



PONCE

HEALTH SCIENCES UNIVERSITY

St. Louis, Missouri Campus



2022-2023

STUDENT

HANDBOOK

TABLE OF CONTENTS

ABOUT THE SCHOOL HANDBOOK	6
MISSION, VISION & GOALS	6
ADMISSIONS	7
Admissions Information	7
Admissions Requirements	7
Readmissions Policy	7
DIVERSITY POLICY	8
ATTENDANCE POLICY	9
CHANGE OF GRADE POLICY	9
LEAVE OF ABSENCE	10
MILITARY LEAVE	10
INSURANCE FOR STUDENTS	12
CONFLICT OF INTEREST IN THE STUDENT-FACULTY RELATIONSHIP	12
Policy Statement	12
Purpose of Policy	12
Procedure	12
STANDARDS OF CONDUCT IN THE TEACHER-STUDENT RELATIONSHIP	13
Guiding Principles	13
Commitments of Faculty	14
Commitments of Students	14
HONOR CODE	14
Preamble	14
Principles	15
Reporting	15
Due Process	15
Sanctions	15
Appealing (Due Process)	16
INTERPERSONAL ABUSE	16
NON-DISCRIMINATION POLICY	17
ALCOHOL, TOBACCO, ILLICIT DRUG AND VIOLENCE	17
Prevention Policy & Program	18
Statement	18
Title	18
Alcohol, Drugs Abuse and Violence Prevention Program	18
Policy	19

Applicable Laws	19
Drug Free Schools and Communities ACT, Amendment of 1989	19
Health Risk	19
Intervention Protocol to Rehabilitate Students and Employees	20
Counseling and Treatment Centers	20
Prevention Strategies	20
Standard of Conduct	21
Sanctions	21
WEAPONS AND FIREARMS POLICY	21
DRESS CODE	22
UNPROFESSIONAL BEHAVIOR POLICY	23
CODE OF CONDUCT—DISCIPLINARY ACTIONS AND SANCTIONS	23
Disciplinary Actions.....	23
Sanctions.....	24
GRIEVANCE POLICY	25
Procedure	25
Appealing (Due Process)	25
STUDENT COMPLAINT LOG POLICY	27
Purpose of Policy	27
Definitions	27
Policy and Process	27
SEXUAL HARASSMENT, SEXUAL VIOLENCE, GENDERDISCRIMINATION POLICY (TITLE IX POLICY)	28
Introduction	28
Legal basis	28
Scope	29
Justification	29
Policy	29
Prohibited Conducts	30
Sexual harassment	30
Sexual violence	30
Sexual exploitation	30
Stalking	30
Dating/domestic violence	30
Gender based discrimination	30
Retaliation	30
Reporting a Concern	31
Title IX Coordinator.....	31
Mandatory Reporters	31
Police and Criminal Investigation.....	31
Confidentiality and Confidential Resources	31
Confidentiality.....	31
PHSU Confidential Resources	32
Filing a Complaint.....	32

Complaint dismissal	32
Appealing Dismissal of Formal Complaint	32
Investigation Process	32
Interim remedial and protective measures	33
Formal Investigation Process	33
Notification of Investigation	33
Investigators Appointment	33
Advisors Appointment.....	33
Information Gathering.....	34
Information Review	34
Hearing Process.....	34
Reporting.....	34
Adjudication.....	34
Outcomes Notification.....	35
Support	35
Sanctions.....	35
Appeal	35
Information and Community Support Services.....	35
Campus Resources.....	36
Community Resources.....	36
FACILITIES	37
Building Hours.....	37
Campus Areas.....	38
Student Rec Area.....	38
Patio	38
Library	38
Restrooms/Mother’s Room	38
Labs	38
Gross Anatomy Laboratory Access Policy	38
Gross Anatomy Laboratory Rules	39
Laboratory Safety Guidelines	39
Laboratory Rules to Minimize Hazards RULES	40
Laboratory Illness.....	40
Pregnancy.....	41
Emotional Concerns	41
Laboratory General Instructions	41
Lockers	41
Pets	41
Campus Guests.....	41
PARKING	42
INCLEMENT WEATHER POLICY.....	42
BASIC EMERGENCY ACTION PLAN	43
Purpose.....	43
Scope	43

Policy	43
BEAP/Lock-Down.....	43
BEAP/Active Shooter.....	44
BEAP/Shelter In Place	45
BEAP/Earthquake	45
BEAP/Fire.....	46
BEAP/Medical Emergency	47
BEAP/Severe Weather	47
BEAP/Utility Outage.....	48
BEAP/Workplace Violence/Terrorism.....	48
BEAP/After the Emergency Actions	49
USE OF SCHOOL NAME AND FACILITIES	49
Use of Speakers, Demonstrations, Activities, and Distribution of Printed Materials.....	50
SOCIAL MEDIA POLICY	50
INFORMATION AND TECHNOLOGY RESOURCES ACCEPTABLE USE POLICY AND GUIDELINES.....	51
Acceptable Use of Resources Policy	51
Student Agreement	51
Definitions.....	52
Guidelines	52
Educational Technology Resources	54
Laptops	54
E-learning platforms	54
iPads	54
MS Office 365 Platform	54
Printing Quota	55
Software Code of Ethics and Software Policy	55
Internet and Email Services Policy	55
Wireless Access Policy ACCESS POLICY	56
Security & Privacy	57
Penalties.....	58
STUDENT LIFE.....	58
General policy	58
Procedures	58
STUDENT ORGANIZATIONS—STL Campus	59
PHSU-ST. LOUIS Student Council.....	59
PHSU- Student Council: Organizational Structure.....	59
Eligibility	59
Expectations/Responsibilities	59
Student Organizations/Interest Groups.....	61
Objective and Eligibility:	61
Organizational Structure.....	61
Eligibility	61
Nominations and Elections:	62

ABOUT THE SCHOOL HANDBOOK

The Ponce Health Sciences University-St. Louis (PHSU) Student Handbook (Handbook) provides students with important information about policies, procedures, requirements, and services. The handbook is considered a supplement to the university Academic Catalog. Please refer to the catalog for specific academic policies and procedures. stlouis.psm.edu/admissions/catalog.

Students are required to read, understand, and adhere to the Handbook's provisions. An updated version of the Handbook is published each academic year. The yearly update (and any subsequent updates during the academic year) supersedes all prior editions and provides the latest rules, policies, and procedures to create the most up-to-date student reference. The Handbook's provisions do not constitute an irrevocable contract between PHSU and its students since plans, policies, requirements, and services may be altered from time to time. Therefore, PHSU reserves the right to amend, modify, add, or delete information within the Handbook at any time without advance notice. Any amendment to these policies will be duly published and distributed. This version is the most up-to-date version and was last revised on June 1, 2022. Please contact the Dean of Enrollment Management & Student Success for questions or to submit an update.

MISSION, VISION & GOALS

MISSION

The mission of Ponce Health Sciences University (PHSU) is to provide a world-class, culturally competent, health sciences education to the population we serve, through innovative adaptive learning environments focused on the success of its students to become ethical practitioners and scientists.

VISION

The PHSU vision is to build upon its reputation as a prestigious academic and research leader by continuing to educate underrepresented diverse populations while focusing research efforts on solving health disparities.

GOALS

1. 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.
2. To expand its academic and professional educational offerings to include other health related fields.
3. To enhance recognition of the institution's commitment to excellence in basic and clinical research, scholarship, and creative pursuits, supporting existing investigators and recruiting new highly qualified researchers.
4. To expand and improve its high-quality medical, mental health, diagnostic, and therapeutic services.
5. To continue to be an institution that prepares ethical professionals and scientists that contribute to society in general and to Puerto Rico in particular.

ADMISSIONS

ADMISSIONS INFORMATION

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. Once the candidate is accepted, if he/she needs special accommodations, he/she is responsible for contacting the Academic Affairs Office for further information. It is the student’s responsibility to make his/her condition known to PHSU Administrators and to seek out assistance.

Applicants with disabilities will be evaluated on a case-by-case basis in accordance with the technical standard guidelines of the program. All students must possess the physical and emotional capabilities required to independently undertake the full curriculum and to achieve the levels of competence required by the faculty. For the full accommodations policy, please see the *Academic Catalog*.

ADMISSIONS REQUIREMENTS

The admissions requirements vary by program. Please refer to the academic programs section of the *Academic Catalog* for more details.

READMISSIONS POLICY

Ponce Health Sciences University (PHSU-ST. LOUIS) 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.

A readmission is defined as a candidate who previously attended PHSU-ST. LOUIS withdrew and requested admission to the same or another program after one year of inactivity.

Candidates with a withdrawal status who have been inactive for less than a year and are returning to the same program will be considered re-entries.

PHSU-ST. LOUIS will consider students who voluntarily withdrew from the program for medical or personal reasons and were in good standing or Satisfactory Academic Progress at the time of the withdrawal for readmission. Administrative withdrawals may be considered for readmission on a case-by-case evaluation basis, if the administrative withdrawal does not respond to a dismissal.

The application for readmission will be submitted to the Admissions Office, readmission applicants must meet all requirements at the time of application for readmission.

After evaluation of readmissions by the Committee, the candidates may be:

- Denied re-admission
- Admitted and 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
 - Transfer some credits to a different program
 - 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.

Those students who were inactive less than a year will submit the re-entry application in the Registrar's Office and must meet all the requirements at the time of application.

Re-entry applicants who comply with basic requirements will be evaluated by the Committee and receive one of the following determinations:

- Denied re-entry
- Authorized re-entry and one of the following:
 - Required to complete (I) courses
 - Allowed full credit of work successfully completed
 - Other considerations

Readmissions and re-entry applications will be evaluated by a Readmissions Ad Hoc Committee composed by the Academic Department Dean or its delegate, the Dean of Enrollment Management & Student Success or its delegate and representation from the student services offices to certify the candidate complies with the minimum requirements for evaluation in the Admissions Committee.

DIVERSITY POLICY

The mission of Ponce Health Sciences University is to provide high-quality education in medicine and health sciences related programs to the population we serve, through an innovative curriculum, while preparing students to be ethical practitioners.

Our institution strives to provide students and faculty exposure to a diverse population so they can succeed in an increasingly diverse workplace and global communication culture. An academic environment that fosters the interaction among a diverse student and faculty body will significantly contribute to preparing our graduates for providing the high-quality care all communities deserve.

Several racial and ethnic minority groups as well as people from socioeconomically disadvantaged backgrounds are significantly underrepresented among health professionals in the United States. Underrepresented minority groups have traditionally included African-Americans, Hispanic/LatinX, and Native Americans. Numerous public and private programs aim to remedy this underrepresentation by promoting the preparedness and resources available to minority and socioeconomically disadvantaged health professions candidates and the admissions and retention of these candidates in the health professions pipeline and workforce.

Ponce Health Sciences University values having a diverse student population which includes candidates from across the country and from nontraditional academic backgrounds. Two other

populations that will add diversity to our student body and eventually the healthcare workforce is low socioeconomic status and first-generation university students. We strongly believe that including these groups in our student body will help prepare our graduates to better address the issues related to health disparities and healthcare access in our communities.

All administrative and academic units of the health sciences programs will develop programs, partnerships and make ongoing systematic efforts to enhance the recruitment and retention of diverse groups as identified in this policy to our student body, faculty, and senior administrative staff. They should also document and monitor these efforts and its effectiveness in achieving representation of these groups in our academic community.

ATTENDANCE POLICY

Attendance at lectures and laboratory exercises 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. Absence 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.

CHANGE OF GRADE POLICY

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:

1. 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 or an administrative "F" will replace it.
2. A clerical error made by the Professor or Registrar.
3. 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, Students will receive a notification about the availability of grades in the My Campus Portal.

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.

SCOPE

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, Associate Dean of Academic Affairs and Dean of Enrollment Management & Student Success.

DEFINITIONS

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

POLICY

A student must request from the Registrar's office an LOA at least 30 days prior to the LOA commencement date, unless medical circumstances require immediate authorization (e.g., automobile accident). A personal or medical leave may be authorized when a student is experiencing compelling personal and medical circumstances that are temporarily affecting his/her academic progress. Students 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 an R2T4 calculation will be performed and subsequently 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. The Dean of Enrollment Management & Student Success, Registrar, Financial Aid Director, and the Associate Dean of Academic Affairs have the authority to review and approve a military leave.

Military Leave is defined as an authorized temporary interruption of a student's program of studies due to a call 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 Associate 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 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 Associate Dean's Office will notify the Registrar, so the student's record will be flagged as 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 (Disability Insurance, etc.) will be terminated on the date of withdrawal. For a refund of a pro-rata portion of any premium paid for disability 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 & 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 of Incomplete coursework as applicable to their course of study. The Office of Enrollment Management and Student Success 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 & Student Success and the Office of the Registrar. Appeals of a decision may be made to the Dean of Academic Affairs.

INSURANCE FOR STUDENTS

HEALTH INSURANCE (MD STUDENTS ONLY)

Each MD student is required by the School to carry comprehensive medical care insurance. Individuals, who choose to be covered by a plan other than the School's Health Insurance Plan, must present proof of coverage at the time of registration.

- Institutional health insurance cost is always included in the enrollment (every term).
- The student is responsible for the cancellation and denial of the institutional health insurance. Evidence of health insurance must be presented every term.
- If the student does not comply with the process on the dates established, the institutional plan will be activated. The cost of the insurance won't be reimbursed.

DISABILITY INSURANCE

Ponce Health Sciences students are required to have disability insurance coverage, depending on their degree program. MD students are required to have disability insurance coverage. Students enrolled in the MSMS, MSMS Online, or PsyD programs have the option to enroll, but are not required.

Students who have his/her own disability insurance must present evidence during registration to cancel PHSU insurance.

