving a copy of the complete Institutional Policy Regarding the Access to Student Records as per Section 99.7 which has been handed to you during orientation activities:

1. Inspect and review the student's education records.
2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and Sec. 99.31 authorized disclosure without consent; and
4. File with the Department a complaint under Sec. 99.63 and 99.64 concerning alleged failures by the educational agency or institution to comply with the requirements of the Act and this part.
5. The procedure for exercising your right to inspect, review and request amendment of your education record is established in the Institutional Policy Regarding the Access to Student Records (Articles IV and VI) which was handed during orientation activities.
6. If you have any doubts or uncertainties pertaining to the institutional policy requests by section 99.7 of the Act, which was handed to you on admission, feel free to make an appointment with the Dean of Student Affairs for clarification.
7. Our presumption is that due to the established requirements for admission calling for conversational knowledge in both English and Spanish, you should not have any difficulty in understanding this notification. If you have any doubts please visit the Dean of Student Affairs for clarification.
8. Copy of this notification will be permanently posted in the Bulletin Board of the Deanship of Student Affairs.
9. The student has the right to obtain a copy of the Institutional Policy Regarding the Access to Student Records in addition to that handed to him/her at the time of admission.

Revised in: July 20, 1999

Revised and Amended: Nereida Díaz Rodríguez, Ph.D  
June 20, 2003

Aproved by: Nilda Candelario Fernández, MD  
President  
June 23, 2003

## ***POLICY ADDRESSING STUDENT ABUSE AND MISTREATMENT***

The mission of the Universidad Central del Caribe (UCC) is to train health professionals who will serve humanity with dedication and compassion, with the highest ethical and moral standards. The UCC is committed to providing a healthy and intellectual environment for all students in the classroom, clinics, laboratories, and throughout their academic experiences. This Policy Addressing Student Abuse and Mistreatment aims to contribute toward the achievement of a professional and collegiate academic environment.

This policy outlines an additional process within the UCC for responding to complaints of student mistreatment. However, it should be considered applicable in relation to other institutional policies. These include, but are not limited to the following policies and procedures:

- UCC General Student Rules and Regulations
- UCC General Regulations
- “Política Institucional sobre la Prevención del Hostigamiento Sexual”

This policy substitutes the previous policy regarding student mistreatment (Institutional Policy Regarding Behavior in the Learning Environment-Student Mistreatment).

UCC has established as policy that student mistreatment or abuse will not be tolerated. Student abuse may be verbal, psychological or physical. It is understood that all faculty, non-teaching personnel, staff and other students will treat students in a professional manner. UCC is committed to the principle of mutual respect. Thus, all students and personnel, regardless of their activity at the Institution, must treat each other in a professional manner under any circumstances.

The relationship between teacher and student should be based on mutual trust and respect. It is the position of UCC that certain behaviors by teachers, housestaff, and other students that could be considered to be abusive and disruptive of the learning process will not be tolerated. Some examples of these behaviors include the following:

- Verbal comments of a derogatory or a demeaning nature that do not contribute to a constructive learning environment
- Physical violence of any nature
- Physical threats or punishments
- Sexual harassment
- Degrading comments or discrimination based on gender, nationality, age, religion, ethnicity, sexual orientation, or physical characteristics
- Grading or threats of grading used to punish a student rather than to objectively evaluate academic or clinical performance
- Attempts at deception concerning credit for the work of others
- Mistreatment in the care of patients
- Request for the performance of personal services
- Requiring the performance of hazardous medical procedures without sound medical indication or without proper protective equipment

It is the contention of UCC that student abuse results in inferior learning; less effective patient care; cynicism; diminished humanitarianism; and persistent psychological problems including feelings of inadequacy and low self-esteem, depression, and frustration. Such outcomes interfere with the practice of medicine and the practice of other health professions; and with the physical and psychological well being of health care providers, their colleagues, and their families.

### **Definitions**

1. **Student Mistreatment:** behavior that shows disrespect for the dignity of others and unreasonably interferes with the learning process. Disrespectful behaviors including abuse, harassment, and discrimination, that are inherently destructive to the learning environment.

2. **Abuse:** unnecessarily harmful, injurious or offensive treatment inflicted by one person upon another<sup>1</sup>. Abuse is further defined to be particularly unnecessary or avoidable acts or words of a negative nature inflicted by one person on another person or persons. This includes, but is not limited to verbal (swearing, humiliation), emotional (intentional neglect, a hostile environment), behavioral (creating a hostile environment), sexual (physical or verbal advances, discomforting attempts at "humor"), and physical harassment or assault (threats, harm). To abuse is to treat in a harmful, injurious, or offensive way; to pressure into performing personal services (especially if an evaluative or potentially evaluative relationship exists); to attack in words; to speak insultingly, harshly, and to revile by name calling or speaking unkindly to or about an individual in a contentious manner<sup>2</sup>.
3. **Harassment:** is verbal or physical conduct that creates an intimidating, hostile work or learning environment in which submission to such conduct is a condition of continuing one's professional training.
4. **Discrimination:** constitutes those behaviors, actions, interactions, and policies that have an adverse effect because of disparate treatment, disparate impact, or the creation of a hostile or intimidating work or learning environment due to gender, race/ethnicity, age, sexual orientation, religion or other biases. In all considerations, the circumstances surrounding the alleged mistreatment must be taken into consideration especially regarding patient care, which cannot be compromised at the expense of educational goals.
5. **Teacher:** anyone who engages in the teaching process of a student at UCC. This includes and is not limited to faculty members, attendings, residents, community preceptors, and clinical supervisors.
6. **Student:** anyone enrolled, registered, and matriculated as a full time or part time student in any of the academic offerings at the UCC.
7. **Student Abuse Committee (SAC):** a committee appointed by the President comprising members from the faculty, student body, residents, and the Director of Human Resources. It is charged with the responsibility of making recommendations to the President on cases in which a formal complaint of mistreatment is reported to the Dean of Student Affairs. The SAC is activated when the Dean of Student Affairs is unable to reach a resolution of a formal complaint of a student mistreatment incident.

## Policy

The UCC, therefore, opposes all forms of student and staff abuse and advocates educational and institutional policies to identify and effectively eliminate abusive behavior in the learning environment. UCC promotes the following:

- Education of faculty, residents, and students regarding rights and responsibilities
- A safe, nonthreatening mechanism for reporting and evaluating allegations of mistreatment
- The guarantee of rights of privacy and due process
- Appointment of grievance procedures and committees to investigate ongoing disputes
- Establishment of procedures to educate involved parties and punish persistent offenders
- Availability of counseling for all parties involved
- Procedures to evaluate and promote faculty with consideration of their effectiveness in teaching and evaluation
- Involvement of student and resident representatives establishing clear performance goals and evaluation

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<sup>1</sup> JAMA, 1900 (263:527)

<sup>2</sup> AAMC, 2000

## **Procedures to Address an Infraction of this Policy**

Students who believe that a violation of this policy has taken place should immediately contact the Dean of Student Affairs or his/her designee. If a complaint is reported to the Dean for Student Affairs or his/her designee, several options may be pursued:

1. The first inquiry can be informal and students may ask that the discussion go no further. An informal record of this interchange, lacking the student's name, (Addendum # 1), should be filed in the central mistreatment file at the Office of the Dean of Student Affairs. Names will not be in this record if the student requests anonymity. Nevertheless, the accused will be notified of the alleged violation.
2. If the complainant wishes to remain anonymous, no formal action will be taken. However, the anonymous complaint will be filed in the Office of Student Affairs and reviewed to monitor for patterns of abuse. All reports of incidents will be held in confidence and will be dealt with expeditiously (Addendum # 1). In an anonymous manner the accused will be notified of the alleged violation.
3. If a formal complaint is reported, the Dean of Student Affairs will discuss the allegations with the consent of the accuser, among all involved parties in attempting to reach resolution. The mediation of the matter may involve contacting the chairperson of the relevant department, administrator, Clerkship or Residency Program Director, clinical supervisor, community preceptor, or other.

### **MECHANISM OF REPORTING AND INVESTIGATING INCIDENTS OF STUDENT ABUSE**

An algorithm outlining the steps to report, investigate and resolve an incident of student mistreatment is included (see Figure A). The system and the plan for its implementation are designed to protect students from retaliation and to protect those charged with abuse from unfair accusations. The names of the students, the reporting individual and the alleged abuser will be held in strict confidence on a need to know basis.

An incident of abuse may be reported by a student or by an individual who witnessed the incident of abuse. An incident can be reported directly to the Dean of Student Affairs. An incident reported to a trusted faculty member, a class officer, a member of academic administration or a close friend may be reported to the Dean for Student Affairs who will evaluate the case. When a faculty is involved in a case of student mistreatment he/she will be notified in writing about the procedures to be conducted. On a need to know basis the Program Coordinator, the Program Director, the Course Director, or the Departmental Chair will also be notified about the procedures to be followed with the complain.

The Dean of Student Affairs will notify the University's legal counsel of the incident, receive necessary advice, and gather information on the incident from the student and from any known witnesses to the incident, and from the accused offender. The communication and interaction involved in this process may lead to resolution of the incident. If the incident is resolved, no further action needs to be taken. The Dean of Student Affairs will file a report describing any documented incident with a committee comprised of members of the faculty, student body, residents and members from administration (named Student Abuse Committee "SAC"). The report of a resolved incident will be anonymous. The Dean of Student Affairs will follow up on the incident 4 to 6 weeks after the report to assure that there has been no retribution.

If the incident is not resolved, the Dean of Student Affairs will consult with the University legal counsel again, gather more information, if needed, and present the case to the SAC. The SAC will review the information and make a recommendation to the President for further action. Disciplinary actions may include but are not limited to:

- a) Verbal or written reprimand
- b) Suspension
- c) Dismissal
- d) Possible criminal prosecution if warranted

In the strictest confidence, the Dean of Student Affairs including information regarding verification and resolution will document all reported incidents of abuse. During a follow-up assessment, 4 to 6 weeks after the process, the Dean of Student Affairs will determine if there has been any retribution to the student.

Once a formal complaint is reported; any faculty member, administrator or university staff will be allowed the due process in accordance with the provisions of the Institutional General Regulations.

Documentation will be forwarded to the SAC, which will compile an annual report on all incidents of abuse or student mistreatment. This annual report will be sent to the University President and kept on file.

In order to promulgate this policy of Student Mistreatment, this document will be posted electronically on the University's web site, and a copy will be distributed to faculty members, residents, and other individuals who teach students. Additionally, this policy will become part of the institutional policies and regulations.

Prepared and Submitted by: José Ginel Rodríguez, MD, FAAP  
Associate Dean of Medicine

Nereida Díaz Rodríguez, PhD  
Dean Student Affairs  
August 30, 2002

Approved by: Nilda Candelario Fernández, MD  
President  
September 9, 2002



REPORT OF ALLEGED STUDENT ABUSE OR MISTREATMENT

Addendum # 1

Name of Student \_\_\_\_\_

Student Number \_\_\_\_\_

Birth date \_\_\_\_/\_\_\_\_/\_\_\_\_

Telephone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address

\_\_\_\_\_  
\_\_\_\_\_

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Name of accused person of alleged student mistreatment: \_\_\_\_\_

Position: \_\_\_\_\_

Nature of alleged offense (include any specific comments or observations that are directly related to the alleged incident, the individuals involved, and the specific location where the incident took place:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Incident: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Report: \_\_\_\_/\_\_\_\_/\_\_\_\_

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I agree to pursue a formal investigation.

Yes. Please, explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

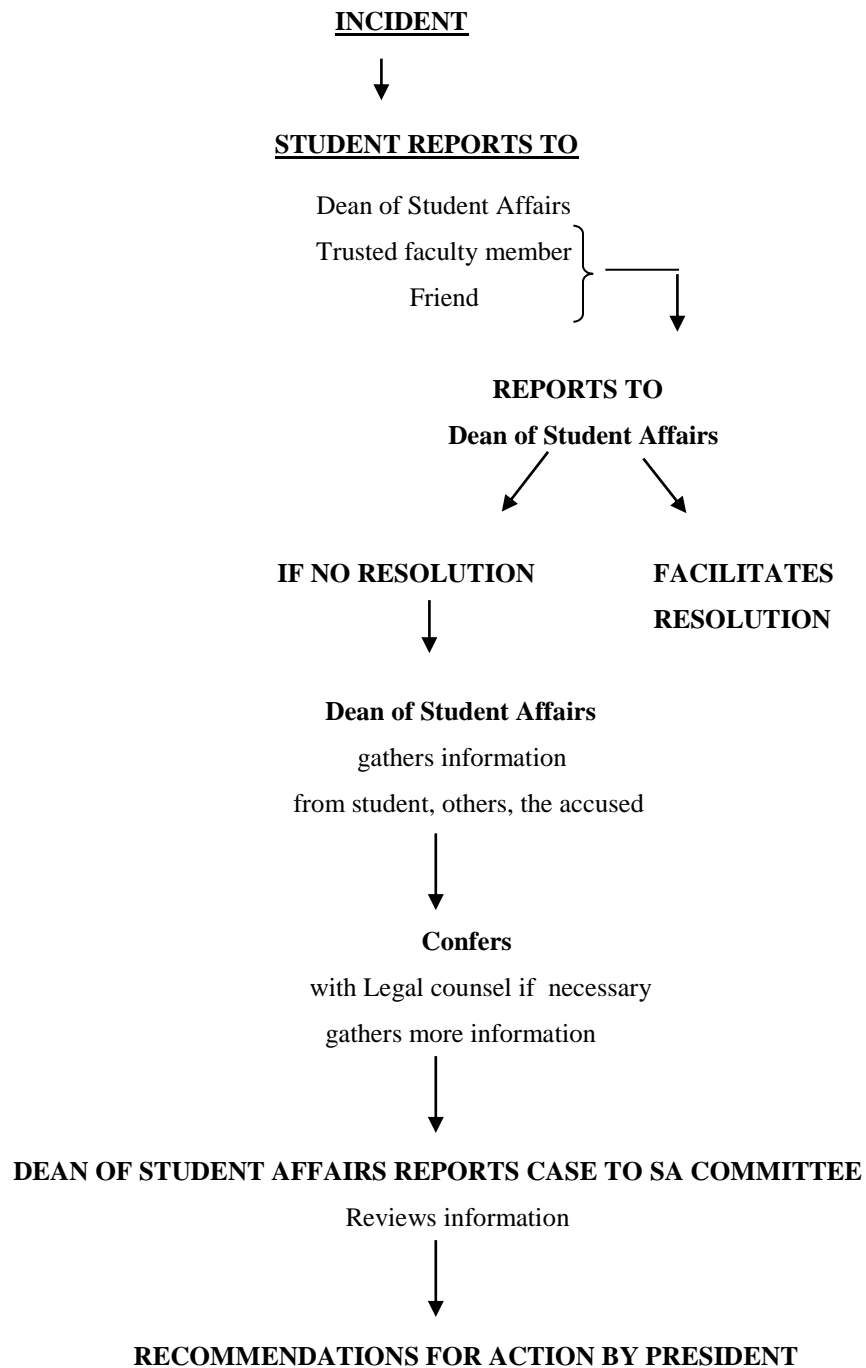
No. Please, explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's Signature \_\_\_\_\_

ALGORITHM FOR REPORTING INCIDENTS OF  
STUDENT ABUSE OR MISTREATMENT

(FIGURE A)



In all instances the report from the Dean of Student Affairs will include at least the following:

- a description of the complaint, with pertinent documentation
- channels already pursued to resolve the issue(s)
- results of the investigation

## ***STUDENT HEALTH CARE SERVICES POLICY***

### **A. GENERAL INFORMATION**

1. Ambulatory services are provided by the Office of Student Health Services. It is located within the facilities of the Center for the Development of Clinical Skills in the Biomedical Sciences Building. Services are provided from 8:00 a.m. to 4:30 p.m.
2. Any student in need of emergency care may also receive services at Dr. Ramón Ruíz Arnau University Hospital, which is part of our Academic Health Center, located nearby the Office of Student Health Services. During non-working hours and for services other than emergency care, the student may use his own health insurance or that provided by the Institution. The student who has paid the Institutional Health Insurance Plan may visit the physician or laboratory of his/her choice. In that instance, he/she must have referral documents, his/her I.D. Card and his/her matriculation form to receive services.
3. Prior to matriculation, each new student must present the following health documents; health certificate, VDRL test, tuberculin test, chest x-ray report, C.B.C. test, urinalysis test, diphtheria vaccine, pertussis vaccine, tetanus vaccine, mumps-measles-rubella vaccine (including a booster), varicella vaccine and poliomyelitis vaccine. Also, he/she must receive the three doses for hepatitis B vaccine during his first academic year. Yearly tuberculin skin test and influenza immunizations are required.
4. It is mandatory for each student to have a health plan. Any student without a personal health plan, must pay the Institutional health plan.

#### **5. Benefits under the Institutional Health Plan**

Following are, in general, the services covered:

- a. Hospitalization
- b. Emergency Room
- c. Medico-Surgical
- d. Limited Cancer Treatment
- e. Limited Psychiatric Treatment
- f. Limited Services for AIDS Treatment
- g. Maternity
- h. Medico-Ambulatory Services
- i. Pharmacy
- j. Dental Care

### **B. STANDARDS ON STUDENT HEALTH INSURANCE**

1. Universidad Central del Caribe requires that students demonstrate adequate health insurance coverage to pay for expected and unexpected medical expenses (with coverage in PR and in US main Land) as a condition of enrollment. Health insurance coverage has to be equivalent to the one provided by UCC. When a student does not have such insurance, he/she must pay for the Institutional health insurance.
2. The Institutional student health insurance plan is designed to assure that balance is established between necessary coverage and the ability of students to pay for the cost of the plan.
3. The Institutional student health insurance plan is designed to augment benefits provided through student health services.
4. Management of student health insurance plan is the responsibility of the Office of Student Health Services.
5. The Office of Student Health Services communicates with the insurance carrier and medical care providers beyond the student health service to: (A) continually evaluate the plan to make sure it is

meeting the needs of the insured individuals; (B) obtain necessary benefits at the least possible cost; and (C) work to return as much as possible of the premium to the insured students in the form of medical care benefits.

6. The Office of Student Health Services receives full disclosure of the premiums from the carrier.
7. The Office of Student Health Services establishes long-term arrangements with the insurance carrier to procure: (A) renewal premium rates are reasonably based upon the paid claims and premium generated; (B) all plan services (including reporting data) have been provided at the level and quality mutually agreed upon by the insurance carrier and the University; (C) no service becomes available from a competitive insurance carrier that would greatly enhance the plan, that is not available from the incumbent insurance carrier; and (D) the University administration and insured student populace remain confident in the quality of services provided by the insurance carrier.
8. Our Institutional Health Plan fully defines services to be performed. Agents, brokers and consultants do not have relationships with the University that would adversely affect the management of their insurance plans, or would be construed to be a real or potential conflict of interest.
9. The Institutional Insurance Plan is available to all students regardless of race, creed, sex, age, religion, country of origin, mental status, or sexual preference.
10. Cost containment benefits is promoted to assure that the most effective and efficient medical care is provided whenever possible.
11. Optional benefit enhancements, such as dental coverage and catastrophic major medical coverage, are evaluated and offered when feasible and when shown to enhance the quality of the plan without affective the ability of students to obtain coverage from a cost standpoint. The students, in a general meeting, have the final decision regarding the addition of services related to an increase in premium.
12. Maternity benefits are provided on the same basis as any other temporary disability in accordance with Title IX of the Education Amendments of 1972 and the Civil Rights Restoration Act of 1987.
13. The Office of Student Health Services develops and periodically reviews clear and concise statements of purpose for the student health insurance plan.

The insurance plan is designed to retain students. The University provides a health insurance plan for students due to the possibility that large unexpected medical expenses may force a student to either withdraw from University or be unable to resume his/her studies following recuperation from an illness or injury.

The insurance plan helps to assure that academic and extracurricular activities are not jeopardized by minor medical conditions. The benefits of the plan facilitate care for medical conditions that may affect academic and extracurricular performance if not properly treated. Mental health care may play a valid and important role in meeting this goal.
14. It is expected that the insurance plan benefits will protect the University from potential litigation.
15. The plan benefits are developed for the express purpose of expanding the number of insured students, since increasing plan participation may lower the cost of the plan for all students.
16. The Office of Student Health Services works to maintain a high level of knowledge of important trends and developments in the health insurance industry as a whole.
17. Exclusions and limitations are evaluated to assure that they are consistent with the purpose of the plan.
18. The University strongly encourages students to buy a health insurance plans upon termination of an individual student's coverage.

### **C. MEDICAL LEAVE OF ABSENCE**

The Leave that may be granted will be in accordance with the Institutional document “Regulations for Students Evaluation and Promotion”.

#### **D. MATERNITY AND PATERNITY LEAVE FOR STUDENTS**

The Office of the President will evaluate each particular student according to his/her own merits and to the time during the academic year in which the event will occur. The leave that may be granted will be in accordance with the Institutional document “Regulations for Student Evaluation and Promotion”.

#### **E. DISABILITY INSURANCE**

Students have been offered disability insurance. After a referendum, the student body decided not to buy disability insurance.

#### **F. MENTAL HEALTH**

The University has an “Institutional Policy Regarding Confidential Counseling to Students, Faculty, Residents and Staff”.

#### **G. CHEMICAL IMPAIRMENT**

The University has an “Institutional Policy Regarding the Possession, Use or Distribution of Drugs and Alcohol by Students and Employees.

#### **H. OCCUPATIONAL EXPOSURE**

The University has “Institutional Policies and Procedures Regarding the Management of Students with, AIDS, AIDS Related Syndromes or Communicable Diseases”.

The University has a centralized system for confidentially monitoring health and immunization status of our students. The computer program provides the following:

1. A memorandum for all first year students requesting all health documents (Addendum #1)
2. A memorandum for all students reminding them of their responsibility to bring the results of the tuberculin test (Addendum #2)
3. A letter of warning for each student who has not complied with the tuberculine test (Addendum #3)
4. A certification to be signed by the student who has not complied with the tuberculin test stating reasons ( Addendum #4)
5. A list of all students, by class, showing his/her vaccine status (Addendum #5)
6. A certification to be signed by the student who has not presented an immunization certificate, stating reasons (Addendum # 6)
7. List of students missing Hepatitis B Vaccine (Addendum #7)
8. A letter of warning regarding non compliance with hepatitis B vacinne (Addendum #8)
9. A certification to be signed by the student who has not presented proof of the three doses of Hepatitis B Vaccine (Addendum #9)
10. Vaccine Status and Laboratory Test Certification for any student who requested it (Addendum #10)

Issued: May 19, 1992

Revised: June 18, 2015  
June 13, 1996  
July 20, 1999

Revised: Omar Pérez Del Pilar, Ph.D. June 18, 2016  
Revised: Nereida Díaz Rodríguez, PhD July 19, 1999

Approved by: José Ginel Rodríguez, June 18, 2015

Nilda Candelario Fernández, MD  
President July 20, 1999

## ***STUDENT IMMUNIZATION & HEALTH REQUIREMENTS***

### **PURPOSE**

To prevent or reduce the risk of transmission of vaccine-preventable and other communicable diseases between UCC students.

### **ACCOUNTABILITY**

Under the direction of the Dean of Students Affairs, the Deans shall ensure compliance with this policy. The Associate Deans or other administrators responsible for graduate medical education at the school and the individual Program Directors shall implement this policy in conjunction with student's health service providers on each campus or patient-care unit.

### **APPLICABILITY**

This policy shall apply to all students, enrolled in UCC. New students will preferably be in full compliance with this policy prior beginning their programs, but must be in full compliance within six months of beginning their duties.

### **DEFINITION**

“UCC-sponsored graduate education program” is one for which UCC maintains academic responsibility.

### **POLICY**

#### **A. Immunization and Health Requirements**

##### *1. History and physical exam:*

Each year students shall undergo a complete medical history review within thirty (30) days of beginning the program and, if needed, an appropriate physical examination based upon the history.

