

CATALOG 2019-2021



Missouri Catalog



PONCE HEALTH
SCIENCES UNIVERSITY –
ST. LOUIS

EQUAL EDUCATIONAL OPPORTUNITY POLICY

The Ponce Health Sciences University (PHSU), as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment based on race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, political affiliation, disability, or status of veteran. Further, the University will continue to take affirmative steps to support and advance its values consistent with the PHSU mission. This policy applies to admission, students, employment, and access to and treatment in PHSU programs and activities. This is a commitment made by the PHSU and is in accordance with federal, state and/or local laws and regulations.

Address:

Ponce Health Sciences University- St. Louis, Missouri Campus
710 North Tucker Blvd Suite 200
St. Louis, MO 63101

Published October 2017

Revised March 2020

Revised March 2021

Table of Contents

| | |
|---|----|
| GENERAL INFORMATION | 7 |
| LICENSURE AND ACCREDITATION..... | 7 |
| MISSION STATEMENTS AND GOALS..... | 8 |
| Mission..... | 8 |
| Vision | 8 |
| Goals | 8 |
| GOVERNANCE | 9 |
| Board of Directors..... | 9 |
| ADMINISTRATION | 9 |
| Principal Administrators | 9 |
| MISREPRESENTATION | 9 |
| ACADEMIC INFORMATION..... | 10 |
| ADMISSION TO THE UNIVERSITY..... | 10 |
| READMISSIONS | 10 |
| REGISTRATION | 11 |
| STUDENT CLASSIFICATION/STATUS | 11 |
| Academic Classification | 11 |
| Student Status (full-time or half-time) | 11 |
| CROSS REGISTRATIONS | 11 |
| TRANSFER OF CREDITS | 12 |
| Clinical Psychology Program | 12 |
| ADMINISTRATION ANNOTATION, COURSE NUMBERING AND GRADING SYSTEM..... | 14 |
| CHANGE OF GRADE..... | 15 |
| TUITION AND FEES | 15 |
| Change in Tuition Cost..... | 15 |
| REFUND POLICY..... | 16 |
| Title IV Refund Policy | 16 |
| ALCOHOL, TOBACCO, ILLICIT DRUG AND VIOLENCE | 16 |
| Prevention Policy & Program..... | 18 |
| Statement | 18 |
| Policy..... | 18 |
| Intervention Protocol to Rehabilitate Students and Employees | 19 |
| Standard of Conduct | 20 |
| Financial Aid Sanctions | 20 |
| ATTENDANCE POLICY | 22 |

| | |
|--|----|
| Administrative Withdrawal for Failure to Re-Enroll | 22 |
| CREDIT HOURS POLICY | 22 |
| LEAVE OF ABSENCE | 23 |
| MILITARY LEAVE | 23 |
| STUDENT PROMOTIONS | 25 |
| Departmental Level..... | 25 |
| Promotions Committee Level | 25 |
| Program Level | 25 |
| Due Process..... | 26 |
| Guidelines for Students Promotion | 26 |
| Guiding Principles | 27 |
| Commitments of Faculty..... | 27 |
| Commitments of Students..... | 28 |
| SEXUAL HARASSMENT AND OTHER MISCONDUCT..... | 28 |
| Disciplinary Measures, Due Process and Penalties..... | 28 |
| The Family Educational Rights and Privacy Act of 1974 (FERPA)..... | 29 |
| ACADEMIC INTEGRITY | 34 |
| Cheating..... | 34 |
| Plagiarism..... | 35 |
| ACCEPTABLE USE POLICY | 37 |
| Computer/Network Resources | 37 |
| Software Code of Ethics and Software Policy | 39 |
| Internet and Email Services Policy..... | 39 |
| Wireless Access Policy | 40 |
| DIVERSITY POLICY..... | 43 |
| NON-DISCRIMINATION POLICY | 43 |
| REASONABLE ACCOMODATION | 43 |
| GRIEVANCE POLICY | 44 |
| Procedure | 44 |
| Appealing (Due Process)..... | 45 |
| STUDENT COMPLAINT LOG POLICY..... | 45 |
| Definitions..... | 46 |
| Policy and Process..... | 46 |
| WITHDRAWAL, DROP AND ADD..... | 47 |
| Withdrawal from School..... | 47 |
| Withdrawal | 48 |

| | |
|--|----|
| LEAVING THE UNIVERSITY | 48 |
| STUDENT SERVICES AND ACTIVITIES..... | 48 |
| STUDENT SERVICES | 48 |
| Admission..... | 48 |
| Registrar..... | 49 |
| Student Financial Aid | 50 |
| Student Affairs | 55 |
| Use and Management of Social Security Number Policy..... | 55 |
| Alumni..... | 58 |
| Student Activities..... | 58 |
| ACADEMIC PROGRAMS AND COURSES..... | 60 |
| MASTER OF SCIENCE IN MEDICAL SCIENCES (MSMS)..... | 60 |
| Program Description | 60 |
| Program Goal | 60 |
| Admissions Requirements | 60 |
| Graduation Requirements | 61 |
| Grading System..... | 61 |
| Satisfactory Academic Progress..... | 61 |
| Tuition and Fees..... | 64 |
| Curriculum | 64 |
| Course Descriptions | 65 |
| DOCTORAL PROGRAM IN CLINICAL PSYCHOLOGY (PsyD)..... | 66 |
| Program Description | 66 |
| Program Goals | 67 |
| Admissions Requirements | 67 |
| Graduation Requirements | 68 |
| Grading System..... | 69 |
| Satisfactory Academic Progress..... | 69 |
| Tuition and Fees..... | 72 |
| Curriculum | 73 |
| Course Descriptions | 75 |
| FACILITIES AND SERVICES..... | 85 |
| Campus Building..... | 85 |
| Library | 85 |
| Learning Resources Center | 85 |

| | |
|-----------------------------------|----|
| Classrooms | 85 |
| Use of University Equipment | 86 |
| Education Technology..... | 86 |
| Audiovisual..... | 86 |

GENERAL INFORMATION

HISTORY

The Ponce Health Sciences University Missouri Campus is an institution of academic excellence located in Ponce Puerto Rico and St. Louis, Missouri. The institution was founded in 1977 by the Catholic University of Puerto Rico, with its main campus in Ponce, Puerto Rico. Ponce Health Sciences University began operations in St. Louis in 2018. PHSU offers two (2) programs in Missouri: Master of Science in Medical Sciences (MSMS); and a Doctoral Program in Clinical Psychology (PsyD).

Tiber Public Benefit Corporation, doing business as Ponce Health Sciences University, is a subsidiary of Tiber Health Corporation. Unique in mission but global in its vision, Tiber is developing a global network of affiliated health sciences universities and related institutions that are driven by a common and unrelenting commitment to superior student preparation that leads to excellent patient care and discoveries that improve the human condition.

LICENSURE AND ACCREDITATION

Licensed by the Missouri Department of Higher Education. Additional information regarding this institution may be obtained by contacting the Commission at:

PO Box 1469
Jefferson City, Missouri 65102
Phone: 573-751-2361
Web: www.dhe.mo.gov

Institutional Accreditation:

The institution is accredited by the Middle States Commission on Higher Education (MS-CHE), the regional.

Contact Information:

Middle States Commission on Higher Education

3624 Market Street, 2nd Floor West

Philadelphia, PA 19104-2680

Phone: (267) 284-5000

Fax: (215) 662-5501

Web: www.msche.org

MISSION STATEMENTS AND GOALS

Mission

To provide a culturally sensitive and competent education in disciplines related to the health sciences to promote a positive impact on medical care in the communities our graduates serve. We will accomplish our mission by promoting diversity in our student and faculty bodies while offering a rich interdisciplinary environment that delivers an innovative, technology-driven health sciences curriculum that prepares students to be ethical practitioners and scientists.

Vision

To be recognized as a world leader in the delivery of health sciences education.

Goals

- To continue its commitment to excellence in educational achievement by recruiting outstanding diverse students and faculty and providing the appropriate resources for the development of high quality academic programs.
- To expand its academic and professional educational offerings to include other health related fields.
- To continue to be an institution that prepares ethical professionals and scientists that contributes to society.

GOVERNANCE

Board of Directors

| | |
|-------------------|----------------------------|
| Secretary | Guillermo Picó, JD |
| Member | Charles P. Rose, JD |
| Member | Daniel Pianko, MBA |
| Member | Gregg Rosenthal, MBA |
| Member | Ryan Craig, JD |
| Member | Lorenzo Dragoni, BSME |
| Member | Javier Cerra-Fernandez, MD |
| Member | Ramón Torres, DBA |
| Member | Andreas Charalambous, PhD |
| Ex-Officio Member | David Lenihan, PhD |

ADMINISTRATION

Principal Administrators

Executive team:

| | |
|---------------------|---|
| David Lenihan, PhD | President/CEO |
| Jose Torres, PhD | Chancellor, Ponce Campus |
| Ken Dobbins, PhD | Chancellor, Ponce – St. Louis Campus |
| Carlos Rojas | Chief Financial Officer |
| Israel A. Ruiz | Campus Director/Chief Strategy Officer |
| Nydia Ortiz, PsyD | Dean of Psychology |
| Darah Fontanez, PhD | Dean of MSMS |
| Frank Barrios, PhD | Chief Academic Officer, Ponce – St. Louis |

MISREPRESENTATION

Ponce Health Sciences University is dedicated to ensuring that consumer information is not misrepresented in our communication and marketing strategies. We define misrepresentation as follows:

Any false, erroneous or misleading statement an eligible institution, one of its representatives, or any ineligible institution, organization, or person with whom the eligible institution has an agreement to provide educational programs, or to provide marketing, advertising, recruiting or admissions services makes directly or indirectly to a student, prospective student or any member of the public, or to an accrediting agency, to a State agency, or to the Secretary. A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. A statement is any communication made in writing, visually, orally, or through other means. Misrepresentation includes the dissemination of a student endorsement or testimonial that a student gives either under duress or because the institution required the student to make such an endorsement or testimonial to participate in a program.

ACADEMIC INFORMATION

ADMISSION TO THE UNIVERSITY

Applicants to Ponce Health Sciences University are selected on the basis of scholastic achievement, fitness and aptitude for the study and other personal qualifications. The Admissions Committees also gives consideration to the use of language, special aptitudes, mechanical skills, stamina, perseverance, and motivation. Students are admitted on the basis of individual qualifications, regardless of disability, sex, race, religion, age, national origin, marital status, neither sexual nor political orientation.

PHSU Admissions Office and the Admissions Committees act in accordance with “Americans with Disabilities Act of 1990” which includes changes made by the ADA Amendments Act of 2008, which became effective on January 1, 2009, and Section 504 of the Rehabilitation Act of 1973. Once the candidate is accepted, if he/she needs accommodations, he/she is responsible to contact the Academic Affairs Office for further information. If accommodations are needed it is the student's responsibility to identify him or herself as a person with a disability and request assistance from PHSU Administrators.

READMISSIONS

Ponce Health Sciences University (PHSU) students dismissed from a program for academic reasons will not be readmitted to that program. No student will be allowed readmission to any program after dismissal for disciplinary reasons.

PHSU will consider for readmission students who voluntarily withdrew from the program for medical or personal reasons and were in good standing for Satisfactory Academic Progress at the time of the withdrawal.

The application for readmission will be submitted to the Admissions Office. Applicants must meet all requirements at the time of application for readmission. After evaluation by the Admission Committee, the candidate may be:

- Denied re-admission
- Admitted on the condition of one of the following:
 - Required to re-enter the first-year class
 - Required to repeat incomplete (I) courses
 - Allowed full credit of work successfully completed
 - Other considerations.

A student readmitted to any program must abide by the curricular requirements and the rules and regulations in effect at the time of readmission.

REGISTRATION

Students of the MSMS and PsyD programs of PHSU register twice a year, on a semester basis. Students will find the specific semester and trimester class start dates per program on the University's Academic Calendar.

Students who have demonstrated satisfactory academic progress, have completed the official procedures of enrollment and have fulfilled the requirements of tuition and fees are authorized to attend classes, laboratories and clerkships. Satisfactory Academic Progress embraces both concepts of an acceptable time table for completion of the program of studies and the minimally accepted standards of performance.

STUDENT CLASSIFICATION/STATUS

Academic Classification

Each academic program specifies the criteria for full time, half time and less than half time classifications.

Student Status (full-time or half-time)

Graduate Students: A student with 6 or more credits per semester/trimester will be considered a full-time student. A student with 3 to 5 credits per semester/trimester will be considered a half-time student and a student with less than 3 credits will be considered a less than half time student.

Undergraduate Students: A student with 12 or more credits per semester/trimester will be considered a full-time student. A student with 6 or more credits per semester/trimester will be considered a half-time student and a student with less than 6 credits will be considered a half time student.

CROSS REGISTRATIONS

Upon the approval of the Program Directors, students enrolled in a Program may take courses from another graduate Program at PHSU in Missouri. The courses taken from the other Program must not be offered in their Program. A maximum of credit hours for cross registration is determined by the Program Director based on the maximum free elective courses in the Program's curriculum. The student must be a regular student in his/her Program and in satisfactory academic progress to be able to benefit from cross registration.

The process to be followed is:

1. Student must submit a written request to his/her Program Director with the intention with evidence of his/her status as regular student and satisfactory academic progress.
2. The Program Director will consult with the other Program Director to receive authorization.
3. The primary Program Director will submit a written request to the Dean of Academic Affairs for approval or disapproval. If it is approved, copy of the approval will be sent to the Registrar's and Financial Aid Office.
4. The Program Director will inform the student of the decision.

TRANSFER OF CREDITS

Transferability of credits to other institutions: PHSU cannot guarantee that its credits will transfer to another institution. Students are advised to check with the receiving school before assuming any or all credits will be transferable.

PHSU has established the following institutional policy to guide the transfer of credits into PHSU for the courses that students have taken at other academic institutions.

The maximum number of total credits that may be recognized shall not be more than 25% percent of the total number of credits in the curriculum, in order to complete the graduation requirements. Some programs, as outlined below, have additional guidelines in place for accepting credits.

A formal/written request for the transfer of credits must be filled at the Admission's Office in the Dean of Enrollment Management and Student Success. Requests for transfer of credits must be made no later than the second week of classes of the first trimester/semester for entering students at PHSU.

It is the responsibility of the student to facilitate the official catalog and transcript from the institution on which the courses were taken. Only original transcripts are accepted and must be sent directly from the University of Origin to the Registrar's Office of PHSU. Only graduate courses from institutions accredited by a US Department of Education recognized accrediting organization are eligible for transfer of credits.

An ad hoc transfer of credits committee with representation from the Student Affairs and the Academic Affairs and a faculty member and the director of the program the student is enrolled evaluates the requests and make final decisions based on institutional and programmatic transfer of credit policies and procedures.

Clinical Psychology Program

Students who apply for admission to the PsyD may transfer up to 24 graduate credits from institutions accredited by a regionally accredited institution. The 24 transfer credits must be approved in programs related to the field of Clinical Psychology. Students with prior graduate work in a field outside mental health may transfer at least 18 credits depending on the nature of the program attended and the equivalency of the courses approved.

The following requirements will guide the evaluation process of those graduate courses submitted for approval:

1. Graduate courses need to be relevant to the field of Clinical/Professional Psychology
2. The requested courses were passed with at least a B grade.
3. The students can demonstrate in an objective manner, through formal written and/or oral examination, or through an approved syllabus review that they possess the knowledge and skills expected from the courses.

The following courses are frequently equivalent within mental health disciplines and may be transferred to the PsyD program from other graduate programs:

Courses Title

PSY 8320 Social Bases of Behavior
PSY 5270 History of Psychological Thought
PSY 6250 Test Construction
PSY 6200 Applied Research for Psychologist
PSY 6230 Qualitative / Quantitative Methods & Descriptive Statistics
PSY 6620 Cognitive and Cognitive – Behavioral Therapy
PSY 5730 Ethics in Professional Psychology
PSY 7310 Racial, Ethnic, and Cultural Diversity
PSY 7660 Group Processes and Group Psychotherapy
PSY 7170 Clinical Psychopharmacology
PSY 7670 Family Therapy and Systemic Intervention
PSY 7720 Program Development and Administration in Mental Health
PSY 7730 Supervision and Consultation

The following courses are not considered for transfer to the PsyD program:

PSY 5220 Psychology of Personality
PSY 5150 Human Growth and Development
PSY 5230 Cognitive Psychology
PSY 5410 Fundamentals of Clinical Psychopathology
PSY 5110 Fundamentals of Neuroscience
PSY 5120 Neuroanatomy Laboratory
PSY 6450 Mood and Anxiety Disorders
PSY 6580 Projective Assessment of Personality
PSY 6670 Short-Term Psychotherapy
PSY 6620 Cognitive and Cognitive Behavioral Therapy
PSY 7470 Personality and Psychotic Disorders
PSY 8180 Clinical Health Psychology

In addition to those courses, the 1100 hours of required clinical practice in the PsyD program cannot be transferred for other practice taken at other institutions. *requires demonstration of competence

ADMINISTRATION ANNOTATION, COURSE NUMBERING AND GRADING SYSTEM

For administrative purpose, the University has established the following annotation system:

| | | |
|----|------------------------------|---|
| P | Pass | |
| NP | Not Pass | |
| IP | In Progress | Applies only to Dissertation/Thesis and Field Works |
| E | Extended | Applies only to Internship and Field Works |
| I | Incomplete | |
| W | Withdrawal | |
| AW | Administrative Withdrawal | |
| D | Dismissal | |
| R | Repeated | Modifier to another grade |

| Grade | All Other Programs | Biomedical and MSMS Program | Points |
|-------|--------------------|-----------------------------|--------|
| A | 90-100 | 87-100 | 4 |
| B | 80-89 | 77-86 | 3 |
| C | 70-79 | 67-76 | 2 |
| F | Below 70 | Below 67 | 0 |

The difference between “IP” and “E” is that when “IP” is recorded it implies that a new registration process occurs for the student to continue for the next academic period. When “E” is recorded the student continues activities of the course without involving a separate registration. (Refer to Academic Programs’ section for the grading system)

COURSE NUMBERING SYSTEM

PHSU course numbers consist of a three-letter alpha prefix followed by a four-digit course number. The three-letter alpha prefix identifies the academic discipline. See Course Descriptions in each academic program.

CHANGE OF GRADE

Once the professor reports the grade for a course to the Registrar's Office, it is not subject to amendment without the written authorization of the faculty member and Program Director. The only reasons for a change of grade are the following:

Removal of incomplete grade: An "I" (Incomplete) grade will only be allowed under very special circumstances as determined by the professor. The student must remove the "I" (Incomplete) by the following semester/ trimester or an administrative "F" will replace it. An incomplete grade may be removed if it is the result of a clerical error made by the Professor or Registrar. A grade will be removed when fraud or unethical conduct by the student has been proven in the obtainment of the grade.

A student who wishes to appeal a grade must do so within thirty (30) calendar days of its award. At the end of each semester/trimester a copy of the student's grades will be sent to the address indicated on the student's registration form.

TUITION AND FEES

For more details of PHSU tuition and fees please refer to: <https://www.stlouis.psm.edu>

ALL TUITION AND FEES ARE PAYABLE ON OR BEFORE REGISTRATION.

Ponce Health Sciences University reserves the right to increase the tuition or other fees as deemed necessary.

Change in Tuition Cost

Tuition is set by the Ponce Health Sciences University Board of Directors and is subject to change without advance notice. It is the students' responsibility to arrange to pay their total tuition, fees and full charges in order to complete their registration if they wish to be admitted to classes. Students who may be eligible for financial assistance should consult the financial aid office as early as possible.

REFUND POLICY

Applicable to complete withdrawals and/or DROP of individual courses

1. New Students
 - a. The registration deposit fee of \$100.00 is due at the time of enrollment and is non-refundable.
 - b. However, the student has a right to cancel their initial enrollment for a period of three days, excluding holidays, Saturdays and Sundays. During this cancellation period the student may receive a full refund of all monies paid, including the registration deposit fee.
 - c. Cancellation must be submitted in writing and received by the close of business on the third day.
2. New and Returning Students
 - a. Students who withdraw prior to the start of classes will receive 100% complete refund for tuition and fees for the semester/trimester.
 - b. Students who withdraw on or before the end of the second week of classes of the semester/trimester will receive 80% refund of tuition.
 - c. Students who withdraw on or before the end of the third week of the semester/trimester will receive 70% refund of tuition.
 - d. Students who withdraw during or before the end of the fourth week of classes of the semester/trimester will receive a 60% refund of tuition.
 - e. Students who withdraw during or before the end of the fifth week of classes of the semester/trimester will receive a 50% refund of tuition.
 - f. After the fifth week of classes students are no longer eligible for a refund of tuition.

Refunds for new or returning students will be made within thirty (30) days of the date the institution determines the student has withdrawn. Withdrawal for purposes of this policy applies to both student-initiated withdrawal and any administrative withdrawal.

Title IV Refund Policy

The University will determine the percentage of attendance and the amount of financial assistance that the student did not earn when a student withdraws, does not return from an approved leave of absence, is expelled, or otherwise fails to complete the enrollment period for which the student was charged. The Department of Education Title IV funds will be returned according to the federal regulations and within a forty-five (45) period from the official date of determination of when the student ceased to attend.

