



AMERICAN  
UNIVERSITY  
*of* ANTIGUA

COLLEGE OF MEDICINE

# STUDENT HANDBOOK

## Spring 2023

**T**his *Student Handbook* is published by the American University of Antigua (AUA) College of Medicine.

The rules and regulations outlined herein are binding for and must be adhered to by all AUA College of Medicine students, including those on leave. The rules and regulations of this institution are reviewed and revised periodically. AUA reserves the rights to revise, amend, and/or modify any of these rules and regulations and/or to add or eliminate any rules and regulations at its sole discretion. Students will be bound by any change, amendment, revision, addition, or deletion of AUA rules and regulations and are expected to be familiar with the most recent revisions of these rules and regulations as well as all AUA manuals and publications, each of which can be found on the AUA website. Although it is our intention to inform students in advance of any changes to these rules and regulations, to AUA's policies and procedures, and/or to AUA's curriculum and grading, AUA reserves the right to make such changes by publication in this *Student Handbook*. AUA also reserves the right to make such changes prior to publication of any revisions of the *Student Handbook* when it is determined by the university to be in the best interests of our students. Students will be notified when such changes take place through general announcements, in classes, on Blackboard, or by email.

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# INTRODUCTION

## **MESSAGE from the PRESIDENT**

American University of Antigua College of Medicine (AUA) was established by prominent American physicians and hospital administrators to provide qualified applicants the opportunity to receive an American medical education.

AUA's medical education program is modeled on those of medical schools in the United States. Consistent with the new paradigm in US medical education, AUA students commence clinical exposure in the start of their second year at our hospital affiliate in St. John's, Antigua.

AUA is committed to offering a quality preclinical sciences medical education program that provides students with experienced and capable faculty, small classes, and the latest medical education technology.

In addition to providing students with clinical opportunities at our hospital affiliate, AUA has established clinical rotations for its students at some of the finest teaching hospitals in the United States and has expanded its clinical reach to hospitals in Canada, India and Great Britain.

It is AUA's mission and my pledge as president to provide you with the best medical education available and ensure that you receive the education you require to achieve your goal of becoming a successful, well-respected, licensed physician.

A handwritten signature in black ink, appearing to read 'Neal S. Simon', with a stylized flourish at the end.

Neal S. Simon  
*President, American University of Antigua College of Medicine*



## LETTER from the PROVOST

Dear Students,

A very warm welcome to new and returning students. An exciting Spring 2023 semester lies ahead of you.

This revised Student Handbook will guide you through the upcoming months covering all aspects of life at AUACOM from enrollment to residential services and much more. Please pay special attention to the sections covering examinations, grading and promotion as policies and procedures have changed.

Curriculum, course syllabi and grading process have been reviewed and revised by faculty and an external consultant from a U.S. medical school specialized in curriculum development. The revisions reflect best academic practices and latest changes in USMLE Step 1 and Step 2 content. Horizontal and vertical integration of the preclinical and clinical science curriculum progresses.

Content and delivery of the Basic Science Integration Course (BSIC) has been revised to better prepare you for USMLE Step 1 and clinical rotations. BSIC is conducted by Kaplan faculty who accepted appointments as Visiting Faculty in collaboration with faculty of our Education Enhancement Department (EED) utilizing the Kaplan platform.

While the above-mentioned changes and improvements will provide you with the tools necessary to become a good and caring physician you must take ownership of your education and become, most likely more than you have been accustomed to, a self-directed life-long learner. Faculty is here to guide you. Please take advantage of our multiple academic and non-academic support programs offered by EED, the Office of Student Affairs and the Counselling Center.

Please be reminded that as members of the medical profession you are held to high ethical and professional standards. AUACOM does not tolerate unprofessional behavior, e.g. academic dishonesty, which will have disciplinary consequences which might lead to dismissal.

As USMLE Step 1 reporting has been changed by NBME to Pass/Fail the implications of applicant selection for residency positions by Program Directors (PD) have not been defined. However, based on multiple conversations with and publications by PDs it seems that applicants who do NOT pass Step 1 on their first attempt will face significant challenges finding residency positions. While we do have robust programs in place to guide you towards clinical rotations and residency and help you to navigate the challenges of successful application for residency it is extremely important that you pass USMLE Step 1 on your first attempt.

While the COVID-19 pandemic is still affecting our professional and personal lives, faculty and administration has done whatever possible to ensure a conducive and safe learning environment on campus and in clinical rotations. Please ensure that you follow the health and safety protocols of AUA and the individual hospitals. Vaccination, testing, masking and social distancing are cornerstones of those policies, which are based on CDC guidelines.

I wish you a successful semester

Peter Bell, MD

*Provost & VP Global Medical Education*

## **MISSION STATEMENT**

American University of Antigua (AUA) College of Medicine is an innovative medical school dedicated to providing a learner-centric education of the highest quality, granting opportunities to underrepresented minorities, fostering a diverse academic community, and ensuring that its graduates develop the skills and attitudes of lifelong learning, compassion, and professionalism. We also provide students who would otherwise be unable to receive a medical education with the tools to become successful physicians.

AUA was founded with the commitment to support underserved communities and address the impending physician shortage with an emphasis on primary care. As such, the university recognizes its social responsibility to advance the field of medicine and lead the next generation of physicians and health-care professionals to respond to global health-care needs.

## **CONTACT INFORMATION**

### **MANIPAL EDUCATION AMERICAS—REPRESENTATIVE FOR AMERICAN UNIVERSITY OF ANTIGUA**

Address:	40 Wall Street, 10th Floor New York, NY 10005
Telephone:	212-661-8899; 1-888-AUA-UMED (1-888-282-8633)
Fax:	212-661-8864
Email:	<a href="mailto:info@auamed.org">info@auamed.org</a>
Website:	<a href="http://www.auamed.org">www.auamed.org</a>

### **ADMINISTRATIVE OFFICE IN ANTIGUA**

Address:	Main Campus, University Park P.O. Box W1451, Jabberwock Beach Road Coolidge, St. John's, Antigua, WI
Telephone:	268-484-8900
Fax:	268-484-8922/268-484-8923
Email:	<a href="mailto:info@auamed.net">info@auamed.net</a>
Website:	<a href="http://www.auamed.org">www.auamed.org</a>

# **POLICIES & PROCEDURES**

## **ENROLLMENT**

### **ACADEMIC DEGREE PROGRAM**

The Doctor of Medicine degree is conferred upon students who satisfactorily complete the following requirements:

1. Preclinical Sciences: Two 19-week periods in Year One; Two 19-week periods in Year Two
2. BSIC Intersession: 13 weeks of Basic Sciences Integration Course, mandatory National Board of Medical Examiners (NBME) Comprehensive Basic Science Examination
3. Clinical Sciences: 84 weeks of clinical core and elective rotations (including the Family Medicine I/Internal Medicine I-Advanced Introduction to Clinical Medicine)
4. Obtain a passing score on the United States Medical Licensing Examination (USMLE) Steps 1 and 2 CK. Students who do not plan to practice medicine in the United States can meet their graduation requirements by passing the Medical Council of Canada Qualifying Examination (MCCQE Part I) or by passing the NBME International Foundations of Medicine Examination (IFOM Clinical Science Examination). Students should be aware that while passing of the MCCQE Part I Examination or the IFOM Clinical Science Examination meet the requirements for graduation from AUA, obtaining a passing USMLE Step 2 CK score is required for residency training in the United States. Please Note: All students must be certified by AUACOM before becoming eligible to sit for any of the above examinations.

### **STANDARDS FOR ADMISSION, PROMOTION, AND GRADUATION IN THE DOCTOR OF MEDICINE (MD) PROGRAM**

The goal of every competent physician is the delivery of quality patient care, as characterized by the capacity to acquire and use diverse and complex knowledge; apply relevant psychomotor and communication skills; exercise clinical judgment and decision-making based on evidence; and critically evaluate both patient outcomes and personal clinical performance. Applicants must be capable of functioning in high-intensity, stressful environments both academic and clinical. To these ends, applicants must be capable of meeting the physical, psychosocial, and emotional demands of an academic medical curriculum in anticipation of encountering similar demands in the practice of medicine.

The standards required include the following

#### **Visual**

- Students must be capable of acquiring academic information from diverse media (e.g., print, digital, graphic imaging, and video).

- Students must be capable of using the clinical tools of the profession (e.g., microscopes, sphygmomanometers, EKGs, products of digital imaging and other visually oriented diagnostic procedures, and tests).

### **Oral and Auditory**

- The language of instruction is English. Students must be fluent in English.
- Students must be capable of effectively interacting with patients, faculty, and health-care staff in a sensitive and timely manner. Students must be capable of effectively communicating the findings of an examination to patients and, as required, to other members of the health-care team.
- Students must be able to use the techniques of the profession in conducting a physical examination (e.g., auscultation, palpation, and percussion).

### **Motor Strength and Mobility**

- Students must possess the precision (fine motor skills), strength, and stamina (gross motor function) necessary to conduct common diagnostic procedures (e.g., sigmoidoscopy) and physical interventions (e.g., CPR, surgery, intubation, establishing central lines, and IVs) commonly used in the profession.
- Students must be capable of participating actively in classroom, laboratory, and clinical settings over extended periods of time.

### **Sensory**

- Students must possess tactile, visual and olfactory abilities appropriate for the care of patients (e.g., palpation).

### **Cognitive**

- Students must be capable of self-directed, self-motivated learning and information gathering.
- Students must be capable of assimilating, analyzing, and synthesizing information in a timely fashion for use in solving clinical problems.
- Students must be capable of analyzing, interpreting, and reasoning in a timely fashion for the purpose of solving clinical problems.
- In interactions with patients and colleagues, students are expected to exercise good judgment and common sense consistent with the ethical expectations of the medical profession.

### **Social**

- Students must possess the perseverance, diligence, and consistency necessary to complete the medical curriculum and enter independent practice of medicine.
- Students are expected to be capable of receiving and responding appropriately to feedback, both positive and negative.

- Students are expected to have the social skills to interact effectively with patients and colleagues.
- Students are expected to possess cultural sensitivity that is respectful of each patient's and each colleague's race, religious beliefs, ethnicity, national origin, creed, color, age, marital status, sexual orientation, gender preference, and other personal characteristics.
- Students are expected to be capable of establishing sensitive, professional relationships with patients.
- Students are expected to learn, grow, and become effective members of the health-care team.

Where students fail to meet one or more of the above standards AUA will try to provide reasonable accommodations (Please see page 135 for more information). It should be noted that students who fail to meet these standards, while they may graduate, may find it difficult or impossible to find employment in clinical medicine.

## **INSTITUTIONAL LEARNING OBJECTIVES**

### **Competencies**

**Medical Knowledge: Students must demonstrate knowledge of established and evolving biomedical, clinical, epidemiological, social, and behavioral sciences, as well as the application of this knowledge to patient care.**

Describe the normal structure and function (morphology and physiology) of the human body and each of its major organ systems across the life span.

Describe how molecular, biochemical, cellular, and genetic mechanisms affect human development and maintain the body's homeostasis across the life span.

Describe the scientific principles underlying diagnostic methods, including laboratory and radiologic testing and treatment approaches (pharmacologic and non-pharmacologic) that may be applied to major diseases and conditions.

Demonstrate knowledge of physical and functional principles of normal and altered human behavior throughout the life cycle, including scientific basis for diagnostic and treatment approaches applied to these conditions.

Explain how social determinants, health behaviors, and preventive measures affect disease, illness, and health in individuals and across populations regionally, nationally, and globally.

Demonstrate knowledge of the scientific method in establishing causation of health and disease, the utility of diagnostic modalities, and the efficacy of therapies (traditional and nontraditional), through critical evaluations of current preclinical and clinical scientific knowledge.

Demonstrate an investigatory and analytic thinking approach to clinical situations.

**Patient Care:** Students must be able to provide supervised patient care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health.

Obtain essential, accurate, and age-appropriate information about patients.

Formulate an accurate and comprehensive differential diagnosis that synthesizes relevant patient data.

Develop an appropriate evaluation and management plan utilizing patient information and preferences, evidence-based medicine, and clinical judgment.

Provide care that is responsive to the personhood of the patient, inclusive of culture, ethnicity, spirituality, gender, age, language, disability, and other aspects of personal and/or health beliefs, practices, and decisions.

Counsel and educate patients appropriately using accurate, up-to-date information.

Partner with individuals to prevent health problems and improve health status.

Perform competently all medical and invasive procedures considered essential for the area of practice with appropriate supervision.

Work as members of interprofessional health-care teams to provide effective, safe, quality, and patient-focused care.

Make informed decisions about diagnostic and therapeutic interventions based on patient information and preferences, up-to-date scientific evidence, and clinical judgment.

Use information technology to support patient care decisions and patient education.

**Interpersonal and Communication Skills:** Students must demonstrate interpersonal and communication skills that facilitate safe and effective interactions with patients, their families, and health professionals.

Communicate effectively with the patient, the patient's family, colleagues, and other health-care professionals through the use of active listening and appropriate verbal, nonverbal, and written skills.

Foster therapeutic and ethically sound relationships with patients through respect, empathy, and emotional support.

Demonstrate effective collaboration skills as a member of a team, including learning teams and health-care teams.

**Professionalism:** Students must demonstrate a commitment to professional and personal excellence in all settings, including adherence to ethical principles and sensitivity to a diverse patient population.

Demonstrate honesty, integrity, respect, and compassion in all interactions with patients, peers, faculty, staff, and other health-care professionals in all settings.

Demonstrate ethical, patient-centered decision-making and respect for the confidentiality of patient information in all settings (e.g. clinical, academic, electronic, or web-based.)

Demonstrate sensitivity and responsiveness to the personhood of the patient inclusive of culture, ethnicity, spirituality, gender, age, language, disability, family context, and other aspects of personal and health beliefs, practices, and decisions.

Demonstrate a commitment to personal health and well-being, and recognize and address personal attributes, attitudes, and behaviors that may adversely influence one's effectiveness as a physician.

Define professional impairment and describe the role and responsibility of health-care professionals in addressing impairment and unprofessional behavior in colleagues and in the profession.

**Practice-Based Learning and Improvement:** Students must investigate and assess their academic and clinical performance and develop skills for lifelong learning and personal improvement in order to improve patient care.

Demonstrate accountability for academic, patient care and professional responsibilities, and a commitment to continuous professional development.

Acknowledge personal limitations and mistakes openly and honestly, and critically evaluate mistakes to promote professional development.

Define professional impairment and describe the role and responsibility of health care professionals in addressing impairment and unprofessional behavior in colleagues and in the profession.

Analyze practice experience and perform practice-based improvement activities using systematic methodology.

Retrieve, critically appraise, and integrate current evidence-based biomedical information into patient care and clinical decision-making.

Apply principles of medical informatics, patient safety, and quality improvement to enhance patient care.



**System-Based Learning:** Students must demonstrate an awareness of and responsiveness to the larger context and systems of health care, including barriers and drivers of health and health-care access.

Describe the various approaches to the organization, financing, and delivery of health care locally, nationally, and internationally.

Practice cost-effective health care and resource allocation that does not compromise quality of care.

Advocate for quality patient care and describe strategies for assisting patients in dealing with system complexities.

Define the roles of various health professionals in the health-care team and describe how successful collaboration can improve safety and quality in individual patient care and system performance.

Describe the role and responsibility of physicians in developing and implementing health policy.

Describe health disparities and health-care disparities and how they affect outcomes of the health-care system.

## **CURRICULUM COMPONENTS AND COURSES**

### **Preclinical Science**

- **Preclinical Science I**

The semester 1 curriculum is based on an integrated organ system structure that starts with foundations and proceeds to higher-level aspects of the Musculoskeletal, Gastrointestinal, and Nervous systems, and Behavioral Science. This structure gives the student an understanding of normal embryology, anatomy, histology, physiology, biochemistry, molecular and cell biology, genetics, neuroscience, medical imaging, behavioral science, health systems science, and an introduction to clinical medicine.

Promotion to semester 2 will be determined by the Promotions Committee according to the Guidelines for Promotion and Dismissal (see page 94).

- **Clinical Medicine (CM) 1**

Clinical medicine 1 is a semester course that will introduce students to medical interview techniques, physical examination skills, and clinical reasoning. Students will conduct interviews and physical examinations under direct physician supervision then discuss their findings with the group. Students will develop communication and interpersonal skills and demonstrate professional behavior consistent with that of a physician. Students will engage in activities that integrate large classroom knowledge with clinical care. Students

will demonstrate their competency in an end of semester OSCE (Objective Structured Clinical Examination).

- **Preclinical Science II**

The second semester curriculum is based on an integrated organ system structure that emphasizes non-pathological aspects of the Cardiovascular, Respiratory, Renal, Endocrine, and Reproductive systems. Students are also introduced to Epidemiology & Biostatistics. This structure gives the student an understanding of normal embryology, anatomy, histology, physiology, biochemistry, molecular and cell biology, genetics, imaging, and an introduction to clinical medicine. Aspects of health systems science are included.

This iteration of the clinical medicine course is geared towards students' continued development of skills required to gather relevant data on their patients, this time with a focus on the cardiovascular, respiratory, renal, endocrine, and reproductive systems.

- **Clinical Medicine II**

Clinical medicine II is the second half of the year-long course that will further develops student's skill in the medical interview, physical examination, and clinical reasoning. Students will conduct interviews and physical examinations under direct physician supervision then discuss findings and next steps with the group. Students will develop communication and interpersonal skills and demonstrate professional behavior consistent with that of a physician. Students will engage in activities that integrate large classroom knowledge with clinical care. Students will demonstrate their competency in an end of semester OSCE (Objective Structured Clinical Examination).

- **Preclinical Science III**

The third semester curriculum is based on an integrated organ system structure and gives the student an understanding of immunology and how pathological agents and processes interfere with the functioning of the Hematolymphoid system, Musculoskeletal system & Skin, and the Gastrointestinal System. Neuroscience and Behavioral Science pathologies, mechanisms of action of the agents used to treat human disease, and a deeper understanding of clinical medicine are explored.

- **Clinical Medicine III**

Clinical medicine III is a semester course that further develops students medical interview techniques, physical examination skills, and clinical reasoning. Students will conduct interviews and physical examinations under direct physician supervision then discuss. The course will also introduce students to writing clinical notes and oral presentations. Students will engage in clinical scenarios with standardized and professional patients, attend clinical visits with actual patients. The course will utilize high fidelity simulation. Students will

develop communication and interpersonal skills and demonstrate professional behavior consistent with that of a physician. Students will engage in activities that integrate large classroom knowledge with clinical care. Students will demonstrate their competency in an end of semester OSCE (**O**bjective **S**tructured **C**linical **E**xamination).

- **Preclinical Science IV**

The fourth semester curriculum is based on an integrated organ system structure and gives the student an understanding of how pathological agents and processes interfere with the functioning of the Cardiovascular, Respiratory, Renal, Endocrine, and Reproductive systems. Mechanisms of action of the agents used to treat human disease, epidemiology and biostatistics, and a deeper understanding of clinical medicine continue to be explored.

- **Clinical Medicine IV**

Clinical Medicine 4 is the second half of the year-long Clinical Medicine course designed to facilitate students' development of medical interview and physical examination skills, clinical reasoning, clinical note writing and oral presentations. Students will engage in clinical scenarios with standardized patients, medical simulation scenarios and clinical activities with actual patients. Students will develop communication and interpersonal skills and demonstrate professional behavior consistent with that of a physician. Students will engage in activities that integrate large classroom knowledge with clinical care. Students will demonstrate their competency in an end of semester OSCE (**O**bjective **S**tructured **C**linical **E**xamination).

## **BSIC Intersession**

- Basic Sciences Integration Course (BSIC)

This intersession focuses on the integration of knowledge gained from the Preclinical Sciences subjects with clinical medicine. It includes the 13-week Basic Sciences Integration Course (BSIC), and a National Board of Medical Examiners (NBME) Comprehensive Basic Science Examination (CBSE), and a final course examination.

CBSE will be administered at the end of BSIC and the final examination before the study period.

As USMLE Step 1 reporting has been changed by NBME to Pass/Fail the implications of applicant selection for residency positions by Program Directors (PD) have not been defined. However, based on multiple conversations with and publications by PDs it seems that applicants who do NOT pass Step 1 on their first attempt will face significant challenges finding residency positions. While we do have robust programs in place to guide you towards clinical rotations and residency and help you to navigate the challenges of successful application for residency it is extremely important that you pass USMLE Step 1 on your first attempt.

Once students successfully complete BSIC and obtain a minimum score of 68 on the CBSE their individual readiness to pass USMLE Step 1 is determined by faculty, taking their entire academic development and performance into account.

Students who are expected to pass Step 1 without further intervention will be certified to sit Step1 within 3 months after successful completion of BSIC

Students who are not deemed to be ready to sit USMLE Step1 immediately after completion of BSIC and obtaining a score of 68 or higher on the CBSE will be contacted by EED in order to develop a study plan with the aim of enabling them to sit and pass Step 1 within 6 months of successful completion of BSIC.

## **Clinical Sciences**

### **Semesters Five through Eight**

#### **Family Medicine 1/Internal Medicine 1 (FM1/IM1)**

- The first clinical rotation focuses on enhancing the skills required to perform physical examinations and to interact with patients, family, and health care providers in a U.S. medical environment (8 weeks)

#### **Core Clerkships**

- Internal Medicine (12 weeks)
- Surgery (8 weeks)
- Psychiatry (6 weeks)
- Obstetrics and Gynecology (6 weeks)
- Pediatrics (6 weeks)
- Family Medicine (6 weeks)

#### **Elective Clerkships (32 weeks)**

- Students select from a variety of disciplines, including subspecialties of the core clerkships and medical research.

Specific information about Clinical Sciences is provided in the *Clinical Curriculum* and the *AUA Clinical Rotations Guidelines*. Current versions can be found on AUA's e-learning platform Blackboard. Please note that the information, rules, and regulations as stated in the *AUA Clinical Rotations Guidelines* are subject to change and supersede the *Student Handbook*.

## GLOBAL HEALTH TRACK

The American University of Antigua, College of Medicine (AUACOM) Global Health Track is conducted in collaboration with Florida International University, Herbert Wertheim College of Medicine (FIU).

The Global Health Track is a comprehensive, four-year longitudinal track in global health that is integrated into the curriculum at American University of Antigua, College of Medicine.

Global Health has been defined as “the area of study, research and practice that places a priority on improving health and achieving equity in health for all people worldwide” by the Consortium of Universities for Global Health. Global Health addresses the health of populations in a global context and transcends the political boundaries of nations focusing on social determinants of health, healthcare disparities including infectious and non-communicable disease issues, human rights as well as economic development, and policy and system issues.

The purpose of the Global Health Track is to support and guide students in developing expertise in global health with the goal of a subsequent career involving patient care, service, policy making, research and education at a global level.

Students attending the Global Health Track are introduced to the study of community and public health, primary care, epidemiology and treatment of communicable and non-communicable diseases on a global basis.

The required textbook is: *Global Health 101*, 4th edition, Richard Solnick, MPA, Yale, School of Public Health, New Haven, Connecticut,  
ISBN-13: 9781284050547

The AUA-FIU Global Health Track is open to all eligible entering medical students at AUA.

The longitudinal Global Health Track is structured along the following themes:

- Governance (Health Systems, Economics, Ethics, etc.)
- Burden of Disease (Child Health, Women Health and the health of other vulnerable populations, Communicable Diseases, Non-Communicable Diseases, etc.)
- Physical, Mental & Social Wellbeing
- Technology
- Security (Environment, Complex Humanitarian Emergencies, Intelligence, etc.)
- Climate Change
- Medical Spanish
- AHA BLS & ACLS instructor training
- The 2-year PRECLINICAL SCIENCES component is conducted on the campus of AUA in Antigua. It consists of four 2-week blocks (before MED 1, MED 2, MED 3 and MED 4), and a

1-week block before the Basic Science Integration course. It comprises horizontal and longitudinal coursework during MED 1 through to BSIC.

The lectures are conducted by international faculty (including FIU, University of the West Indies, State University of New York, Cornell University, New York University, University of Illinois, University of Nevada, United Nations, Doctors Without Borders among others) and AUA faculty.

In addition, students conduct field trips and exercises and are introduced to research methodology.

Students in the Global Health Track receive American Heart Association training in Basic Cardiac Life Support and have the option to receive Advanced Cardiac Life Support instructor training and certification.

The Preclinical Sciences component includes an introduction to Medical Spanish and is supplemented by a Global Health Journal Club. 100% attendance is required in order to pass each block. All students enrolled in the course will receive either a grade of “PNC” (Pass No Credit) or “F” (Fail) accordingly. The “PNC” grade will not affect overall GPA; therefore, no credits will be awarded.

To facilitate students’ academic success, students who either choose or are required to repeat the semester or year during the preclinical years will no longer be able to stay enrolled in the Global Health Track program and may not rejoin GHT after completion of a repeated semester or year. Additionally, students who voluntarily withdraw from the preclinical GHT will not be able to rejoin at a later date.

The CLINICAL SCIENCES component of GHT is conducted at FIU’s clinical sites in Florida for FM1/IM1 and all core rotations. Elective rotations are conducted at FIU, AUA affiliated clinical sites within the US and abroad. Students will participate in the Advanced Introduction to Clinical Medicine (FM1/IM1) rotation at FIU and the AUA-FIU Graduate Clinical Core Rotation Certificate Program upon successful completion of requirements, including good academic and professional standing, and acceptance by the graduate certificate program admission committee. After completion of the graduate clinical core rotation certificate program, students attend elective rotations through FIU and AUA in the US and internationally. Students have the opportunity to join AUA faculty initiated international relief projects and to deepen their expertise in global health research. The clinical component is supplemented by medical Spanish exposure.

100% attendance is required during the clinical component.

At the completion of the GHT program, a student should be able to:

- Determine the role of epidemiology in global health, to include factors affecting demographic profiles, and applications of research methods and biostatistics.