##### *2. Hepatitis B:*

Each student must complete a series of three doses of hepatitis B vaccine or present serologic evidence of current immunity to hepatitis B or sign a waiver prior to contact with patients, blood, blood products or other potentially infectious body or laboratory fluids unless serologic evidence of immunity can be demonstrated or a waiver is signed. Testing for antibody to hepatitis B surface antigen (anti-HBs) to determine serologic response should be performed 1-2 months after vaccination. Non-responders should complete a second 3-dose vaccination series and be tested again for serologic response. Individuals who still do not respond with antibody production should be counseled and treated as non-responders following an exposure.

##### *3. Tuberculosis:*

Each student shall undergo TB skin testing using the Mantoux method (5 tuberculin units of intradermal PPD) prior school enrollment. All PPD tests must be administered, read and interpreted in accordance with Centers for Disease Control and Prevention (CDC) guidelines. Positive reactions shall be appropriately followed up.

Thereafter, annually or more frequently if indicated, house officers with negative reactions shall be re-tested. Those with positive reactions shall be followed and treated as appropriate.

#### 4. *Measles and rubella:*

Each student must submit documented proof of immunity to measles and rubella prior or within thirty (30) days of beginning the program. (People born before 1957 may be immune from childhood exposure to the naturally occurring diseases, but this evidence has proved unreliable.) Immunity can be proved by:

- a. serologic (laboratory) evidence of immunity to each disease, or
- b. documentation of receipt of two doses of live-virus measles vaccine, the first dose administered on or after the first birthday and the second dose no earlier than one month after the first dose; plus one dose of live-virus rubella vaccine administered on or after the first birthday. This requirement may be met by two doses of live-virus MMR (measles-mumps-rubella) vaccine or any combination of MM, bivalent and monovalent measles and rubella vaccines that result in two doses of measles vaccine and one of rubella. An official record of measles and rubella immunizations administered by a public health department or by any physician licensed to practice medicine in any jurisdiction of the United States or foreign country, or by any other health professional licensed to administer immunizations in Puerto Rico constitutes adequate documentation of measles and rubella immunization.
- c. Students lacking the necessary documentation of immunity as described above must receive at least one dose of MMR prior to or within thirty (30) days of beginning the program; a second dose must be taken no less than one month later.

#### 5. *Influenza:*

Students should be immunized each year during the fall season with the current influenza vaccine.

#### 6. *Varicella:*

Students who will have direct patient contact should, prior to beginning the program or prior to patient contact, receive 2 doses of varicella vaccine 4 to 8 weeks apart or prove immunity to varicella-zoster virus via serology or via a health-care provider-documented history of clinical varicella (e.g., chickenpox). Serology is recommended over clinical history as proof of immunity. Because of potential transmission of the vaccine virus to susceptible high risk patients, such as immunocompromised patients, newborn and pregnant women, contact with high-risk susceptible patients should be avoided if a vaccine-related rash develops within three weeks of receipt of either the first or second dose of the vaccine.

#### 7. *Tetanus-diphtheria:*

Each student prior to beginning the program should have completed a primary series of tetanus and diphtheria toxoid immunizations and received a booster dose within the previous 10 years if more than 10 years have passed since the last booster dose or since the primary series.

#### 8. *Polio:*

Each student should have completed a full primary series of poliovirus vaccine. Students who have not completed or cannot document a primary series of poliovirus vaccine should receive at least one additional dose or a full series, as appropriate, of enhanced-potency inactivated polio vaccine.

### **B. Exemptions/Exceptions**

1. A student may be exempted from any required immunization or test if he/she has a medical contraindication for that immunization or test and if failure to receive this immunization or test

does not prevent fulfillment of the requirements of the training program. Conditions comprising valid medical contraindications to vaccine administration are those set forth in the most recent Recommendations of the Immunization Practices Advisory Committee (ACIP) published periodically by the Centers for Disease Control and Prevention. Such student must present a written statement from a physician licensed to practice medicine in the United States or a foreign country stating that a specific immunization is medically contraindicated, and giving the reason for and duration of this contraindication. These written physician's statements shall become part of the individual's immunization record and shall be reviewed annually by the Dean of Students' Affairs in conjunction with the Associate Dean of Medicine or infectious disease, to determine whether this exemption shall remain in effect for the next year. When a medical contraindication no longer exists, the student must then comply with the immunization requirements. The University shall provide reasonable accommodations to those students whose medical conditions contraindicate immunizations so long as the failure to be vaccinated will not prevent the individuals from fulfilling the requirements of the training program.

2. A student may be exempted from any required immunization or test if he/she submits a bona fide written signed statement explaining how immunization or testing conflicts with his or her religious beliefs and if failure to receive this immunization or test does not prevent fulfillment of the requirements of the training program. The individual may be required to acknowledge in writing that he or she was informed of the value of immunizations and has knowingly declined to have such immunizations for religious reasons. The University shall provide reasonable accommodations to those students whose religious beliefs bar immunizations so long as the failure to be immunized will not prevent the individuals from fulfilling the requirements of the training program. Students should be informed of the immunization and testing requirements prior employment.
3. Students who are not able to complete immunizations and tests by the start of the program may be excluded from certain activities such as patient contact or laboratory work. For example, students shall not be permitted to have contact with patients or other potentially infectious body or laboratory fluids if they have not received at least one dose of hepatitis B vaccine or cannot provide serologic evidence of current immunity to hepatitis B or have not signed a waiver; the student shall not be permitted to have contact with patients unless they have received tuberculin testing and any required follow up. Provisional employment on this basis may not continue beyond six months.

### **C. Record Keeping Requirements**

1. There must be acceptable evidence of required immunizations, immune status or health status prior beginning the training program.
2. Acceptable documents serving as evidence of previous immunization and/or immunity may include:
  - a. an official school immunization record or copy thereof from any primary, secondary, undergraduate, graduate, health professions or other school;
  - b. a record from any public health department;
  - c. a medical record from summarizing a medical record and prior immunizations signed by a physician licensed to practice medicine in any jurisdiction of the United States or foreign country or other licensed health professional approved by the Puerto Rico Department of Health;
  - d. report of serology from a licensed laboratory.



3. Records shall be maintained of the documented histories, physical exams, immunizations, immune status, and any exemptions of all students. These records shall be updated upon additional immunization, immunity testing or occurrence of a relevant infectious disease. Immunization records shall be kept for three years following completion of the program, termination, transfer or other departure of a house officer from UCC.

Aproved by: Nilda Candelario Fernández, MD  
President

Revised by: Omar Pérez Del Pilar, Ph.D.  
Dean for Students Affairs  
December, 2010

Aproved by: José Ginel Rodríguez, MD, FAAP  
President and Dean of Medicine  
February 16, 2011

***POLICES AND PROCEDURES REGARDING THE MANAGEMENT OF STUDENTS WITH AIDS,  
AIDS RELATED SYNDROMES OR OTHER COMMUNICABLE DISEASES***

The Universidad Central del Caribe, in accordance with the Institutional regulations and a request by the Office of Student and Educational Programs, Association of American Medical Colleges, to share knowledge with other institutions, has established published and will apply these Policies and Procedures Regarding the Management of Students with AIDS, AIDS Related Syndromes or Other Communicable Diseases.

For this particular document, it shall be understood that an applicant or student will be considered as having AIDS, AIDS related syndromes or other communicable diseases when that person reports such conditions in a voluntary basis, and/or when an official health organization or institution reports such situation to our Institution and/or when the student is hospitalized with such diagnosis.

In order to provide policies and procedures in an organized manner and to be able to locate the different topics easily, such policies and procedures have been divided as follows:

***I. Admission of Students***

***II. Education of Students Concerning AIDS, AIDS Related Syndromes or other Communicable Diseases.***

***III. Managing Students with Positive Antibody for HIV.***

***IV. Management of Students with Clinically Manifested AIDS or ARC.***

***V. Confidentiality and Student Reporting of Condition.***

***VI. Student Interaction with Patients with AIDS. .***

***VII. Precautions to Prevent Transmission of HIV Infection or other Communicable Diseases.***

***VIII. Provision of Care to Students with AIDS, ARC or Other Communicable Diseases.***

***IX. Amendments***

***I. Admission of Students***

- A. The Universidad Central del Caribe requires that the accepted applicant must present a certificate of health previous to matriculation. In addition, he/she must present a certificate for laboratory tests such as urinalysis, CBC, VDRL, a report of chest X-ray, and an immunization certificate.
- B. A candidate affected by diseases which carry a high mortality risk and/or make it unlikely for him/her to successfully complete the course of studies, will not be accepted into the entering class.
- C. The existence of AIDS, ARC or positive HIV antibody test will not be considered as part of the initial admissions decision for applicants to the Institution as long as the individual is in a physical condition, which permits adequate participation in the required activities of the University.
- D. Mass screening will not be performed. Exceptions may include high risk or symptomatic individuals in high-risk groups conducive to HIV transmission.

***II. Education of Students Concerning AIDS, AIDS Relate Syndromes, or Other Communicable Diseases.***

- A. During the Orientation Week, the incoming students will receive adequate information regarding AIDS, AIDS Related Syndromes, or other communicable diseases.

- B. Students will receive specific information on HIV virus, AIDS and other Communicable diseases as part of their pre-clinical training. Additionally, all students will receive training in hospital infection control standards, as part of an introduction to the hospital environment and during clinical rotations.
- C. The University will take an active role in making available to the members of its community current information about the transmission of AIDS, AIDS Related Syndromes and other Communicable Diseases and the means of minimizing the risk of contracting them.
- D. During the student orientation process, students who voluntarily admit to be positive for HIV antibodies will be informed of their responsibility to report this fact to the Office of Student Health Services in order to obtain medical treatment and counseling for their own protection.

### ***III. Managing Students with Positive Antibody for HIV***

- A. The activities of a student having HIV infection will not be restricted provided that their behavior and personal hygiene are acceptable. Acceptable means, among the other conditions, that they are aware of the risk of transmission of HIV by exchange of body fluids, particularly semen and blood, that they practice appropriate standards of personal hygiene including hand washing before personal contact and proper management of open lesions on the hands. Each such individual will be counseled by a member of the Office of the Dean for Admissions and Student Affairs concerning the appropriate safeguards and behavior expected in the school setting. Individuals, whose behavior for any reason significantly deviates from these guidelines and places patients or staff members in jeopardy, will be immediately brought before the Dean for appropriate action.
- B. Students known to be infected with HIV who do not perform invasive procedures need not be restricted from school unless they have evidence of other infection or illness for which any other student would be restricted.
- C. AIDS shall be treated like any other serious communicable disease. There is presently no known reason to exclude AIDS victims from campus, social, cultural or employment activities, provided the individual behaves responsibly in light of his or her medical condition. Responsible behavior shall include acquiring information about preventing the transmission of AIDS and proper management of the medical condition itself, and taking appropriate precautions to protect others.

### ***IV. Management of Students with Clinically Manifested AIDS or ARC***

- A. The Dean, in conjunction with the student's physician, and subject to the policies of the participating hospitals or institutions, shall determine whether the impaired student can continue in a modified program if needed for completion of his/her education, based on the capabilities of the student.
- B. If the decision is that the student may continue. The following safety measures are to be followed when he/she is involved in performing invasive procedures involving needles, scalpels or other sharp instruments:
  1. The student will wear double gloves.
  2. The preceptor will be made aware that the student is positive for HIV and must be present at any times that the student has sharp instruments in his/her hands.
  3. The student will not be permitted use of a scalpel.
  4. Should the student's glove or any other part of his/her body be entered or nicked by needle or scalpel or other sharp instrument, the involved instrument, needle, etc., will be immediately discarded without further use on the patient, and the student will retire for appropriate medical management.
- C. A regular program of testing of higher mental functions will be performed on any student recognized as having AIDS or AIDS related Syndromes. A student who shows evidence of mental deterioration

will be removed from those rotations where his/her frontline judgement may pose a significant threat to the patients.

- D. A student with AIDS or AIDS related syndromes, which is involved in direct patient care, shall not work with immunocompromised patients including pregnant women.

#### ***V. Confidentiality and Student Reporting of Condition.***

- A. Student with AIDS, AIDS related syndromes or other communicable diseases should:
  - 1. Promptly report of his/her condition to the Dean for Admissions and Student Affairs.
  - 2. See his/her physician regularly, and authorize the physician to consult with a representative of the hospital administration and the Dean pertaining to his/her medical condition.
- B. In the absence of legislation to the contrary, the existing rules and regulations concerning the confidentiality of medical records of students shall equally apply to situations involving students affected by AIDS. Such information, if known, shall not be released without the person's permission, except as otherwise required by law. This statement does not diminish the obligation to report required information concerning diagnosed and verified cases of AIDS or any other communicable diseases to the appropriate public health authorities and disease control centers.
- C. Beyond mandated reporting requirements to public health authorities, results of test for HIV anybody should not be disclosed to any party other than the individual who has been tested.

#### ***VI. Student Interaction with Patients with AIDS***

- A. A student should not be excluded on his own request from providing care to patients with AIDS. A student, who believes to be at increased risk because he/she is immunosuppressed or has other clinical conditions that may increase the risk of acquiring an infection, should discuss his/her condition with the Dean for Admissions and Student Affairs in order to adequately evaluate the situation.

#### ***VII. Precautions to Prevent Transmission of HIV Infection or other Communicable Diseases***

- A. These precautions apply to all students, regardless of whether or not they perform invasive procedures:
  - 1. All students should wear gloves for direct contact with mucous membranes or nonintact skin of all patients.
  - 2. Students who have oxidative lesions or dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.
  - 3. Blood precautions should be observed. Gloves should be worn during any procedures involving handling of blood or any other fluids. Gowns, masks and eye coverings are not needed for routine purposes but may be desired during procedures involving more extensive contact with blood or other potentially infective body fluids.
  - 4. Mouth pieces, resuscitation bags (Ambu bags), or other ventilation devices should be readily available for use in the event of the need for cardio-pulmonary resuscitation.
  - 5. Ail programs in which students are handling potentially and definitely infected material should be continuously evaluated for the utilization and teaching of appropriate techniques. Assistance should be provided for correcting substandard procedures.
  - 6. Is a student's accidental exposure to a possible HIV infection in a patient, medical evaluation should determine whether an HIV serology test should be obtained

7. To prevent needlestick injuries, needles should not be recapped, bent, broken, removed from disposable syringes, or otherwise manipulated by hand. In case of an accidental needle stick injury by student, his/her immediate supervisor must complete an Accident Report (Addendum A) and refer him/her to the Ounce Student Health Services for immediate evaluation and follow-up. The student is responsible for any treatment, either through the health insurance offered by the Institution or through his/her own health insurance or by covering the cost him settler self.
8. If a patient has a parental or mucous membrane exposure to blood or other body fluids of a student, the patient should beinformed of the incident by a representative of the hospital's infection control committee. For exposure of a student to patients, both the student and the patient should be followed up.

### ***VIII. Provision of Care to Students with AIDS, ARC or other Communicable Diseases***

- A. Students with AIDS, AIDS related Syndromes or other communicable diseases will be instructed as to:
  1. The significance of HIV infection.
  2. The potential for transmission of HIV to patients and the means to minimize or prevent such transmission.
  3. Their risk of contracting infections from patients and the means to reduce the risk.
  4. The availability of psychosocial support.

### **IX. Amendments**

This document may be amended upon recommendations of the Dean for Student Affairs, the Dean for Academic Affairs and the Dean of Medicine to the President of Universidad Central del Caribe. The President will make the final recommendation to the Board of Trustees for their consideration and final decision.

Approved in: September 1, 1993

Aproved by: Nilda Candelario Fernández, MD  
President

## RECOMMENDATION FOR HIV POSREXPOSURE PROPHYLAXIS (PEP)

Recommendations for PEP following occupational exposure is based on careful review of available studies and constitute the considered opinion of expert HIV clinicians.

### PEP FOLLOWING OCCUPATIONAL EXPOSURE IN HEALTHCARE WORKERS (HCW)

- A. Manage exposure incident.** Clean exposure site with soap and water; flush mucous membranes with water.
- B. Assess severity of exposure.** PEP (HAART) is recommended for all significant risk exposures

Table 1: Assessing Significant Risk for PEP		
Type Of Exposure	Source Material	Prophylaxis
Percutaneous <b>OR</b> Mucotaneous <b>OR</b> Non-intact skin	Blood or visibly bloody fluid or potentially infectious fluid <b>AND</b> source patient is potentially HIV infected	Recommended
Mucocutaneous		Not Recommended

### C. Evaluate Source Patient

If source patient is known:

- **Do not delay initiation of PEP** to determine HIV status of the source.
- **Seek voluntary HIV testing of source** with informed consent as soon as possible after exposure. Rapid testing can determine HIV status of the source patient within 30 minutes of testing. A positive rapid test requires a Western blot confirmatory test.
- **Evaluate for evidence of other bloodborne diseases** (HBV, HCV).
- **Discontinue therapy** if the source is found with certainty not to be infected with HIV. If source patient is unknown:
- **Base** treatment on assessment of bloodborne disease risk and type of exposure (see Table 1).

### D. Counsel/treat the healthcare worker

- **Discuss significance of exposure;** provide scientifically accurate information about the known risks of seroconversion and transmission.
- **Inform HCW of the need for baseline and follow-up HIV testing.**
- **Encourage confidential testing** at 1, 3, and 6 months post-exposure, even if PEP is declined, to assess HIV status.
- **Educate HCW to immediately report symptoms** (lymphadenopathy, rash, sore throat, flu-like symptoms) suggestive of acute HIV seroconversion.

- **Counsel HCW about the need for risk-reduction measures** until testing excludes HIV infection:
  - Avoid sex or use a male latex condom or a female condom during sex.
  - Postpone pregnancy; consult HIV Specialist if HCW is already pregnant.
  - Refrain from blood, organ, or sperm donation, and breastfeeding.

**E. Record in HCW’s confidential medical record:** date and time of exposure; details of procedure leading to exposure, including protective equipment used; the type, severity, and amount of fluid to which HCW was exposed; exposure source details (i.e., bloodborne diseases, ARV regimen, ARV resistance); postexposure management, including HCW’s PEP treatment decision. OSHA requirements can be found at: <http://www.osha-slc.gov/SLTC/bloodborne pathogens/index.html>.

**F. Prophylaxis for HIV exposure**

- **Initiate prophylaxis as soon as possible**, ideally within 2 hours, and **no later than 36 hours postexposure** (PEP regimens on reverse side).
- **Continue regimen for 4 weeks.**
- **Review** regimen and circumstances of the exposure **with an HIV Specialist** within 72 hours of beginning PEP.
- **Inform the HCW** about potential drug toxicity and the importance of adherence to therapy.
- **Re-evaluate HCW within 72 hours after exposure.**
- **Monitor HCW weekly** while on PEP regimen for adherence, symptoms of HIV seroconversion, side effects, and emotional status.

Table 2: HIV PEP Regimen Following Occupational Exposure	
<p><b>Zidovudine 300 mg PO bid+</b>  <b>Lamivudine 150 mg PO bid+</b>  <b>Tenofovir 300 mg PO qd</b></p>	<p style="font-size: 2em;">}</p>
<p><b>OR</b></p>	
<p><b>Zidovudine 300 mg PO bid+</b>  <b>Entricitabine 200 mg PO bid+</b>  <b>Tenofovir 300 mg PO qd</b></p>	<p style="font-size: 2em;">}</p>
<p style="text-align: center;"><b>or Combivir 1 PO bid</b></p> <p style="text-align: center;"><b>or Truvada 1 PO qd</b></p>	

**Notes:**

\* When the source is known to be HIV-infected, past and current ARV therapy experience, viral load data, and genotypic or phenotypic resistance data (if available) may indicate the use of an alternative PEP regimen. Consult an HIV Specialist.

† NNRTIs should be considered only when 1) the patient cannot tolerate either tenofovir or a protease inhibitor alternative, or 2) the patient has been exposed to a source with known drug-resistant HIV that is sensitive to NNRTIs. Use of efavirenz should only be considered in men and in women not capable of bearing children because of associations with teratogenicity in animal studies and in anecdotal reports in humans. Initial central nervous system toxicity, often seen with efavirenz, may affect one’s ability to work. Nevirapine is not recommended for women with CD4 counts >250 cells/mm<sup>3</sup> or men with CD4 counts >400 cells/mm<sup>3</sup> and should only be used when NRTIs or PIs are not an option and no other hepatic risk

(e.g., hepatitis) is present. If nevirapine is used, it is essential that the 14-day lead-in period be strictly followed. Serum liver enzymes should be obtained at baseline, at dose escalation, and 2 weeks after dose escalation.

- ‡ The dosing interval of lamivudine, emtricitabine, and tenofovir should be adjusted in patients with baseline creatinine clearance <50 mL/min. Because Combivir and Truvada are fixed-dose combinations, clinicians should consider using the individual components (i.e., Combivir = zidovudine + lamivudine; Truvada = emtricitabine + tenofovir) dose adjusted for creatinine clearance (see Appendix A in *HIV Prophylaxis Following Occupational Exposure* for dosing recommendations in patients with renal impairment). If the combination pills are used in this setting, clinicians should monitor for renal toxicity.
- § If the patient is intolerant to zidovudine, stavudine 40 mg PO bid may be substituted (if patient is <60 kg, 30 mg PO bid should be given). Dosing interval of zidovudine should be adjusted in patients with baseline creatinine clearance <15 mL/min (see Appendix A in *HIV Prophylaxis Following Occupational Exposure* for dosing recommendations in patients with renal impairment).

### **RESOURCES**

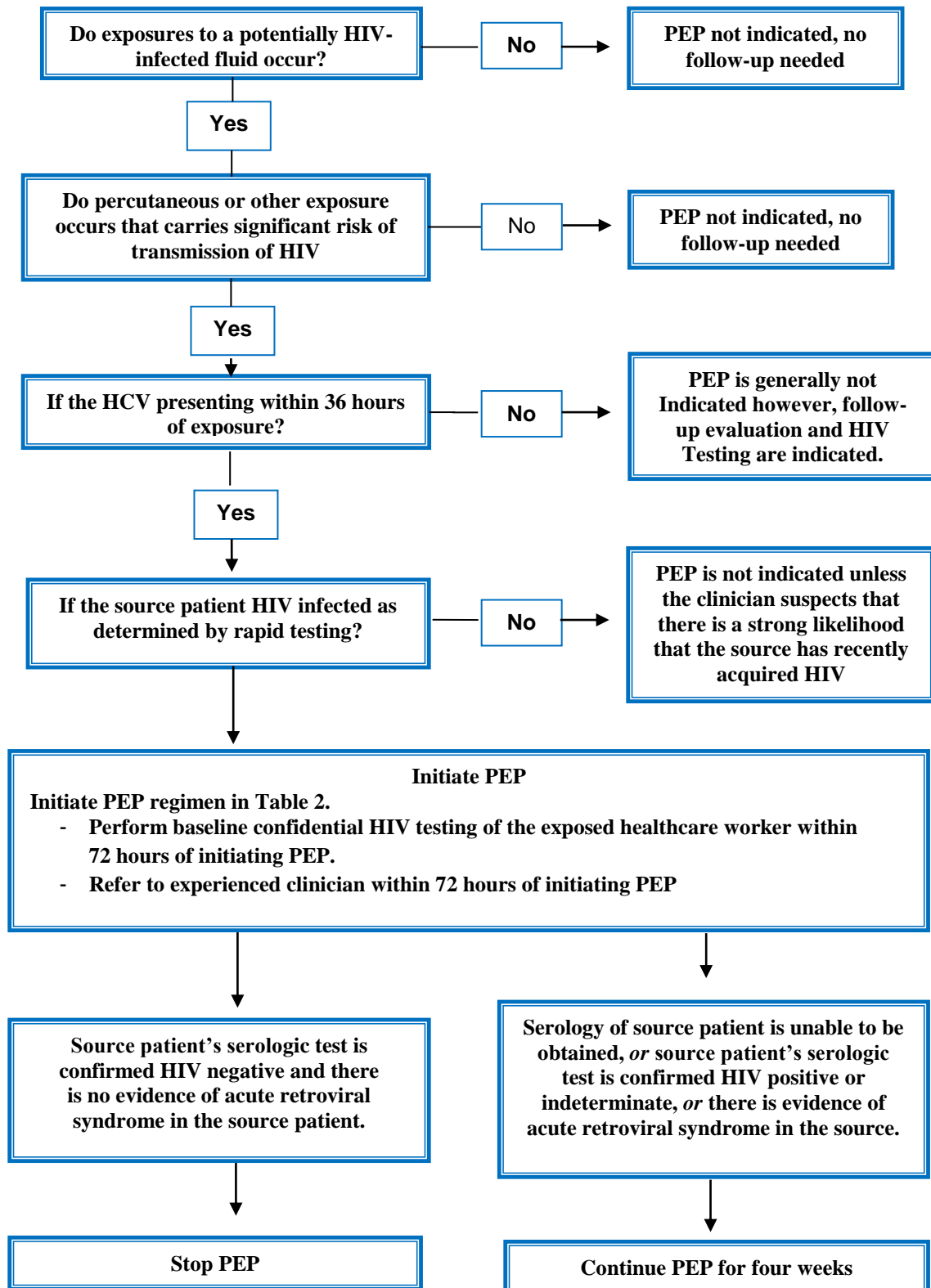
MMWR updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures HBV, HCV, and HIV and Recommendation for Postexposure Prophylaxis June 29, 2001.