Up through the sixty percent (60%) point in any payment period, a pro rata calculation is used to determine the amount of Title IV funds the student has earned at the time of the withdrawal based on the percentage of the term completed. Both PHSU and the student may be required to return unearned Title IV funds to the Federal government, and the student will receive written notification from the OSFA within thirty (30) days of withdrawal regarding repayment responsibilities of the school and student. After the 60% point in the payment period, a student has earned 100% of the Title IV funds. If a student did not receive all eligible Title IV aid before withdrawing during a term, the student may qualify for a post-withdrawal disbursement; the OSFA will notify the student in writing within thirty (30) days of withdrawal regarding post-withdrawal eligibility and requirements.

ALCOHOL, TOBACCO, ILLICIT DRUG AND VIOLENCE

Ponce Health Sciences University prohibits the abuse of alcohol within the academic community. The possession, distribution or use of illegal drugs is ground for immediate sanction, including dismissal. Smoking is prohibited on school grounds. Violence will not be tolerated within academic community or on the school or affiliated facilities.

The danger of alcohol, drugs and controlled substances in the study place is of great concern to us. Each individual at PHSU receives a manual that explains in detail the institutional policies and the resources available to deal with these problems. The following policy is established by PHSU:

1. It is unlawful for any student in PHSU to engage in any activity that involves illicit use, possession, manufacture or distribution of alcohol, drug, tobacco or controlled substances on the school campus, any location used for academic activities or at any of its organizations or affiliates. Proscribed activities include but are not limited to use, manufacture, sale, transportation, dispensation, distribution, disbursement, or possession of such substances. This does not apply to medically prescribed drugs, or to the manufacture, handling and distribution of drugs used for IRB approved research.
2. Any student of PHSU found to be engaged in any of the above, activities or in the case of vandalism is subject to dismissal. The student shall have the right to appeal as outlined in the “student promotion, academic probation and dismissal” section of this manual.
3. Whenever a student of PHSU is found to be illicitly using, possessing, manufacturing, or distributing alcohol, drugs or controlled substances on the school or campus or on the grounds of affiliated institutions, or if the student has participated in Institutional activities while under the influence of alcohol, drugs or any controlled substance, the following will occur:
 - a. Should the offender voluntarily recognize that suffer from drug or alcohol addiction and request help, counseling and rehabilitative services might be offered, including referral to public or private psychiatric services as an outpatient or inpatient, at the student's own expense. If within 6 months, a certificate of complete rehabilitation is not presented, the student will be recommended for dismissal.
 - b. The first offense for any drug related activity other than abuse of a substance: the student might be referred for counseling by the corresponding authority and to any other pertinent professional assistance. Other sanctions, up to and including dismissal, may also be imposed after due notice and hearing.
 - c. Second offense: the student will be recommended for dismissal from PHSU after due notice and hearing, unless the student has been otherwise notified that no additional hearing will be made available.
 - d. The school procedures do not preclude action by law enforcement authorities for violation of any state or federal laws.
4. In the event of a conviction by a court of law for any violation or related incident, whether the infraction is committed within or outside the school or affiliates grounds, the PHSU student may be sanctioned by the school. It is the duty of the student any student involved in an arrest leading to a conviction to notify the Dean of Enrollment Management and Student Success of any such conviction in writing within 10 days. Failure to do so will lead to immediate sanction, up to and including dismissal.

Prevention Policy & Program

Ponce Health Sciences University is an educational institution with a focus on Health and Behavioral Sciences. This represents a genuine commitment to establish an institutional public policy for the academic community free of drugs, alcohol, tobacco and violence. PHSU recognizes that prevention strategies are the first steps to fight against drugs, alcohol and violence. PHSU promotes a prevention program aimed to provide services to students and employees.

Statement

It is PHSU commitment to ensure for everyone an environment free of drugs, alcohol, tobacco and violence through prevention, education and rehabilitation

Policy

Possession and/or use of illicit drugs and unauthorized controlled substances are contrary to University policy and in violation of federal and Missouri laws. PHSU prohibits the possession, use, manufacture, distribution and/or sale of illegal drugs and illegal drug paraphernalia. Students at the University using or otherwise involved with drugs in violation of the Student Conduct Code and are subject to University disciplinary action, regardless of whether or not any action is taken by local or federal law enforcement authorities. Questions regarding the Drug Policy should be directed to the Office of the Students Affairs.

PHSU is committed to maintaining an alcohol and drug-free environment for its students. Our culture, driven by a commitment to excellence in all areas, simply has no room for, and is incompatible with, substance abuse in any form. Accordingly, as a matter of policy, our campuses prohibit the following:

- Reporting to campus under the influence of alcohol or illegal drugs or substances, including illegally obtained prescription drugs.
- Reporting to campus under the influence of legal prescription or non-prescription drugs, including marijuana, if doing so could impair judgment or motor functions or place persons or property in jeopardy.
- The illegal use, sale, manufacture, possession, distribution, transfer, purchase, or storage of alcoholic beverages or drugs on campus premises, or in automobiles or any other vehicle parked on campus premises.

Any violation of these policies will result in appropriate disciplinary action up to and including expulsion, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities.

Attached to this policy is a discussion of the legal sanctions commonly imposed by local, state, and federal authorities for illegal use of drugs and alcohol. On an individual referral basis, students convicted of any drug law or alcohol related violation or otherwise found to be engaged in substance abuse may be referred to abuse help centers or the services of the National Council on Alcoholism and Drug Abuse for counseling and rehabilitation. If such a referral is made, continued enrollment may be conditioned upon the successful completion of any prescribed counseling or treatment program.

Separate from any legal requirements, our campus is concerned with the health and well-being of our campus community. Students may contact the Chancellor PHSU-STL, in confidence, for referrals or

information regarding available and appropriate substance abuse counseling, treatment, or rehabilitation programs. In addition, select information relating to substance abuse risks, counseling, treatment, or rehabilitation is included in this Policy.

Finally, we ask for your help in keeping our campus free of substance abuse. Please notify campus management if you become aware of any alcohol or drug-related activity in violation of this Policy.

LEGAL SANCTIONS RELATING TO SUBSTANCE ABUSE

Local, state, and federal laws make illegal use of drugs and alcohol serious crimes. State laws contain a variety of provisions governing the possession, use, and consumption of alcoholic beverages. In every state it is unlawful to sell, furnish or provide alcohol to a person under the age of 21. Also, the possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public generally is illegal. Driving while intoxicated is also illegal, regardless of age. State laws also prohibit the unlawful possession, distribution, and use of controlled substances and drugs, as defined in each jurisdiction.

In addition to local and state laws, federal laws also prohibit the unlawful possession, distribution, and use of controlled substances and drugs. Among other things, federal laws make it a crime to possess drugs (including in your backpack, car, purse, or house), to hold someone else's drugs, or to be in a house where people are using drugs.

Members of our campus community should be aware of the serious legal penalties applied for conviction in cases of drug or alcohol abuse. Such convictions can lead to imprisonment, fines, and assigned community service. Also, courts do not lift prison sentences in order, for convicted persons to attend college or continue their jobs. An offense classified as a misdemeanor or a felony, depending upon the type and the amount of the substance(s) involved.

Specific legal sanctions under local, state, and federal laws may include:

- Suspension, revocation, or denial of a driver's license
- Property seizure
- Mandated community service
- Monetary fines
- Prison sentence

Intervention Protocol to Rehabilitate Students and Employees

PHSU believe that rehabilitation could be possible, when a proper case management is available. The Office for Students Affairs and its Counseling Services are responsible for handling cases of students or staff, identified or are suspected of having problems related to drugs and alcohol.

Non-confirmed cases could be managed by institutional help services; professional counseling, discipline committee, bulletin board and, e-mails with information related to alcohol and drugs prevention. Confirmed cases, should be address to professional help from private and public agencies.

PREVENTION OF SUBSTANCE ABUSE AND AVAILABLE RESOURCES

Drug and alcohol abuse education programs are offered by local community agencies. Our campus typically posts information about such education programs on bulletin boards throughout the campus.

While care must be taken to ensure that a person is not wrongly accused of drug or alcohol use, it is recommended that anyone who notes signs of substance abuse in another student contact the Chancellor PHSU-STL. If it is determined by the Chancellor PHSU-STL that a student is in need of assistance to overcome a drug or alcohol problem, he or she may be counseled to seek such assistance. Records of such counseling will remain confidential.

Students also may voluntarily contact the Chancellor PHSU-STL, in confidence, for referrals or information regarding available and appropriate substance abuse counseling, treatment, and rehabilitation programs. Organizations offering such programs include:

- The Alcoholism and Drug Abuse Hotline 1-800-ALCOHOL
- The Cocaine Hotline 1-800-NODRUGS
- The National Institute on Drug Abuse Treatment Referral Hotline 1-800-662-HELP
- Al Anon for Families of Alcoholics 1-800- 344-2666

HEALTH RISKS ASSOCIATED WITH SUBSTANCE ABUSE

Alcohol and drugs are toxic substances that affect the mind, body, and spirit. Excessive drinking can cause health risks which include damage to your body organs, impaired physiological responses, mental and emotional disorders, and in very high doses, respiratory depression and death. Drug abuse also is dangerous and can lead to psychosis, convulsions, coma, and death. Continuous use of drugs can lead to organ damage, mental illness, and malnutrition.

The chart below sets out in more detail health risks associated with different forms of substance abuse.

Standard of Conduct

1. PHSU total and hereby categorically prohibited the possession, use, manufacture and / or distribution of drugs and alcohol by students, employees and visitors to this Institution.
2. In case of prescription medication use, these must be prescribed by a physician or other qualified medical professional for the treatment of a properly documented health condition.
3. PHSU prohibits smoking in their classrooms or laboratories, halls, game rooms, libraries, hallways, restrooms, elevators, offices, research laboratories (these could even have areas with liquids, vapors or flammable materials), lunch rooms, meeting rooms, parking area or anywhere within the premises of the institution (the “campus”).
4. Smoking is prohibited at PHSU sponsored activities on campus.
5. Advertising of alcohol and tobacco products are prohibited sponsors for academic activities.
6. All student organizations recognized by our institution are subject to the above provisions in their official activities, both on and off campus.

Financial Aid Sanctions

Student Alert! As set out in section 5310 of the Federal Law on the Use and Abuse of Drugs, 1988, if you are convicted for possession, manufacture or distribution of drugs, your eligibility for financial aid could be (1) suspended temporarily or (2) finished forever. If the student was convicted of drug offense within (not later than) ten (10) days after the conviction, he shall report in writing with your full name and Social Security number to:

Director, Grants and Contract Services
US Department of Education
Washington DC 20202-4571

Student Organizations are required to report within five (5) calendar days of any incident involving the use of alcohol and / or drugs that occurs in any official activity of the organization. Failure to comply with these provisions of public policy may result in sanctions as outlined in the Student Handbook.

Faculty and Administrative Employees under this public policy and in compliance with the law are bound to:

1. Comply with all rules of conduct outlined above.
2. Notify the employer in writing of any criminal conviction under the statutes of controlled substances or alcohol events in the workplace no later than five (5) calendar days after sentencing.
3. PHSU must also take one of the following actions within thirty (30) calendar days after receiving notice of any criminal conviction of an employee.
4. Require the employee to participate satisfactorily in voluntary assistance or rehabilitation program approved for such purposes by a state or federal health agency, the Department of Justice and other appropriate.
5. Proceed with a relevant institutional action, including termination of job.
6. In addition to the aforementioned, every employee is subject to the rules applicable to their classification.
7. In some cases, if the offense is a not a significant one, employee could be referred to counseling services or a rehabilitation program.
8. A letter in the personnel file may be appropriate.

ATTENDANCE POLICY

The Attendance Policy of Ponce Health Sciences University establishes that attendance at lectures and other academic exercises, including but not limited to clinical or laboratory work, is mandatory unless excused because of illness or by previous authorization of the professor in charge of the course. Each department will decide the relative weight to be given to the attendance in calculating the final grade.

Attendance at clinical activities involving patients, patient models, and similar types of activities is considered part of the students' professional responsibility and is mandatory. Absences may be excused after the student consults with the respective department chairperson. Three unexcused absences may adversely affect the final grade for a course.

Incomplete work due to illness or other serious circumstances during the course will be handled according to departmental policies, which must be provided to the students in writing at the beginning of each term. Faculty are not obligated to repeat lecture/laboratory topics that were presented at scheduled times and dates.

- ◆ An attendance log with the signature of the student will be maintained for each academic activity as appropriate.
- ◆ Students with less than 75% of attendance to academic activities at the mid-term of the course will be given an appointment with the course director for the mid-course feedback. Students will be referred for counseling services as deemed necessary.
- ◆ Students with less than 75% of attendance at the end of the course will be referred to the Students Promotion Committee for failure to comply with school policies and regulations. Sanctions may include a written admonition.
- ◆ Each course director can assign points for participation as part of the final grade using the audience response system.
- ◆ Points for attendance at clinical activities involving patients, patient models, small group discussions, laboratories can also be assigned, particularly for courses with pass/fail grades in which attendance/participation is the main assessment method.

Administrative Withdrawal for Failure to Re-Enroll

A student that is not enrolled after the second week of classes, at the beginning of the academic period, and does not have a leave or approved permission to be absent must speak with the Dean of Academic Affairs in order to be considered for enrollment. It is then upon the discretion of the Dean of Academic Affairs to decide whether the student can enroll for the current academic period.

CREDIT HOURS POLICY

PHSU has revised the policy for the assignment of credit hours for existing and new academic programs and coursework in order to comply with the credit hour definition as required by the Higher Education Opportunity Act (HEOA) to those institutions that receive Title IV funds from the US Department of Education.

At PHSU students will gain one credit hour for each 15 hours of scheduled class or faculty instruction. Every hour of required activity is considered a contact hour, including lecture, small group discussion, and

laboratory time.

The assignment of credit hours for practicum and internship courses in the Clinical Psychology and Public Health Programs must conform to the commonly accepted practices for such programs in institutions of higher learning.

Established and new courses should be reviewed by the corresponding curriculum committees for compliance and implementation of this policy.

The Office the Dean of Academic Affairs will oversee the compliance of the credit hours policy described herein.

LEAVE OF ABSENCE

The purpose of this policy is to establish the definition, policy and process for students requesting a Leave of Absence at Ponce Health Sciences University. This policy applies to all students at PSHU. Authority to review and approve a leave of absence is held with the Registrar, Financial Aid Director and Dean of Academic Affairs.

Leave of Absence is defined as an authorized temporary interruption of a student's program of studies due to documented extenuating personal circumstances or medical reasons.

A student must request a leave of absence (LOA) from the Registrar's office at least 30 days prior to the LOA commencement date, unless medical or other circumstances require immediate authorization (e.g., automobile accident). A personal or medical leave may be authorized when a student is experiencing compelling personal and/or medical circumstances that are temporarily affecting his/her academic progress. A student requesting an LOA for medical circumstances must submit a physician's note certifying the medical problem or reason. The total time of leave cannot exceed 180 days within a 12-month period. A student who fails to return after an authorized LOA will be academically withdrawn and a R2T4 calculation will be performed. For student loan borrowers an exit counseling instructional letter will be sent to the student.

MILITARY LEAVE

The purpose of this policy is to establish the definition, policy and process for students requesting a Military Leave at Ponce Health Sciences University. This policy applies to all students at PSHU. Authority to review and approve a military leave held with the Dean of Enrollment Management and Student Success, Registrar, Financial Aid Director and the Dean of Academic Affairs.

Military Leave is defined as an authorized temporary interruption of a student's program of studies due to a call to be into active military service.

Ponce Health Sciences University (PHSU) supports its students who are members of a military reserve unit or the National Guard and are called into active military service by the United States. To assist them as well as protect and safeguard their status as PHSU students, the University has adopted the following guidelines:

A student in good standing should immediately file a written request for a Military Leave with the Dean of

Academic Affairs with a copy of the military orders. All documentation must be delivered to the Office of the Registrar.

A Military Leave will be granted for the term of service stipulated in the military orders. Any request to extend the Military Leave should service require more than the period stipulated in the original orders, will be processed once official documentation from the student's branch of service is received by the Registrar and a written extension request is submitted by the student. To facilitate the return process, the Dean's Office will notify the Registrar, so the student's record will be flagged as a Military Leave.

The student will receive a full refund of tuition and fees paid to PHSU if the request for a Military Leave is filed prior to the last day to drop classes.

The student will have a choice of three options if the request for a Military Leave is received after the last day to drop classes:

- A. A full refund of tuition and fees, no credit awarded for work completed during the semester.
- B. An Incomplete grade in all courses with the right to complete all coursework at a future date without further payment of tuition or fees and a designation that the incomplete was incurred due to active military service. A student returning from Military Leave will have one Academic Year to complete their incomplete coursework once he/she is re-enrolled.
- C. A grade in each course, if the professor of each class believes sufficient work has been completed.
- D. Options B & C may be combined should circumstances warrant.

Student benefits (Student Health Insurance, etc.) will be terminated on the date of withdrawal. For a refund of a pro-rata portion of any premium paid for health insurance coverage, the student is required to provide a written request for a refund to the insurance carrier as provided in the certificate of coverage. Please contact the Dean of Enrollment Management and Student Success for information.

All applicable financial aid awards will be refunded to the appropriate agencies, and repayments of federal student loans will be calculated in accordance with federal guidelines.

Students on Military Leave will be required to return university property, such as university computer equipment, library books, laboratory equipment, etc. in order to receive a refund or re-enroll.

Re-enrollment from Military Leave:

A student returning from Military Leave shall be guaranteed a place in a class at the beginning of the semester in which they seek to re-enroll.

If a student elected to take an incomplete in a course, upon re-enrollment the student should follow PHSU policies and regulations regarding the processing an Incomplete coursework as applicable to their course of study. The Office of Students Affairs and the Office of the Registrar will give the proper orientation to the student. If the course is no longer offered, or if the faculty member is no longer with the Institution, the returning student will receive a full tuition credit for a replacement course and the possibility of co-validation of coursework with current PHSU offerings will be considered.

A policy cannot address every circumstance that may arise when students are called to active duty. A student should consult with the Dean of Enrollment Management and Student Success and the Office of the Registrar. Appeals of a decision may be made to the Dean of Academic Affairs.

STUDENT PROMOTIONS

The mechanism accepted by the Ponce Health Sciences University for the promotion, suspension or dismissal of a student is described below. For practical purposes the process will be divided according to the level of decision: Academic Department, Promotions Committee, corresponding program coordinator, Dean of Academic Affairs, and Chancellor.

Institutional Department Level

Every department will establish a mechanism of student evaluation following the institutional policies. It is the responsibility of the Director to assess the academic, behavioral (attitudinal) and ethical performance of students. All information, evaluations, and observations about students must be documented each semester.

Department directors must take immediate action upon a marginal or failing performance by notifying the student. The student should be allowed to provide an explanation as to the reasons for poor performance. Students in need of special help must be referred immediately to the Office of Students Affairs, who will try to identify the prevailing problem, provide help or refer the student to whomever is needed for help.

Efforts will be made by each program or department to report regular examination grades within four (4) working days after the examinations. This is extremely important in order for the Promotion Committee to do its work on time.

Promotions Committee Level

A standing committee created by the Dean of Academic Affairs will evaluate student performance as they progress through each academic year and is empowered to take action in case of poor academic progress or unacceptable behavior or attitudes.

The committee will analyze the information received from the programs or departments, and at its discretion will obtain the students version of the situation.

After each evaluation the members of the Committee will determine the action, they understand is the most suitable for each specific case. To do so they will follow the "Guidelines for Student Promotion" and the Satisfactory Academic Progress (SAP) policy of each academic program.

Program Level

The chair of the Promotions Committee will refer its decision to the Dean or his/her delegate. The Dean or delegate will notify the student about the action of the committee and remind him/her about the right to appeal.

Students notified that they are to repeat the whole year or to be dismissed, have the right to appeal the case the Dean within seven working days after receiving the notification.

The appeal or Due Process for Dismissal approved by the Academic Senate presented below must be followed.

Due Process

The Dean of Academic Affairs will evaluate the appeal and the student's academic record. Rejection of the appeal by the Dean is final. If the case does not merit dismissal, the Dean can overturn the decision. Alternatively, at the sole discretion of the Dean, he/she can appoint a three members Ad Hoc committee to re-evaluate all evidence.

The Ad Hoc committee will notify the student in writing of the date and time when the case will be heard. Following the student presentation, the committee has forty-eight (48) hours to submit to the Dean their recommendations. The Dean will consider the Ad Hoc committee recommendations and make the final decision within forty-eight (48) hours. All decisions, favorable or unfavorable, will be reported to the student in writing. All decisions by the Dean are final.

Guidelines for Students Promotion

The faculty of Ponce Health Sciences University has the responsibility to assure that students perform in a manner consistent with the appropriate standards of scholarship and professional behavior. Students who do not meet these standards will be dismissed from PHSU, but they will be evaluated fairly and consistently. Decisions affecting student status is delegated by the Chancellor to the Student Promotions Committee (SPC).

The SPC meets quarterly to evaluate the academic progress of student not meeting the minimal academic requirements of their program and holds annual meetings at the end of the school year, to recommend promotion to the next succeeding year, and to recommend students for graduation and honors.