CONFLICT OF INTEREST IN THE STUDENT-FACULTY RELATIONSHIP

POLICY STATEMENT

The health professionals and faculty/staff who provide psychiatric/psychological/personal counseling or other sensitive medical and healthcare services to the university (PHSU-ST. LOUIS) students will not be involved in the academic, professionalism, or disciplinary evaluation, promotion, or dismissal of students receiving those services.

PURPOSE OF POLICY

It is essential to have a separation of roles to ensure confidentiality in the provision of health and counseling services to PHSU-ST. LOUIS students and absence of conflict of interest in PHSU-ST. LOUIS student evaluations, promotions, and dismissal decisions.

PROCEDURE

Members of the PHSU-ST. LOUIS faculty assigned to evaluate students or to make decisions regarding the promotion or possible disciplinary action of students for whom they have provided psychiatric/psychological/personal counseling or other sensitive health services are obliged to report the conflict of interest to the block or clerkship director so that the student or faculty/staff can be reassigned to preclude any conflict of interest, real, perceived, or potential.

Students who have been assigned to a course, preclinical experience or clinical clerkship rotation in which they would be evaluated by a member of the faculty or staff who has provided them with psychiatric/psychological counseling or other sensitive medical or health services, should report the real, perceived, or potential conflict of interest to the block or clerkship director as soon as they receive the assignment so that there will be no involvement of said faculty/staff in the academic evaluation or promotion of the student. Students that do not report such conflict of interest by 2 days after the initial contact with the faculty member forfeit their right to be assigned a different evaluator.

In the event that the student or faculty has not been re-assigned after reporting of the conflict, the student should report the matter to the Dean of Enrollment Management & Student Success for resolution. Similarly, if faculty or students are involved in a hearing for a possible adverse action related to academic, professionalism, or disciplinary matters, they should notify the Chairperson of the Student Promotion Committee or the Vice President of Students Affairs if one or more members of the hearing committee has provided a student with any psychiatric/psychological counseling or other sensitive medical or health services, so that the faculty can be excused from the committee.

Evaluation instruments shall include a disclaimer in which faculty members attest that they have not had a professional relationship with students that could affect their judgment upon evaluation of the students.

STANDARDS OF CONDUCT IN THE TEACHER-STUDENT RELATIONSHIP

Ponce Health Sciences University adapts and incorporates the AAMC model of Standards of Conduct in the Teacher- Student Relationship, and encourages faculty and students to familiarize themselves and pledge adherence to this policy statement:

Preparation for a career in 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. This policy statement serves both as a pledge and as a reminder to teachers and learners that their conduct in fulfilling their mutual obligations is the medium through which the profession inculcates its ethical values.

GUIDING PRINCIPLES

Duty	Ponce Health Sciences University faculty have 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 environment is 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 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, interns, and residents are of high quality.
2. As mentors for our students, interns, and resident colleagues, we maintain high professional standards in all of our interactions with patients, colleagues, and staff.
3. We respect all students, interns, and residents 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. We pledge that students, interns, and residents will have sufficient time to fulfill personal and family obligations, to enjoy recreational activities, and to obtain adequate rest. We monitor and, when necessary, reduce the time required to fulfill educational objectives, including time required for “call” on clinical rotations, to ensure student’s, intern’s, and resident’s wellbeing.
5. 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.
6. We do not tolerate any abuse or exploitation of students, interns, or residents. We encourage any student, intern or resident 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 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.

As well as fulfilling our own obligations as professionals, we pledge to assist our fellow students, in meeting their professional obligations.

HONOR CODE

In the pursuit for academic, personal, and professional excellence, every student follows an Honor Code which delineates PHSU-ST. LOUIS’s standards of conduct and the student’s commitment to such principles.

PREAMBLE

In their pursuit for academic, personal, and professional excellence, students of the Ponce Health Sciences University have adopted this *Honor Code*. The principles of this *Honor Code* are intended to aid students in maintaining a high level of ethical conduct in concordance with the educational philosophy of our institution. These are standards to enable students to determine the propriety of their conduct in relation to peers, members of the faculty, administration, and patients.

PRINCIPLES

- Students have the responsibility to uphold and maintain the highest degree of personal and professional integrity.
- Students are encouraged to seek appropriate counsel if deemed necessary.
- Ethical growth should be coincident with academic growth among the student body.
- To evidence the need to combine personal honor with communal responsibility the following precepts are specifically, but not exclusively, expected to guide the conduct of each member of the Ponce Health Science University student body:
 - Each student must work independently and honestly on all examinations.
 - Plagiarism is considered a major ethical offense.
 - Each student will be trustful and dutiful in carrying out clinical and academic responsibilities.
- The success of the Honor Code depends on the personal integrity, mutual trust, and cooperation of all members of the Ponce Health Sciences University community: students, faculty, and administration.

REPORTING

A student or faculty member who observes or suspects a violation of the Honor Code shall submit a written report of the incident to the Dean of Enrollment Management & Student Success or Associate Dean for Academic Affairs. That representative will deliver the report of the incident to the Campus Director who will authorize an investigation. The Campus Director will appoint two investigators from Ponce Health Sciences University who will notify the accused student of the alleged violation, his/her rights, and the date of the Promotion Committee hearing. All suspected violations would be heard at the Promotion Committee.

DUE PROCESS

A student charged with violating this code is guaranteed the following safeguards:

- The student must be informed, in writing, of any charges at least 48 hours before the case is heard by the Promotion Committee.
- The student has the option of being excused from any tests, assignments, or examinations for a period of no longer than two days before or after the meeting of the Promotion Committee.
- The student has the right to be represented by counsel of his/her choosing at the Promotion Committee hearing.
- The student has the right to present witnesses at the Promotion Committee hearing.
- The student has the right to confront the accusers and to cross-examine any witnesses at the Promotion Committee.
- The student has the right to examine any evidence prior to the Promotion Committee hearing.
- All records of prior social or academic infractions having no direct bearing on the present charges shall be excluded from evidence.
- The student has the right, in the event of a not guilty verdict, to request that this finding be made public.

SANCTIONS

The following actions will be taken against a student who is found guilty of a violation of the Honor Code:

1. *Reprimands such as:* warning letter, verbal, or written admonition, place a letter with findings of violation in the formal academic record.

2. *Probation:* Any probation rendered by Promotion Committee shall be entered into the student's academic record, but shall be removed upon the defendant's graduation.
3. *Failure of Course:* The Promotion Committee will recommend to the Chancellor of Ponce Health Sciences University and subject to his/her final authority, that a student be given a failing mark in a course connected to the Honor Code violation.
4. *Suspension:* The student will be suspended for a minimum of one academic semester/trimester, and this will be entered permanently in the School academic record. The conditions for reintegration shall be stated in the order of suspension and must at least require the repetition of the academic semester in which the violation(s) occurred.
5. *Expulsion:* Permanent dismissal from Ponce Health Sciences University.

A combination of the above penalties deemed appropriate by majority vote of the Promotion Committee based on the severity of the infraction, past academic and other performance of the student, the student's attitude, and the student's potential for future performance.

APPEALING (DUE PROCESS)

The Campus Director will evaluate the appeal and the investigation report. Rejection of the appeal by the Campus Director is final. However, the Campus Director may overturn the decision. If the Campus Director 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 its report to the Campus Director. The Campus Director 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 Campus Director will be final.

INTERPERSONAL ABUSE

Personal abuse will not be tolerated at PHSU-ST. LOUIS. Verbal, psychological, or physical abuse such as speaking insultingly, engaging in schemes to undermine the self-esteem of the person; or any other such activity will not be tolerated.

Any incident of abuse reported by any member of the academic community. The incident should be reported to the Vice President of Students Affairs or designee.

The Dean of Enrollment Management & Student Success or designee will gather all pertinent information on reported cases of personal abuse. The school's legal counsel will be notified of all such cases and will be kept informed of the progress of the investigation at all times. 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 no names. A follow up on the incident will be made after six or eight weeks to ensure that there has been no retribution.

If the incident is not resolved, in consultation with the Legal Counsel of the school, an Ad Hoc committee appointed by the Chancellor, and comprised of members of the faculty, student body, and/or administration will 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. Appeals would be followed as described above. Psychological counseling will be available for the parties involved as needed and availability.

The Ad Hoc committee will review the information and make a recommendation to the Chancellor for further action. The whole process should be addressed within three months.

NON-DISCRIMINATION POLICY

Ponce Health Sciences University (PHSU-ST. LOUIS), 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. 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-ST. LOUIS programs and activities. This is a commitment made by PHSU-ST. LOUIS and is in accordance with federal, state and/or local laws and regulations.

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 grounds for immediate sanction, including dismissal. Smoking is prohibited on school grounds. Violence will not be tolerated within the academic community or on the school grounds 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-ST. LOUIS 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-ST. LOUIS:

1. It is unlawful for any student at PHSU-ST. LOUIS 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-ST. LOUIS 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 the *Academic Catalog*.

3. Whenever a student of PHSU-ST. LOUIS 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 they suffer from drug or alcohol addiction and request help, counseling and rehabilitative services may 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. Sanction including dismissal after due notice and hearing.
 - c. Second offense: the student will be recommended for dismissal from PHSU-ST. LOUIS after due notice and hearing.
 - 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-ST. LOUIS student will be sanctioned by the school. It is the duty of the student involved to notify the Dean of Enrollment Management & Student Success of PHSU-ST. LOUIS of any such conviction in writing within 10 days. Failure to do so will lead to immediate sanction, including dismissal.
5. Specific rules have been established to regulate PHSU-ST. LOUIS sponsored activities where alcohol is served, based on applicable laws and regulations.

For details, please refer to the *Institutional Public Policy on Establishing an Academic Community Free from Alcohol, Tobacco, use of Illicit Drugs and Violence*.

PREVENTION POLICY & PROGRAM

Ponce Health Sciences University is one of the leading educational institutions in Medicine and Health Sciences in Puerto Rico. This represents a genuine commitment to establish an institutional public policy for the academic community free of drugs, alcohol, tobacco and violence.

PHSU-ST. LOUIS recognizes that prevention strategies are the first steps to fight against drugs, alcohol, and violence. PHSU-ST. LOUIS promotes a prevention program aimed to provide services to students and employees.

STATEMENT

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

TITLE

Alcohol, Drugs Abuse and Violence Prevention Program of PHSU-ST. LOUIS

The following Prevention Program, is designed to meet various state and federal regulations, including: "Drug Free Workplace Act" (34 CFR 85), the "Drug Free Schools and Campuses Regulations (34 CFR 86).

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-ST. LOUIS 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 in addition to any action taken by local or federal law enforcement authorities. Questions regarding the Drug Policy should be directed to the Office of Students Affairs.

APPLICABLE LAWS

This program is based on the following Federal and Missouri Laws and/or Regulations:

1. Drug Free Workplace Act of 1988 (Public Law 101-690) adopted on 1988.
2. Drug Free Schools and Communities Act, as amended (Public Law 101-226) adopted on December 12, 1989.
3. Regulations Adopted by the United States Department of Education to implement such laws, 34 CFR 85; 34 CFR 86; HEOA section 488 and HEA section 485.

DRUG FREE SCHOOLS AND COMMUNITIES ACT, AMENDMENT OF 1989

The Law PL 100-297 signed in 1986, by the President of the United States, established the policy of a “Drug-Free Schools and Communities Act”. This policy was amended in 1989 and is still valid in the United States and its territories.

This law establishes that any institution that receives funds from the Department of Education of United States of America, shall comply with the rules of the “Drug Free Act”. The Department of Education of the United States has the capacity to monitor and corroborate the existence of a biennial review of the public policy of “Drug Free Act” and its implementation at the institutional level. Failure to comply with this revision, could result in the loss of funding from the Federal Government and/or claim for repayment of funds previously granted to the Institution.

This Law required that institutions must disseminate their policies annually to students and employees, along with information on health risks, disciplinary sanctions, and campus-based treatment options. Every two years, institutions are supposed to evaluate their programs to ensure they’re effective and consistent.

HEALTH RISK

The government has classified controlled substances from I to V according to their potential for abuse. In qualifying, the “I” substances have more potential for abuse and little or no medical value. They are decreasing the risk to the “V” where substances have less potential for abuse and accepted medical use. Drugs are, by definition, any chemical substance that alters in any way the functioning of the body, mind, and nervous system, behavior and feelings of people. The use of alcohol, tobacco, and other drugs can cause dependence, a physical or psychological need to use it. Adding and alcoholism are developing a physical and psychological dependence in which the person loses self-control with the use of the substance.

Alcohol is a depressant drug that affects the central nervous system and progressively inhibits brain function. The main component of alcoholic beverages is ethanol or ethyl alcohol, which has a different focus depending on your process. The use of alcohol and/or drugs affects motor coordination, reasoning, vision and the ability to follow an object with his/her eyes; and this is why it becomes

RISKY AND CRIMINAL the act of driving motor vehicles under its state (either use or under intoxication). Is considered legally intoxicated by alcohol to a person whose alcohol concentration in the blood is 0.08. However, one could be mentally and physically prevented from driving motor vehicles at a lower level.

Intoxication is a function of the amount of substance ingested, the time consumed, the alcohol content of the drink, weight and gender of the person, the mood and the amount of food in the stomach of the individual at the time of consumption.

INTERVENTION PROTOCOL TO REHABILITATE STUDENTS AND EMPLOYEES

PHSU-ST. LOUIS believes that rehabilitation can be possible, when proper case management is available. The Office for Student Success 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 may 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 addressed by professional help from private and public agencies.

COUNSELING AND TREATMENT CENTERS

The Graduate Assistantship program places an UMSL doctoral student with a Master’s degree in counseling to provide a full array of counseling services including individual counseling, small group counseling, academic coaching, academic advising, and consultation with administrators, faculty, and staff. Students of Ponce Health Science University, St. Louis in need of additional mental health counseling services will be referred to the Counseling and Social Advocacy Center @ UMSL or will receive an appropriate referral.