- Identify social determinants of health, health equity, social justice, and governmental policy in terms of their impact on the distribution of health services in low-resource settings within the United States and internationally.
- Evaluate how social determinants of health impact the prevalence of non-communicable and communicable diseases and adequate access to appropriate healthcare.
- Identify health and human rights issues and determinants of health specific to immigrant, migrant, internally-displaced, and refugee populations.
- Discuss specific needs of the medically underserved and uninsured.
- Discuss resources and issues pertinent to health risk prevention, health maintenance, technology and innovation, and variations in healthcare services that are specific to global medicine.
- Discuss effective advocacy strategies for health systems improvement within the global context
- Discuss the organization, financing, and health indicators of international healthcare systems.
- Compare the challenges posed by communicable and non-communicable diseases to the healthcare systems and economies of countries.
- Practice effective communication and collaboration with the patient, family, and caregivers with sensitivity to sociocultural and health literacy issues so that the diagnosis and plan of care are clearly understood and pertinent to their specific situation.
- Adapt evidence-based resources and tools for use in limited-resource healthcare settings
- Interact with cross-cultural sensitivity that is sufficient to deliver basic medical care, including working with translators
- Perform an efficient comprehensive physical examination under supervision in an internationally located office, hospital, or skilled nursing setting, being mindful of cultural factors such as gender, modesty, and religious practices
- Demonstrate the ability to appropriately diagnose and treat patients under supervision in the context of local resource availability
- Practice appropriate diagnostic procedures and their interpretation under supervision in resource-limited healthcare settings
- Formulate a plan of care that is relevant and practical in a specific cultural setting
- Develop the ability to advocate for systems change to improve the health of their communities of practice
- Develop vocabulary and linguistic structure to converse with patients and fellow professionals in Spanish
- Discuss management plans based on knowledge of global influences, utilizing resources that include local, state, federal, and international agencies, as applicable.
- Recognize practice limitations and when to seek consultation with other healthcare professionals and systems resources to provide optimal care within a global context.
- Recognize personal biases and stereotypes related to healthcare delivery in international settings.
- Discuss the need to balance compassion, humanism, realism, and practicality in the

context of health care delivered in specific global settings.

- Develop behaviors associated with respect for patient dignity, autonomy, self-care, and self-determination within a cultural and global context
- Examine how bioethics and environmental ethics affect human health at an individual, community, and international level.

Upon completion of the Global Health Track, completion of requirements of the Graduate Clinical Core Rotation Certificate Program and all requirements for graduation from AUA (including but not limited to passing all in-house and external Examinations and passing all required courses and clerkships) the student will receive the MD degree and the Global Health Certificate from AUA as well as the certificate of completion of the Graduate Clinical Core Rotation Certificate Program from FIU.



## DEGREE CONFERRAL

To satisfy the requirements for graduation and obtain a medical diploma, students must comply with the below criteria:

1. Complete and pass all requirements of the Preclinical Sciences component;
2. Complete and pass all requirements of the Clinical Sciences component, including all core and elective rotations (as well as submission of all required clinical documents);
3. Pass USMLE Step 1 and Step 2 Clinical Knowledge (CK).
  - a. Students must request the USMLE Certified Transcript of Scores for USMLE Step 1 and Step 2 CK from the Educational Commission for Foreign Medical Graduates (ECFMG) to be submitted to the Office of the Registrar as part of the degree audit;
  - b. Students who do not plan to practice medicine in the United States can meet their graduation requirements by passing the Medical Council of Canada Qualifying Examination (MCCQE Part I) or by passing the NBME International Foundations of Medicine Examination (IFOM Clinical Science Examination). Students should be aware that while passing of the MCCQE Part I Examination or the IFOM Clinical Science Examination meet the requirements for graduation from AUA, obtaining a passing USMLE Step 2 CK score is required for residency training in the United States.
4. Fulfill all financial and bursarial responsibilities, assuring a zero balance
5. Maintain good standing.

AUA students have the opportunity to complete the requirements for the MD degree at five different points throughout the year. Consequently, students will be considered AUA graduates on one of the five graduation dates after which they have completed their graduation requirements. Students completing all MD requirements between

1. July 1 and September 30, xxxx will receive a diploma dated **September 30, xxxx.**
2. October 1 and December 31, xxxx will receive a diploma dated **December 31, xxxx.**
3. January 1 and March 31, xxxx will receive a diploma dated **March 31, xxxx.**
4. April 1 and April 30, xxxx will receive a diploma dated **April 30, xxxx.**
5. May 1 and June 30, xxxx will receive a diploma based on **the date of MD graduation requirement completion.**

Graduates cannot receive a copy of their diploma prior to the diploma date and final degree-audit clearance. Once the graduation date has passed and the final degree audit is completed, diplomas for all graduates will be mailed to the addresses provided in student records. Graduates who need duplicate copies of their diploma will be required to pay the appropriate fee to the bursar and provide proof of payment to the Office of the Registrar. The current fee for a certified copy of the small diploma (8.5 by 11 inches) is \$10.00 USD; the large diploma (11.5 by 14 inches) is \$25.00 USD.

## REGISTRATION

### Registration Information

All students must officially register for classes before the first day of each term. It is important that students have all identification documents in possession when confirming registration on campus. Submission of all official transcripts is a requirement for attendance at the university, as well as submission of MCAT scores. Outstanding documents may result in administrative withdrawal.

American University of Antigua believes there is no correlation between MCAT scores and becoming a licensed, successful, and caring physician. In accordance with our holistic approach to evaluating students, **AUA will not base its admissions decisions solely on MCAT scores.**

Nevertheless, AUA does require that students sit the MCAT and provide us with their scores as a condition for admission. We have this requirement because the United States Department of Education regulations mandate that international schools whose students receive federal financial aid, including AUA, must collect MCAT scores from all accepted US Citizens, US Nationals or US Permanent Residents, whether or not we use those scores in determining who will be admitted.

Given that there are a limited number of dates and places where students can sit the MCAT, it is a good idea to take the examination as early as possible if you are an US citizen, permanent resident or national and intend to attend AUA or any other Title IV eligible International medical school, even if you do not wish to receive federal aid. Please visit the AUA website at <https://www.auamed.org/admissions/admissions-requirements/> to view MCAT Test Dates.

If due to the pandemic MCAT test dates are canceled this requirement may be modified. As of December 2021 test sites will be open check <https://students-residents.aamc.org/applying-medical-school/taking-mcat-exam/covid-19-and-mcat-exam/> to find out current status of MCAT examination .

**NOTE: Canadian and other international citizens who are not also US citizens, permanent residents or nationals do not need to sit the MCAT or provide AUA with MCAT scores as the US Department of Education does not require AUA to collect MCAT scores from these students.**

**Students must be officially registered for the term or they will not be permitted to attend classes.** If a student cannot register per the published Academic Calendar dates on the AUA Website: <https://www.auamed.org/academics/academic-calendar-catalog/academic-calendar/> they must get approval from the Executive Dean of Preclinical Sciences to register late

## **Preclinical Sciences**

**New students:** Online registration is mandatory and must be completed within the window of time established and published by university notifications. In-person confirmation of registration takes place at the Antigua campus. New students must have appropriate documentation and the acceptance letter in possession at registration. All preclinical sciences MED 1 students must also attend the mandatory orientation sessions. Students with outstanding documents will not be permitted to complete in-person confirmation of registration on campus.

**Returning students:** Online registration is mandatory and must be completed within the window of time established and published by university notifications. Students who have not successfully completed online registration by the established deadline will not be permitted to attend the current term. Students restarting MED 1 must also attend the mandatory orientation sessions.

In addition to completing online registration, all students must report to the Registrar's Office on campus to confirm arrival on the island and receive their student ID card and registration sticker. To confirm the reserved dates for arrival and orientation, please review the Academic Calendar located on the AUA website.

All preclinical sciences students are expected to arrive during the reserved dates on the academic calendar. Under rare circumstances, the Executive Dean or Dean for Student Affairs may approve a student to arrive late. No student will be permitted to arrive on campus after the first week of classes.

Students who are under review by the Promotions Committee are still required to complete online registration and are expected to settle their tuition accounts as billed with the understanding that necessary adjustments will be made to coincide with final promotion decisions.

When completing online registration, an OLR FINANCE HOLD may appear indicating tuition is not yet settled. Please contact the Bursar and/or Financial Aid Department if you believe your account has been settled and to request removal of the hold. Students will not be cleared to complete in-person registration confirmation until their tuition account is settled.

See TUITION AND FEES in the next section for more information on how to settle tuition.

Any questions about online registration can be directed to [registrar@auamed.org](mailto:registrar@auamed.org) and any technical issues with the online registration system should be directed to [servicedesk@auamed.net](mailto:servicedesk@auamed.net).

## **Clinical Sciences**

Semester Five Family Medicine 1/Internal Medicine 1 (FM1/IM1) in-person registration takes place at the respective FM1/IM1 training site. Information regarding Clinical Sciences registration (Semesters Five through Eight) is delivered via postal mail **in addition to email**

**and/or Blackboard.** Each clinical sciences student is then contacted by the assigned clinical coordinator regarding clerkship placements. For students to be registered, (1) all relevant documents must have been submitted to and received by the Office of Clinical Sciences, and (2) tuition accounts must be settled by the deadlines as published on their statement.

### **Academic Calendar**

The academic calendar, including registration information and schedule, is posted on the university's website ([www.auamed.org](http://www.auamed.org)) and Blackboard. The university reserves the right to revise the Academic Calendar at any time.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

American University of Antigua respects its students' right to privacy and confidentiality of personally identifiable information (PII). AUA adheres to the mandates of the United States Family Educational Rights and Privacy Act (FERPA), which affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include the following:

1. The right to inspect and review the student's educational records within 45 days after the day the university receives a request for access. Students should submit to the Office of the Registrar a written request that identifies the record(s) they wish to inspect. The Office of the Registrar will make arrangements for access and notify students of the time and place where the records may be inspected. If the Office of the Registrar does not maintain the records, that official shall advise students of the correct official to whom the requests should be addressed.
2. The right to request an amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Students who wish to ask the university to amend a record should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it should be changed.

If the university decides not to amend the record as requested, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses PII contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception is disclosure to school officials with legitimate educational interest. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support position (including law enforcement personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as the Professional Standards Committee or Grievance Committee, or assisting another school official in performing his or her tasks; or a third party carrying out an activity such as auditing financial aid or the financial management of the school, relevant to the administration, ownership, or management of the school.

School officials have a legitimate educational interest if they need to review an educational record in order to fulfill their professional responsibility or for the evaluation, management, or administration of the school. Upon request, the university may disclose directory information from educational records without consent to officials of other schools in which students seek to enroll or attend.

4. US students have the right to file a complaint with the US Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is as follows:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202

### **Notice of Directory Information**

American University of Antigua, with certain exemptions, is also required by FERPA to obtain the written consent of the student prior to disclosing personally identifiable information from the students' education records; however, some information may be disclosed without consent unless the student has advised the university in accordance with university policies to the contrary. The primary purpose of directory information is to allow the university to include this type of information from students' records in university publications such as the school catalog, websites, yearbooks, honor roll or other recognition lists, graduation and other ceremony programs, and sports activities reports.

The University may disclose following directory information without prior approval from student:

- Name, address, telephone number, email
- Photograph
- Date and place of birth
- Degrees, honors, and awards received, major field of study (program)
- Dates of attendance, enrollment status, grade level
- Previous educational agency or institutions attended

To have directory information withheld, students must notify the Office of the Registrar by September 1 of each calendar year. Once filed, this request becomes a permanent part of student's record; no information may be released until the student provides written instructions otherwise.

## IMMIGRATION—ENTRY TO THE UNITED STATES

If you require a visa to complete clinical rotations in the United States, it is your responsibility to plan accordingly and apply far enough in advance to secure one. Foreign medical students (those who are neither US citizens nor lawful permanent residents of the United States) must obtain a B-1 Nonimmigrant Visa from a US embassy or consulate prior to entering the United States in order to begin their clinical training. The Foreign Affairs Manual (FAM), which is a part of the regulation of the US Department of State, contains a special provision for foreign medical students who are neither US citizens nor permanent residents to enter the United States for clinical training in B-1 nonimmigrant status.

All such international students are required to document the reason for their visit to the United States to officers of the US Customs and Border Protection upon their entry to the United States. The FAM states that aliens may be classified as B-1 business visitors if they are students at a foreign medical school and are coming to participate in an elective clerkship at a US medical school's hospital, without remuneration from the hospital, as part of the foreign medical school education. An elective clerkship is defined as “practical experience and instruction in the various disciplines of the practice of medicine under the supervision and direction of faculty physicians.”

Please note that AUA is not responsible for obtaining visas for students. It is up to all students who require visas to enter the United States for their clinical training to obtain the appropriate visas themselves. That said, the Office of the Registrar, upon request, will provide students with an immigration packet to present to the appropriate consulate at which the student has an appointment. Some students, such as Canadian citizens, are exempt from the visa requirement. However, students of Canadian citizenship must still request an immigration and hospital letter from the Office of the Registrar as proof of documentation. Hospitals require a minimum of 4 weeks to complete and submit their letters to the university, so requests should be submitted to the Office of the Registrar at least 30 days prior to the start of a confirmed clinical clerkship. Late requests may prohibit students from acquiring the documentation they need to enter the United States for clinical clerkships.

We strongly recommend that all students apply for a visa at a US embassy or consulate in the country in which they are a citizen. The experience of students who have previously applied for a visa outside their home country is that students have been denied a visa or granted a short-term visa, which will expire long before they complete their clerkship experience. This has proven to be particularly true in cases in which students who are not citizens of Antigua and Barbuda or of another country that is served by the US consul in Barbados apply for their visas to that consul. In these cases, the result is typically an outright denial of the visa. Students should apply early to provide enough time for the consular officer to review the application and complete any special clearances that may be required.

Please keep in mind that immigration regulations are ever changing and can be complex. Although it has been AUA's experience that those of its students who require a visa and who follow our advice generally are granted their visas, AUA does not guarantee or represent that every student who applies for a visa will be granted one. There have been occasions when even students of AUA who follow our advice and recommendations have been denied visas.

## TUITION AND FEES

Tuition accounts must be settled by the due dates published by the Office of the Bursar prior to each new term and communicated by email to all students. Registration cannot be completed until tuition accounts are settled.

### **Tuition accounts are considered settled if all past due balances are paid in full and**

1. All past due charges and new term charges are paid in full, **and**
2. All new term charges are paid in full, **or**
3. A new tuition \*payment plan enrollment has been completed for new term charges and the first installment has been submitted, **or**
4. New Federal Student Aid has been verified, confirmed and packaged or scheduled for packaging.

\*Payment plan participation is by request only. Payment plans are administered via AUA's Cashnet Tuition Billing and Payment gateway (see link further below). Students must have a US bank account from which an ACH/Electronic check can be debited. Payment plans for foreign students who do not have US bank accounts will be administered from the Bursar office. In either case please email [pmtplan@auamed.org](mailto:pmtplan@auamed.org) to request permission to participate in a tuition payment plan. Payment plan approvals are based on payment history, i.e., no late, rejected, or shorted payments and no previously cancelled plans.

### **Full Payment Methods**

#### **Wire transfer instructions (contact your bank with below information)**

Beneficiary: American University of Antigua  
Bank: Citibank NY, 201 West 34<sup>th</sup> St. NYC, NY 10001  
Beneficiary Account No.: 6863918244  
ABA Routing No.: 021000089  
Swift code: CITIUS33 for wires originating outside US

*Include your full name and student ID in the memo of the wire.*

#### **ACH/Electronic Check (requires US bank account) or International Funds Transfer (IFT)**

Cashnet link - <https://commerce.cashnet.com/manipalpay>

LOGIN ID = Student ID

PW = Full last name (first letter uppercase) + last 4 of the student ID

*Students interested in paying their balance due using Canadian Dollars should email [bursar@auamed.org](mailto:bursar@auamed.org).*

**During the Online Registration process students will be required to sign a Financial Obligation Agreement.**



## **UNIVERSITY REFUND POLICY**

Students who withdraw, fail to return from an approved leave of absence, are dismissed, suspended or otherwise fail to complete the term for which they were charged (tuition and other institutional charges), may be entitled to receive a credit adjustment of those charges based on a prorata calculation. The calculation will be based on the student's Official Withdrawal Date (WD) as reported by the Office of the Registrar.

### **Critical dates for Official Withdrawals:**

Withdrawal Date (WD) – Defined as the date that the later of the Last Date of Attendance or the Date of Determination.

Last Date of Attendance (LDA) - Defined as the last day of educationally related activity as reported by the Office of the Registrar.

Date of Determination (DOD): Defined as the date that the student began the official withdrawal process or otherwise provided notification to the Office of the Registrar. If both circumstances occur, the earlier withdrawal date will be used.

### **Critical dates for Unofficial Withdrawals:**

Withdrawal Date (WD) – Defined as the midpoint of the payment period unless the student withdrew due to circumstances beyond his or her control. In those cases, the date the Office of the Registrar determines is related to the circumstance is the withdrawal date. However, if available, the Last Date of Attendance is the withdrawal date.

Last date of Attendance (LDA) - Defined as the last day of educationally related activity as reported by the Office of the Registrar.

Date of Determination (DOD) – Defined as the university becomes aware that the student has ceased attendance but no later than 30 days after the end of the payment period, unless there are unusual circumstances.

Credit adjustments are calculated by dividing the total number of days the student completed in the term, using the WD as determined by the Registrar, less scheduled leave that are 5 days or more, by the total number of days in the term. The percentage is then applied to tuition and other institutional charges to determine the student's remaining obligation, if any, to the University. Credit adjustments that result in a credit balance on the student's account will be refunded as soon as possible but no later than 45 days from the DOD. For Clinical Students, cancellation fees may apply for previously scheduled rotations not attended.

Tuition credit adjustments will be given according to the following:

- Official withdrawal prior to the first day of class – Credit adjustment for 100% of tuition and institutional charges.
- Official withdrawal after the start of classes — Prorated credit adjustment for tuition and institutional charges based on the percent of time not attended after the last date of attendance.
- There will be no tuition credits after more than 60% of the semester has been earned.

AMERICAN UNIVERSITY OF ANTIGUA will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

## **FINANCIAL AID**

Financial Aid assists students by providing advice and guidance as they navigate the options to financing their education. SFS representatives provide personalized services, including but not limited to the following:

- Advice on loan options
- Entrance and exit counseling
- Repayment options

SFS does its utmost to help students obtain funding for a quality education. Students are encouraged to pursue outside grants and scholarships. Representatives are happy to speak with both current and prospective AUA students. For more information, please email an SFS representative at [financialaidservices@auamed.org](mailto:financialaidservices@auamed.org) or call (212) 661-8899 option 4.

### **Loan Program**

AUA's MD program has been approved to participate in the William D. Ford Federal Direct Unsubsidized Stafford and Grad PLUS Loan Programs, both of which are administered by the US Department of Education. Additional information regarding these loan programs is available through the US Department of Education website at [www.studentaid.gov](http://www.studentaid.gov).

### **Canadian Loan Program**

AUA is approved by the Canadian Ministry of Education, allowing eligible students to receive Canadian federal loans, provincial loans, and federal grants.

The Canada Student Loans Program (CSLP) offers loans, grants, and repayment assistance to full- and part-time students seeking postsecondary education. Student financial assistance is provided through a partnership between the CSLP and most provinces and territories. However, Quebec and the Northwest Territories manage their own programs.

Please note that certain provinces and territories designate schools once they are approved by the Canadian Ministry of Education and placed on the Master Designation List (MDL). Other

provinces and territories have other criteria in addition to requiring students to initiate an application for school designation. The provinces and territories that have been approved thus far are as follows:

- Alberta
- British Columbia
- Manitoba
- New Brunswick
- Newfoundland and Labrador
- Nova Scotia
- Ontario
- Prince Edward Island
- Saskatchewan
- Territory of Yukon

The approval process may take up to 12 weeks. In addition to being on the MDL, these provinces also require students to request school designation by completing an application, which can be found on their student aid websites.

### **Veterans Benefits**

AUA recognizes the service and sacrifice of US military veterans. The Department of Veterans Affairs (VA) has approved VA educational benefits to all qualifying students attending AUA College of Medicine. Eligible persons may receive veteran's benefits under one of the following:

- Chapter 30/Montgomery GI Bill®
- Chapter 31/Disabled Veterans Vocational Rehabilitation Program\*
- Chapter 33/Post-9/11 GI Bill®
- Chapter 35/Dependents Educational Assistance Program
- Chapter 1606/Montgomery GI Bill®/Selected Reserve Educational Assistance Program
- Chapter 1607/Reserve Educational Assistance Program

We encourage all interested VA applicants to visit the Department of Veterans Affairs website. Please click the Road Map for Success to begin the process.

\*Once you have completed your Road Map for Success, you will receive your Certificate of Eligibility, which you will need to submit to our VA representatives at American University of Antigua. AUA also offers veteran applicants a \$2,500 USD Military Veterans Grant during Preclinical Sciences. For additional information, visit our scholarship webpage.

"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>."

### **RETURN OF TITLE IV FUNDS (R2T4)**

An R2T4 calculation is performed for all students who discontinue enrollment from the University. However, a return will only be done when students meet the following criteria:

- Students who have received federal student aid; and
- Students withdrawing having earned 60% or less of the period for which aid was provided. (Note: students who earn more than 60% of the term will have earned 100% of tuition/fees and loan proceeds.)

In accordance with US Federal Title IV Regulations, the same prorata schedule as defined above is used to determine the amount of Title IV funds students have earned at the time of withdrawal.

The University will calculate the amount of Title IV funds a student has earned based on a payment period. In calculating the amount of funds to be returned to the Department, the University considers only what is defined in the Title IV regulations (“regulations”) as allowable institutional costs. These include tuition, fees and other institutional charges unless those costs are otherwise excludable in accordance with the regulations. The refund is calculated based on the Return of Title IV (R2T4) formula prescribed in the regulations. The student will be obligated for any tuition; fees, books or equipment not covered by Title IV funds.

When a student withdraws during a payment period, the amount of Title IV funds that she or he has earned up to that point is determined by a specific formula. If the student has received (or the University received on his or her behalf) less Title IV funds than the amount earned for the payment period, he or she will be able to receive those additional funds. If a student has received more Title IV funds than she or he has earned, the excess funds must be returned.

The amount of assistance that a student has earned is determined on a pro-rata basis. That is, if the student completed 30%, then the student has earned 30% of the Title IV funds she or he was originally scheduled to receive for the payment period. Once a student has completed more than 60% of the payment period, she or he will have earned all of his or her Title IV funds and no return to Title IV programs will be made.

If a student received excess funds that must be returned, the University must return a portion of the excess equal to the lesser of:

- The institutional charges (which are prorated for the payment period) multiplied by the unearned percentage of the funds; or
- The entire amount of the excess funds

#### **Funds will be returned in the following order:**

- To the Unsubsidized Direct Loan
- To the Federal Grad Plus Direct Loan
- To Private or institutional sources of aid
- To the Student

If the school is not required to return all the excess funds, the student must return the remaining amount, even if all of the funds were applied to his or her school account. Any loan funds that the student must return must be repaid in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

In general, universities may not disburse Unsubsidized or Grad Plus Loans to a student who is not enrolled as the student is not eligible. In some circumstances, however, a student who has withdrawn from the University may be eligible for a post-withdrawal disbursement of all or some portion of an Unsubsidized or Grad Plus loan, if the student has graduated or successfully completed the loan period. A student may be eligible for a post-withdrawal disbursement if the University determines the student earned more aid than was disbursed for the period the student attended. AUACOM needs the student's permission to use the post-withdrawal loan disbursements. Students will be issued a written notice in the event they have post-withdrawal loan disbursements available. The student has 10 days to respond affirmatively.

AUACOM follows the Department of Education's guidelines by returning Unsubsidized loans first and then the Graduate Plus Loans.

AUACOM initiates return of funds as soon as possible but no later than 45 days from the date of determination (DOD) of the student's withdrawal.

Credit balance refund for withdrawn student will be put on hold until R2T4 is calculated.

Regulatory timeframe for any credit balance resets to 14 days from the day we perform an R2T4 calculation.

## **ACADEMIC STATUS**

### **GOOD STANDING**

Students can remain in good standing by complying with all academic standards, policies, and regulations established by AUA and by satisfying all financial obligations to the university or its affiliated lender. Students become not in good standing if they fall into the following categories:

- (1) Academic Probation- A warning that a student has fallen into academic difficulty and that they need to improve their grades in order to reach “Good Standing” status to avoid risk of dismissal from the University,
- (2) Non-academic Probation- A warning that the student has violated the administrative code for nonacademic misconduct and may remain enrolled in the university only upon conditions set forth, for a specified period of time, or
- (3) Not meeting financial obligations.

*The University reserves the right to withhold services, transcripts and certifications from a student who is not in good standing.*

### **SATISFACTORY ACADEMIC PROGRESS (SAP)**

Satisfactory Academic Progress (SAP) represents an acceptable level of performance in meeting degree requirements within specific time periods. It is used in both academic evaluation and determination of financial aid eligibility.

AUA College of Medicine’s curriculum consists of 4.5 years of academic coursework leading to the degree of Doctor of Medicine (MD). At the end of every term, the Promotions Committee evaluates each student’s academic progress based upon faculty approved criteria to ascertain if the student is making satisfactory academic progress toward the MD.

The following criteria constitute SAP:

1. Completing the required preclinical sciences courses (Semester 1-4 & BSIC Intersession) in no more than 3.5 years and passing all coursework
2. Obtaining the minimum required qualifying score on the Comprehensive Basic Science Examination and passing the USMLE Step 1 within the established period of eligibility
3. Completing the MD program in its entirety within 81 months or 6.75 calendar years of attendance\*
4. For those students that have been readmitted, meeting all conditions set forth in readmission decision letter
5. Maintaining good academic standing

\*For transfer students: The amount of transfer credit awarded from your previous institution is evaluated and factored into SAP limits. Time completed is based on the amount of time it would take an AUA student to complete all accepted transfer credits under the curriculum in which the student was accepted. Students not in compliance with SAP are subject to dismissal.

**Financial Aid Satisfactory Academic Progress (FASAP); students graded for the semester.**

## **INTRODUCTION:**

To be eligible for federal financial aid, students are required by the U.S. Department of Education to maintain Financial Aid Satisfactory Academic Progress (FASAP) toward their degree objectives. AUA has established this FASAP policy to ensure student success and accountability and to promote timely advancement toward degree objectives. AUA has focused on stabilizing a reasonable satisfactory academic progress policy for determining whether an otherwise eligible student is making satisfactory academic progress in the medical degree program. This policy provides that a student's academic progress is evaluated at the end of each payment period. The FASAP guidelines are based on the regulatory requirements and reasonable expectations of academic progress toward the medical doctor (M.D.) degree. These standards, reviewed each payment period for Basic Sciences students starting their first semester in the Spring 2023 semester, and each payment period for Basic Sciences Integration Course intersession and Clinical Sciences students, must be met for a student to maintain financial aid eligibility. The purpose of this policy is to establish rules and regulations governing FASAP of medical students attending AUACOM.

*Note: The Office of Financial Aid may change these policies at any time to ensure continued compliance with changes in federal regulations regarding student financial aid. This policy applies to the following financial aid programs:*

### **Financial Aid Programs Subject to Financial Aid SAP Policy**

Federal Direct Unsubsidized Loans

Federal Direct Graduate PLUS Loans

### **Programs Not Subject to Financial Aid SAP Policy**

Students should check with the Admissions Office for rules governing award retention for the following: AUA Academic Scholarships, AUA Service Awards, and AUA Cultural Awards. Outside agency scholarships or sponsored agency awards (including Department of Defense and veterans' awards) may be verified with the Aid Office.

### **Enrollment Requirement**

All AUA students are enrolled as full-time students.