Students not performing satisfactorily will:

1. Be notified in writing by the appropriate course director of their substandard performance and will be asked to schedule a meeting to develop a plan to improve their academic performance.
2. Receive communications from the Promotions Committee in the form of:
 - a. Letter of Academic Concern - Sources of help for the student will be indicated.
 - b. Letter of Academic Warning – Sent as a result of earning an interim "F" in two or more courses. This letter will indicate that continued performance at that level could lead to the student being placed on Academic Probation and will urge the student to seek extra help and counseling.
 - c. Letter of Academic Probation - This will be sent as a result of earning a final grade of "F" in one or more courses. A student receiving a final grade of "F" in a single course must be re-examined in that course before promotion. The letter will indicate that promotion to the next academic year can only occur after remediation of the deficiency. Remediation will be through a mechanism acceptable to the department chairperson, and will be given only once, prior to the start of the next academic year. This shall take precedence over any other summer plans a student will have made. A student receiving two or more final "F's" will be considered for either repetition of the entire year or dismissal.

The Promotions Committee shall also consider reports relating to attitude, integrity and ethical conduct. On the basis of such reports, the committee will issue a letter of concern or a letter of warning; determine that the student be placed on non-academic probation; or recommend to the Dean or the Dean's designee that the case be investigated and considered for possible disciplinary action, which will

include dismissal.

The same process will be followed in accordance with Due Process in cases of unacceptable attitudes or behavior. Departmental faculty will document the facts and the Department Director will refer them to the Promotions Committee. If the decision is to dismiss the student, the student has the right for the appeal process.

Standards of Conduct in the Teacher-Learner Relationships

Preparation for a career in the health care professions demands the acquisition of a large fund of knowledge and a host of special skills. It also demands the strengthening of those virtues that are expected in the health provider/patient relationship and that sustain the health profession as a moral enterprise.

Guiding Principles

Duty

Ponce Health Sciences University faculty has a duty, not only to convey the knowledge and skills required for delivering the profession's contemporary standard of care, but also to inculcate the values and attitudes required for preserving the profession's social contract across generations.

Integrity

The learning environments conducive to conveying professional values must be suffused with integrity. Students learn enduring lessons of professionalism by observing and emulating role models who epitomize authentic professional values and attitudes.

Respect

Respect for every individual is fundamental to the ethics of the health professional. Essential for nurturing that ethics is the mutual respect for every individual by students, novice members of the profession, as well as by their teachers, as experienced and esteemed professionals. Given the inherently hierarchical nature of the teacher/learner relationship, teachers have a special obligation to ensure that students, interns and residents are always treated respectfully.

Commitments of Faculty

1. We pledge our utmost effort to ensure that all components of the educational program for students are of high quality.
2. As mentors for our students, we maintain high professional standards in all of our interactions with patients, colleagues, and staff.
3. We respect all students as individuals, without regard to gender, race, national origin, religion, or sexual orientation; we will not tolerate anyone who manifests disrespect or who expresses biased attitudes towards any student, intern or resident.
4. In nurturing both the intellectual and the personal development of students, interns and residents, we celebrate expressions of professional attitudes and behaviors, as well as achievement of academic excellence.
5. We do not tolerate any abuse or exploitation of students in any manner. We encourage any student who experiences mistreatment or who witnesses unprofessional behavior to

report the facts immediately to appropriate faculty or staff; we treat all such reports as confidential and do not tolerate reprisals or retaliations of any kind.

Commitments of Students

1. We pledge our utmost effort to acquire the knowledge, skills, attitudes, and behaviors required to fulfill all educational objectives established by the faculty.
2. We cherish the professional virtues of honesty, compassion, integrity, loyalty and dependability
3. We pledge to respect all faculty members and all students, interns and residents as individuals, without regard to gender, race, national origin, religion, or sexual orientation.
4. As health sciences professionals in training, we embrace the highest standards of the profession and pledge to conduct ourselves accordingly in all of our interactions with patients, faculty colleagues, and staff.
5. As well as fulfilling our own obligations as future professionals, we pledge to assist our fellow students in meeting their professional obligations.

SEXUAL HARASSMENT AND OTHER MISCONDUCT

Harassment on the basis of sex, including sexual assault and other forms of sexual violence, is a violation of federal law. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly as a term or condition of a student's academic status,
2. submission to or rejection of such conduct by a student is used as the basis for decisions affecting the academic status of such individual, or
3. such conduct has the purpose or effect of unreasonably interfering with a student's work performance or creating an intimidating, hostile, or offensive working or learning environment.

Sexual harassment will be considered and submitted for disciplinary action by the Administrative authorities of the Ponce Health Sciences University. Any act of sexual harassment or sexual misconduct may be cause for disciplinary action, including dismissal. Domestic violence, dating violence, and stalking are also prohibited under this policy and may be cause for disciplinary action, including dismissal.

Disciplinary Measures, Due Process and Penalties

Disciplinary action will be taken against any faculty member or a non-academic employee or student after the application of the following process:

1. Any person, including the students and other members of the PHSU community, may submit a written report about any act of misconduct by an employee, faculty member, or student to the Dean of Enrollment Management and Student Success.
2. After receiving the written report, the Dean of Enrollment Management and Student Success will designate a special committee to initiate an investigation of the written report. The following must be taken into consideration by the committee:
 - a. seriousness of the violation reported
 - b. evidence to sustain the offense reported

- c. previous record and past performance of the student, employee, or faculty member against whom the report has been submitted
3. Recommendations of the special committee will be directed to the Dean of Enrollment Management and Student Success in the case of a student. In the case of an employee or faculty member, these will be addressed to the Chancellor.
4. If necessary, the Dean of Enrollment Management and Student Success may conduct a formal or informal administrative hearing in which all parties interested in the case will be able to express their views on the case under investigation.
5. At the discretion of the Dean of Enrollment Management and Student Success, a written report describing the findings of this administrative hearing will be directed to the Chancellor with recommendations for the course of action.
6. The Chancellor or his/her designated, after receiving the report from the Dean of Enrollment Management and Student Success, may order disciplinary action, including but not limited to warnings, suspensions without pay, and dismissal.
7. The final decision to dismiss an employee, faculty member, or student will be taken by the Chancellor.
8. An employee, faculty member or student, has the right to appeal the decision of the Chancellor or his/her delegate, through legal representation.

PRIVACY OF STUDENT RECORDS

The University adheres to all applicable regulations concerning the privacy or confidentiality of student records, including, but not limited to, the Family Educational Rights and Privacy Act (FERPA). Faculty members are required to strictly comply with the University's FERPA policy in their administration and use of student records.

The Family Educational Rights and Privacy Act of 1974 (FERPA)

For the purposes of this policy, Ponce Health Sciences University has used the following definition of terms.

1. Student
Any duly registered person who attends or has attended any of the Ponce Health Sciences University academic programs.
2. Educational Records
Any record (in handwriting, print, tapes, film or other medium) maintained by Ponce Health Sciences University is an agent of the School, which is directly related to a student, except:
 - a. A personal record kept by a staff member if kept in the sole possession of the maker of the record; the record must not be accessible or revealed to another person, except a temporary substitute for the maker of the record.
 - b. Records created and maintained by the Ponce Health Sciences University to comply with the federal rules and regulation a privacy preservation concerns.
 - c. An employment record of an individual, whose employment is not contingent on their student's status, provided the record is used only in relation to the individual's employment.
 - d. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional if the records are used only for treatment of a student and made available only to those persons providing the treatment.

- e. Alumni records containing student(s) information after they are no longer in attendance at the Ponce Health Sciences University and which do not relate to the person as a student.
 - Students will be notified of their FERPA rights annually by publication in the student handbook;
 - Students will be notified of FERPA rights annually by publication in the student bulletin; or
 - Students will be provided a statement of their FERPA rights in their registration packets.

3. Procedure to Inspect Education Records

Students may inspect and review their own academic records upon approval of the Registrar. Students should submit to the Registrar or Record Officer a written request, which identifies precisely as possible the record or records he or she wishes to inspect. The Record Custodian or an appropriate University staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given 45 days or less from receipt of the request. When a record contains information about more than one student, the student may inspect and review only the record related to the student.

4. Right of University to Refuse Access

Ponce Health Sciences University reserves the rights to refuse to permit a student to inspect the following records:

- a. Letters and statements of recommendation for which the student has waived the right of access, or which were placed in the file before, January 1, 1975.
- b. Records connected with an application to attend Ponce Health Sciences University and that application was denied.
- c. Those records which are excluded from the FERPA definition of education records.

5. Refusal to Provide Copies

With an understanding that it cannot deny students access to their records, Ponce Health Sciences University is required to describe the circumstances in which it may deny students a copy of their education records. Ponce Health Sciences University reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations:

- a. The student has an unpaid financial obligation to the University.
- b. There is an unresolved disciplinary action against the student.

6. Fees for Copies or Records

The fee for copies will be \$3.00 each. PHSU does not charge for search and retrieval of the records; however, it may charge for copying time and postage.

7. Types, Locations and Custodians of Educations of Records

The following is a list of the types of records that Ponce Health Sciences University maintains, as well as their locations and an example of their custodians.

| Types | Location | Custodian |
|--------------------|--------------------|---|
| Applicants Records | Admission's Office | Dean of Enrollment Management and Student Success |

| | | |
|--|------------------------|---|
| Admissions Records of Matriculated Students | Registrar's Office | Registrar |
| Cumulative Academic Records (Current Students, after graduation, withdrawals and transferred students) | Registrar's Office | Registrar |
| Disciplinary Records | Student Affairs Office | Dean of Enrollment Management and Student Success |
| Documents for Financial Aid | Financial Aid Office | Director of Financial Aid |

8. Disclosure of Education Records

Ponce Health Sciences University will disclose information from a student's education records only with the written consent of the student, **except:**

- a. The school officials who have a legitimate educational interest in the records. A college or university is required to specify the criteria for school officials and for legitimate educational interest. The following are Ponce Health Sciences University criteria: A school official is:
 - A person employed by the University in an administrative, supervisory, academic or research, or support staff position.
 - A person elected to the Board of Trustees.
 - A person employed by or under contract to Ponce Health Sciences University to perform a special task, such as the attorney or auditor.
 - A school official has a legitimate educational interest if the official is:
 - Performing a task that is specified in his or her position description or by a contract agreement.
 - Performing a task related to a student's education.
 - Performing a task related to the discipline of the student.
 - Providing a service of benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
- b. To officials of another school, upon request, in which a student seeks or intends to enroll. FERPA requires a college or university to make a reasonable attempt to notify the student of the transfer unless it states in its policy that it intends to forward records on request.
- c. To certain official of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
- d. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- e. If required by a state law requiring disclosure that was adopted before November 19, 1974.
- f. To organizations conducting certain studies for or behalf of the Ponce Health Sciences University.
- g. To accrediting organizations to carry out their functions.
- h. To parents of an eligible student who claim the student as a dependent for the income tax purposes.
- i. To comply with a judicial order or a lawfully issued subpoena.
- j. To appropriate parties in a health or safety emergency.
- k. Directory information so designated by Ponce Health Sciences University.
- l. The result of any disciplinary proceeding conducted by the Ponce Health Sciences University against an alleged perpetrator of a crime of violence to the alleged of that crime.

m. PHSU complies with the FERPA USA Patriot Act: Public Law 107-56: DCL April 12, 2002 Section 507. PHSU follows the provisions outlined in the regulations as follows: PHSU only discloses personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

9. Record of Request for Disclosure

Ponce Health Sciences University will maintain a record of all requests or disclosure of information from student's education records. The record will indicate the name of a party making the request, any additional party to whom it may be re-disclosure and the legitimate interest the party had in requesting or obtaining the information. The record may be requested and reviewed by the parent or eligible student.

10. Directory Information

Ponce Health Sciences University designated the following items as Directory Information: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and previous school attendance and photograph, email, height and weight, honors, education. Ponce Health Sciences University may disclose any of those items without prior written consent, unless notified in writing to the contrary by the student.

The following are not considered as part of the directory information: social security number, religion, ID Number, gender, race, grades, nationality and GPA.

11. Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedure to correct a record:

- a. A student must ask the official Ponce Health Sciences University to amend a record. They should write Ponce Health Sciences University official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.
- b. Ponce Health Sciences University, registrar or Record Officer, may comply with the request or it may decide not to comply. If it decides not to comply, Ponce Health Sciences University, registrar or Record Officer, will notify the student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
- c. Upon request, Registrar of Ponce Health Sciences University, will arrange for a hearing, and notify the student, reasonable in advance, of the date, place, and time of the hearing.
- d. The hearing will be conducted by a Hearing Committee of three members who are disinterest parties; however, the hearing committee members may be officials of the Institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issued raised in the original request to amend the student's education record. The student may be assisted by one or more individuals, including an attorney.
- e. Ponce Health Sciences University Hearing Committee will prepare a written decision based on the evidence presented at the hearing and it will be submitted to the Chancellor to take the corresponding action. The decision will include a summary of the evidence presented and the reason for the decision.

- f. If the Chancellor decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will be notified to the student that they have a right to place in the record a statement commenting on challenged information or a statement setting forth reasons for disagreeing with the decision.
- g. The statement will be maintained a part of the student's education records as long as long as the contested portion is maintained. If Ponce Health Sciences University discloses the contested portion of the record, it must also disclosure the statement.
- h. If the Chancellor decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, the Chancellor will order the registrar to amend the record and notify the student, in writing, that the record has been amended.

12. The Solomon Amendment and FERPA

The Solomon Amendment requires institutions to provide directory-type information on students who are 17 years of age or older upon request of representatives of the Department of Defense for military recruiting purposes. This information- "student recruiting information" – includes: student's name, address, telephone listing, date and place of birth, level of education, academic major, degrees received, and the most recent previous education institution at which the student was enrolled.

A request for student recruiting information under Solomon must be honored unless there is an exception in the law which precludes the institution from providing the requested information. The most important exceptions are that the university:

- a. Have a long-standing policy of pacifism based on historical religious tradition;
- b. Certify that such information is not collected by the institution;
- c. Certify that each student concerned has formally requested to withhold "directory information" under FERPA from third parties.

The definitions of the terms "directory information" (FERPA) and "student recruiting information" (Solomon) are not synonymous.

All students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

ACADEMIC INTEGRITY

Ponce Health Sciences University subscribes to the principle of Academic Integrity or Academic Honesty:

Any type of academic dishonesty by students or faculty is unacceptable behavior at Ponce Health Sciences University. Two specific forms of academic dishonesty are cheating and plagiarism. The following sections describe Ponce Health Sciences University's official policy in relation to these two forms of academic dishonesty.

Cheating

Cheating is defined by Merriam-Webster Dictionary as: to get something by dishonesty or deception. Cheating suggests using trickery that escapes observation. In an academic setting cheating usually refers to obtaining or sharing information using deception during examinations or other academic assignments.

Ponce Health Sciences University will enforce compliance with academic integrity and professional behavior. Any student that cheats in any examination incurs in an intolerable behavior that may result in disciplinary action, including dismissal from the institution. Department faculty, chairpersons and program directors must ensure that appropriate supervision is available for all examinations. Faculty members have the primary responsibility to ensure the security and supervision of their examination.

Any type of communication among students during examination is strictly prohibited. All pagers and cellular phones must be turned off and must remain off throughout the examination. It is prohibited to use any unauthorized electronic devices.

Ponce Health Sciences University recognizes that it may be difficult in some cases to prove with certainty whether a certain behavior is sufficient evidence of cheating. The following behaviors during an examination could be considered as evidence of cheating:

- Looking at another person's examination.
- Talking to another student during an examination.
- Consulting notes or materials, including use of electronic devices, not specifically authorized by the instructor during an examination.
- Employing a surrogate to take an examination.
- Falsifying a signature or misrepresenting someone on attendance sheets for a class, examination or any compulsory didactic activity.
- Stealing a test or any other material.
- Engaging in any act that a reasonable person would conclude, when informed of the evidence, to be a dishonest means of obtaining information.

Any student observed with a behavior considered evidence of cheating during an examination will be reported to the Department Chairperson or Program Director. This person will evaluate the evidence and if found positive, will inform the Dean of Academic Affairs and the Dean of Enrollment Management and Student Success. They will investigate the incident and if cheating is proven, the student will be referred to the Student's Promotion Committee or the Chancellor with a recommendation for dismissal from Ponce Health Sciences University.

In order to minimize the opportunity that any student may incur in such behavior a series of precautions are recommended to be taken by faculty members before and during examinations.

Recommendations Before the Examination:

- Attend examined groups with more than 25 examinees by two persons, one of which would be a faculty member.
- Divide groups larger than 50 students in two groups. Each group will be attended by two proctors, one of which would be a faculty member.
- Plan the seating of the students ahead of time. Assign seats in a way that may not be predictable by students.
- Number all tests. Use a sign-in sheet for each row, by examination number, to record where students sit.
- Prepare several versions of the same test with different questions order. Ensure that you prepare the appropriate code for each test.
- Only allow on the desk pencils and any other material authorized by the department providing the examination.
- Erase all messages on the boards before the examination starts.
- Check all bulletin boards for material related to the content of the examination.
- Establish some rules to control visits to the restroom during the examination.

Recommendations During the Examination:

- Constantly supervise the examination to identify any suspicious behavior that suggests cheating.
- If students raise their hands for any complaint, attend them one at a time.
- If for an extreme reason the student must temporarily leave the room, have one of the proctors accompany him.
- If a student exhibits behavior suspicious of cheating but not enough to qualify as evidence, record the name and inquire about the behavior after the examination.

If Evidence of Cheating is Observed During an Examination, the Person Observing the Behavior Should:

- Allow the student to complete the examination.
- Wait to the end of the examination and call the student aside.
- Confront the suspicious conduct, identify those involved and record their names.
- Notify the student about the findings and that PHSU policy requires to file a report.
- If a student appears to be using notes or has visible notes, promptly and discreetly confiscate the notes. These materials may be important evidence during a later investigation.

Plagiarism

Plagiarism is defined by the Random House Webster Dictionary (1997) as: the unauthorized use of the language and thoughts of another author and the representation of them as one's own. Ponce Health Sciences University considers such behavior as unacceptable from any person of the academic community. Behaviors that are considered examples of plagiarism include:

1. Appropriating ideas by another author as the presenter's original ideas.
2. Copying word by word the work of another person without due citation.
3. Downloading information from the internet and presenting it as original work.
4. Presenting work as the result of the presenter's independent effort without acknowledging the contribution of co-authors or collaborators.

5. Taking a report or work done by another person (or purchasing it from internet or other sources) and presenting it as his/her own.
6. Any other action in which people are led to believe that what is presented is an original work when it is not.

Informal Procedure of Intervention with Alleged Plagiarism:

Ponce Health Sciences University recognizes that in some occasions, people unknowingly engage in conducts which could be defined as plagiarism. The Institution encourages an informal approach to resolving concerns about plagiarism. In the case that a faculty member observes a conduct of alleged plagiarism in a student or other faculty member, an informal discussion about the problem may resolve and clarify the issue. This will be the first step and will be initiated by the person observing the conduct. Every attempt should be made to respect the rights of the alleged violator.

Formal Procedure of Intervention with Alleged Plagiarism:

A formal procedure occurs when a faculty member and a student or member of the academic community who allegedly engaged in plagiarism are unable to reach agreement on the alleged violation and resolution, or when the faculty member believes that the alleged violation is so serious as to warrant a formal proceeding.

If a member of the academic community decides to make a formal allegation of plagiarism by a student or other member of the academic community, she or he will make a written report to the Department Chairperson or Program Director. This person will evaluate the evidence and if found positive, will inform the Dean of Academic Affairs and the Dean of Enrollment Management and Student Success. They will investigate the incident and if plagiarism is proven, the guilty person will be submitted to disciplinary action which will depend on the seriousness of the violation and the particular situation in which the event occurred.

Possible actions include one or more of the following:

1. A note or letter to the individual's record.
2. Requirement to complete an alternative assignment or examination.
3. Repetition of a course.
4. A failing grade for an assignment.
5. A failing grade for a course.
6. Dismissal from Ponce Health Sciences University.
7. Any other disciplinary action exposed in the Offenses and Sanctions PHSU Policy.

A specific undesirable behavior that has been described in academic environments is termed "self-plagiarism". In self-plagiarism a person presents as new a piece of work that has already been presented for other purposes. In the sciences, self-plagiarism generally refers to the practice of submitting an article or presentation with the same data to more than one journal or scientific forum. The new article or presentation may differ only slightly from the original by changes to the title, format or order of the authors.

Ponce Health Sciences University encourages an informal approach as described previously to resolve concerns about self-plagiarism.

Any student or member of PHSU academic community who has been subjected to a disciplinary action because of cheating or plagiarism has the right to appeal the adverse decision. This appeal will be done according to the regular Due Process Policy of Ponce Health Sciences University.

ACCEPTABLE USE POLICY

Computer/Network Resources

The purpose of the Acceptable Use Policy (AUP) is to identify situations where unacceptable use of systems or networks affects the teaching, learning, research, services or administrative missions of Ponce Health Sciences University or compromises the security of the systems or data.

This policy applies to the use of any Ponce Health Sciences University (PHSU) computing and networking facility hereinafter referred to as the “System” by all users, account holders, hereinafter referred to as “Users”. By using the System, all Users agree to comply with this policy. The use of the System is in support of teaching, research, learning, administrative and other intellectual pursuits consistent with the Ponce Health Sciences University aims and objectives.