Approved by: Jose Ginel Rodriguez, MD

Date: December 22, 2010



## Criteria for Recommending Post-exposure Prophylaxis Following Occupational Exposure



8 de junio de 2000

Todos(as) los(as) Estudiantes de la Universidad Central del Caribe

Nilda Candelario, MD  
Presidente

Nereida Díaz Rodríguez, PHD  
Decana de Asuntos Estudiantiles

**POLÍTICA DE PAGO PARA ESTUDIANTES SOLICITANDO TRANSFERENCIAS A OTRAS INSTITUCIONES ACADÉMICAS**

La Universidad Central del Caribe ha adoptado la siguiente política aplicable a aquellos estudiantes en proceso de solicitar transferencia para completar sus estudios en otra institución académica:

“**Transferencias** - Todo estudiante que esté en trámite de transferencia a otra institución, y decide matricularse en nuestra Institución tendrá que pagar el costo total de la matrícula del semestre en particular. En otras palabras, dicho estudiante no tiene derecho a prórroga ni se puede matricular en contra de una ayuda económica. Si usted no se matricula no podrá asistir a clases.”

Es el interés de la Universidad Central del Caribe el retener a todos(as) sus buenos estudiantes, no obstante debe estar apercibido de que esta política está en vigencia de usted iniciar un proceso de transferencia.

## ***SOLICITUD DE ACOMODO RAZONABLE PARA ESTUDIANTES***

### ***¿Qué es la Ley ADA?***

El “Americans with Disabilities Act of 1990” (Ley ADA) garantiza igualdad de oportunidades a personas con impedimentos físicos o mentales. Para la Universidad Central del Caribe (UCC) es importante asegurar que los estudiantes con impedimentos físicos o mentales tengan **acomodo razonable** para ejercer sus funciones y alcanzar sus metas académicas.

### ***¿Qué es una persona con impedimento?***

La Ley ADA define persona con impedimento: 1) como un individuo que posee un impedimento físico o mental que lo limita sustancialmente en una o más actividades principales de su vida, 2) que tiene un historial de impedimento, ó 3) es considerado como una persona con tal impedimento.

La primera parte de esta definición se aplica, entre otros, a personas con limitaciones físicas sustanciales, tales como: sordos, ciegos, con problemas del habla respiratorios, de movilidad y de aprendizaje y con SIDA. Están amparados también los individuos con epilepsia, parálisis, impedimentos visuales o auditivos sustanciales y retardación mental.

La segunda parte de la definición protege a las personas con récord de un impedimento, por lo que cubre a individuos que se han recuperado de cáncer o enfermedades mentales. La tercera parte de la definición se refiere a personas a quienes se considera que tienen una limitación sustancial, aunque no tengan un impedimento como tal. Un ejemplo de esto es la persona con una desfiguración severa contra la cual se podría cometer un acto de discriminación por razón de su apariencia física.

### ***¿Qué es acomodo razonable?***

**Acomodo razonable** es una modificación o ajuste al escenario o ambiente académico que permite al estudiante participar y ejecutar sus funciones esenciales en el proceso de enseñanza aprendizaje. El acomodo razonable incluye modificar las facilidades existentes, de forma que sean accesibles a personas con impedimentos, proveer lectores o intérpretes, proveer ayuda individualizada para los estudios (por ejemplo tutores), asiento preferencial y tiempo adicional para completar exámenes.

### ***¿Cómo puede solicitar acomodo razonable?***

La Universidad Central del Caribe sostiene que es importante asegurar que todos sus estudiantes tengan el apoyo necesario para alcanzar sus metas académicas. Es responsabilidad del estudiante solicitar estos servicios en el Decanato de Asuntos Estudiantiles. En el caso de estudiantes con impedimentos éstos también son responsables de solicitar el acomodo razonable necesario para ejercer sus funciones académicas.

La decisión en cuanto a cuál es el acomodo razonable apropiado a ofrecerse dependerá de las circunstancias particulares de cada caso. El criterio que se considerará al recomendar acomodo razonable deberá basarse en la efectividad del mismo para proveerle una oportunidad a la persona con impedimento de lograr el mismo nivel de ejecución y disfrute de beneficios que los alcanzados por la persona promedio sin impedimento. El criterio no debe ser conformarse con requisitos mínimos de calidad o ejecución, y tampoco puede ser de tal extremo que sobrepase los límites de razonabilidad.

La UCC está en la disposición de hacer un acomodo razonable cuando el estudiante con impedimento así lo solicite. El estudiante con impedimento deberá proveer la evidencia médica de su impedimento y la recomendación médica del acomodo. La UCC no estará obligada a hacer un acomodo razonable, si el hacerlo representa un costo oneroso para la Institución.

Las gestiones para solicitar acomodo razonable se realizarán en estricta confidencialidad en la Oficina del Decano de Estudiantes. Deberá pedir una cita con el Decano de Estudiantes y llenar el formulario correspondiente (Notificación de intención de tramitar Acomodo Razonable y Solicitud de Acomodo Razonable) acompañado de la evidencia médica

correspondiente. Si el estudiante está imposibilitado de acompañar su Solicitud de Acomodo Razonable con la evidencia médica necesaria, la UCC se verá impedida de evaluar su solicitud y podrá rehusar realizar el acomodo solicitado hasta que se presente la evidencia requerida.

El estudiante deberá solicitar acomodo razonable de forma preventiva, no como un mecanismo remediativo por fracasar cursos. El acomodo razonable no constituye una medida retroactiva, sino prospectiva a partir del momento en que se radica una solicitud formal y la misma es evaluada y recomendada favorablemente. Es importante señalar que debido a la naturaleza evolutiva (mejorar o agravar) de las condiciones que pueden requerir acomodo razonable el estudiante tiene que solicitar el mismo para cada año académico acompañando la solicitud con la evidencia correspondiente. El acomodo razonable que sea otorgado *no* es renovado automáticamente. Quedará sin efecto cualquier acomodo para el cual no sea renovada su solicitud.

El Decano de Estudiantes notificará por escrito a la facultad las medidas de acomodo razonable dispuestas para cada caso. El Decano de Estudiantes dará seguimiento a que se cumpla con el acomodo razonable recomendado.

La información aquí contenida no pretende ser exhaustiva y abarcar todas las posibilidades dentro de la Ley ADA, el “*Rehabilitation Act*” u otra legislación local o federal aplicable. Este documento se considera una guía para que los estudiantes tengan una idea sobre sus derechos. En caso de dudas de naturaleza legal deberá referirse a las fuentes de ayuda señaladas y consultar su asesor legal.

### ***¿Dónde puede buscar ayuda?***

***Oficina de Orientación y Consejería*** en la UCC (787) 740-1611, (787) 798-3001, ext. 2405, 2406  
***Administración de Rehabilitación Vocacional*** (787) 729-0160  
<http://www.pr.gov/GPRPortal/StandAlone/AgencyInformation.aspx?Filter=147>

***Oficina del Procurador de las Personas con Impedimentos***  
Oficina Central 1-800-981-4125 (Libre de costos)  
<http://www.oppi.gobierno.pr/contacto.htm>  
<http://www.oppi.gobierno.pr/concen.htm>

Preparado y Sometido por: Nereida Díaz Rodríguez, PhD  
12 de julio de 2002

Aprobado por: Nilda Candelario Fernández, MD  
Presidente  
12 de julio de 2002

Revisado y Enmendado por: Omar Pérez Del Pilar, Ph.D.  
16 de febrero de 2011

Aprobado por: José Ginel Rodríguez, MD  
Presidente y Decano de Medicina  
16 de febrero de 2011



UNIVERSIDAD CENTRAL DEL CARIBE  
Decanato de Admisiones y Asuntos Estudiantiles

**Notificación de intención de tramitar Acomodo Razonable**

Nombre: \_\_\_\_\_

Fecha: \_\_/\_\_/\_\_

Programa: \_\_\_\_\_

Año Académico\*: \_\_\_\_\_

Número de Celular: \_\_\_\_\_

Luego de haber sido orientado(a) y haber leído la información contenida en esta **Solicitud de Acomodo Razonable**, indique si usted posee algún impedimento físico o mental que interfiera con el desempeño de sus funciones como estudiante en la Universidad Central del Caribe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

De usted poseer algún impedimento físico o mental que interfiera con el desempeño de sus funciones como estudiante en la Universidad Central del Caribe, especifique qué tipo de acomodo razonable usted requiere: (tiene que entregar la solicitud adjunta completa)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Indique si esta solicitud está acompañada por la evidencia médica correspondiente:  Sí  No

Autorizo al personal designado por el Decanato de Asuntos Estudiantiles a comunicarse con los siguientes proveedores de servicios, de requerir alguna ayuda o más información para considerar esta **Solicitud de Acomodo Razonable**:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Firma

\_\_\_\_\_  
Fecha

*\*Nota: El acomodo razonable otorgado no se renovará automáticamente. Quedará sin efecto cualquier acomodo para el cual no sea renovada su solicitud.*

**PARA USO OFICIAL DEL DECANATO DE ESTUDIANTES**

**Acción Tomada:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Revisado 02/16/11 OP



Decanato de Admisiones y Asuntos Estudiantiles

## SOLICITUD DE ACOMODO RAZONABLE

Año Académico: 20\_\_ - 20\_\_

1. Primer Apellido \_\_\_\_\_ 2. Segundo Apellido \_\_\_\_\_

3. Nombre \_\_\_\_\_ Inicial \_\_\_\_\_ 4. Número de Estudiante \_\_\_\_\_

5. Fecha de Nacimiento \_\_\_\_\_ 6. Género: \_\_\_F\_\_\_ M

7. Programa Académico: Asociado \_\_\_\_\_ (especifique \_\_\_\_\_); Bachillerato \_\_\_\_\_;  
Maestría \_\_\_\_\_ (especifique \_\_\_\_\_); PhD \_\_\_\_\_; MD \_\_\_\_\_

8. Año de Estudio \_\_\_\_\_

9. Dirección Postal:

\_\_\_\_\_  
\_\_\_\_\_

10 Ciudad \_\_\_\_\_ País \_\_\_\_\_ Zona Postal \_\_\_\_\_

11. Dirección Residencial si es diferente a la Postal

\_\_\_\_\_  
\_\_\_\_\_

12. Ciudad \_\_\_\_\_ País \_\_\_\_\_ Zona Postal \_\_\_\_\_

13. Teléfono: Residencial: \_\_\_\_\_ Celular: \_\_\_\_\_

14. Correo Electrónico Institucional: \_\_\_\_\_ Otro: \_\_\_\_\_

¿Se hospeda? Si \_\_\_ No \_\_\_ Dirección \_\_\_\_\_

\_\_\_\_\_

Persona a notificar en caso de emergencia: \_\_\_\_\_

Relación Familiar: \_\_\_\_\_ Teléfono/s: \_\_\_\_\_

Beneficiario de Rehabilitación Vocacional: Si \_\_\_ No \_\_\_ Nombre del Consejero: \_\_\_\_\_

Teléfono: \_\_\_\_\_ Extensión: \_\_\_\_\_

Tipo de Acomodo que solicita: \_\_\_\_\_

Marque los impedimentos que tiene:

Dificultad auditiva/sordera

Problemas del habla

Dificultad visual/ciego legal

Problemas de aprendizaje

Psiquiátricos / emocionales

Problemas de movilidad

Otros: \_\_\_\_\_

Especifique: \_\_\_\_\_

**Esta solicitud debe ir acompañada de la Certificación de Impedimento y Recomendaciones para Acomodo Razonable (adjunta), completada por el profesional de salud que atiende su condición, o por la Certificación de la Oficina de Rehabilitación Vocacional.**

**\*Nota: El estudiante es responsable de presentar todos los documentos necesarios para que su Solicitud de Acomodo Razonable sea procesada. El acomodo razonable otorgado no se renovará automáticamente, tiene que ser renovado todos los años académicos. Quedará sin efecto cualquier acomodo para el cual no sea renovada su solicitud.**

\_\_\_\_\_  
Firma del Estudiante

\_\_\_\_\_  
Fecha

## CERTIFICACIÓN DE IMPEDIMENTO Y RECOMENDACIÓN PARA ACOMODO RAZONABLE

### Documento Confidencial

Yo, \_\_\_\_\_, estudiante de la Universidad Central del Caribe

(letra de molde)

número de identificación \_\_\_\_\_, certifico que he sido debidamente orientado sobre mis derechos con relación a la Solicitud de Acomodo Razonable y a la confidencialidad de la información.

Autorizo a que se divulgue la información requerida en este documento a la Universidad Central del Caribe.

\_\_\_\_\_  
Firma del Estudiante

---

### Certificación de Condición o Impedimento

Por la presente certifico que \_\_\_\_\_ tiene la siguiente condición o impedimento: \_\_\_\_\_

Tipo de acomodo que se recomienda: (ejemplos: restructuración de tareas y prácticas académicas, ajuste o modificación apropiada de tiempo o formato de exámenes, materiales de adiestramiento, equipo especial, entre otros).

Nombre del Médico o Especialista: \_\_\_\_\_ Núm. de Licencia: \_\_\_\_\_

Firma del Médico o Especialista: \_\_\_\_\_ Teléfonos: \_\_\_\_\_

Dirección: \_\_\_\_\_

Fecha : \_\_\_\_\_



### **AUTORIZACIÓN A ESTUDIANTES PARA VIAJES DURANTE EL PERÍODO LECTIVO**

La Universidad Central del Caribe reconoce la importancia de la participación estudiantil en actividades de mejoramiento profesional dentro y fuera del país. La UCC estimula a nuestro cuerpo estudiantil a beneficiarse continuamente del enriquecimiento que se deriva al compartir conocimiento y debatir ideas con otros profesionales en foros locales e internacionales. Para avalar la participación estudiantil en estas actividades y evitar que las mismas resulten adversas en la consecución de las metas académicas de nuestro cuerpo estudiantil se ha desarrollado el siguiente mecanismo:

1. El estudiante iniciará la solicitud de autorización de viaje por lo menos 45 días previo a su partida, en el Decanato de Asuntos Estudiantiles llenado la **Solicitud de Autorización de Viaje**. La presentará por escrito y acompañándola con toda la documentación que sustente el viaje.
2. El Decano de Asuntos Estudiantiles consultará con el Decano de Asuntos Académicos o Decano Asociado de Asuntos Académicos, según corresponda. Estos a su vez consultarán con los profesores y directores de departamento concernidos en torno al período de tiempo en que se lleve a cabo el viaje y la situación académica del estudiante.
3. La recomendación de los Decanos de Asuntos Académicos y de Asuntos Estudiantiles será enviada al Director de Programa (según corresponda) para su decisión final. De ser esta en la afirmativa se emitirá el correspondiente permiso. De ser una denegada, el Director de Programa se lo informará al estudiante por escrito. La decisión final le será comunicada al estudiante dentro de los 7 días de haber presentado su solicitud.
4. A su regreso el estudiante habrá de presentar un informe de la labor realizada, dirigido al Director de Programa con copia al Decano de Asuntos Estudiantiles.
5. El estudiante será responsable de reponer toda labor académica asignada durante su ausencia acorde con las determinaciones de los profesores, coordinadores de cursos y/o directores de departamento concernidos. Dichas determinaciones, de profesores y/o directores de departamento, tendrán que ser cónsonas con las reglamentaciones institucionales.
6. Este procedimiento no deberá interpretarse como que la UCC restringe la libertad de acción como adultos independientes de nuestros estudiantes. La intención de este mecanismo es coordinar gestiones académicas fuera de la UCC o en el exterior de PR para el beneficio del estudiante. ***El pasaje de todo viaje tiene que tener un seguro que atienda cualquier situación relacionada al mismo.***

Preparado y  
sometido por: Nereida Díaz Rodríguez, PhD  
14 de febrero de 2003

Revisado por: Omar Pérez Del Pilar, PhD  
18 de junio de 2015

Aprobado por: José Ginel Rodríguez Irizarry, MD  
Presidente y Decano  
18 de junio de 2015

Aprobado por: Nilda Candelario Fernández, MD  
Presidente  
14 de febrero de 2003



Universidad Central del Caribe  
**DECANATO DE ASUNTOS ESTUDIANTILES**

**Solicitud de Autorización de Viaje**

Esta solicitud debe ser completada con 45 días de anticipación de su partida, junto con copia de los documentos de viaje.

\_\_\_\_\_  
Nombre del Estudiante

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_  
Fecha de Solicitud

\_\_\_\_\_  
Programa Académico

\_\_\_\_\_  
Núm. de Estudiante

**Información de viaje**

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_  
Fecha de Salida

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_  
Fecha de Llegada

País: \_\_\_\_\_

Lugar: \_\_\_\_\_

**Razón de viaje:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**Situación académica actual:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

Luego de haber verificado su solicitud hemos decidido que el mismo ha sido:

Aprobado

Denegado

**Razón:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Firma de Autorización

\_\_\_\_\_  
Firma de Autorización

**The Universidad Central del Caribe School of Medicine (UCC-SOM)**  
**Policy and Procedures**  
**On Criminal Background Checks (CBC)**

Title: Criminal Background Check (CBC)

Rationale:

Recognizing the need to enhance the safety and well-being of patients, peer students, faculty and the whole Institution, and in so doing, to bolster the public's continuing trust in health professions, and to ascertain the ability of students to maintain or eventually become licensed and/or certified in their professions, criminal background checks (CBC) will be performed on all admitted applicants of the Universidad Central del Caribe School of Medicine (UCC-SOM) as required by AMCAS beginning on January 2010.

Some criminal offenses preclude students from participation in patient care. In addition, some professional licensure boards prohibit licensure for those convicted of specific offenses. Thus, students from professional programs are subject to the statutory and/or regulatory requirements independently imposed by law, or as required by affiliating entities. Students must meet any and all requirements of the clinical facility, which may be more extensive than referenced herein. Inability to participate in patient care or being subject to any other exclusion prescribed by law will preclude successful completion of the requisite curriculum. As such, affected students may not be eligible for matriculation, continuation in the program, or graduation, if applicable.

This policy is designed to provide a safe environment for patients, visitors, Faculty, employees and students at the UCC-SOM. Criminal background checks (CBC) allow the Universidad Central del Caribe to evaluate whether students possess the character and appropriateness to participate in clinical education activities.

Policy:

All admitted applicants must consent, submit to, and satisfactorily complete a CBC as a condition of matriculation into the UCC-SOM. Enrollment will not be final until the completion of the criminal background check with results deemed acceptable. All expenses associated with the CBC are the responsibility of the applicant, either directly or through arrangements with an appropriate centralized application service. Students, who do not consent to the required CBC, refuse to provide information necessary to conduct the CBC, or provide false or misleading information in regard to the CBC will be subject to the refusal of admission.

This policy applies to all applicants to the UCC-SOM educational program leading to the MD degree.

Criminal Background Check (CBC)

Prospective Students:

Prospective students seeking admission to the UCC-SOM leading to the MD degree will be informed of this policy and its requirements will be included with the admissions materials.

New and Transfer Students:

Students admitted to the UCC-SOM and Transfer students will be informed of this policy and its requirements at the time of acceptance. Once admitted, students will be required to complete a criminal background check and authorize release of results to appropriate academic and/or clinical personnel. A criminal background check will be considered a condition of acceptance.

#### Procedures for CBC

1. Prospective students for any of the UCC-SOM will be notified through the admissions web page that if admitted they would be required to complete a criminal background check and authorize release of the results to the admission committee.
2. Students accepted for admission will be notified that matriculation is contingent upon the evaluation and acceptable outcome (no significant convictions found as determined by the review committee) of all required CBCs.
3. Once admitted, students will be notified verbally and by letter or e-mail of the deadline for completion. The school will provide students with the name(s) of vendor(s) with which the Universidad Central del Caribe has established reporting relationship(s). At present, as notified by the AAMC in January 2010, all applicants applying through AMCAS will be screened for a CBC through Certiphi Screening Inc. as the vendor. Students will be given instructions on obtaining and reporting the results of their CBC. Students will be responsible for all cost associated with completion of a criminal background check.
4. The Dean for Students Affairs and the Director of Admissions will receive certification letters for all CBCs that result in no records found and will store them in a locked file until applicant is admitted
5. In those CBC where a record of conviction is found, the record will be screened as to severity by the vendor and the student will be notified:

**Major offenses** (as defined in the Appendix I) will result in termination of the admission process for the student, and the student with a serious offense can not ask for reconsideration.

**Minor offenses** (as defined in the Appendix I) will be considered on a case by case basis by the Dean of Students Affairs who will refer the case to the Review Committee [a designated committee (different from the Admission Committee) and assessors (considered but not limited to specialists in behavioral sciences and legal services)]. The student will be notified of his/her right to appeal and all information will be retained until such time as an appeal, if any, has concluded and determination regarding continued participation in the Universidad Central del Caribe has been made.

Students claiming inaccuracies in their CBC will be referred to the entity completing the initial CBC for procedures as required by the Fair Credit Reporting Act.

Students may submit an appeal to the Dean of Students only if the finding in the CBC constitutes a minor offense.

#### **Review Committee process (see Figure 1)**

- A review Committee, appointed by the Dean of Medicine standing separate from the UCC-SOM Admissions Committees, will be responsible for reviewing all relevant materials related to any adverse background check report containing information that could be relevant to the applicant's suitability for enrollment.
- Members of the Review Committee may include health professions college admissions, student affairs, academic affairs, and health professions college faculty in consultation with the Dean of Student Office, Office of Legal Counsel, and other relevant resources.
- Based on institutional policies and procedures, a careful review of the information in the applicant's file including criminal convictions and pending adjudications, the information in the criminal background check report, and relevant supplementary materials obtained from the applicant and from other sources including court documents will ensue. Factors involved in the individual case review may include, but not be limited to:
  - the nature, circumstances, and frequency of any reported offense(s)
  - the length of time since the offence (s)
  - available information that addresses efforts at rehabilitation
  - the accuracy of the information provided by the applicant in their application material

- the relationship between the duties to be performed as part of the educational program and the offense committed
- Any applicant with a minor offense finding in the CBC whose acceptance is referred to the Review Committee has the right to appear before that committee to contest or explain the findings from the CBC.
- Applicants who showed in the CBC minor offenses, and who believe that there are extenuating circumstances to be taken into account, may submit a written request for consideration to the MD Program.
- When appropriate and necessary, the applicant with the CBC minor offense finding may be asked to meet with the Review Committee.
- The Review Committee will be responsible for deciding whether the results of the background investigation disqualify applicant from entrance into the MD Program. They will forward their decision in writing to the applicant, to the Admissions Office, and to the Dean of Students and the Dean of Medicine within thirty (30) working days.

### Appeals process

- The applicant may appeal any decision to deny admission to him or her based on the decision of the Review Committee. ***Only those applicants with no mayor findings in the CBC can appeal.*** The appeal must be made in writing within seven days of notification of refusal for final admission, and sent to the Dean of Students and the Director of Admissions of the UCC.
- The College Dean will consider the request for appeal.
- The applicant may request a meeting with the Dean. The Dean will determine whether such a meeting is necessary, and will determine any terms of the meeting. The Dean will render a decision on the matter within seven days of the receipt of all relevant material including the analysis of the Review Committee, if necessary. The applicant, the Admissions Office and the Dean of Medicine will be informed of this decision.
- The decision of the Dean of Medicine regarding the termination of the offer of admission is final, and cannot be appealed.