### **What is Financial Aid Satisfactory Academic Progress (FASAP)?**

Financial Aid Satisfactory Academic Progress is defined by the following Qualitative and Quantitative criteria:

**Qualitative:** Meeting a minimum cumulative grade point average requirement (GPA), or comparable measure

**Quantitative:** Maintaining a pace of progression such that a student can complete the educational program within the maximum timeframe

Students who do not meet one or more of the above criteria for the first time during the payment period will be placed on a financial aid warning. Students who do not meet one or more of the above criteria after being on a financial aid warning will have their financial aid suspended until they do meet the criteria or have an approved appeal.

## **QUALITATIVE STANDARD**

All final course grades for courses and clerkships offered through AUACOM are assigned grades of Honors (H)/High Pass (HP)/Pass (P)/Fail (F). All students are required to complete these components with a grade of Pass or higher (the equivalent of a 2.0 GPA); or must have an academic standing consistent with the requirements for graduation. Refer to the student handbook for specifics.

**The following grades are counted in the cumulative grade point average calculation:**

Honors (H); equivalent to 4.0 GPA

High Pass (HP); equivalent to a 3.0 GPA

Pass (P); equivalent to a 2.0 GPA

Fail (F); equivalent to 0.0 GPA

**The following grades are not counted in the cumulative grade point average calculation:**

Withdraw Passing (WP)

Withdraw Failing (WF)

Withdraw No Grade (W)

Successfully Repeated in a Subsequent Period (R)

Transfer Coursework

## **QUANTITATIVE STANDARD**

Students must complete a minimum number of credits (Pace) to ensure completion of the degree within the maximum time frame.

To calculate the Pace of Progression, divide the cumulative number of credits earned by the cumulative number of credits attempted.

The following grades are counted as both earned and attempted in the calculation of Pace:

H, HP, P, F

WF: Withdrawal Failing

WP: Withdrawal Passing

W: Withdrawal No Grades

Transfer Coursework



Coursework graded as Successfully Repeated in a Subsequent Period (R) are not counted as earned or attempted in the calculation of Pace

Students must be at or above 67% pace to meet the Quantitative Standard.

Additionally, students must complete the degree objective within a maximum timeframe. The normal time frame for completion of the required coursework for the MD degree is 170 credits attempted. Due to academic or personal difficulties, or participation in scholarly enrichment activities, a student may require additional time. The maximum time frame to complete the requirements for the MD degree cannot exceed 150% or 255 credits attempted.

Students will be eligible to receive financial aid until the maximum timeframe of 255 credits attempted or it becomes mathematically impossible to complete the program within 255 credits attempted. All periods for which the student is enrolled are considered, regardless of whether or not the student has received financial aid.

### **Monitoring of Satisfactory Academic Progress**

An evaluation of FASAP occurs each payment period (semester) during Basic Sciences Integration Course (BSIC) intersession and Clinical Sciences.

Any student who does not meet FASAP requirements will be notified by the Financial Aid Office via AUA e-mail. If students are notified of ineligibility for financial aid due to FASAP, students may consult financial aid and academic counselors for assistance.

Basic Science, BSIC, and Clinical Sciences students who fail to maintain FASAP for the first time will be placed on a FASAP Warning and may continue to receive financial aid for one semester, but will be expected to meet the standards to maintain FASAP by the conclusion of the warning semester. Students who fail to meet the standards will have their eligibility for financial aid suspended.

Students can regain eligibility (see the following section for details).

### **Regaining Financial Aid Eligibility**

A student will not be eligible to receive Federal Title IV aid until they have re-established compliance with Financial Aid Satisfactory Academic Progress. Maximum time frame students will not be able to reestablish eligibility. A student may re-establish eligibility in the following ways:

#### **Regaining Financial Aid Eligibility with a Grade Change**

If a student has lost financial aid eligibility due to an insufficient GPA or Pace of Progression, eligibility can be reinstated with a grade change, if the grade change allows the student to complete sufficient credits and/or improve their GPA to meet the requirements. Students must

notify the Financial Aid Office in writing once the grade has been changed and requirements have been met.

### **Regaining Financial Aid Eligibility with a FASAP Appeal**

If a student needs additional time to complete the degree, the student may be required meet with an academic advisor to discuss academic progression. The student will also be required to complete a FASAP Appeal Form and update the expected graduation date with the Office of the Registrar. The Office of Financial Aid may increase the Maximum Time Frame for students who have an approved appeal.

If a student is not meeting GPA or Pace requirements, the student may appeal to have financial aid eligibility reinstated on a probationary basis. The following conditions can be considered in an appeal: injury or illness, death of a relative, or other extenuating circumstances.

### **Regaining Financial Aid Eligibility without a FASAP Appeal**

If a student loses eligibility, it may be regained by successfully completing courses to meet the stated requirements. Such courses must be funded without the benefit of Title IV aid and under no circumstances will aid be paid retroactively for those courses once eligibility has been re-established. Upon completion of these courses, a student should contact the Aid Office for re-evaluation of eligibility.

### **Financial Aid Satisfactory Academic Progress (FASAP) Appeals process**

#### **FASAP Appeals**

If required, a student can meet with an academic advisor to complete a Financial Aid Satisfactory Academic Progress Appeal form. Submit it with complete supporting documentation to the Office of Financial Aid. The FASAP Appeal must contain the following information/explanation: (a) What caused student work at AUA to fall below acceptable standards? Provide a specific explanation. (b) How have those conflicts been resolved? (c) How will the student maintain good academic standards and progress toward the degree if the appeal is granted?

Along with the appeal, students may be required to submit an academic plan reviewed and approved by an academic advisor. These academic plans come directly from the Education Enhancement Department (EED).

#### **When to Submit a FASAP Appeal**

A student may wait until notification by the Office of Financial Aid that the student is ineligible for financial aid due to a FASAP deficiency. FASAP Appeals for Maximum Time-Frame Allowance may be submitted at any time, but the student should first ensure that the Office of the Registrar has updated the expected graduation term. FASAP Appeals must be submitted

before the end of the period/semester for which the aid is sought. Financial aid cannot be reinstated retroactively for a past period/semester. Appeals submission deadlines are given to students when notifications are sent out, if a student needs additional time, they need to e-mail financial aid explaining why. The latest date appeals will be accepted is at most 2 weeks into the start of the student's payment period with permission from the FASAP appeals committee.

### **Academic Disqualification and Activity Restrictions That Prevent Registration**

If a student is academically disqualified or otherwise prevented from registering for future periods/semesters, the student may still submit a FASAP Appeal. However, it will not be evaluated until the activity restrictions have been cleared.

### **Notification of FASAP Appeal Decisions**

Student FASAP appeals will be evaluated by a Financial Aid Appeals Committee and the Financial Aid Office will notify students of the decision via AUA e-mail address.

### **The Financial Aid SAP Probation Period and Academic Plan**

If the student's appeal regarding insufficient Pace of Progression and/or GPA is approved, the student will be placed on a FASAP academic plan. During this time, the student will remain eligible for financial aid on a probationary basis for 6 months, strictly according to the terms of the Academic Plan. Adherence to the conditions of the academic plan will be reviewed at the conclusion of the probationary payment period.

### **Submitting FASAP Appeals after Failing FASAP Probation**

If a student is on FASAP probation as a result of an approved appeal and fails to meet the terms of the accepted FASAP academic plan, the student will be ineligible for future financial aid. A student may submit a subsequent FASAP Appeal, with completely different extenuating circumstances. However, these appeals are granted on an exception basis. The student will be required to document specifically the exceptional circumstances that caused the student to fail the FASAP academic plan and how those problems have been resolved.

### **Financial Aid Application and SAP Appeal Deadlines**

If a student is appealing FASAP status, the student must meet all financial aid application deadlines and other eligibility requirements. An SAP Appeal must be submitted before the end of the period for which the aid is sought. Financial aid cannot be reinstated retroactively for a past period.

### **Definitions:**

**Financial Aid Warning:** Financial aid warning means a status assigned to a student who fails to make satisfactory academic progress at an institution that evaluates academic progress at the end

of each payment period (semester). Students who have been given a financial aid warning remain eligible for FSA.

**Financial Aid Suspension:** Financial Aid suspension means a status assigned to a student who fails to make satisfactory academic progress at an institution after being placed on a financial aid warning. Student's whose financial aid has been suspended lose financial aid eligibility. In this status students can submit an appeal.

**Financial Aid Probation:** Financial Aid Probation means a status assigned to a student who has appealed their suspended status and has had eligibility reinstated for the payment period after having their appeal approved. Students who are on probation will be monitored every semester until they start meeting FASAP.

**Appeal:** Appeals means a process by which a student who is not meeting the institution's satisfactory academic progress standards petitions the institution for reconsideration of the student's eligibility for title IV programs assistance.

**Financial Aid Satisfactory Academic Progress (FASAP); students graded for the year.**

## Introduction

To be eligible for federal financial aid, students are required by the U.S. Department of Education to maintain Financial Aid Satisfactory Academic Progress (FASAP) toward their degree objectives. AUA has established this FASAP policy to ensure student success and accountability and to promote timely advancement toward degree objectives. These FASAP guidelines are based on the regulatory requirements and reasonable expectations of academic progress toward the medical doctor (M.D.) degree. These standards, reviewed annually for Basic Sciences students and each period for Basic Sciences Integration Course intersession and Clinical Sciences students, must be met for a student to maintain financial aid eligibility. During Basic Sciences, the review can be performed either at the conclusion of the Spring or Fall terms, depending on when the last review was performed. The purpose of this policy is to establish rules and regulations governing FASAP of medical students attending AUACOM.

**Note:** The Office of Financial Aid may change these policies at any time to ensure continued compliance with changes in federal regulations regarding student financial aid. This policy applies to the following financial aid programs:

Financial Aid Programs Subject to Financial Aid SAP Policy

- Federal Direct Unsubsidized Loans
- Federal Direct Graduate PLUS Loans

## Programs Not Subject to Financial Aid SAP Policy

Students should check with the Admissions Office for rules governing award retention for the following: AUA Academic Scholarships, AUA Service Awards, and AUA Cultural Awards. Outside agency scholarships or sponsored agency awards (including Department of Defense and veterans' awards) may be verified with the Aid Office.

### **Enrollment Requirement**

All AUA students are enrolled as full-time students.

### **Definition of Financial Aid Satisfactory Academic Progress (FASAP)**

Financial Aid Satisfactory Academic Progress is defined by the following Qualitative and Quantitative criteria:

Qualitative: Meeting a minimum cumulative grade point average requirement (GPA), or comparable measure

Quantitative: Maintaining a pace of progression such that a student can complete the educational program within the maximum timeframe

Students who do not meet one or more of the above criteria will have eligibility for financial aid suspended until they do meet the criteria or have an approved appeal.

### **QUALITATIVE STANDARD**

All final course grades for courses and clerkships offered through AUACOM are assigned grades of Honors (H)/High Pass (HP)/Pass (P)/Fail (F). All students are required to complete these components with a grade of Pass or higher (the equivalent of a 2.0 GPA); or must have an academic standing consistent with the requirements for graduation. Refer to the student handbook for specifics.

The following grades are counted in cumulative grade point average calculation:

- Honors (H); equivalent to 4.0 GPA
- High Pass (HP): equivalent to 3.0 GPA
- Pass (P): equivalent to 2.0 GPA
- Fail (F): equivalent to 0.0 GPA

The following grades are not counted in cumulative grade point average calculation:

- Withdraw Passing (WP)
- Withdraw Failing (WF)
- Withdraw No Grade (W)
- Successfully Repeated in a Subsequent Period (R)
- Restarted (RS)
- Transfer Coursework
- In Progress (IP)\*

\*once an In-Progress period is completed and graded, it will be assigned a grade of H, HP, P, or F and be included in the cumulative grade point average calculation.

If at the end of a 12-month period there is no completed, graded coursework – the Qualitative Standard will be measured using the percent (based on points earned divided by points available) on Examinations administered during the In Progress (IP) period. Students will be considered as meeting the Qualitative Standard if they can mathematically earn a grade of Pass or higher at the conclusion of the academic year when there will be completed, graded coursework. In these circumstances, FASAP including the qualitative standard will be measured within the following 6 months. If there is still no completed, graded coursework, the student will be considered as not meeting the Qualitative Standard.

## QUANTITATIVE STANDARD

Students must complete a minimum number of credits (Pace) to ensure completion of the degree within the maximum time frame.

To calculate the Pace of Progression, divide the cumulative number of credits earned by the cumulative number of credits attempted.

The following grades are counted as both earned and attempted in the calculation of Pace:

- H, HP, P, F
- WF: Withdrawal Failing
- WP: Withdrawal Passing
- W: Withdrawal No Grades
- Transfer Coursework

Students completing the first academic year with a grade of Pass or above must be at or above 50% pace to meet the Quantitative Standard. Students completing second academic year and beyond with a grade of Pass or above must be at or above 67% pace to meet the Quantitative Standard.

Coursework graded as Successfully Repeated in a Subsequent Period (R), Restarted (RS), and In Progress (IP) are not counted as earned or attempted in the calculation of Pace.

\*once an In-Progress period is completed and graded, it will be assigned a grade of H, HP, P, or F and be included in the Pace calculation.

If at the end of a 12-month period there is no completed, graded coursework – Pace will be measured based only on prior completed, graded coursework. If there is no prior completed, graded coursework, the student will be considered as making pace until the student can be measured at the conclusion of the academic year when there will be completed, graded coursework. In these circumstances, FASAP including the quantitative standard will be measured within the following 6 months. If there is still no completed, graded coursework, the student will be considered as not meeting the Qualitative Standard.

Additionally, students must complete the degree objective within a maximum timeframe. The normal time frame for completion of the required course work for the MD degree is 170 credits attempted. Due to academic or personal difficulties, or participation in scholarly enrichment activities, a student may require additional time. The maximum time frame to complete the requirements for the MD degree cannot exceed 150% or 255 credits attempted.

Students will be eligible to receive financial aid until the maximum timeframe of 255 credits attempted or it becomes mathematically impossible to complete the program within 255 credits attempted. All periods for which the student is enrolled are considered, regardless of whether or not the student has received financial aid.

### **Monitoring of Satisfactory Academic Progress**

An evaluation of FASAP occurs annually during Basic Sciences and at the end of each semester during the Basic Sciences Integration Course (BSIC) intersession and Clinical Sciences.

Any student who does not meet FASAP requirements will be notified by the Financial Aid Office via AUA e-mail. If students are notified of ineligibility for financial aid due to FASAP, students may consult financial aid and academic counselors for assistance.

Basic Sciences students who fail to maintain FASAP will have their eligibility for financial aid suspended.

BSIC and Clinical Sciences students who fail to maintain FASAP for the first time will be placed on a FASAP Warning and may continue to receive financial aid for one semester, but will be expected to meet the standards to maintain FASAP by the conclusion of the warning semester. Students who fail to meet the standards will have their eligibility for financial aid suspended.

Students can regain eligibility (see following section for details).

### **Regaining Financial Aid Eligibility**

A student will not be eligible to receive Federal Title IV aid until they have re-established compliance with Financial Aid Satisfactory Academic Progress. Maximum time frame students will not be able to reestablish eligibility. A student may re-establish eligibility in the following ways:

Regaining Financial Aid Eligibility with a Grade Change

If student has lost financial aid eligibility due to an insufficient GPA or Pace of Progression, eligibility can be reinstated with a grade change, if the grade change allows the student to complete sufficient credits and/or improve GPA to meet the requirements. Students must notify the Financial Aid Office in writing once the grade has been changed and requirements have been met.

#### **Regaining Financial Aid Eligibility with a FASAP Appeal**

If student needs additional time to complete the degree, student must meet with an academic advisor to discuss academic progression. The student will also be required to complete a FASAP Appeal Form and update the expected graduation date with the Office of the Registrar. The Office of Financial Aid may increase the Maximum Time Frame for students who have an approved appeal (see FASAP appeals section of this policy document).

If student is not meeting GPA or Pace requirements, student may appeal to have financial aid eligibility reinstated on a probationary basis. The following conditions can be considered in an appeal: injury or illness, death of a relative, or other extenuating circumstances.

#### **Regaining Financial Aid Eligibility without a FASAP Appeal**

If student loses eligibility, it may be regained by successfully completing courses to meet the stated requirements. Such courses must be funded without benefit of Title IV aid and under no circumstances will aid be paid retroactively for those courses once eligibility has been re-established. Upon completion of these courses, a student should contact the Aid Office for re-evaluation of eligibility.

### **Financial Aid Satisfactory Academic Progress (FASAP) Appeals**

#### **FASAP Appeals**

If required, student can meet with an academic advisor to complete a Financial Aid Satisfactory Academic Progress Appeal form. Submit it with complete supporting documentation to the Office of Financial Aid. The FASAP Appeal must contain the following information/explanation: (a) What caused student work at AUA to fall below acceptable standards? Provide a specific explanation. (b) How have those conflicts been resolved? (c) How will student maintain good academic standards and progress toward the degree if the appeal is granted? A specific timeline for meeting the plan to improve such that the student is able to meet FASAP standards should be included.

Along with the appeal, student must submit an academic plan reviewed and approved by an academic advisor.

#### **When to Submit an FASAP Appeal**

Student may wait until notification by the Office of Financial Aid that student is ineligible for financial aid due to an FASAP deficiency. FASAP Appeals for Maximum Time-Frame Allowance may be submitted at any time, but student should first ensure that the Office of the



Registrar has updated the expected graduation term. FASAP Appeals must be submitted before the end of the period/semester for which the aid is sought. Financial aid cannot be reinstated retroactively for a past period/semester

### **Academic Disqualification and Activity Restrictions That Prevent Registration**

If student is academically disqualified or otherwise prevented from registering for future period/semester, student may still submit an FASAP Appeal. However, it will not be evaluated until the activity restrictions have been cleared.

### **Notification of FASAP Appeal Decisions**

Student FASAP appeals will be evaluated by a Financial Aid Appeals Committee and the Financial Aid Office will notify student of the decision via AUA e-mail address.

### **The Financial Aid SAP Probation Period and Academic Plan**

If student appeal regarding insufficient Pace of Progression and/or GPA is approved, student will be placed on a FASAP academic plan. During this time, student will remain eligible for financial aid on a probationary basis for 6 months, strictly according to the terms of the Academic Plan. Adherence to the conditions of the academic plan will be reviewed at the conclusion of the probationary payment period.

### **Submitting FASAP Appeals after Failing FASAP Probation**

If student is on FASAP probation as a result of an approved appeal and fails to meet the terms of the accepted FASAP academic plan, student will be ineligible for future financial aid. Student may submit a subsequent FASAP Appeal, with completely different extenuating circumstances. However, these appeals are granted on an exception basis. Student will be required to document specifically the exceptional circumstances that caused student to fail the FASAP academic plan and how those problems have been resolved.

### **Financial Aid Application and SAP Appeal Deadlines**

If student is appealing FASAP status, student must meet all financial aid application deadlines and other eligibility requirements. An SAP Appeal must be submitted before the end of the period for which the aid is sought. Financial aid cannot be reinstated retroactively for a past period.

## **STUDENT ADVISING PROGRAM**

### **Policy and Procedure**

AUA's academic advising program is guided by the standards of excellence developed by the Council for the Advancement of Standards in Higher Education. These guidelines assist with the assessment of student learning, professional integrity, and program quality. AUA offers an unparalleled program of academic advising and counseling services for medical students at all stages of their medical school education.

The institution currently utilizes a Split Model of advising, as defined by the National Academic Advising Association: The Global Community for Academic Advising. Within this framework, students are afforded the opportunity to interact with faculty advisors, as well as professional advisors within the school's Education Enhancement Department (EED). Advising is designed to foster close faculty and student interactions that promote holistic student development and provide institutional guidance.

Advisors provide guidance and feedback on such issues as adaptation to the island, career choice in medicine, healthy lifestyle and routine, curriculum, and study skills, all grounded in real and professional relationships. Academic advising at AUA is designed to support all students: those students who need additional help in navigating the challenges of medical education and medical school learning as well as those who are already doing well but wish to progress.

### **Preclinical Sciences**

The students' small group facilitators are their designated faculty advisor. Throughout each term, a student may meet with their faculty advisor as necessary but are required to do so at least three times.

1. Within the first two weeks of classes
2. Within two weeks after the first examination.  
If the student is failing the first examination, the student **MUST** schedule an additional meeting with the Advisor within one week after the 2nd examination for the semester.
3. Final Meeting-within two weeks of the end of the semester

The students are required to complete a Professionalism and Advising Rubric after every meeting with the advisor.

Failure to meet with an Advisor in a timely manner is considered unprofessional conduct.

Engaging in unprofessional conduct may result in a referral to the Office of Student Affairs.

Students are welcome to visit the EED at any time, for any reason, to seek academic assistance and advising. Referrals will be provided as needed to other university resources, such as the Health or Counseling Centers, the Dean for Student Affairs, Residential Services, etc. Students in MED 1 through MED 4 who are considered at-risk academically will be contacted and encouraged to enroll in the Academic Success Program, a remediation program through the EED. Students must meet all the program requirements.

## Clinical Sciences

Clinical EED provides the following resources for students Semester 5 through 8:

Foundations of Clinical Education, which includes:

- A mandatory component of FM1/IM1 course that incorporates cultural competency; quality and safety; and professionalism training. Designed to support students' successful entry into their first clinical core rotation.
  - Online Cultural Competency Program developed by Health & Human Services: Certificate awarded upon completion of training.
  - Institute for Healthcare Improvement Basic Certificate in Quality and Safety: awarded upon completion of the program.
  - Professionalism Program based on the book *Professionalism in Medicine: A Case-Based Guide for Medical Students*. Students take a quiz upon completion of assignments related to the book.
  - Clinical Partners Mentoring Program: offered during evening and weekend hours while students are enrolled in FM1/IM1. The sessions offer peer success mentoring and preparation guidance in preparation for the first core rotation with a Clinical Scholar

Study Resources:

- Clinical Scholars Resource List for Clerkship Students: A comprehensive list of resources for the Clinical Sciences with essential resources for successful subject core and elective rotations.
- Clinical Success Series (CSS): library of available pdf documents that provide students with strategies and tips in the following content areas: time management, study resources, exam preparation, research, clinical rotations, residency interviews, anxiety reduction and confidence while taking exams.

AUA Clinical Wellness:

- The Clinical EED hosts an Instagram page promoting mental, physical, and emotional wellness among clinical students to prevent burnout, reduce stress and increase quality of life. Join us at @AUAclinicalwellness.

Online Small-Group TA Programs:

- Question Partners Series: The Question Partners Program Series includes “Prep Programs” provides targeted improvement of clinical judgment and addresses cognitive errors on USMLE style questions in the Clinical Sciences. The Question Partners Program Series is available to all students. Sessions are conducted by our Clinical Scholars team and includes:
  - ⊖ QP Shelf Prep (available for each core rotation)
  - ⊖ QP Comp Prep 1 and 2

- ⊖ QP Step 2 Prep.
- Step 1 to Success Program
  - ⊖ An EED Step 1 Prep program supplement hosted by the Clinical Scholars Program TAs. Students are mentored on test taking strategies, lifestyle/sleep, anxiety, burn-out, imposter syndrome and exam, day strategies. Students also receive targeted cognitive processing sessions on multiple choice question approach and dissection with an intentional plan toward improving academic outcomes on the Step 1 exam.

#### One-on-One Tutoring

- The Clinical Scholars Program Tutors are high-achieving clinical students and recent alumni who have demonstrated academic and clinical excellence. Students are matched with a tutor that can guide students toward identification of gaps in knowledge that can improve clinical reasoning.

#### Academic Advising Program

- 1:1 Academic advising using the Appreciative Advising model. Appreciative Advising is a positive, personalized approach to advising that is geared toward success that focuses on the student's strengths and to help improve areas of weakness.

#### Residency Advising Program (RAP), an Office of the Dean of Student Development offering:

- RAP is available to all clinical students with emphasis on those who are entering the match. The purpose of the program is to better prepare students for the Match Season. The goal is to guide students to match at their preferred residency Program. RAP workshops include:
  - (1) Match Info-Session.
  - (2) Personal Statement Workshop.
  - (3) CV/Resume Workshop.
  - (4) Interview Prep Workshop.

all leading to a 1:1 mock interview and advising session with a specialty specific Clinical Dean, Clinical Chair, Clinical Faculty member or an AUA Alumni who is a practicing physician. Match and SOAP sessions are held in each year in early January.

#### Cased-Based Online Learning:

- Aquifer/WISE-MD: interactive, case-based learning modules.
- APGO uWise for OB/GYN: interactive questions

#### Kaplan Online Learning for CCSSE, CCSE and Step 2 CK:

- Shelf Prep Series Featuring Dr. Emma Holliday
- Step 2 CK Prep On-Demand Videos & e-Books
- Step 2 CK Master the Boards
- Question Bank for Step 2 CK: over 2,000 questions with explanations provided.

#### UptoDate & Library Resources

- A large library of online textbooks and other resources offered through the AUA Library.

#### Basic Science Integration Course

If students do not receive an equated percent score (68 or above) on CBSE at the end BSIC, they will be considered at-risk academically. In order to be enrolled to re-take the CBSE examination within two months of not receiving a qualifying score, students can schedule an appointment with an EED faculty advisor within 30 days of receiving a promotions letter to develop an Academic Plan to prepare to re-take the CBSE. Students who participate must meet all EED requirements.

## **ATTENDANCE**

### **PRECLINICAL SCIENCES (YEARS ONE AND TWO)**

Regular attendance is a core expectation of our curriculum. Students are responsible not only for their own learning but also for fostering a learning environment conducive to all students' success. As such, failure to attend any learning session not only negatively affects the learning of students who are absent but also their colleagues. Accordingly, 100 percent attendance is expected and required for all synchronous learning sessions. Faculty facilitators will record attendance during each small group session. Any student who is absent will be reported to the attendance officer, who is the only person that may deem an absence excused. In general, excused absences will be given only for students who meet the criteria for a leave of absence (LOA).

#### **Tardiness**

Students are expected to be on time and prepared at the beginning of each learning session. Students arriving for a small group session after the designated starting time will be reported as tardy to the attendance officer. Accumulating three tardies will be counted as an unexcused absence. Excessive tardiness that does not reach the aforementioned level will result in a report of unprofessional conduct. Students arriving more than 30 minutes late will be counted as absent.

#### **Consequences for Unexcused Absences**

- One unexcused absence: warning email from the Dean for Student Affairs
- Two unexcused absences: Letter of Reprimand. Students may request this letter be removed from their file at end of Year 2\*, providing no other professionalism issues have occurred. This request must be made formally in writing to the Dean for Student Affairs.
- Three unexcused absences: Letter of Reprimand (permanent)
- More than three unexcused absences: referral to the Professional Standards Committee (PSC). The PSC may recommend sanctions ranging from no further action warranted to dismissal of the student.