PREVENTION STRATEGIES

Admissions Office	Information related to the Policy is given to the student during admission process. Every student admitted to PHSU-ST. LOUIS signs the Policy of Alcohol and Drugs Abuse.
Financial Aid Office	During the FAFSA application, if the student responds yes to question number 23 (related to drug offence); the Federal Government could cancel any grant to the student. The Financial Aid Officer should give proper orientation related to student eligibility to receive grants in the future.
Catalog and School Policies	The <i>Student Handbook</i> includes a copy of the PHSU-ST. LOUIS Policy of Alcohol and Drugs Abuse. In addition, the <i>Academic Catalog</i> is also available at stlouis.psm.edu/admissions/catalog
Professional Counseling Services	Professional counseling services are available to students and staff and will also utilize referrals to external agencies as needed on an individual basis.
Extracurricular Activities	PHSU-ST. LOUIS promotes extracurricular activities that involve preventative messaging in regards to drugs, alcohol, and tobacco use.
Safe Colleges/ Vector LMS	Vector LMS offers online training courses and information about alcohol, tobacco, drugs, violence and sexual harassment, to faculty, staff and students. This Program is managed by the Office of Student Success.

STANDARD OF CONDUCT

1. PHSU-ST. LOUIS totally and hereby categorically prohibits the possession, use, manufacture, and/or distribution of drugs and alcohol by students, employees, and visitors to this institution.
2. Medications should be prescribed by a physician for the treatment of a properly documented health condition.
3. Law 40 of August 3, 1993 prohibits smoking in public and private academic institutions at all levels of education. PHSU-ST. LOUIS does not allow smoking in their classrooms or laboratories, halls, game rooms, libraries, hallways, restrooms, elevators, offices, research laboratories, lunch rooms, meeting rooms, parking area, or within the premises of the institution.
4. Smoking is also prohibited at PHSU-ST. LOUIS sponsored activities.
5. Advertising of alcohol and tobacco products, are prohibited at sponsored 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.

The visitors, guests or tenants of the PHSU-ST. LOUIS facilities are also required to comply with the same standards of conduct noted above.

Sanctions

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 (no later than) ten (10) days after the conviction, they shall report in writing, including 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*.

WEAPONS AND FIREARMS POLICY

A dangerous weapon is defined as any firearm, whether loaded or unloaded; any device designed as a weapon and capable of causing great bodily harm; any electrical weapon; or any other instrumentality or device which, in the manner it is used or intended to be used, is calculated or likely to produce death or bodily harm. A firearm is described as any instrument that ejects any type of projectile. Possession of firearms and other dangerous weapons on School property is cause for disciplinary action up to and including dismissal for professional misconduct.

DRESS CODE

Students are representatives of our University and must maintain an appearance that demonstrates respect and meets professional standards. For all didactic, simulated (i.e. those that involve standardized patients), and real clinical learning activities, all students must follow the dress code developed by the student body as follows:

CLASSROOMS DRESS CODE

- Students must wear a PHSU ID badge at all times, visibly, above the waist, identifying them as PHSU Students.
- All clothing must be neat and clean. Unacceptable attire or accessories may be offensive. Examples of unacceptable attire include sheer garments, tank tops, shorts, short skirts, low or deep necklines, items designed to be worn as undergarments, and garments such as leggings and spandex pants designed to be worn as athletic wear.
- The following attire conditions are unacceptable: soiled, torn, or frayed garments, apparel with words or pictures unrelated to the professional environment, including apparel with words or pictures of discriminatory or offensive nature.
- Headgear, except required by religious belief, and headphones, are not acceptable.
- Good personal hygiene is expected. Body odor or smoke odor should not be detectable.
- Jeans, shoes (including athletic shoes) and clean shirts (including T-shirts) are permissible. Bermuda or other shorts are also allowed in the classroom setting, must be no shorter than 5 cm above the knee.

LABS DRESS CODE (INSIDE CAMPUS)

- Students must wear a PHSU ID badge at all times, visibly, above the waist, identifying them as PHSU Students.
- All clothing must be neat and clean. Unacceptable attire or accessories may be offensive. Examples of unacceptable attire include sheer garments, tank tops, shorts, short skirts, low or deep necklines, items designed to be worn as undergarments, and garments such as leggings and spandex pants designed to be worn as athletic wear.
- The following attire conditions are unacceptable: soiled, torn, or frayed garments, apparel with words or pictures unrelated to the professional environment, including apparel with words or pictures of discriminatory or offensive nature.
- Headgear, except required by religious belief, and headphones, are not acceptable.
- Good personal hygiene is expected. Body odor or smoke odor should not be detectable.
- Guidelines towards artificial nail enhancements and nail polish may be determined by the laboratory site. Chipped nail polish is unacceptable since it increases the risk of transmitting microorganisms. Natural nails kept short (i.e. not past the tip of the finger) are strongly encouraged.
- Hair and facial hair must be clean, dry, and controlled so as not to interfere with patient contact. For example, students with long hair may wish to tie hair back so it does not fall onto or brush against patients during a lab practice.
- Jeans, shoes (including athletic shoes) and clean shirts (including T-shirts) are permissible. Bermuda or other shorts are not allowed in the laboratory setting.

UNPROFESSIONAL BEHAVIOR POLICY

When problems arise in the student's professional behavior, it is hoped that the problem can be solved between the student and his/her supervisor. If this is not possible, the Department Chair of the service should be notified using the referral forms. The Department Chair will attempt a resolution of the problem if he/she feels that it is appropriate. If he/she feels that this is not possible or inappropriate, further action must be referred to the Dean of Enrollment Management & Student Success with the corresponding referral form.

The Dean of Enrollment Management & Student Success will interview the student and discuss the situation. A plan of action will be formulated immediately and the student will be notified in writing by the Department Chair. The plan should be implemented immediately. If no resolution is obtained the Dean of Enrollment Management & Student Success will refer the student to the Student Promotion Committee.

The student will be notified in advance that his/her unprofessional behavior will be formally discussed by the Students Promotion Committee. The notification should make clear the reasons for this action. The Student Promotion Committee will consider the referral and make recommendations to the Vice President for Academic Affairs.

If a situation arises when there is an immediate concern for a student or patient's welfare, the Department Chair and/or the Dean of Enrollment Management & Student Success will proceed with an emergency recommendation referral to the Campus Director. The Dean of Enrollment Management & Student Success will notify the Campus Director of all cases under consideration.

CODE OF CONDUCT—DISCIPLINARY ACTIONS AND SANCTIONS

DISCIPLINARY ACTIONS

The following offenses will be considered and submitted for disciplinary action by the appropriate campus authorities:

1. Violation of professional conduct, such as plagiarism and cheating
2. Violation of federal and state laws on campus premises.
3. Misuse, damage or destruction of campus property.
4. Illegal appropriation of campus property.
5. Failure to comply with PHSU policies and regulations.
6. Any intent or act to threaten, intimidate, interfere with fellow students and/or employees.
7. Any intent or sexual harassment against fellow students, employees, and/or visitors within the premises of Ponce Health Sciences University.
8. Carelessness in the operation or use of equipment which will risk his/her own personal safety or that of another person.
9. Originate or spread false rumors or statements affecting the image of PHSU or any of its components.

10. Any discriminatory practices based upon sex, race, color, national origin, sexual orientation, age, marital status, political affiliation, disability, violation of privacy rights, student abuse or mistreatment.
11. Contribute to or facilitate unsanitary conditions or unhygienic conditions on campus premises.
12. Failure to adhere to attendance policies or disruption of class activities such as:
 - Being late or absent without a reasonable excuse or authorization.
 - Leaving the place of study/duty during didactical activities/working hours without authorization or excuse.
 - Reporting to study/work under the influence of alcohol or illegal drugs on the campus premises.
13. Failure to observe the parking policies and procedures.
14. Failure to observe the “No smoking” policy at Ponce Health Sciences University.
15. Overtime or irregular break times without previous authorization.
16. Possession, use or distribution of illegal drugs as well as the abuse of alcohol in the school premises will be considered personal misconduct, and may be result in dismissal.

SANCTIONS

Any offense or violation of the PHSU policies or regulations will be subjected to sanctions.

These sanctions include, but are not limited to:

1. Warning
2. Verbal admonition/reprimand
3. Written admonition/reprimand
4. Formal Letter of violation as charged:

Ordinarily, if the finding of violation as charged is made, the finding and sanctions will be included in the formal academic file. Any findings in the permanent file shall be included in any future reports(s) concerning the student, unless specified otherwise by the Committee. Alternatively, the Committee could recommend that the findings and sanctions be included in a secondary file, which is maintained by the Student Affairs Office or Human Resource Office
5. Mandatory participation and successful completion of a counseling or rehabilitation program.
6. Suspension for a pre-determined time: Exclusion from classes and other activities with forfeiture of academic credit, as set forth in the notice of suspension, for a definite time beginning immediately. Sanction for cheating shall ordinarily include a recommended failure in the course involved with authorized withdrawal in other concurrent courses, regardless of the time in the school year when the offense is committed. If the suspension is for more than one term, the suspension shall begin immediately and shall be served in consecutive terms.
7. Indefinite Suspension: Termination of student/employee’s status, subject only to formal readmission, with no right to petition for readmission before the expiration of a calendar year from the date of suspension.
8. Probation
9. Expulsion: Permanent dismissal from Ponce Health Sciences University.

GRIEVANCE POLICY

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

Violation to PHSU-ST. LOUIS 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 will report any incident of abuse or violation to PHSU-ST. LOUIS policies. The incident should be reported to the Dean of Enrollment Management & Student Success.

The Dean of Enrollment Management & 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 ensure that there has been no retribution.

If the incident is not resolved, the Dean of Enrollment Management & 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; PHSU'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 Vice President for further action. The Vice President of Student Affairs will inform the student of the decision. The whole process should be addressed within three months.

After receiving the notification by the Vice President, the student has the right to appeal the decision in writing to the Campus Director of PHSU within seven working days.

The appeal, or due process presented below must be followed.

APPEALING (DUE PROCESS)

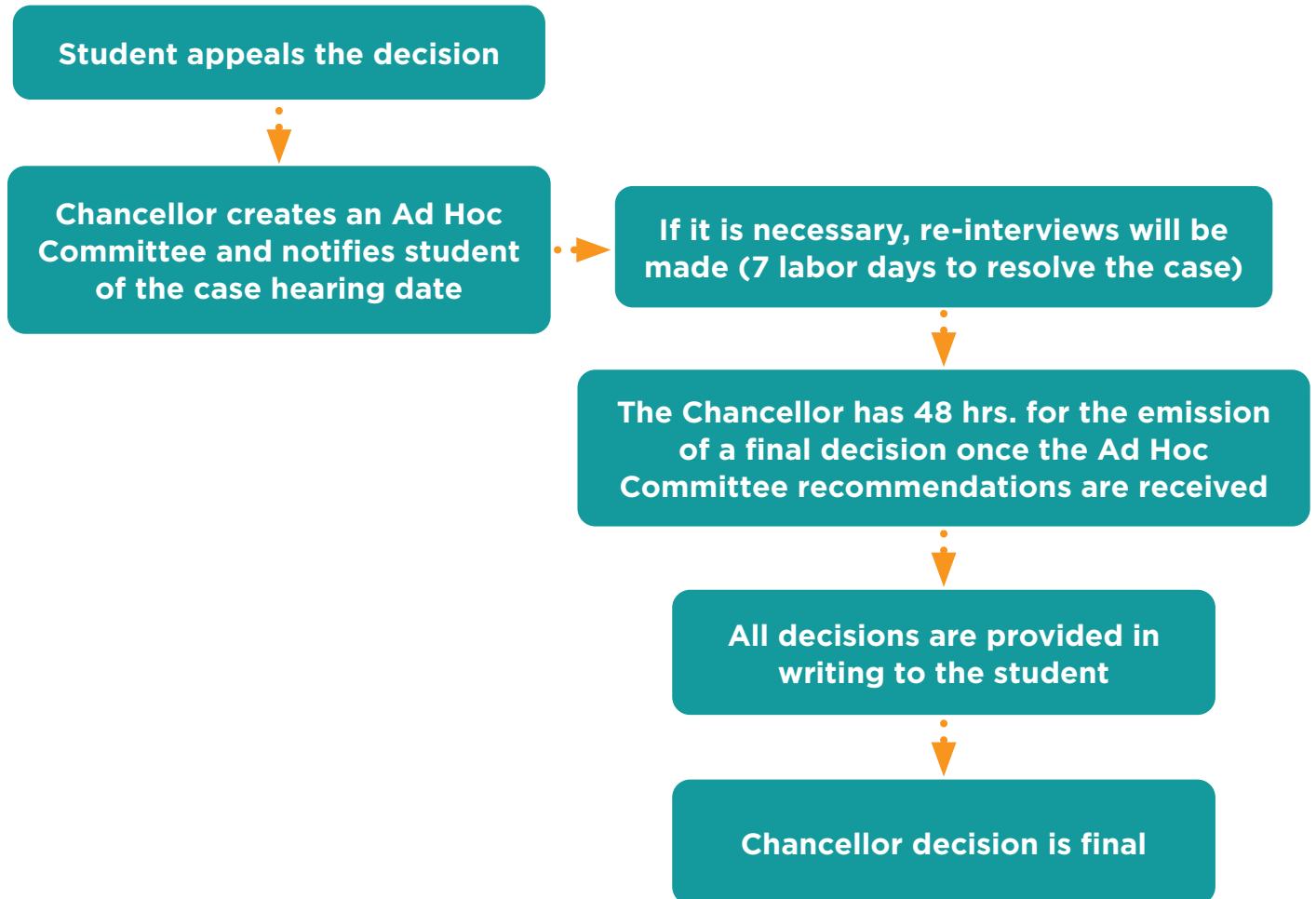
The Campus Director will evaluate the appeal and the investigation report. Rejection of the appeal by the Campus Director is final. However, the Campus Director may overturn the decision. If the Campus Director has a reasonable doubt, about the student's allegation or the investigation, he/she can appoint 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 Campus Director its report.