Student Agreement

All students will receive a copy of this policy, and a signed copy of the agreement will be filed in the IT Department. However, use of the PHSU Computers, Network and Internet Resources, implied that the student understands and agree to abide by this policy.

User access to information and technology resources is contingent upon prudent and responsible use. Imprudent use of the “System” can lead to consequences affecting many other users, not just you. Prudent and responsible use begins with common sense and includes respect for the rights and privacy of other users. Users should consider Ponce Health Sciences University and community standards when trying to determine if an activity is appropriate.

Specific statements

PHSU requires people who use its information technology resources, must do so in a responsible manner, and in comply with federal and state laws, PHSU rules, policies, and procedures. Examples of applicable laws, rules and policies include; the laws of libel, privacy, copyright, trademark, obscenity and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking", "cracking" and similar activities; the PHSU's Student Code of Conduct; Faculty Manual, Employee Manual.

All users shall review and refer to IT policies and procedures for more information, available online.

Guidelines

In making acceptable use of resources, you must:

- Use resources only for authorized purposes.
- Don't let anyone know your password (s). Protect your user ID and system from unauthorized use. You are responsible for all activities on your user ID or that originate from your system (laptop, PDA, etc.)
- Access only information that is your own, that is publicly available, or to which you have been given authorized access.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time,

connect time, disk space, printer paper, manuals, or other resources.

The following activities and behaviors are prohibited:

- Use another person's system, user ID, password, files, or data.
- Use of faculty and administrative computers; except in special and authorized occasions (e.g. Match Activities). Permission must be requested to the IT Department prior to use.
- Connect personal computers or network equipment (including, but not limited to, bridges, routers, switches, access points, etc.) to the Network. A student who needs to connect laptops or any network equipment to any network drop in the campus must request approval to the IT Department.
- Attempt to alter any PHSU computing, networking or telecommunications infrastructure. Attempt to circumvent or bypass system security measures. Make use of programs to scan networks for security vulnerabilities.
- Engage in any activity that alter the integrity or might be purposefully harmful to systems or to any information stored thereon. For example; creating or propagating viruses, disrupting services, or damaging files or making unauthorized modifications to PHSU data, attempting to capture or decode passwords, attempting to get additional access, or alter data that belong to other users.
- Use the "System" for commercial, personal gain, or for partisan political purposes, such as using e- mail to advertise products or political candidates, or by selling access to your user ID, or by performing work for profit with PHSU resources in a manner not authorized by the PHSU.
- Make or use illegal copies of copyrighted materials or software, store such copies on PHSU systems, or transmit them over PHSU networks.
- Use of Peer-to-Peer (P2P) or other technology for illegal uploading, downloading or sharing of copyrighted material, such as music and software.
- Use e-mail or messaging services to harass or intimidate another person, for example, by broadcasting unsolicited messages (Spam emails), by repeatedly sending unwanted mail, or by using someone else's name or user ID.
- Waste computing resources or network resources, for example, by intentionally placing a program in an endless loop, printing excessive amounts of paper, or by sending chain letters or unsolicited mass mailings.
- Failure to comply with requests from appropriate PHSU officials to discontinue activities that threaten the operation or integrity of computers, systems or networks, or otherwise violate this policy.
- Any activity that violates any other Ponce Health Sciences University policy or code, or violates federal, state, or municipal laws or regulations.

Educational Technology Resources

Ponce Health Sciences University uses an educational web-based platform where educational materials including evaluations, rotation schedules, grades and other student's confidential information are posted. The platform also allows for web-based examinations. The student is advised that this information is accessed with their user ID and password. PHSU is not responsible for disclosure of such information when it is accessed by a third party through the use of the student's user ID and password.

Network Folders and Files

Every student has an assigned space in the server to save documents, files and educative material. The software manager or a designee by the IT Director will conduct periodical audits and any non-educative material archive in the server will be removed, that may include (i.e. music (mp3), non-educative photos or executable programs, or any other non-educative material.)

Printing Quota

An established amount of copies is assigned to every student, every academic period (semester or trimester), as applicable. Unused copies balance will be rolled over to the next academic period. If the student has no balance left or wants to be able to increase the number of copies available, he/she can purchase additional printing quota. Any unused balance will not be refunded at any time.

Software Code of Ethics and Software Policy

This code of ethics states Ponce Health Sciences University policy concerning installation, and acceptable use of software. Any unauthorized duplication of copyrighted computer software violates the law and is contrary to PHSU standards of conduct. PHSU does not excuse the illegal duplication of software and will not tolerate it.

Guidelines

- Use software in accordance with their license agreements. Must be aware that ALL computer software is protected by copyright unless it is explicitly labeled as PUBLIC DOMAIN.
- Must not download or upload unauthorized software over the Internet.
- Must not give software or accept unlicensed software from any third party.
- Must not make unauthorized copies of software under any circumstances. Shareware or Free-to-try software is copyrighted software that is distributed freely through Internet and online systems. It is the policy of PHSU to pay shareware authors the fee they request for use of their products. Registration of shareware products should be handled the same way as commercial software products.
- Must not install software on any institutional computer; all software shall be installed by the IT Staff. Generally, institution owned software cannot be installed on a student's personal computer.
- Must notify IT Department immediately, in case there is may be a misuse of software within the organization.

Penalties

Any person illegally reproducing software can be subject to civil and criminal penalties including fines and imprisonment.

Internet and Email Services Policy

This policy establishes guidelines that should be followed to ensure proper usage of e-mail and Internet access at Ponce Health Sciences University. Any improper usage of these services jeopardizes the PHSU legal standing and, therefore, cannot be tolerated.

Statements and Guidelines

- *Acceptable Uses of Institution E-mail and Internet Access:*

The Institution provides Internet and e-mail access for academic usage. Every student has the responsibility to maintain and enhance the Institution's public image and to use its e-mail and access to the Internet in a responsible and productive manner that reflects well on the Institution.

- *Unacceptable Uses of Institution E-mail and Internet Access:*
The Institution's e-mail and Internet access may not be used for transmitting, retrieving, or storage of any communications of a discriminatory or harassing nature or materials that are obscene or "X-rated." Harassment, threatening, bullying or making damaging or false statements of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference shall be transmitted. Abusive, profane, or offensive language is not to be transmitted. Electronic media cannot be used for any other purpose that is illegal or against institution policy or contrary to the institution's best interests. Solicitation of non-institutional business, or any use of the institution e-mail or Internet for religious and political purposes as personal gain, is strictly prohibited.
- *Communications:*
E-mail provided by the institution is considered an official means of communication. Students are expected to read their email at least twice a week while is an active student in PHSU. This policy includes student enrolled and those in leave of absence. It is the student Responsibility to respond immediately, if necessary. Students will be considered responsible for all information posted through the email system while on or offsite.

Each student is responsible for the content of all text, audio, or images that he or she places or sends over the PHSU e-mail and Internet system. No e-mail or other electronic communications may be sent that hides the identity of the sender or represents the sender as someone else or someone from another institution. All messages communicated on the PHSU e-mail and Internet system should contain the student's name.

Wireless Access Policy

This policy establishes guidelines for the use of PHSU Wireless Networks, by the students, staff and guests.

Guidelines

- a. All general policies contained within the Acceptable Use Policy for Computer and Network Resources apply to wireless network users.
- b. Only the Information Technology Department (IT) is authorized to attach wireless switches or routers (commonly known as Access Points or AP's) to the campus cabled network. Under no circumstances may personally owned AP's or similar devices be connected to open cabled network ports anywhere on campus. End users are not permitted use of their devices (e.g. computers, mobile devices, etc.) to provide unauthorized services or as gateways to provide alternative means of access to Network Services.
- c. Computer users' devices, including personal laptop computers with wireless network interfaces, capable of acting as bridges between wireless and wired networks should not be attached to open cabled network ports unless the wireless interface is disabled. Both cabled and wireless networking capability can be simultaneously active even if the end user is

- unaware of this. This means that users must actively disable their wireless interfaces (e.g., Wi-Fi cards) before attaching to an Ethernet port.
- d. IT will monitor the local wireless network for unauthorized AP's and other unauthorized wireless network devices that pose security risks.
 - e. IT will be responsible for maintaining a reasonable balance between easy access and proper security for all cabled and wireless network services. In certain cases, some cabled network services may be inaccessible from wireless connections because of security considerations. Individuals wishing to request the addition of a particular service for wireless accessibility or an explanation as to why a particular service is unavailable may contact the IT Helpdesk.

Penalties

A first-time violation of any access policy will result in the wired network port associated with an unauthorized device being immediately disabled without warning. An attempt will be made to identify the owner of the unauthorized device and inform him/her of the violation. Subsequent violations may result in more serious measures including the extended loss of access to computing services, disciplinary actions or expel or discharge.

Security & Privacy

PHSU employs various measures to protect the security of its computing resources and its user's accounts. Users should be aware, however, that PHSU cannot guarantee security and confidentiality. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords and changing them regularly.

Users should also be aware that their uses of PHSU computing resources are not completely private. While incidental and occasional personal use of such resources is permissible, personal communications and data transmitted or stored on PHSU technology resources are treated as business communications, those who use PHSU information technology resources do not acquire, and should not expect, a right of privacy.

While PHSU does not routinely monitor individual usage of its computing resources, the normal operation and maintenance of the institution's computing resources require the backup and caching of data and communications, the logging of activity, the monitoring of general usage patterns and other such activities that are necessary for the provision of service. The Network, Internet, and Email activities will be monitored to ensure and safeguard the best use of technological resources, and the compliance of policies and regulations.

PHSU may also specifically monitor the activity and accounts of individual users of PHSU computing resources, including individual login sessions and the content of individual communications, without notice, when:

1. It reasonably appears necessary to do so to protect the integrity, security, or functionality of PHSU or other computing resources or to protect the university from liability.
2. There is reasonable cause to believe that the user has violated or is violating this policy.
3. An account appears to be engaged in unusual or unusually excessive activity.
4. It is otherwise required or permitted by law.

Ponce Health Sciences University exercises no control whatsoever over the content of the information passing through its network or the Internet. Ponce Health Sciences University makes no warranties of any kind, whether expressed or implied, for the service it is providing. Ponce Health Sciences University also

disclaims any warranty of merchantability or fitness for a particular purpose. Ponce Health Sciences University will not be responsible for any resulting damages. This includes loss of data resulting from delays, non-deliveries or service interruptions caused by its own negligence, power or telephone company failures, acts of God or your errors or omissions.

Ponce Health Sciences University network services may only be used for lawful purposes in accordance with the Telecommunications Act, Higher Education Act, and any applicable law. Transmission of any material in violation of any U.S. or any other country's regulations is prohibited. You agree to indemnify and hold harmless Ponce Health Sciences University from any claims resulting from your use of the service, which damages you or another party.

Any access to other networks through the Ponce Health Sciences University network must comply with the rules appropriate for that other network. Whenever you are shipping software (or, for that matter, ideas) from one place to another, you must consider intellectual property and license issues. Use of any information obtained via the Ponce Health Sciences University network is at your own risk. Ponce Health Sciences University specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Penalties

Any student who abuses the privilege of Institution-facilitated access to Computer, Network, E-mail and Internet Resources, or who makes, acquires, or uses unauthorized copies of software will be subject to disciplinary action as appropriate under the circumstance. Such discipline may include the extended loss of access to computing services, disciplinary actions and expulsion.

Any student that is found guilty of illegal distribution of copyrighted material is vulnerable to criminal and civil penalties.

Definitions

- Chain letter = is an email directing recipients to send out multiple copies of it so its circulation increases exponentially
- Spam = is the use of email systems (including most broadcast media, digital delivery systems) to send unsolicited bulk messages indiscriminately.
- Peer-to-Peer (P2P) = is a file sharing network. It is a networking technology that normally uses a decentralized communication model. What is meant by this is that there isn't any central server involved and all computers in the network act as both server and client. An example of a pure decentralized P2P network is the BitTorrent.
- Shareware or Free-to-try software = is copyrighted software that is distributed freely through Internet and online systems

DIVERSITY POLICY

The mission of School of Medicine of Ponce Health Sciences University is to provide high quality education in medicine to the population we serve, through an innovative curriculum, while preparing students to be ethical practitioners. Our institution strives to provide students and faculty an exposure to a diverse population, so they can succeed in an increasingly diverse workplace and global communication culture.

NON-DISCRIMINATION POLICY

The Ponce Health Sciences University (PHSU), as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, political affiliation, disability, or status of veteran in its programs and activities. Further, the University will continue to take affirmative steps to support and advance its values consistent with the PHSU mission. This policy applies to admission, students, employment, and access to and treatment in PHSU programs and activities. This is a commitment made by the PHSU and is in accordance with federal, state and/or local laws and regulations. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Executive Director of Student Affairs
Elisandra Rodriguez, Title IX Coordinator
P.O. Box 7004, Ponce, PR 00732-7004
Email: elirodriguez@psm.edu |
Tel. 787-840-2575 Ext. 5723

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

REASONABLE ACCOMODATION

PHSU Admissions Office and the Admissions' Committee act in accordance with "Americans with Disabilities Act of 1990" which includes changes made by the ADA Amendments Act of 2008, which became effective on January 1, 2009 and Section 504 of the Rehabilitation Act of 1973.

PHSU is committed to provide reasonable accommodation for a student academically qualified who has a disability. Accommodations include academic adjustments and auxiliary aids and services, as well as reasonable modifications to policies and procedures. Federal law defines a "qualified individual" for employment purposes as an individual who, with or without reasonable accommodation, can perform the essential functions of the position that such individual holds or desires. Federal law defines a "qualified individual" for education purposes as a person who meets the academic and technical requirements requisite to admission or participation in the education program or activity.

Accepted candidates that need accommodations are responsible to contact the Dean of Academic Affairs. It is the student's responsibility to identify him or herself as a person with a disability and to request assistance from PHSU administrators. The impairment must be one that substantially limits a major life activity.

Students with disabilities must submit a written request for accommodation to the Office of Academic Affairs. Unless the disability and need for accommodation are already known to PHSU, the request should be accompanied by a report from a licensed professional, such as a physician or psychologist, establishing the specific condition for which the accommodation is necessary.

The report should include:

1. the specific diagnosis of the disability
2. specific tests administered to the student that will assist to determine the need for the accommodation requested (report the specific test results and findings)
3. prior accommodations granted at other institutions
4. type of academic accommodations that have worked in the past
5. the specific accommodations and/or assistive devices recommended and in cases of temporary disabilities the time period the accommodations are required
6. the professional credentials of the evaluator that qualify him/her to make the particular diagnosis, including information about professional certifications
7. the documentation should be current and sufficient to support the how the condition impacts the individual at the current time; generally, the date of the report shall not be more than six months prior to the date the request for accommodation is received at the Dean of Academic Affairs' Office

The report from the licensed health professional is required when you submit the request for accommodation.

The determination will be done on a case-by-case basis considering students' needs and in consultation with institution's officials and professional consultants as deemed necessary. All the documentation and information provided for the determination will be kept confidential.

Accommodations that are not considered reasonable because they impose an undue financial or administrative burden for the institution or require fundamental changes of academic standards or coursework may be declined. Determinations may be appealed to the Dean.

GRIEVANCE POLICY

Any student has the right to submit to the Dean of Enrollment Management and Student Success a written report of a concern or complaint of any violation to the PHSU policies, including PHSU nondiscrimination policies, and/or professional ethic without any retribution or consequences.

Violation to PHSU regulations will not be tolerated. Verbal, psychological or physical abuse such as speaking insultingly, engaging in schemes to undermine the self-esteem of the person; or any discriminatory practices or adverse activity will not be tolerated.

Procedure

Any member of the academic community is expected to report any incident of abuse or violation to PHSU policies. The incident should be reported to the Dean of Enrollment Management and Student Success or designee. The Dean of Enrollment Management and Student Success or designee will gather all pertinent information on reported cases. Early communication and intervention will lead to the resolution of the incident.

If the incident is resolved, no further action will be taken. A description of the incident must be in writing. The report of a resolved incident will contain the description of the action plan followed. A follow up on the incident will be made between six or eight weeks to assure that there has been no retribution.

If the incident is not resolved, the Dean of Enrollment Management and Student Success will appoint three members as Investigation Committee to re-evaluate the case. All parties involved will be informed of the composition of the committee and will have the opportunity to present any disagreement on the membership of the committee and the reasons for the challenge. If necessary; the School's legal counsel will be notified of the case and will be kept informed of the progress of the investigation. The Investigation Committee will review the information and make a recommendation to the Dean of Enrollment Management and Student Success for further action. The Dean of Enrollment Management and Student Success will inform the student of the decision. The whole process should be addressed within three months.

After receiving the notification by the Dean of Enrollment Management and Student Success, the student has the right to appeal the decision in writing to the Chancellor within seven working days.

The appeal, or Due Process presented below must be followed.

Appealing (Due Process)

The Chancellor will evaluate the appeal and the investigation report. Rejection of the appeal by the Chancellor is final. However, the Chancellor may overturn the decision. If the Chancellor has a reasonable doubt, about the student's allegation or the investigation, he/she can appoint an Ad Hoc Committee, comprised of members of the faculty, student body and administration to reevaluate all evidence.

The Ad Hoc committee will notify the student in writing of the date and time when the case will be heard. The Ad Hoc committee has the discretion to re-interview the persons involved if necessary. The committee has seven (7) working days to submit to the Chancellor its report.

The Chancellor will receive the Ad Hoc committee recommendations and make the final decision within forty-eight (48) hours.

All decisions, favorable or unfavorable, will be reported to the student in writing. All decisions made by the Chancellor will be final.

STUDENT COMPLAINT LOG POLICY

This policy applies to administration, faculty or resident in all programs of Ponce Health Sciences University, St. Louis. Questions regarding this policy should be referred to the Dean of Enrollment Management and Student Success.

This policy governs the procedures by which the administration and faculty log any student related complaint and how the Student Complaint Log is maintained. It is not intended to override the published grievance policy for students to formally report a complaint.

Definitions

A **Complaint** is defined as any grievance regarding any department, service or person that arises during a student's time at PHSU. Examples include, but are not limited to the following:

- A student complaint against another student, faculty, resident, department, or service
- A complaint from PHSU administration, faculty or resident against any student

An **Informal Complaint** is a complaint expressed either verbally or in writing to a relevant administrator or faculty, which is not dealt with through a formal process of the University. It may involve a discussion with relevant parties in order to receive information and explore options on resolving the matter. It does not involve a formal investigation or the determination of evidence.

A **Formal Complaint** is defined as a concern which has not been resolved informally, and which is then set out in writing, and forwarded to the Dean of Enrollment Management and Student Success per the University's Grievance Policy.

Policy and Process

All administration, faculty and residents are required to log any informal or formal complaints via email to studentcomplaints@psm.edu and to the Dean within 5 business days of receiving the complaint.

Informal complaints should be recorded within the body of the email and contain the following information:

1. Name of Student
2. Date the complaint was expressed
3. Nature of the complaint (e.g., person, department or service that the complaint is about and the circumstances and/or situation surrounding the complaint)
4. Steps taken to resolve the complaint, the person that responded, and all documentation associated with those steps
5. Date and final resolution, action or explanation regarding the complaint, including referral to the Dean if the complaint was not resolved and/or recommendation to the student to formally submit a written complaint following the University's documented Grievance Policy.

All formal written complaints should be recorded in the Student Complaint Log by the Dean of Enrollment Management and Student Success and contain the following information:

1. Name of Student
2. Date the complaint was expressed
3. Nature of the complaint (e.g., person, department or service that the complaint is about and the circumstances and/or situation surrounding the complaint)
4. Steps taken to resolve the complaint, the person that responded, and all documentation associated with those steps
5. Date and final resolution, action or explanation regarding the complaint.

The Dean of Enrollment Management and Student Success is responsible for:

- Maintaining a log of all formal and informal student complaints.
- Ensures that the complaints are resolved by the Dean within 10-business days of receipt of informal complaints. Formal complaints follow the established guidelines of the Grievance Policy.
- That the resolution is reported back to the Dean of Enrollment Management and Student Success.
- The Dean of Enrollment Management and Student Success ensures that the resolution is recorded in the Student Complaint Log.

PHSU provides published policies on Grade Appeals and Grade Appeals are NOT considered as complaints that are to be included in the Student Complaints Log.

For students at the Missouri campus who are dissatisfied with the resolution offered by PHSU may contact the Missouri Department of Education at (573) 751-2361 for more information on filing a formal complaint against the school.

WITHDRAWAL, DROP AND ADD

Withdrawal from School

A student that decides to withdraw from the School must submit a letter of resignation to the Dean of Academic Affairs stating their reasons for the withdrawal. Once the Dean has accepted the letter of resignation, the student shall proceed as follows:

1. The student must obtain a withdrawal form from the Registrar's Office and fill out the required information about academic program and courses.
2. The student must obtain clearance for withdrawal from the following:
 - a. *Library*: The Librarian must certify that the student does not have any outstanding debt or have any library materials checked out
 - b. *Finance Office*: Must state that the student has no outstanding debts to the School before any other further step is taken.
 - c. *Financial Aid Office*: Students, who have applied for or obtained any kind of financial aid or loan through the School, must attend an exit interview and obtain the signature of the Director of Financial Aid.
 - d. *Student Affairs* or any other department prescribed at the Clearance form. Students must obtain the signature of the Dean.
 - e. *Registrar*: After all signatures have been obtained, the Registrar will certify the student's withdrawal and make the proper entry in their records.
 - f. The student must settle all financial obligations with PHSU or no official transcripts or certifications will be issued.