Any student failing to sit for an examination will be given a grade of zero for that examination unless the absence is excused by the Dean for Student Affairs. An excused absence for an examination will be granted only in the case of exceptional circumstances that can be adequately documented. If students have prior knowledge of such circumstances that will cause them to miss an examination, they must notify the Dean for Student Affairs and provide appropriate documentation supporting the reasons prior to said examination. All decisions regarding absences may be appealed to the Executive Dean of Preclinical Sciences, whose decision will be final.

*\*BSIC Intersession for students not eligible to take Step 1 after Year 2*

### **BSIC Intersession:**

One hundred percent attendance is required for all BSIC teaching sessions. Attendance will be taken every day. Any absent student will be reported to the attendance officer, who is the only person who may deem an absence excused. In general, excused absences will be given only for students who meet the criteria for a leave of absence (LOA).

### **Consequences for Unexcused Absences**

- One unexcused absence: warning email from the Office of Student Affairs
- Two unexcused absences: Letter of Reprimand. Students may request this letter be removed from their file at end of BSIC, providing no other professionalism issues have occurred. This request must be made formally in writing to the Dean for Student Affairs.
- Three unexcused absences: Letter of Reprimand (permanent)
- More than three unexcused absences: referral to the Professional Standards Committee (PSC). The PSC may recommend sanctions ranging from no further action warranted to dismissal of the student.

Students who are dismissed, withdraw, take an extended leave of absence, or otherwise separate from AUA will have their last date of attendance determined based on when the student is officially dismissed or when the student fills out documentation informing AUA of their intention to withdraw or take an extended leave of absence. If the student continues to participate in academically related activities after this date, the last date for confirmed academic related activities will be used instead.

Any student failing to sit for an examination will be given a grade of zero for that examination unless the absence is excused by the Dean for Student Affairs. An excused absence for an examination will be granted only in the case of exceptional circumstances that can be adequately documented. If students have prior knowledge of such circumstances that will cause them to miss an examination, they must notify the Dean for Student Affairs and provide appropriate documentation supporting the reasons prior to said examination.

All decisions regarding absences may be appealed to the Executive Dean of Preclinical Sciences, whose decision will be final.

## **CLINICAL SCIENCES**

Students are expected to be in attendance at all times during all clinical rotations. Although the Clinical Attestation Form and the *Clinical Guidelines* reinforce the requirement for 100 percent attendance in all clinical rotations, the fact is, emergency situations do come up. Students must obtain permission to be excused for a brief period of time from a rotation **in advance** from their preceptors. Students must then immediately notify their clinical coordinator and send a letter from the preceptor or attending physician approving the absence along with the makeup dates listed. Otherwise, it will appear that the student has abandoned a rotation. Obtaining advance

permission for absences will eliminate any issues with evaluations and the number of weeks being credited to the clerkship requirements.

Students failing to report to a clinical clerkship to which they have been assigned or taking an unauthorized absence during clerkship rotations may be dismissed from the clerkship and receive a failing grade. Students will incur the cost of any cancellation fees for (a) failing to appear for the first day of a scheduled rotation or (b) canceling scheduled rotations after the letter of good standing has been issued, and may be charged for the rotation. Recipients of financial aid must inform their financial aid services counselor of any schedule changes because financial aid is determined according to the initial scheduling of students' rotations. In addition, students who abandon a rotation might be subject to disciplinary action.

Students who have the opportunity to participate in a clinical clerkship in a hospital that is not affiliated with AUA may be allowed to participate in such a clerkship. *However, prior to doing so, they must contact the Clinical Department so that an evaluation of the hospital's educational program can be made to determine whether or not it meets AUA's standards for clinical clerkship sites.*

Because the scheduling of rotations is handled by the Clinical Department, students must **not** contact AUA-affiliated hospitals to schedule clerkships. Students who participate in a clerkship without prior permission from AUA will not be considered an AUA medical student. Any student who participates in a clerkship when not enrolled as a medical student is violating state and federal laws and regulations governing the practice of medicine. The student may be subject to criminal prosecution, civil liability, and liability to the hospital, its patients, and the medical school. Furthermore, neither the student nor the hospital will be covered under the AUA clinical clerkship insurance policy. Please refer to the *AUA Clinical Rotations Guidelines* for further details.



## **ABSENCES AND LEAVES**

Achieving the goal of becoming a Doctor of Medicine demands a great deal of time and attention. Many components of a medical education program cannot be made up or remediated. Interruptions during the educational schedule will create undesirable breaks in the continuous learning process that will be of concern to medical licensure boards and can affect financial aid eligibility and loan repayment status. Medical students will frequently be required to make tough choices concerning the competing demands of educational and personal interests. Therefore, students should give serious thought and consideration before making a decision to request a leave of absence (LOA) from the program.

In general, LOAs should be requested only under extraordinary circumstances where significant and unavoidable conflicts have developed requiring a leave from the program. Students are advised to consult with the Dean for Student Affairs to discuss plans for any interruption of studies prior to making a formal request. Students who wish to take a LOA must be in good standing with the university (students currently restarting a term are not eligible to apply for a LOA). Taking a LOA may also have financial implications, including placing loans in repayment and requiring AUA to return unearned loan proceeds credited to their AUA accounts to the US Department of Education. In addition, students who take a leave of absence, in some circumstances, depending on the length of the leave and whether the student had been required to restart a term or had previously taken an extended leave of absence, may not be eligible for further federal student loans for some or all of the remaining portion of their medical school education at AUA. Students are advised to consult with AUA's Office of Financial Services to better understand how taking a LOA may impact their private and/or federal loans.

## **PRECLINICAL SCIENCES: YEAR ONE, YEAR TWO, & BSIC INTERSESSION**

**There are two types of leaves of absence available for students enrolled in Preclinical Sciences Year 1, Year 2, & BSIC Intersession:**

- A short-term leave of absence (SLOA) begins at a point in time during a current term but can only be in effect for a maximum of five class days. Students are expected to make up any activity missed during their SLOA. Certain restrictions apply.
- An extended leave of absence (ELOA) begins at a point in time either during a current term or at the end of a completed term. An ELOA during the term remains in effect until the start of the following term. An ELOA at the end of a completed term starts on the last date of the term and continues through the next term. Students can only take one term off throughout their preclinical sciences.

### **Grading during an extended leave of absence in Preclinical Sciences Years 1 and 2:**

Students who are granted an ELOA during an academic year and who do not complete the academic year will receive a grade based on the following structure:

- If the ELOA is taken before the first examination of the academic year, the student will receive a grade of Withdrawn (W) for all courses.
- Students may only be approved to take an ELOA after the first examination of the academic year if they are passing all coursework. If this is the case, they will receive a grade of Withdrawn Passing (WP). Any student who has failed an examination will not be approved for an ELOA.

Students who apply for an ELOA but have received a failing grade in their examinations will be considered ineligible for an ELOA and must withdraw from the university if they are unable to resume their studies.

## **CLINICAL SCIENCES: SEMESTERS FIVE THROUGH EIGHT**

Upon completion of BSIC, students may need to take time off to study for the Step 1 exam. Once students pass Step 1, they will be required to begin the next available FM1/IM1 rotation. Students are allowed 6 months from the completion of the BSIC to pass the USMLE Step 1 exam and return to FM1/IM1. This is an approved break between BSIC Intersession and FM1/IM1 in which students remain enrolled full-time and in good standing with AUA. However, US Department of Education's regulations require AUA to report to the National Student Loan Data System (NSLDS) as withdrawn for Federal Financial Aid purposes those students who have federal loans. Students who are so reported to NSLDS as withdrawn may enter repayment until they return for FM1/IM1. Students in these circumstances are advised to contact their loan servicer, as well as the school's financial aid office, to discuss postponement of repayment options that may be available to them such as: economic hardship deferments, unemployment deferments and forbearances. Students who do not return to FM1/IM1 within 6 months from the conclusion of BSIC will be subject to temporary withdrawal from the university.

*Please Note: Students have the option to apply for a Leave of Absence (LOA) for the duration of the approved break. They would then be reported to NSLDS for Financial Aid purposes as having a Student Financial Aid Leave of Absence (an SFA-LOA) rather than as withdrawn, with effect that students who otherwise would enter repayment would avoid that circumstance. Students should consult their loan servicers to learn whether and/or to what extent they would enter repayment if they were not on an LOA. Students should be aware that AUA is required to report students' LOAs to the ECFMG, on student's Medical School Performance Evaluations (MSPEs), which may negatively affect students' applications for residency positions. Students who wish to take a LOA must apply for the leave with the AUA Office of Student Affairs.*  
(Please see the "Temporary Withdrawal" section for additional information).

Once students advance into FM1/IM1, due to the nature of clinical rotation scheduling, it is possible that students may have brief breaks between their scheduled rotations. Breaks of 4 weeks or less will have no impact on the student's enrollment status, and their federal student loans, if any, will not be impacted. If students plan on taking more than 4 weeks off to study for Step 2 CK or plan to take more than 4 weeks off between clinical rotations, they will be required to apply for a clinical leave of absence (CLOA).

The clinical leave of absence is the only type of leave of absence available for students once they are enrolled in their Clinical Sciences (Semesters Five through Eight). A CLOA may be taken for a period of more than 4 weeks but no longer than 180 days within any 12-month period. A CLOA satisfies the requirements of an “approved leave of absence” under the regulations governing federal financial aid. An approved leave of absence is a US federal financial aid policy that allows a Direct Loan borrower to temporarily leave attendance at the university and return to the same point where the academic program was interrupted. For this reason, an approved leave of absence is not applicable for students enrolled in Year 1, Year 2, or BSIC Intersession. Students who do not return to their coursework immediately upon the expiration of a CLOA will be administratively withdrawn retroactive to their last date of attendance (please see the “Administrative Withdrawal” section for additional information).

Students who wish to take a CLOA during their clinical rotations must proactively work with their clinical coordinator to discuss their intent to take a CLOA and arrange their clinical schedule to reflect their planned time off. CLOA applications must be submitted to the Office of the Registrar well in advance to allow time for review and approval prior to the start of the student’s break. CLOA forms that are submitted after a student’s last date of attendance will not be approved and in that circumstance, students will be considered temporarily withdrawn for the duration of their break.

### **Temporary Withdrawal (TWD)**

Students who need to take more than 6 months off upon successful completion of the CBSE at the end of BSIC may have up to an additional 180 days off. In these cases, once students exhaust their 6-month break, their status will automatically change to a TWD status for up to an additional 180 days. Students who do not pass the USMLE Step 1 within one year of the last day of the BSIC will be dismissed from the university. Students who do not start the next available FM1/IM1 after passing Step 1 will be subject to administrative withdrawal from the university.

TWD status will also be assigned to clinical students who, during their clinical rotations, take breaks of more than 4 weeks that have not been approved for a CLOA. Students who are required to repeat a clerkship but are not able to do so within 4 weeks of the last date of the failed clerkship will also be assigned a TWD status. Once students have been assigned a TWD status, they are not eligible to apply for a CLOA. Clinical students who remain on a TWD status for more than 180 days will be subject to administrative withdrawal from the university.

### **LEAVES OF ABSENCES AND FINANCIAL AID**

AUA may grant a student a Leave of Absence (LOA) that does not meet the conditions to be an approved LOA for Title IV purposes (for example, for academic reasons). A LOA that does not meet all of the conditions for an approved LOA is considered a withdrawal for Title IV purposes. The student’s withdrawal date is the date the student begins the LOA.

Students receiving federal financial aid should visit the SFS Office to review their awards before deciding on a leave of absence. Recipients of federal Title IV loans may use all or portions of

their grace period during a LOA. A student who has exhausted their grace period and is unable to begin repayment should contact their loan servicer to discuss deferment and/or forbearance.

Please contact AUA's Financial Aid Services Department with any questions at [financialaidservices@auamed.org](mailto:financialaidservices@auamed.org)

### **Important Information Regarding Extended Leaves of Absence (ELOAs), Temporary Withdrawals (TWDs), and Federal Financial Aid**

Students in an ELOA or temporary withdrawal status who are receiving federal financial aid are considered withdrawn by the US Department of Education, and AUA is bound to report them as such (effective their last date of attendance, as determined by the Office of the Registrar). Students reported to the National Student Loan Data System (NSLDS) as withdrawn will enter repayment unless and until they are once again enrolled at AUA or another participating institution. AUA will be required to return to the US Department of Education federal loan proceeds that have not been earned by the withdrawn students as of the last day of their attendance. Students in these circumstances are advised to contact their loan servicer either to make arrangements to start making monthly payments or, if students are unable to repay their loans while in this status, to discuss with their loan servicer the possibility of postponing or reducing their loan payments. Students should contact the school's financial aid office and the federal servicer of their loans to discuss postponement of repayment options that may be available to them such as economic hardship deferments, unemployment deferments, and forbearances.

Once students return from ELOA or TWD and resume their studies, their enrollment status will be updated to enrolled (full time). Generally, students will not have to submit an in-school deferment form to their servicer. However, students should contact their federal loan servicers to verify in-school status. If an enrollment verification letter needs to be requested from the school, please submit a request to the Office of the Registrar. Students who have questions about their Title IV program funds Teletypewriter (TTY) users may call 1-800-730-8913. Information is also available on the web at [www.studentaid.gov](http://www.studentaid.gov).

### **Effect of an Extended Leave of Absence (ELOA) prior to the completion of current term**

AUA Refund Policy will be applied for all ELOAs. Based on the Last Date of Attendance (LDA) all institutional charges will be adjusted on student tuition accounts for time unattended provided that 60% of the term has not passed. If 60% of the term has passed all institutional charges are considered 100% earned and no adjustment will be posted to student tuition accounts.

For students who are on Federal Student Aid (FSA) and who take an ELOA before the completion of a term, AUA may be required to return to the US Department of Education the proceeds of federal loans that have not been earned as of the date the ELOA began. Students may be eligible to obtain FSA when they resume their studies but only for new institutional charges, i.e. tuition and fees. Students will be responsible, as stated in AUA's Financial Obligation

Acknowledgement, which students are required to sign during Online Registration, for balances due as a result of loss/reduction of financial aid, or other credits originally anticipated, due to ineligibility, attendance, incomplete paperwork, or as a result of separating from the school after 60% of the term has passed. Students will also be responsible for any unpaid NON-institutional charges at the time of their separation by ELOA, but new FSA, upon return to school, cannot be applied to past NON –institutional balances.

Any remaining credit balance—after appropriate tuition adjustments and return of FSA---at the beginning of an ELOA that has not been applied to other obligations owed by the students to AUA or returned by AUA to the students' lender or to the students—will be carried over and applied to new tuition or fee charges for the term in which the students return to their studies.

Any unearned funds AUA is holding from students who withdrew, were administratively withdrawn, or are dismissed from the school is eligible for refund.

### **Extended Leave of Absence (ELOA) Beginning after a Completed Term**

An ELOA that begins between terms will have no immediate effect on the student's tuition account and the student will be responsible for any unpaid balance.

### **Short-Term Leave of Absence (SLOA) and Clinical Leave of Absence (CLOA)**

An approved SLOA or CLOA will have no immediate effect on the student's tuition account.

### **Procedures and Policies for Obtaining a Leave of Absence (LOA)**

Leaves of absence, regardless of the type, must meet the following criteria and will not be granted unless the following procedures are followed:

- Students must obtain and complete a Short-Term, Extended, or Clinical Leave of Absence Application Form as appropriate, stating the specific reasons for the leave and providing the date that the student will return from the leave.
- Preclinical Science students must submit the form to the Dean for Student Affairs; determination as to whether the leave will be granted will be at the dean's sole discretion. Students seeking a clinical leave of absence must submit their forms to the Office of the Registrar, who will forward the form to the Dean for Student Affairs. Students must receive final approval in writing from the Dean for Student Affairs and/or the Office of the Registrar before the request for the LOA is deemed granted.
- If students do not resume their studies on or before the last date that leave has been approved, they will be administratively withdrawn retroactive to their last date of attendance.

- Students may not be currently restarting/repeating a term and may not be failing any course (including CAS Examinations or clinical rotations) at the time of application or at the time that the leave commences. Students who have received any failing grades from their CAS Examinations or from a clinical rotation cannot request, and will not be granted, a LOA. In such cases, students in need of time away from their studies must withdraw from the school (see the “Withdrawals” section below). Students who must restart a term or a clinical rotation are not eligible to take a LOA.
- Students who are granted a LOA must provide written documentation supporting the stated need for the leave and, under certain circumstances, may have to satisfy other previously set conditions prior to returning to classes.
- Applications for CLOAs during clinical rotations must be submitted to the Office of the Registrar after students have arranged their official clinical schedule to reflect their planned time off. CLOA applications must be received, reviewed, and approved prior to the start of the break.

#### **Upon return to AUA from a leave of absence:**

- Preclinical Science students must present hard-copy documentation to the Dean for Student Affairs (1 week prior to returning to Antigua) that sufficiently substantiates the original reason for the LOA request.
  - If the provided documentation is considered insufficient, the student may be given extra time to provide additional documentation or the LOA may be disapproved by the Dean for Student Affairs. In the latter case, the student is considered to have been on an unauthorized leave of absence (see the “Unauthorized Leave of Absence” section). If documentation is not provided or is deemed insufficient upon return, the LOA will be converted into an administrative withdrawal.
- Once students whose enrollment statuses were reported to NSLDS as withdrawn return from a LOA and resume their studies, they will be reported to the department as enrolled (full time) and eligible for an in-school deferment. Students should contact the Office of the Registrar if their loan servicer requests an enrollment verification form or letter from the school.
- A Preclinical Science student who takes a LOA is not permitted to enroll at another medical school and take preclinical science courses for credit during the time of the LOA. Any student who wishes to take preclinical science courses for credit at another medical school must withdraw from AUA.

*Ultimately the Dean for Student Affairs has complete discretion to give or deny the final approval for all LOA requests.*

#### **Unauthorized Leave of Absence**

Unauthorized leave is defined as a student-initiated leave from AUA or overstay of an approved leave of absence **without** going through the proper protocol. Students who are on an unauthorized leave of absence may not receive consideration for missed coursework, exams,

quizzes, etc. and might be subject to disciplinary action. In all cases the student will be administratively withdrawn from the university. Students wishing to return to AUA after an unauthorized leave must submit a letter of appeal. The past performance of these students will be reviewed by the Appeals Committee to determine whether they can be readmitted and, if so, under what conditions.

### **Pending Graduation**

Once students complete the clinical sciences portion of the curriculum they will automatically be placed on a pending-graduation status (PGR). PGR students are typically waiting to pass the USMLE Step 2 Clinical Knowledge (CK) examination or are waiting to clear their degree audit. PGR students are encouraged to be mindful of AUA's policies and deadlines to pass the USMLE Step 2 CK. Failure to comply with these deadlines may result in dismissal.

The Office of the Registrar must report the PGR enrollment status of students who have received federal financial aid to NSLDS as withdrawn as of the last day of their last clinical rotation and should perform the following:

- Contact their federal servicer to make arrangements to make either monthly payments or obtain an economic/unemployment deferment or forbearance. If eligible, deferments and forbearances will postpone the necessity of making payments.
- Complete an exit interview by logging into their account at [www.studentloans.gov](http://www.studentloans.gov). The results will be sent to the National Student Loan Database System.

PGR students are not eligible to apply for a LOA. Once students have met all degree requirements and have cleared the degree audit, their statuses will change to graduated.

## **WITHDRAWALS**

### **Student Withdrawal from AUA**

Students who withdraw from AUA must complete a Withdrawal Form, which is obtained from the Office of the Registrar or the Office of Student Affairs, and must participate in an exit interview with the Dean for Student Affairs. Because the curriculum is integrated, withdrawal from individual courses or modules is not permitted. Students wishing to return to AUA after having withdrawn must then apply for readmission. They will be subject to the tuition policy for withdrawals and the university refund policy. Readmission is not guaranteed, but applications will be reviewed by the Admissions Committee. Readmitted students will be subject to all academic policies and tuition and fees in effect at the time of re-enrollment, without any grandfathering provisions based on their original admission. Student withdrawals are governed by the following policies:

- Students cannot withdraw from single courses during a term; they must withdraw completely from AUA.
- Students withdrawing from AUA before CAS 1 will receive a grade of W for all coursework. If students withdraw after CAS 1, they will receive a grade of WF (withdrawn failing) or WP (withdrawn passing) based upon their score(s) on the CAS examination(s) taken to date.
- Refund calculations, if required, are based on the official withdrawal date, as determined by the Office of the Registrar.
- Students will need to restart the term they withdrew from if they are readmitted.
- A W, WP, or WF grade appears on your transcript. The W, WP, or WF grade will not count in the calculation of the student's GPA. W, WP, or WF grades are not replaceable with an R grade.
- Students who apply for an extended leave of absence while having a failing average must withdraw from the university.
- Students who wish to withdraw during preclinical sciences must submit their signed withdrawal form and complete the withdrawal process within 14 days from their last date of attendance. Failure to comply with this requirement may result in administrative withdrawal from the university.

A student withdrawal (WD) is a full termination of the student's enrollment at the university. The Office of the Registrar must report WD enrollment statuses to NSLDS. Students on a WD status are considered withdrawn for financial aid purposes, effective their last date of attendance as determined by the Office of the Registrar.



### **Administrative Withdrawal**

Students are subject to administrative withdrawal under the following circumstances:

- They complete a term and do not return to the following term, without receiving approval for an extended leave of absence.
- They fail to complete online registration and/or in-person confirmation for the following term.
- They fail to return from ELOA, SLOA, CLOA, or TWD status.
- They have a gap of 6 months or more during clinical sciences or after passing the USMLE Step 1 examination.
- They fail to complete the preclinical sciences withdrawal process within 14 days from last date of attendance.

Students who are administratively withdrawn may appeal this decision by submitting a formal letter of appeal to the Appeals Committee. Please see the “Appeals Committee” section for additional information. Students who have an enrollment status of administratively withdrawn for more than 12 months will be subject to dismissal. Dismissal appeals must be submitted to the Appeals Committee within 7 days. Please see the “Dismissals” section for additional information.

An administrative withdrawal is a full termination of the student’s enrollment at the university. The Office of the Registrar must report ADWD enrollment statuses to all lenders. Students on an ADWD status are considered withdrawn for financial aid purposes, effective their last date of attendance as determined by the Office of the Registrar.

Student borrowers on WD or ADWD status should do the following:

- Contact their federal servicer to arrange to make either monthly payments or obtain an economic/unemployment deferment or forbearance. If eligible, deferments and forbearances will postpone the necessity of making payments.
- Complete an exit interview by logging into their account at [www.studentloans.gov](http://www.studentloans.gov). The results will be sent to the NSLDS.

## **READMISSION**

Students who have filed a student withdrawal and who wish to continue their medical education at AUA must formally apply for readmission through submission of an application for readmission to the Admissions Committee. Readmission is not guaranteed. However, if students are readmitted, they are subject to all academic policies, tuition, and fees that are in effect at the time of readmission. Such students are also subject to complete all conditions set forth in the readmission decision letter. Students who are readmitted to AUA with conditions are not eligible to voluntarily withdraw from the university. Failure to meet all conditions of readmission may result in dismissal.

Students who have been dismissed or administratively withdrawn must submit an appeal to the Appeals Committee. The committee will make a determination whether the student is eligible for readmission. Please see the Appeals Committee section for additional information.

If students are readmitted (RADM) and return to their approved preclinical sciences term or clinical rotation, their status will once again be reported to the US Department of Education as enrolled (full time), and they will once again be eligible for an in-school deferment of student loan(s). Students should contact the Office of the Registrar if the loan servicer requests an enrollment verification form or letter from the school. Students will remain in repayment while on RADM status.

## **EXAMINATIONS** *(For information on accommodations, please refer to the section on Testing Accommodations)*

### **A. PRECLINICAL SCIENCES**

#### **1. General**

1. All examinations are mandatory, and any failure to take a scheduled examination is subject to the attendance policy.
2. All examinations administered are scheduled, administered, proctored, and reported by the Examination Center. The Examination Center enforces the examination policies (see below); any violation of the policies will disqualify the student from taking the examination and may invoke further disciplinary action by the school.
3. Each class will take each examination on a single day, according to a schedule published in the academic calendar. All examinations consist of United States Medical Licensing Examination (USMLE)-style multiple-choice questions and are administered on computer testing software. The time per question is 1 minute and 30 seconds.
4. There are two kinds of examinations, formative and summative. Formative examinations are designed as learning experiences and students receive the scores, answers, and explanations of all questions after the examination. Summative examinations, on the other hand, are for assessment purposes only and no examination review is provided.
5. There are four kinds of summative examinations, quizzes, CAS (Customized Assessment Service), CBSE (Comprehensive Basic Sciences Examination), and OSCE (Objective Structured Clinical Examination); details are below.
6. Make-up examinations for summative examinations are administered to students with an approved Leave of Absence (LOA) or a legitimate excuse to miss an examination, as determined by the Office of the Dean for Student Affairs. Students who miss an examination without a legitimate excuse receive a score of zero.
7. Student computers must meet the minimum technical requirements specified below:

#### Minimum Technical Requirements Spring 2023

	WINDOWS Laptop	APPLE MACINTOSH
<b>Operating System</b>	MINIMUM Windows 10	macOS 10.14 Sierra or higher
	RECOMMENDED Windows 11 Home or Pro	RECOMMENDED macOS 13 Ventura

<b>Processor Type</b>	MINIMUM Core i5 Processor AMD A6  RECOMMENDED Core i7 Processor AMD A8	MINIMUM Core i5 Processor  RECOMMENDED Core i7 Processor or higher M1 or higher Processor
<b>Memory</b>	MINIMUM 8 GB RAM  RECOMMENDED 16GB	MINIMUM 8 GB RAM  RECOMMENDED 16GB
<b>Hard Drive</b>	MINIMUM 512 GB SSD  RECOMMENDED 1TB SSD or higher	MINIMUM 512 GB SSD  RECOMMENDED 1TB SSD or higher
<b>Graphics Card</b>	MINIMUM 512 MB Video Memory or higher	MINIMUM 512 MB Video Memory or higher
<b>Screen</b>	13” screen or larger	13” screen or larger
<b>Webcam</b>	Integrated HD Webcam 720P or higher	Integrated HD Webcam 720P or higher
<b>Microphone</b>	Integrated microphone or external USB/Bluetooth Mic/Headset	Integrated microphone or external USB/Bluetooth Mic/Headset
<b>Wireless Networking</b>	Minimum 802.11ac  RECOMMENDED 802.11ax	Minimum 802.11ac  RECOMMENDED 802.11ax

<b>Browser (NBME Examinations)</b>	Microsoft Edge Chromium (legacy Edge is not supported) Safari 12 or higher Google Chrome (current version) Mozilla Firefox (current version)	Microsoft Edge Chromium (legacy Edge is not supported) Safari 12 or higher Google Chrome (current version) Mozilla Firefox (current version)
<b>Residence Broadband Internet</b>	Minimum Upload/Download 5 Mbps 20 Mbps  RECOMMENDED Upload/Download 5 Mbps/25Mbps	Minimum Upload/Download 5 Mbps 20 Mbps  RECOMMENDED Upload/Download 5 Mbps/25Mbps
<b>Warranty</b>	4-year parts and labor	3-year parts and labor AppleCare
<b>Virus Protection Software</b>	Antivirus software such as McAfee, Norton, Kaspersky, Bitdefender, TrendMicro	
<b>An iPad or a tablet is not an acceptable substitute for a computer.</b>		

## 2. Formative Examinations

1. Formative examinations consist of at least 15 questions and their dates and start times are published in the academic calendar.
2. Formative examinations are cumulative, i.e., the questions are on material that was covered during the period since the previous examination and the start of basic sciences.
3. Students review the examinations in the form of a group discussion in their small groups after the examination
4. There are no make-up examinations for the formative examinations.