### Maintenance of Records and Confidentiality

- Information obtained for the purpose of and during the criminal background check, will be retained by the Admission Office separate from other student educational and academic records. Confidentiality will be maintained consistent with FERPA guidelines.

Prepared and  
Submitted by:

Omar Pérez Del Pilar, Ph.D., Dean of Admissions and Students Affairs  
and Legal Counselors- González Badillo's Law Firm  
November 30, 2010

Approved by:

José Ginel Rodríguez, MD, President  
November 30, 2010

**The Universidad Central del Caribe School of Medicine (UCC-SOM)**  
**Policy and Procedures**  
**On Criminal Background Checks (CBC)**

**Appendix I**

Criminal Background Check Reporting Criteria

Some criminal offense preclude students from participating in patient care (i.e., Red Flags). In Addition, some professional licensure boards include specific offense which constitutes a failing report and to what extent clinical sites would refuse a student based on the failed status. All felony cases listed below will be posted as a “Fail”. In addition, each clinical facility may require more or less stringent criteria for placement.

**Major Offenses** (Red Flags are those that indicate clear potential threat or harm to the community-constitutes an automatic failure of the CBC and termination of the admission process and dismissal from the MD Program)

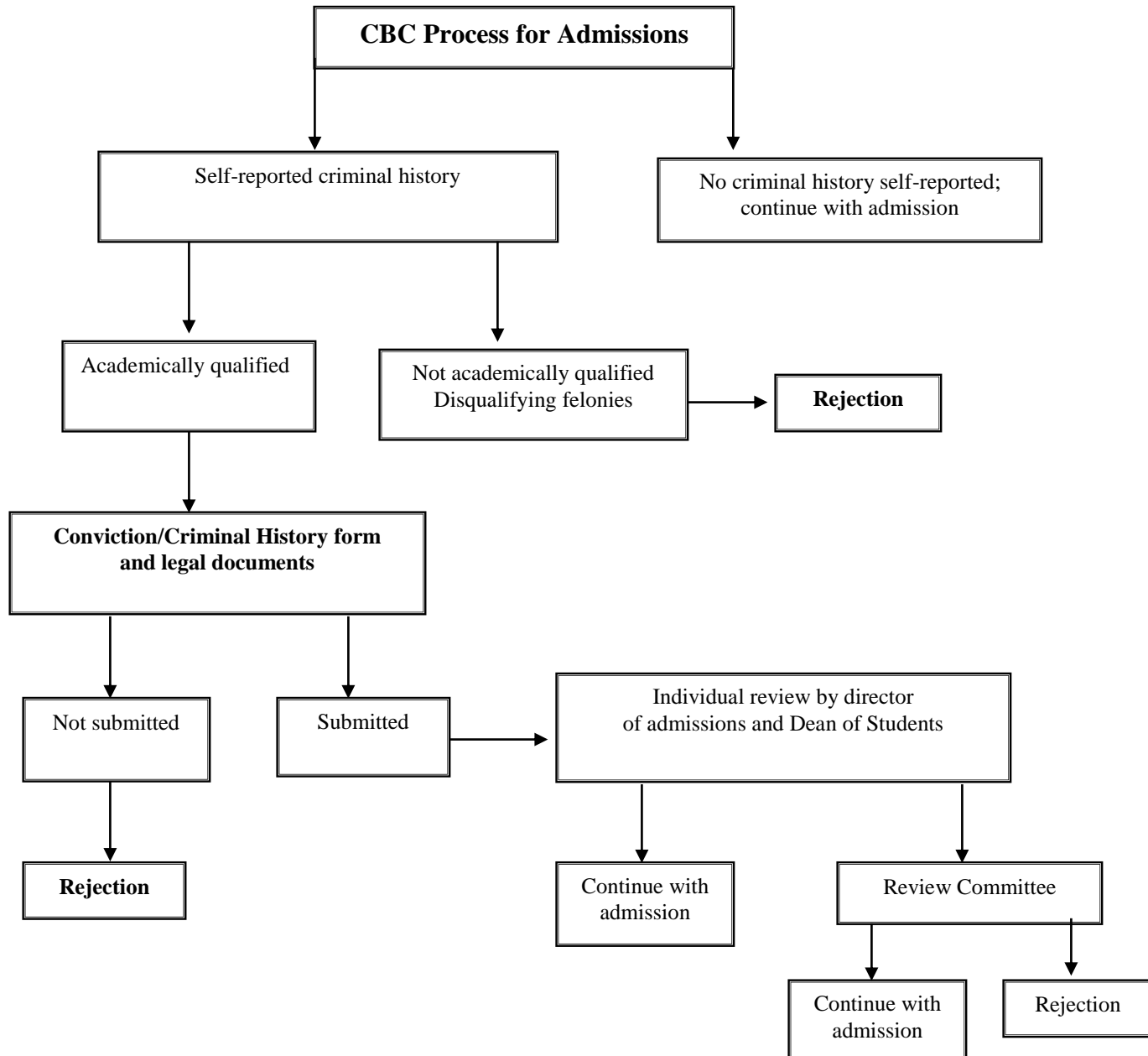
- Assault and related offenses when resulting in a felony
- Battery and related offenses when resulting in a felony
- Arson, Attempted Arson
- Child abuse, aggravated child abuse, neglect of a child, exploitation of a child.
- Endangering the welfare of a child
- Theft and related offenses resulting in a felony
- Contributing to the delinquency of dependency of a child
- Fraud
- Credit Card Crimes: Credit Card Fraud, Credit Card Theft, Illegally use a credit Card
- Hate Crimes and related offenses
- Sale, Distribute, Deliver controlled substances and related offense when resulting in a felony
- Possession of a controlled substance when resulting in a felony
- Incest
- Kidnapping, False Imprisonment
- Killing of an unborn child by injury to the mother
- Lewd and Lascivious Behavior when resulting in a felony
- Murder, Maiming, Manslaughter, Attempted Murder, Attempted Maiming, Attempted Manslaughter
- Malicious Wounding, Unlawful Wounding
- Prohibited acts of persons in familial or custodial authority
- Rape, Sexual Abuse, Sexual Assault, Incest
- Sexual Misconduct
- Sexual Assault, Sexual Battery and other Sexual Offenses
- Robbery and related offenses resulting in a felony
- Vehicular Homicide, Vehicular Assault, Hit and Run
- Breaking and Entering
- Weapon Crimes and related offenses
- Embezzlement

**Minor offense** (Yellow Flags – may not constitute an automatic failure of CBC). These will be reviewed independently and a decision will be based on the nature of the crime and the nature of the position: (e.g., 10 year old charge of Possession of Marijuana, DWI, etc)

Note: This is not an all-inclusive list. Some offenses have no time limit; others will have a time limit of 5 to 10 years. Applications are reviewed on a case-by-case basis. The UCC-SOM may request additional applicant information as part of the decision-making process.

**The Universidad Central del Caribe School of Medicine (UCC-SOM)  
Policy and Procedures  
On Criminal Background Checks (CBC)**

*Figure 1*



**UNIVERSIDAD CENTRAL DEL CARIBE, INC.  
REFUND POLICY**

The university has a tuition refund policy that stipulates the amount of tuition and fees that are refunded to a student who withdraws from all classes during a term.

The following chart shows the amount of tuition and fees returned to a student, depending upon when the student withdraws.

<b>Time of Withdrawal</b>	<b>% of charges Refunded</b>
Before the 1st day of class	100% tuition; 100% fees
Within the first week of classes	80% tuition; 0% fees
During the second week of classes	50% tuition; 0% fees
After the second week of classes	0% tuition; 0% fees

- Registration deposit guaranteeing admissions is not refundable.

**Return of Federal (Title IV) Financial Aid**

As an Institution that participates and distributes students' financial aid Title IV Funds, Universidad Central del Caribe adheres to the Federal guidelines governing refunds related to said program. The return of the Title IV Funds Policy applies to all registered students who qualify and participate in the federal financial aid program and later withdraw or are administratively withdrawn. The policy determines the amount of funds the student spends at the moment of withdrawal up to sixty (60) percent of the academic term; after this period refunds are not applicable.

Refunds will be made within thirty (30) days from the date that the University determines that the student had withdrawn. Requests for withdrawal must be submitted in writing to the registrar.

The formula used to determine the total amount to be refunded is as follows:

1. Determine the percentage of period of enrollment the student attended.
2. Determine the amount of Title IV funds earned by multiplying the total amount of Title IV aid (other than FWS) for which the student qualified by the percentage of time enrolled.
3. Compare the amount earned to the amount disbursed, if less aid was disbursed than was earned the student may receive a post-withdrawal disbursement by the institution for the difference. If more aid was disbursed than was earned, the Institution will determine the amount of Title IV aid that must be returned (i.e., that was unearned) by subtracting the earned amount from the amount actually disbursed. The difference will be refunded to the appropriate Title IV Funds Program.
4. If the student received an amount of funds that had been considered due prior to withdrawal and upon withdrawal it is determined the student received an overpayment, the student will be responsible for the reimbursement of the amount determined to be an overpayment.

If the student has received an overpayment, the Financial Aid Office will communicate to the student the existence of his situation and that he/she is responsible to return the overpayment amount.

Approved by: José Ginel Rodríguez Irizarry, MD  
President and Dean of Medicine

Date: june 2011



## **Due Process Policy and Procedure in cases facing adverse action under the Regulations for Student Evaluation and Promotion of the School of Medicine**

### **I. Introduction**

This Due Process Policy and Procedure is intended to describe the course of action and protections available at the UCCSOM, should the Committee on Student Evaluation and Promotion (CSEP) recommends an adverse action against a student for failure to maintain academic standards. Expected academic standards for medical students are described in detail in the Regulations for Student Evaluation and Promotion of the School of Medicine (RSEP).

The due process for any actions not considered under this policy is outlined in the General Student Rules and Regulations under Chapter V (Standards of Student Conduct and Ethics), Articles 15 through 21.

### **II. Relevant Definitions**

#### **a. Due Process**

Any student whose rights or privileges as defined in the Regulations for Student Evaluation and Promotion are affected by the action of a member of the faculty or administration has the right to be informed in a timely fashion of the impending adverse action, should be provided with disclosure of the evidence on which the action would be based, must have an opportunity to respond, and an opportunity to appeal to the pertinent authority of the institution. The due process comprises all of these protections, provisions, and courses of action.

The right to appeal may be exercised by the student personally or through the General Student Body Council, elevating the appeal before the concerned Faculty, Departmental Chair, Year Coordinator, Associate Dean of Medicine, the Committee on Student Evaluation and Promotions; and the Dean of the Medical School, or other designated individual.

#### **b. Adverse Action**

At the UCCSOM an adverse action is defined as any action undertaken by an institutional authority that separates the student from the School of Medicine or that delay by at least one semester a student's completion of the MD degree. Adverse actions include, but are not limited to: dismissal from the School of Medicine, temporary enforced leave of absence, and repetition of all or part of the curriculum.

### **III. Provisions**

#### **a. Student Access to Support Services**

Any student at the UCCSOM will be informed by the Dean of Student Affairs (DSA) of the available services to support he/she in reaching his/her academic and professional goals. The DSA or a designated person will inform the student of his/her academic situation at the UCCSOM and the anticipated implications of his/her academic status. The DSA will inform the student regarding the courses of action and protections available at the UCCSOM, should he/she be in a position of facing an adverse action due to failure to maintain academic standards.

#### **b. Student Right to Challenge a Grade**

Any student has the right to be informed of his/her grades on examinations or any other evaluative activities. In addition, the student has the right to review the examinations and other required work, duly corrected and graded. The student has the right to challenge a grade in the case it is inaccurate or miscalculated. The student requests to resolve an academic problem should be addressed by the concerned Faculty, Course Coordinator, Departmental Chair, Year Coordinator, and Associate Dean of Medicine. All of these claims should be in writing and responded (in writing) by the UCCSOM academic administrators within a reasonable time frame (within 15 days of receipt of any challenge).

#### **c. Consideration of an Adverse Action**

Consideration of an adverse action may be initiated by CSEP through their periodic evaluation of a student academic progress. In such cases the Associate Dean of Academic Affairs (ADAA) of the School of Medicine will submit a written warning to each student facing an adverse action due to failure to maintain academic standards. In the written letter the ADAA will inform under which specific regulations the adverse action is being considered and instruct the concerned student and involved faculty to submit the written evidence necessary for the CSEP to conduct a detail evaluation. Should the student fail to submit the written evidence to the ADAA within thirty (30) days he/she has waived his/her right.

The ADAA will maintain a confidential students' file to keep and protect all the corresponding documentation under consideration through the due process.

**d. Imposition of an Adverse Action**

Prior to taking final action on an academic situation that might impose adverse action; the CSEP will conduct a detailed investigation and review all available information from the student and or concerned faculty. Substance of the issues considered will be included in the minutes of the meeting at which the student's performance is discussed. The CSEP will arrive at a decision by a simple majority vote.

The CSEP recommendation for an adverse action will be communicated in writing to the student by the ADAA expeditiously. Within 15 days of the CSEP meeting at which the adverse action was recommended, the student will be notified of the action by certified letter from the ADAA.

**IV. Appeals**

**a. Appeal of CSEP recommendation for Adverse Action**

A student for whom an adverse action is being imposed has the right to appeal the decision. The student must make a request for an appeal to the ADAA, stating the reasons why the student disagrees with CSEP's recommendation. Said request for an appeal must be received in writing within 30 days after receipt of the adverse action letter. In preparing for the appeal to the CSEP, the student may request a copy of the minutes of the meeting at which the student's performance was discussed.

Should the student fail to notify the ADAA in writing of the appeal, this shall be considered a waiver of the right to an appeal and CSEP's recommendation shall become final for the School of Medicine.

The ADAA will submit the formal appeal to the CSEP by writing, providing all information and new evidence provided by the student. The CSEP will convene a meeting (within 15 days of receipt of the formal appeal) to evaluate in detail the student's appeal. The CSEP may invite the student to present the reasons for disagreement with the initial recommendation for adverse action.

The CSEP will arrive at a decision by a simple majority vote. If in light of the new evidence the CSEP withdraws recommendation for an adverse action, the student will be notified immediately by the ADAA in writing (within 5 days of the meeting). If after evaluation of new evidence the CSEP ratifies recommendation of adverse action, the student will be notified immediately by the ADAA in writing within 5 days of the meeting.

**b. Appeal to the Dean**

If the student disagrees with the result of the CSEP decision, he/she may appeal to the Dean of the School of Medicine in writing within thirty (30) days of receipt of the ratification of the CSEP decision. Should the student fail to notify the DSoM in writing of the appeal within thirty (30) days, the student has waived his/her right to appeal to the DSoM and the decision of the CSEP shall be final for the School of Medicine.

The DSoM will review the student's academic record, the recommendation of CSEP and the decision of the ADAA and any other documents in the student's appeal file. Additionally, the Dean may meet with the student. The DSoM's decision is final for the School of Medicine.

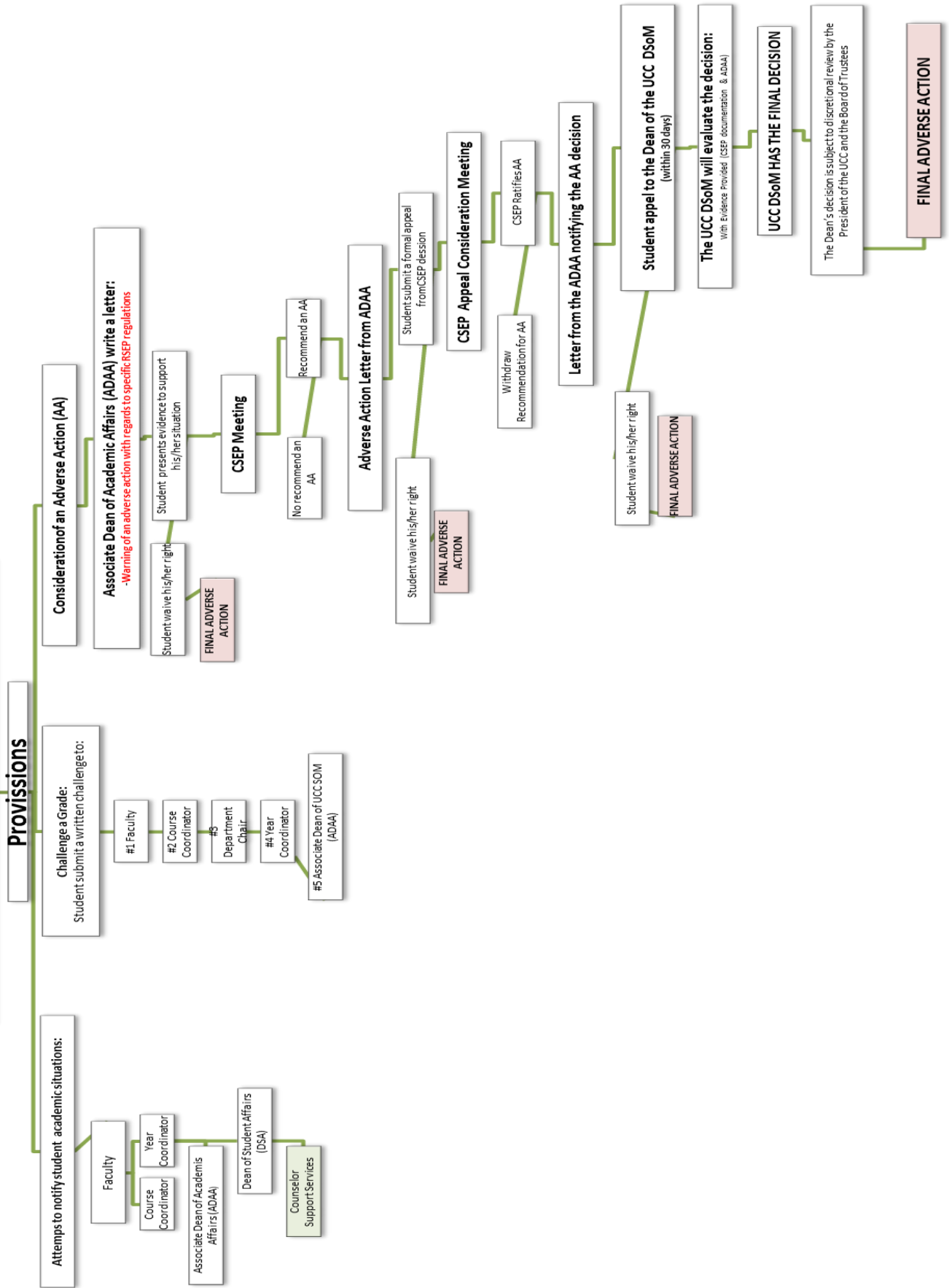
The DSoM will communicate his/her decision to the student expeditiously in writing within 3 days of conclusion of the appeal process. The Dean's decision is final for the School of Medicine.

**c. Discretionary Review of the DSoM's decision by the President and the Board of Trustees**

The DSoM's decision is subject to discretionary review by the President of the UCC and the Board of Trustees. The President and the Trustees will normally accept review only in extraordinary cases, such as where proper procedures have apparently not been followed, where the decision appears to be unsupported by the facts, or where the decision appears to violate UCCSOM policy.

Prepared by: Nereida Díaz Rodríguez, PhD  
Dean of Academic Affairs  
May 26, 2011

# UCC SOM Due Process Procedures



## **Policy to Request Students at Academic Difficulty to meet with Student Support Services Personnel**

### **PURPOSE:**

To facilitate the timely and appropriate academic progression of each medical student, a formal review policy and procedure is employed to track and provide assistance to students enrolled in the program leading to the medical degree in the School of Medicine. This policy and procedure provides early identification of students that may encounter academic difficulty and enable the implementation of timely corrective measures.

The Universidad Central del Caribe (UCC) has an obligation to maintain the credibility of the University and the integrity of its programs and courses by maintaining and insisting upon appropriate levels of achievement from its students in their academic study. The UCC addresses this obligation through the ongoing formal Academic Monitoring System (AMS). Students confronting academic difficulties are identified by faculty/course coordinators and referred to the guidance counselor to assess factors in need of attention and to develop an appropriate intervention plan.

### **DEFINITIONS:**

**Students in Academic Difficulty:** A student that is performing marginally or below a passing score in one or more courses and is at risk of failing a course/clerkship.

**Academic Monitoring System:** The AMS is a system that works in close collaboration between the faculty/course coordinators, year coordinator, the Associate Dean of Medicine, the Dean of Admissions and Student Affairs and the guidance counselor. Through the AMS students confronting academic difficulty are periodically reported to the Office of the Dean of Student Affairs for the corresponding support services.

**Support Services Personnel:** Refers to a professional Guidance Counselor, Dean of Student Affairs or academic advisor.

### **POLICY CONTENT AND PROCEDURE:**

A student that is performing marginally or below passing score in one or more courses/clerkships and is at risk of failing will be identified and reported through the AMS. After each unit exam, the course coordinator reports the results to the year coordinator. The year coordinator documents and compares the progress of each student and submits a report to the year subcommittee. Students presenting academic difficulties are identified and referred to the Dean of Admissions and Student Affairs, who discusses the report with the Guidance Counselor. The Guidance Counselor follows up on those students presenting academic difficulties by e-mail, phone calls or regular mail in order to invite them for a visit.

All students who are identified with academic difficulty and making unsatisfactory academic progress **are required** to discuss their academic progress with the Guidance counselor/Dean of Students or academic advisor.

During this process, the student will be given assistance to identify reasons for not achieving satisfactory academic progress and support in order to develop an intervention strategy. This intervention strategy will include actions agreed upon by the student. Agreed upon actions may also be developed in conjunction with the Faculty and academic advisor. The plan may include counseling (provided at the institution or outside), tutorial help, or referral to external health care providers or other specialized services. These services will adhere to all confidential management of records in compliance with all institutional policies and federal regulations to this effect. The Guidance Counselor reports to the course coordinator the follow up provided to the students who were presenting academic difficulties.

Students facing academic difficulty may seek assistance from the Office of the Dean of Student Affairs on a voluntary basis.

A student with academic difficulties may refuse seeking for help at the Office of the Dean of Students Affairs, Guidance Counselor or Academic Advisor. In such cases students will be referred to the Student Evaluation and Promotion Committee for a face-to-face hearing with the Committee. The student will have to express the reasons for refusing the service and must present a corrective plan to the attention of the Committee for their approval and follow-up.

APPROVAL DATE: October, 2011

THIS POLICY TAKES EFFECT ON: November, 2011

THIS POLICY WILL REVIEWED ON: Every year

Omar Perez Del Pilar, PhD  
**Dean for Student Affairs**

José Ginel Rodríguez, MD, FAAP  
**President and Dean of Medicine**

## **Medical Student Professional and Ethical Values: Fitness to Practice**

### **I. INTRODUCTION:**

Medical students have responsibilities and privileges that are different from those of other students and therefore, higher professional and ethical behaviors are expected of them. The medical school has the responsibility to ensure that medical students are given the guidance and the opportunity to learn and practice the standards to which they will be held to.

### **II. PRINCIPLES OF PROFESSIONAL BEHAVIOR FOR MEDICAL STUDENTS:**

Although medical students have legal restrictions on the clinical work they may perform, patients often see them as knowledgeable and with the same duties and responsibilities as a doctor. Medical students must be aware that their actions can and will affect patients.

Students should be encouraged to strive for academic excellence, as well as high standards in their professional and personal lives. Basic clinical training gives medical students the opportunity to learn professional behavior in a supervised setting that provides safety for patients, but also gives the school an opportunity to identify behaviors that are not acceptable, and take remedial action to help students improve. This applies not only to student behavior within the school or clinical setting, but students should be aware that their behavior outside the clinical environment, including their personal lives, may have an impact on their fitness to practice. Student behavior must, at all times, justify the trust that the public places on the medical profession.

To be able to provide good clinical care is fundamental to becoming a physician. This is the objective that should drive and guide a medical student's behavior in clinical and academic work.