- g. If a student completes all other graduation requirements the student will be provided with their diploma. Additionally, if a student meets FERPA requirements, they may receive an unofficial transcript, upon request, regardless of any outstanding financial balance.
- h. The withdrawal is allowed until the last day of class (semester/trimester), before the start of final exams.

Drop and Add

It is the student's responsibility to verify in the academic calendar, drop and add periods for each semester/trimester. A fee is required for each class dropped or added. The student has the option to drop and add courses until the first week of classes (beginning the semester/trimester). The Drop/Add Form will be initiated by the student and it is submitted to the Registrar's Office within the deadline established

After the first day of semester/trimester, added courses must be paid in full at the time they are added. The maximum time allowed adding a course is through the end of the first week of the semester/trimester.

Withdrawal

In order to withdraw a course after registration the student must complete and submit the corresponding form to the Registrar's Office. After the deadline established (approximately four weeks after the beginning of the semester/trimester a "W" will be posted on the transcript. Withdrawals after the add/drop period will be counted as credits attempted.

LEAVING THE UNIVERSITY

Students that comply with all graduation requirements will receive their corresponding degree on the date established in accordance with the Conferred/Awarded Degree Policy.

Also, any student could leave the University because of:

1. Withdrawal – student voluntarily withdraws from the school/university.
2. Administrative withdrawal – student that did not enroll or did not have approved leave or permission to be absent, the University processes an administrative withdrawal.
3. Dismissal – student that did not comply with the academic performance requirements or professional behavior requirements, stated in the Satisfactory Academic Progress Policy and was therefore, dismissed from the University.

Any student leaving the University must comply with the Return of Title IV Fund, if applicable, as stated in the PHSU Catalog, Tuition and Fees section.

STUDENT SERVICES AND ACTIVITIES

STUDENT SERVICES

Admission

The Admissions Office and the Medical and Non-Medical Admissions Committees are responsible for selecting the best candidates that apply for admission to each existing program. The Admissions Office

receives the applications, arranges interviews and convenes the Admissions Committees for the pertinent decisions. Refer to specific admission requirements by program in the academic programs section.

ACADEMIC PROGRAMS AND COURSES.

Registrar

The Registrar's Office is under the direct supervision of the PHSU Dean of Student Affairs. The primary role of the Registrar is to maintain the permanent records and documents that pertain to each matriculated student's progress through medical or graduate school.

The main services offered by the Registrar's Office are to:

- Prepare and maintain custody of all academic records following the regulations of the Buckley Amendment (FERPA).
- Coordinate Registration Procedures.
- Coordinate Veterans Services.
- Provide certifications of Enrollment, Class Lists, and Deferments.
- Prepare the evaluation of records for promotion and graduation.
- Certify Degrees and Academic Standing.
- Certify Enrollment for USMLE Part I and II.
- Prepare, maintain and distribute the Official Transcript.
- Receive, record, and secure documentation for final course grades.
- Establish policies for access to student Academic Record in accordance with Federal Educational Rights and Privacy Act (FERPA).

Certifications

A fee of \$10.00 will be charged to students who request academic certifications or certification of enrollment for other purposes. Certification for Income Taxes will be free of charge. Certifications for verification of Degree follows the same steps as for enrollment certification. (Must fill a request form and pay \$10.00)

Transcripts

The student's academic record is an official document and copies are made upon the request of the student.

1. Students who need official transcripts of their record for personal use or official use must fill a transcript request form at the Registrar's Office and must pay \$10.00 for each copy at the Finance Office. The Registrar's Office requires five working days for processing the transcript request. No transcripts will be sent through fax.
2. Official transcripts must bear school seal and will be sent directly to the Institution requested by the student.
3. Transcripts requested for personal use of the student will be handed to the student personally; if the student authorizes another person to come for the transcript, a written authorization is needed, and the person must have identification. Transcripts handed to the student must be labeled "student copy".
4. Student undergraduate transcripts are confidential records kept for exclusive use of Ponce Health Sciences University Registrar's Office and will not be given to the applicant or third person under any circumstances.

5. No requests for transcripts or certifications will be honored if the student has outstanding debts to the University.
6. PHSU may withhold official transcripts if a student has an outstanding debt with the university. If a student has completed all graduation requirements the student will be provided with their diploma. If a student meets FERPA requirements, they may receive an unofficial transcript upon request regardless of any outstanding financial balance.

[Download Transcript Request Instructions](#)
[Download and fill out Transcript Request Form](#)
and send it by email at: registrar@psm.edu

Student Financial Aid

Financial aid is available to those who qualify. The Office of Student Financial Aid (OSFA) is under the direct supervision of the Chief Financial Officer. The prime objective of the OSFA is to assist the students in reaching their educational career goals by providing information and technical assistance on the various sources of student financial assistance.

Technical assistance is provided in the completion and processing of all relevant financial aid applications for the federal and/or local government, as well as any private funding sources.

The staff of the OSFA, works as a team, to offer the following basic technical services to the students:

Information about the diverse federal financial aid programs;

Information about the scholarship/grants available at PHSU;

Technical assistance in the completion of all forms/applications, including the Free Application for Federal Student Aid (FAFSA) (original and FAFSA renewal);

Assistance in applying for Student Loans, as well as any other available aid;

Entrance counseling for new borrowers;

Exit counseling for students graduating and/or withdrawing;

Debt Management and Financial Counseling.

Applying for Financial Aid

Financial aid is available to those who qualify. Federal Financial Aid Programs including grants and loans are available to eligible applicants who have the ability and desire to benefit from the specialized training offered at PHSU. If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund.

To receive financial assistance the student must:

1. Demonstrate financial need (with the exception of the Unsubsidized Loan program or Grad PLUS loan program).
2. Be a U.S. Citizen or eligible non-citizen.
3. Have a valid Social Security Number.
4. If male must have registered with the Selective Service between the ages of 18 and 26.
5. Maintain satisfactory academic progress while attending school.
6. Sign a statement on the FAFSA that certifies that the student will use the federal student aid for education purposes only.
7. Not be in default on any federal student loans or owe any money on any federal student grant

program.

8. Effective July 1, 2012 – Must have a high school diploma or General Education Certificate (GED).

Students must complete the FAFSA in order to determine funding eligibility.

The United States Department of Education offers several major financial aid programs to help students finance their education. For those who qualify, PHSU participates in the following:

Federal Pell Grant Program: A Federal Pell Grant does not have to be repaid and is available to students in an undergraduate program who have not previously received a Bachelor's Degree. The amount a student is eligible for depends on their financial need, costs to attend school, and the program of study, and whether they have exceeded their Lifetime Eligibility Used (LEU). For dependent students, if their parent or guardian was a member of the U.S. armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11, they may be eligible for additional Federal Pell Grant funds if at the time of the parents' death the student was either less than 24 years old or was enrolled in college.

Federal Supplemental Educational Opportunity Grant Program (FSEOG): Federal Supplemental Educational Opportunity Grants are available to a limited number of undergraduate students with exceptional financial need. FSEOGs are based on availability of funds and do not have to be repaid. Need is determined by the financial resources of the student and, if dependent, the parents and the cost of attending school. FSEOG funds are awarded by the OFSA.

Federal Work-Study (FWS): Federal Work-Study provides part-time employment for students with financial need, allowing them to earn money to help pay educational expenses. The program encourages community service work and work related to the student's course of study. Jobs are limited, and students must maintain a minimum required GPA and attendance percentage to qualify. FWS funds are available for undergraduate as well as graduate students. FWS funds are awarded by the OFSA.

William D. Ford Federal Direct Loan Programs: The Direct Loan program consists of low-interest loans for eligible students to help cover the cost of education. Eligible students may borrow directly from the U.S. Department of Education. Direct loans include Direct Subsidized, Direct Unsubsidized, Direct PLUS loans, and Graduate PLUS Loans. Undergraduate student may be eligible for Direct Subsidized, Direct Unsubsidized or a dependent student's parents' may be eligible to borrow a PLUS loan to help pay for the student's education. Graduate students may be eligible for a Direct Unsubsidized Loan or a Grad PLUS loan. To apply for Federal Student Loans, the applicant must fill out the FAFSA and sign a Master Promissory Note (MPN). Federal Direct Loans have to be paid whether or not you complete the program.

We recommend that students monitor their Federal Loan borrowing history online at http://www.nsls.ed.gov/nsls_SA/

Financial Needs Analysis

The amount of funds allocated to the student depends upon the economic need that is determined by a process known as "needs analysis". Need is determined through filing the FAFSA. The resulting document, the Institutional Student Information Record (ISIR) will provide an Expected Family Contribution (EFC). The EFC is the amount that the student and or student's parents should contribute towards the student's cost of education.

Cost of Attendance

The Cost of Attendance (COA) is an annual approximation of the expenses that a student will incur for their particular academic year and program. All the expenses that comprise the COA include the student's program of studies, academic year, tuition and fees and other institutional expenses, plus a reasonable amount for living expenses.

The OSFA determines the COA. The COA minus the EFC equals the student's financial need. The student cannot receive financial assistance in excess of their financial need. If the COA minus the EFC does not demonstrate financial need, the student may only qualify for non-need based programs. The total need based, and non-need based funds allocated the student cannot exceed the total COA. This includes any outside scholarship or other aid the student may receive.

Awarding Funds: Upon review of the ISIR and after resolving any "C" codes or verification requirements if necessary the Staff of OSFA determines the financial need of each applicant. The OSFA prepares an Award Letter that indicates the amount and type of Financial Assistance the student may receive. Those applicants that will be considered for scholarships are presented to the Scholarship Committee chaired by the Dean of Enrollment Management and Student Success. Scholarships are considered financial assistance and are included in the Award Letter as aid received.

Notification of Award: As soon as the awarding process is completed, the Award Letter is forwarded to each student. The Award Letter indicates the type and amount of the award allocated, the total COA used as determined by the OSFA, and the EFC. No response is required if the student accepts the awards. The student must respond within ten days if they wish to change or refuse any of the awarded aid.

Disbursement of Funds: The student is requested to authorize PHSU to credit the student's account with any funds received on their behalf to cover tuition, fees, and other institutional charges. Funds received in excess of amounts due PHSU are disbursed either as a check or, if requested, an electronic deposit to a checking or saving account within 14 days of receipt.

Disbursement of funds for semester programs is at least once per semester. For trimester programs, disbursement is at least once per trimester. Certificate Programs receive disbursements at the commencement and mid-point of program year.

The student applies for educational loans with our technical assistance. The interest rate of these loans is usually less than private loans. As of July 1st, the interest rate is set by the federal government annually. The most frequently processed loans are:

1. Federal Loan Changes

The Budget Control Act of 2011 was passed on August 2, 2011. Some of the provisions in the act impact federal student loan programs offered at Ponce Health Sciences University. These changes WILL NOT affect the amount of loan funding available. However, loan funding will become more expensive. Here are the key provisions affecting future federal graduate and undergraduate student loans:

- a. Graduate and Professional Students Only:
Beginning July 1, 2012, all graduate and professional students will lose the interest subsidy on the Subsidized Stafford loan. The graduate Stafford loan program will become entirely unsubsidized, which means the loan will accrue interest while a student is in University.

These changes will not affect the annual and aggregate borrowing limits. The maximum amount a student can borrow will remain at \$20,500 per academic year.

- b. Loss of “origination fee rebate” affecting Stafford, Grad PLUS:

Beginning July 1, 2012, the full fee will be charged.

- c. Loss of interest rate reduction:

The last change is the loss of the .25% interest rate reduction if you pay your loans electronically while in repayment.

2. Unsubsidized Stafford Loans

The fixed interest rate is established annually by the Federal Government, and the Federal Government does not pay the interest while the student is in the university. However, as an Institution participating in the previous HEAL program, the student of our MD, PsyD, MPH, PhD and DrPH programs may be eligible for an additional loan award.

3. Aggregate Amount of Loans

The medical student may obtain an aggregated \$224,000.00 in Stafford Loans of which \$65,500.00 can be Subsidized and \$158,500.00 Unsubsidized. The other PHSU Graduate Programs have an aggregated limit of \$138,500.00, of which \$65,500.00 are Subsidized Stafford Loans. The aggregated debt limit includes ALL LOANS, both undergraduate and graduate levels.

4. Graduate Plus Loan

There are no fixed annual or aggregate loan limits. A graduate or professional student may be awarded a PLUS loan for up to the student’s cost of education minus other financial assistance. Credit will be verified, interest begins to accrue upon disbursement. Interest rate and Origination fee are annual set by the Federal Government that is shared with the applicant during the application process on the website: studentloans.gov. Repayment begins immediately, but you may obtain a deferment while in university. PLUS, loans have no grace period, so repayment begins upon graduation or withdrawal from the university.

5. Alternative Loans

There are several alternative loans programs for the health professional students. These are credit-based loans that may be used to supplement other types of financial assistance. The loan amounts vary from \$10,000 to \$20,000 or higher. The interest rate is variable, accrued while in university and usually based on the current “Prime Rate” plus a lender’s predetermined interest rate. Repayment may be up to 20 years. Alternative Loans sometimes provide funds to complete the remaining need after the student is awarded other financial aid. Due to the high interest rate that these loans represent, the student should seek these loans as a last resource to their financial need. The school does not have any prefer lender, therefore, openly processes those requests presented by any of our students.

Financial Aid Policies-General Policies

1. Awards will be made to those applicants that meet the Satisfactory Academic Progress policy of the University as well as basic eligibility requirements.
2. Students requesting consideration for institutional, state and or any other scholarship program must provide confidential parents’ economic information on their FAFSA, if dependent, plus the student’s economic information as well as the PHSU application. Documentation to collaborate the parents’

or student's information must be presented. Independent students must only provide their financial information.

3. Cancellation of any loan will result if the student fails to sign the Master Promissory Note (MPN), the Disclosure Statement or any other document required by the lending institution.
4. Cancellation of an award will result if the student and/or parents misrepresent and or provide false or incorrect information on any document. Since PHSU uses the FAFSA for establishing the student's aid eligibility, and allocates funds received from the U.S. Federal Government, any misrepresentation may be subject to sanctions under provisions of the United States Criminal Code.
5. The student provides authorization for funds to be credited to the student's account.
6. Funds received in excess of tuition and fees, creates a credit balance. The credit balance will be paid within 14 days from the date of disbursement.
7. Refunds due will be made according to PHSU's refund policy for U.S. Department of Education Title IV and/or non- Title IV funds
8. Students must report any information that modifies their financial data, such as a change in personal and/or family income, marital status, etc. If this update results in a change of eligibility and award, the Staff of OSFA shall communicate the same to the student.

Privacy of Information

All activities and or documents submitted on behalf of an applicant for financial aid are strictly confidential. Without the written consent of the applicant, no information is released to anyone according to the FERPA regulations adhered to at PHSU with the exception of authorized personnel. If parents request non-disclosure, a student does not have accessibility to the documents submitted by the parents. PHSU does have the right to disclose information relevant to the determination of the financial aid for which a student has applied or received, and or the conditions set forth by the specific financial aid program.

Leave of Absence

One approved Leave of Absence (LOA) will be considered within any twelve-month period commencing with the first day of the leave and not to exceed 180 days. The student having an approved leave of absence is eligible for an "In-University Deferment" to allow delayed payment of educational loans. A student who takes an unapproved LOA is not given an "In-University Deferment". The student not returning on the specified termination date of the LOA will have lost the "In-University Deferment" status and the "Six Months Grace Period" would have begun retroactively from the first day of the leave of absence. The student will be administratively withdrawn and their status will be reported to the US Department of Education.

Suspension of Eligibility for Drug-Related Offenses

If convicted of any offense involving the possession of a controlled substance, a student's eligibility for Title IV Financial Student Aid Program will be denied for:

- One year from date of the first conviction
- Two years from date of the second conviction
- Indefinitely after the third conviction

If convicted of any offense involving the sale of a controlled substance, a student's eligibility for Title IV Financial Student Aid Programs will be denied for:

- Two years from the date of the first conviction
- Indefinitely after the second conviction

Eligibility may be restored if the student successfully completes a qualified drug and approved Federal Government Rehabilitation Program that includes passing two unannounced drug tests given by the program.

Resource Links

1. Guarantee Services
 - [Pennsylvania Higher Education Assistance Agency](#)
 - [Great Lakes Educational Loan Services, Inc.](#)
 - [Sallie Mae](#)
2. Scholarships/Grants
 - [Financial Aid Information](#)
 - [Scholarship Services](#)
 - [Grants - Fellowships, etc.](#)
3. Government Information
 - [Scholarships, loans](#)
 - [Grants](#)
4. Professional Health Organizations
 - [Medicine](#)
 - [Public Health](#)
 - [Psychology](#)
 - [Biomedical Sciences](#)

Student Affairs

The Office of Student Affairs (OSA) provides a variety of services for the entire student body to assist Ponce Health Sciences University fulfill their common goal: excellence in education.

The main goal of the OSA is to assist the students in addressing many of their personal and psychological needs in order for them to concentrate their efforts in the learning task.

The OSA is available to help the student with health care services, counseling, study and test taking strategies, post-graduate training, students' extracurricular activities and more.

The personnel from OSA are available to meet with the student and provide the adequate resources to fulfill the student's need.

Use and Management of Social Security Number Policy

Ponce Health Sciences University (PHSU) is committed to maintaining the privacy and confidentiality of Social Security numbers (SSNs). PHSU is cognizant of the risk the improper disclosure of SSNs can have on individuals who have entrusted the information to PHSU, including the risk of identity theft. The collection, management and display of SSNs is controlled, and the use of a SSN as an identification number is limited. A SSN may not be used as a primary identifier in a University system and never be used on any public list.

- SSNs may only be requested in certain cases, such as when required by law or for business purposes with certain third-party providers, with appropriate disclosure of its use.
- On-line and off-line systems that maintain SSN data must have adequate security controls implemented to protect its confidentiality and integrity.
- PHSU's University primary identification number ("UPI") will serve as the primary identification number for University students, faculty and staff. A UPI is assigned to all persons affiliated with the University, and is displayed on the University's ID Card.

Violations of this policy are to be reported to the University's Compliance Officer.

Scope

This policy sets forth the framework for PHSU's collection, management and use of SSNs and is applicable to all PHSU units.

- This policy will not apply to clinical and patient systems maintained by PHSU that are required to use the SSN for billing and healthcare coordination purposes.
- SSNs are considered an identifier under the Health Insurance Portability and Accountability Act (HIPAA).

Requirements for Appropriate Use and Management of Social Security Numbers ("SSNs")

1. Collection of SSNs for University records
 - a. SSNs may be collected and recorded when needed by federal or state governmental agencies or by outside third parties mandated to collect SSN information (example: health care providers, students' loans, etc.).
 - b. PHSU employees authorized to collect SSNs may request a SSN during the execution of their duties if a primary means of identification, such as the UPI number, is not known or available.
 - c. PHSU employees may not collect SSNs, except for those purposes noted below.
 - i. Enrollment: Those wishing to enroll in academic offerings at PHSU, for both credit and non-credit courses may be required to provide a SSN for secondary identification purposes. IRS regulations require PHSU to request a SSN as a Taxpayer ID number for use in tax reporting. In addition, any student applying for Financial Aid must provide a SSN to the University. If a person enrolling in PHSU academic offering - credit or non- credit - cannot provide a SSN, certain services, such as transcripts, enrollment verification, tax reporting, and financial aid may not be available to the individual, and the University cannot guarantee a complete academic record for the individual.
 - ii. Immigration Law: A SSN may be collected as necessitated by immigration law or regulations.
 - iii. Certification Exams/Cooperative Experiences/Internships: A SSN is required to be collected and reported for students who are taking certification exams if mandated by the certifying agency. Students participating in internships or Co-op experiences may also require the student to provide a SSN for the other entity.

- iv. Employment: Any person employed by PHSU must provide a SSN as the taxpayer ID number as directed by the IRS. This includes all employees, including part-time and student employees. Providing the SSN is a condition of employment. Applicants for employment must also provide a SSN, if requested, for mandatory background checks.
- v. Employee Benefits: If required by a benefits provider, the SSNs of dependents may be collected to receive service. PHSU may also release an employee's SSN to benefit providers.
- vi. Payment for Personal or Professional Services: Any person providing services to PHSU as an independent contractor, invited speaker (honorarium) or research subject for which payment will be made, must provide a SSN as the taxpayer ID number per IRS regulations. These taxpayer ID numbers will be stored in the Finance Department as part of the vendor record.
- vii. Other Entities: The SSN may be released to entities outside PHSU where required by federal or state law, regulation or procedure, or if the individual grants permission.

2. Maintaining the Security and Privacy of SSNs

- a. All records containing SSNs, whether on or off-line, will be considered confidential information and will be maintained appropriately to protect the confidentiality and integrity of this information.
- b. PHSU will take reasonable precautions to protect SSNs for all individuals who provide it.
- c. A SSN may not be used as a primary identifier in PHSU system.
- a. If and when records including SSNs are no longer needed, disposal of the records must follow University information retention and destruction policies and procedures.
- b. SSNs are considered to be confidential data and may not be used for purposes of data mining.
- c. SSNs may not be used, in part or in whole, as a user ID or password for accessing a computer system or for generating any type of identifier.
- d. SSNs in their entirety or in any portion may not be used nor posted where they can be exposed to the public, including time cards, class rosters, grade rolls, and bulletin board announcements.
- e. SSNs may not be used as an identifier for the collection of data for research or academic purposes.