## 3. CAS Examinations

### 3a. In-person proctored CAS examinations

1. CAS Examinations are administered in MED1, MED2, MED3, and MED4. They consist of 50-200 questions and are administered on the NBME (National Board of Medical Examiners) testing software. The CAS Examinations are administered in dedicated examination rooms and on student computers.
2. Except for the first CAS examination, all CAS examinations in Med1 through Med4 are cumulative, i.e., it contains up to 20% questions on material that is already tested on the previous CAS examinations in the basic sciences.
3. The last CAS examination of MED2 and MED4 is comprehensive, testing content from year 1 in MED2 and year 1 and year 2 in MED4.

4. The start time for CAS Examinations is 9:00 a.m. Antigua time (-4 UTC). Examination rooms are opened at 8:15 a.m. Antigua time (-4 UTC) to allow students to be screened at the doorway and seated. Students who are not in their examination rooms by 8:50 a.m. Antigua time (-4 UTC) will not be seated and will miss the exam.
5. The Examination Center will publish the scores as soon as they are certified by the NBME, typically 2-3 business days after the exam. The total percent correct scores are used for grading of all NBME CAS examinations.
6. The scores of students who have not submitted surveys to evaluate the faculty and courses prior to administration of the examination may be withheld until the surveys have been submitted. Students who have not submitted surveys by the end of the term are subject to disciplinary action.

#### **4. Comprehensive Basic Sciences Examination (CBSE)**

1. The CBSE is administered at the end of the Basic Sciences Integration Course (BSIC). It consists of 200 questions and is administered on the NBME testing software. CBSE examinations are administered and proctored in-person on campus or at a Prometric site.
2. The start time for CBSE examinations is 9:00 a.m. Antigua time (-4 UTC). Examination rooms are opened at 8:15 a.m. Antigua time (-4 UTC) to allow students to be screened at the doorway and seated. Students who are not in their examination rooms by 8:50 a.m. Antigua time (-4 UTC) will not be seated and will miss the examination.
3. The scores will be made available on the student portal as soon as they are certified by the NBME, typically 2-3 business days after the examination. CBSE scores are scaled by NBME using a procedure described on the NBME website. NBME reports scores on the CBSE and CBSSA using equated percent scores. We have decided to adopt an equated percent score of 68 as the qualifying score on the CBSE as one of the determinants for eligibility to take the USMLE Step 1 examination for all examinees whose scores will be reported beginning February 23, 2022.
4. Students who fail CBSE by not achieving a certifying score can take the examination up to 4 times. No further attempts will be allowed.

#### **5. Objective Structured Clinical Examination (OSCE)**

OSCEs are hands-on examinations that test clinical skill performance and competence in a range of skillsets, related to the gathering and interpretation of clinical data. This includes competency in history taking and physical examination skills to USMLE standards.

In MED3 and MED4, this competency includes a component that assesses the student's ability to communicate the clinical data and related interpretation in a documented format.

OSCEs are a real-world approach to learning and assessment. The assessment applies a standardized approach, which includes standardized patients (SPs), standardized scoring tools and standardized examination-day logistics. The Clinical Skills lab will function as training for OSCEs. Students participate in history taking, clinical examination and at the end learn how to compose patient notes.

The core components that will be assessed in OSCEs include:

- ✓ Integrated Clinical Encounter (ICE)
- ✓ Communication and Interpersonal skills (CIS) - this component assesses professionalism and the student's ability to communicate with patients and healthcare workers.
- ✓ Spoken English Proficiency (SEP)
- ✓ Additionally, in Semesters 3 and 4, A writeup component is part of an OSCE where the students need to summarize the clinical case they encountered on OSCE and enter the patient notes on a standard USMLE template in Exemplify software.

### **Dress Code for OSCE and Clinical Skills Labs**

Dress code is always professional as expected in all Clinical Skills Labs. (CSL).

AUACOM identification cards must be worn and must be visible at all times. A white coat bearing the student's name is to be worn. Students may not wear a white coat bearing someone else's name. If a student does not possess a white coat bearing his/her name, he/she must wear a plain white coat.

### **Items Required for the OSCE**

Medical equipment including a stethoscope, patellar hammer, penlight, a pen/pencil, eye chart, tuning forks, other materials to assess neurological function and a watch with a second hand are to be brought to the OSCE by the student. Students should also possess an otoscope and an ophthalmoscope.

An exception is the Harvey OSCE where no instruments are required for the examination.

Paper will be provided by the examiner if writing is required. All students must label their paper with their name and ID number. It is the student's responsibility to write legibly.

Students are expected to manage their own time in an OSCE without any prompts or reminders from the examiner.

Standardized patients shall be treated with the same respect and professional courtesy as that which is appropriate for any clinical interaction.

No student shall discuss any component of the OSCE with another for the duration of the examination period. Students found in violation of this rule are liable to penalties under the AUA Code of Professional Conduct and may face loss of academic credit or expulsion.

If a student feels that his/her performance has been compromised as a result of an irregularity in the conduct of the examination, he/she must report the irregularity to the CM Course Director at the end of the examination on the same day.

Students must be familiar with their Examsoft login information if there is a write up component to the OSCE. Invigilators will not provide passwords on the day of the OSCE.

All testing material provided by examiners must be returned before leaving the examination.

### **Items NOT permitted in the OSCE or the Sequestration Rooms**

No communication devices of any sort will be permitted. This includes but is not limited to smart phones, smart watches, smart glasses, laptops, tablets, paging devices, blue tooth-enabled devices, any Wi-Fi transmitting device or any other form of communicating devices.

Students are not allowed to leave the sequestration room until it is time for the examination. Students who require a restroom break must get the permission of one of the proctors in the sequestration room.

### **Sequestration**

Students are sequestered prior to an OSCE examination to secure and maintain the integrity of the OSCE. Since every student has the same task to perform in the same time frame, sequestration of students until their turn to perform the examination on each OSCE day is critical.

#### **OSCE Sequestration Guidelines:**

1. Students must arrive at the sequestration room and be seated at least thirty (30) minutes before the start of the OSCE.
2. If a student arrives after the commencement of the OSCE, the Course Director, acting in his/her sole discretion, will decide whether the student will be permitted to sit the OSCE.
3. Students must present their ID card to their examiners. If there is a write-up component, the ID card is to be placed on the desk for verification by the proctor.
4. Students must be appropriately dressed and have all necessary medical equipment necessary for the examination.
5. Students may carry textbooks and personal notes for quiet studying or reviewing during sequestration. During sequestration, communication of any type between the students is strictly prohibited.
6. All items not explicitly approved will be placed in a designated storage area under the supervision of the invigilators. The University will not be responsible for personal property left in the examination rooms.
7. Disruptive behavior during the sequestration period or during the examination will not be tolerated. This behavior will be reported to the Course Director and students may face loss of academic credit or expulsion.
8. Students may take water and dry snacks to be consumed during sequestration. Water/tea/coffee will be available.

### **Scores**

OSCEs are summative and all scores are final. Students must wait until the decisions of the Promotions Committee have been published before commencing any appeal process.

Students who score less than 70% on OSCEs will be offered an opportunity to discuss their examination performance with the Course Director by prior appointment. This is to get feedback about how to improve their performance but not to seek a grade change.



## 6. Examination Policies

1. Students must comply with all instructions given by the Examination Center personnel before and during examination administration.
2. Students must present a valid AUA Student ID to be permitted to take an examination.
3. Students testing on campus are encouraged to wear either a disposable surgical mask or a disposable N95/KN95 mask.
4. Students will undergo pre-examination screening at the door of the testing room. Students must submit their glasses for inspection. No jewelry will be allowed during the examination, except wedding bands/rings and religious jewelry; all allowed jewelry is subject to inspection by the proctors.
5. The examination security rules are strictly enforced; security violations carry serious sanctions imposed by the school and/or the NBME. The following are prohibited:
  - Communicating or attempting to communicate about specific questions and/or answers with another examinee, potential examinee, or formal or informal test preparation group at any time before, during, or after an examination.
  - Any reproduction by any means, including, but not limited to, reconstruction through memorization, and/or dissemination of examination materials by any means, including the Internet.
  - Taking notes of any kind, or use of any device, except the scratch paper and pens shown to the proctor at the pre-examination screening. Consulting notes, books, mobile devices, computers or talking to students during breaks.
  - Wearing of headphones or earbuds of any kind, including noise-canceling and wireless models, during examinations is not allowed. Foam earplugs can be used, but students must show them to the proctor at the pre-examination screening, if requested.
6. The Student Health Clinic has issued the following guidelines:
  - Make sure you are taking care of your health the week of the examination; getting proper sleep, taking study breaks, eating correctly, staying hydrated-not binging on caffeine and/or other stimulants.
  - If you're feeling ill during your study week, it might be appropriate to be seen several days before the examination in order that you can be diagnosed and treated before examination day.
    - If you are feeling ill during the examination please notify a proctor.

## 7. Grading of Exams

1. The subject and the fraction of the final grade for MED1 of all summative examinations in Spring 2023 will be as follows:

### YEAR 1 (MED 1)

Examination	Systems	% of MED1 grade
M1Q1	Foundations	2
M1CAS1	Foundations	11

M1Q2	Musculoskeletal system and the previous system	2
M1CAS2	Musculoskeletal system and previous systems	17
M1Q3	Gastrointestinal system and previous systems	2
M1CAS3	Gastrointestinal system and previous systems	23
M1Q4	Neuroscience and previous systems	2
M1CAS4	Neuroscience, Behavioral sciences and previous systems	26
CM1		15
Total		100

1. Students who receive a final average score for MED1 of less than 55.00% are subject to dismissal<sup>1</sup>.
2. Students repeating MED1 who receive a final average score for MED1 between 55.00% and 69.00% are subject to dismissal.
3. Students scoring between 55.00% and 69.00% in MED1 and making satisfactory academic progress will not be allowed to proceed to MED2 but will repeat MED1. They are required to meet with their academic advisor and a member of the Education Enhancement Department (EED). The purpose of this meeting will be to discuss an educational plan outlining strategy for improvement. This plan may require participation in EED programs designed to facilitate student success.
4. Students scoring 70.00% or above in MED1 will be allowed to proceed to MED2.
5. AUA reserves the right to change the means of assessment e.g. dropping particular examinations or changing the weights of individual examinations at any time, including during the semester.

The subject and the fraction of the final grade for MED2 of all summative examinations will be as follows:

YEAR 1, Period 2 (MED 2)

Examination	Systems	% of year 1 grade
From Med1		45.5*
M2Q2.1	Cardiovascular system and previous systems	1.5

M2Q2.2	Respiratory system and previous systems	1.5
M2CAS1	Cardiovascular system, Respiratory system, and previous systems	13
M2Q2	Renal system and previous systems	1.5
M2CAS2	Renal system and previous systems	8
M2Q3	Endocrine system and previous systems	1.5
M2CAS3	All systems in year 1 - Endocrine and Reproductive systems (30%), and previous systems (70%)	20
CM2		7.5
Total for Year 1		100

\*This weight holds true for all students who took Med1 in Fall 2022

- Students who receive a final average score for Year 1 of less than 55.00% are subject to dismissal<sup>1</sup>.
- Students scoring between 55.00% and 69.00% in Year 1 and making satisfactory academic progress will not be allowed to proceed to MED3 in Year 2 but will be allowed to restart Year 1 with MED1<sup>1</sup>. They are required to meet with their academic advisor and a member of the Education Enhancement Department (EED). The purpose of this meeting will be to discuss an educational plan outlining strategy for improvement. This plan may require participation in EED programs designed to facilitate student success.
- Students scoring between 55.00% and 69.00% in Year 1 and not making satisfactory academic progress will be dismissed.
- Students scoring 70.00% or above in Year 1 will be allowed to proceed to MED3 of Year 2.
- AUA reserves the right to change the means of assessment e.g. dropping particular examinations or changing the weights of individual examinations at any time, including during the semester.

The subject and the fraction of the final grade for MED3 of all examinations will be as follows:

YEAR 2 (MED 3)

Examination	Systems	% of MED3 grade
M3Q1	Foundations	2
M3CAS1	Foundations	11
M3Q2.1	Hematolymphoid system and previous systems from year 1 and 2	2
M3Q2.2	Musculoskeletal system and previous systems from year 1 and 2	2
M3CAS2	Hematolymphoid System, Musculoskeletal system and previous systems from year 1 and 2	17
M3Q3	Neuroscience and previous systems from year 1 and 2	2
M3CAS3	Neuroscience, Behavioral sciences, and previous systems from year 1 and 2	22
M3Q4	Gastrointestinal system plus previous systems from year 1 and 2	2
M3CAS4	Gastrointestinal system and previous systems from year 1 and 2	25
CM3		15
Total		100

1. Students who receive a final average score for MED3 of less than 55.00% are subject to dismissal.
2. Students repeating MED3 who receive a final average score for MED3 between 55.00% and 69.00% are subject to dismissal.
3. Students scoring between 55.00% and 69.00% in MED3 and making satisfactory academic progress will not be allowed to proceed to MED4 but will repeat MED3<sup>2</sup>. They are required to meet with their academic advisor and a member of the Education Enhancement Department (EED). The purpose of this meeting will be to discuss an educational plan outlining strategy for improvement. This plan may require participation in EED programs designed to facilitate student success.

4. Students scoring between 55.00% and 69.00% in MED3 and not making satisfactory academic progress will be dismissed.
5. Students scoring 70.00% or above in MED3 will be allowed to proceed to MED4.
6. AUA reserves the right to change the means of assessment e.g. dropping particular examinations or changing the weights of individual examinations at any time, including during the semester.

The subject and the fraction of the final grade for MED4 of all summative examinations will be as follows:

YEAR 2, Period 2 (MED 4)

Examination	Systems	% of year 2 grade
From Med3		44.25**
M4Q1.1	Cardiovascular system and previous systems	1.75
M4Q1.2	Respiratory system and previous systems	1.75
M4CAS1	Cardiovascular system, Respiratory system, and previous systems	13.25
M4Q2	Renal system and previous systems	1.75
M4CAS2	Renal and Urinary system, and previous systems	8
M4Q3	Endocrine system and previous systems	1.75
M4CAS3	Comprehensive examination – year 1 and year 2 content, Endocrine/Reproductive system (30%), and other systems (70%)	20
CM4		7.5
Total for Year 2		100

\*\*This weight holds true for all students who took Med3 in Fall 2022

1. Students who receive a final average score for Year 2 of less than 55.00% are subject to dismissal<sup>1</sup>.
2. Students scoring between 55.00% and 69.00% in Year 2 and making satisfactory academic progress will not be allowed to proceed to BSIC but will be allowed to restart Year 2 with MED3<sup>3</sup>. They are required to meet with their academic advisor and a

member of the Education Enhancement Department (EED). The purpose of this meeting will be to discuss an educational plan outlining strategy for improvement. This plan may require participation in EED programs designed to facilitate student success.

3. Students scoring between 55.00% and 69.00% in Year 2 and not making satisfactory academic progress will be dismissed.
4. Students scoring 70.00% or above in Year 2 will be allowed to proceed to BSIC.
5. AUA reserves the right to change the means of assessment e.g. dropping particular examinations or changing the weights of individual examinations at any time, including during the semester.

## **8. Examinations in the Basic Science Integration Course (BSIC)**

- a. Formative
  - i. Cumulative, discipline-based quizzes via the Kaplan platform
  - ii. Proctored NBME Comprehensive Basic Science Self-Assessment Examination in week 10
  - iii. Proctored full-length Kaplan Comprehensive Final Examination in week 11
- b. Summative - BSIC will be graded as Pass or Fail. To pass the BSIC, students must:
  - i. Attend at least 80% of the live lectures
  - ii. Attempt at least 80% of the items in the Kaplan Question Bank
  - iii. Obtain a qualifying score on the NBME CBSE

### **Promotions criteria for BSIC:**

1. Students must meet ALL of the following criteria in order to pass BSIC:
  - a. Attend at least 80% of the live lectures
  - b. Attempt at least 80% of the items on the Kaplan Question Bank
  - c. Obtain a qualifying equated percent score of 68 or higher thereof on the NBME CBSE taken by/on 12<sup>th</sup> April 2023 on campus or at a Prometric testing center.
2. As USMLE Step 1 reporting has been changed by NBME to Pass/Fail the implications of applicant selection for residency positions by Program Directors (PD) have not been defined. However, based on multiple conversations with and publications by PDs it seems that applicants who do NOT pass Step 1 on their first attempt will face significant challenges finding residency positions. While we do have robust programs in place to guide you towards clinical rotations and residency and help you to navigate the challenges of successful application for residency it is extremely important that you pass USMLE Step 1 on your first attempt. Once students successfully complete BSIC and obtain a minimum score of 68 on the CBSE their individual readiness to pass USMLE Step 1 is determined by faculty taking their entire academic development and performance into account. Students who are expected to pass Step 1 without further intervention will be certified to sit Step1 within 12 weeks after successful completion of BSIC and obtaining a score of 68 or higher on the CBSE. Students who are not deemed to be ready to sit USMLE Step1 immediately after completion of BSIC and obtaining a score of 68 or higher on the CBSE will be contacted by EED in order to

develop a study plan with the aim of enabling them to sit Step 1 as a first attempt within 6 months of successful completion of BSIC.

3. A student who fails to meet one or more of the above criteria and is not making satisfactory academic progress or is repeating BSIC is considered to have failed BSIC and will be dismissed.
4. A student who is not repeating BSIC and is making satisfactory progress (SAP) and who fails to meet one or more of the above criteria, must proceed as follows:
  - a. If the student has less than 80% attendance in the live lectures and/or has completed less than 80% of the questions on the Kaplan Question Bank but has obtained an equated percent score of 68 or more on the CBSE, they must repeat BSIC in the Fall 2023 semester.
  - b. If the student has less than 80% attendance in the live lectures and/or has completed less than 80% of the questions on the Kaplan Question Bank and has obtained an equated percent score of less than 68 on the CBSE, they must repeat BSIC in the Fall 2023 semester.
  - c. If the student has an attendance of 80% or more in the live lectures and has completed 80% or more of the questions on the Kaplan Question Bank, but has obtained an equated percent score of less than 68 on the CBSE, they must do the following:
    - i. Schedule a meeting with an EED faculty advisor within 30 days of receiving a promotions letter to develop an Academic Plan and/or participate in an available EED program to prepare to re-take the CBSE in June 2023 on campus or at Prometric.
    - ii. Students who receive an equated percent score of 68 or higher on the June 2023 CBSE will have their BSIC grade changed from a F to a P, and shall sit for their first USMLE Step 1 attempt within 12 weeks of achieving a qualifying CBSE score **if they have been approved to do so**. Students may request to extend the time to sit Step 1 based on their individual circumstances. A student who wishes to extend the time to sit Step 1 shall present the reasons for an extension to the Preclinical Executive Dean, or their designee, and receive written approval.

Once students successfully complete BSIC and obtain a minimum score of 68 on the CBSE their individual readiness to pass USMLE Step 1 is determined by faculty taking their entire academic development and performance into account. Students who are expected to pass Step 1 without further intervention will be certified to sit Step1 within 3 months after successful completion of BSIC and obtaining a score of 68 or higher on the CBSE.

Students who are not deemed to be ready to sit USMLE Step1 immediately after completion of BSIC but obtaining a score of 68 or higher on the CBSE will be contacted by EED in order to develop a study plan with the aim of enabling them to sit Step 1 as a first attempt within 6 months of successful completion of BSIC.

- iii. Students who receive an equated percent score below 68 on the June 2023 CBSE, must restart BSIC, participate in a mandatory meeting with an EED faculty advisor and/or participate in an available EED program, take CBSE at end of restarted BSIC course, and if they pass BSIC and CBSE at end of restarted BSIC course, they are subject to the process detailed in ii above.
  - iv. Students who fail the restarted BSIC course and/or receive an equated percent score below 68 on the CBSE at end of restarted BSIC course will be subject to dismissal.
  - v. Students may request to extend the time to sit Step 1 based on their individual circumstances. A student who wishes to extend the time to sit Step 1 shall present the reasons for an extension to the Preclinical Executive Dean, or their designee, and receive written approval
5. AUA reserves the right to change the means of assessment e.g. dropping particular examinations or changing the weights of individual examinations at any time, including during the semester

**9. CBSE off campus (after completing preclinical sciences)**

1. Once a student completes BSIC and leaves Antigua, and if approved by Executive Administration, CBSE can be taken off campus at a Prometric center. The fee is \$150 USD; students can pay the fee online via CASHNet. Students are required to submit their receipt of payment to the Office of the Registrar and complete the registration requirements no later than 2:00 p.m. EST on the 15th of the month prior to the testing window they are requesting to sit for the examination. If the 15th of the month falls on a weekend, registration will close on the preceding Friday at 2:00 p.m. EST.
2. Upon registration confirmation by the Office of the Registrar, students will receive a scheduling permit from the NBME with an AUA-established 2-week testing window. Students will then register for the examination at a Prometric testing center of their choice.
3. Students must receive their CBSE score and performance profile from their most recent attempt before they can sign up for the next available CBSE. As a result, students cannot sit for the examination during consecutive months.
4. For additional information on the off campus CBSE registration process, please contact the Office of the Registrar at registrar@auamed.net.

**10. United States Medical Licensing Examination Step 1 (USMLE Step 1 exam)**

1. Students are eligible to sit for the USMLE Step 1 after certification by the school following the process outlined above. However, clinical scheduling is tied specifically to passing the USMLE Step 1 exam. Consequently, students must submit the USMLE Step 1 application with a window of eligibility to start immediately after successfully achieving a minimum qualifying score on the CBSE.
2. The window of eligibility that the Educational Commission for Foreign Medical Graduates (ECFMG) provides is a 3-month period. However, the time period approved by AUA may not align exactly with that ECFMG window. Students may request to



extend the time to sit Step 1 based on their individual circumstances. A student who wishes to extend the time to sit Step 1 shall present the reasons for an extension to the Preclinical Executive Dean, or their designee, and receive written approval

3. The Office of the Registrar closely monitors the time frames mandated by the university and the scores of all students on the CBSE and USMLE Step 1. If students do not pass Step 1 on their first attempt, they have a total of 12 months (and a maximum of two additional attempts) from the end of the BSIC to pass USMLE Step 1. Students who are unable to pass USMLE Step 1 by the end of this time period will be dismissed.
4. As of January 26, 2022, USMLE Step 1 has been transitioned to a PASS/FAIL scoring model. The current passing score standard on USMLE Step 1 examination is 196.

## **B. CLINICAL SCIENCES**

### **1. Clinical Objective Structured Clinical Examination (OSCE)**

Objective Structured Clinical Examinations (OSCEs) have become one of the most widely used methods of assessing aspects of clinical competency in healthcare education. The overarching philosophy in OSCEs is that all students are presented with similar clinical tasks with feedback provided using a structured assessment or rubric. The assessment of clinical competence is significant. Multiple types of assessment exist, with these OSCEs being a valuable tool to assess certain aspects of clinical competency.

OSCEs are ***required*** in each core clinical clerkship to ensure that learning has occurred and provide a powerful influence on future learning. There will be one formative OSCE per clerkship, and they are to be completed by the mid-point of the clerkship

The OSCEs are formative (not graded) and are used to provide feedback for improvement. They are a primarily competency-based assessment of performance in a simulated and/or real-world environment.

AUA students must be prepared by the site director or designee prior to the OSCE. The site director or designee must review with the student the format, procedures, expectations and feedback rubric.

The use of an AUA clerkship specific case description and vignette as the basis for the OSCE is ***required***. The standardized patient used will be determined by the site and may be, but is not limited to, a faculty member or dedicated volunteer.

**The OSCE interview will consist of direct** faculty observation throughout the duration of the OSCE. After the interview, the use of the AUA OSCE feedback rubric is ***required***. At the beginning of the OSCE Standardized interview, students will be handed the Student Instructions Sheet with any background clinical history and instructions.

**After the OSCE interview, the faculty member in charge of proctoring will** provide feedback to the students on areas of strengths and areas for improvement. The student and

faculty should use the OSCE feedback to guide student learning and improve their performance during the remainder of the rotation.

## 2. Clinical Core Subject Shelf Examinations (CCSSE)

The CCSSE allows students to assess their clinical knowledge and helps them prepare for US Medical Licensing Examination (USMLE) Step 2 CK. In addition, based on feedback provided by AUA to the hospitals, the clinical faculty will be in a better position to ensure that students are introduced to all aspects of the clinical subject. The evaluation of the examination results will assist AUA in ensuring the highest quality of education across all clinical sites. Finally, the introduction of a standardized clinical core subject shelf examination has been mandated by AUA's accrediting agencies (New York State Education Department, Medical Board of California, The Caribbean Accreditation Authority for Education in Medicine and other Health Professions).

To satisfactorily complete each clinical core rotation, every AUA student must receive a passing grade for the core rotation and must also pass the associated CCSSE (please see the *AUA Clinical Rotations Guidelines* for subject specific passing scores). Any student who successfully completes a clinical rotation but does **not** pass the associated CCSSE must re-sit and pass this examination on their second attempt. Students who need to re-sit the examination will be billed a \$100 USD CCSSE rescheduling fee on their AUA student account. If a student does not pass the CCSSE on the second attempt, the grade for the rotation will be changed to F, and the student must retake the clinical core rotation and pass the CCSSE. All students receiving a grade of F for their rotation will be placed on academic probation until they have successfully repeated the previously failed rotation and must meet with the respective AUA clinical chair to review their performance. If students do **not** pass both the remedial clinical rotation and the associated CCSSE on the third attempt, they will be subject to dismissal. Students who fail the same rotation twice or any other rotation while on academic probation are subject to dismissal.

The passing CCSSE score will be factored into the student's final grade of the rotation with a weight of 30 percent. Please see the "Grading System" section for additional information.

Once students are assigned to a clinical core rotation, their name, clinical assignment, and dates of attendance are emailed to the Office of the Registrar by the Department of Clinical Science Administration (CSA). CSA will also notify students of the CCSSE requirement on assignment of the core rotation. The relevant CCSSE is ordered with a 2-week testing window typically starting the last Saturday of the rotation and ending on the Friday of the week following the end of the clinical core rotation. Students are responsible for scheduling their examination once they have received their scheduling permit from Prometric. The shelf examination score will be received by the Office of the Registrar, via email, from NBME within 72 hours from the last day of the 2-week testing window. Results will be posted to the student web portal within 1 week from the end of the testing window. In the case that students fail the exam, they will be notified by the Office of the Registrar that they must retake the exam.