- a. To provide good medical care is fundamental to becoming a doctor. The students should:
  - Recognize and work within the limits of their competence and ask for help when necessary.
  - Accurately report their position or abilities (Ex. should not present themselves as “doctor”).
  - Make certain that they are supervised appropriately when performing any procedure or clinical task.
  - Respect the patient's autonomy and rights.
  - Behave with courtesy and respect.
  - Not allow personal biases interfere with a patient's treatment. The student must not discriminate against patients because of gender, age, color, ethnicity, social standing or lack thereof, religion, beliefs, sexual orientation marital status, etc.
  - Report any concerns they may have about patient safety or wellbeing to the appropriate authority.
  - Be aware of the responsibility of maintaining their knowledge and skills throughout their careers.
  
- b. To demonstrate good clinical practice, students must be aware of their responsibility to maintain their knowledge, and skills through out their careers. The student should:
  - Attend compulsory teaching sessions or lectures, and if unable, arrange with the proper authority to remediate or fulfill the learning objectives for the activity.
  - Complete and submit work on time.
  - Be responsible for their own learning.
  - Reflect on feedback about their performance and achievements and respond constructively.
  - Respect the knowledge and skills of those involved in their education.

- Are expected to contribute to the teaching, training, appraising and assessing of students and peers. They should be fair, honest and objective when appraising the work of others, in order to ensure that students and peers acquire and maintain a satisfactory standard of practice.
- c. Medical students have extensive contact with patients during their academic courses. To maintain good relationships with patients, students should:
- Build and maintain relationships with patients based on openness, trust, and good communication. Relatives, spouses and other caretakers must be treated with respect and consideration, and be given support as necessary.
  - Students must maintain a professional boundary between themselves and anyone close to the patient. Their position must not be used to cause distress or to exploit patients.
  - Patient's autonomy must be respected, not only in terms of choices for treatment, but in participating in teaching, or research, or any activity undertaken by the student.
  - Patients have a fundamental right to expect that information about them be held in strict confidence. A patient's case may not be discussed in a way that may identify them with anyone not directly involved in the case. Academic work containing specific information about a patient must not identify the patient if it is to be seen outside the care team. This includes case and procedure logs that are submitted as part of the student's course work or assessment.
  - Student must treat patients with respect and dignity.
  - Be aware of ethical issues in their behavior with patients, their careers, relatives, partners or anyone else close to them. This includes issues of consent and confidentiality.
  - Make sure that the patient has consented to a student being involved in their care.
  - Make sure they are clearly identified as students
  - Dress in an appropriate and professional way. They need to be aware that patients will respond to their appearance, presentation and hygiene.
- d. As members of a team, students should
- Work effectively with colleagues inside and outside of healthcare in order to deliver a high standard of care and safety.
  - Develop skills necessary to work in multi-disciplinary teams. This involves respect for the contributions and skills of other members of the team and developing effective communication with the other members of the team, as well as not discriminating against them.
  - Protect patients from harm posed by another physician's or medical student's behavior, performance or health. The information should be shared with the appropriate person.
  - Demonstrate skills that allow them to deal with uncertainty and change in the workplace.
  - Develop and demonstrate teamwork and leadership skills.
  - Awareness of the roles and responsibilities of the persons involved in delivering health care.
- e. Probity: Students must be honest and trustworthy, and act with integrity.
- By bringing attention to any concerns about, or errors, in their clinical work.
  - Be honest, original and genuine in their academic work, in conducting research.
  - Be honest and trustworthy when writing reports and logbooks.
  - Be honest in not misrepresenting themselves in CVs, applications: not misrepresent their qualifications, positions or abilities.
  - Be honest in any financial dealings.
  - Cooperate with any formal inquiry by the medical school, or other agency into their health, behavior, or performance, or that of anybody else.
  - Comply with the laws of Puerto Rico.
  - Comply with the regulations of the medical school, or the clinical settings where they may be assigned.

Students must be aware that fitness to practice may be impaired for a number of reasons (and that the information can be recorded in the Medical Student Performance Evaluation --Deans Letter-- on seeking a residency program):

- Misconduct: issues that raise questions about a student’s probity, trustworthiness or character.
- Deficient professional performance.
- Convictions or a determination by a regulatory body.
- Adverse physical or mental health (including problematic use of alcohol, legal or illegal drugs).

### III. FREQUENT AREAS OF CONCERN RELATING TO STUDENT FITNESS TO PRACTICE:

Areas of Concern	Examples
<b>Criminal Convictions</b>	<ul style="list-style-type: none"> <li>• Child pornography</li> <li>• Theft</li> <li>• Financial Fraud</li> <li>• Possession of illegal substances</li> <li>• Child abuse or any other abuse</li> <li>• Physical or verbal violence</li> </ul>
<b>Drug/Alcohol Misuse</b>	<ul style="list-style-type: none"> <li>• Drunk /reckless driving</li> <li>• Alcohol consumption that affects clinical work or the work environment</li> <li>• Dealing, possessing or misusing drugs, even if there are no legal proceedings</li> </ul>
<b>Aggressive or Violent Behavior</b>	<ul style="list-style-type: none"> <li>• Assault and Battery</li> <li>• Physical Violence</li> <li>• Bullying</li> <li>• Abuse</li> </ul>
<b>Persistent Inappropriate Attitude or Behavior</b>	<ul style="list-style-type: none"> <li>• Uncommitted to work</li> <li>• Neglect of administrative tasks</li> <li>• Poor time management</li> <li>• Non-attendance</li> <li>• Poor communication skills</li> <li>• Failure to accept and follow educational advice</li> </ul>
<b>Cheating/Plagiarizing</b>	<ul style="list-style-type: none"> <li>• Cheating on exams, logbooks or portfolios</li> <li>• Passing off another’s work as if one’s own</li> <li>• Forging a supervisor’s name or signature on assessments</li> </ul>
<b>Dishonesty or Fraud</b>	<ul style="list-style-type: none"> <li>• Falsifying Research</li> <li>• Financial Fraud</li> <li>• Fraudulent CVs or other documents</li> <li>• Misrepresentation of qualifications</li> <li>•</li> </ul>
<b>Unprofessional Behavior or Attitudes</b>	<ul style="list-style-type: none"> <li>• Breach of Confidentiality</li> <li>• Misleading patients about their care or treatment</li> <li>• Culpable involvement in a failure to obtain proper informed consent from a patient</li> <li>• Sexual, racist or other forms of harassment</li> <li>• Inappropriate examinations or failure to keep boundaries in behavior</li> <li>• Persistent rudeness to patients, colleagues or others</li> <li>• Unlawful discrimination</li> </ul>



#### **IV. MANAGING REPORTS OF UNPROFESSIONAL ACADEMIC STUDENT BEHAVIOR:**

1. Concerns about student professional academic behavior may arise from (a) faculty with whom a student interacts during a course, or another (b) faculty, staff, student or patient with whom the student interacts. These individuals will be expected to report their concerns to the faculty responsible for the student's evaluation. In some instances, such reports may go directly to the course/clerkship director. Some student behaviors, such as academic dishonesty and unlawful behavior are managed under the University's disciplinary process and are not a part of this policy.
2. Faculty is expected to discuss all concerns about a student's professional behavior both with the student and with the course/clerkship director. The faculty then has the option to (a) include professionalism concerns in the student's formal evaluation, (b) submit a separate Early Concern Note to the course or clerkship director, (c) include professionalism concerns in the student's evaluation and submit an Early Concern Note or (d) determine that no action is indicated. In the case of reports which come to the course /clerkship directors directly from staff, students, patients or faculty not responsible for the student's evaluation, the course /clerkship director may chose to complete an Early Concern Note.
3. Upon receipt of an Early Concern Note, the course/clerkship director will review the information with the student and forward the Early Concern Note to the Dean of Student Affairs. While Early Concern Notes are confidential, (their content is not shared with anyone except the reporting faculty, course/clerkship director and student) they are not anonymous. The student will know which faculty or course/clerkship director submitted the Early Concern Note. For this reason, faculty/course/clerkship directors are strongly urged to review their concerns personally with the student when an Early Concern Note is submitted.
4. Upon receipt of an Early Concern Note on a student, the Dean of Student Affairs will meet with the student to discuss the report. After this discussion, the Dean will make recommendations to the student regarding appropriate interventions. Any professionalism forms do not become part of the student's academic record.

In order to promulgate this policy of Medical Student Professional and Ethical Values: Fitness to Practice, this document will be posted electronically on the University's web site, and a copy will be distributed to students, faculty members, residents, and other individuals who teach students. Additionally, this policy will become part of the institutional policies and regulations.

This policy is applicable to all medical students immediately.

Approved by: José Ginel Rodríguez, MD  
President and Dean of Medicine

Date: 07/01/11

Prepared by: Frances García, MD

Date: June 22, 2011

Modified and adapted from the work of Maxine Papadakis; University of California

**Medical Student Professional and Ethical Values:  
Fitness to Practice**

**Early Concern Note**

Please complete this note if you have any concerns about the professional behavior of a medical student. This note is to be submitted to the course or clerkship director who is responsible for the course in which the student is currently enrolled. The course/clerkship coordinator will submit the note to the Dean of Student Affairs.

Student Name \_\_\_\_\_

Course \_\_\_\_\_ Date \_\_\_\_\_

Person originating this *Early Concern Note* (print) \_\_\_\_\_

Title/role of person initiating this *Early Concern Note* \_\_\_\_\_

**This form is being completed based on:**  my direct observation(s) or encounter(s) with this student  
 information about this student provided to me by a third party

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A student with any of the following patterns of behavior is not meeting the personal or professional standards inherent to the profession of medicine. Please mark the area which best describes your concerns about this student. Provide comments in the space provided on the back.

**Integrity and Personal Responsibility: The student**

- fails to fulfill responsibilities reliably
- misrepresents or falsifies actions and / or information
- fails to accept responsibility for actions
- fails to respect patient confidentiality
- uses his/her professional position to take advantage of a patient emotionally or sexually
- Other \_\_\_\_\_

**Motivation to Pursuit of Excellence and Insight for Self-improvement: The student**

- has inadequate personal commitment to honoring the needs of patients
- is resistant or defensive in accepting criticism
- remains unaware of his/her limits
- resists considering or making changes based on feedback
- appears to seek or accept the minimally acceptable level of effort as a goal
- Other \_\_\_\_\_

**Personal Interactions - Compassion and Respect: The student**

- inadequately establishes rapport or empathy with patients or families
- does not function and interact appropriately within groups
- is insensitive to the needs, feelings or wishes of others
- uses demeaning or disrespectful language about others
- is abusive or arrogant during times of stress
- fails to maintain a professional appearance / attire
- Other \_\_\_\_\_

**The back of this form must be used to describe details and examples of student behaviors which led to completion of this form. This form will be shared with the student and the information will be used to counsel the student on the problem(s) identified.**



## Policy for the Provision of Health Care Services to Students

LCME Standard MS-27-A states that “The health professionals who provide psychiatric/psychological counseling or other sensitive health services to medical students must have no involvement in the academic evaluation or promotion of the students receiving those services.” Because the definition of “sensitive issues” can vary widely by physician and/or student, and because most faculty members and residents are at one time or another responsible for the assessment of students, the following policy has been established.

Faculty members and residents with student assessment responsibilities are precluded from evaluating students that are their patients because of dual-relationship and conflict of interest issues. The conflict created by this dual role could affect both the quality of medical care and the content of evaluations:

- a student-patient might be less likely to report a sensitive medical issue (e.g., drug abuse) to his/her physician if that physician will be providing an evaluation or grade
- a faculty member’s evaluation or grade (which is likely to include some subjective elements) might be, despite the evaluator’s commitment to neutrality, positively or negatively affected as a result of the therapeutic relationship

In instances of pre-existing doctor–patient/student relationships, the physician must discuss with the student the potential for a dual relationship and inform the student that he/she will abstain him- or herself from any situation in which a formal evaluation is required.

In emergent situations or other instances in which an appropriate referral is not available, a student may seek the care of any faculty member or resident. In this circumstance as well, the physician must discuss with the student the potential for a dual relationship and abstain him- or herself from any situation in which a formal evaluation is required.

The Office of Guidance and Counseling is the primary student service unit in a position to channel and address student health and counseling needs. As a general practice the Office never refers a student for health services in the community with someone that is known to be affiliated to the UCC faculty in a position of assessing student performance or taking part in the evaluations and promotions process.

Students may request a referral to a health care provider that might be in a position to assess his/her academic performance or be crucial in the evaluation and promotions process. When such a case arises the Guidance Counselor will assure that the potential conflicts are thoroughly discussed and that the student is making an informed decision in pursuing such services.

In addition, medical students will be given information about available medical and counseling services through several mechanisms:

- During incoming students orientation activities-Students receive information about medical and counseling services provided by the UCCSOM and nearby facilities and through coordination of services by the counselors;

- The students that have their health insurance sponsored by the university receive the Providers directory guide and copy of the specific insurance coverage for their review and reference;
- Active referral process from the Dean of Students in close collaboration with the counselors.

All of these mechanisms are focused on providing information to facilitate access to the appropriate services available in the community without generating any uncomfortable situation for both, the student and the health professional.

Prepared and Submitted by: Omar Pérez Del Pilar, Ph.D.  
Dean of Admissions and Students Affairs  
Date: August 9, 2011

Approved by: José Ginel Rodríguez, MD,  
President and Dean of the UCCSOM  
Date: August 9, 2011

# *Sana Convivencia*

## ***CÓDIGO DE VESTIMENTA PARA ESTUDIANTES DE LA UNIVERSIDAD CENTRAL DEL CARIBE***

Es el interés de la Universidad Central del Caribe (UCC) el desarrollar un ambiente sano que propenda al logro de las metas académicas y profesionales de sus estudiantes. En ánimos de garantizar la mayor seguridad de todos los estudiantes y desarrollar un espacio libre de distracciones se observarán en todo momento las siguientes normas que constituyen el Código de Vestimenta para Estudiantes de la UCC.

Entendemos que la vestimenta de todos los estudiantes debe ser acorde a un ambiente académico, de estudios y conducente a la formación profesional. Una vestimenta adecuada para un profesional de la salud le identifica, contribuye a la seguridad personal y colectiva y le alerta sobre riesgos potenciales a su salud. Los estudiantes deberán estar conscientes de que su vestimenta es un reflejo del orgullo por su profesión y del respeto a su persona y a sus pacientes.

### **Aseo Personal**

Debido al estrecho contacto que tenemos en el aula con nuestros compañeros estudiantes, facultad y administradores académicos y con nuestros pacientes en los talleres clínicos es imprescindible mantener una apariencia que comunique nuestro profesionalismo. Nuestra apariencia debe denotar en todo momento que nos adherimos a sanas prácticas de aseo y acicalamiento. Los profesionales de la salud debemos ser conscientes y reflexionar al momento de perfumar y maquillar nuestro cuerpo, de manera tal que procuremos ser inofensivos a nuestros pacientes.

Las manos y las uñas de un profesional de la salud se mantienen siempre limpias. Las uñas deben alcanzar un largo natural que no interfiera con el desempeño de las funciones clínicas y profesionales.

El cabello debe lucir acicalado y natural.

### **Vestimenta**

Para todos los estudiantes del Programa de Medicina la vestimenta apropiada requiere el uso de una bata. Para todos los estudiantes de Tecnología en Imágenes Médicas (incluidas todas las modalidades) la vestimenta apropiada incluye el uso de uniforme. Para todos los estudiantes del Programa Graduado en Ciencias Biomédicas la vestimenta apropiada requiere el uso de una bata. Para los estudiantes del Programa Graduado en Consejería en Abuso de Sustancias se requiere una vestimenta a tono con su profesión (recatada, en buenas condiciones y que evite la exposición de cualquier parte íntima del cuerpo).

Aquellos estudiantes a quienes se les requiere el uso de una bata deben estar conscientes de llevar un atuendo profesional (recatado, en buenas condiciones y que evite la exposición de cualquier parte íntima del cuerpo) debajo de su bata. Los hombres deben llevar camisa y corbata. Las mujeres deben llevar vestimenta profesional (pantalones largos, falda y/o traje de largo adecuado) que evite el despliegue de cualquier parte íntima de su cuerpo.

En los talleres clínicos, la vestimenta adecuada incluye el uso de zapatos cerrados y medias. Esto es una medida protectora y de seguridad.

Fuera de los talleres clínicos, los estudiantes deberán observar en todo momento una vestimenta profesional y a tono con un ambiente académico. La vestimenta en el salón de clases y en las facilidades de la UCC podrá ser casual. Sin embargo, no se permitirán pantalones cortos, camisetas sin mangas, blusas de manguillos, ni faldas ni trajes “mini-mini”, gorras, gafas para el sol (oscuros), ni chancletas. Tampoco se permitirá vestimenta que muestre alguna parte íntima de su cuerpo (como el busto, ombligo, caderas y glúteos).

### **Tarjeta de identificación**

Los estudiantes de la UCC deberán utilizar en todo momento su tarjeta de identificación. La tarjeta de identificación debe estar colocada de forma tal que permita en todo momento la visibilidad de su nombre.

### **Aplicabilidad**

Se espera que todos los estudiantes participando en actividades académicas, profesionales o efectuando gestiones administrativas y de enseñanza-aprendizaje en la UCC, se adhieran a este Código de Vestimenta para Estudiantes.

Los profesores y el personal de la UCC no recibirán en los salones de clase, en las oficinas, ni en la biblioteca a estudiantes que no acaten estas normas y, por consiguiente, le negarán cualquier servicio solicitado en ese momento. Estas normas aplican a todas las actividades durante el horario de trabajo y labor académica, tanto en los períodos lectivos como en tiempo de vacaciones.

Cualquier estudiante que incurra en violaciones a este Código de Vestimenta para Estudiantes podrá ser referido a la Junta de Disciplina siguiendo el debido proceso según lo dispone el Reglamento General de Estudiantes.

Estas normas aplicarán a todos los estudiantes de forma consistente y justa. Aquellos estudiantes que por razones religiosas, culturales o de salud se vean impedidos de adherirse a este Código de Vestimenta para Estudiantes deberán solicitar con el Decano de Asuntos Estudiantiles los acomodos correspondientes.

### **Resumen**

La UCC está consciente de que la vestimenta de todo profesional de la salud en entrenamiento es un componente imprescindible de su ética de trabajo. La UCC ha adoptado este Código de Vestimenta para Estudiantes, a los fines de propiciar un ambiente libre de distracciones, contribuir de manera edificante al desarrollo de los más altos niveles de competencia profesional y vigilar por la seguridad que debe imperar en el ambiente académico.

Este Código de Vestimenta para Estudiantes tiene vigencia inmediata y sustituye las Normas de Vestimenta anteriormente publicadas. La UCC podrá revisar este Código de Vestimenta para Estudiantes en cualquier momento que lo estime necesario. La aplicación de este Código de Vestimenta para Estudiantes no constituye discriminación alguna por razones de sexo, raza, color, religión, ideología, nivel económico, preferencia política, nacionalidad, impedimentos físicos o mentales.

Preparado por: Nereida Díaz Rodríguez, PhD  
Decana de Asuntos Estudiantiles

Aprobado por: José Ginel Rodríguez Irizarry, MD  
Presidente Interino

Fecha: 20 de julio de 2007



9 de febrero de 2000

Comunidad Universitaria

P/C: Nilda Candelario Fernández, MD  
Presidente

Nereida Díaz Rodríguez, PhD  
Decana de Asuntos Estudiantiles

### **RECORDATORIO**

Como norma general se establece que **afiches o propaganda** podrán ser colocados sólo en aquellos lugares designados en nuestras facilidades para este propósito (tablones de edictos). Ello excluye las paredes, puertas y cristales. Solicitamos la cooperación de todos en el cumplimiento de esta norma. Todos aquellos afiches o propaganda que no se adhieran a esta norma serán removidos.

Debo recordar a nuestro cuerpo estudiantil que toda actividad estudiantil realizada en nuestras facilidades deberá contar con el endoso del Decanato de Asuntos Estudiantiles. Toda actividad estudiantil que sea realizada fuera de la institución, pero que requiera promoción en nuestras facilidades también requerirá el visto bueno de nuestro decanato. Ello en cumplimiento con la política institucional sobre la posesión, el uso, o la distribución ilegal de sustancias controladas y bebidas embriagantes por estudiantes y empleados de la UCC.

Cuento, como de costumbre con la cooperación de todos para atender este asunto.

## **NORMAS PARA EL USO DEL “LOUNGE”**

Para garantizar un ambiente óptimo al disfrutar de este salón, debemos respetar las siguientes normas:

- Este salón pertenece a todos los estudiantes de la ucc.
- Este salón no es un lugar de estudio.
- Está prohibido el consumo de alimentos, bebidas o cigarrillos.
- El consumo de bebidas alcohólicas está estrictamente prohibido en esta Institución.
- Comportamiento, artefactos, películas y actividades que sean moralmente ofensivas para sus compañeros deben ser evitadas.
- Este salón debe mantenerse limpio y ordenado en todo momento.
- Recuerde devolver a la biblioteca todo entretenimiento que haya solicitado en calidad de préstamo.

***¡ESTE SALÓN ES SUYO!***

***¡¡¡CUÍDELO Y DISFRÚTELO!!!***

# *Políticas Compartidas con los Empleados*

**POLÍTICA INSTITUCIONAL SOBRE LA POSESIÓN,  
EL USO O LA DISTRIBUCIÓN ILEGAL DE SUSTANCIAS PSICOACTIVAS  
POR ESTUDIANTES Y EMPLEADOS DE LA  
UNIVERSIDAD CENTRAL DEL CARIBE**

La Universidad Central del Caribe, a los fines de combatir por todos los medios posibles y disponibles, la posesión, el uso y la distribución ilegal de sustancias psicoactivas por todos sus estudiantes y empleados.

Conscientes de las repercusiones adversas que la utilización de dichas sustancias tienen en la comunidad puertorriqueña en general, y por las que puedan producir en nuestra comunidad institucional respecto al ejercicio de la docencia, el desempeño y aprovechamiento del proceso pedagógico, así como en todas las labores y servicios que comprende nuestra encomienda.

Resolvemos establecer, publicar, aplicar y dar entera vigencia al Reglamento sobre Política Institucional sobre la Posesión, el Uso y/o la Distribución Ilegal de Sustancias Psicoactivas por la comunidad de la Universidad Central del Caribe que aquí se promulga.

Este Reglamento constituye una enmienda del anterior denominado Reglamento sobre Política Institucional sobre la Posesión, el Uso y/o la Distribución Ilegal de Sustancias Controladas y Bebidas Embriagantes por Estudiantes y Empleados de la Universidad Central del Caribe.

#### **DISPOSICIONES LEGALES DE BASE**

El siguiente Reglamento se fundamenta en todas las disposiciones contenidas en las leyes de Puerto Rico, así como en las federales, que regulen el uso, la posesión y/o distribución ilegal de sustancias psicoactivas. La Universidad Central del Caribe reconoce la entera vitalidad y fuerza de dichos estatutos y, a los fines de responder afirmativamente al compromiso de proveer a su comunidad de estudiantes y empleados con un pronunciamiento claro de su política institucional al respecto, adelanta el siguiente listado de leyes que lidian con esta problemática.

1. Ley de Sustancias Controladas de Puerto Rico, 24 L.P.R.A. Sección 2101 - 2607, según enmendada.

Este estatuto define y establece controles y/o prohíbe el uso, posesión, manejo y/o distribución de las diversas sustancias psicoactivas y establece penalidades para las violaciones de dicha ley.

Señalamos especial énfasis a la Sección 2411 (a) sobre Introducción de Drogas en Escuelas e Instituciones que establece duplicación de las penas para primeros infractores y triplicación en caso de reincidencia, a personas que introduzcan, dispensen, distribuyan, administren, posean o transporten para fines de distribución, venta regalo o entrega o mera posesión de las sustancias allí señaladas. Las penas simples pueden alcanzar condenas hasta de 99 años de cárcel, \$100,000.00 de multa o ambas.