3. Security Controls for Computer Systems Maintaining SSNs

- a. Systems storing SSNs will contain security controls that protect the integrity and confidentiality of this information. Controls must include:
 - i. Authorization controls that require a user ID and password and that restrict access to information on the system based on an individual's job responsibilities.
 - ii. Network security controls, in which any system with SSNs must be protected by a network firewall and any other security control ordered by IT Department.

4. SSNs Shared with Third Parties

- a. SSNs may not be shared with third parties, with the exceptions of:
 - i. Those required or permitted by law.
 - ii. The consent of the individual.
 - iii. Where the third party is an agent or contractor for the University and has demonstrated that controls are in place to prevent unauthorized distribution.

Sanctions

It shall be the responsibility of each unit/Department of PHSU to meet the requirements set forth in this policy. Violation of this policy may result in disciplinary action up to and including termination of employment. Violation may also result in civil and criminal penalties based on state and federal privacy statutes.

Additional Information

For additional information about this policy, or to file a report, contact the University's Compliance Officer Waleska Murphy.

Alumni

Alumni Association

The PHSU Alumni Association of graduates of former students often organizes social events, publishes newsletters or magazines, and raises funds for the organization.

Student Activities

Eligibility for Extracurricular Activities

Students may organize extracurricular activities. However, written permission from the Office of Student Affairs ("OSA") must be obtained prior to the activity. The Dean of Enrollment Management and Student Success will ascertain the good academic progress of the students involved, and Administration will give permission for the use of University Facilities.

Student Organizations

Any student organization at PHSU must be registered and approved by the OSA before starting its operation or activity. The registry must include the following information: the name of the organization or group, its goals and objectives, the names of its board members with the respective positions, and a brief description of the requirements and procedures for enrollment or initiation. New organizations or groups may register at any time of the academic year if they present the required information. The information must be updated on a yearly basis, including the list of members.

Encouragement to participate in the organizations to meet individual and group needs, and interests is tempered by the need of the student to be in good academic standing.

Students Associations

The Graduate Student's Association (GSA) is a fully autonomous student body that represents all graduate students to the community of PHSU. The GSA formally represents the interests, ideas, and suggestions of the graduate students and helps individual graduate students with specific problems related to all aspects of the graduate program. One of the main goals of the GSA is promote communication

between the graduate students themselves, as well as between the school's administration and its various departments.

Student Government

Student Council: As the principal representative of the student body in administrative and academic matters the Student Council serves as an advisory group to the Administration and should facilitate the conveyance of information to the student body. As with all other advisory groups within the University the Student Council does not dictate policies. However, its recommendations can influence and impact administrative decisions.

Class Officers: Every class may select a President, Vice-president, Secretary, Treasurer and Public Relations Officer.

Each class elects its officers from among students in good academic standing. The list of class officer must be presented to the OSA during the first month of the academic year. It shall include the names, positions, telephones, e-mails and or other relevant information. Class Presidents have the responsibility to serve as intermediate between the University and their class only. Presidents do not represent the entire student body.

The Student Council and Class Officers should meet periodically with the Dean of Enrollment Management and Student Success to facilitate close cooperation between the students and the administration.

The Presidents of each class and the Presidents of each student organization are ex-officio members of the Student Council.

ACADEMIC PROGRAMS AND COURSES

MASTER OF SCIENCE IN MEDICAL SCIENCES (MSMS)

Program Description

The Master of Science in Medical Sciences (MSMS) is an integrated, multidisciplinary interdepartmental program in the basic medical sciences that is designed to provide trainees with a broad-based one-year core curriculum followed by a comprehensive examination leading to the Master's (MS) degree.

PHSU is committed to the development of independent, competitive and well-trained professionals with strong interpersonal communication skills. The major goals of the MS Program in Medical Sciences are to further develop students who have the necessary skills and knowledge to pursue competitive research and academic careers.

The program is limited to graduates holding a bachelor's degree and may be used to:

Supplement an undergraduate record with an enhanced science preparation in order to become eligible for admission to any of the health field professions.

Enhance the student's possibilities of being accepted into the Ponce Health Sciences University (PHSU) Medical Education (MD) Program by demonstrating added competence in the required sciences.

Program Goal

The major goal of the MSMS is to further develop students who have the necessary skills and knowledge to pursue competitive research and academic careers.

Admissions Requirements

1. All applicants must have a bachelor's degree. The courses required for admission are as follows (to be included in the bachelor's degree):

| <u>Course Title</u> | <u>Credits</u> |
|------------------------------------|----------------|
| General Biology I & II with labs | 8 |
| General Chemistry I & II with labs | 8 |
| Organic Chemistry I & II with labs | 8 |
| Physics I & II with labs | 8 |
| Mathematics | 6 |
| Behavioral and Social Sciences | 6 |
| English | 3 |

2. In addition to the above requirements, we strongly recommend course work in Cell Biology, Genetics, Microbiology, Liberal Arts and/or Humanities.
3. Minimum GPA of 2.7 on a four-point scale is required for applying.
4. Minimum Science GPA of 2.7 on a four-point scale is required for applying.
5. The completion of a graduate degree in science or health allied field may be used to substitute the GPA and science GPA of the bachelor's degree.
6. MCAT score or equivalent.

How to Apply

Application for Admission to the Master of Science in Medical Sciences can be found online at <https://stlouis.psm.edu>.

Applicants must submit the following documents:

- Official transcript from all undergraduate and graduate schools attended
- Two letters of recommendation written by individuals familiar with the applicant's professional work and skills
- Background check
- Application processing fee of \$85
- Curriculum Vitae (CV)
- Physical Exam (using a form provided by Admissions Office)
- Evidence of up to date immunization record (must include Varicella, Td Adult, MMR and three doses of Hepatitis B) (using a form provided by Admissions Office)

Graduation Requirements

Master's students must register for, and pass a comprehensive qualifying examination based on the required course work. To be eligible for the comprehensive exam a student must have achieved a minimum 3.00 GPA for 34 credits with no more than 6 credits of C grades and no F grades. Courses with F grades must be repeated and replaced with grades of B or better. Graduates will be awarded a degree in MSMS.

Grading System

The grading system for MSMS is as follows:

Letter Grade

| | |
|----|---------------------------|
| A | 100% - 87% |
| B | 86% - 77% |
| C | 76% - 67% |
| F | Failed (below 67%) |
| E | Extended |
| I | Incomplete |
| IP | In Progress |
| P | Pass |
| NP | Not Pass |
| W | Withdrawal |
| AW | Administrative Withdrawal |

Satisfactory Academic Progress

A Satisfactory Academic Progress (SAP) policy has been established to ensure that students of Master of Science in Medical Sciences complete the academic program within the acceptable time frame and the minimally accepted quality of performance. Satisfactory Academic Progress is required for financial aid eligibility.

General Requirements

1. Time Frame for completion of the Academic Program

A student of Master of Science in Medical Sciences will be allowed a maximum time frame of two semesters of enrollment beyond the standard required for the completion of the program. Summer enrollment is considered part of the academic year for the purpose of this measure.

| Program | Standard | Maximum |
|---------------------------------------|----------|---------|
| Master of Science in Medical Sciences | 1 year | 2 years |

- a. Definition of Full Time
Students with an academic load of six credits or more per semester will be considered Full Time Masters students.
- b. Definition of Half Time
Students with an academic load of three to five credits per semester will be considered Half Time Masters students.
- c. Definition of Part Time or Less than Half Time
Students with an academic load less than three credits per semester will be considered Part Time Masters students or Less Than Half Time students.

2. Completion of Program Requirements

- a. Course Requirement
- b. Students must complete all courses within the established time frame. The Program requires a minimum of 42 credits for graduation. Performance Requirement
- c. A student must maintain a minimum 3.00-point GPA in a scale of 4.00-point GPA by the end of the year. Any student failing to meet 3.00-point GPA standard of performance or failing any course will be referred to the Student Promotion Committee.
- d. Comprehensive Qualifying Examination Requirement (CQX)
- e. A Comprehensive Qualifying Examination must be taken at the end of the academic year. The maximum time allowed to take this examination is three attempts within one year according to the program time frame. A passing score for CQX is required for graduation.
- f. Professional Behavior Requirement
- g. The students must conduct themselves in accordance with the norms for professional conduct set forth by the Ponce Health Sciences University and the corresponding accreditation agencies.

Grade Requirement

In order to graduate, the student should complete all requirements and maintain a minimum grade point average of 3.00 point in a scale of 4.00 point by the end of the year or within the maximum time frame and pass the CQX.

Students must complete the program within the maximum time frame allowed. SAP is measured at the end of each payment period. At that time the student must have successfully completed 67% of the courses attempted and have a GPA of 3.00 or greater. If at the end of the payment period, the

student has not successfully completed 67% of courses or maintained a GPA of 3.00 the student has not met SAP and will be placed on Financial Aid Warning.

The student will be notified that they are on Financial Aid Warning and must meet SAP standards at the end of the next period. The student may continue to receive Financial Aid while on Financial Aid Warning.

If the student fails to meet SAP at the end of the Financial Aid Warning period, the student is no longer eligible for Financial Aid; however, the student may appeal that decision. (see details of the appeal process below).

An appeal must be made in writing and based on either a death in the family, an injury to the student, or other special circumstances. If the appeal is granted, the student may continue for one payment period and receive Title IV aid.

The student is then placed on probation and must regain SAP at the end of that payment period. If the student does not regain SAP, the student loses eligibility for Financial Aid and cannot appeal again.

Alternately, if a student loses Financial Aid for failure to maintain SAP, and an appeal is granted, the Academic Dean may work out an Academic Plan with the student, and the student must follow the plan to maintain SAP. The Academic Plan can extend beyond the maximum time frame as long as the student is following the plan.

An incomplete grade will only be allowed under very special circumstances as determined by the faculty member. The student must remove the "I" (incomplete) by the end of the following semester or an administrative F will replace it.

If a student withdraws during the add/drop period, the withdrawal is not counted in credits attempted. If the withdrawal occurs after the add/drop period, the W will count as credits attempted.

Any F grade must be repeated and will be referred to the Student Promotion Committee (SPC).

Courses with F grades will remain on the student's record after they have successfully repeated to course, but the new grade will be used in the calculation of the GPA.

Transfer credits from other schools count as both credits attempted and credits completed.

1. No more than 2 failures are allowed in the MSMS Program.
2. A student repeating a course or with a GPA less than 3.00 is considered on academic probation.
3. If the student fails to obtain a 3.00-point GPA or better after repeating course(s), he/she will be considered for dismissal from the academic program.
4. Grade of "P" (Pass) or "NP" (No Pass) is applicable to the Comprehensive Qualifying Examination. A grade of "NP" requires repetition. The maximum time allowed to take this examination is three attempts. In case of a third "NP" grade, the student will be considered for dismissal from the academic program.

Professional Behavior Requirement

The students should conduct themselves in accordance with the norms for professional conduct set forth by the PHSU. In case of unacceptable professional behavior, the Dean of Academic Affairs will refer the case to the Promotions Committee. If the recommendation of the Student Promotion Committee ("SPC") is to dismiss the student, the student has the right to follow the appeal process.

Appeal Process:

In the case of an adverse decision made by the Committee for failing to meet SAP requirements, or for non-academic reasons, such as unacceptable professional behavior the process below will be followed.

The Dean of Academic Affairs will refer the case to the SPC. If the recommendation of the SPC is to dismiss the student, the appeal process below may be activated.

The student will request reconsideration in writing to the SPC and include all relevant documentation to support the request. The Committee will evaluate the reasons and evidence submitted to determine if they change their initial decision. The SPC has 48 hours to submit its decision to the Dean of Academic Affairs who will notify the decision to the student.

If the SPC sustains the adverse decision, the student has the right to appeal to the Dean of Medicine. The appeal must be submitted in writing within seven working days after receiving the notification. The Dean of Medicine will evaluate the appeal and the student's academic record. The Dean can appoint a three-member Ad-Hoc Committee to re-evaluate all evidence. Rejection of the appeal by the Dean is final.

If an Ad-Hoc Committee is appointed, they will notify the student in writing of the date and the time when the appeal will be evaluated. The Ad-Hoc Committee has forty-eight (48) hours to submit a recommendation to the Dean of Medicine. The Dean of Medicine will consider the Ad-Hoc Committee recommendation and make the final decision within forty-eight (48) hours.

Any decision will be reported to the student in writing. In the event that an adverse decision is made due to non-academic reasons and the Dean of Medicine sustains the decision after the appeal process, the student may appeal to the Dean of Academic Affairs and then to the Chancellor.

Financial Aid Eligibility

Financial Aid eligibility is contingent upon satisfactory academic progress. The student is responsible for requesting the reinstatement of aid.

Enforcement

The Office of the Dean of Enrollment Management and Student Success shall have primary responsibility for overseeing this policy and will provide all medical students a copy of this document upon admission to Ponce Health Sciences University School of Medicine.

The Chancellor, Dean of Academic Affairs and the Dean of Enrollment Management and Student Success, as well as the Dean of Medicine, Associate Dean for Medical Education, Registrar and Financial Aid Director will receive all pertinent data to ensure proper enforcement of the policy here set forth.

Tuition and Fees

For more details of PHSU tuition and fees please refer to: <https://stlouis.psm.edu>

All tuition and fees are payable on or before registration.

Ponce Health Sciences University reserve the right to increase the tuition or other fees as deemed necessary.

Curriculum

SEMESTER I

| CODE | COURSE TITLE | CREDITS |
|----------|--|---------|
| BCM 6121 | MEDICAL BIOCHEMISTRY I [†] | 5 |
| ANM 6011 | GROSS ANATOMY, EMBRYOLOGY & IMAGING [†] | 9 |
| PHM 6921 | PHYSIOLOGY [†] I | 4 |
| ANM 6051 | HISTOLOGY AND CELL BIOLOGY [†] | 4 |
| IHD 919 | INTERPROFESSIONAL PERSPECTIVES IN HEALTH DISPARITIES | 1 |

SEMESTER II

| CODE | COURSE TITLE | CREDITS |
|-------------------------------------|--------------------------------------|---------|
| BCM 6122 | MEDICAL BIOCHEMISTRY [†] II | 5 |
| PHM 6922 | PHYSIOLOGY [†] II | 4 |
| MIM 6420 | GENERAL MICROBIOLOGY I [†] | 4 |
| PHM 6020 | NEUROSCIENCE [†] | 5 |
| MEM 6350 | MEDICAL ETHICS [†] | 1 |
| COMPREHENSIVE QUALIFYING EXAM (CQX) | | |

TOTAL CREDITS

42

[†] EQUIVALENT COURSES AS THOSE TAKEN BY MEDICAL STUDENTS IN THEIR FIRST YEAR OF BASIC SCIENCES. REV 8/14

Course Descriptions

ANM 6011-6012 Human Gross Anatomy, Embryology and Imaging (9 credits)

The Human Gross Anatomy, Embryology & Imaging course consists of a detailed study of the normal structure, development and organization of the human body. This course undertakes a regional approach rather than a systemic approach to Human Gross Anatomy, Embryology & Imaging is distributed into three block contents. Gross structures are studied in the laboratory by specimen dissection and demonstration. The radiology component of Gross Anatomy serves as the introduction to radiology and prepares the student for further development. Lectures stress the contribution of developmental events to gross anatomical organization and the correlation of this organization with clinically relevant conditions.

ANM 6051 Histology and Cell Biology (4 credits)

Study of the many different aspects of the internal structure of cells, tissues and organs in the human body, presenting a comprehensive survey of many of their complex interrelationships. Lectures and laboratories sessions.

BCM 6121-6122 Medical Biochemistry I (10 credits)

The Medical Biochemistry course is presented to medical and graduate students in their first year. It is a two-semester course that includes approximately 78 lectures in addition to small group discussions and

review sessions. The course is divided in essentially six units: Structural and functional relationships of proteins, Generation and storage from carbohydrate metabolism, Generation and storage from lipid metabolism, Nitrogen metabolism, Gene expression and control, and Medical Genetics. In this course, medical aspects are emphasized to build up the necessary background for future application in other basic sciences and clinical courses. The course is delivered in the form of lectures and Small Group Discussions. One of the main intentions of the small group discussions is for the medical students to apply the biochemical concepts learned in lectures to understand the molecular basis of a given disease. PhD students, on the other hand, will be required to attend and participate of the discussions of research papers in relevant areas of modern Biochemistry.

MEM 6350 Medical Ethics I (1 credit)

The course is scheduled as a block of 18 contact hours during the last week of the first academic year. Activities include a combination of lectures, assigned readings and small group case discussions covering different subjects within the four main areas of medical ethics, namely: ethical issues of scientific research, ethical issues of the doctor-patient relation, beginning-of-life ethical issues and end-of-life ethical issues.

MIM 6420 General Microbiology (4 credits)

During the first-year medical students learn about the most common pathogens involved in infectious diseases and their characteristics. It includes basic concepts of Immunology, Virology, Mycology, Bacteriology and Parasitology.

PHM 6921-6922 Physiology (8 credits)

The course consists of approximately 147 lectures hours, laboratory and computer exercises, group discussions, plus examinations (including NBME subject exam in Physiology). The content of the course is designed for medical students but is also a required course for graduate students in the Biomedical Sciences and MSMS. Areas to be covered will include cell and muscle, cardiovascular, respiratory, renal, acid-base balance, gastrointestinal, endocrinology, and reproduction. Clinical examples that illustrate the physiological principles are given.

PHM 6020 Neuroscience (5 credits)

The general objective of the course is to give students a knowledge-base of the central nervous system that they will use when learning how to diagnose and treat neurological disorders. This includes knowledge of membrane potentials, synaptic function, transmitter, sensory and motor system and higher cognitive function. In addition, wet-laboratories reinforce laboratory skills and knowledge of brain structure, epilepsy and the neurological exam. Perhaps our most important objective is to make neuroscience fascinating and accessible to the students, so that they do not develop a “fear” of neuroscience that is often seen in medical resident.

IHD 919 Interprofessional Perspectives in Health Disparities (1 credit)

This course is designed to provide a general overview of gaps in health outcomes associated with health disparities. A special emphasis will be given to the social determinants of health such as race/ethnicity, social class, socioeconomic status, sex, sexuality, nationality, and migration status. The course will focus on the impact of 57 health disparities’ impact at multiple system’s levels (e.g. Individual, patient-clinician, healthcare system, etc.)

DOCTORAL PROGRAM IN CLINICAL PSYCHOLOGY (PsyD)

Program Description

The doctoral degree in Clinical Psychology (PsyD) has its theoretical foundations in the Biopsychosocial model and aims at preparing Health Services Psychologists. To reach its goals, the program ascribes to the Practitioner/Scholar model of training in professional psychology. The program's curriculum is competency-based emphasizing the development of the clinical competencies used by practicing and academic Clinical Psychologists, and these are consistent with APA accreditation standards. The curriculum is implemented in a lock-step manner allowing students to acquire these clinical competencies in a graded and sequential manner. Therefore, the student progresses from an entry level through an intermediate level up to the advanced level of competencies achieved upon completing the academic program and the one-year full-time clinical internship.

Program Goals

The goals of the PsyD Program are:

1. To develop in our students an in-depth understanding of the psychological (cognitive, affective, and motivational), biological and socio-cultural bases of normal and abnormal behavior that serve as the foundation of clinical practice.
2. To prepare clinical psychologists for the ethical delivery of empirically supported psychotherapeutic interventions, assessment, diagnosis, consultation, education, supervision, and management when assuming the contemporary roles of the profession while adopting a life- long commitment to professional growth based upon the evolving scientific knowledge and expanding scope of practice.

Admissions Requirements

Every candidate for admission to the program needs to satisfy the following minimal requirements:

1. Bachelor's degree (BS/BA)
Present evidence of the successful completion of a bachelor's degree from a college level institution accredited by a US regional accrediting organization with a minimum of 15 credits in psychology including the following courses:

| Course Title | Credits |
|---|---------|
| General Psychology | 3 |
| Developmental Psychology | 3 |
| Statistics | 3 |
| Abnormal Psychology (Psychopathology) | 3 |
| Experimental Psychology or Research Methods | 3 |

2. GPA - 3.0 or above (on a four-point scale)
3. GRE -score no more than five years old.
www.ets.org
 1. Submit the following documents:
 - a. Official transcript from all institutions attended (undergraduate and graduate)
 - b. Two letters of recommendation written by professors or individuals familiar with the applicant's professional work and skills using the format provided with the application form.
 - c. Official scores of GRE.
 - d. Criminal Background Check
 - e. An application fee of \$85

Applicants with masters' degrees from a regionally accredited university in Psychology, Psychiatric Nursing, Social Work, Counseling or another mental health related fields, may be accepted to the PsyD Program. The same admission requirements still apply. Up to 24 credits may be transferred from other graduate programs or from a master's degree. The following requirements will guide (but not restrict) the evaluation process of those courses submitted for approval:

1. Courses need to be relevant to the field of Clinical Psychology
2. The student must have approved the course with a minimum of a “B” grade.
3. The student must demonstrate in an objective manner, through formal written and/or oral examination, or through an approved syllabus review that he/she has the skills expected of such courses.