## **Clinical Core Subject Shelf Examinations (CCSSE) Completion and Scheduling and Policy**

### **THE SUMMARY**

- Each of the six Clinical Core Rotations has an applicable CCSSE that is administered at the end of the rotation.
- Successfully passing each Clinical Core Rotation is contingent upon successfully passing each subject CCSSE.
- The relevant CCSSE is ordered by the Office of the Registrar for a *two*-week window typically starting on the Monday of the last two weeks of the rotation and ending on the Sunday after the completion of the student's Clinical Core Rotation (please note, FIU's window is from Sunday to Saturday). The examination must be taken during this window.
- In case of an emergency (e.g. documented illness) the student shall have *one* opportunity to postpone the examination for no greater than sixty days from the Sunday after the completion of the student's Clinical Core Rotation.
- The students must request the postponement of the examination from the Associate Dean of Clinical Sciences AND receive administrative approval from the Office of the Registrar before postponing a scheduled CCSSE.
- Any further delay may conflict with subsequent CCSSEs and increase the likelihood of failure.

### **THE DETAILS**

#### *Background*

Based on historical data, a student's likelihood of successfully passing each CCSSE is maximized the sooner the student takes the exam, with the highest likelihood occurring within a two-week window of the end of the rotation. Delay decreases success rate not only on the CCSSE that is being delayed, but also on subsequent CCSSEs as well.

Therefore, AUA has instituted a policy with regard to timely completion of each CCSSE in order to ensure the student's best chance to successfully pass the exam. To that end, the student is advised of the following scheduling and completion policy regarding each and all subject CCSSEs.

#### *Procedure*

1. Once a student is assigned to a Clinical Core Rotation, the student's name, clinical assignment, and dates of attendance are e-mailed to AUA's Office of the Registrar by the Department of Clinical Science Administration (CSA).
2. The relevant CCSSE is ordered by The Registrar for a two-week window typically starting on the Monday of the last two week of the rotation and ending on the

Sunday after the completion of the student's Clinical Core Rotation (please note, FIU's window is from Sunday to Saturday).

3. The student is responsible for scheduling their examination once they have received their confirmation Prometric permit email.
4. In case of a documented emergency the student shall have one opportunity to postpone the examination for no greater than sixty days from the Sunday after the completion of the student's Clinical Core Rotation. However, that opportunity is contingent upon approval by the Office of the Registrar. Any further delay may conflict with subsequent CCSSEs and increase the likelihood of failure.
5. Should the student need to postpone a CCSSE, the student must email the Office of the Registrar and include the following:
  - a. Student Name and ID
  - b. Clinical Core Rotation Name and Location
  - c. Clinical Core Rotation Dates
  - d. Reason for postponement including any documentation required as proof
6. Once the email is reviewed, a final determination will be made whether or not the student's request will be granted. In the event the student's request is denied, the decision will be final and the student must sit for the relevant CCSSE examination as per the schedule outlined above. *Failure to sit for the examination after a denial will result in an automatic failure of the exam.*
7. In the event the student's request is granted, the student may postpone the examination for no greater than sixty days from the Sunday after the completion of the relevant Clinical Core Rotation. Failure to sit for the examination in this allotted time will result in an automatic failure of the exam.
8. Please be advised that this policy is designed to enhance, not hinder, the student's chances of successfully passing each CCSSE. Therefore, it is strongly encouraged that the student strives for completion of the examination within the two-week time frame outlined above.

### **3. Comprehensive Clinical Science Examination (CCSE)**

The Comprehensive Clinical Science Examination (CCSE) allows students to assess their clinical knowledge and helps them prepare for USMLE Step 2 CK. Based on an analysis of available data (including the predictive value of the CCSE and the disastrous effect of failing or low USMLE Step 2 scores on residency placement) and advice of the clinical faculty, the following policy regarding the CCSE is implemented: Securing a qualifying score on the CCSE, as set forth below, will indicate that students should be ready to register for and pass USMLE Step 2 CK after additional studying. Please note that the required qualifying scores are fairly accurate predictors of outcomes on the Step 2 CK, but they do not guarantee that students will achieve that score or even pass the exam. Additional study after having achieved a qualifying score is expected. The following rules and procedures apply:

- The CCSE can be taken after completion of the fifth core rotation.

- The total number of attempts to achieve a qualifying score on the CCSE will be limited to five, subject to the time limits set forth in AUA's policy for making SAP (please refer to SAP section). Students must achieve a qualifying score of 227 on any of their first three attempts or, if they have not achieved a qualifying score on any of their first three attempts, a 231 for the remaining two attempts.
- Students who fail to secure a qualifying score within those five attempts or within the time limits for making SAP are subject to dismissal.
- Students must sit Step 2 CK within 2 months of achieving a qualifying score on the CCSE. No extension requests on Step 2 CK testing windows will be approved. Students who fail to sit the Step 2 CK within this 2-month window will be required to retake the CCSE before they will be certified again for Step 2 CK. Please note that in that case, the total number of attempts cannot exceed five, which includes any previous attempts. The requalifying score will be 231 regardless of number of attempts remaining.

*As per AUA policy, if a student receives their CCSE qualifying score and performance profile in January, an AUA student's period of eligibility to sit Step 2 CK will be February through March. In this example, if a student gets their qualifying CCSE score on January 29, a student must sit for Step 2 CK no later than March 26, or they will be required to re-sit the CCSE and achieve a qualifying score of "231" or higher (provided this meets conditions of any type of SAP or readmission conditions).*

- Students must receive a CCSE score and performance profile from the most recent examination before they may sign up for the next available CCSE examination because NBME does not allow sitting the CCSE in consecutive months.
- CCSE scores will not factor into any grade; they serve as self-assessment and qualifying examinations only.

### **Registering for the Comprehensive Clinical Science Examination (CCSE)**

The fee for each attempt is \$150.00 USD; students can make their sitting fee payment online via CASHNet. Students must submit their receipt of payment to the Office of the Registrar and complete the registration requirements no later than 2:00 p.m. (EST) on the 15th of the month prior to the testing window they are requesting to sit for the exam. If the 15th of the month falls on a weekend, registration will close on the preceding Friday at 2:00 p.m. (EST). **There are no exceptions to this policy.**

Upon confirmation of registration by the Office of the Registrar, students will receive a scheduling permit from NBME with an AUA-established 2-week testing window. With that, students will register for the examination at a Prometric testing center of their choice.

*Please note: Students must receive their CCSE score and performance profile from their most recent attempt before they can sign up for the next available CCSE. As a result, students cannot sit for the examination during consecutive months.*

For additional information on the CCSE registration process, please contact the Office of the Registrar at [registrar@auamed.net](mailto:registrar@auamed.net).

#### **4. United States Medical Licensing Examination Step 2 Clinical Knowledge (USMLE Step 2 CK)**

The USMLE Step 2 CK examination is utilized to assess the ability of students to apply medical knowledge and understanding of clinical sciences to patient care (while under supervision) to promote health and prevent disease.

Students can register for certification on Step 2 CK after completing the six required core clerkships, passing the NBME CCSE and completing a University Online CK Prep Program.

Students must submit the Step 2 CK application with a window of eligibility to start immediately after successfully achieving a minimum qualifying score on the CCSE. The window of eligibility is a 2-month period. For example, if the student passes the CCSE in August, the 2-month window of eligibility is September through October. Any student whose approved Step 2 CK testing window of time lapses without an attempt will be required to re-sit for the CCSE and is subject to achieving a requalifying CCSE passing score of 231 or higher, as long as the maximum number of attempts have not been exceeded. No extension requests on Step 2 CK testing windows will be approved.

The passing score on Step 2 CK is 214. Any student who fails Step 2 CK three times will be dismissed from the university. As students prepare for the USMLE Step 2 CK exam, they must be aware of AUA's SAP policy that dictates completion of the MD program within 81 months (6.75 calendar years). Please refer to the "Satisfactory Academic Progress" section for more information.

Supplemental to the education students receive during their clinical education at the hospitals, web-based study and preparation materials are available free of charge via the internet, AUA Library, or Blackboard, including: UpToDate, APGO, AQUIFER, as well as Kaplan High Yield Videos and Kaplan Online CK Prep, including access to the Kaplan Q-bank (please refer to the section resources for detailed information). In addition, clinical ED offers individual and group support including the "Tips of the Week" and "Question Partners."

#### **USMLE Step 2 CK Examination Applications**

A Student must first obtain a qualifying CCSE score BEFORE they are allowed to register for CK. Failure to obtain a qualifying score on the CCSE before registering for CK will automatically result in disciplinary action independently of the CK result; such disciplinary action might lead to dismissal.

#### **5. Certification for USMLE Step 1 and Step 2 CK**

Students who are eligible to apply for the USMLE Step 1 and Step 2 CK are required to register for these Examinations via the Educational Commission for Foreign Medical Graduates'

(ECFMG) website. The ECFMG interactive web application is the only version of the application materials available on the website for USMLE Step 1 and Step 2 CK.

The Office of the Registrar is responsible for reviewing and confirming student eligibility to sit for these exams. In addition to the university's academic requirements, students must be in good standing and have met all AUA financial obligations.

### **USMLE Step 2 CK Certification Policy - Kaplan Component**

AUA will continue to provide students with a complimentary subscription to two Kaplan Resources to supplement preparation for USMLE Step 2 CK: (1) Kaplan CK Prep On Demand and (2) Kaplan Step 2 CK Master the Boards (MTB).

Based on favorable reviews of MTB from AUA Clinical Education Faculty and Teaching Assistants, it is highly recommended that students utilize MTB in preparation for USMLE Step 2 CK. The entire program has recently been updated.

The Clinical EED Faculty recommends for students to use the Kaplan CK Prep On Demand resource to assist in preparation for each Clinical Core Subject Shelf Examination (CCSSE). Although not required for Step 2 CK Certification, Kaplan CK Prep On Demand is still available for students to request as a study resource at the start of their first core rotation. For more information about On Demand, visit the following section of the [Clinical Guidelines Manual](#): *Guidelines on Preparing for Clinical Core Subject Shelf Examinations (CCSSE), Comprehensive Clinical Science Examination (CCSE), and Step 2 CK.*

Kaplan Step 2 CK Master the Boards (MTB) features:

- Updated video lectures covering foundational clinical knowledge
- Updated QBank with exam-like questions
- Diagnostic examination to identify individual strengths and weaknesses
- Shelf Prep with questions and fully-integrated video lectures covering core rotations
- 2 full-length simulated Step 2 CK exams
- Warm-up and post-test questions
- 5 volumes of 2020 lecture notes e-book
- Master the Boards Step 2 CK review e-book

All Students must successfully complete the videos and the various mastery assessments within Kaplan Step 2 CK Master the Boards (Part 1) to be certified for USMLE Step 2 CK.

## 6. USMLE Score Reporting

All USMLE performance profiles, passing and failing, must be submitted to the Office of the Registrar at [registrar@auamed.org](mailto:registrar@auamed.org). Students who are required to retake these Examinations will not be certified until their previous score is received.

Students who have passed Step 1 and request to be placed in clinical clerkships must submit a copy of the USMLE score report and complete performance profile to the Office of the Registrar.

If students fail any of the USMLE Step Exams, the Education Department will review their performance to determine if remediation is required before they retake the examination.

Immediately upon completion of Step 1 and Step 2 CK, students must submit a request for their USMLE Certified Transcript of Scores to be submitted from ECFMG to the Office of the Registrar. It is strongly encouraged that students also request multiple copies for their personal records. Failure to comply with this requirement may delay the issuance of the diploma.

## 7. Prometric Test Center Regulations

Students are required to be professional, civil, and respectful at all times while on the premises of the test center. All Examinations are continuously monitored by video and audio recording, physical walk-throughs, and through observation windows. The test center administrator (TCA) is authorized to dismiss students from the test session for violations of any of the test center regulations, including exhibiting abusive behavior toward the TCAs or other students. If students are found to have violated any of the regulations during their exams, the TCA is required to notify Prometric and the students' test sponsor. Prometric, alone or in conjunction with the test sponsor, shall then take any further action necessary to sanction student conduct, up to and including invalidation of the test score and/or pursuit of civil or criminal charges.

### Confidentiality of Examination Content and Systems

- The computer-based test delivery system, tutorial, examination content, and survey are the unpublished, confidential, and proprietary materials of Prometric and/or the test sponsor.
- Communicating, publishing, reproducing, or transmitting any part of an exam, in any form or means (e.g., verbal, electronic, and written), for any purpose is strictly prohibited.
- **Any** reproduction or disclosure will result in the immediate filing of civil and/or criminal charges against the student and anyone directing or conspiring with the student.

### Test Center Processes: Check-In Procedures and Breaks

- An original, valid (unexpired) government-issued photo and signature bearing identification is required to take an exam. Validity and the number of acceptable IDs are predetermined by the test sponsor.



- Students will be scanned with a metal detector wand prior to every entry into the test room.
- Students will be required to raise their pant legs above their ankles, empty and turn out all pockets, and raise shirt sleeves above their wrists prior to every entry into the test room.
- Examinations may have scheduled or unscheduled breaks, as determined by the test sponsor. Each time students leave the test room, they must sign out.
- The TCA will inform students of what is permitted during examination breaks, specifically regarding whether access to a locker and access to cell phones is permitted or not. All students must inform the TCA before accessing a stored item, including medicine, during a break. Repeated or lengthy departures from the test room will be reported to the test sponsor.
- Upon return from a break, without exception, students must go through all security checks, present valid ID, sign in, and, if required by the test sponsor, provide a fingerprint to be readmitted to the test room.
- Students must return to their assigned, original seat after any break.

### **Prohibited Items and Examinee Conduct in the Test Center**

- Weapons are not allowed in any Prometric test center.
- Unauthorized personal items may not be brought into the test room. Such items include but are not limited to the following: outerwear, hats, food, drinks, purses, briefcases, notebooks, pagers, watches, cell phones, recording devices, and photographic equipment.
- Written notes, published materials, and other testing aids are strictly prohibited, except where allowed by the test sponsor. Test center staff will refer to the applicable client practices for allowances.
- Only soft earplugs (with no wires or cords attached) and center-supplied tissues are permitted in the test room.
- Clothing or jewelry items that students are allowed to wear in the test room must continue to be worn at all times. Removed clothing or jewelry items must be stored in the locker provided during check-in.
- All materials issued by the TCA must be returned at the conclusion of testing. Used scratch paper must be returned before new scratch paper will be issued by the TCA during the exam.
- Talking to other students in the test room and referring to their screens, testing materials, or written notes is strictly prohibited.

*Note: Client/ test sponsor practice policies shall supersede these regulations if a conflict exists.*

Additional information can be found in the USMLE *Student Handbook* located on the USMLE website: <http://www.usmle.org/security/> and <https://vimeo.com/74953443>.

## **GRADING SYSTEM**

### **COURSE GRADES**

At the end of each period, a student's overall academic performance is evaluated based on examinations and all other course requirements using the following grading system. Please refer to the course syllabus for additional details.

<u>Grade</u>			<u>Quality Points</u>
H	90–100%:	Honors	4.0
HP	80–89%:	High pass	3.0
P	70–79%	Pass	2.0
F	below 70%	Failing	0
AU		Audit Course	
INC		Incomplete*	
IP		In progress	
PNC		Pass—no credit	
R		Course restarted in a subsequent period	
RS		Academic Restart	
W		Withdrawal without current period grades available	
WP		Withdrawal with current passing period grades	
WF		Withdrawal with current failing period grades	
PASS		Pass - credit earned but no GPA	

The university offers two full periods in an academic year. One credit hour is equivalent to one week of classroom or direct faculty instruction over a period of one period.

All grades are assigned by academic departments according to methods described in the respective course syllabi (See EXAMINATIONS section of Student Handbook). Any questions or concerns that a student has regarding examination scores during the period before the Promotions Committee meeting are to be directed to the respective systems coordinator or department chair.

An F grade will be forgiven when and if the student subsequently achieves a passing grade for the course. In such cases, the F grade will be replaced by an R grade that will have zero credit value and a zero quality-point value for the purpose of calculating the student's GPA. An R grade denotes a failed course that has been restarted and subsequently passed. WF grades are not replaceable with an R grade.

\* The grade of Incomplete (INC) is a temporary grade and must be completed in the following period. If not resolved on time, a grade of Incomplete is converted to the assignment of an “F” for the course(s) that was (were) unable to be completed.

Grades may be withheld until students have submitted all required forms and surveys. Grade percentage calculations will be truncated to two decimal points (no rounding).

## **CLINICAL GRADE REQUIREMENTS**

The clinical core subject shelf examination (CCSSE) will be graded in the same way as the core competencies are evaluated by the clinical preceptor. This CCSSE grade will be factored into a student's final grade of the core rotation with a weight of 30 percent. Please refer to the *AUA Clinical Rotations Guidelines* for additional information.

Students enrolled in clinical clerkships are required to submit student clerkship evaluations, student faculty evaluations, midterm evaluations, and portfolios at the end of each core or elective rotation. **Clinical rotation grades will not be released unless these required forms have been received.**

### **Student Portfolio**

The purpose of this form is to document all patient encounters and academic activities during any core or elective rotation. This documentation is vital for ensuring consistency of clinical education across the various clinical teaching sites and is required by AUA's accrediting bodies and by state licensing boards. The student portfolio will also be reviewed in case of a grade appeal.

The portfolio must contain a log of all patients assigned to the student and all procedures performed by the student, and it must include patient age, sex, diagnoses, and procedures performed. The log must not contain any personally identifiable information such as those covered by the Health Insurance Portability and Accountability Act Protected Health Information guidelines (e.g., full name, date of birth, or ID number).

### **Mid-Clerkship Student Formative Assessment Form**

This form documents the academic progress of the student during any rotation. It is based on a formative performance discussion between student and faculty. The midterm evaluation is not a formal part of the summative grade at the end of the rotation. The form will also be reviewed in case of a grade appeal.

### **Comprehensive Student Clerkship Assessment Form**

This form documents students' overall performance during their rotation. At the end of each rotation, student performance is assessed by the supervising physician, and a comprehensive student clerkship assessment form is submitted to the Office of the Registrar. Students can view their comprehensive student clerkship assessment forms via the AUA student web portal or by contacting the Office of the Registrar.

### **Student Faculty Evaluation Form**

On this form, students evaluate the performance of individual faculty (preceptor) during any core or elective rotation. In the case that students encounter more than one preceptor during a rotation, separate forms are required for each faculty member. This documentation is vital for

ensuring consistency of clinical education across the various clinical teaching sites and will be reviewed in case of a grade appeal.

### **Student Clerkship Evaluation Form**

On this form, students evaluate the overall experience during any core or elective rotation. This documentation is vital for ensuring consistency of clinical education across the various clinical teaching sites.

Please refer to the *AUA Clinical Rotations Guidelines* for further details.

## **TRANSCRIPTS**

To protect confidentiality, students must submit a Transcript Request Form to the Office of the Registrar for the request of an official or unofficial transcript. When requesting an official transcript, the payment of \$10 USD via CASHNet must be made. A request for an official or unofficial transcript release cannot be honored if administrative documents are missing or if any financial/bursar hold exists. Upon receipt of the Transcript Request Form and payment (if applicable), the Office of the Registrar will process the request accordingly, within 3 to 5 business days. For official transcript requests to institutions overseas, students will be notified of the appropriate overseas postal costs, which will be incurred by the student. To request a Transcript Request Form, email [registrar@auamed.org](mailto:registrar@auamed.org)

## **CLINICAL CLERKSHIP DUTY HOURS POLICY**

### **Purpose**

Programs and sponsoring institutions must educate faculty and medical students concerning the professional responsibilities of physicians to appear for duty appropriately rested and fit to provide the services required by their patients. The purpose of this policy is to establish definitions and procedures to ensure students and faculty are educated about duty work hours and protect patients from preventable adverse events associated with excessive duty work hours.

### **Statement**

It is the policy of AUA to provide quality education in a safe patient-centered care environment. It is also the intent of AUA to provide a safe work environment for our students and faculty, insuring safe, quality care is protected. AUA is fully compliant with the Accreditation Council for Graduate Medical Education (ACGME) Duty Hours Policy as outlined in the Residency Review Requirements. The Liaison Committee on Medical Education (LCME) follows these same policies for suggestions of duty hour requirements.

Medical students and faculty members must demonstrate an understanding and acceptance of their personal role in the following: assurance of the safety and welfare of patients entrusted to their care; provision of patient-centered care; assurance of their fitness for duty; management of

their time before, during, and after clinical assignments; recognition of impairment, including illness and fatigue, in themselves and in their peers.

### **Scope**

This policy applies to all AUA students. Duty hours are defined as all clinical and academic activities related to the clerkship or elective rotation. Duty hours include all inpatient and outpatient clinical care, in-house calls, transfers of care, and administrative activities related to patient care such as medical record documentation and ordering and reviewing of lab or radiologic tests. Duty hours do **not** include reading, studying, research, or academic preparation.

### **Section One: Duty Hours**

The ACGME common program requirements state the following: “Duty hours must be limited to 80 hours per week, averaged over a 4-week period, inclusive of all in-house call activities. Time spent in the hospital by medical students or on at-home calls must count toward the 80-hour maximum weekly hour limit. LCME policy reflects that medical students should not have duty requirements greater than ACGME policies.”

### **Section Two: Mandatory Time Free of Duty**

Students must be scheduled for a minimum of one day free of duty every week (when averaged over 4 weeks). At-home call cannot be assigned on these free days.

### **Section Three: Maximum Duty Period Length**

Medical student duty periods must not exceed 16 hours of continuous duration. This coincides with Accreditation Council for Graduate Medical Education Post Graduate Year 1 requirements. Programs should encourage medical students to use alertness-management strategies in the context of patient care responsibilities. Strategic napping, especially after 16 hours of continuous duty and between the hours of 10:00 p.m. and 8:00 a.m., is strongly suggested. Discontinuous on-call duty should not exceed 24 hours plus time for safe transfer of patient responsibilities.

### **Section Four: Minimum Time Off Between Scheduled Duty Periods**

A medical student should have 10 hours and must have 8 hours free of duty between scheduled duty periods. The faculty must monitor circumstances of return-to-hospital activities with fewer than 8 hours away from the hospital by the medical student.

### **Section Five: In-House Calls**

Medical students cannot be scheduled for in-house calls more than once every three nights averaged over 4 weeks. The sponsoring institution must provide adequate sleep facilities and/or safe transportation options for students who may be too fatigued to safely return home. Appropriate facilities, including a call room, bed, clean linens, and towels with suitable phone and

bathroom facilities must be provided by the hospital to all students taking in-house calls. The frequency of at-home calls is not subject to the every-third-night limitation but must satisfy the requirement for one-day-in-seven free of duty, when averaged over 4 weeks.

### **Section Six: Personal Responsibilities for Minimizing Fatigue**

Students should apply all expertise and knowledge when performing duties at work. This demands that the activities at the end of the work shift will command one's attention just as fully as those at the beginning of a shift.

Medical students are responsible for assuring that they are receiving adequate sleep to maximize their performance and minimize chance of a fatigue-related adverse outcome. This may include alertness management and fatigue mitigation processes.

Medical students are to notify their faculty supervisor if they believe that are not able to function at full capacity.

### **Section Seven: Reporting of Violations of Duty Hours Policy**

Violations of this duty hour policy are to be reported to faculty and appropriate adjustments in scheduling made if necessary to avoid further violations. If repetitive violations occur, it is to be reported to the AUA's chairperson of the respective department and/or to the Executive Dean of clinical sciences. It is the responsibility of all to provide a safe environment for patients and students.

Please refer to the *AUA Clinical Rotations Guidelines* for further details.

## **GUIDELINES for PROMOTION and DISMISSAL**

### **GUIDELINES FOR PROMOTION: MED1**

This applies to all students who are in MED1 in Spring 2023.

Averages for MED 1 will be calculated based on the tables in EXAMINATION section of Handbook, specifically, Grading of Exams

1. Final grades for the semester will be calculated as indicated in the section of the AUA Student Handbook titled, "Grading of Exams".
2. Students who receive a final average score for MED1 of less than 55.00% will be dismissed.
3. Students repeating MED1 who receive a final average score for MED1 between 55.00% and 69.00% will be dismissed.
4. Students scoring between 55.00% and 69.00% and making satisfactory academic progress will be allowed to repeat MED1 once.
5. Students scoring 70.00% or above in MED1 will be allowed to proceed to MED2.
6. Students may appeal any decision to restart the semester or against dismissal.
7. Students in MED1, MED2, MED3, and MED4 whose weighted mean average is equal to or greater than 80.00% at the end of each semester and have no record of unprofessional conduct will receive a letter from the Dean of Student's Office to notify them they have been placed on the Dean's Honor Roll for that semester.

Students may calculate cumulative averages using the on-line grade calculator located at [http://www.benegg.net/grade\\_calculator.html](http://www.benegg.net/grade_calculator.html).

### **GUIDELINES FOR PROMOTION: Year 1**

This applies to all students who are in MED2 Spring 2023.

Averages for MED 1 and MED 2 will be calculated based on the tables in EXAMINATION section of Handbook, specifically, Grading of Exams

1. Final grades for the year will be calculated as indicated in the section of the AUA Student Handbook titled, "Grading of Exams".
2. Students who receive a final average score for Year 1 of less than 55.00% will be dismissed.
3. Students scoring between 55.00% and 69.00% and making satisfactory academic progress will be allowed to restart Year 1 with MED1.
4. Students scoring 70.00% or above in Year 1 will be allowed to proceed to MED3.
5. Students may appeal any decision to restart the year or for dismissal.

6. Students in Years 1 - 2 whose weighted mean average is equal to or greater than 80.00% at the end of each term and have no record of unprofessional conduct will receive a letter from the Dean of Student's Office to notify them they have been placed on the Dean's Honor Roll for that term.

Students may calculate cumulative averages using the on-line grade calculator located at [http://www.benegg.net/grade\\_calculator.html](http://www.benegg.net/grade_calculator.html).

### **GUIDELINES FOR PROMOTION: MED3**

This applies to all students who are in MED3 Spring 2023.

Averages for MED3 will be calculated based on the tables in EXAMINATION section of Handbook, specifically, Grading of Exams

1. Final grades for the year will be calculated as indicated in the section of the AUA Student Handbook titled, "Grading of Exams".
2. Students who receive a final average score for MED3 of less than 55.00% will be dismissed.
3. Students repeating MED3 who receive a final average score for MED3 between 55.00% and 69.00% will be dismissed.
4. Students scoring between 55.00% and 69.00% and making satisfactory academic progress will be allowed to repeat MED3 once.
5. Students scoring 70.00% or above in MED3 will be allowed to proceed to MED4.
6. Students may appeal any decision to restart the semester or against dismissal.
7. Students in MED1, MED2, MED3, and MED4 whose weighted mean average is equal to or greater than 80.00% at the end of each term and have no record of unprofessional conduct will receive a letter from the Dean of Student's Office to notify them they have been placed on the Dean's Honor Roll for that semester.