2. Las disposiciones y enmiendas aplicables de la Ley Contra el Abuso de Drogas del gobierno federal, en específico la sección 845(a) del 21 U.S.C.A., contraparte federal del 24 LPR.A sección 2411(a).
3. La ley de Escuelas y Comunidades Libres de Drogas, 20 U.S.C.A. sección 3224, que hace mandatoria la promulgación de Reglamentos sobre el tema por toda institución de enseñanza que reciba fondos del gobierno federal.
4. La ley de Vehículos y Tránsito de Puerto Rico, 2000 artículos 7.01-7.11 que regula la conducción de vehículos de motor bajo los efectos de bebidas embriagantes, drogas o sustancias controladas.
  - a. **El artículo 7.02** establece la ilegalidad de conducir o hacer funcionar cualquier vehículo de motor bajo los efectos de bebidas embriagantes. Además, establece los parámetros de concentración de alcohol en la sangre para determinar embriaguez. A saber: (8) centésimas de uno (1) por ciento (0.8 %), o más según surja tal nivel o concentración del análisis químico o físico de su sangre o aliento. En el caso de conductores de camiones, ómnibus escolares, vehículos pesados de servicios públicos y vehículos pesados de motor, la disposición anterior

se aplicará cuando el contenido de alcohol en la sangre del conductor sea de dos (2) centésimas del uno (1) por ciento (.02%) o más.

- b. **El artículo 7.03** establece la ilegalidad de conducir un vehículo de motor bajo los efectos de cualquier droga narcótica, marihuana o sustancia estimulante o deprimente, o cualquier sustancia química o controlada al grado que lo incapacite para conducir con seguridad o con control físico y real del vehículo de motor por las vías públicas.
- c. **El artículo 7.04** establece las penalidades para las infracciones señaladas. Esta sección establece multas, cárcel o ambas a discreción del tribunal, además suspensión de la licencia de conducir, incrementadas según la reincidencia en el delito.
- d. **El artículo 7.09** dispone que se considera que toda persona que conduzca un vehículo de motor ha prestado su consentimiento a someterse a un análisis químico o físico de sangre o cualquier otra sustancia de su cuerpo, para los fines que se expresan en este artículo, axial como una prueba inicial del aliento a ser practicada en el lugar de la detención por el agente del orden público o cualquier otro funcionario autorizado por ley.
- e. **El artículo 7.11** así mismo establece mecanismos a seguir cuando un conductor se rehuse hacer dicha prueba.
- f. El hecho de que una persona acusada de violar las disposiciones de este artículo tuviere o haya tenido derecho a usar dicha droga o sustancia controlada de acuerdo con las leyes no constituirá defensa contra imputación de haber violado este artículo.

## **APLICABILIDAD**

Lo contenido en esta política institucional aplica a todos los estudiantes, empleados, ejecutivos y profesionales de la Universidad Central del Caribe.

## **DEFINICIONES**

Los términos utilizados en el Reglamento se definen de la siguiente manera:

- Universidad Central del Caribe:** las dependencias, terrenos e instalaciones bajo el control de la Universidad Central del Caribe (U.C.C.), o cualquier otro sitio que se considere una extensión del salón de clases, o donde se estén efectuando actos oficiales celebrados o auspiciados por la Universidad o en los que ésta participe.
- Comunidad Universitaria:** los estudiantes oficialmente matriculados en la Universidad Central del Caribe (U.C.C.), personal docente, personal administrativo, empleados, profesionales, visitantes y otras personas que interaccionan regularmente con la U.C.C.
- Actividades oficiales o auspiciadas por la Universidad Central del Caribe:** aquellas actividades autorizadas por la U.C.C. celebradas dentro y fuera de sus predios.
- Bebidas embriagantes:** cualquier bebida no medicinal o recetada por un médico que contenga alcohol.
- Sustancias psicoactivas:** cualquier sustancia psicoactiva o considerada ilegal por las leyes del Estado Libre Asociado de Puerto Rico, no utilizada con fines médicos. El Anejo #1 incluye una descripción de las sustancias psicoactivas más utilizadas y sus efectos.
- Empleado:** toda persona que ejerza, desempeñe o realice cualquier arte, oficio, empleo o labor y recibe sueldo, salario, jornal u otra forma de compensación, de la Universidad Central del Caribe por concepto de tareas a tiempo parcial o completo.

<b>Servicios Profesionales:</b>	aquellas personas que son contratadas para una prestación de servicio especializado por un tiempo determinado.
<b>Estudiante:</b>	toda persona oficialmente matriculada a tiempo completo o parcial en la U.C.C.
<b>Día:</b>	el término día que aparece en los plazos en este documento se debe entender como día laborable.

## **POLÍTICA INSTITUCIONAL**

La Universidad Central del Caribe considera que la manufactura, distribución, suministro, posesión, el uso ilegal de sustancias psicoactivas son prácticas perjudiciales a los mejores intereses institucionales y no habrán de ser permitidas, independientemente de la jerarquía o posición de las personas que puedan resultar involucradas. No se permitirá que persona alguna permanezca en su lugar de trabajo o de estudios cuando esté bajo los efectos de alguna sustancia psicoactiva.

Cualquier persona que viole las prohibiciones aquí establecidas estará sujeta a las medidas disciplinarias especificadas en el Programa que aparece adelante, el Reglamento General de Estudiantes (de ser estudiante), y en cualesquiera procedimientos administrativos que se establezcan para estos fines. Además, todo empleado que labore en un proyecto auspiciado con fondos federales, así como todo estudiante que reciba asistencia económica del gobierno federal, deberá cumplir con esta política como condición de su empleo en el proyecto o participación en la asistencia económica.

La Institución pretende garantizar, en la medida posible, un ambiente de trabajo y de estudios libres de sustancias psicoactivas, que propenda a la más adecuada y eficiente utilización de los recursos universitarios. La Universidad Central del Caribe desea que todos sus empleados y estudiantes puedan convivir en un ambiente sano, libre de las influencias de sustancias psicoactivas. A tales fines, mantiene un programa para la prevención de uso y abuso de sustancias psicoactivas, a tono con las leyes y reglamentos aplicables. El objetivo principal del programa es proveer a la comunidad universitaria un mecanismo para prevenir y atender el uso de sustancias psicoactivas.

La Universidad Central del Caribe exhorta a toda la comunidad universitaria a dar fiel cumplimiento a esta política de un ambiente libre del uso de sustancias psicoactivas, a utilizar programas de ayuda, si ello fuere necesario, y evitar las medidas disciplinarias que procederían contra aquellas personas que incumplan con la política aquí establecida.

## **VIGENCIA**

Las disposiciones de esta política institucional tienen vigencia inmediata. Copia de la misma será entregada a cada estudiante y a cada empleado, conservando evidencia de recibo, y será colocada en los tableros de edictos de nuestra Institución.

## **PROGRAMA DE PREVENCIÓN DEL USO Y ABUSO DE SUSTANCIAS PSICOACTIVAS**

La Universidad Central del Caribe está consciente de que el uso y abuso de sustancias psicoactivas es perjudicial al bienestar y desarrollo del ser humano. Esta Institución tiene el firme compromiso de promover un ambiente de trabajo y estudio sano, libre de las dificultades y limitaciones que ocasiona el uso y abuso de sustancias psicoactivas por parte del estudiantado y del personal. La misma responde a las serias consecuencias que representa la utilización de tales sustancias para el servicio y para la adecuada ejecución de las tareas y encomiendas que debe realizar el estudiante, empleado o funcionario de que se trate. El efecto del uso de sustancias psicoactivas en el lugar del trabajo y estudios puede manifestarse de diversas formas que pueden afectar directamente la seguridad, la calidad de los servicios, la productividad y la salud física y emocional del personal y del estudiantado.

La Universidad Central del Caribe cuenta con un Programa de Prevención y Salud Integral, conocido por sus siglas P.P.S.I. Este programa adscrito al Decanato de Admisiones y Asuntos Estudiantiles, a través de su Oficina de Consejería, lleva a cabo una serie de actividades (charlas, talleres, clínicas, cine foro, entre otras) con el

propósito de prevenir el uso indebido del alcohol y otras drogas, la violencia y el estrés. Además, promueve un mejor aprovechamiento académico y crecimiento personal de los estudiantes. Este programa también provee orientación, consejería y referidos, de ser necesario, a servicios especializados para tratamiento de uso, abuso y/o dependencia a sustancias; algunos de los cuales figuran en el Anejo #2.

En la Oficina de Recursos Humanos se orientará a todo empleado que desee buscar ayuda profesional, refiriendo los mismos a distintos programas. Los empleados que estén bajo la cobertura del Seguro Médico serán referidos al Programa de Ayuda al Empleado (PAE). Los demás empleados serán referidos a cualquiera de los siguientes programas de ayuda: Alcohólicos Anónimos, la Administración de Servicios de Salud Mental y Contra la Adicción (ASSMCA) y los que figuran en el Anejo #2 según aplicables.

Toda sustancia psicoactiva ha sido definida como un agente químico que se utiliza intencionalmente para alterar el estado de ánimo o la conducta y que puede causar disturbios cognitivos (Campbell, 1996). Según el Manual Diagnóstico y Estadístico de los Trastornos Mentales, 4ta ed. (2003) los trastornos por consumo de sustancias psicoactivas son:

- Uso:** Consumo casual o habitual de sustancias psicoactivas.
- Abuso:** Se refiere a un patrón maladaptativo de uso de sustancias que conlleva “distress” significativo en múltiples niveles del funcionamiento de la persona (social, recreativo, familiar, laboral, legal, académico, interpersonal, etc.). El uso de la sustancia continúa a pesar de todos estos problemas recurrentes y exacerbados por el efecto de la sustancia.
- Dependencia:** Se refiere a un patrón maladaptativo de uso de sustancias que conlleva “distress” significativo en múltiples niveles del funcionamiento de la persona (social, recreativo, familiar, laboral, legal, académico, interpersonal, etc.). La dependencia está caracterizada por tolerancia aumentada y la presencia del síndrome de retirada. El uso de la sustancia continúa a pesar de conocer las consecuencias adversas.

Por otro lado, el consumo de sustancias psicoactivas puede tener riesgos que afecten la salud de las personas, tales como:

- Sobredosis:** El consumo inadvertido o deliberado de una dosis mucho mayor de la usual de una sustancia psicoactiva. Usualmente conlleva una reacción tóxica seria o hasta podría ocasionar la muerte.
- Tolerancia:** Se necesita consumir cada vez una mayor cantidad de droga para lograr el mismo efecto. La tolerancia aumentada puede a su vez ser un factor precipitante en provocar episodios de sobredosis.
- Síndrome de retirada:** Se refiere a un conjunto de signos y síntomas que se desarrollan al discontinuar abruptamente o luego de una rápida disminución en la dosis de una droga psicoactiva (que se haya estado consumiendo en repetidas veces por un largo periodo de tiempo o en altas dosis o ambas). Para muchas de las sustancias psicoactivas se ha identificado un síndrome de retirada específico.
- Deterioro de la Salud:** El abuso de sustancias psicoactivas durante un tiempo prolongado puede destruir un cuerpo y mente sanos. Puede conducir al mal funcionamiento de órganos, enfermedad mental, desnutrición o muerte, a no procurarse asistencia médica requerida por enfermedades o lesiones existentes. El riesgo del SIDA, la hepatitis y otras enfermedades aumenta con el uso de drogas inyectadas. En las mujeres embarazadas el uso y abuso de drogas puede amenazar la vida o salud del bebé. El recién nacido puede sufrir dependencia física y síntomas de retirada de la droga, o puede nacer con graves defectos congénitos.
- Accidentes:** El uso de sustancias psicoactivas afecta el funcionamiento del Sistema Nervioso. Ello conlleva que todas aquellas actividades reguladas por el funcionamiento del

sistema nervioso se puedan ver alteradas. Esta situación puede ocasionar accidentes involuntarios. Uno puede sentirse demasiado confiado y correr riesgos imprudentemente. Si se está conduciendo un vehículo se corre el riesgo de herir o matar a otros o a uno mismo.

**Problemas Legales:**

Abusar de las sustancias psicoactivas es contra la ley. Los ofensores (tanto los que experimentan como los que se dedican al uso de sustancias psicoactivas) corren el riesgo de tener que pagar grandes multas y/o ser encarcelados. Ciertas sustancias psicoactivas pueden desencadenar una violencia incontrolable, conduciendo a crímenes que son severamente penalizados por la ley. Las conductas relacionadas a obtener las sustancias psicoactivas podrían incluir asaltos e incluso a asesinatos aumentando el índice de criminalidad.

**Problemas Económicos:**

El uso continuo de sustancias psicoactivas puede ser muy caro, costando cientos o incluso miles de dólares por año. Para sostener su consumo, muchas personas recurren al crimen. Emplear el dinero para pagar las drogas puede privar a la familia de atender otras necesidades tales como la comida, ropa y dinero para gastos médicos.

**Problemas Personales:**

Cuando se comienza a necesitar más de las sustancias psicoactivas que de las personas, pueden arruinarse las relaciones íntimas y perderse las amistades. Se puede dejar de participar en el mundo, abandonar metas y planes, dejar de crecer como persona, no intentar resolver constructivamente los problemas y recurrir a más sustancias psicoactivas como solución. Discusiones y problemas relacionados con el abuso de las drogas pueden ocasionar peleas familiares y maltrato a otras personas.

**A. Reglas de Conducta**

1. Se prohíbe lo siguiente en la Universidad Central del Caribe:
  - a. La manufactura, posesión, consumo, venta y distribución de sustancias psicoactivas en cualquiera de sus facilidades o terrenos.
  - b. La asistencia a clase o área de trabajo de personas que están bajo la influencia de sustancias psicoactivas.
  - c. El uso sustancias psicoactivas en actividades estudiantiles.
2. El consumo de bebidas embriagantes en actividades oficiales de la Universidad podrá ser aprobado previamente por el Presidente de la Universidad o por la persona delegada por éste y se regirá por la política universitaria de consumo responsable de bebidas embriagantes.
3. La política universitaria de consumo responsable de bebidas embriagantes incluye las siguientes disposiciones:
  - a. Las bebidas embriagantes sólo se servirán a personas con edad mínima requerida por las leyes estatales.
  - b. Las personas que son delegadas por la U.C.C. a cargo de actividades oficiales serán responsables de hacer cumplir las reglas sobre el consumo de bebidas embriagantes en la U.C.C.
  - c. Los miembros de la comunidad universitaria a cargo de actividades oficiales establecerán las siguientes condiciones:
    - (1) medidas efectivas para supervisar el consumo de bebidas embriagantes.
    - (2) ofrecer en forma prominente bebidas no embriagantes, en cantidades (cincuenta por ciento) y variedad suficiente.
    - (3) ofrecer alimento en proporción al número de participantes.



- (4) discontinuar el dispendio de bebidas embriagantes por lo menos 30 minutos antes de que termine la actividad.
- (5) convencer a las personas que hayan ingerido bebidas embriagantes para que no conduzcan vehículos de motor. En su lugar se harán los arreglos pertinentes para que una persona en estado sobrio pueda llevar a la persona afectada a su destino.

## **B. Medidas Disciplinarias**

Las medidas disciplinarias aplicarán de acuerdo al reglamento establecido sobre el uso y abuso de sustancias psicoactivas en la U.C.C. Estas medidas disciplinarias serán aplicadas por los organismos correspondientes, con los empleados y estudiantes incurso en violaciones a las Reglas de Conducta.

La Junta de Disciplina será el Foro para ventilar las medidas disciplinarias con respecto al estudiante. La Junta de Decanos de la U.C.C. será el foro para ventilar las medidas disciplinarias con respecto a los empleados.

La persona podrá apelar ante el Presidente de la Universidad en el término de quince (15) días luego de recibida la notificación. También podrá apelar la decisión del Presidente ante la Junta de Síndicos en el mismo término de tiempo.

La Junta de Síndicos estudiará la prueba presentada y podrá confirmar o revocar la decisión emitida. La decisión de la Junta de Síndicos será final.

Los procedimientos y/o determinaciones que se efectúen en cumplimiento de este Reglamento, serán de carácter independiente a cualesquiera otros procedimientos legales que procedan de los mismos u otros hechos.

### **1. Primera violación – Suspensión o Expulsión**

- a. Se informará en forma escrita o verbal de los cargos y la evidencia que sostiene dichos cargos.
- b. Se dará la oportunidad de una audiencia para negar o aceptar los cargos.
- c. De ser empleado, se le podría suspender por diez (10) días laborables con sueldo, a partir de la notificación verbal o escrita de los cargos y antes de la audiencia. De ser estudiante, podría ser suspendido de la Universidad dependiendo de la seriedad del caso.
- d. La persona hallada culpable podría ser suspendida de empleo y sueldo por un período de tres días laborables o despedida, según la seriedad del caso. De ser un estudiante, podría ser suspendido por un período determinado o expulsado.
- e. Si la persona acepta los cargos podrá ser referida a un programa de rehabilitación apropiado.
- f. La aceptación del tratamiento por la persona afectada podría ayudarla a mantener su empleo o posición de estudiante en la U.C.C.

### **2. Segunda violación - Despido o Expulsión**

- a. Se informará por escrito de los cargos específicos, testigos y testimonios que justificarían el despido o expulsión.
- b. Esta persona tendrá la oportunidad de una audiencia para presentar testigos y evidencia a su favor.
- c. Dependiendo de la seriedad de los cargos, podría iniciarse un proceso criminal bajo la autoridad de las leyes del Estado Libre Asociado de Puerto Rico.

- d. Si la persona acepta que necesita ayuda y se somete a tratamiento, podría ser considerada para reemplazo por la Universidad o reingreso de ser estudiante.

### 3. Convicción por un Tribunal

- a. Será responsabilidad de cualquier empleado o estudiante de la Universidad que haya sido convicto por un Tribunal de Justicia por violación de un estatuto relacionado con el uso y/o venta de drogas, informar a la Universidad por escrito de dicha convicción dentro de los primeros cinco (5) días a partir de la misma.
- b. El estudiante o empleado convicto presentará copia certificada de dicha convicción ante el Decano de Estudiantes (de ser estudiante) o del Director de la Oficina de Recursos Humanos (de ser empleado) de la Universidad Central del Caribe y/o firmará una autorización que permita a la U.C.C. obtener copia de la misma, dentro de los próximos diez (10) días a partir de haberse recibido la notificación acorde al párrafo anterior.
- c. La Universidad tomará acción disciplinaria o rehabilitadora con respecto al empleado o estudiante dentro de treinta (30) días, a partir de ser notificada de la convicción. La acción tomada podrá resultar en suspensión o expulsión, según la seriedad del caso.
- d. La Universidad ayudará en todo momento al estudiante o empleado a buscar ayuda profesional, si así lo desea.
- e. Un empleado o estudiante que no notifique a la Universidad una convicción podrá ser suspendido, despedido o expulsado dependiendo de la situación y seriedad del caso

## **C. Medidas de Seguridad**

1. Se implantarán medidas de seguridad estrictas para combatir los problemas relacionados con el uso y abuso de sustancias psicoactivas en la U.C.C.
2. La U.C.C. se reserva el derecho de llevar a cabo registros preventivos cuando exista duda razonable para verificar la posesión de sustancias psicoactivas entre miembros de la comunidad universitaria y sus visitantes. Esto incluye el derecho a solicitar que una persona se someta voluntariamente a un examen para detectar la presencia de sustancias psicoactivas.
3. La U.C.C. podrá utilizar otros medios para detectar la existencia o posesión de drogas, tales como: perros entrenados, artefactos electrónicos y cualquier otro método aprobado para estos fines.

## **D. Educación, Consejería, Tratamiento y Rehabilitación**

La U.C.C. está comprometida con evitar el uso de sustancias psicoactivas por todos los medios disponibles. A tales efectos, ha establecido un componente de educación y consejería dentro de sus programas de prevención.

### 1. *Educación*

- a. Se entregará una copia de la Política Institucional sobre la Posesión, el Uso o la Distribución ilegal de Sustancias Psicoactivas por Estudiantes y Empleados de la Universidad Central del Caribe a cada empleado y a cada estudiante.
- b. Se presentarán charlas educativas para informar a la comunidad universitaria con relación a:
  - (1) La Política Institucional relacionada a este asunto.
  - (2) Los riesgos que envuelve utilizar drogas.

- c. La Institución ofrece información a los estudiantes sobre los efectos nocivos de las sustancias psicoactivas como parte de cursos dentro del currículo.

2. *Consejería*

Cualquier estudiante que utilice sustancias psicoactivas podrá solicitar y obtener consejería de parte de la Oficina de Orientación del Decanato de Asuntos Estudiantiles.

3. *Tratamiento y Rehabilitación*

La Oficina de Orientación del Decanato de Asuntos Estudiantiles y la Oficina de Recursos Humanos mantienen información sobre agencias y organizaciones que ofrecen servicios de tratamiento y rehabilitación para personas con problemas de sustancias psicoactivas. Estas oficinas pueden, si así éstos lo aceptan, referir a cualquier estudiante o empleado a una de estas agencias u organizaciones.

**E. Revisión de la Política**

La Universidad Central del Caribe conducirá una revisión, cada dos (2) años, del Programa para: (a) determinar su efectividad y para implantar cualesquiera cambios necesarios; y (b) asegurar que las sanciones desarrolladas son aplicadas consistentemente.

Aprobado:	17 de septiembre de 1990
Revisado:	3 de agosto de 1992, 16 de julio de 1997
Revisado y Enmendado por:	Nereida Díaz Rodríguez, Ph.D. 20 de julio de 1999
Aprobado por:	Nilda Candelario Fernández, MD Presidente 23 de julio de 1999
Revisado y Enmendado por:	Nereida Díaz Rodríguez, PhD Elizabel De León, MD Areliz Quiñones, MHS Lymari Candelario, MEd Gloria Sepúlveda Carmen Rivera 28 de febrero de 2007
Aprobado por:	José Ginel Rodríguez, MD Presidente Interino 20 de julio de 2007

## Referencias

Asociación Americana de Psicología. (2003). Manual Diagnóstico y Estadístico de los Trastornos Mentales-TR, 4<sup>ta</sup> ed. Washington, DC: Author.

Campbell, Robert.J. (1996). *Psychiatric Dictionary*, 7th ed. New York: Oxford University Press.

Ley de Sustancias Controladas de Puerto Rico. Ley Núm. 4 del 23 de junio de 1971, según enmendada hasta 1 de agosto del 2002.

Ley de Vehículos de Tránsito de Puerto Rico, 2000

National Institute on Drug Abuse (NIDA) is part of the National Institutes of Health (NIH) , a component of the U.S. Department of Health and Human Services. Serie de Reportes de Investigación

34 CFR Part 86. *Complying with the Drug Free Schools and Campuses Regulations: A Guide for University and Colleges Administrators.*

### Sustancias Psicoactivas más utilizadas y sus efectos

Las drogas se pueden clasificar en legales e ilegales; entre las primeras se incluyen alcohol, tabaco (con algunas restricciones legales), los fármacos de prescripción médica, ciertos disolventes de uso doméstico o industrial; y el resto de ellas son ilegales.

Las sustancias psicoactivas también son clasificadas de acuerdo a su estructura y propiedad química y a los efectos que producen en el sistema nervioso central (SNC). Esta clasificación utilizada por NIDA y establece categorías por el efecto **depresor** o estimulante de la sustancia psicoactiva en el SNC.

Los **depresores** más comunes son el alcohol, sedantes, narcóticos y ansiolíticos, cannabis, así como disolventes volátiles. Los **estimulantes** o **simpaticomiméticos** son la cocaína, anfetaminas y metanfetaminas, alucinógenos, y estimulantes menores donde se incluye a las xantinas.

A continuación se presenta una lista de las sustancias psicoactivas más utilizadas y sus efectos.