The Campus Director 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 Campus Director will be final.

GRIEVANCE POLICY APPEAL PROCESS FLOWCHART



STUDENT COMPLAINT LOG POLICY

Last Revised: Jan 2021

Refer Questions To: Dean of Enrollment Management & Student Success

Scope: This policy applies to administration, faculty or students in all programs of Ponce Health Sciences University (PHSU-ST. LOUIS).

Related Policy: Grievance Policy referenced in the *Academic Catalog* and *Student Handbook*

PURPOSE OF POLICY

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-ST. LOUIS. Examples include, but are not limited to the following:

- A student complaint against another student, faculty, resident, department, or service
- A complaint from PHSU-ST. LOUIS 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 & 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 copy to the appropriate 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 appropriate 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 & 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 & Student Success is responsible for:

- Maintaining a log of all formal and informal student complaints in the Office of Student Affairs
- Ensures that the complaints are resolved by the appropriate 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 & Student Success
- The Office of Enrollment Management and Student Success ensures that the resolution is recorded in the Student Complaint Log.

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

SEXUAL HARASSMENT, SEXUAL VIOLENCE, GENDERDISCRIMINATION POLICY (TITLE IX POLICY)

INTRODUCTION

This policy addresses Ponce Health Sciences University responsibilities under the Title IX of the Education Amendments of 1972, the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act, and the Violence Against Woman Reauthorization Act of 2013 (VAWA) which prohibits discrimination on the basis of sex (gender) in educational programs and activities and programs that receive federal assistance. This policy describes how individuals may report allegations of discrimination on the basis of sex, including: sexual harassment, sexual assault, sexual misconduct, dating violence, domestic violence, stalking, retaliation, and any other form of gender discrimination. Also, this policy addresses how the university will coordinate the investigation process; provide interim remedies, adjudication options and relevant disciplinary actions; and train and educate the campus community about this policy. This policy applies to admission candidates, students, employees and all contractors, suppliers or third party servicers who have a role in PHSU programs and activities.

LEGAL BASIS

The procedures outlined below are based on those provided in the Title IX common rule 65 F.R. 52867 and, are also codified in the Department of Education Title IX implementing regulations, 34 C.F.R. 106.4 - 106.9.

This policy is approved by the Institutional Administrative Board and is effective as of **Spring 2021**.

SCOPE

PHSU is committed to promote and develop a learning environment free of any type of inappropriate gender based conduct. The University promotes an inclusive environment where diversity is key for academic and professional development. Discrimination or violence based on sex (gender) will not be tolerated.

JUSTIFICATION

The Title IX Policy ensures appropriate processes and the investigation of student complaints related to sexual, harassment, sexual violence and gender discrimination guaranteeing the due process recommended by the Federal Department of Education.

POLICY

PROCEDURAL REQUIREMENTS

The procedures outlined below are based on those provided in the Title IX common rule 65 F.R. 52867 and, are also codified in the Department of Education Title IX implementing regulations, 34 C.F.R. 106.4 - 106.9.

DISSEMINATION OF THE POLICY

The Institution is responsible for the notification and dissemination of the policy. The Institution should make sure that this policy is annually distributed and easily understood. The Institution must publish the first notice of this Policy in every institutional, student or alumni publications, and by letter or memorandum to students and employees. After the initial publication, all memoranda, bulletins, catalogs, and applications must contain a similar notice.

DESIGNATION OF THE TITLE IX COORDINATOR

Institutions must designate a least one employee to serve as a Title IX Coordinator. This employee is responsible for coordinating the institutional efforts to comply with and carry out the responsibilities under Title IX and the implementation of its regulations, including: coordinating the recipient's responses to all complaints involving possible sex discrimination, monitoring outcomes, identifying and addressing any patterns, and assessing effects on the campus climate. The coordinator's name, address, and phone number must be communicated to all applicants, participants, and employees.

Title IX Delegate - St. Louis Campus

Palka Kumar
314-499-6808
pkumar@psm.edu

Title IX Coordinator

Jonaira Arroyo, M. Ed, CPL
787-840-2575 Ext. 5734
jarroyo@psm.edu

ADOPTION OF GRIEVANCE PROCEDURES

One of the important aspects of Title IX and its regulations is their requirement that recipients adopt and publish internal grievance procedures to promptly and equitably resolve complaints alleging discrimination on the basis of sex.

PROHIBITED CONDUCTS

Prohibited conduct ranges from sexual harassment to sexual misconduct. The following conduct definitions are considered violations to the PHSU Title IX Policy:

SEXUAL HARASSMENT

The Title IX regulations define sexual harassment as (1) any unwelcome conduct on the basis of sex that is severe, pervasive, and objectively offensive, (2) sexual violence or stalking recognized by Clery/VAWA, or (3) “quid pro quo” sexual harassment.

SEXUAL VIOLENCE

Sexual violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (e.g., due to the student’s age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent).

A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

SEXUAL EXPLOITATION

Taking sexual advantage of another person or violating the sexual privacy of another when consent is not present, including, but not limited to: sexual voyeurism, indecent/lewd exposure, nonconsensual video or audio recording of sexual activity, distribution of sexual information or images about another person, or inducing incapacitation in another person with the intent to engage in sexual conduct.

STALKING

A pattern of conduct (two or more in a short period of time) that is unwanted and causes mental distress. Malicious and repeated harassing of another person through activities such as, but not limited to: following the individual, showing up at the individual’s home or workplace, sending unwanted messages or objects, vandalizing property or making harassing phone calls. Malicious and repeated harassing of another person through activities via internet such as emails, chat rooms, sexting, social webs, face to face apps, video clips, cloning emails, changing photos with Photoshop or similar, among others (cyber-stalking).

DATING/DOMESTIC VIOLENCE

Dating violence is any violence between two people who are or have been in a social relationship of a romantic or intimate nature, including but not limited to emotional, physical, sexual, and financial abuse or threat of abuse.

GENDER BASED DISCRIMINATION

As defined by the US Equal Employment Opportunity Commission discrimination against an individual because of gender identity, including transgender status, gender expression, or because of sexual orientation that has the purpose or effect of creating a hostile living, learning, or working environment.

RETALIATION

Is any intentional or attempted adverse or negative act against a person who in good faith makes a report, serves as a witness, or participates in an investigation or adjudication process regarding an alleged violation of prohibited conduct under this policy. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging in activities protected under this policy.

REPORTING A CONCERN

Any student who thinks that they have been subjected to sex discrimination, sexual assault, sexual harassment, or sexual misconduct by another student, member of the faculty or staff, campus visitor or contractor, is encouraged to report the incident to the Title IX Coordinator or Title IX Campus Delegate.

TITLE IX OFFICE CONTACT INFORMATION

Title IX Delegate – St. Louis Campus
Palka Kumar
314-499-6808
pkumar@psm.edu

TITLE IX COORDINATOR

Jonaira Arroyo, M. Ed, CPL
787-840-2575 Ext. 5734
jarroyo@psm.edu

MANDATORY REPORTERS

Under Title IX regulations, only “officials with authority”, who can institute corrective or remedial measures in regards to any reports, or possible allegations, of sexual discrimination or misconduct, are required to report to the Title IX Coordinator. Individuals who a student could reasonably believe have the authority to redress or report harassment (e.g., athletics coaches, faculty, etc.) are no longer mandatory reporters. However, institutions retain the discretion to determine who qualifies as “officials with authority.” For the purpose of this policy, the following individuals are considered “officials with authority,” and are recognized as mandated reporters:

- Supervisors
- Administrators
- Faculty Members
- Teacher Assistants

Mandated reporters are obligated to report incidents of sex discrimination, sexual harassment, or sexual assault that come to his or her attention; even though there is no formal complaint filed.

POLICE AND CRIMINAL INVESTIGATION

PHSU recommends, but **does not require**, the victims to report criminal concerns to the Police. A criminal investigation is separate from the University process and will not be coordinated through the University.

CONFIDENTIALITY AND CONFIDENTIAL RESOURCES

CONFIDENTIALITY

PHSU will make reasonable and appropriate efforts to preserve the student’s confidentiality in cases involving sexual violence. Even if a student does not specifically ask for confidentiality PHSU should only disclose information regarding alleged incidents of sexual violence to individuals who are responsible for handling the Institution’s response.

If an affected party requests to remain anonymous during a Title IX investigation, the Title IX Coordinator will consider the request, balancing the request in the context of the university’s responsibility to provide a safe and non-discriminatory environment for university community members, as well as the fair and equitable treatment of the individuals involved. This includes the accused party’s right to receive notice of allegations that prompted the investigation. The university will take reason-

able steps to investigate and respond to a report of Prohibited Conduct consistent with the request for anonymity, but its ability to investigate may be limited by the request.

PHSU CONFIDENTIAL RESOURCES

Professional Counseling Services and Medical Services Office at PHSU are considered Confidential Resources. Discussing allegation of sexual violence with your Professional Counselors or Medical Services Staff will not result in a report under Title IX Regulation. Confidential resources can provide information about your rights under Title IX Policy, but will not report the incident.

FILLING A COMPLAINT

Complainants who experience any type of sexual harassment or violence are encouraged to seek help as identified above. In order to initiate a formal complaint, the complainant must submit a **written and signed document**, physical or digital, alleging sexual harassment against a Respondent and requesting the University to investigate the allegations.

- The complaint must include the following information:
- The identity and status (roles) of the complainant and Respondent(s);
- Details concerning the incident(s) or conduct that gave rise to the complaint;
- Date(s) and time of the incident;
- Location(s) of the incident(s);
- Nature of the conduct (provide specific details);
- The identity and status of any witness(es) to the incident(s) with telephone numbers, email addresses, and street addresses if known.
- Date of previous report.

COMPLAINT DISMISSAL

The Title IX Office must dismiss a formal complaint under the following circumstances:

- The alleged matter does not meet the Title IX definition of sexual harassment as described above;
- the alleged matter does not arise from a PHSU education program or activity of;
- the alleged matter is not raised against a person in the United States;
- the alleged matter occurred before August 14, 2020.

The Title IX Office may dismiss a formal complaint under the following circumstances:

- the complainant submits a written request to withdraw the complaint;
- the Respondent is no longer at the University.

APPEALING DISMISSAL OF FORMAL COMPLAINT

Appeals pertaining to the dismissal of a formal complaint must be submitted to the Title IX Coordinator within three (3) business days from receipt of the dismissal. The appeal must meet one or more of the following: procedural irregularity, new evidence, or evidence of conflict of interest/bias.

INVESTIGATION PROCESS

The Title IX Coordinator will conduct an immediate assessment of any risk of harm to individuals or to the campus community and will take the necessary steps to address those risks, in collaboration with the Vice President of Students Affairs, Professional Counselors and Institutional Security Director. Once a complaint has been filed, immediate actions to protect the complainant will be taken.

INTERIM REMEDIAL AND PROTECTIVE MEASURES

In cases of reported alleged violations to this policy, the University may implement interim and remedial measures. Examples of interim and remedial measures that the University may consider and elect to implement include, but are not limited to:

- Options for on- and/or off-campus medical, counseling, and other related services, including access to a:
 - referral to health care providers, if necessary
 - Arranging for medical services
 - Imposition of a campus “no-contact order”
 - Class or course reassignments; including course schedules, assignments, or tests
 - Providing academic support services, such as tutoring
 - Change in work schedule or job assignment
 - Options for reserved parking space
 - Limiting access to certain University facilities or activities
 - Separation from job (employees) or academic activities (students) until the resolution of the complaint or end of the investigation
 - Any other measure which can be tailored to the individuals to achieve the goals of this policy.

FORMAL INVESTIGATION PROCESS

A typical investigation will include:

Notification of Investigation

The Title IX Coordinator sends formal written communication to both the complainant and the Respondent. The communication includes information related to: the allegations to be investigated, what policy and what sections of the policy against which the allegations are assessed, the name(s) of the investigator(s), the rights the complainant and respondent have throughout the investigation process, a warning regarding retaliation, and any other information that is pertinent to the investigation.

Investigators Appointment

The Title IX Coordinator will designate one or more investigators, which will be responsible for conducting the investigation process related to this Policy. Title IX investigators are members of the PHSU community (academic and administrative staff), trained in case management, the investigation process and issues related to gender-based discrimination, and sexual harassment. Both parts, the complainant and the respondent, has the opportunity to request the inhibition of one or more investigators. This request must present reasonable, articulable grounds to suspect bias, conflict of interest, or an inability to be fair and impartial on the part of the investigator. If the request is approved, a new investigator will be appointed.

Advisors Appointment

Complainants and respondents may be accompanied by a hearing advisor of their choice to any meeting or proceeding related to violations of this Policy. A hearing advisor is the person who provides advice, counsel, and support to a party. The hearing advisor performs cross examination of the other party and any witnesses.

Complainants and respondents may provide their own advisors—or choose one from a list of pre-identified advisors maintained by the university. Complainants and respondents may choose not to have an advisor during the investigative process. However, complainants and respondents must have an advisor during the live hearing.

When a complainant or respondent does not have a hearing advisor, the University will provide one at no cost to the complainant or respondent. The hearing advisor provided by the University may or may not be an attorney.

Information Gathering

The investigator(s) gathers information related to the allegations. This information may include: documents, electronic materials (text messages, e-mails, phone logs, social media post, etc.), video and audio recordings, interviews with the complainant, the respondent, and witnesses. The complainant and respondent are each provided an opportunity to interview and provide information to the investigator(s). Also, both will have the opportunity to provide the names of witnesses for the investigator to interview.