Students may calculate cumulative averages using the on-line grade calculator located at [http://www.benegg.net/grade\\_calculator.html](http://www.benegg.net/grade_calculator.html).

### **GUIDELINES FOR PROMOTION: Year 2**

This applies to all students who are in MED4 Spring 2023.

Averages for MED 3 and MED 4 will be calculated based on the tables in EXAMINATION section of Handbook, specifically, Grading of Exams.

1. Final grades for the year will be calculated as indicated in the section of the AUA Student Handbook titled, "Grading of Exams".
2. Students who receive a final average score for Year 2 of less than 55.00% will be dismissed.



3. Students scoring between 55.00% and 69.00% and making satisfactory academic progress will be allowed to restart Year 2 with MED3.
4. Students scoring 70.00% or above in Year 2 will be promoted to participate in the Basic Science Integration Course.

Students may calculate cumulative averages using the on-line grade calculator located at [http://www.benegg.net/grade\\_calculator.html](http://www.benegg.net/grade_calculator.html).

## CLINICAL SCIENCES CRITERIA

To be promoted from the preclinical sciences component to the clinical sciences component and to enter into clinical clerkship rotations, students must comply with the following:

1. Complete all requirements of the preclinical sciences component, including receiving a qualifying score on the NBME Comprehensive Basic Science Shelf Examination
2. Successfully complete BSIC Intersession
3. Pass Step 1 within 12 months after the end of the Basic Science Integration Course

### Assignment and Arrangements of Clerkships

All assignments and arrangements of core and elective clinical clerkships are handled through AUA's Department of Clinical Sciences Administration **only**. The clinical coordinators contact students, discuss the scheduling options and details, and disseminate all appropriate information. This process begins after all required documentation has been provided by students and their files are complete.

Required documentation: To be placed in clinical rotations, students must submit all required documents. A list of required documents can be found on Blackboard and as part of the *AUA Clinical Rotations Guidelines*. It is the sole responsibility of the student to provide the required documents to the university and automatically update documentation as required.

### Failing a Clerkship

Students failing their rotations **must meet** with their respective **clinical chair** to review their performances.

1. If a student **fails a core** clerkship, the core must be repeated to continue in the program.
2. If a student **fails an elective** clerkship, the same elective is repeated or another elective with the same number of credits may be taken.

Students who fail any clinical clerkship will be placed on academic probation until they have successfully repeated the previously failed rotation. Students who fail the same rotation twice or any other rotation while on academic probation will be subject to dismissal.

## DISMISSALS

Students are subject to dismissal under the following circumstances:

- MED1 students receiving an average score of less than 55.00% at the conclusion of MED1
- MED3 students receiving an average score of less than 55.00% at the conclusion of MED3
- MED2 and MED4 students receiving an average score of less than 55.00% at the conclusion of the academic year
- Failing to achieve an average of 70.00% after restarting Year 1 or Year 2 or repeating MED1 or MED3
- Failing to pass the restarted BSIC course and/or receive an equated percent score below 68 or the equivalent qualifying score on the CBSE at end of restarted BSIC course
- Failure to pass the USMLE Step 1 examination within one year of completing the BSIC
- Failing to pass USMLE Step 1 within three attempts within 1 year of the end of BSIC.
- Failing the same rotation twice or failing any other rotation while on academic probation
- Failing to pass CCSE within five attempts
- Failing to pass the USMLE Step 2 CK within three attempts
- Failing to meet the conditions of readmission
- Failing to complete MED1, MED2, MED3, MED4, and BSIC within 3.5 calendar years of attendance
- Failing to complete the MD program within 81 months (6.75 calendar years of attendance)
- Failing to meet satisfactory academic progress (SAP)
- Non-academic reasons or professionalism concerns pursuant to AUA's Code of Conduct
- Failing to return to AUA after being administratively withdrawn (ADWD) for 12 months (minimum)

Dismissal (DIS) is a full termination of the student's enrollment at the university. The Office of the Registrar is required to report DIS enrollment statuses to all lenders. Students on a DIS status are considered withdrawn for financial aid purposes, effective their last date of attendance, as determined by the Office of the Registrar.

Student borrowers on DIS status should do the following:

- Contact their federal servicer to make arrangements to make either monthly payments or obtain an economic/unemployment deferment or forbearance. If eligible, deferments and forbearances will postpone the necessity of making payments.
- Complete an exit interview by logging into their account at [www.studentloans.gov](http://www.studentloans.gov). The results will be sent to the National Student Loan Database System.

## **PROMOTIONS COMMITTEE**

All matters related to the promotion of students fall under the jurisdiction of the university's Promotions Committee, which is composed of senior faculty.

The Promotions Committee Chair enacts decisions made by the Promotions Committee. The committee's decisions may be appealed to the Appeals Committee, which reviews the student's appeal and submits its recommendation to the Executive Dean of Preclinical Sciences for the final decision.

At the end of each term, when all the grades are final, the Promotions Committee reviews all grades and issues a recommendation for either continuation in the curriculum or a restart of the previous term.

All official communication from the Office of the Registrar will be directed only to students' AUA email accounts. The Office of the Registrar sends grade reports and letters regarding course failures as email attachments to students' registered AUA email addresses. All students are responsible for monitoring their AUA email account, as well as ensuring their correct mailing and email addresses are registered with the university.

The actions of the Promotions Committee are final unless modified on appeal.

## APPEALS COMMITTEE

If students are not satisfied with a Promotions Committee action, they have the right to appeal. The deadline for receipt of appeals is 7 calendar days after grades or other pertinent information regarding the academic standing of the student are communicated to the student.

All appeals must be forwarded to the Appeals Committee using the electronic form attached as a link to the official grade report. Students may also address procedural questions to the Committee through the Committee's email (appeals@auamed.net). However, only appeals received using the required form will be considered for action.

While processing the student appeal, the committee may request additional information or an interview. It is important that students provide their **current** AUA email and phone contact information in the appeal.

The Appeals Committee looks for well-documented evidence of extenuating circumstances, illness, or family emergency during the term. Post hoc documentation (a doctor's note detailing sickness or illness during an examination) will be considered; however, this may not be helpful if the documentation is dated after the date of the examination. Ultimately the goal of the Appeals Committee is to review the decision of the Promotions Committee and to make a recommendation that is in the student's best interest academically

Note that, although appeals are received and managed by the Appeals Committee, acceptance or denial of the Committee's recommendation will be decided by the Dean for Clinical Sciences or the Executive Dean of Preclinical Sciences only. The Committee receives and investigates appeals, then forwards the appeal along with their recommendation to the appropriate Executive Dean, who is the sole arbiter rendering the final decision.

The final decision on the appeal will be communicated to the student by the Dean's office in writing. The decision of the respective Dean is final; it is not subject to further review and cannot be appealed.

## TYPES OF APPEALS

All academic decisions (grades, promotions, and dismissals) can be appealed. Student may be administratively withdrawn, dismissed due to remaining in a status of ADWD for more than 12 months or for not making satisfactory academic progress (SAP). These decisions can also be appealed. Students have the right to appeal under the following circumstances or conditions:

### Preclinical Sciences

#### Step 1 Appeals

Students who do not pass Step 1 within 12 months from the end of the Basic Science Integration Course and are dismissed may appeal the dismissal to the Appeals Committee. The Appeals

Committee will review the case and make a recommendation to the Executive Dean, who will make a final decision that cannot be appealed.

**Please Note: As of July 1, 2021, the total number of attempts permitted by NBME on any Step Component has been reduced from six to four.**

### **Grade Change Appeals**

If students believe a grade was recorded or calculated incorrectly, they should submit an appeal to the Appeals Committee. This is the only criteria for an appeal and not seeking a higher grade.

### **Appeal of a Promotion or Dismissal decision**

If a student receives a letter from the Promotions Committee recommending the student repeat a Preclinical Year, the student has the right to file an appeal with the Appeals Committee. If a student receives a letter of academic dismissal (with the exception of dismissal for actions that are not eligible for appeal), they have the right to appeal.

### **Appeal of Administrative Withdrawal or dismissal for lack of satisfactory academic progress (SAP)**

If any student is administratively withdrawn from the university at any time during their studies, they have the right to appeal for readmission to the Appeals Committee. Also, if a student is dismissed for not making satisfactory academic progress, those decisions can also be appealed further.

## **Clinical Sciences**

### **Grade Change Appeals**

If students believe a grade for a clinical rotation was calculated or recorded improperly, they should discuss the matter with the program director of the respective hospital site. If students feel less than objective standards were used in the determination of their grades, they may appeal the grade to the Appeals Committee. The Appeals Committee will review the case and make a recommendation to the Dean, who will make a final decision that cannot be appealed.

### **CCSE/Step 2 CK/Clinical Shelf Examination Appeals**

A student who fails all qualifying attempts at the Comprehensive Clinical Sciences Examination (CCSE) will be dismissed and can appeal this decision. A student who fails Step 2 CK after three attempts will also be dismissed and can appeal this decision.

**Please Note: As of July 1, 2021, the total number of attempts permitted by NBME on any Step Component has been reduced from six to four.**

### **Appeal of Administrative Withdrawal or dismissal for lack of satisfactory academic progress (SAP)**

If any students have been administratively withdrawn from the university at any time during their studies, they have the right to appeal to the Appeals Committee. Also, if a student is dismissed for not making satisfactory academic progress, those decisions can also be appealed.

## **MEDICAL LICENSURE IN THE UNITED STATES**

### **EDUCATIONAL COMMISSION FOR FOREIGN MEDICAL GRADUATES**

The Educational Commission for Foreign Medical Graduates (ECFMG) is the definitive agency qualifying the medical education of schools outside of the United States and Canada. The ECFMG's purpose is "to assess the readiness of graduates of these schools" to enter residency programs. The ECFMG requires strict adherence to the following:

1. Passing all parts of the USMLE (Step 1, Step 2 [CK], and Step 3)
2. Satisfying the medical education credential documentation requirement
3. Receiving ECFMG certification in order to
  - (a) start postgraduate medical training (residency)
  - (b) secure an initial license in the state in which the residency program is located
  - (c) secure an unrestricted license for practicing medicine in the United States

### **Application for USMLE Exams**

Before applying for the USMLE Step 1 exam, students must perform the following:

- Submit an application for ECFMG certification
- Read the appropriate editions of the ECFMG *Information Booklet* and the USMLE *Bulletin of Information*

To apply for USMLE Step 1 and/or Step 2 CK, students must use ECFMG's interactive web applications (IWA). A complete application consists of the online portion; the Certification of Identification Form 186, which students obtain through IWA; and any other required documents outlined by the ECFMG.

*Transfer students must stay current on the ECFMG's documentation requirements for the Step applications as well as the ECFMG's policies on transfer credits.*

### **Certification of Identification Form 186**

Before completing and paying the fee for the Step 1 application, you will be prompted to print the FORM 186 which a student will sign, date, and attach a passport sized photo. All new applicants to ECFMG will be required to have Form 186 (ECFMG Certification of Identification Form) completed online using NotaryCam.com. NotaryCam provides convenient, on-line access to professionally licensed and certified U.S. notaries. Both on-demand and scheduled NotaryCam sessions are available 24 hours a day, seven days a week, 365 days a year. The fee for using the NotaryCam service is included in the fee for Application for ECFMG Certification. Once submitted to the ECFMG, Form 186 is valid for 5 years.

### **ECFMG Certification**

Medical licensing authorities in the United States require that AUA graduates be certified by the ECFMG, among other requirements, to obtain an unrestricted license to practice medicine. Once

students receive their diploma, it is their responsibility to begin the process of becoming ECFMG-certified. For more information on the ECFMG's policies and procedures, please visit [www.ecfm.org](http://www.ecfm.org).

## **RESIDENCY**

### **Overview of Postgraduate Training**

The Graduate Affairs department oversees the information to guide 3<sup>rd</sup> and 4<sup>th</sup> year clinical students through the process of applying for residency. Students should review the Manual and guides provided on Blackboard/Graduate Affairs. In addition, the Associate Dean for Student Development oversees AUACOM's comprehensive residency advising program.

Postgraduate residency training traditionally begins on July 1st each year.

To begin residency on July 1st, it is suggested that students complete their medical education by the last Friday in April. This includes passing all clerkships and Step 2 CK by that date. It can take up to two months for final grades to be processed, ECFMG certification and state licensing.

Within the first quarter of each year, students will have access to the most current *Residency Preparation Manual* to help them through the application process. The application process begins about a year and a half prior to the residency start date. The manual includes instructions to request a Medical Student Performance Evaluation. It is mandatory for all students planning to apply for residency to read the *Residency Preparation Manual*. The *Residency Preparation Manual*, which along with other instructive and informative guides are available on Blackboard/Graduate Affairs.

Contact information for the department is available in the *Residency Preparation Manual*.

Other agencies with which to become familiar include the following:

### **The National Resident Matching Program**

The National Resident Matching Program (NRMP) oversees the Match, which matches students with residency programs. The NRMP website, [www.nrmp.org](http://www.nrmp.org), contains valuable information on the process.

### **The Electronic Residency Application Service**

The Association of American Medical Colleges developed the Electronic Residency Application Service (ERAS) to allow medical students and graduates to apply electronically for residency in accredited US programs of graduate medical education. The ECFMG oversees applications for international medical graduates. The two websites are [www.aamc.org/students/eras](http://www.aamc.org/students/eras) and [www.ecfm.org/eras](http://www.ecfm.org/eras).



### **Canadian Resident Matching Service**

CaRMS, or the Canadian Resident Matching Service oversees the Canadian match for Canadian students seeking residencies in Canada. The CaRMS website at [www.carms.ca](http://www.carms.ca), provides all information regarding the Canadian match, including the additional Examinations that applicants must pass.

### **The Federation of State Medical Boards**

The Federation of State Medical Boards provides a listing of the state medical boards and contact information at <http://www.fsmb.org/state-medical-boards/contacts>.

## **STUDENT CONDUCT AND DISCIPLINE – STUDENT GRIEVANCES**

### **PROFESSIONAL CONDUCT AND ETHICAL BEHAVIOR**

It is incumbent upon all students at the University to maintain the highest level of ethics and morals and conduct themselves in a manner befitting a physician. Professionalism includes appearance and proper hygiene, demeanor, behavior and conduct, integrity, intellectualism, honesty, and respect for others. Students must be aware at all times that they are representing the University on and off campus. These standards apply to students during their entire medical education at the University.

Professional conduct and ethical behavior include but are not limited to the following:

1. The honest and authentic execution of all responsibilities and the submission of all educational and clinical work without misrepresentation or falsification. Cheating and plagiarism will not be tolerated and could result in disciplinary action or dismissal from the program.
2. Fulfillment of professional duties in a conscientious, reliable, and punctual manner.
3. Compliance with all rules, regulations and policies of the University, of clinical sites and elsewhere. Such rules include, but are not limited to, the rules for conduct and behavior set out in this section of the Handbook, nonsmoking policies, library etiquette, classroom behavior, housing policies, laws, rules, regulations and policies relating to the illegal or prohibited possession and/or use of firearms or other weapons, drugs, alcohol or other controlled substances, general campus ethics, as well as civil laws and regulations established by governmental authorities, including, the various ministries of the government of Antigua and Barbuda and U.S. federal, state and local authorities (taken together, AUA's "Code of Conduct").
4. Visible display of a University identification card (ID) at all times when on campus and when participating in University-sponsored events and activities and visible display of the hospital ID when participating in clinical clerkships.
5. Maintaining the proper patient-care environment.
6. Introducing yourself to all patients as a medical student.
7. Respecting patient confidentiality and discussing cases and patient information only in appropriate professional circumstances.
8. Refraining from unauthorized patient care or patient care when the health or physical or mental condition of the student is such that the student is hampered in his/her ability to function professionally and effectively.
9. Respect and compliance with all hospital rules and regulations.
10. Respect for the legal and civil rights of others;
11. Abuse or misuse of social media
12. Students are obliged to report breaches of said conduct by any member of the AUA family

Bullying and cyberbullying is using one's influence or authority to control, harm or threaten individuals including, but not limited to, face-to-face interactions and any

communication including electronic. Bullying fosters a climate of apprehension and disrespect that can impair both the physical and psychological health of its victims and create conditions that negatively affect learning. Bullying/cyberbullying will not be tolerated and may lead to disciplinary action, up to and including dismissal.

Students are to exercise caution and careful control of messages shared on social media. Social Media is NOT a private platform and caution should always be exercised in all communications, even if the communication may appear to be in a “private” message.

**Administrative withdrawal process for sufficient cause, i.e., disruptive behavior, violence, harm to self or others.**

American University of Antigua reserves the right summarily to place on an involuntary administrative leave of absence any student who the University, in its sole discretion, determines, on the basis of the student’s word(s) or deed(s), poses a risk of danger or harm to others, to him/herself or to the University’s property. The leave shall continue until such time as the student demonstrates to the satisfaction of the University by documentary evidence, including medical records/tests, that he/she is no longer a threat to persons or property. The University may require the student to submit to medical or psychologic testing conducted by healthcare or other professionals as the University reasonably determines would assist it in determining whether to end the student’s involuntary leave.

Applications for termination of an involuntary leave of absence must be made in writing the Office of Student Affairs (OSA). A student may challenge the determination of the University to place or keep him/her on administrative leave through the University’s published grievance procedures.

Students who are placed on involuntary leaves of absence who: have violated, have been charged with violating, violate or who are charged with violating, AUA’s ethical codes, standards and requirements are subject to AUA’s policies and procedures governing student discipline to same extent as they would otherwise have been had they not been placed on involuntary leaves of absence and will be afforded the same rights as students who are charged with violating AUA’s ethical codes, standards and requirements who have not been placed on involuntary leaves of absence. A student who is placed on an involuntary leave of absence and is found guilty of, or pleads guilty or no contest to, a charge of violation of AUA’s ethical codes, standards and requirements may receive such sanctions as meted out under the policies and procedures of the University governing student conduct and discipline.

**Home Room Use Policy**

All students are assigned to a homeroom for small group activities. Students may use their assigned homerooms for studying outside of scheduled classes, according to the priorities specified below.

Priorities regarding use: If a homeroom is assigned to groups in two different academic periods (e.g., “period 1” and “period 2”), for study purposes the upper period (“period 2”) uses side A and the lower period (“period 1”) uses side B. The divider may be utilized, if necessary, to decrease distractions and noise. If the room is not shared, students assigned to that homeroom will have first priority for its use outside of the time for scheduled classes. Reports of unprofessional behavior against a student that is reported by another student, faculty or staff will be subject to investigation by the Dean for Student Affairs and may warrant disciplinary action.

## **UNIVERSITY OMBUDSPERSON**

The ombudsperson serves as a confidential\*, off the record, informal,\* neutral\* and independent\* resource for students who have issues or concerns with, or are having difficulty, conflict or confusion relating to, their studies or other aspects of their lives as AUA students. The ombudsperson offers an accessible and safe place to have disputes and differences with other members of the AUA community resolved informally, to bring issues and concerns about the University, its faculty, its administration, its staff, its programs, its facilities, its rules, regulations and policies, and, more broadly, student life in and outside of the University to the attention of the appropriate persons within and outside of the University; to explore and evaluate options for dealing with such concerns and issues and, generally, to improve communications between the students and others within the AUA community.

The ombudsperson will attempt to resolve, correct or ameliorate those conditions that students may find are impeding their ability to succeed as students or to be satisfied with their lives and times at AUA.

Students are encouraged to contact the ombudsperson at the earliest stages of their problems, concerns and issues in order that the ombudsperson can assist before the matter escalates.

Talking with the ombudsperson does not constitute filing a formal complaint or notice to the University of problems, issues, circumstances or events but rather provides a confidential forum where various options for resolution of issues and/or to the filing formal complaints can be discussed and considered.

There are systems, processes and procedures in place at AUA for students to file formal grievances, register complaints or report issues and matters about which the student is concerned or has a duty to report. While the ombudsperson is not a substitute for these systems, processes and procedures, it is recommended that the ombudsperson be consulted before complaints or grievances are made as this is often a helpful step in students’ efforts to resolve disputes.

### *\*Confidentiality:*

Confidentiality means that the ombudsperson will not disclose any information that a student shares with him/her, unless the student has given him/her permission to do so. The exception to this confidentiality is that, if a student discloses information that gives the ombudsperson reasonable cause to believe that there is an imminent risk of serious harm to the student or to someone else or that a crime is about to be committed, the ombudsperson will disclose that information to those who are appropriate to manage the matter

### *\*Neutrality:*

The ombudsperson does not take a side in a dispute, nor advocate for an individual, a particular point of view, office, department, or any other party. The role of the ombudsperson is to be an objective third party who is available to assist with the resolution of the matter.

**\*Informality:**

The Office of the Ombudsperson operates informally. The ombudsperson does not keep the names of individuals who visit the office, or any documents or materials of any kind relating to a student's visit beyond the conclusion of the student's engagement with him/her. If a student would like the ombudsperson to review documents (e.g., a transcript, performance evaluation, email, or any other material), he/she will do so but will either return the materials to the student or shred them upon completion of the engagement. Any such documentation should be delivered to the Ombudsperson in hard copy and not electronically *when possible*. Any personal notes that the ombudsperson may take will also be destroyed upon the conclusion of the engagement. Emails and voicemail messages will be deleted by the Ombudsperson promptly.

**\*Independence:**

The Office operates independently of the *University* hierarchy and reports only to the President or *his/her* designee *in order to avoid* the risk of undue influence, conflict of interest, or appearance of conflict of interest by other members of the *University* hierarchy.

What the ombudsperson does **not** do:

- Provide legal services
- Accept notice on behalf of the University
- Represent students or others at the Professional Standards Committee or other disciplinary hearings

**Contact information** for the University ombudsperson is as follows:

Email: [Ombudsperson@auamed.net](mailto:Ombudsperson@auamed.net)

## **STUDENT DISCIPLINE, DISCIPLINARY HEARINGS, AND APPEALS**

AUA's Professional Standards Committee is the investigative and judicial arm of the Offices of the Executive Deans in matters involving violations by students of non-academic University rules, regulations, policies, and codes of conduct and ethical behavior. It has no authority over academic matters except insofar any such matters also substantially involve nonacademic issues such as cheating, plagiarism or other academic dishonesty. The Committee is composed of faculty appointed by the Deans. Hearing panels are drawn from members of the Committee, AUA's student body and AUA's faculty, including AUA's faculty at its affiliated clinical sites. It is the responsibility and obligation of all students and faculty to participate as members of hearing panels as requested by the Committee.

It is also the responsibility and obligation of all members of the University's community, students included, to report to the Office of Student Affairs any instances of violations by students of the University's Code of Conduct behavior about which the member becomes aware. It is also the responsibility and obligation of all members of the University's community fully to cooperate with the Professional Standards Committee and its hearing panels in the performance of its work

and to provide such information and evidence as they have or know that the Committee or its hearing panels may request. Failure of students to do either will constitute a violation of the University's Code of Conduct and ethical behavior and may subject them to disciplinary action by the Committee.

#### Processes and Procedures of the Committee:

Reports of any alleged or perceived violation of the University's non-academic rules and/or Code of Conduct and ethical behavior, should first be made to the Office of Student Affairs. Upon receipt of such information, the Dean for Student Affairs will promptly conduct an initial investigation to determine if, in the Dean's judgement, there is sufficient basis to proceed further with the matter. The Dean for Student Affairs is vested with authority to resolve the matter informally with the accused student(s) in cases of minor infractions of the University's rules and Code of Conduct. Such resolution may include among others as the Dean for Student Affairs may determine are acceptable under the circumstances of the matter before him/her, acceptance of admissions of wrongful conduct, the tendering of an apology to those aggrieved by the student(s)' wrongful conduct, some form of community service as the Dean for Student Affairs shall determine and direct and/or the placing of a letter of reprimand in the student(s) file(s).

If either the Dean for Student Affairs determines that there is sufficient basis to proceed and that either the matter is not one that is appropriate for resolution through his/her informal intervention or he/she is unable to affect a resolution satisfactory to both the Dean of Students and to the student(s) through his/her informal intervention, he/she will refer the matter to the Professional Standards Committee for further investigation and/or for processing as set forth below.

Matters referred by the Dean for Student Affairs to the University's Professional Standards Committee will proceed as follows:

Once a matter is referred by the Dean for Student Affairs to the University's Professional Standards Committee, the Committee will: (a.) give prompt notice of that fact to the accused student(s), and (b.) designate a member of the Committee as the Committee's representative throughout the remainder of the proceedings as against the accused student(s) (hereinafter, the "Appointed Member").

If the Committee determines that there is a sufficient basis to charge the accused student(s) with a violation of the University's non-academic rules or Code of Conduct and ethical behavior, the Committee will also assemble a hearing panel before whom the charges will be brought and adjudicated.

The Hearing Panel shall consist of no fewer than two and no more than four members of AUA's faculty and, on each panel, one student. Accordingly, each panel shall have no fewer than three nor more than five members.

Members of the Committee other than the Appointed Member may serve on hearing panels. It is preferable, but not required, that at least one member of the Committee serve on each hearing panel that the Committee constitutes. *It is the duty of each faculty member and each student to cooperate with the Committee and to serve on the Committee's hearing panels as determined by the Committee.* In assembling a hearing panel, the Committee will take into consideration the schedules and availability of those who are asked to serve on a hearing panel; however, the Committee's determination as to who of the faculty and student body shall serve on a hearing panel will be final.

The Appointed Member shall have and perform the following responsibilities:

- a. the conduct of further investigation and gathering of evidence if either the Committee or the Appointed Member determines that such is needed in order fairly and properly to determine if there is sufficient basis to present charges against the accused student(s) to a hearing panel for adjudication of them;
- b. the drafting of charges as against the accused student(s), which shall set forth in summary fashion, the nature of the violation and the essential acts and/or failures to act that the Committee will offer in support of the charges;
- c. the presentation of the charges to the accused student(s) together with a list of witnesses that the Committee expects to call upon to provide testimony and evidence at the hearing and all evidence gathered by the Dean for Student Affairs, Committee and the Appointed Member that is relevant to the matter to be determined at the hearing whether or not such evidence is to be presented by the Committee in support of the charges and whether or not the such evidence would tend to support or defeat the charges (sometimes referred to as "exculpatory evidence"). The Committee will not be permitted to present any witness or evidence other than as has been disclosed to the accused student(s) in sufficient time for the student(s) to prepare their defense(s) and responses thereto. However, the Committee shall be permitted to offer "rebuttal" witnesses and evidence; they are, witnesses and testimony the need for which the Committee could not reasonably have known prior to the presentation by the accused student(s) of his/her/their defense(s) that it would need to respond to testimony and evidence offered in defense of the charges;
- d. the arrangement of the time and date for the hearing before the panel assembled by the Committee with all interested persons. The hearing should occur as expeditiously as possible after the determination is made that a hearing is required taking into account the availability of the panel members, the Appointed Member, the accused student(s) and witnesses whose testimony will be presented at the hearing and, first and foremost, in cases in which a student has been suspended pending the outcome of the charges, the need for a student to resume his/her studies with as little lost time as is practicable under the circumstances should the outcome of the disciplinary process result in the student being allowed to return to his/her studies.