#### Depresores:

Tipo de Droga	Ejemplos	Forma de Uso	Apariencia	Algunas consecuencias
<b>Cannabis</b>	<ul style="list-style-type: none"> <li>Marihuana (toque, mota, hierba, chora, grifa, chuby, churro, flexo, bacha, juanita, material)</li> <li>Hashish (Hash)</li> </ul>	<ul style="list-style-type: none"> <li>Fumada</li> <li>Puede ser consumida en galletas o pasteles</li> </ul>	<ul style="list-style-type: none"> <li>Hierba de olor semejante a orégano quemado</li> <li>Sustancia gomosa de color negro-café</li> </ul>	<ul style="list-style-type: none"> <li>Posibles daños al Sistema Nervioso por las sustancias usadas para su cultivo.</li> <li>Síndrome de desmotivación.</li> <li>Disminución de la capacidad creativa e intelectual.</li> <li>Esterilidad en el hombre.</li> <li>Trastornos en el ritmo ovulatorio de la mujer.</li> <li>Factor de riesgo para cáncer 8 veces superior al tabaco.</li> </ul>
<b>Tranquilizantes</b>	<ul style="list-style-type: none"> <li>Valium, Lexotán, Ativán, Rohypnol, Rivotril</li> <li>(pingas, pastas, chochos)</li> </ul>	<ul style="list-style-type: none"> <li>Oral</li> </ul>	<ul style="list-style-type: none"> <li>Pastillas y tabletas</li> </ul>	<ul style="list-style-type: none"> <li>Promiscuidad sexual.</li> <li>Desinhibición de los impulsos agresivos.</li> <li>Deterioro en los procesos de pensamiento, atención y memoria.</li> <li>Cambios desfavorables en actitudes escolares y sociales.</li> </ul>
<b>Alcohol</b>	<ul style="list-style-type: none"> <li>Cerveza, Vino, Tequila, Licor</li> </ul>	<ul style="list-style-type: none"> <li>Bebido</li> </ul>	<ul style="list-style-type: none"> <li>Líquido</li> </ul>	<ul style="list-style-type: none"> <li>Detención y/o deterioro del crecimiento físico, mental y</li> </ul>

Tipo de Droga	Ejemplos	Forma de Uso	Apariencia	Algunas consecuencias
				<p>emocional.</p> <ul style="list-style-type: none"> <li>• Desinhibición de impulsos agresivos y sexuales.</li> <li>• Alto riesgo de accidentes al conducir.</li> <li>• Aislamiento social.</li> </ul>
<b>Opiáceos (narcóticos) de origen natural</b>	<ul style="list-style-type: none"> <li>• Heroína (<i>chiva, heroína</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Inyección: subcutánea, intravenosa, intramuscular</li> <li>• Fumada</li> <li>• inhalada</li> </ul>	<ul style="list-style-type: none"> <li>• Piedra o polvo café amarillento o blanco.</li> </ul>	<ul style="list-style-type: none"> <li>• Deterioro en el pensamiento, atención y memoria.</li> <li>• Cambios drásticos en actitudes escolares y sociales.</li> <li>• Síndromes de supresión violentos.</li> <li>• En la supresión o en periodos de no consumo estados anímicos centrados en insatisfacción y frustración.</li> <li>• Exposición a contagio de enfermedades infecciosas (hepatitis, SIDA).</li> </ul>
<b>Opiáceos (narcóticos) de origen sintético y análogos</b>	<ul style="list-style-type: none"> <li>• Codeína</li> <li>• Nuvaín</li> <li>• Darvón</li> <li>• Temgesic</li> <li>• Demerol</li> <li>• Fentanil</li> </ul>	<ul style="list-style-type: none"> <li>• Oral</li> <li>• Intravenosa</li> </ul>	<ul style="list-style-type: none"> <li>• Jarabes</li> <li>• Pastillas, cápsulas.</li> <li>• Soluciones inyectables</li> </ul>	<ul style="list-style-type: none"> <li>• Alto nivel adictivo.</li> <li>• Suprimen el hambre.</li> <li>• Estados de desnutrición.</li> <li>• Apatía ante la vida.</li> <li>• Deterioro de la capacidad de pensamiento.</li> <li>• Agresión en la supresión.</li> <li>• Problemas escolares, laborales y sociales.</li> </ul>
<b>Barbitúricos</b>	<ul style="list-style-type: none"> <li>• Pentobarbital, Secobarbital.</li> <li>• (<i>pastas, nembus, muñecas, barbas</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Oral</li> </ul>	<ul style="list-style-type: none"> <li>• Cápsulas de color rojo, amarillo o azul.</li> </ul>	<ul style="list-style-type: none"> <li>• Alto riesgo de intoxicación cruzada con alcohol.</li> <li>• Riesgo de paro respiratorio.</li> <li>• Apatía ante las actividades cotidianas.</li> </ul>

Tipo de Droga	Ejemplos	Forma de Uso	Apariencia	Algunas consecuencias
<b>Inhalables</b>	<ul style="list-style-type: none"> <li>Tonsol (<i>toncho</i>), Thinner, Resistol (<i>chemo, pegue, FZ-10, flan, activo, vainilla</i>)</li> <li>Gasolina</li> <li>Nitrito de amilo (<i>poppels, rush</i>)</li> </ul>	<ul style="list-style-type: none"> <li>Inhalado</li> </ul>	<ul style="list-style-type: none"> <li>Líquido transparente de olor penetrante</li> <li>Pegamento amarillo</li> </ul>	<ul style="list-style-type: none"> <li>Conductas agresivas.</li> <li>Depresión del sistema inmunitario del organismo.</li> <li>Síndrome de supresión intenso.</li> <li>Experimentación de estados anímicos de frustración y depresión.</li> <li>Deterioro de los procesos mentales.</li> <li>Aislamiento.</li> </ul>

**Estimulantes:**

Tipo de Droga	Ejemplos	Forma de uso	Apariencia	Algunas consecuencias
<b>Cocaína</b>	<ul style="list-style-type: none"> <li>Cocaína (coca, blanca nieves, perico)</li> <li>Crack (base, baserola)</li> </ul>	<ul style="list-style-type: none"> <li>Inhalada, fumada inyectada</li> <li>Fumada</li> </ul>	<ul style="list-style-type: none"> <li>Polvo blanco amarillento</li> <li>Piedras o cristales blancos con olor dulce</li> </ul>	<ul style="list-style-type: none"> <li>Fantasías paranoides.</li> <li>Deterioro en el proceso del pensamiento.</li> <li>Impotencia sexual.</li> <li>Se presenta inseguridad.</li> <li>Deterioro paulatino en la capacidad de aprendizaje.</li> <li>Alteraciones cardiovasculares.</li> <li>Alteraciones en la actividad cerebral.</li> </ul>
<b>Alucinógenos de origen natural</b>	<ul style="list-style-type: none"> <li>Hongos (pajaritos, san isidro, derrumbes)</li> <li>Peyote (cabeza, botones)</li> </ul>	<ul style="list-style-type: none"> <li>Oral</li> </ul>	<ul style="list-style-type: none"> <li>Similar a champiñones</li> <li>Tubérculo amorfo</li> </ul>	<ul style="list-style-type: none"> <li>Alto riesgo de rompimientos psicóticos.</li> <li>Exposición a accidentes.</li> <li>Deterioro en la capacidad de pensamiento.</li> <li>Apatía hacia las actividades cotidianas.</li> <li>Aislamiento.</li> <li>Explosiones de agresión.</li> <li>Cambios desfavorables en actitudes escolares, familiares y sociales.</li> <li>Vacío existencial.</li> </ul>

Tipo de Droga	Ejemplos	Forma de uso	Apariencia	Algunas consecuencias
<b>Alucinógenos de origen sintético y análogos</b>	<ul style="list-style-type: none"> <li>• LSD (<i>ácidos, micropuntos</i>)</li> <li>• PCP (<i>polvo de ángel</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Oral (en azúcar, calcamonías o pedazos de papel)</li> <li>• Inyectado</li> </ul>	<ul style="list-style-type: none"> <li>• Líquido e incoloro</li> <li>• Líquido, cápsulas píldoras o polvo blanco cristalino</li> </ul>	<ul style="list-style-type: none"> <li>• Explosiones de agresión. (Especialmente con el consumo de PCP).</li> </ul>
<b>Anfetaminas y análogos</b>	<ul style="list-style-type: none"> <li>• Ionamín, Esbelcaps, Ritalín, Tonoate dospan</li> <li>• (<i>anfetas</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Oral</li> </ul>	<ul style="list-style-type: none"> <li>• Pastillas o cápsulas</li> </ul>	<ul style="list-style-type: none"> <li>• Disminución de la capacidad de atención, concentración y atención.</li> </ul>
<b>Metanfetamina y análogos</b>	<ul style="list-style-type: none"> <li>• Ionamín, Esbelcaps, Ritalín, Tonoate dospan</li> <li>• (<i>anfetas</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Oral</li> </ul>	<ul style="list-style-type: none"> <li>• Pastillas o cápsulas</li> </ul>	<ul style="list-style-type: none"> <li>• Disminución de la capacidad de atención, concentración y atención.</li> </ul>
<b>Metanfetamina y análogos</b>	<ul style="list-style-type: none"> <li>• Cristal (<i>cristina</i>)</li> <li>• Ice, Crank</li> </ul>	<ul style="list-style-type: none"> <li>• Oral</li> <li>• Inyectado</li> <li>• Inhalado</li> </ul>	<ul style="list-style-type: none"> <li>• Píldoras, polvo blanco o como pedazos de cera.</li> </ul>	<ul style="list-style-type: none"> <li>• Generan una dependencia muy intensa.</li> <li>• Complicaciones orgánicas como daño al hígado, pulmón, riñón, irritación cerebral, pérdida de peso, desnutrición, deficiencias en el sistema inmunológico.</li> </ul>

**Referencias:**

The National Institute on Drug Abuse (NIDA) is part of the National Institutes of Health (NIH), a component of the U.S. Department of Health and Human Services. Serie de Reportes de Investigación



***Anejo #2***  
***Directorio de Servicios para Problemas de Uso y Abuso de Sustancias Psicoactivas***

**DIRECTORIO DE RECURSOS**

<b>CENTRO</b>	<b>SERVICIOS</b>	<b>TELEFONO</b>	<b>PUEBLO</b>
ADMINISTRACIÓN DE SERVICIOS DE SALUD MENTAL Y CONTRA LA ADICCIÓN (ASSMCA), OFICINA CENTRAL (ADMINISTRACIÓN)	El servicio telefónico para la ciudadanía con la intención de atender, orientar y referir a tratamiento por problemas de uso y abuso de alcohol, tabaco, u otras drogas: <b>Línea de Orientación es el (787) 758-7211</b> . La Línea PAS es una línea telefónica libre de cargos, que ofrece servicios a través de número <b>1 (800) 981-0023, las 24 horas del día, los 7 días de la semana</b> . Para los beneficiarios del Plan de Salud del Estado Libre Asociado de Puerto Rico y que reciban servicios de salud mental, drogas o alcohol deben comunicarse para citas y orientación con el número <b>1 (800) 596-4747</b> libre de cargos. <a href="http://www.gobierno.pr/ASSMCA/inicio/">http://www.gobierno.pr/ASSMCA/inicio/</a>	Cuadro (787) 763-7575 Orientación (787) 758-7211, Línea PAS 1 (800) 981-0023 (787) 765-5895	Hato Rey
(ASSMCA), CENTRO DE SALUD MENTAL COMUNITARIO DE MAYAGÜEZ	Ofrecen servicios para jóvenes con problemas de salud mental y por uso y/o abuso de sustancias.	787) 833-0663 (787) 834-8690 (787) 832-7856	Mayagüez
(ASSMCA), CENTRO DESINTOXICACIÓN PONCE	Desintoxicación con duración de 14 a 21 días, terapias grupales e individuales, servicios médicos, enfermería, consejería, servicio de trabajador social, servicios psicológicos y terapia recreativa.	(787) 840-6530 (787) 840-6935	Ponce
(ASSMCA), CENTRO DESINTOXICACIÓN SAN JUAN	Desintoxicación con duración de 14 a 21 días, terapias grupales e individuales, servicios médicos, enfermería, consejería, servicio de trabajador social, servicios psicológicos y terapia recreativa.	(787) 751-4014 (787) 764-5643	Río Piedras
(ASSMCA), CENTRO DE TRATAMIENTO CON METADONA AGUADILLA	La clientela que se atiende debe ser mayor de 21 años de edad, de sexo masculino o femenino y que haya estado usando heroína o derivados del opio. Se utiliza el medicamento o sustancia conocido como metadona. Ofrece servicios psiquiátricos, evaluaciones psicológicas, orientación, terapias individuales y grupales, terapia recreativa, medicamentos, de ser necesarios, y muestras de orina toxicológicas.	(787) 891-2360 (787) 891-2352 (787) 882-4382	Aguadilla
(ASSMCA), CENTRO DE TRATAMIENTO CON METADONA CAGUAS	La clientela que se atiende debe ser mayor de 21 años de edad, de sexo masculino o femenino y que haya estado usando heroína o derivados del opio. Se utiliza el medicamento o sustancia conocido como metadona. Ofrece servicios psiquiátricos, evaluaciones psicológicas, orientación, terapias individuales y grupales, terapia recreativa, medicamentos, de ser necesarios, y muestras de orina toxicológicas.	(787) 745-0410 (787) 745-0410	Caguas
(ASSMCA), CENTRO DE TRATAMIENTO CON METADONA BAYAMÓN	La clientela que se atiende debe ser mayor de 21 años de edad, de sexo masculino o femenino y que haya estado usando heroína o derivados del opio. Se utiliza el medicamento o sustancia conocido como metadona. Ofrece servicios psiquiátricos, evaluaciones psicológicas, orientación, terapias individuales y grupales, terapia recreativa, medicamentos, de ser necesarios, y muestras de orina toxicológicas.	(787) 786-4370 (787) 778-0699	Bayamón
(ASSMCA), UNIDAD DE EMERGENCIA PARA ALCOHOLISMO, CENTRO MÉDICO	Servicios de tratamiento de alcohol. Las personas pueden ir directamente a la unidad para solicitar los servicios y pueden ser referidos. El primer paso es solicitar una cita para evaluación. Los casos son evaluados por un médico de turno y de ahí se determina la elegibilidad. ASSMCA cuenta con una segunda Unidad de alcoholismo en el Hogar Intermedio de Gurabo.	(787) 763-5305 (787) 763-7521 (787) 763-2480	San Juan
CASA ISMAEL, INC.	Programa de tratamiento en abuso de sustancias. Ofrece servicios a varones y mujeres.	(787) 795-7009 (787) 795-4015, (787) 784-5040	Toa Baja

CENTRO CRISTIANO YO ME LEVANTARÉ, INC.	Programa de tratamiento residencial para varones (16 meses).	(787) 797-5754 (787) 797-5754	Bayamón
CENTRO CRISTO ES MI FORTALEZA	Residencial para varones mayores de 18 años. Tratamiento de 12 meses y 3 meses de seguimiento para problemas de drogas y alcohol.	(787) 266-0862	Yabucoa
CENTRO DE AMOR EL ELIÓN, INC.	Centro de tratamiento residencial para personas con problemas de sustancias psicoactivas	(787) 788-3335 (787) 275-2150	Cataño
CENTRO DE MEDICINA CONDUCTUAL MANATÍ	Hospitalización para desintoxicación, tratamientos de drogas y alcohol, población en general.	(787) 854-3700, Ext. 1438 (787) 621-3700 (Cuadro)	Manatí
CENTRO DE ORIENTACIÓN Y REHABILITACIÓN PARA DROGADICTOS Y ALCOHÓLICOS (CORDA), INC.	Agencia cristiana sin fines de lucro. Se ofrece tratamiento residencial para varones adultos con problemas de uso de drogas y alcohol.	(787) 285-0578 (787) 850-6100	Humacao
CENTRO UNIVERSITARIO DE SERVICIOS PSICOLÓGICOS, (CUSEP) DE LA UNIVERSIDAD DE PUERTO RICO	Se hacen evaluaciones psicológicas y psicométricas, intervención en crisis. Se ofrecen terapias individual, familiar, de pareja, de juego y psicoterapia grupal.	(787) 764-0000 (Cuadro UPR), Ext. 3545	San Juan
CENTRO KODESH DE HOMBRES	Tratamiento por abuso de drogas y alcohol de 12 a 18 meses de duración. Capacidad para 30 camas, cuenta con trabajador social y consejeros.	(787) 855-1470 (787) 509-5409	Vega Baja
ENTRO LATINOAMERICANO DE ENFERMEDADES DE TRANSMISIÓN SEXUAL (CLETS)	Médicos, enfermería, laboratorio, farmacia, epidemiología, educación a la comunidad, adiestramientos sobre el manejo y prevención de enfermedades para profesionales de salud y otras disciplinas, orientación y prueba para detectar enfermedades venéreas.	787) 754-8118, (787) 754-8124 Ext. 258 (787) 754-8119 (787) 754-8127, (787) 754-8128	Río Piedras
CENTRO MADRE DOMINGA, CASA DE BELÉN, INC.	Tratamiento y Detox para mujeres de 18 a 40 años, No tenga vigencia de custodia o presión legal por el tribunal. Se tomara en cuenta en la admisión si la participante esta estudiando o trabajando y si tiene la intención de hacerlo. Se atienden las necesidades de la mujer desde un enfoque integrador de sus hijos (as), pareja y otros familiares de apoyo a su recuperación.	(787) 290-3627	Ponce
CENTRO MISIONERO DE JESUCRISTO, INC.	Residencial para varones mayores de 18 años. Servicios médicos primarios (si es necesario médico provee medicamentos). Actividades culturales, manejo de casos, rescate orientación, prevención sobre el uso y abuso de drogas. Terapia filosófica, terapias sobre normas, terapias de buenos modales y terapias de apoyo, terapias ocupacionales y vocacionales, terapia de seguimiento después que el residente termine el tratamiento.	(787) 792-8958	Guaynabo
CENTRO MUJER Y SALUD DEL RECINTO DE CIENCIAS MÉDICAS DE LA UNIVERSIDAD DE PUERTO RICO	Ofrecen servicios médicos especializados en la salud de la mujer.	(787) 758-2525, Ext. 2813 (787) 764 3707 (787) 753-0090	Río Piedras
CENTRO TRANSFORMACIÓN	Agencia cristiana sin fines de lucro. Residencial para varones mayores de 21 años. Tratamiento residencial para problemas de drogas y alcohol, con una duración de hasta 24 meses.	(787) 879-2556	Arecibo
CIUDAD DE JEHOVÁ	Agencia cristiana sin fines de lucro. Residencial para varones mayores de 18 años de edad. Tratamiento para problemas de drogas y alcohol.	(787) 730-9295	Bayamón
CLÍNICA DR. RICARDO J. SOLER RAMÍREZ	Centro de ayuda a personas con dependencia de alcohol y sustancias controladas	787) 782-4405 (787) 782-1600	Río Piedras

CLÍNICA PSICOTERAPÉUTICA ESPECIALIZADA EN ADICCIONES	Agencia privada para público en general en áreas de la salud mental y adicciones. Tratamiento ambulatorio para problemas de uso de drogas y alcohol con enfoque multidisciplinario. Horario Extendido.	(787) 785-3448 (787) 778-2868	Bayamón
FUNDACIÓN UPENS, INC. (CENTRO HOGAR EL CAMINO) (OFICINA CENTRAL)	Agencia cristiana sin fines de lucro. Residencial para varones mayores de 18 años. Tratamiento para problemas de drogas y alcohol. La Fundación cuenta con centros de tratamiento en Vega Baja y en Bayamón tienen el residencial de damas. Las personas interesadas deberán comunicarse con la Oficina Central en Vega Baja.	(787) 807-5952 (787) 807-6457 (787) 855-4706	Vega Baja
HELPING HANDS CENTER	Tratamiento residencial para hombres alcohólicos o adictos. Tratamiento de 15 meses por presión legal. Capacidad para 40 camas, trabajador social, técnico de tratamiento, capellán y voluntarios.	(787) 780-1194 (787) 798-7341	Bayamón
HOGAR ALBERGUE R.U.T.H.	Programa de tratamiento de abuso de sustancias. Sirve de albergue de emergencia. Se hacen referidos a vivienda y cuentan con manejador de caso, entre otros servicios.	(787) 805-1141 (787) 805-3235 (787) 805-1141	Mayagüez
INSTITUTO PSICOTERAPÉUTICO DE PUERTO RICO (BAYAMÓN)	Agencia privada para público en general que brinda servicios especializados en condiciones de salud mental, uso de drogas y alcohol. <a href="mailto:bayamon@inspirapr.com">bayamon@inspirapr.com</a>	(787) 995-2700 (787) 995-2701	Bayamón,

\*Puede pasar por la Oficina de Consejería en el Decanato de Asuntos Estudiantiles para revisar un directorio más amplio.

## ***POLÍTICA INSTITUCIONAL RELACIONADA AL NO FUMAR POR ESTUDIANTES, EMPLEADOS Y VISITANTES***

### **EXPOSICIÓN DE MOTIVOS**

La Universidad Central del Caribe, a los fines de combatir por todos los medios posibles y disponibles el que se fume en sus instalaciones físicas;

Conscientes de las repercusiones adversas que el fumar tiene en la comunidad puertorriqueña en general, y por las que puedan producir en nuestra comunidad institucional respecto al ejercicio de la docencia, el desempeño y aprovechamiento del proceso pedagógico, así como todas las labores y servicios que comprende nuestra encomienda;

Que se ha comprobado científicamente que inhalar humo de cigarrillo, directa o indirectamente, es perjudicial a la salud del fumador, su familia y sus compañeros de trabajo y que el hábito de fumar es uno de los factores casuales en la incidencia de, entre otras, las enfermedades crónicas pulmonares;

Resolvemos establecer, publicar, aplicar y dar entera vigencia a la Política Institucional Relacionada Al No Fumar para la comunidad de la Universidad Central del Caribe que aquí se promulga.

### **APLICABILIDAD**

Lo contenido en esta política institucional aplica a todos los estudiantes, empleados y visitantes de la Universidad Central del Caribe.

### **POLÍTICA INSTITUCIONAL**

La Universidad Central del Caribe considera que el fumar es una práctica perjudicial a los mejores intereses institucionales y no habrá de ser permitida, independientemente de la jerarquía o posición de las personas que puedan resultar involucradas. No se permitirá que persona alguna viole esta prohibición. Cualquier persona que viole las prohibiciones aquí establecidas estará sujeta a las medidas disciplinarias especificadas en los reglamentos vigentes, y en cualesquiera procedimientos administrativos que se establezcan para estos fines.

La Institución pretende garantizar, en la medida posible, un ambiente de trabajo y de estudios libres del uso del tabaco, que propenda a la más adecuada y eficiente utilización de los recursos universitarios. La Universidad Central del Caribe desea que todos sus empleados y estudiantes puedan convivir en un ambiente sano.

La Universidad Central del Caribe exhorta a la comunidad universitaria a dar fiel cumplimiento a esta política de un ambiente libre de que se fume, a utilizar programas de ayuda, si ello fuere necesario, y evitar las medidas disciplinarias que procederían contra aquellas personas que incumplan con la política aquí establecida.

### **VIGENCIA**

Las disposiciones de esta política institucional tienen vigencia inmediata. Copia de la misma será entregada a cada estudiante y a cada empleado, y será colocada en los tabloncillos de edictos de nuestra Institución.

### **DEFINICIONES**

Los términos utilizados en la Política se definen de la siguiente manera:

- 1. Universidad Central del Caribe:** las dependencias, terrenos e instalaciones bajo el control de la Universidad Central del Caribe, o cualquier otro sitio que se considere una extensión del salón de clases, o donde se estén efectuando actos oficiales celebrados o auspiciados por la Universidad o en los que esta participe.
- 2. Comunidad Universitaria:** los estudiantes oficialmente matriculados en la Universidad Central del Caribe (U.C.C.), personal docente, personal administrativo, empleados, visitantes y otras personas que interactúen regularmente con la U.C.C.

3. **Actividades oficiales o auspiciadas por la Universidad Central el Caribe:** aquellas actividades autorizadas por la U.C.C. celebradas dentro o fuera de sus predios.
4. **Decanos Correspondientes:** el Decano de Estudiantes con respecto a los estudiantes, Decano de Medicina con respecto a la Facultad y Decano de Administración con respecto a los empleados no docentes.
5. **Empleado:** toda persona que recibe sueldo, salario, jornal u otra forma de compensación, de la Universidad Central del Caribe por concepto de tareas a tiempo parcial o completo.
6. **Fumar:** El uso de cigarrillos, cigarros, pipas de fumar, u otro medio que emplee el uso del tabaco o material análogo.

