

COMMITTEE FOR THE EVALUATION OF STUDENTS' LEAVE OF ABSENCE REQUESTS

I- LEGAL BASIS

In accordance to the U.P.R. School of Medicine By Laws approved by the faculty on May 28, 2009, the Dean of Medicine appointed a Committee for the Evaluation of Students' Leave of Absence Requests that serves as advisor to the Dean of Medicine on matters pertaining to leave of absences.

II- FUNCTIONS OF THE COMMITTEE

Function 1: To evaluate the student's request for leave of absence, assigned by the Dean to this committee, in order to advice the Dean of Medicine on this matter.

Function 2: To evaluate Leave of Absence request submitted by a student, for recommendations of one the following:

- 2.1. Leave of absence to do additional studies in a Ph D, JD Program, Health Science Master Degree Program or other programs, approved by the School of Medicine.
- 2.2. Leave of absence to do investigation outside the School of Medicine, Nationally (USA Mainland) or internationally
- 2.3. Leave of absence for military reason
- 2.4. Leave of absence due to personal reasons as described in the internal procedure process document for Leave of Absence
- 2.5. Denial for Leave of Absence

The Committee will use, as a base for analysis and recommendation for a leave of absence, the last School of Medicine's internal procedure process document for leave of Absence called: ***“PROCEDIMIENTOS, NORMAS Y REGULACIONES PARA LA CONSIDERACION Y OTORGACION DE LICENCIAS DE ESTUDIOS”***

Function 3: To establish and maintain internal procedures toward the consideration for evaluation and/or approval for a leave of absence

Function 4: To update this document and the ***“PROCEDIMIENTOS, NORMAS Y REGULACIONES PARA LA CONSIDERACION Y OTORGACION DE LICENCIAS DE ESTUDIOS”*** annually

III- COMPOSITION OF THE COMMITTEE

The committee shall be composed of five (5) faculty members. All members are appointed by the Dean of the School of Medicine at the beginning of the academic year. The chair of the committee will be the School of Medicine's Associate Dean for

Students Affairs and he/she shall be one of the five committee members. All members will have the right to vote.

The following School of Medicine offices and Committees **will NOT be members** of the committee, but may serve as consultants in the evaluation and consideration of a student's application for a Leave of Absence. This faculty or personnel **will not have the right to vote** and will only be called when needed for further information:

1. Associate Dean for Academic Affairs
2. Curriculum Office Director
3. Evaluation and Medical Research Office Director
4. Presidents of the Promotions 1,2,3 and Graduations and Award Committee
5. School of Medicine counselors and psychologists
6. Other Invited Guest

IV- **DUTIES AND RESPONSIBILITIES OF MEMBERS**

- 1- All members of the committee are expected to participate in the functions of the committee as described in Section II.
- 2- All regular members are expected to attend all meetings of the committee. If for any reason a member is unable to attend a meeting, that person will inform the committee chair prior to the meeting, either verbally or in writing. Those members that do not excuse themselves will appear in record as absent.

V- **COMMITTEE PROCEDURES**

- 1.0- The procedures will be conducted in accordance with the latest edition of Robert's Rules of Order.
- 1.1 Quorum for the committee will consist of simple majority of the regular members.
- 1.2 Excused members will be considered as absent for purposes of establishing quorum.
- 1.3 Committee decisions must be approved by simple majority of the voting members present.
- 1.4 Meetings:
 - 1.4.1 The committee should hold its first meeting no later than one month after the beginning of the academic year. At its first meeting of the academic year, the committee will establish a working calendar. Meetings will be held as needed to address the applications for leave of absence as submitted by students that has been, assigned to the committee by the Dean of Medicine.
 - 1.4.2 Extraordinary meetings may be scheduled as needed.
 - 1.4.3 The discussions will be confidential.