Information Review

During this phase, the complainant, the respondent and the advisors will each be provided an opportunity to review and respond to the information that the investigator has gathered. The investigator will review, weigh, and analyze the information to determine whether it was “more likely than not” that alleged conduct occurred.

Hearing Process

For allegations of conduct governed by the new Title IX regulations, PHSU is required to use a live hearing model, in which advisers for the complainant and the respondent are permitted to cross-examine the other party and any witnesses. The hearings, which may be held virtually, will be used for all matters that meet the federal definition of sexual harassment, and for alleged violations of PHSU sexual misconduct policy in which both the complainant and respondent are students.

At any point after a formal complaint has been filed with the Title IX office, parties may engage in an “informal resolution” process. If the matter is not settled through informal resolution, the matter may proceed to a hearing. Informal resolution will not be allowed in cases where the respondent is a faculty or staff member.

Reporting

The investigators write a formal investigation report. This report includes: the allegations that were investigated; the applicable policy against which the allegations were reviewed; the individuals contacted and interviewed; a list of the documents and materials gathered, reviewed and analyzed; a summary of the statements of the individuals interviewed; an analysis of the statements and information gathered and reviewed; and the investigator’s conclusions and determinations about what happened and whether the allegations have been substantiated. **The investigators will not make determinations of responsibility in the investigative report.**

This report will be forwarded to the Title IX Coordinator and the Vice President of Students Affairs (Decision-Maker for Title IX purposes). A copy of the report will be provided to the parties and their advisors at least five (5) business days prior to a hearing or any other date when respondent’s responsibility may be determined

ADJUDICATION

The Decision-maker is tasked with evaluating and analyzing all relevant information in the Investigation Report and the information presented by the parties in the hearing process. The Decision-maker determines whether a violation of Policy occurred based on the preponderance of evidence standard.

OUTCOMES NOTIFICATION

The Title IX Office will send a formal written communication to both, the claimant and the respondent. The communication includes information about the result of the investigation, the hearing process, and the decision-maker determination related to the allegations. Also, the communication will include a determination of whether or not there was a violation of the Title IX Policy. Finally, the communication will include information about the next steps in the Title IX process.

SUPPORT

The Title IX Coordinator is available for support, questions, and allocation or referral of resources for all parties involved after the investigation process.

SANCTIONS

A violation of this policy may result in a suspension or expulsion from the University. To determine the appropriate sanction within the recommended outcomes, the following factors are taken in consideration:

- The respondent's prior discipline history;
- The nature and violence of the conduct at issue;
- The impact of the conduct on the complaint;
- The impact of the conduct on the community, its members, or its property;
- Any other mitigation or aggravating circumstances.

If the respondent has engaged in the same or similar conduct in the past, the sanction will be expulsion.

A Title IX investigation should normally be complete in 60 calendar days after the University has notice of a concern, but this time frame may be extended depending on the complexity of the circumstances of each case or University breaks.

Appeal

If the claimant or the respondent are dissatisfied with the final determination made under this Policy, that person may file an appeal to the Chancellor or designee. The appeal should be filed in writing to the Chancellor and the Title IX Coordinator within 5 business days of receiving the outcomes letter notification.

The grounds for the appeal will usually be limited to:

- New evidence, not available at the time of the initial review.
- Any procedural irregularity that affected the outcomes of the investigation.

The appeal review should be completed within 20 business days unless there is a cause for extension, including University breaks. The appeal decision will be provided by the Chancellor in writing and the appeal decision if final.

INFORMATION AND COMMUNITY SUPPORT SERVICES

Whether or not the victim chooses to file an official concern, a victim of sexual misconduct or sexual assault, PHSU encourages the victim to obtain information, support and counseling, both on and off campus. Information, support and advice are available (see resources below) for anyone in the PHSU community

CAMPUS RESOURCES

Title IX Delegate – St. Louis Campus

Palka Kumar
314-499-6808
pkumar@psm.edu

St. Louis Campus Director

Stefani Schuette, Ed.D.
636-399-3908
sschuette@psm.edu

Title IX Coordinator

Jonaira Arroyo, M.Ed., CPL
787-840-2575 Ext. 5734
jarroyo@psm.edu

Humans Resources Department

Susan Hemmer
833-489-1462 Ext. 1023
shemmer@psm.edu

COMMUNITY RESOURCES

St. Louis Regional Sexual Assault Center (YWCA)

314-531-7273 (24-hour access)
ywcastl.org/what-were-doing/womens-resource-center

Alternatives to Living in Violent Environments (ALIVE)

314-993-2777 (24-hour access/crisis line)
alivestl.org

Crime Victims Advocacy Center

314-652-3623 (24-hour access)
supportvictims.org

Legal Advocates for Abused Women

314-664-6699
supportvictims.org/legal-advocates-for-abused-women

RAINN (Rape, Abuse & Incest National Network)

1-800-656-HOPE (4673) (24-hour access)
rainn.org

LGBT Counseling St. Louis

314-602-5534
lgbtcounselingstl.com

St. Louis Metro Trans Umbrella Group

stlmetrotrans.org

Life Crisis

314-647-4357

Safe Connections

Crisis Hotline: 314-531-2003, Deaf or Hard of hearing dial (711)
Counseling & Support Services: 314-646-7500
safeconnections.org

Bridgeway Sexual Assault Center Hotline

877-946-6854
bridgewaybh.com/sexual-assault-services

Provident Life Crisis Hotline

314-647-HELP (4357)
1-800-273-TALK (8255)
providentstl.org/crisis-intervention/247-crisis-hotline

Saint Martha's Hall (domestic violence shelter)

314-533-1313
saintmarthas.org

Kathy J. Weinman Shelter for Victims of Domestic Violence

314-423-1117
friendsofweinman.org

Legal Services of Eastern Missouri

314-534-4200
Immigration Law Program 314-256-8756
lsem.org

FACILITIES

Students are expected to treat the campus, its furnishings, fixtures, and technology with respect. Students that remove any of these items, deface, or destroy campus property will be subject to disciplinary action.

The safety and security of our campus community is of the utmost importance to the administration. Students should not prop open exits or open doors for anyone. If someone has forgotten their access badge or is having trouble accessing the building, students should contact security or the Campus Director.

BUILDING HOURS

Student access to the campus will be Monday through Sunday, from 6:00 a.m. to 12:00 a.m. During normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m., students will have access to all public spaces, i.e. classrooms, lecture halls, labs, administrative area, etc. During all other times, students will only have access to the rec area, open study spaces, and the library. The campus will be closed on certain holidays and the institution reserves the right to alter these times for any reason. Student Services or the Campus Director will notify students of any changes to these hours.

All entry doors will have key card and PIN access. Security will be present from 6:00 a.m. to 12:00 a.m. Monday through Sunday.

If you have any issues with accessing rooms, please contact the on-duty security officer.

CAMPUS AREAS

STUDENT RECREATION AREA

We are happy to have a student rec area which features a mini market, games, and a kitchen area. Students should keep their noise level when using this area to a reasonable level, as there will be classes or studying going on in the surrounding areas.

Students are also responsible for keeping the kitchen area clean, including taking care of any messes on the counter, around the sink or in the microwave.

The mini market is based on an honor system, Students are required to pay for any items taken from the mini market. Any student caught taking merchandise from the market without paying will be subject to disciplinary action.

PATIO

The patio area is an outdoor area for the campus community. Students should not prop open the door for easy access to the rec area or allow any one from outside of the university onto campus.

Part of the patio furniture is a fire pit. Students are able to use the fire pit, but it is under the oversight of the Campus Director when it is available for use.

LIBRARY

The library will be open to students during all building hours. Students that need access to the library collection will need to speak with the librarian. The library is considered a quiet area during all open hours.

RESTROOMS/MOTHER'S ROOM

As with all campus facilities, restrooms should be treated with respect and students should clean up after themselves. There are men's and women's restrooms located on all floors. On the ground floor, there are two unisex restrooms, one of which includes a shower. Students should provide their own shower accessories, including shampoo, conditioner, soap, and towel. It is recommended that anyone using the shower wear sandals or flip flops. In emergency situations, the campus can provide toiletries and towels. Please contact the Dean of Enrollment Management and Student Success or the Campus Director to access these emergency supplies.

Any student that needs to utilize the mother's (Nursing) room, should contact the Campus Director for access.

LABS

Students will not have access to the Micro, Standardized Patient or SIM lab without supervision of faculty or campus personnel.

PHSU GROSS ANATOMY LABORATORY

ACCESS POLICY

Access to the Laboratory must always be authorized by the Anatomy Department. The lab will be open Working Hours from 8:00 am – 5:00 pm Monday to Friday: Everyone Must “Sign-In” at the Anatomy Department Office.

After Hours/Weekend Access: MD and MSMS students will be able to access facilities using their access card issued at the beginning of the Academic year. After hours are Monday through Friday 5:00 p.m. to 11:00 p.m. and Saturday 8:00 a.m. to 11:00 p.m.

Students are responsible for the proper use of the facilities. Laboratory Access will NOT be granted

while students are scheduled to attend other lectures/courses and on Sundays. ONLY authorized MD and MSMS students may gain entrance to the laboratory and MUST have prior approval from the anatomy staff/faculty/chairperson.

LABORATORY RULES

- A. It is expected that all individuals behave in a professional manner while in the laboratory and always maintain proper respect for the human dissection material, including skeletons. This professional attitude is also expected outside the laboratory, especially when discussing anatomy in public places.
- B. DO NOT PLAY MUSIC IN THE GROSS LAB.
- C. SMOKING, EATING, DRINKING ARE PROHIBITED IN THE LABORATORY.
- D. Photographs and/or video may NOT be taken in the laboratory unless taken by instructors.
- E. Only MD and MSMS students are allowed into the lab, and they must sign in before entering the laboratory to view or dissect cadaver materials. They MUST also sign out before leaving the lab. The sign in and sign out forms are available on the entry doors to the lab.
- F. Under NO circumstances may human cadaver material be removed from the laboratory.
- G. All cadaver material MUST remain in the dissection table unless you are instructed otherwise.
- H. It is the responsibility of each student to keep their work area as clean and neat as possible.
- I. All rules remain in effect after scheduled lab hours.

SAFETY GUIDELINES

A. Laboratory Environment

The laboratory is to be maintained in a clean and orderly manner so that it remains as safe and pleasant as possible over the course of the year. Several characteristics of the lab environment that cannot be altered are cadaver odors, embalming fluid, and preservative fluid.

1. **Cadaver Odors.** All regions of the body contain fat, which has a perceptible odor. Furthermore, the gastrointestinal tract holds food in various stages of digestion, which may create an odor. These odors are not harmful but might seem so because they are disagreeable.
2. **Embalming Fluid.** The fluid is used to fix the tissues of the cadaver and kill any microorganisms. The PHSU embalming fluid contains the following chemicals: formalin, phenol [carbolic acid], glycerol, ethanol, and water. This is a standard formula used in most medical schools. You should be aware of the function, hazard, and, if applicable, the protection against each of these components.
 - a. **Formalin** is a solution of formaldehyde. Formaldehyde is used commercially in a wide variety of products, including shampoo and composition board; those of you planning to go into pathology will be exposed to it almost every day. Humans experience a varied response to formaldehyde, ranging from no reaction to systemic reactions. Since formaldehyde is *highly soluble in water*, it does not reach the lungs when inhaled, but is instead trapped in the upper respiratory tract.
 - b. **Phenol** (carbolic acid) is used as a germicidal agent; you may know that Joseph Lister first used carbolic acid successfully as an antiseptic in surgery and in the treatment of wounds. Phenol has an extremely low vapor pressure, so is present in only minute quantities in the lab air. *However, it can be absorbed through the skin*, so protect your hands with barrier cream and gloves.
 - c. **Glycerol**, or glycerin, is a polysaccharide used to help keep the joints of the cadaver flexible.
 - d. **Alcohol** is used as a germicidal preservative. It is extremely volatile, and therefore present in the lab air. It may dehydrate the skin after prolonged contact and may cause

upper respiratory tract irritation. Use barrier cream, and gloves to help reduce exposure.

3. **Preservative Fluid.** This fluid is used to keep the body tissues moist so the cadaver will not dry out. *Drying of the cadaver can be a serious problem in the lab and care should be maintained throughout the course to minimize this as much as possible by using the preservative fluid.*

RULES TO MINIMIZE HAZARDS

1. **Gloves are to be always worn during the dissection of the cadaver.** It should be noted that some individuals are allergic to latex and/or powdered gloves. If you have a known sensitivity to latex/powder or develop an allergic response to latex/powder, you should wear non-latex/powder-less gloves. *Dispose of gloves in the biohazard containers only. Do not take gloves outside the lab nor dispose of them in the restroom or trash containers.*
2. **Contact lenses are prohibited** in the Gross Anatomy Lab since they may absorb the chemicals used in the lab. Safety glasses are optional. They prevent eye exposure to chemicals and splashes in the lab. Students are to provide their own safety glasses.
3. **Shoes must cover the whole foot;** therefore open-toed/top vented shoes are PROHIBITED.
4. **Eye washes** are in the lab. Take the time to locate them when you enter the lab for the first time so that you can easily locate them in an emergency.
5. **Scalpel blades** must be handled with care and disposed of only in the “*red rectangular receptacles*” placed in the lab for this purpose. *They are labeled as “Biohazard waste SHARP-TAINER”.* Report any injuries to a member of the staff. A first aid kit is in the lab.
6. **Dissection tools** must NOT be left loose on the table. They should be washed and placed to dry on paper towels at the end of each lab period.
7. **Remove excess fluids from the table.** Make sure the floor around your dissecting table is free of fluid and tissue. Dispose of excess fluid in laboratory sinks.
8. **All cadaver material MUST remain in the dissection table** unless you are instructed otherwise.
9. **Avoid dropping tissue fragments on the floor,** as they will damage the floor, and may be a safety hazard. Use the bins under your table to collect them, and as soon as lab is over, empty the bins into the proper trash labeled as “*Biohazard*”. Dispose of the paper in the trash labeled as “*papers*”.
10. **Biohazard (tissue) material** is disposed regularly by the embalmer, so *do not mix discarded tissues with paper.* Major organs, limbs, etc.; should be kept with the rest of the cadaver to be buried at the end of the academic year.
11. **White Lab coats are a must for the lab.** *Wear them at all times in the laboratory.* Write your name or use an ID card in the front pocket, which will help the lab instructors to learn your name and prevent the “loss” of lab coats when they are left around the lab. Wash your coats regularly; dirty lab coats carry mold around the room and your house.
12. **Visitors are prohibited.** *This includes medical students from other institutions.* Enter and leave the laboratory via one entrance door which may be kept partially open. Make sure the second door is closed during dissecting time. All doors should be locked at the end of the day. Except for custodians, the only individuals allowed in the laboratory are those authorized by the Director of the Anatomical Sciences Course and the Assistant Dean, School of Medicine, and laboratory instructors.