## **REGLAS DE CONDUCTA**

1. No se permitirá a empleados, estudiantes ni visitantes fumar en la Universidad Central del Caribe.
2. A aquellos empleados y estudiantes que presenten dificultades para cesar en el hábito de fumar, se les exhortará a participar en aquellos programas disponibles en la comunidad y a través de los programas internos que se establezcan para ayudar a controlar este hábito.

## **MEDIDAS DISCIPLINARIAS**

Las medidas disciplinarias se utilizarán en relación a violaciones de la comunidad universitaria a la política establecida en la Universidad Central del Caribe (U.C.C.). Estas medidas disciplinarias serán aplicadas por los organismos correspondientes, con los empleados y estudiantes incurso en violaciones a las Reglas de Conducta.

La Junta de Disciplina (Reglamento General de Estudiantes) será el Foro para ventilar las medidas disciplinarias con respecto al estudiante. La Junta de Decanos de la U.C.C., será el foro para ventilar las medidas disciplinarias con respecto a los empleados.

La persona podrá apelar ante el Presidente de la Universidad en el término de quince (15) días de recibida la notificación. También podrá apelar la decisión del Presidente ante la Junta de Síndicos en el mismo término de tiempo.

La Junta de Síndicos estudiará la prueba presentada y podrá confirmar o revocar la decisión emitida. La decisión de la Junta de Síndicos será final.

Los procedimientos y/o determinaciones que se efectúen en cumplimiento de esta Política, serán de carácter independiente a cualesquiera otros procedimientos legales que proceden de los mismos u otros hechos.

### **A. Para el estudiante, el miembro de la facultad y el empleado**

1. Primera violación - Esta conlleva una amonestación verbal por el Decano de Estudiantes, si es estudiante; el Decano de Administración si es un empleado; o por el Decano de Medicina, si es un miembro de la facultad.
2. Segunda violación - Esta conlleva una amonestación escrita por los decanos correspondientes según señalado en el inciso 1.
3. Tercera violación - Se citará al estudiante, al miembro de la facultad, o al empleado, por el decano correspondiente, para una orientación sobre las consecuencias de su conducta de persistir en violación de la política establecida. Se tomará en consideración el Reglamento General de Estudiantes, el Reglamento de la Facultad y el Reglamento de Personal, según corresponda, y cualesquiera otros reglamentos vigentes y reglamentos que se emitan conforme a esta Política.

B. Para el visitante

1. En los casos de visitantes violadores a esta política, la querrela será canalizada a través de la Oficina de Seguridad. Los guardias de seguridad tendrán la responsabilidad de velar por el cumplimiento de las reglas.

El guardia de seguridad de turno someterá un informe sobre el incidente al Decano de Administración. Dicho informe incluirá, en la medida que sea posible, datos sobre la persona y un relato del incidente.

### **REVISIÓN DE LA POLÍTICA**

La Universidad Central del Caribe conducirá una revisión periódica de esta Política para: (a) determinar su efectividad y para implantar cualesquiera cambios necesarios; y (b) asegurar que las sanciones desarrolladas son puestas en práctica consistentemente.

Aprobada: 23 de julio de 1992

Revisado por: NereidaDíaz Rodríguez, PhD  
20 de julio de 1999

Aprobado por: Nilda Candelario Fernández, MD  
Presidente  
23 de julio de 1999

**POLÍTICA INSTITUCIONAL SOBRE EL DERECHO A ESTAR INFORMADO DE ALERTAR  
SOBRE LA INCIDENCIA CRIMINAL Y LA SEGURIDAD EN LOS PREDIOS DE LA  
UNIVERSIDAD CENTRAL DEL CARIBE  
A ESTUDIANTES Y EMPLEADOS**

Política Institucional Sobre el Derecho a Estar Informado y de Alertar Sobre la Incidencia Criminal y la Seguridad en los Predios de la Universidad Central del Caribe a los Estudiantes y Empleados.

**EXPOSICIÓN DE MOTIVOS**

La Universidad Central del Caribe consciente de las repercusiones de la incidencia criminal y de la seguridad personal en la comunidad puertorriqueña en general, y por las que puedan producir en nuestra comunidad institucional respecto al ejercicio de la docencia, el desempeño y aprovechamiento del proceso pedagógico, así como en todas las labores y servicios que comprende nuestra encomienda;

Resolvemos establecer, publicar y dar entera vigencia a la Política Institucional Sobre el Derecho a Estar Informado y Alertar Sobre la Incidencia Criminal y la Seguridad en los Predios de la Universidad Central del Caribe Estudiantes y Empleados que aquí se promulga.

**DISPOSICIONES LEGALES DE BASE**

La siguiente política se fundamenta en todas las disposiciones contenidas en las leyes de Puerto Rico, así como en las federales, relacionadas al crimen y la seguridad de cada ciudadano. La Universidad Central del Caribe reconoce la entera vitalidad y fuerza de dichos estatutos.

En particular responde a la Ley Pública 101-542, “The Student Right-to Know and Campus Security Act” según enmendada por la Ley Pública 102-26, “The Higher Education Technical Amendments Act of 1991”, del gobierno federal.

**APLICABILIDAD**

Lo contenido en esta política institucional aplica a todos los estudiantes y empleados de la Universidad Central del Caribe.

**POLÍTICA INSTITUCIONAL**

La Institución pretende garantizar, en la medida posible, un ambiente de trabajo y de estudios seguro que propenda a la más adecuada y eficiente utilización de los recursos universitarios. La Universidad Central del Caribe desea que todos sus empleados y estudiantes puedan convivir en un ambiente sano a tono con las leyes y reglamentos aplicables. El objetivo principal es proveer a la comunidad universitaria un mecanismo para prevenir y atender la seguridad personal.

Cualquier persona que viole las prohibiciones aquí establecidas estará sujeta a las medidas disciplinarias específicas en el Reglamento General de Estudiantes, (de ser estudiante), y en el Reglamento General de la Universidad (de ser empleado), y en cualquier otro procedimiento administrativo que se establezca para estos fines.

La Universidad Central del Caribe exhorta a toda la comunidad universitaria a dar fiel cumplimiento a esta política, y evitar las medidas disciplinarias que procederían contra aquellas personas que incumplan con la política aquí establecida.

**VIGENCIA**

Las disposiciones de esta política institucional tienen vigencia inmediata. Copia de la misma será entregada a cada estudiante y a cada empleado, y será colocada en los tableros de edictos de nuestra Institución.



## PROGRAMA DE PREVENCIÓN DEL CRIMEN Y DE SEGURIDAD PERSONAL

### A. Definiciones

Los términos utilizados en el Reglamento se definen de la siguiente manera:

1. **Universidad Central del Caribe:** las dependencias, terrenos e instalaciones bajo el control de la Universidad Central del Caribe, o cualquier otro sitio que se considere una extensión del salón de clases, o donde se estén efectuando actos oficiales celebrados o auspiciados por la Universidad o en los que ésta participe.
2. **Comunidad Universitaria:** los estudiantes oficialmente matriculados en la Universidad Central del Caribe (U.C.C.), personal docente, personal administrativo, empleados, visitantes y otras personas que interactúan regularmente con la U.C.C.
3. **Actividades oficiales o auspiciadas por la Universidad Central del Caribe:** aquellas actividades autorizadas por la U.C.C. celebradas dentro y fuera de sus predios.
4. **Empleado:** toda persona que recibe sueldo, salario, jornal u otra forma de compensación, de la Universidad Central del Caribe por concepto de tareas a tiempo parcial o completo.
5. **Estudiante:** toda persona oficialmente matriculada a tiempo parcial o completo en la U.C.C.
6. **Día:** El término día que aparece en los plazos en este documento se debe entender como día laborable.
7. **Delitos:** Se refiere a homicidio, ultraje, robo, agresión agravada, escalamiento, hurto de vehículos, violación a la ley sobre el uso de bebidas embriagantes, violaciones en el uso de drogas, posesión de armas de fuego, apropiación ilegal.

### B. Disposiciones

La Universidad Central del Caribe, con miras a crear un ambiente seguro y libre de crimen, ha llevado a cabo las siguientes acciones:

1. Procedimientos y mecanismos para que cualquier persona informe alguna acción criminal o de emergencia que ocurra en las instalaciones.
  - a. La Universidad Central del Caribe tiene un puesto de guardias en distintos puntos de los predios de la Universidad. El guardia de turno atenderá cualquier situación que atente contra la seguridad y de toda querrela que le sea informada. De ser necesario, se comunicará con la Policía Estatal para la acción inmediata que corresponda. También presentará al Decano de Administración un informe sobre cualquier suceso. Dicho informe contendrá, por lo menos, la siguiente información de lo ocurrido:
    - 1) Fecha
    - 2) Hora
    - 3) Lugar
    - 4) Personas afectadas
    - 5) Otras personas que estaban presentes
    - 6) Un relato detallado
    - 7) Acciones tomadas y sus resultados
  - b. El Hospital Universitario Dr. Ramón Ruiz Arnau tiene un procedimiento igual al que antecede. Sin embargo, el informe del guardia pasa a la Oficina de Salud y Seguridad del Hospital y envía copia al Decano de Administración.

2. Procedimientos de seguridad y acceso a las instalaciones físicas.
  - a. La Universidad Central del Caribe tiene un sistema de guardias en el Edificio de Ciencias Biomédicas que atiende tanto la parte interna como los alrededores de las instalaciones.
  - b. Tiene un sistema de guardias que vigila el vestíbulo y los alrededores de la Casa de Salud.
  - c. Tiene un sistema de iluminación eficiente dentro de sus instalaciones y en los alrededores de las mismas.
  - d. Tiene un sistema de alarma que indica si alguna persona entra o sale de las instalaciones por puertas no vigiladas en el Edificio de Ciencias Biomédicas.
  - e. Tiene un sistema de registro para anotar toda persona que entra y sale del Edificio de Ciencias Biomédicas después de las horas laborables regulares.
  - f. El Hospital Universitario Dr. Ramón Ruiz Arnau tiene un sistema de vigilancia de 24 horas con 38 guardias y un Director de Seguridad. Luego de las horas laborables la entrada es solamente por el vestíbulo principal y por la Sala de Emergencia. En dichas entradas hay guardias de seguridad.
3. Aplicabilidad de las medidas de seguridad
  - a. El Decano de Administración procederá como corresponde en cada caso en particular según le sea informado. Llevará a cabo aquellas gestiones que estime conveniente para la solución de lo ocurrido.
  - b. El Presidente de la Universidad Central del Caribe podrá recurrir a los foros necesarios para resolver incidentes ocurridos en el Edificio de Ciencias Biomédicas y sus alrededores.
  - c. El Director Ejecutivo del HURRA podrá recurrir a los foros necesarios para resolver incidentes ocurridos en el Hospital.
  - d. Las personas mencionadas en los incisos a, b y c podrán recurrir a los foros necesarios en forma mancomunada cuando lo estimen conveniente.
4. Divulgación de la información la seguridad
  - a. Anualmente, se dan charlas a los nuevos estudiantes sobre la Política Institucional Sobre el Derecho del Estudiante a Estar Informado y de Alertar Sobre la Incidencia Criminal y la Seguridad en los Predios de la Universidad Central del Caribe a Estudiantes y Empleados. Además, se le entrega copia de esta política y se les explica la misma.
  - b. La Directora de la Oficina de Recursos Humanos orienta a cada nuevo empleado de la Política Institucional Sobre el Derecho del Estudiante a Estar Informado y de Alertar Sobre la Incidencia Criminal y la Seguridad en los Predios de la Universidad Central del Caribe a Estudiantes y Empleados y le entrega una copia.
  - c. A toda persona se le hace consciente de la responsabilidad individual de su seguridad y la de sus semejantes.
5. La Institución provee a la Comunidad Universitaria información estadística relacionada a la incidencia de violaciones a la seguridad en sus predios (Ver Tabla 1).

### **C. Medidas Disciplinarias**

A todo empleado o estudiante que sea denunciado o acusado de uno de los delitos según definido (Sección A.6) se le abrirá un expediente que contendrá toda documentación relacionada al caso. Los expedientes de empleados los custodiará el Decano de Administración y los expedientes de los estudiantes los custodiará el Decano de Estudiantes.

A cualquier empleado o estudiante que resulte convicto por un tribunal de justicia, de uno de los delitos identificados se les podrá aplicar aquellas medidas disciplinarias institucionales que correspondan.

La Junta de Disciplina (Reglamento General de Estudiantes) será el Foro para ventilar las medidas disciplinarias con respecto al estudiante. La Junta de Decanos de la U.C.C. será el Foro para ventilar las medidas disciplinarias con respecto a los empleados.

La persona podrá apelar ante el Presidente de la Universidad en el término de quince (15) días después de recibida la notificación. También podrá apelar la decisión del Presidente ante la Junta de Síndicos en el mismo término de tiempo.

La Junta de Síndicos estudiará la prueba presentada y podrá confirmar o revocar la decisión emitida. La decisión de la Junta de Síndicos será final.

Los procedimientos y/o determinaciones que se efectúen en cumplimiento de este Reglamento, serán de carácter independiente a cualesquiera otros procedimientos legales que procedan de los mismos u otros hechos.

### **D. Revisión de la Política**

La Universidad Central del Caribe conducirá una revisión de esta política bienalmente para determinar su efectividad y para implantar cualesquiera cambios necesarios.

Aprobado:	1 de agosto de 1991
Revisado:	15 de agosto de 1996 22 de julio de 1997
Revisado y Enmendado por:	Nereida Díaz Rodríguez, Ph.D 20 de junio de 2003
Aprobado por:	Nilda Candelario Fernández, MD Presidente 23 de junio de 2003

Universidad Central del Caribe

Tabla 1

Campus Crime and Security Report

CRIMINAL OFFENSE	2007	2008	2009	2010	2011
Murder/non-negligent manslaughter	0	0	0	0	0
Forcible sex offenses	0	0	0	0	0
Non-forcible sex offenses	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated assault	0	0	0	0	0
Burglary	2	0	0	0	0
Motor vehicle theft	0	0	0	0	0
Arson	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0
Liquor law violations	0	0	0	0	0
Drug law/abuse violations	0	0	0	0	0
Weapons: carrying, possessing, etc.	0	0	0	0	0

***POLÍTICA INSTITUCIONAL SOBRE LA PREVENCIÓN  
DEL HOSTIGAMIENTO SEXUAL  
DE LA UNIVERSIDAD CENTRAL DEL CARIBE***

**EXPOSICIÓN DE MOTIVOS**

La Universidad Central del Caribe consciente de las repercusiones adversas que el hostigamiento sexual tiene en la comunidad puertorriqueña en general, y por las que puedan producir en nuestra comunidad institucional respecto al ejercicio de la docencia, el desempeño y aprovechamiento del proceso pedagógico, así como en todas las labores y servicios que comprende nuestra encomienda;

En reconocimiento de que el hostigamiento sexual constituye una modalidad reiterada del discrimen por razón de sexo. Conscientes de la manera explícita en que la Carta de Derechos de la Constitución del Estado Libre Asociado de Puerto Rico proscribiera tal discrimen como salvaguarda al precepto de la inviolabilidad de la dignidad del ser humano. A los fines de combatir enérgicamente por todos los medios posibles y disponibles la incidencia de hostigamiento sexual en la comunidad compuesta por todos sus estudiantes y empleados;

Resolvemos establecer, publicar, aplicar y dar entera vigencia la Política Institucional sobre la Prevención del Hostigamiento Sexual de la Universidad Central del Caribe que aquí se promulga.

**DISPOSICIONES LEGALES DE BASE**

La Política se fundamenta en todas las disposiciones contenidas en las leyes de Puerto Rico, jurisprudencia aplicable, así como en las federales. La Universidad Central del Caribe reconoce la entera vitalidad y fuerza de dichos estatutos y, responde afirmativamente al compromiso de proveer a su comunidad de estudiantes y empleados con un pronunciamiento claro de su política institucional al respecto.

En particular, esta Política Institucional responde al Título VII de la Ley Federal de Derechos Civiles de 1964. También, responde al Título IX de la Ley Federal de Educación Elemental\Secundaria de 1972. En su aspecto patronal esta política responde al llamado contenido en el Artículo 11 de la Ley de Hostigamiento Sexual de Puerto Rico, Ley Número 17 del 22 de abril de 1988, 29 LPRA sec. 155 (i).

**APLICABILIDAD**

Lo contenido en esta Política Institucional aplica a todos los estudiantes y empleados de la Universidad Central del Caribe.

**POLITICA INSTITUCIONAL**

La Universidad Central del Caribe considera que el hostigamiento sexual es perjudicial a los mejores intereses institucionales y no habrá de ser permitido, independientemente de la jerarquía o posición de las personas que puedan resultar involucradas. No se permitirá que persona alguna viole esta prohibición.

Cualquier persona que viole las prohibiciones aquí establecidas estará sujeta a las medidas disciplinarias específicas que aparecen adelante en el Reglamento General de Estudiantes (de ser estudiante), y en cualesquiera procedimientos administrativos que se establezcan para estos fines.

La Institución pretende garantizar, en la medida posible, un ambiente de trabajo y de estudios libres de hostigamiento sexual, que propenda a la más adecuada y eficiente utilización de los recursos universitarios. La Universidad Central del Caribe desea que todos sus empleados y estudiantes puedan convivir en un ambiente sano y libre de hostigamiento sexual.

La Universidad Central del Caribe exhorta a toda la comunidad universitaria a dar fiel cumplimiento a esta Política y evitar las medidas disciplinarias que procederían contra aquellas personas que incumplan con la política aquí establecida.

## VIGENCIA

Las disposiciones de esta política institucional tienen vigencia inmediata. Copia de la misma será entregada a cada estudiante y a cada empleado, y será colocada en los tablonés de edictos de nuestra Institución.

## DISPOSICIONES

### A. Definiciones

Los términos utilizados en el Reglamento se definen de la siguiente manera:

1. **Actividades oficiales o auspiciadas por la Universidad Central del Caribe**: aquellas actividades autorizadas por la U.C.C. celebradas dentro y fuera de sus predios.
2. **Comunidad Universitaria**: los estudiantes oficialmente matriculados en la Universidad Central del Caribe (U.C.C.), personal docente, personal administrativo, empleados, visitantes y otras personas que interactúen regularmente con la U.C.C.
3. **Día**: Para efecto procesal, el término día que aparece en los plazos en este documento se debe entender como día laborable.
4. **Empleado**: toda persona que recibe sueldo, salario, jornal u otra forma de compensación, de la Universidad Central del Caribe por concepto de tareas a tiempo parcial o completo. Incluye todo aspirante a empleo en la Universidad Central del Caribe.
5. **Hostigamiento Sexual**: avances de naturaleza sexual, solicitud de favores sexuales y cualquier conducta verbal o física de naturaleza sexual cuando (1) la sumisión a dicha conducta se lleva a cabo explícitamente o implícitamente como una condición para el empleo o del éxito académico del individuo, (2) la sumisión o el rechazo de tal conducta por un individuo se utiliza como la base para la evaluación para tomar decisiones de empleo o de índole académico y que afecten al individuo, o (3) que dicha conducta tiene el propósito o efecto de interferir de manera irrazonable con el desempeño del trabajo o el rendimiento en el trabajo o el rendimiento académico del individuo o creando un ambiente académico intimidante, hostil y ofensivo.
6. **Supervisor**: toda persona que ejerce algún control o cuya recomendación sea considerada para la contratación, clasificación, despido, ascenso, traslado, fijación de compensación o sobre el horario, lugar o condiciones de trabajo o sobre tareas o funciones que desempeña o puede desempeñar un empleado o grupo de empleados o sobre cualesquiera otros términos o condiciones de empleo, o cualquier persona que día a día lleve a cabo tareas de supervisión.
7. **Universidad Central del Caribe**: las dependencias, terrenos e instalaciones bajo el control de la Universidad Central del Caribe, o cualquier otro sitio que se considere una extensión del salón de clases, o donde se estén efectuando actos oficiales celebrados o auspiciados por la Universidad o en los que ésta participe.

### B. Reglas de Conducta

1. Se prohíbe lo siguiente en la Universidad Central del Caribe:
  - a. el hostigamiento sexual dirigido a otras personas.
  - b. las relaciones amorosas consensuales entre el supervisor y el supervisado o entre el facultativo y el estudiante, mientras exista la relación de supervisor/supervisado y la de profesor/estudiante.
  - c. el ofrecer favores sexuales con miras a obtener tratamiento preferente.
  - d. el llevar a cabo acciones contra una persona por haber reportado hostigamiento sexual.
  - e. el acusar falsamente de hostigamiento sexual a otras personas.

## C. Procedimientos

La Junta de Disciplina (Reglamento General de Estudiantes) será el Foro para ventilar las medidas disciplinarias con respecto al estudiante. La Junta de Decanos de la U.C.C. será el foro para ventilar las medidas disciplinarias con respecto a los empleados.

### 1. Radicación de Querrela

La persona perjudicada informará por escrito los cargos y evidencias que sostienen sus imputaciones al Decano de Estudiantes, de ser estudiante, o al Decano de Administración, de ser empleado.

El decano correspondiente tramitará la querrela recibida a la Junta de Disciplina, de ser estudiante o a la Junta de Decanos de ser empleado.

La Junta correspondiente deberá tomar la acción que proceda dentro de un término de 30 días.

### 2. Apelación

La persona podrá apelar ante el Presidente de la Universidad en el término de quince (15) días de recibida la notificación de la Junta pertinente. También podrá apelar la decisión del Presidente ante la Junta de Síndicos dentro de (15) días de recibida la notificación del Presidente.

La Junta de Síndicos estudiará la prueba presentada y podrá confirmar o revocar la decisión emitida. La decisión de la Junta de Síndicos será final.

Los procedimientos y/o determinaciones que se efectúen en cumplimiento de este Reglamento, serán de carácter independiente a cualesquiera otros procedimientos legales que procedan de los mismos u otros hechos.

## D. Medidas Disciplinarias

Estas medidas disciplinarias serán aplicadas por los organismos correspondientes, con los empleados y estudiantes incurso en violaciones a las Reglas de Conducta. Se mantendrá la confidencialidad correspondiente en los procesos a llevarse a cabo y con los documentos generados.

### 1. Primera violación - Suspensión

- a. La Junta correspondiente informará por escrito o verbalmente de los cargos y la evidencia que sostienen dichos cargos.
- b. Se citará con 15 días de anticipación, a una vista para ventilar la querrela. El imputado tendrá derecho a estar representado por un abogado y presentar evidencia a su favor.
- c. Dependiendo de la seriedad de los hechos imputados, de ser empleado, se le podría suspender con sueldo mientras estén en trámites los procedimientos, y de ser estudiante, podría ser suspendido de la Universidad.
- d. Toda persona hallada culpable podría ser suspendida de empleo y sueldo temporera o indefinidamente o despedida, según la seriedad del caso. De ser un estudiante, podría ser suspendido por un período determinado o expulsado.
- e. Si la persona acepta podrá ser referida a un programa de rehabilitación apropiado.
- f. La aceptación del tratamiento por la persona afectada podría ayudarla a mantener su empleo y posición en la U.C.C.

### 2. Segunda violación - Despido o Expulsión

- a. Se informará por escrito de los cargos específicos, testigos y testimonios que justificarían el despido o expulsión.

- b. Esta persona tendrá la oportunidad de una vista para presentar testigos y evidencia a su favor.
- c. Dependiendo de la seriedad de los cargos, podría iniciarse un proceso criminal bajo la autoridad de las leyes del Estado Libre Asociado de Puerto Rico.
- d. Si la persona acepta que necesita ayuda y se somete a tratamiento, podría ser considerada para reemplazo por la Universidad o reingreso de ser estudiante.

#### **F. Revisión del Programa**

La Universidad Central del Caribe conducirá una revisión periódica de esta Política para: (a) determinar su efectividad y para implantar cualesquiera cambios necesarios; y (b) asegurar que las sanciones desarrolladas son enforzadas consistentemente.

Aprobado: 1 de agosto de 1991

Revisado: Nereida Díaz Rodríguez, Ph.D  
19 de julio de 1999

Aprobado: Nilda Candelario Fernández, MD  
Presidente  
20 de julio de 1999