It is the student’s responsibility to provide the course description from the official catalog of the institution in which the courses were taken.

PHSU has a number of courses and practica that may not be substituted with courses or practica transferred from other institutions, unless the student demonstrates specific competencies in such areas. However, many of the elective courses may be waived based upon the number of credits transferred. This will allow students who enter with a master’s degree to complete the academic portion of the program sooner, allowing them more time to work on their Dissertation or Case Study and to complete the 12 months internship.

Upon acceptance, all students are required to submit the following:

1. Written confirmation of acceptance and a non-refundable deposit of \$100.00 to secure the seat in the entering class.
2. Physical Exam (using a form provided by Admissions Office)
3. Evidence of up to date immunization record (must include Varicella, Td Adult, MMR and three doses of Hepatitis B) (using a form provided by Admissions Office).

Selection Criteria

When evaluating the applicants, the Admissions Committee selects the best candidates applying. The Committee looks for accepting students of integrity and maturity that show concern for others, leadership potential, character, academic achievements, motivation, emotional stability, evidence of research experience, good performance in the group and individual interviews, adequate GRE scores, positive recommendation letters and an aptitude for working with people.

How to Apply

[Application for Admission to the PsyD Program in Clinical Psychology](https://www.stlouis.psm.edu) can be found online at <https://www.stlouis.psm.edu>

Graduation Requirements

The requirements to obtain the PSYCHOLOGY DOCTORATE degree are:

1. Approve all required and elective courses, as well as all practicum and seminars while maintaining a good standing in the University. A minimum of 86 credits is needed to satisfy the academic requirements. Additionally, the student will complete all required clinical training hours and a 2000 hours pre-doctoral internship. The doctoral dissertation and the pre-doctoral internship do not carry credit value as they are computed by the hour
2. Successfully complete 1100 hours of clinical practicum during the first 6 semesters of the program as follows:

- a. 3-4 hours per week for 16 weeks of the first and second semesters of the first year attending PSY 5810/5820 for a total of 50 hours per semester
 - b. 50 hours for the first and second semesters of the second year attending didactic sessions (PSY 6830 / 6850) and 200 hours of direct clinical contact during 16 weeks for a total of 250 hours per semester.
 - c. 50 hours of the first and second semester of the third year attending didactic sessions (PSY 7860 / 7870) and 20 hours of direct clinical contact during 16 weeks for a total of 250 hours per semester.
3. Approval of the Comprehensive Examination offered by the end of the second year and the Clinical Practice Examination (CPX) to be taken by the end of the third year.
 4. Completion 2000 hours of a pre-doctoral internship. The internship may be completed in 40 hours per week during a 12-month period (Full Time) or 20 hours per week in a 24-month period (Half Time).
 5. Present a research project (doctoral dissertation) directly related to the field of Psychology, preferably, on a topic related to Professional Psychology, or an Intensive Case Study.

Grading System

All courses and grades obtained will appear on the student's academic record, including transferred courses from other institutions.

The Program has established evaluation criteria for the successful completion of courses. These criteria are made available to the students at the beginning of the course. The grading system for graduate students is as follows:

| <u>Letter Grade</u> | |
|---------------------|---------------------------|
| A | 100% - 90% |
| B | 89% - 80% |
| C | 79% - 70% |
| F | Fail (below 70%) |
| E | Extended |
| I | Incomplete |
| IP | In Progress |
| P | Pass |
| NP | Not Pass |
| W | Withdrawal |
| AW | Administrative Withdrawal |

In order to graduate, the student should complete all requirements and maintain a minimum grade point average of 3.00. Satisfactory Academic Progress is required for financial aid eligibility and will be reviewed on a yearly basis.

Satisfactory Academic Progress

Introduction

This policy has been established to ensure an acceptable time frame for completion of the academic program and the minimally accepted quality of performance. This policy also ensures that the Student Financial Aid requirements set forth by federal regulations are met.

Scope

This policy applies to all Clinical Psychology (PsyD) Doctoral Students enrolled at Ponce Health Sciences University (PHSU).

General Requirements

Time Frame for completion of the Academic Program

A Clinical Psychology Doctoral Student will be allowed a maximum time frame of three years of enrollment beyond the standard required for the completion of the program (five years). Summer enrollment is considered part of the academic year for the purpose of this measure.

The total years for completion of a degree include those graduate courses accredited on admission to our program.

| Program | Standard | Maximum |
|-------------------------------|----------|---------|
| Clinical Psychology Doctorate | 5 years | 8 years |

Definition of a full time: Students with an academic load of 6 credits or more per semester will be considered full time doctoral students. Students registered in doctoral dissertation are also considered full time students

Definition of half time: Students with an academic load of 3 to 5 credits per semester will be considered half time students.

Definition of less than half time: Students with an academic load of less than 3 credits per semester will be considered less than half time or part-time students.

Completion of Program Requirements

Course Requirement

Students must complete all courses within the established time frame. The Program requires a total of 86 credits.

Performance Requirement

A student must complete each academic year with a minimum grade point average of 3.00. Any student failing to meet this standard of performance will be referred to the Students Promotion Committee.

Comprehensive Examination Requirement

A Comprehensive Examination must be taken upon completion of the second academic year. A passing score in the exam is a requirement for candidacy to the Doctoral Degree.

Clinical Practice Examination (CPX)

Approval of the Clinical Practice Examination is required upon completion of the last academic year before the Clinical Internship.

Doctoral Dissertation Requirement

A Doctoral Dissertation with oral defense is required for graduation.

Grade Requirement

In order to graduate, the student should complete all requirements and maintain a minimum grade point average of 3.00. Satisfactory Academic Progress is required for financial aid eligibility and will be reviewed on a yearly basis.

Students must complete the program within the maximum time frame. SAP is measured at the end of each year. At that time the student must have successfully completed 100% of the courses attempted and have a GPA of 3.00 or greater. If at the end of the year the student has not successfully completed 100% of courses or maintained a GPA of 3.00 the student has not met SAP the student is no longer eligible for Financial Aid; however the student may appeal that decision.

An appeal must be made in writing and based on either a death in the family, an injury to the student, or other special circumstances. If the appeal is granted, the student may continue for one payment period (semester or trimester.) See below for details of the appeal process. The student is then placed on probation and must regain SAP at the end of that payment period (semester or trimester.) If the student does not regain SAP the student again loses eligibility for Financial Aid and cannot appeal again.

Alternately, if a student loses Financial Aid for failure to maintain SAP, and an appeal is granted, the Academic Dean may work out an Academic Plan with the student, and the student must follow the plan to maintain SAP. The Academic Plan can extend beyond the maximum time frame as long as the student is following the plan.

An incomplete grade will only be allowed under very special circumstances as determined by the faculty member. The student must remove the "I" (incomplete) by the end of the following semester or an administrative F will replace it.

If a student withdraws during the add/drop period the withdrawal is not counted in credits attempted. If the withdrawal occurs after the add/drop period the W will count as credits attempted.

Any F grade must be repeated. Courses with F grades will remain on the student's record after they have successfully repeated to course, but the new grade will be used in the calculation of the GPA.

Transfer credits from other schools count as both credits attempted and credits completed.

- A grade of "C" in any of the Clinical Courses (as identified in the program's catalog) is not allowed. Any "C" grade in the Clinical Courses must be repeated.
- No more than two courses can be repeated in the entire program.
- Repeated courses with "C" grades will remain on record, but the new grade will be used to compute the grade point average.
- A grade of "F" in any course will result in referral to the Students Promotion Committee and considered for dismissal based on overall academic performance.
- Grades of "P" (Pass) or "NP" (Not Pass) are applicable to the dissertation. When the dissertation activity requires more than one semester for its completion, the student receives a notation of "In Progress" (IP) for each semester and until the dissertation is completed.

- Grades of “P” (Pass) or “NP” (Not Pass) are applicable to Practicum and Internship. A grade of “NP” requires repetition. In case of a second “NP” grade in the same practica or internship, the student will be referred to the Students Promotion Committee with a recommendation for dismissal.

Professional Behavior Requirement

Students should conduct themselves in accordance with the norms for professional conduct set forth by Ponce Health Sciences University, the corresponding accreditation agencies, and the Clinical Practice Manual of the PsyD Program.

The process below will be followed in the case an appeal for failure to meet SAP or of an adverse decision made by the Committee for non-academic reasons, such as unacceptable professional behavior. The Dean of Academic Affairs or the Dean of Enrollment Management and Student Success will refer the case to the SPC. If the recommendation of the SPC is to dismiss the student, the appeal process described below may be activated.

The appeal or due process presented below must be followed.

The student will appeal in writing to the Students Promotion Committee (SPC) and include all relevant documentation to support the request. The Committee will evaluate the reasons and evidence submitted to determine if they change their initial decision. After the meeting, the SPC has 48 hours to submit its decision to the Dean of Academic Affairs, who will notify the decision to the student.

If the SPC sustains the adverse decision, the student has the right to appeal to the Dean of Academic Affairs. The appeal must be submitted in writing within seven working days after receiving the notification. The Dean of Academic Affairs will evaluate the appeal and the student’s academic record. The Dean of Academic Affairs can appoint a three-member Ad-Hoc Committee to re-evaluate all evidence. Rejection of the appeal by the Dean is final.

If an Ad-Hoc Committee is appointed, they will notify the student in writing of the date and the time when the appeal will be evaluated. After the meeting, the Ad-Hoc Committee has forty-eight (48) hours to submit a recommendation to the Dean of Academic Affairs. The Dean will consider the Ad-Hoc Committee recommendation and make the final decision within forty-eight (48) hours. Any decision will be reported to the student in writing. The decision made by the Dean of Academic Affairs is final.

Reinstatement of Financial Aid

Financial Aid eligibility is contingent upon satisfactory academic progress. It is the student's responsibility to request reinstatement of financial aid.

Enforcement

The Dean of Enrollment Management and Student Success shall have primary responsibility for overseeing this policy and will provide all students upon admission to Ponce Health Sciences University, a copy of this document.

The Chancellor, the Dean of Academic Affairs and the Dean of Enrollment Management and Student Success, as well as the Registrar and Financial Aid Director will receive all pertinent data to ensure proper enforcement of the policies set forth.

Tuition and Fees

For more details of PHSU tuition and fees please refer to: <https://www.stlouis.psm.edu>

ALL TUITION AND FEES ARE PAYABLE ON OR BEFORE REGISTRATION.

Ponce Health Sciences University reserve the right to increase the tuition or other fees as deemed necessary.

Curriculum

First Year Semester I – Foundation

| CODE | COURSE TITLE | CREDITS |
|--------------|--|-----------|
| PSY 5270 | HISTORY OF PSYCHOLOGICAL THOUGHT | 2 |
| PSY 5140 | NEUROBIOLOGY & PSYCHOLOGY OF EMOTION & MOT | 2 |
| PSY 5150 | HUMAN GROWTH AND DEVELOPMENT | 3 |
| PSY 5220 | PSYCHOLOGY OF PERSONALITY | 3 |
| PSY 5810 | INTRODUCTION TO CLINICAL PRACTICE | 0 |
| PSY 6250 | TEST CONSTRUCTION | 2 |
| IHD 919 | INTERPROFESSIONAL PERSPECTIVES IN HEALTH DISPARITIES | 1 |
| TOTAL | | 13 |

First Year Semester II

| CODE | COURSE TITLE | CREDITS |
|--------------|---|-----------|
| PSY 5110 | FUNDAMENTALS OF NEUROSCIENCE | 3 |
| PSY 5120 | NEUROANATOMY LABORATORY | 2 |
| PSY 5230 | COGNITIVE PSYCHOLOGY | 3 |
| PSY 5730 | ETHICS IN PROFESSIONAL PSYCHOLOGY | 2 |
| PSY 5410 | FUNDAMENTALS OF CLINICAL PSYCHOPATHOLOGY | 2 |
| PSY 5820 | FUNDAMENTALS OF CLINICAL INTERVENTIONS & EMERGENCY PSYCHOLOGY | 0 |
| PSY 6860 | INTRO TO PSYCHOLOGICAL ASSESSMENT AND TESTING | 2 |
| TOTAL | | 14 |

Second Year Semester I – Psychopathology and Assessment

| CODE | COURSE TITLE | CREDITS |
|--------------|---|-----------|
| PSY 6870 | PSYCHOTHERAPY SEMINAR | 1 |
| PSY 6200 | APPLIED RESEARCH FOR PSYCHOLOGISTS | 2 |
| PSY 6600 | BEHAVIOR MODIFICATION: THEORY & PRACTICE | 2 |
| PSY 6520 | COGNITIVE ASSESMENT | 3 |
| PSY 6810 | COGNITIVE ASSESSMENT PRACTICUM | 0 |
| PSY 6450 | MOOD AND ANXIETY DISORDERS | 3 |
| PSY 6850 | CONCEPTUALIZATION AND INTERVENTION PLANNING | 0 |
| PSY 5180 | PRINCIPLES OF PSYCHONEUROINMUNOLOGY | 1 |
| TOTAL | | 12 |

Second Year Semester II

| CODE | COURSE TITLE | CREDITS |
|--------------|--|-----------|
| PSY 6620 | COGNITIVE AND COGNITIVE – BEHAVIORAL THERAPY | 2 |
| PSY 6580 | PROJECTIVE ASSESSMENT OF PERSONALITY | 2 |
| PSY 6880 | PRACTICUM PROJECTIVE PERSONALITY ASSESSMENT | 0 |
| PSY 7670 | FAMILY THERAPY AND SYSTEMIC INTERVENTIONS | 2 |
| PSY 8320 | SOCIAL BASES OF BEHAVIOR | 3 |
| PSY 6670 | SHORT-TERM PSYCHOTHERAPY | 2 |
| PSY 6830 | PSYCHOTHERAPEUTIC TECHNIQUES | 0 |
| | COMPREHENSIVE EXAMINATIONS | |
| TOTAL | | 11 |

Third Year Semester I – Intervention

| CODE | COURSE TITLE | CREDITS |
|--------------|--|----------|
| PSY 7720 | PROGRAM DEVELOPMENT AND ADMINISTRATION IN MENTAL HEALTH | 2 |
| PSY 6480 | PSYCHOPATHOLOGICAL DISORDERS IN CHILDREN AND ADOLESCENTS | 2 |
| PSY 7860 | GENERAL CLINICAL PRACTICE: INTEGRATION I | 0 |
| PSY 6230 | QUALITATIVE / QUANTITATIVE METHODS, & DESCRIPTIVE STATISTICS | 3 |
| PSY 7240 | RESEARCH PRACTICUM: DATA COLLECTION & DATA ANALYSIS | 0 |
| PSY 8140 | PSYCHOLOGY OF ADDICTIONS | 2 |
| TOTAL | | 9 |

Third Year Semester II

| CODE | COURSE TITLE | CREDITS |
|--------------|---|-----------|
| PSY 7660 | GROUP PROCESSES AND GROUP PSYCHOTHERAPY | 2 |
| PSY 7470 | PERSONALITY AND PSYCHOTIC DISORDERS | 3 |
| PSY 7170 | CLINICAL PSYCHOPHARMACOLOGY | 2 |
| PSY 6570 | OBJECTIVE ASSESSMENT OF PERSONALITY | 3 |
| PSY 7870 | GENERAL CLINICAL PRACTICE: INTEGRATION II | 0 |
| PSY | ELECTIVE | 2 |
| | CLINICAL PRACTICE EXAMINATION | |
| TOTAL | | 12 |

Fourth Year Semester I – Elective Professional Courses

| CODE | COURSE TITLE | CREDITS |
|--------------|---------------------------------------|----------|
| PSY 7310 | RACIAL, ETHNIC AND CULTURAL DIVERSITY | 3 |
| PSY | ELECTIVE | 3 |
| PSY | ELECTIVE | 2 |
| PSY 8260 | DOCTORAL DISSERTATION | 0 |
| TOTAL | | 8 |

Fourth Year Semester II

| CODE | COURSE TITLE | CREDITS |
|--------------|------------------------------|----------|
| PSY 7730 | SUPERVISION AND CONSULTATION | 3 |
| PSY | ELECTIVE | 2 |
| PSY | ELECTIVE | 2 |
| PSY 8260 | DOCTORAL DISSERTATION | 0 |
| TOTAL | | 7 |

Fifth Year Semester Internship I

| CODE | COURSE TITLE | HOURS |
|----------|------------------------|-------|
| PSY 9000 | PREDOCTORAL INTERNSHIP | 1,000 |

Fifth Year Semester Internship II

| CODE | COURSE TITLE | HOURS |
|----------|------------------------|-------|
| PSY 9000 | PREDOCTORAL INTERNSHIP | 1,000 |

Course Descriptions

PSY 5110 Fundamentals of Neuroscience (3 credits)

Starting with a general exploration of the intrauterine development of the neural tube and crest, the course explores the anatomical and physiological foundation of the nervous system within a developmental context. It provides a general overview of the chemical basis of behavior. The lectures will mostly address normal neurological development and functioning but will make reference of the clinical implications of various endogenous and exogenous abnormalities such as genetic and neurodevelopmental variations and morphological abnormalities. The sensory, motor and arousal systems will be examined in detail as well as those subcortical and cortical functions most related to psychological and behavioral processes.

PSY 5120 Neuroanatomy Laboratory - To be taken concomitantly with PSY 5110 (2 credits)

The laboratory experience will allow the student to observe the morphological characteristics of the CNS including the spinal cord and its projections, the cranial nerves, the brain stem and peripheral vasculature of the brain. The student will observe the internal structure of the brain at the same time that such information is provided through PSIC 511. Special attention will be given to those hypothalamic, Limbic and cortical zones that sub-serve the major neurocognitive and neurobehavioral functions.

PSY 5140 Neurobiology and Psychology of Emotion and Motivation (2 credits)

This course explores the basic dimensions involved in the understanding of emotional processes: neurobiological, cognitive/psychological and social. It begins with an analysis of the neural structures that underlie and subserve emotional processes. Once this information is mastered, the student is exposed to the main psychological theories that explain the interaction between appraisal of external situations and the biological (emotional) reactions to the nervous system to such evaluations. The classical as well as the contemporary theories of emotion will be explored. The course also explores the neurobiology of

motivation and the behavioral manifestations of motivated behavior. The main psychological theories of motivation are also explored within a historical perspective. The course will also explore the neurobiological and psychological relationships between emotion and motivation.

PSY 5150 Human Growth and Development (3 credits)

This is one of the core theoretical courses of the program that also provides an opportunity for the student to develop competencies in the assessment of diverse developmental milestones and neurodevelopmental functions in infants and children. The course begins with a presentation of the process of birth and of the clinical methods utilized to assess normal development during the perinatal stage. It follows with a description of the normal progression of the basic areas including motor, sensory, language, cognitive, social and emotional, throughout the different stages of development, from childhood to senescence.

PSY 5180 Principles of Psychoneuroimmunology (1 credit)

Psychoneuroimmunology emerges as a science that attempts to provide a scientific explanation to the issue of mind/body relationships. In this sense, it proposes, studies and explains the existing communication between diverse body systems that are responsible for maintaining the equilibrium that allows for a harmonic and healthy functioning of the human body. Students will explore the area of psychoneuroimmunology through a review of the principal concepts on the topic, of the scientific literature and through the most current areas of research. The effect of stress upon the immune system is examined. Specific psychological and CBT techniques utilized by the field of psychoneuroimmunology to treat patients with stress and immune disorders are introduced as well. HIV is explored as an example of a condition that through psychological intervention the Psychologist can impact the psychoneuroimmunological status of the person treated.

PSY 5220 Psychology of Personality (3 credits)

The three main areas of interest of the field of Personology will be covered through this course. Emphasis is given to the holistic theories of personality and their clinical application. However, many of the issues studied by Trait Psychologist and constructs utilized to describe and explain human behavior by Social Psychologist and Social Learning Theorists will be addressed also including locus of control, attribution, neuroticism, field dependence, etc. Other concepts emanating from depth and personality-developmental psychology will be discussed in detail. The course attempts to develop the capacity to apply such theories and construct to everyday life and to clinical situations. During the process of learning about human personality, the student will become familiarized with a number of scales and tests that are utilized to measure various personality variables.

PSY 5230 Cognitive Psychology (3 credits)

The study of the diverse psychological systems that allows the human being to gather information/knowledge from his/her internal and external world is the main focus of this course. The psychology of sensation, perception, cognition, psycholinguistic and information processing provide the experimental and theoretical background to the study of the following topics: attention, thinking, problem solving, language and memory. The student is exposed to the main concepts of each area, to the main research methods utilized to examine hypothesis and to the practical application for clinical practice of such body of knowledge.

PSY 5270 History of Psychological Thought (2 credits)

This course provides a survey of the history of Psychology with emphasis on the philosophical, scientific, sociopolitical and cultural background of each psychological era/movement. The manifestation of the innate vs. environmentalist approaches throughout history will serve as the frame of reference to the analysis of theories and school of thought. Specific philosophical and scientific issues germane to clinical practice will be discussed including the history of the mind-body dualism. Principles of the Philosophy of Science as they apply to psychological thought, theory building, and psychometrics will be presented.