ILLNESS

1. **Should you experience illness** despite the protective measures outlined above, or you have a known sensitivity to any fluid component, or you have an existing condition that you feel may be exacerbated by the lab environment, contact the Course Coordinator/Course Director immediately

to discuss the problem.

2. **If you sustain a wound while dissecting**, it should be reported to the anatomy staff. The wound should be washed thoroughly and bandaged. Bandages and dressing are available in the laboratory in the labeled drawers in the lab. If the wound is serious, the student should be taken to the Emergency Room for medical attention.

PREGNANCY

Students who are pregnant or plan to become pregnant during the course, **MUST** contact the Course Coordinator.

*Note: The presence of phenols and formaldehydes has been reported to be hazardous to pregnant persons and their fetus. If you are pregnant or are planning to become pregnant you need to consult your physician.

EMOTIONAL CONCERNS

Emotional adjustment to cadaver dissection is a normal process experienced by all medical students. Should you encounter difficulties making this adjustment please contact the Course Coordinator/ Course Director.

GENERAL INSTRUCTIONS

1. Cadavers will be set on the first day of lab and shared by at least seven (7) students.
2. After each dissection and/or lab period:
 - a) Moisten specimen and towels (do not soak) with *Moistening Solution*
 - 1) *Moistening Solution*: combine in Spray Bottle 50:50
 - a. *Embalming fluid*: five-gallon jug at the back of the lab
 - b. *Fabric softener*: Snuggle/Downy
 - b) Cover specimen with towels tucking it in at all sides and close the plastic cover.
 - c) *Do not allow the cadaver to dry*. Moisten your cadaver!
3. Periodically inspect the cadaver for *fungus growth*. This growth occurs often and should be reported to the faculty so that measures can be taken to eliminate it.
4. The use of the white coat is strictly restricted for use inside the laboratory.

LOCKERS

Students can check out a locker for one semester. They will need to complete a locker use agreement and submit to the Office Operations Partner. The Office Operations Partner will issue the key for the locker. Students are responsible for keeping the interior of the locker clean and will need to clean it out and have a staff member sign off before returning the locker at the end of the semester.

If a student loses the locker key, please see the Office Operations Partner. Students that lose more than one key during a semester, violate the locker agreement, or do not maintain a sanitary locker will be subject to disciplinary action, including a fine or loss of semester long locker privileges.

PETS

No pets are permitted on the university campus. On occasion, a stray pet will be found roaming the campus. For safety reasons, please do not feed the animal or touch it. Please notify security or the Campus Director regarding any stray animals. Only service animals are allowed on campus and should be requested with the Office of Student Success. Any student that brings an animal on campus will be asked to leave and will face disciplinary action.

CAMPUS GUESTS

PHSU understands that students will want to bring guests to campus at times. Students are asked to bring no more than two guests onto campus at a time. Any student wishing to bring more than

two guests needs to request special permission from the Campus Director. All guests to campus are expected to adhere to applicable University safety protocols that are in place at the time they visit campus. These may include protocols regarding masking and other expected community behaviors. It is the hosts' responsibility to convey the current expectations to guests they invite to campus.

All guests will be required to sign in at the front desk and will need to wear a visitor's badge. Guests are not allowed to use group study rooms, computers, or printers. Additionally, guests understand that their usage of campus facilities, including but not limited to video games, kitchen area, etc. should not hinder usage by a PHSU student. Visitors must also be familiar with and adhere to any current campus health and safety guidelines.

Students that bring guests understand that any guest that does not follow policies or conducts themselves in an unprofessional manner will be asked to leave. If a guest causes any damage while on campus, the student can be held financially responsible.

PARKING

Students should park in the designated PHSU parking lot, Lot C of the Wells Fargo lot at Market and Beaumont. Students will receive a parking sticker which should be displayed on the right-hand side of the rear window.

Use of the handicap parking spots requires the vehicle to have a valid state-issued hangtag or license plate. All others parking in handicap parking spot are subject to fines.

The university will not be held responsible for any consequences or actions taken because a student chooses to park in a lot not designated as PHSU parking.

INCLEMENT WEATHER POLICY

Should weather conditions create potentially hazardous conditions, PHSU STL will evaluate the situation and take into consideration the safety of faculty, staff, and students as well as the services that must be provided despite the inclement weather. After this careful evaluation and depending on the hazardous weather conditions (e.g., tornado, snow/ice, etc.), an alert will be sent to applicable students, faculty, and staff via email. This alert will detail the appropriate action required of faculty, staff, and students.

Closures and schedule alterations due to inclement weather will also be posted on the St. Louis-area television stations KTVI, KMOV, and KSDK. In the unlikely event that PHSU STL alters the normal work and/or class schedule, an announcement will be posted on the university's homepage (stlouis.psm.edu). An announcement will be distributed to all PHSU employees and students and will include information on whether classes will be conducted virtually or canceled for the day.

BASIC EMERGENCY ACTION PLAN

PURPOSE

Ponce Health Sciences University is committed to the safety and security of all stakeholders. The purpose of this policy is to provide guidance as it relates to the “Basic Emergency Action Plans.”

SCOPE

This policy applies to all stakeholders and are designed to provide guidance in response to emergencies.

POLICY

St. Louis Campus
Stefani Schuette, Ed.D.
Campus Director
2351 Market St.
St. Louis, MO, 63103
314-887-1356

St. Louis Police Department: 911 or 314-231-1212 (non-emergency)

For the purposes of this document, a floor coordinator is a predetermined individual responsible for assisting with the emergency response on a particular floor.

BEAP/LOCK-DOWN

Lockdowns occur without warning when there is a threat that occurs on campus. Examples of threats can be an armed intruder or an incident that occurs off campus but threatens the safety of students and staff members. Lockdowns may last several minutes or may last several hours if the threat is still active.

LOCKDOWN PROCEDURES

Lockdowns occur without warning when there is threat that occurs on campus. Examples of threats can be an armed intruder or an incident that occurs off campus but threatens the safety of students and staff members. Lockdowns may last several minutes or may last several hours if the threat is still active.

Once a threat is verified, students and staff will be alerted as soon as safe and reasonable. A One Call Now alert will be activated, notifying students of the lockdown, and asking students and staff who are not on campus to stay way. This can be done via text message, email, and/or verbal notifications.

Anyone that is on another floor in the building should proceed to a secure office or area away from windows on that floor and await further instructions. Anyone that is outside the building should either get to their vehicle or find a nearby business to wait for further instructions. Professors, staff, and students who are in an office, meeting room, or classroom should lock the door and turn off the lights. Stay away from the windows and await further instructions.

DO NOT UNLOCK THE DOOR FOR ANYONE. Once the situation has been resolved, St. Louis Police or university officials will provide instructions. Once the lockdown is over, a One Call Now alert will be sent and university officials will notify everyone that the threat is over.

BEAP/ACTIVE SHOOTER

Building occupants may become aware of a violent act by the sounds of an explosion, gunfire, scuffling, or by observation of events that could only be intentional acts of violence. The person(s) who observes these life-threatening acts should immediately seek shelter and call 911 and then the Campus Director at 636-399-3908.

When contacting 911, give them the following information:

- Location of the shooter
- The number of shooters, if known
- Description of the shooter and type of weapons
- The number of people at your location and if movement, direction of travel

The floor coordinator, if possible, should attempt to communicate to everyone on the floor that a perpetrator of workplace violence is in the building. This may be done by using several methods, including telephone, email, or word of mouth. Once the university is aware of the emergency situation, an emergency notification will be issued. An email or text notification will be issued to notify students and staff members of the location where the incident is taking place and to shelter in place and await further information.

If you are inside the building when violence occurs, do the following:

ESCAPE/EVACUATE

- Have an escape route and plan in mind
- Leave your belongings inside
- Keep your hands visible
- Don't let someone slow you down by inaction
- Once outside, stop people from entering the building and go to a safe place
- Call 911 and give the police an update on what is happening

EVADE/HIDE

- Hide in an area away from the shooter's view
- Block and lock the door. Use whatever is available to block the door
- Turn off the lights
- Silence your phone
- Stay quiet

ENGAGE/TAKE ACTION

- As a last resort, and only when your life is in imminent danger
- Act with physical aggression and attempt to incapacitate the shooter
- Use chairs, tables, or anything with which you can throw or hit the shooter

DO NOT UNLOCK THE DOOR FOR ANYONE. Once the situation has been resolved, St. Louis Police or university officials will provide you with instructions.

BEAP/SHELTER IN PLACE

WHAT IT MEANS TO "SHELTER-IN-PLACE"

If an incident occurs and the area around you becomes unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving

the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building you are in, and with a few adjustments, this location can be made even safer and more comfortable until it is safe to go outside.

BASIC “SHELTER-IN-PLACE” GUIDANCE

If an incident occurs and the floor you are on is not damaged, stay inside in an interior room until you are told it is safe to come out. If your floor is damaged, take your personal belongings, close your door, proceed to the nearest exit using the stairs instead of the elevator. Once you have evacuated, quickly seek shelter on the first floor of the parking garage. If police or fire department personnel are on the scene, follow their directions.

HOW YOU WILL KNOW TO “SHELTER-IN-PLACE”

A shelter-in-place notification may come from several sources, including university administration, Green Street (property Manager), or the St. Louis government.

HOW TO “SHELTER-IN-PLACE”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

- If you are inside, stay where you are. Collect any emergency shelter-in-place supplies (i.e. medication, water, food, defensive objects etc.) and a telephone to be used in case of emergency. If you are outdoors, proceed to the closest building quickly or follow instructions for emergency personnel on scene.
- Locate a room to shelter inside. It should be an interior room that is above ground level and without windows or with the least number of windows. If there is a large group of people, use several rooms if necessary.
- Shut windows if needed
- Close vents to ventilation systems if you are able.
- Make a list of people with you and ask someone to call the campus director with the list. If only students are present, one of the students should call in the list.
- If safe and possible, monitor the university website, university social media platforms and other social media outlets for information.
- Make yourself comfortable

BEAP/EARTHQUAKE

Earthquakes occur without warning. Some earthquakes are instantaneous tremors and others are significant sustained events followed by aftershocks. Individuals should take emergency action immediately, and additional actions will be implemented after the earthquake stops.

An earthquake may cause noticeable shaking of the ground and building. This shaking will vary in intensity (i.e., mild tremors to shaking sufficient to destroy buildings). When a significant earthquake occurs, occupants should immediately take cover. Seek cover and protection by performing one of the following actions:

- Getting under a desk or heavy table and holding on
- Kneeling in a corner of an interior wall with your head and face covered
- Standing in a doorway and bracing your hands and feet against each side. Stay away from glass, bookshelves, and wall hangings

Note: Once the shaking has stopped, gather your personal belongings and valuables and quickly leave the building. **DO NOT USE ELEVATORS.** All employees should gather at the evacuation assembly area. Occupants who come into contact with a student or visitor should direct them to

take appropriate actions. Any occupant that comes into contact with a physically disabled individual should assist that individual or take them to the nearest stairwell landing and seek assistance from an emergency responder outside the building. Floor coordinators will facilitate the evacuation of the campus.

Be prepared for aftershocks. Although smaller than the main shock, aftershocks cause additional damage and may bring down weakened structures. Aftershocks can occur in the first hours, days, weeks, or even months after the earthquake. Follow the same procedures as far as earthquakes.

If everyone on campus cannot be accounted for, the floor coordinators will assist in documenting the names of those missing and supply that list to the Campus Director and St. Louis Police. The Campus Director and St. Louis Police and Fire will consult and a decision will be made on whether or not employees can return to their workstations or if they will be dismissed for the day. The floor coordinator(s) will give direction to students and staff based on that decision. This information will also be communicated by a One Call Now alert.

BEAP/FIRE

This section of the Building Emergency Action Plan will be activated in the event of fire alarm activation or fire discovered by building occupant.

Any faculty, staff, student, or visitor who becomes aware of a fire shall immediately activate the building fire alarm system. The fire alarm system will in turn notify all building occupants that a fire emergency exists. This is accomplished through sounding an audible alarm and activating a visual flashing light. The university evacuation policy mandates that the building shall immediately be evacuated unless there has been previous notification of the fire alarm system being tested.

The person activating the fire alarm shall, once safe, contact 911 and advise police dispatch of the situation and then contact the Campus Director at 636-399-3908.

All occupants will immediately evacuate the building utilizing the posted evacuation routes. Occupants may collect their valuables (purse, coat, etc.) if time permits and should close the door upon leaving. Any occupant who comes into contact with a student or visitor should direct them to evacuate the building. Any occupant that comes into contact with a physically disabled individual should assist that individual from the building and seek assistance from an emergency responder. **DO NOT USE ELEVATORS.**

Only occupants trained to operate a fire extinguisher should make an attempt to extinguish the fire. Those who have not been trained shall immediately evacuate the building. Only if the fire is very small, such as an incipient stage fire, should those trained occupants attempt to extinguish the fire. If the fire is not contained, involves flammable solvents, is spreading rapidly, is partially hidden behind a wall or ceiling, cannot be reached from a standing position, or if it becomes difficult to breathe in the room, one should not attempt to extinguish fire or cease the attempt to and immediately evacuate the building.

Once out of the building, all occupants should gather at the evacuation assembly area (see Appendix A). The floor coordinators will conduct a count of all present and work to determine if everyone has vacated the building. Nobody should leave the assembly area, either to re-enter the building or leave the campus, until advised to do so by the floor coordinator or Campus Director.

The floor coordinator will provide information to the Campus Director, St. Louis City police or fire, or to any other emergency response agencies on the scene. This information may include, but is not limited to, the following:

- Location of the fire
- Name and location of disabled individuals requiring evacuation assistance
- Status of the evacuation, personnel missing that may still be in the building
- Special hazards associated with the building

DO NOT RE-ENTER THE BUILDING UNTIL FIRE OFFICIALS GIVE THE ALL-CLEAR SIGN

BEAP/MEDICAL EMERGENCY

Implement the Basic Emergency Action Plan for medical emergencies for any injury or illness that requires more than simple first aid.

Immediately contact 911 and then contact the Campus Director at 636-399-3908.

When reporting the emergency, provide the following information:

- Type of emergency
- Location of the victim
- Condition of the victim
- Any dangerous conditions

Comfort but do not move the victim. Have someone standby outside the building to “flag down” the ambulance when they reach the vicinity of the building. Once the victim has been cared for and is transported, please provide applicable information to the Campus Director.

BEAP/SEVERE WEATHER

This section of the Basic Emergency Action Plan will be activated in the event of a severe weather situation. In the event of a severe weather situation, a notification will advise the building occupants of the type of warning (thunderstorm or tornado) and to implement the Emergency Action Plan— Severe Weather.

Once occupants have been notified of a THUNDERSTORM WARNING, they should take no other steps than to ensure that they are prepared for conditions to deteriorate.

Once occupants have been notified of a TORNADO WARNING via text message, email or One Call Now alert, they should gather their valuables and take cover in the nearest severe weather shelter area on their floor. Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions. Any occupant that comes in to contact with a physically disabled individual should assist that individual to the severe weather shelter areas. Office doors should be closed upon exiting. Building occupants should take cover in the areas determined safe.

The floor coordinators should ensure that all floor occupants are in the shelter areas and remain there until the “all clear” is given from university officials via text, email, or in-person notification. If injuries or building damage occurs, notify the St. Louis Police Department at 911 and the Campus Director at 636-399-3908. Once the warning period has expired, the floor coordinators will give the word for employees and students to return to normal activity.

BEAP/UTILITY OUTAGE

Students, Faculty, Staff, and other stakeholders will become aware of utility outages by the obvious absence of that particular utility.

- No Lights, computers not working - Electric
- Toilets won't flush, sinks not working - Water
- Building won't warm up during winter - Steam or Gas
- Building won't cool in summer - Electric

The floor coordinators should contact the Campus Director at 636-399-3908 to report the problem and obtain any available information.

While a power interruption does not usually cause emergencies within a facility, injuries or hazards may be created by outages. The floor coordinator will determine the appropriate course of action.

The floor coordinator should consider the following issues:

- Dangers from tripping and injuries due to lights being out
- Person(s) being trapped on elevators
- Dangers of extreme heat and cold
- Sanitation problems due to no water

The building occupants will await university leadership decisions regarding the continuance of work in the building during a utility interruption. Any occupant that comes into contact with someone who is physically disabled should assist those individuals.

If anyone is trapped on an elevator, immediately call the Campus Director 636-399-3908 or 911 for assistance.

BEAP/WORKPLACE VIOLENCE/TERRORISM

Building occupants may become aware of a violent act by the sounds of an explosion, gunfire, scuffling, or by observation of events that could only be intentional acts of violence. The person(s) who observe these life-threatening acts should immediately seek shelter and 911 and then call the Campus Director at 636-399-3908. The floor coordinator should attempt to communicate to everyone in the building that a perpetrator of workplace violence is in the building. This may be done by using several methods including telephone, email, or word of mouth.

Different types of workplace violence require different actions:

Explosion - If an explosion occurs, building occupants should leave the building using the same evacuation plan and procedures as they would for a fire.

Threatening Phone Calls/Bomb Threat - In the event that the campus receives a phone call or bomb threat, the call receiver is to maintain an open line of communication with the caller for as long as possible. As soon as possible, it is necessary for the call receiver to complete the "Threatening Call/Bomb Threat Checklist" with the assistance of the Campus Director. Either the caller or someone close by should contact the St. Louis City Police at 911 as soon as possible.

Gunfire - If you become aware of gunfire occurring in the building, take refuge in a room that can be locked. The room should also provide limited visibility to anyone that is outside of it. Secure the door and hide under a desk, in a closet, or in the corner. DO NOT UNLOCK THE DOOR FOR ANYONE. Once the situation has been resolved, the Campus Director or St. Louis city police will provide you with instructions.

Physical Threat – If someone’s actions pose a physical threat to you, evacuate the area and report these actions to your supervisor. Contact the Campus Director at 636-399-3908. In the event someone is hurt and/or a fire is caused by these events, advise the St. Louis City Police of this situation.

Hostage Situation – Immediately vacate the area or seek safe, secure shelter, take no chances to endanger the life of the hostage. Contact St. Louis City police as soon as possible by dialing 911. In the event someone is hurt and/or a fire is caused by these events, advise the St. Louis City police of this situation.

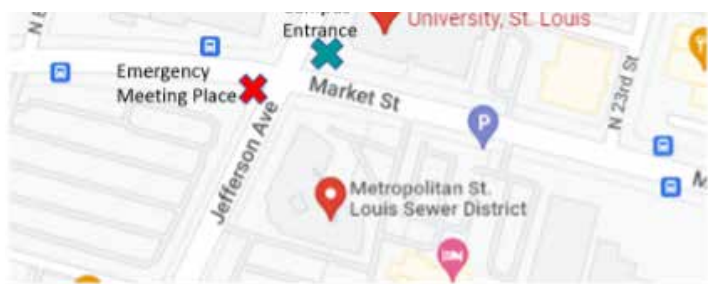
The floor coordinators and Campus Director will coordinate the building’s security once the incident commander releases the building. This group will also contact building occupants and advise them on when to return to normal activity.

Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions.

BEAP/AFTER THE EMERGENCY ACTIONS

The floor coordinators will participate in any post-incident critique regarding the emergency. The floor coordinator will contact the Campus Director regarding any property damage caused by the incident. In the event an occupant is injured, normal injury reporting procedures should be followed.

The floor coordinator(s) and other employees may be asked to assist in preparing a report after implementing this plan. This report shall review emergency actions, their effectiveness, and needed revisions. This report will be shared with employees and forwarded to the university leadership once completed.



APPENDIX A - Meeting Place

USE OF SCHOOL NAME AND FACILITIES

Individuals or student organizations do not have the authority to use the school name in legal nor official transactions. Neither the faculty or student body will use the school stationary and envelopes except for official business.

Permission to use classrooms or other facilities of the school, including affiliates, loaned or leased space, must be requested in writing from the Dean of Enrollment Management & Student Success must also be secured in written form. Only organizations and students in good standing have the right to use School facilities.

Student Organizations may use the school’s name if authorized by Student Affairs and following the instructions established on the brand guideline document.

USE OF SPEAKERS, DEMONSTRATIONS, ACTIVITIES, AND DISTRIBUTION OF PRINTED MATERIALS

Outside speakers can only be invited to participate in School activities after approval by the pertinent Dean and ratification by the Campus Director.

Demonstrations must be carried outside the school or hospital grounds and must not interfere with the normal work or educational activities.

Any activity can be approved by the pertinent Dean. Any extracurricular activity belongs to students must have the written approval of Dean of Enrollment Management & Student Success or designee.

Approval for posting or distributing printed materials must be obtained from the Office of Student Success. Unauthorized announcements will be removed and discarded from the physical areas designated for them. For Social Networking Sites a petition of removal will be send to the student group in charge of the posting.

SOCIAL MEDIA POLICY

Students are not allowed to release, disclose, post, display or communicate the following information:

- Identifiable, confidential, protected health information (PHI) regarding any patient associated with PHSU, its affiliated hospitals, clinics, or other external health care organization. This includes, but is not limited to, any information, such as initials, personal activities, record numbers, pictures, or other information that might enable external parties to identify patients. Disclosure of PHI may constitute a severe HIPAA violation and may have personal and institutional liability consequences.
- Confidential information regarding policies and operations, including financial information that PHSU, its affiliated hospitals, clinics, or other external affiliated healthcare organizations have not approved to disclose.
- Students must also adhere to the following:
 - Students are personally responsible for the content they post on PHSU-sponsored social media properties -from blogs to social networks, list serves, wikis, websites, forums, and other social media platforms.
 - Students should not expect privacy when using the Internet at school, practicum, or clinical sites and are reminded that any time spent posting and viewing social media sites or other sites must not interfere with the performance of their duties.
 - Students should maintain appropriate professional boundaries and should separate personal and professional content online.
 - Students must not “friend” active patients or their families on any social media site.
 - Students must not offer medical, psychological or scientific advice on any social media site.
 - Students should routinely monitor their own Internet presence to ensure that the personal and professional information on their own sites, and the content posted about them by others, is accurate and appropriate.
 - Students must not post information on any site that might be considered offensive and reflect negatively on the student, peers, supervisors, other patients, PHSU, its affiliated hospitals, and clinics, or other external affiliated health care organization.
 - Students should always be aware of their association with PHSU when posting to a PHSU-

sponsored site or any other social networking site. Personal profiles and content should always be consistent with the professional manner in which students are expected to present themselves to peers, supervisors, patients, and others in all settings.

- Students must recognize that their actions online may negatively affect their reputations with patients, peers, and others, and may have long-term consequences for their careers.
- Students should consider that everything they post online contributes to a lifetime record that is readily accessible to others. Potential employers may use social media to access this record to evaluate applicants. Posting distasteful, immature, or offensive content may eliminate job or other professional opportunities. Students must convey a professional and ethical presence to all who might view their online information.

Violations of this policy will be considered a professionalism competency violation, will jeopardize the student’s standing in the academic program, and may result in a written warning, probation, or dismissal from the program.

INFORMATION AND TECHNOLOGY RESOURCES ACCEPTABLE USE POLICY AND GUIDELINES

ACCEPTABLE USE OF RESOURCES POLICY

COMPUTER/NETWORK RESOURCES

Purpose

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-ST. LOUIS) 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 and Ponce Research Institute 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-ST. LOUIS Computers, Network and Internet Resources, implies 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-ST. LOUIS requires people who use its information technology resources, must do so in a

responsible manner, and in compliance with federal and state laws, PHSU-ST. LOUIS 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-ST. LOUIS’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.

DEFINITIONS

Information Technology (IT) Resources: The full set of information technology devices (computers, printers, servers, networking devices, etc.), data applications, and network services involved in the processing, storage, accessing, and transmission of information.

PHSU-ST. LOUIS System: All IT Resources on premises and cloud based, including email and Internet services.

Restricted Data: Data in any format collected, developed, maintained, or managed by or on behalf of the University, or within the scope of University activities, which are subject to specific protections under federal or state law or regulations or under applicable contracts. Examples include, but are not limited to medical records, social security numbers, credit card numbers, driver licenses, non-directory student records, financial data, research protocols and export controlled technical data.

Users: Account holders or any person who uses a computer or network facility, whether affiliated with PHSU-ST. LOUIS or not.

Account: Username assigned or email address, and password.

Chain letter: An email directing recipients to send out multiple copies of it so its circulation increases exponentially

Spam: The use of email systems (including most broadcast media, digital delivery systems) to send unsolicited bulk messages indiscriminately.

Peer-to-Peer (P2P): 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.

Cloud backup: Also known as online backup, is a strategy for backing up data that involves sending a copy of the data over a public network (Internet) to an off-site server.

Social media: Any Web site in which visitors are able to publish information to a larger group. Such destinations include large branded entities such as Facebook, Twitter, YouTube, My Space, Google+, LinkedIn, and similar.

GUIDELINES

In making acceptable use of resources, you must:

- Use IT resources only for authorized purposes.
- Don’t let anyone know your password(s). Protect your Account, System, and Restricted Data from unauthorized use. Accounts cannot be used by anyone other than to whom they have been assigned. Use effective passwords and safeguard those passwords. 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.
- Encrypt emails when sending protected or confidential information, such as documents with social security, credit card numbers, payment claims for patient's services, patient referrals.

The following activities and behaviors are prohibited:

- Use another person's system, user ID, password, files, or data.
- Share Restricted Data with a third-party, unless authorized.
- Download or save university files or data onto personal computers or storage devices.
- Use of faculty and administrative computers; except in special and authorized occasions (e.g. Match Activities). Permission must be requested from 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 from the IT Department.
- Attempt to alter any PHSU-ST. LOUIS computing, networking, or telecommunications infrastructure. Attempt to circumvent or bypass system security measures. Use 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-ST. LOUIS data, attempting to capture or decode passwords, attempting to get additional access, or alter data that belongs 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-ST. LOUIS resources in a manner not authorized by PHSU-ST. LOUIS.
- Make or use illegal copies of copyrighted materials or software, store such copies on PHSU-ST. LOUIS systems, or transmit them over PHSU-ST. LOUIS 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), threatening notes, 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-ST. LOUIS 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

LAPTOPS

All students are required to have a personal laptop computer that meets the following minimum requirements. Although it is strongly recommended Windows laptops, Apple Macintosh laptops are acceptable when configured to meet the specified software requirements.