The course will end with an overview of the systems that have most impacted the field of psychology during the last few decades including humanism, cognitive, systems theory, cybernetics, constructivism, etc.

PSY 5410 Fundamentals of Clinical Psychopathology (2 credits)

This course provides the foundation for the rich sequence of courses on psychopathological conditions in children, adolescents, adults and the elderly. It starts with a presentation and analysis of the theories about normality found within the literature and implicit within many psychometric scales and instruments. It follows with an analysis of the experience of stress, loss, trauma, dissociation and other non-pathological human experiences that reflect the borderline between normalcy and psychopathology. It concentrates on the techniques utilized to assess psychopathology within clinical settings with special and detailed attention to the Mental Status Evaluation. The main concepts utilized in the field of psychopathology will be explained. The student will learn the meaning of symptoms, signs and syndromes as these related to normal and abnormal dynamics of both organic and psychological nature. The course ends with an exploration of the Adjustment Disorders, of DSM-IV "V" codes, of the DSM IV culture-bound syndromes (e.g. nervous breakdown) and of the milder forms of psychological dysfunction.

PSY 5730 Ethics in Professional Psychology (2 credits)

All professional activity performed by a Clinical Psychologist involved other individuals who is part of society and who is probably served by an organization. Many ethical situations involve conflictive decision making which intends to protect all participants of the issue. Such interactions and the need to safeguard the needs and rights of those being served in the professional context will be a major component of this course. The nature and types of ethical dilemmas will be examined from a conceptual as well as from an applied perspective. The course will gear around multiple cases that by themselves illustrate the different ethical issues that are most confronted in clinical practice.

PSY 5810 Introduction to Clinical Practice (50 hrs.) Year I: First Semester (0 credits)

This is the first of a series of practicum designed to foster in the student the development of practical clinical skills. Through multiple exercises, the student will learn most of the basic skills needed to conduct initial interviews and to begin a therapeutic intervention. The practicum focuses on the development of an in-depth understanding of all the main components of the clinical interview. It develops full awareness of the different dynamics of the Patient-Clinician relationship. The ethical handling of records and of confidential information will be addressed throughout the semester. The students will master basic skills in the logical and sequential organization of clinical data so that the information obtained through interviews may become meaningful and useful for clinical intervention.

PSY 5820 Fundamentals of Clinical Interventions and Emergency Psychology Year I: Second Semester (50 hrs.) (0 credits)

The course focuses on a detailed discussion of all major psychiatric/psychological emergencies that usually present to the emergency room or outpatient settings. A detailed discussion of suicide/aggression focuses on both psychological and social aspects that complicate this extreme emergency. Emphasis will be placed on psychological interventions, theoretical background and the medical management of emergencies associated to alcohol and substance abuse as well as major psychiatric disorders that may present for evaluation in the emergency room setting. The students practice their interviewing and intervention skills through the standardized patient program.

PSY 6200 Applied Research for Psychologists (2 credits)

This course will provide the foundation for the acquisition of practical research skills. The course expands from the selection of a definable problem, through the literature search, to the elaboration of hypothesis and initial methodological considerations. After learning about the basic principles and the specific steps utilized to conduct applied psychological research, the student will be able to write the introductory section of his/her research project.

PSY 6230 Qualitative/Quantitative Methodology and Descriptive Statistics (3 credits) Prerequisite: PSY 6200

As a continuation of PSY 6200, the student will obtain a more detailed exposure to psychological research methods through this course. Qualitative and quantitative approaches will be compared and contrasted. The type of statistics applicable to the analysis of data is discussed. The students will utilize statistical computer programs to process data and obtain statistical values. By the end of the course the student will be able to write the methodology section of his/her research project.

PSY 6250 Test Construction (2 credits)

This course provides the student with a more in-depth exposure to the process of test construction and validation. It intends to foster a better understanding of the psychometric properties of psychological tests and to develop specific skills in the adaptation of different psychometric instruments to populations different from the one for which the test was constructed and standardized.

PSY 6450 Mood and Anxiety Disorders (3 credits) Prerequisite: PSY 541

This course focuses on the different types of mood/affective disorders including depression, mania, anger and its multiple clinical and syndromal manifestations. It provides the student with an organized clinical frame of reference to diagnose and differentiate these conditions and the theoretical background necessary to understand its etiology and clinical course. Implications for psychodiagnosis and treatment will be explored. The major theories explaining depression and some of the other affective disorders will be introduced including Beck Cognitive Theory, Freud's conceptualization of Morning, Attachment theories of depression, Learned Helplessness paradigm from Learning theories and others. The role of anxiety in our lives will provide the foundation for the analysis of the more disturbing anxiety-related syndromes that frequently presents in clinical practice. Generalized Anxiety Disorder, Phobias, Panic Attacks, PTSD, Obsessive Compulsive Disorders, Somatoform disorder and other Anxiety-related syndromes will be explored throughout the course. Clinical manifestations, differential diagnosis and the somatic and psychological treatment approaches to these syndromes will be emphasized. The Neurophysiology of anxiety will be explored together with the somatic interventions utilized to control it.

PSY 6480 Psychopathological Disorders in Children and Adolescents (2 credits) Prerequisite: PSY 5410

A general exploration of the different psychological and neurodevelopmental disorders of childhood and adolescence including Autism, ADHD, elimination and eating disorders, behavioral disorders, affective and anxiety disorders. The main theoretical positions available about each condition will be presented to assist the student to gain an adequate understanding of the underlying dynamics of each condition, in addition of their clinical manifestation.

PSY 6520 Cognitive Assessment (3 Credits) Prerequisite: PSY 6250

After exploring some of the basic theoretical and psychometric issues surrounding the “intelligence” construct, the course will examine the evaluation of intelligence and other cognitive functions and academic achievement. The main instruments presented are Wechsler scales (Pre-School, Child, Adult), Test of Non-Verbal Intelligence II and K-ABC. Through this course and its concurrent Cognitive Assessment Practicum, the student will acquire the necessary skills to ethically and competently administer these test and other psychometric instruments. The course will also concentrate on the scientific method of hypothesis generation, on the type of inferences that may be drawn from these tests and on the different models of data interpretation available through the scientific psychometric literature.

PSY 6570 Objective Personality Assessment (3 Credits) Pre-requisite PSY 6860 and PSY 6520 or taken concurrently

The different types of Objective Personality tests have made a significant impact on the practice of Professional Psychology as they have become an important component of the Psychologist’s assessment techniques. This course will provide the basic knowledge and skills necessary to administer, score and interpret some of the most commonly utilized non projective personality assessment techniques. The main emphasis of the course will be on the MMPI-2 and the Millon Health and Personality Inventories.

PSY 6580 Projective Assessment of Personality (2 credits) Prerequisites: PSY 5220, 5410 and 6520

Projective techniques constitute an important component of the Clinical Psychologist armamentarium of diagnostic tests. The newer Rorschach system is one of the most widely utilized of these techniques. This course will focus on the Rorschach method as perceptual-cognitive problem-solving tasks with an incomparable projective potential. Learning the administration and scoring of the Rorschach will be the main objective of the course. The thematic techniques (TAT, CAT) and various Paper-Pencil projective techniques will be presented as secondary and/or alternate personality assessment methods.

PSY 6600 Behavior Modification: Theory and Practice (2 credits)

This course serves as an adjunct to the Cognitive and Cognitive-Behavioral Therapy course. Its main goal is the development of an advanced understanding of the multiple ways in which behavior may be altered through interactions with the environment. Students will be able to gain a solid working knowledge of Learning Theories as they apply to real life contexts and to clinical settings. The course will introduce the student to the different theoretical traditions of the field. The student will learn the principles of Applied Behavioral Analysis. They will also learn about other technological advances of the field based on Respondent/Classical and Social Learning approaches. By the end of the course the student will be able to design a behavior modification program for a particular problem or situation.

PSY 6620 Cognitive and Cognitive-Behavioral Therapy (2 credits)

CBT has become one of the main therapeutic approaches utilized by Professional Psychologists. Backed by an impressive body of scientific research, CBT serves as the intervention backbone for many other subspecialties in the field of Clinical Psychology including Health Psychology, Addiction Psychology, Child Therapy, and others. Based upon the extensive literature on Learning Theories, Cognitive Psychology and Behavior Modification, the most effective Cognitive and Cognitive Behavioral therapeutic modalities will be presented throughout this course, e.g. Cognitive Therapies, Rational Emotive Therapy, Multi-modal therapy, Cognitive-Developmental Therapy. Some of the techniques emphasized during the course are: Systematic Desensitization, Behavior Rehearsal, Cognitive Restructuring, and Cognitive Restructuring. Multiple behavior and cognitive assessment techniques will be demonstrated and fully covered.

PSY 6670 Short-term Psychotherapy (2 credits)

Short-term psychotherapy (brief psychotherapy, time-limited psychotherapy) is focused from a variety of philosophical perspectives, but all share the emphasis on the practicality of rapid conflict resolution. During the course, we will include several of these approaches to short term psychotherapy in the belief that an effective psychotherapy must have two components. First, the therapist must be knowledgeable and skilled in the techniques. Second, the therapist must have a varied armamentarium, so as to match the approach to the patient's specific needs.

PSY 6810 Cognitive Assessment Practicum (30 hrs.) To be taken concomitantly with PSY 6520 (0 credits)

Supervised practice in the administration, correction and interpretation of cognitive assessment instruments. The student will acquire the necessary skills to ethically and competently administer this test.

PSY 6830 Psychotherapeutic Techniques (250 hrs) (0 credits)

Students will be placed in a community practicum site during the second semester of the second year. Once per week, the students will meet with their practicum supervisor to discuss cases and relevant issues related to their experience. They will attend the didactic component of the practicum to acquire therapeutic skills based upon the Learning Psychotherapy system. Multiple exercises will be performed by the student in the process of developing a solid and coherent set of readily accessible therapeutic competencies. The student will also share their experiences at their practicum sites and will learn how to integrate the skills learned in class to the work being done with patients.

PSY 6850 Conceptualization and Intervention Planning (250 hrs.) (0 credits) Prerequisite: PSY 5810, 5820

This is the practicum experience for the first semester of the second year. Once per week, the students will meet with their practicum supervisor to discuss cases and relevant issues related to their experience. At the didactic level this practicum will attempt to develop in the student, conceptualization and intervention planning techniques. Therefore, the student will develop the capacity to understand clinical cases and to develop a coherent intervention plan through these didactic experiences and case presentations. To achieve these clinical skills the student will be able to integrate the theoretical knowledge and the skills accumulated from previous practica and theoretical courses with the experiences they are having at their practicum site.

PSY 6860 Introduction to Psychological Assessment and Testing (2 credits)

This is the first of the sequence of practica offered for the development of assessment and testing skills. The first portion of the practicum focuses on the basic attitudes and skills needed to conduct an

assessment. The practicum follows with a presentation of the common assessment techniques with special emphasis on the utilization of data gathering instruments including interview schedules and outlines, assessment scales and brief paper and pencil, thematic and projective techniques.

PSY 6870 Psychotherapy Seminar (1 credit) PSY 7670 Family Therapy and Systemic Interventions (2 credits)

A brief review of the history of Family Therapy will provide the initial approach to the course and to the analysis of the different types of family therapies. Special attention will be given to structural, systemic, strategic and trans-generational orientations. The student will learn specific Family Therapy techniques needed to assess families (genograms, joining techniques, etc.), will learn to elaborate treatment plans and to organize and conduct family sessions.

PSY 7720 Program Development and Administration in Mental Health (2 credits)

Students will select a problem, a need, or a social issue that they want to address through some type of action program or project. Throughout the course, the student will learn how to define the problem so that a clear mission is articulated, how to write objectives and how to design the type of program that needs to be developed to address the particular need or interest. The student will be exposed to modern organizational and leadership theories. The financial implications of the project will be explored as the student learns the basics of budgeting, identifying funding sources and the utilization of Management Information Systems. The student will incorporate these models to their particular project, according to the format for program development to be provided

PSY 7730 Supervision and Consultation (3 credits)

This course explores the historical context and the philosophy of supervision. It analyzes the major supervision models and their application to psychotherapeutic and educational/training settings. The differences between the supervisor and consultant role will be explored in the context of the relationship with the supervisee and the consultee. Most common consultation settings for psychologists such as schools and organizations will be emphasized, exploring contemporary strategies and techniques such as coaching and mediation. Students will be given the opportunity to supervise at least one student in their initial clinical practice. Their supervisory work will be monitored and supervised by the course professor. The student will provide a written report on the experience. Other work related to supervision and consultation may be required depending upon the opportunities available in the community and with different organizations.

PSY 7860 General Clinical Practice: Integration I (250 hrs.) Prerequisite: PSY 6850 (0 credits)

During the first semester of the third year the student will be placed in a community site to gain additional clinical experience. They will also have a two-hour didactic session where they will share their experiences with the cases they see at their practicum site. Through these discussions, the student will develop the capacity to integrate multiple sources of information to help the clients served. The student will integrate information obtained through interview with data obtained through tests, together with their personal experience with client. Through this integration, they will be able to develop a more comprehensive understanding of the clinical cases they are treating at their practicum site.

PSY 7870 General Clinical Practice: Integration II (250 hrs.) Prerequisite PSY 7860 (0 credits)

During the second semester of the third year the student will meet with their practicum coordinator to further explore ways of integrating clinical material in such a way as to allow them to gain better

understanding of cases and to elaborate comprehensive and realistic treatment plans. During this practicum, the student will develop further competencies in the utilization of Empirically Validated Procedures (EVP). Cases will be presented and discussed with the intention of further delineating clinical syndromes utilizing psychometric and historical information together with patient's response to the intervention. This module will also help the student to gain a broader perspective of the context in which treatment occurs, being this learning objective consonant with their third-year academic program. They This entails the capacity to integrate different types of treatment modalities including child therapy and systemic interventions, family therapy, advanced psychopathology as well as theoretical information obtained through the other courses of the third-year program. Therefore, the student will learn to integrate knowledge from multiple sources within the field of psychology and mental health with the information obtained from the patients being served at the practicum sites, to derive a deeper understanding of their professional roles and of the intervention strategies available within our understanding of EVP.

PSY 8140 Psychology of Addictions (2 credits)

The most common types of addictions will be explored from multiple perspectives including: neurophysiological (brain pleasure centers and neurotransmitters, tolerance, dependence, craving, withdrawal), psychological (attitudes, cognition, identity), family/social (systemic, cultural), and community/government (policies, prevention). Substance abuse will be distinguished from substance dependence. Emphasis will be given to the diagnosis and treatment of dual diagnosed patients and on the complex interaction between mental health/psychiatric disorders and Substance Abuse. Treatment approaches for different levels of abuse/dependence will be explored. Prevention strategies and community/government efforts done throughout the past few decades to address the problem will be explored. The need of integrated continuous system of treatment resources to address the need of SA/MH (dual diagnosed) patients is also discussed. At the end of the course, students will develop and implement a short-term presentation program. This small group collaborative preventive project will be implemented through many types of community activities including: a media campaign, conferences to schools, conferences to civic groups, church groups, etc.

PSY 8260 Doctoral Dissertation (0 credits)

The student will register in Psychology 8260 during the 4th year and will meet regularly with his/her thesis advisor and other committee members. Through these meetings the student will be guided toward the completion of his/her dissertation project.

PSY 8320 Social Bases of Behavior (3 credits)

Social Psychology is an area of psychology that fosters our understanding of how society influences the psychological, behavioral and biological dimensions of human beings. Individuals are socialized within particular contexts and this process manifests itself through his/her perceptions, cognitions, attitudes, emotions, embodiments, and behaviors. This course provides an overview of the contributions of Social Psychology to different areas of studies, particularly to Clinical Psychology. Special emphasis will be placed on philosophical, cultural, economic, and sociopolitical elements that have influenced its transformation through history. The study of Social Psychology is essential for the understanding of individual and collective phenomena, which is an indispensable tool for mental health professionals. In this course students will explore Social Psychology's theory and practice.

Also, they will identify and reflect on the advantages and obstacles that social psychologists face as agents of social change. This will be done with special emphasis of the implications for clinical practice and research.

PSY 8360 Psychology of Gender (2 credits)

An exploration of adult personality development forms the foundation of this course with special reflection on gender differences as identified through relevant research and humanistic literature. The different stages of adult development will also serve as the foundation to explore the psychosocial and psycho-cultural issues that have affected adults in traditional and contemporary societies. The course will address the following topics, among others: choosing lifestyles and sexual orientation – the GLBT movement; multilateral and multigenerational relationships and connectedness; social roles, work and community; marriage, pregnancy, mothering and fatherhood, health and health psychology of women and men. Gender issues, gender roles and gender differences will be of primary concern for this course. The psychotherapeutic implications of these issues will be addressed throughout the course.

PSY 9000 Pre-Doctoral Internship (0 credits)

This is a 2000-hour per year intensive clinical experience. The student will be placed for 40 hours per week for 12 months (or 20 hours for 24 months) in a clinical setting where opportunities for further growth are abundant. Such work will be closely supervised given that this is the last experiential component of their program.

PSY 8880 Advanced Clinical Practicum: Clinical Health Psychology (250 hrs) (0 credits) Prerequisite: PSY 8180 Requires authorization

This is an elective practicum that allows students concentrating on Clinical Health Psychology to obtain specialized supervision for the experience they will be having during the semester. The student will be placed in one of the health facilities affiliated to the school through which they will have the opportunity to provide psychological services to medical patients. This Practicum will help the student integrate the theoretical knowledge obtained through the Clinical Health Psychology course with the experience they have at their practicum site.

IHD 919 Interprofessional Perspectives in Health Disparities (1 credit)

This course is designed to provide a general overview of gaps in health outcomes associated with health disparities. A special emphasis will be given to the social determinants of health such as race/ethnicity, social class, socioeconomic status, sex, sexuality, nationality, and migration status. The course will focus on the impact of 57 health disparities' impact at multiple system's levels (e.g. Individual, patient-clinician, healthcare system, etc.)

FACILITIES AND SERVICES

Campus Building

Located in the Globe Building on 710 N Tucker Blvd, 3rd Floor Suite 200, in the heart of St. Louis our 11,654 Square Foot campus provides students with state-of-the-art space. The location has five classrooms, a student lounge, student library, student center, lobby access, parking and meeting space.

Now home to PHSU, the Globe Building began as a hub for railway companies in the early 20th century in St. Louis, then a bustling industrial giant. The rich history of the Globe building includes housing a railway, newspaper and other business throughout the building's rich history. The building's location offers students an environment in the epicenter of culture and entertainment in St. Louis. Surrounded by fine dining and other lively spots, the PHSU Globe location is also in walking distance from many local and

cultural attractions in Downtown St. Louis.

Library

The library facility is designed to provide convenient access, offer up to date information, and assist with high quality services to all students, faculty and staff of the PHSU. The vast majority of the library resources in use are in electronic format. The library offers access to the electronic database, as well as an arrangement of books, journals and audiovisual materials. The library offers comfortable facilities and a suitable environment that includes excellent lighting, space and equipment.

The Library is responsible for procuring, organizing, cataloging, managing and providing access to the educational resources for each program. It offers a range of electronic resources, print and digital collections of journals and reference books, and databases, with remote access, that meet our patrons' needs. An excellent collection of open access (OA) journals titles is also available through the Public Access Catalog (PAC). The influence of OA and free searching via PubMed LinkOut has a major impact on the way medical and health sciences libraries operate. LinkOut is the project to create links from PubMed database to external links to access the full text articles. Patrons and libraries access a greater number of journals by borrowing from other libraries. The Library belongs to the Southeastern Region of the National Network of Libraries of Medicine (NNLM). A Free-Share, Reciprocal Interlibrary Loan (ILL) agreements, exists with other Medical Libraries across the country. For more details visit our website www.psm.edu.

Learning Resources Center

Our computer facilities offer access to electronic databases, the internet, link services and office productivity applications as Word, Excel, Power Point, etc. Specialized software as: SPSS, EndNote, etc., are also available. These facilities are available for PHSU authorized users. There are no computers available for running personal applications, CD-ROMS, etc. Our users may only utilize applications that are installed in the library network. Laser printers are also available.

Classrooms

The Classroom Building consists of various size classrooms, lecture halls and a Multipurpose Teaching Laboratory as well as the IT facilities and audiovisual facilities.

Use of University Equipment

University equipment and supplies are provided for the use of employees in the performance of their official duties for the University as designated from time to time. Use for purposes other than those authorized requires prior authorization.

Computer Use and File Sharing

For more details visit our website: <http://www.psm.edu>

Education Technology

The PHSU uses Canvas as its online educational platform. The PHSU has an Educational Technology Division (ETD), under the Dean of Academic Affairs that provides support to students, faculty members and staff on the use of this educational technology. The ETD also assists students and faculty in the development and use of technology to support educational activities and serves as a liaison between

academia and MIS.

The ETD has established a series of workshops for educating faculty, students and staff on the use of technology in education.

Audiovisual

PHSU has a complete audiovisual service that ensures that the proper audiovisual facilities are available for the academic experiences of the students. The audiovisual division also assists faculty members, students, and student's organizations with any audiovisual resource needed such as photographs, illustrations, etc. Slides projectors, overhead projectors, videotapes and DVD's players, video projectors, electronic boards and teleconferencing are available for the use by faculty members and the student body. Training about the use of the audiovisual equipment is also provided.