We recommend systems that meet or exceed the following specifications:

WINDOWS CONFIGURATION-2021 Recommendations	MAC CONFIGURATION - 2021 Recommendations
Intel Core i5 processor (i7 preferred) Windows 10 x 64 8GB RAM (16 GB of RAM preferred) 500 GB hard drive 13" display Two USB 3.0 ports or USB adapters Wireless networking adapter (for internet) Internal or external Webcam Carrying case Three-year warranty (recommended) Antivirus software installed and properly configured	Core i5 or i7 Processor 10.13 (High Sierra), 10.14 (Mojave), 10.15 (Catalina) 8GB RAM (16 GB of RAM preferred) 500 GB hard drive 13" display Two USB 3.0 ports or USB adapters Wireless networking adapter (for internet) Internal or external Webcam Carrying case 3 Year AppleCare Protection Plan Antivirus software installed and properly configured

E-LEARNING PLATFORMS

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-ST. LOUIS 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.

iPads

PHSU-ST. LOUIS provides iPads to all new students to facilitate access to the educational resources available in the institution. Students must remain active for at least one (1) year, before the ownership of the equipment transfers to them. Students who withdraw from school before the year is over must return the equipment to the IT Department. The iPads will be used throughout your academic career at PHSU-ST. LOUIS; do not dispose of them.

MS OFFICE 365 PLATFORM

Every student has access to Microsoft Office 365 applications for free as long as they are students at PHSU-ST. LOUIS and the PHSU-ST. LOUIS subscription continues. The applications can be installed on up to 5 compatible devices. MSOffice 365 is the official email platform used in the institution which also provides a Cloud storage space (OneDrive) and other applications.

PRINTING QUOTA

Students are able to print up to 300 pages per semester. Unused copies balance will be rolled over to the next academic period.

SOFTWARE CODE OF ETHICS AND SOFTWARE POLICY

PURPOSE

This code of ethics is Ponce Health Sciences University's policy concerning installation, and acceptable use of software. Any unauthorized duplication of copyrighted computer software violates the law and is contrary to PHSU-ST. LOUIS standards of conduct. PHSU-ST. LOUIS 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-ST. LOUIS 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 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

PURPOSE

Establish 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-ST. LOUIS 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 institutional e-mail or Internet for religious and political purposes as personal gain, is strictly prohibited.

Communications

E-mail provided by the institution is considered the official means of communication. Students are expected to read their email regularly while an active student at PHSU-ST. LOUIS. This policy includes students enrolled and those on a leave of absence. It is the student's responsibility to respond immediately, if necessary. Students will be considered responsible for all information posted through the email system while on or off site. Also, emergency notices will be published to the psm.edu email and the student's registered cellphone number. Please stay connected!

Each student is responsible for the content of all text, audio, or images that he or she places or sends over the PHSU-ST. LOUIS 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-ST. LOUIS e-mail and Internet system should contain the student's name.

WIRELESS ACCESS POLICY

PURPOSE

Establish guidelines for the use of PHSU-ST. LOUIS Wireless Networks, by the students, staff and guests.

GUIDELINES

- All general policies contained within the Acceptable Use Policy for Computer and Network Resources apply to wireless network users.
- 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.
- 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., WiFi cards) before attaching to an Ethernet port.
- IT will monitor the local wireless network for unauthorized AP's and other unauthorized wireless network devices that pose security risks.
- 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-ST. LOUIS employs various measures to protect the security of its computing resources and its user's accounts. Users should be aware, however, that PHSU-ST. LOUIS 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-ST. LOUIS 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-ST. LOUIS technology resources are treated as business communications, **those who use PHSU-ST. LOUIS information technology resources do not acquire, and should not expect, a right of privacy.**

While PHSU-ST. LOUIS 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-ST. LOUIS may also specifically monitor the activity and accounts of individual users of PHSU-ST. LOUIS 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-ST. LOUIS 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.

DISCLAIMER

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., Puerto Rico, or any other country 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 deny 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, expel or discharge.

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

STUDENT LIFE

GENERAL POLICY

Ponce Health Sciences University supports students' participation in activities outside their educational programs that contribute to their professional development. These include attendance to conventions or specialty meetings, continuing education activities, professional organizations meetings, community activities, voluntary service activities and others. However, participation in these activities must not unduly affect their academic responsibilities and requires an authorization from the Campus Director and from the corresponding Program/Department Director.

PROCEDURES

Any student that wishes to participate in an extracurricular activity during a time period that the student has assigned academic activities must request written authorization to the Program Director or Department Chair. The request must include information about the nature of the activity and the benefits for the student that attends this activity. The authorization must be requested at least two weeks ahead of the date that the extracurricular activity will be initiated. It will be the responsibility of the Program Director/Department Chair to evaluate the request and make the recommendation to the Campus Director who will make the final authorization. The student must abide by the Program Director or Department Chair determination and accept the responsibility for the material covered and learning activities missed during the period of absence.

Authorization from the Campus Director for a student to attend extracurricular activities does not obligate a program or department to make special arrangements or to organize additional activities in order to substitute for the missed period by excused students. Authorized absences to participate in extracurricular activities will be counted as "excused absences" for the purpose of the Ponce Health Science University attendance policy.

STUDENT ORGANIZATIONS—STL CAMPUS

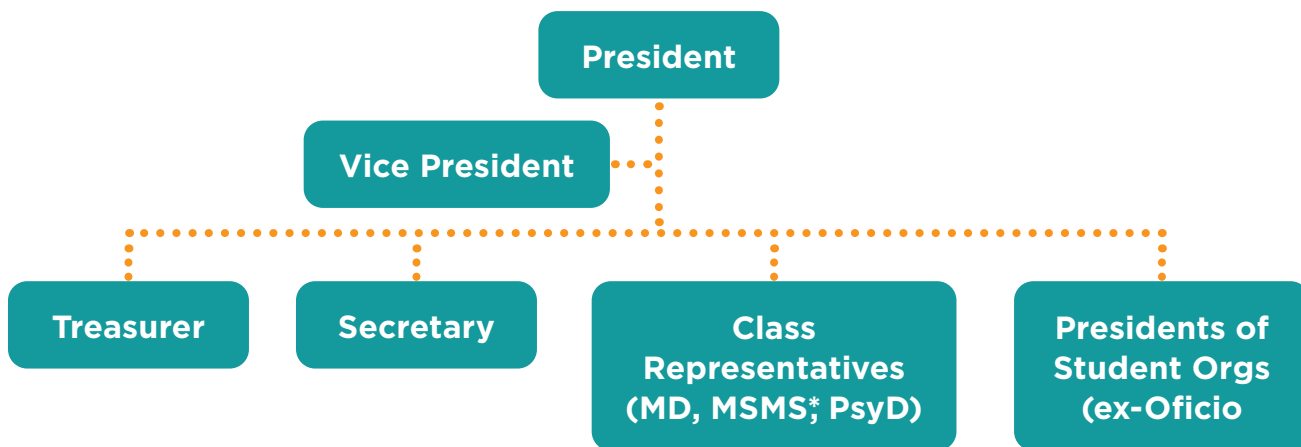
PHSU-ST. LOUIS STUDENT COUNCIL

INTRODUCTION

The Student Council of Ponce Health Sciences University (PHSU-ST. LOUIS) shall serve as representation of the student community. They help to share the ideas, interests, and concerns of the students with the PHSU-ST. LOUIS administration. In addition, they collaborate to promote and maintain institutional order.

- Promote harmony among students, faculty, and the administration
- Encourage student awareness of issues and policies pertinent to PHSU-ST. LOUIS
- Designate students who will represent the student community in committees and organizations, as established by institutional rules
- Perform any other compatible functions with their nature delegated by the university authorities
- Provide support and follow up to student's organizations, associations or interest groups.
- Manage and distribute Student Council funds that contribute to the education and awareness of all PHSU students. Seek out and retain funds if deemed necessary
- Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.

PHSU- STUDENT COUNCIL: ORGANIZATIONAL STRUCTURE



ELIGIBILITY:

- Enrolled in good standing
- President/Vice President- Leadership Experience
- President cannot hold multiple leadership positions at PHSU
- Terms: One academic year. Members may be re-elected for a second term, but may not be part of the council for more than two consecutive years.

EXPECTATIONS/RESPONSIBILITIES:

- The Student Council shall meet at least three times per semester with the Dean of Student Success.
- Student Council members must hold monthly meetings and prepare minutes of all their meetings. All meetings must be documented.

- All members of Student Council shall make every effort to attend the monthly meetings, if unable to attend in person, must coordinate to attend virtually. Fifty percent (50%) of the members must be present to constitute a quorum. Monthly meetings are compulsory for all members of the Student Council. If the member is absent three (3) consecutive times without a justified excuse, it will be sufficient reason for the dismissal of their position.
- Members of the Student Council who fail to fulfill their responsibilities or have excessive absences (three absences without valid reasons) are subjected to dismissal from Student Council.
- Members that do not comply with these regulations may be subject to dismissal from the Student Council. The Dean of Student Success must contact the member to request a meeting to discuss their lack of participation and if they wish to continue with the Student Council. If the member does not respond, they will receive a written warning and lose their membership.

President

- Convene and chair the meetings of the Student Council.
- Enforce the practices and procedures outlined in the Student Council bylaws.
- Foster an atmosphere within Student Council where all interests of the student body are being heard.
- Act as a liaison between the students and the Student Affairs Office.
- Prepare a work plan and submit for consideration of the Executive Director of Students Affairs to Dean of Student Success by October 31 of the current year.
- Represent the Student Council in all institutional acts.
- Present a semester report to the Dean of Student Success of the activities carried out by the Council on April 15, and October 15 (every six months).
- Other duties as assigned by the Dean of Student Success.

Vice-President

- Developing the strategy plan for committees and group works.
- Help the President in fulfilling their duties.
- Fulfill the duties of the President in their absence.
- Promote the collaboration among the Student Council and other student organizations and interest groups.
- Document important events for the Student Council.

Secretary

- Send meeting invitations to all the members of the Student Council and staff.
- Record the attendance of Student Council members, write the minutes and prepare reports as needed by to the Student Council after each meeting. Produce photographs of activities and a newsletter.
- Prepare reports as requested by the Student Affairs Office.

Treasurer

- Record all financial transactions of the Student Council.
- Submit to the President of the Council estimated cost of all proposed activities
- Prepare periodic expense reports and Finance Status reports for the organization.
- Submit a treasury report every six months to the Dean of Student Success

Class Representatives

- Represent the different classes and academic programs in the Student Council meetings. Identify needs and concerns of their departments and present to the Student Council for recommendation and corresponding action.

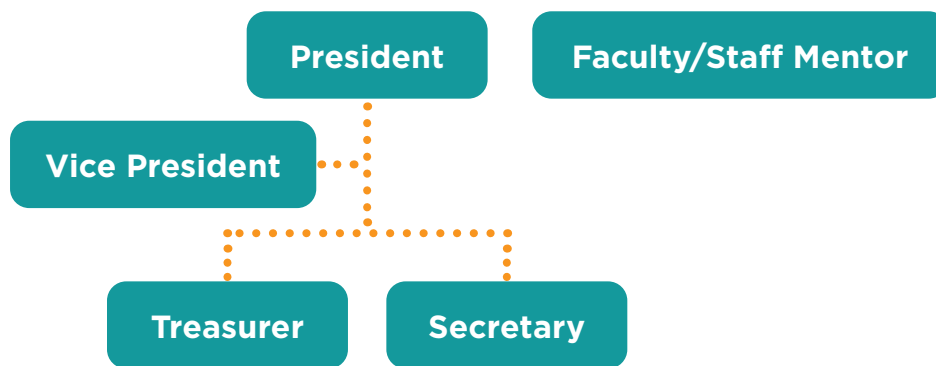
- Provide students information about activities and updates of the Student Council related to the student community.
- Liaison with corresponding programmatic Academic Coordinators and Deans for curriculum input

STUDENT ORGANIZATIONS/INTEREST GROUPS

OBJECTIVE AND ELIGIBILITY

- Include a Faculty or Staff Mentor for guidance , direction and support
- Submit a written document with a mission statement for the academic year.
- Encourage student awareness of issues and policies pertinent to a specific academic, scientific, community or professional interest.
- One community impact activity per semester.
- Monthly meetings (campus or virtual) with minutes provided to the Council and Dean of Student Success.
- Provide leadership development workshops.
- Perform any other compatible functions with their nature delegated by the university authorities.
- Submit registration form every Academic Year in September.
- Maintain at least 5 active members

ORGANIZATIONAL STRUCTURE



ELIGIBILITY

- Enrolled in good standing
- President/Vice President- Leadership Experience
- President cannot hold multiple leadership positions at PHSU

ADDITIONAL INFORMATION

- The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President shall appoint all committees and committee chairs.
- The Vice President shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President.
- The Vice President shall assume the office of President if there is a vacancy and develop the strategy plan for committees and group works.
- The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare financial reports for the membership.
- The Treasurer shall collect all dues and revenue and submit it to the Dean of Student Success.

- The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit copies to organization members upon request. The Secretary shall be responsible for all organization correspondence and shall keep copies on file. The Secretary shall maintain membership records for the organization.

NOMINATIONS AND ELECTIONS

Nomination:

- Nominations will be made in writing (email or Teams) to the Dean of Student Success.
- Nominations for Council will be done in platforms with the following requirements: must contain representatives from each school -Medicine (MD and MSMS) and Behavioral & Brain Sciences (PsyD)
- Campaigns will run for two weeks in September.
- Candidates submit a written statement (campaign pledge) along with a photo.
- All materials must be approved by Dean of Student Success and distributed on school sanctioned platforms using approved images. (Print and Digital Media)

Elections

- All enrolled students are eligible to vote
- 50% plus 1 voting participation
- All voting will be held on electronic platforms at the end of the campaign period to conclude by the end of September.
- Upon completion of Elections, the Council will ratify updated bylaws at their first meeting