Once a hearing begins, either of the accused student(s) or the Appointed Member may request and be granted for good cause shown as the Hearing Panel Chairperson shall determine an adjournment of the hearing. Good cause may include, but is not limited to, the need to accommodate changing availability of witnesses or evidence.

e. the presentation on behalf of the Committee of the witnesses, evidence and statements in support of the charges and in response to the accused student(s) defense(s) of them.

The accused student(s) may interview witnesses, mindful that harassment of witnesses or potential witnesses is, itself, a violation of the ethical standards of the University and may lead to further charges. The accused student(s) may ask the Committee to assist them in commanding the attendance of witnesses and/or the obtaining and production of evidence reasonably within its power to command, including the pre-hearing interviewing of potential witnesses for the accused student(s) as they may identify. The accused student(s) shall have the right to interview witnesses whose attendance the Committee has commanded or, in the alternative, provide the Committee with a list of questions and/or pointed areas of inquiry for any such interview. The Committee may assign these tasks to the Appointed Member or appoint another member of the Committee for those purposes. In most cases, it is preferable that another member of the Committee be appointed. The determinations of the Committee in this regard shall be made in its sole discretion and shall be final.

The hearing shall be closed; that is, except those persons who will participate in the hearing, members of the community or the public may not attend. Witnesses shall be permitted to attend only during the time that they are providing testimony and shall not discuss their testimony or any other aspect of the hearing that they may witness with others until the hearing is completed. The hearing panel's chairperson shall determine whether and to what extent evidence or testimony offered should be permitted. All questions, testimony, and arguments shall be presented with appropriate decorum and courtesy. Badgering of witnesses will not be permitted. Hearings are not recorded. Recording or photographs of the hearing or any part of it in any form by any participant at the hearing shall not be permitted.

Generally, the order of the hearing shall be as follows:

The Appointed Member will offer a brief statement of the charges and the evidence that he/she intends to present in support of them. Upon the conclusion of the Appointed Member's statement, each student charged will be afforded the opportunity to make a brief statement outlining his/her defense of the charge(s) against him/her. A charged student shall have the option to delay the making of such a statement until after the presentation of witnesses by the Appointed Member is concluded. (These are called "opening statements.")

Upon the conclusion of opening statements, the Appointed member will present the testimony of witnesses and offer evidence in support of the charges.



At the conclusion of the testimony of each of the witnesses offered by the Appointed Member, the accused student(s) shall have the right to question the witness about the testimony he/she has offered.

Once all of the Committee's witnesses have offered their testimony and all of the evidence that the Committee, through its Appointed Member intends to offer in support of the charges has been presented, the accused student or, if there is more than one, each accused student in such order as the Hearing Panel Chairperson shall direct, will be afforded the opportunity to make an opening statement if he/she has not already made one followed by his/her presentation of witnesses and evidence in defense of the charges.

The Committee, through its Appointed Member, may question each witness presented in support or in defense of the charges at the conclusion of his/her testimony. If there are more than one accused student, each accused student will also have the right to question witnesses offered by each other accused student in defense of the charges.

The hearing panel shall have the right, in its sole discretion, to alter the order in which the hearing will proceed and to question witnesses presented by any party to the proceeding at any time during the proceedings.

The hearing panel shall not be bound to follow judicial rules of evidence and/or procedure but shall be mindful of basic principles of fairness in the conduct of the hearing. Questions and testimony shall be limited to matters relevant to the issues at hand. The Panel may, in its discretion, deviate from the order in which the hearing will proceed as outlined herein, provided that the accused student(s)' rights to fairness and due process are not violated.

While accused students are free to consult and/or obtain the representation of counsel at any stage of the disciplinary process, such counsel may not attend or directly participate in any aspect of the process except as set forth below. Neither the accused student(s) nor the Committee shall be entitled to legal counsel at the hearing. However, each accused student may be assisted by another member of the University's community. Such assistants shall not be permitted to give testimony, ask questions of witnesses, offer evidence, ask the panel questions or make statements at the hearing.

The accused student(s), members of the Hearing Panel, the Appointed Member and witnesses may appear at the hearing in person or, for good cause shown as determined in the discretion of the Chair of the hearing panel, by any other means (telephone, videoconference, Skype) as is practicable and available. However, all hearings shall originate from, and shall be deemed to have been conducted, at the University's campus in Antigua and not where any individual participant of the panel may have been physically located. In emergency situations, hearings may occur entirely remotely through the use of such electronic means as Zoom or Go to Meetings. However, such hearings shall be deemed to have occurred in Antigua regardless of where the servers or platforms used or the moderators or hearing panel members may be situated. Upon an accused student's request, the hearing panel will make arrangements with Manipal Education Americas, LLC (MEA) for the student(s) or their witnesses to attend the hearing by

videoconference from MEA's offices in New York. The same courtesy shall be extended to witnesses who will be called by the Committee.

The accused student(s) may waive the right to a formal hearing in its entirety or on the matter of whether the student is guilty of the charges. An accused student may do so at any time prior to or during his/her hearing. If an accused student does not dispute the charges and/or does not wish to present evidence in defense of the charges, or if he/she fails to attend a duly scheduled hearing without good cause as determined in the sole discretion of the Chair of the Hearing Panel, the Hearing Panel shall proceed with the hearing on the basis of the evidence presented. There shall be no presumption of guilt of the student in such cases.

In cases in which a charged student notifies the Hearing Panel that he/she does not wish to dispute the charges but wishes to offer evidence of circumstances that he/she desires the hearing panel to consider in mitigation of the discipline, if any, that the hearing panel may recommend, the Hearing Panel shall consider such evidence or information as the charged student(s) may offer as well as such evidence as the Assigned Member may offer in recommending whether or to what extent the student should be disciplined. Where a charged student fails to appear at his/her hearing or waives the right to offer any evidence on the merits or lack thereof of the charge(s) against him/her and on the discipline that the Hearing Panel may recommend, the Hearing Panel shall determine the discipline, if any, that it will recommend based solely on the evidence offered by the Committee through its Assigned Member.

Within 3 business days of the conclusion of the hearing, the hearing panel shall render a written statement as to whether the charges, or any lesser charges, have been sustained by the greater weight of the evidence presented at the hearing. If the Hearing Panel determines to sustain any charge, a statement shall also set forth briefly its factual findings that support the charge(s) sustained and a recommendation to the Executive Dean of the Department (Preclinical Sciences or Clinical Sciences) in which the student(s) were enrolled as of the time of that events and circumstances giving rise to the charge(s) that the hearing panel determines to sustain occurred as to the discipline, if any, that the student(s) should receive.

Discipline may include but may not necessarily be limited to probation, suspension, dismissal from the school, receipt of a failing grade or grades on specified course work, failure of a class or classes, withdrawal from a class or classes, or enforced leave of absence. Any discipline may also include a suspension of any discipline or such other conditions as the hearing panel may determine are appropriate under the circumstances.

The Executive Dean to whom the recommendation is made shall, in his or her sole discretion, determine whether to accept, reject, or modify in any respect the recommendation of the Hearing Panel with respect both to its determination to sustain the charge(s) and to its determination as to the discipline, if any, that the student(s) should receive. The Executive Dean shall promptly notify the student(s) of his/her decision. He/she shall also give notice of his/her decision to the Dean for Student Affairs, other Deans and such other persons as may have a need to know of the decision. Such persons would include Security, the Vice President for Administrative Affairs and the student(s)' home room facilitator if the decision includes suspension or expulsion. In cases in which the Executive Dean of the Clinical Sciences is not the decision maker but the

charged student(s) are, at the time that the decision is made, in the Clinical Sciences component of their education, the Executive Clinical Dean should also receive notice of the decision.

The decision of the Executive Dean shall be final and binding with no right of appeal or other review in any forum within or outside of the University in cases in which the discipline imposed by the Executive Dean does not include a sanction of probation, suspension or dismissal. In cases in which the sanction imposed includes probation, suspension or dismissal, student(s) shall have the right to appeal the decision, be it with respect to the findings or the discipline imposed or both, to the President of the University.

In cases in which the discipline imposed includes a suspension or a dismissal, the student may make written application to the University's President for a stay of the discipline pending an appeal of the Executive Dean's decision or the discipline imposed. The President's decision of the application will be final and not subject to any review or appeal. The discipline will not be stayed or delayed unless and until the President grants the application in writing. If notice of the student's intent to appeal or the student's written appeal is not received by the President within the time set out for such, the application will be deemed as withdrawn.

To appeal a decision of the Executive Dean to the University's President, a student must adhere strictly to the following procedures. Failure to do so shall be grounds for dismissal of the appeal.

1. The student must give written notice of his/her intent to appeal the decision against him/her to the President within 14 days of the date that the decision appealed from is rendered.
2. The student must, within 14 days thereafter, submit a written appeal to the President. The written appeal must include all facts, evidence, and circumstances that the student wishes the President to consider in determining the appeal. It may include an acceptance of the determination of guilt and appeal of the sanction and/or a request for leniency. It may not include any matter, information or evidence that the student(s) had not offered for consideration at the hearing except where the matter, evidence, or information was not available for presentation to the hearing panel at the time of the hearing or when it involves a claim that the decision appealed from was the result of failure of the hearing panel to follow the procedures above outlined or undue bias of the hearing panel or the Executive Dean whose recommendation the student is appealing.
3. The President shall consider the appeal on the basis of the written appeal and supporting documentation that the appealing student offers and will either render a decision on the appeal or consider such other information and evidence as the President, in his/her sole discretion, determines to consider. The President may request the appealing student to obtain such information or evidence or undertake to obtain it through such means as are available to him/her, including the conduct of an additional hearing over which he or she will preside. The appealing student shall be notified of all such information and/or evidence as the President elects to consider in determining the appeal. Each appealing student shall be entitled to representation of counsel of his/her choice at any stage of

his/her appeal. If the President determines to hold an additional hearing or hearings, any such hearing shall be held on the University's campus in Antigua unless the student(s) and President mutually determine otherwise.

The President may, upon consideration of the appeal, accept, reject, or modify the determination appealed from or any aspect of it. Among the actions that he or she may take are the imposition of lesser, different, or greater discipline, the removal or attachment of conditions of discipline, or the granting or removal of suspensions or enforcements of discipline.

The decision of the President shall be final, binding, and non-appealable in any forum within or outside of the University. It shall be communicated to the student in writing.

If, at any time, or under any circumstances, the Dean for Student Affairs or an Executive Dean is unable to carry out his/her responsibilities due to conflict of interest, scheduling, disability or any other reason as he/she shall, in good faith, determine, he/she has the right and duty to appoint a replacement from among the Associate Deans or Chairs in his/her Department. If, at any time, the President is unable to carry out his/her responsibilities due to conflict of interest, scheduling, disability, or any other reason as he/she shall, in good faith, determine, he/she shall have the right and duty to appoint a replacement from among the University's faculty or executive officers. In any such case, the appointed person shall have the rights, powers, responsibilities and duties of the President or the Dean whom they replace as if they were the President or Dean whom they replace and all references above set forth to the President or Dean whom they replace shall be deemed a reference to that Dean or to the President.

## **UNIVERSITY GRIEVANCE PROCEDURES**

### **Hearings and Appeals**

AUA's Grievance Committee is the investigative and judicial arm of the Offices of the Deans in matters involving grievances of any member of the AUA community against the University or other members of the AUA community. These grievances do not include academic matters (e.g., grades and promotions), matters that are within the province of the University's Professional Standards Committee to administer or matters that should be the subject of collective bargaining or resolved through union representation. They also do not include challenges to the University's educational and academic policies. The Committee is composed of faculty and student representatives appointed by the Executive Deans.

It is the responsibility and obligation of all members of the University's community fully to cooperate with the Grievance Committee. This cooperation includes appearing at any hearing conducted by the Committee and providing such evidence and information as the Committee may request in the course of performing its duties.

## **Filing a Grievance**

Any member of the University's community may file a grievance with the Grievance Committee by submitting a written statement to the Chairperson of the Committee. This statement should outline the nature of the grievance and should contain a brief statement of the facts and any relevant documentary evidence that support it. Upon receipt of a grievance, the Committee will designate a member of the Committee as the Grievance Administrator for that grievance. The Grievance Administrator will gather such information as he/she determines is necessary to determine if the matter should be referred to mediation to be conducted by a member of the school's faculty or administration (as appointed by the Chairperson of the Committee) or to a hearing panel to be constituted by the Grievance Committee for a hearing.

The determination as to which of these two processes the grievance should initially be referred is not subject to challenge. However, in the event that a grievance is referred for mediation that does not conclude satisfactorily for the aggrieved party, he/she has the right to demand that the grievance be heard by a hearing panel. It shall be at the discretion of the Chairperson to grant the request subject to appeal by the grievant to the full Committee, which must be made in writing within 5 business days of the Chairperson's decision. The Committee's determination on the appeal shall be final except that students shall have the right to a hearing on their grievances.

The Grievance Administrator will give prompt notice of the grievance to those members of the community against whom the grievance is made together with copies of the grievance and all documentary evidence submitted by the grievant in support of it as well as other information and documents obtained by the Grievance Administrator concerning the grievance. He/she will also aid both the grievant and the any party against whom the grievance is made assistance in obtaining the presence of witnesses and evidence for a mediation or a hearing.

If a grievance is referred for mediation, the person assigned by the Chairperson of the Committee to act as the mediator will set a time and date for the mediation taking into account the convenience of the mediator and the parties. Failure to attend a mediation shall be grounds for determination of the grievance as against any non-attending party. The mediator may require the parties to attend more than one mediation session.

If it is determined that a hearing should be held, the Committee will constitute a hearing panel to hear the grievance. The Grievance Administrator will give prompt notice to the grievant and to the member(s) of the community against whom the grievance is made of the time and place of the hearing and insure that both the grievant and each person against whom the grievance is made is provided with all evidence and the names of all witnesses that the other party will present at the hearing.

Hearing Panels shall be drawn from the AUA community. Members of the Grievance Committee may serve on hearing panels, however, neither of the mediator of a grievance nor the Grievance Administrator may serve on a panel charged with hearing a grievance in which they were involved. Hearing panels shall consist of two members of the University's faculty and one student in the case of a grievance brought by or against a student and one member of the community

who is not a faculty member or a student in the case of a grievance brought by or against a member of the community who is not a faculty member or student.

If any person believes that the school or any of the school's employees have inadequately applied the regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Section 504 of the Rehabilitation Act of 1973, or (3) the Americans with Disabilities Act, they may bring forward a grievance to the school's Section 504/ADA coordinator. A complaint can be made to the US Department of Education's Office for Civil Rights without going through the school's grievance procedures.

### **Hearing Procedures**

A hearing will be scheduled promptly after it is determined that a hearing is warranted. The panel shall fix the time and date of the hearing, taking into consideration the availability of members of the hearing panel, the grieving party, the party(s) charged, and the witnesses expected to appear at the hearing.

All hearings shall be closed to the public except to those persons who will participate in the hearing. Witnesses shall be permitted to attend only during such time that they are providing testimony. Witnesses shall not discuss their testimony or any other aspect of the hearing that they may witness with others. The hearing panel's chairperson shall determine whether and to what extent evidence or testimony offered should be permitted. All questions, testimony, and arguments shall be presented with appropriate decorum and courtesy. Badgering of witnesses will not be permitted.

Generally, the grieving party will make an opening statement outlining what he/she intends to prove and then present the witnesses and evidence in support of the charge(s). In cases where the University or any of its departments (including the office of either Dean) is the grieving party, the grieving party may designate a representative for this purpose. After each of the witnesses of the grieving party provides his/her evidence, the party charged shall have the right to examine the witness. Upon completion of the grieving party's presentation of witnesses and evidence, the party charged will be afforded the opportunity to make an opening statement and to offer evidence and testimony of witnesses in defense of the charges.

The grievant shall have the right to examine each of the witnesses who provide evidence in defense of the charge(s) at the conclusion of his/her testimony. The hearing panel may question any witness at any time during his/her testimony or thereafter and may ask the Grievance Administrator to gather and present evidence and witnesses not presented by any of the parties to the hearing for consideration and questioning. The parties shall have the right to question any such witnesses whose testimony is presented during the hearing.

The parties shall also have the right to offer rebuttal testimony and witnesses. Rebuttal witnesses shall may be questioned by any opposing party.

The hearing panel shall have the right to alter the order in which the hearing will proceed.

The hearing panel shall not be bound by judicial rules of evidence and procedure but shall be mindful of and practice basic principles of fairness in the conduct of the hearing. Questions and testimony shall be limited to matters relevant to the issues at hand.

Neither party shall be entitled to legal counsel at the hearing but may be assisted by another member of the University's community. This individual shall not be permitted to give testimony at the hearing. If the hearing panel determines that it requires the assistance of counsel, it may have counsel assist it at the hearing.

The parties, members of the hearing panel, and witnesses may appear at the hearing in person or by any other approved means (e.g., telephone or videoconference). However, all hearings shall be conducted at the University's campus in Antigua. Upon either party's request, the hearing panel will make arrangements with Manipal Education Americas, LLC (MEA) for the parties or their witnesses to attend the hearing by videoconference from the MEA's offices in New York.

The party or parties charged may waive the right to a formal hearing if they do not dispute the charges and/or do not wish to present evidence in defense of the charges. In such a case or in the case in which a party charged fails to attend a duly scheduled hearing, the hearing panel shall proceed with the hearing and determine from the evidence presented whether the charges should be upheld. If charges are upheld, the hearing panel will recommend appropriate consequences. A charged party or parties may also, at any time before the hearing is concluded, notify the hearing panel that they do not wish to dispute the charges but wish to offer evidence or information about circumstances that they believe provide a basis for mitigation of any consequence that the hearing panel may recommend. The hearing panel gives such weight to the information and evidence offered as, in its discretion, it deems appropriate.

Within 3 business days of the conclusion of the hearing, the hearing panel shall render a written statement as to whether the charges or any lesser charges have been sustained by the greater weight of the evidence presented at the hearing. If the hearing panel determines to sustain any charge, the statement shall also briefly set forth its findings that support the charge(s) sustained and shall include a recommendation as to the consequences that should be imposed against the party charged. The hearing panel's determination and recommendation shall be made to the Executive Dean of Clinical Sciences in the case of events and members of the AUA located principally outside of Antigua and to the Executive Dean of Preclinical Sciences in the case of events and members of the AUA community located principally in Antigua.

The consequences that the hearing panel may recommend upon sustaining a charge are limited only by the University's practical and legal ability to enforce the consequence.

The Dean to whom the recommendation is made shall, in his or her sole discretion, determine whether to accept, reject, or modify in any respect the recommendation of the hearing panel with respect both to its determination to sustain the charge(s) and to its determination of the consequence, if any, which should be imposed. The charged party shall promptly be notified of the decision of the Dean.

## **Grievance Appeals**

Either party shall have the right to appeal the determination of the Dean to the President of the University. In order to appeal a decision of the Dean, a party must adhere strictly to the following procedures. Failure to do so may be grounds for dismissal of the appeal.

1. The party or parties must give written notice of their intent to appeal the decision to the president within 14 calendar days of the date on which the decision was rendered.
2. The appealing party or parties must, within 14 calendar days thereafter, submit their written appeal to the President. The written appeal must include all facts, evidence, and circumstances that the appealing party wishes the president to consider. It may include an acceptance of the determination of guilt or responsibility with a request for leniency. It may not include any matter, information, or evidence that the appealing party had not offered for consideration at the hearing except for evidence or information that was not available for presentation to the hearing panel at the time of the hearing. It may involve a claim that the decision appealed was the result of failure of the hearing panel to follow the procedures outlined above or from undue bias of the hearing panel.
3. Upon receipt of the appeal and supporting documentation, the President shall supply copies of those documents to the other parties to the grievance, who, within 14 calendar days of delivery to him, her, or them of the appeal and supporting documents, may submit a written response to the appeal and provide supporting evidence for the President to consider.
4. The President shall consider the appeal on the basis of the written appeal papers and the written submissions in response thereto, if any, and will either render a decision on the appeal or advise that he or she requires further information that he or she will seek to obtain, including conducting an additional hearing over which he or she shall preside. If the President determines that a further hearing shall be conducted, each party or parties will be entitled representation by counsel of their choice. Any such further hearing shall be held on the University's campus in Antigua unless the student and the President mutually determine otherwise.

The President may, upon consideration of the appeal, accept, reject, or modify the determination appealed from or any aspect of it. Among the actions that he or she may take are the imposition of a lesser, different, or greater consequence. The decision of the President shall be final, binding, and non-appealable in any forum within or outside of the University. It shall be communicated in writing to the parties involved.

If at any time or under any circumstances any of the Committee Chairperson, the Grievance Administrator or the Dean responsible for consideration of the determinations of a hearing panel is unable to carry out his/her responsibilities due to conflict of interest, scheduling, disability, or any other reason as he/she shall in good faith determine, he/she shall have the right and duty to appoint their replacement from among the Committee in the case of the Chairperson's or the Grievance Administrator's inability or the Associate Deans or Chairs of their departments in the case of a Dean's inability.



If at any time the President is unable to carry out his or her responsibilities due to conflict of interest, scheduling, disability or any other reason as he or she shall in good faith determine, he or she shall have the right and duty to appoint his or her replacement from among the University's executive officers.

In any of such cases, the appointed person shall have the rights, powers, responsibilities, and duties of the person whom they replace

## **POLICY OF NONDISCRIMINATION**

The university does not discriminate nor does it condone harassment based upon race, creed, ethnicity, religion, gender, national origin, age, disability, sexual orientation, or any other characteristic protected by law. This applies to students and employees (faculty and staff) on the AUA premises as well as during AUA-sponsored events.

Sexual harassment, defined as non-gender specific, is subject to disciplinary action, and includes the following:

- Harassment of women by men, men by women, or persons of the same gender
- Unwelcome sexual advances
- Requests for sexual favors and sexual displays of any kind
- Inappropriate sexual behavior or verbal abuse that is sexually based and offensive in nature

### **Notice of Nondiscrimination**

Applicants for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with AUA are hereby notified that this school does not discriminate on the basis of race, sex, color, national origin, age, or disability in admission or access to, treatment of, or employment in its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA), or Section 504 is directed to contact Dr. Dwayne Hunt, Dean for Student Affairs, at University Park, Jabberwock Beach Road, Coolidge, Antigua, 268-484-8900, or [dhunt@auamed.net](mailto:dhunt@auamed.net), who has been designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination.

## **POLICY ON PEER-TO-PEER FILE-SHARING AND COPYRIGHT INFRINGEMENT**

### **Background**

**Peer-to-peer (P2P) file-sharing** allows users to share files online through an informal network of computers running the same software. File-sharing can give access to a wealth of information, but it also has a number of risks. Those sharing files can inadvertently download copyright-protected material, pornography, or viruses or mistakenly allow other people to copy files not intended for sharing.

**Copyright infringement** is the use of works protected by copyright law without permission, thereby infringing on certain exclusive rights granted to the copyright holder, such as the right to reproduce, distribute, display, or perform the protected work or to make derivative works. The copyright holder is typically the work's creator or a publisher or other business to which copyright has been assigned. Copyright holders routinely invoke legal and technological measures to prevent and penalize copyright infringement.

Please refer to copyright law of the US and related laws contained in Title 17 of the *United States Code* (<http://copyright.gov/title17/92preface.html>).

Consequences a violator of copyright law might face include (but are not limited to) the impounding of equipment, legal fees, fines, and statutory damages. Any student, faculty member, administrator, or guest that knowingly violates copyright law does so at their own risk and in violation of this policy.

Manipal Education Americas, LLC (MEA) and the American University of Antigua will distribute, on an annual basis, a notification to the university community that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties. In addition, the university will provide students with information on sites that provide safe and legal file-sharing options via continuous updates to the permitted activities section of this document.

### **Purpose**

The purpose of this policy is to describe our shared responsibility to not expose the university to the security risks, liabilities, and the degradation of computing resources caused by P2P file-sharing and copyright infringement.

### **Scope**

This policy applies to all university-supplied computers, laptops, tablets, servers, network appliances, and mobile devices. This policy also applies to any personally owned device that is connected to the university network. This policy applies to all individuals regardless of their university affiliation and/or status.

## **Policy**

It is the policy of MEA and AUA to comply with copyright law.

This policy prohibits the distribution, downloading, or uploading of any content, software, data, sound, or picture that

- is copyrighted;
- is specified as illegal or forbidden to copy without the copyright owner's written permission;
- is considered to be proprietary or private; and
- contains viruses or malware.

P2P file-sharing is strictly forbidden

- from any university supplied computer, laptop, server, or mobile device;
- from any personally owned device connected to the university network.

Other forbidden activities include

- using BitTorrent (or any similar means) to download content that is not free for public use;
- running programs that attempt to conceal forbidden activities from university network security monitors;
- transmitting or downloading any material that infringes any patent, trademark, trade secret, or copyright; and
- downloading, installing, or distributing pirated or unlicensed software.

Permitted activities include

- using BitTorrent (or any similar means) to download software marked freely available by its owners; and
- downloading content, music files, documents, and pictures that the owner and/or artist have marked as freely available.

## **Enforcement**

MEA and AUA will take steps to detect, suspend network access, and punish individuals that violate this policy.

The university has active network monitors in place that prohibit access to illegal file-sharing sites and alert the IT organization as to suspicious activity that warrants further investigation.

MEA and AUA consider any violation of this policy to be a serious offense. MEA and AUA reserve the right to copy and examine any files or information resident on MEA systems and to

protect its network from systems and events that threaten or degrade operations. Please note that violators are subject to disciplinary action that is consistent with the severity of the breach of policy, and in some cases violations may be reported to appropriate authorities for criminal or civil prosecution. Copyright status is applied to a work as soon as it is created. Users should assume that all writings and images are copyrighted.

## **ACCEPTABLE USE OF TECHNOLOGY**

Our computers' email and information systems have been organized to improve communication and reduce the time and effort it takes to complete administrative activities. Use of university-supplied computers, email, and information systems must always reflect that these are shared resources that have been established for the good of AUA, LLC, and the university community.

The guidelines below reflect the commitment students are required to make to use university-supplied technology resources properly and responsibly.

### **In making acceptable use of resources you must do the following:**

1. Protect your system username and password from unauthorized use.
2. Understand that you are responsible for all activities that originate from your system account.
3. Access only information that is your own, that is publicly available, or to which you have been given authorized access.
4. Use only legal versions of copyrighted software in compliance with vendor license requirements.
5. 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.
6. Use resources only for authorized purposes.

### **In making acceptable use of resources you must not do the following:**

1. Use another person's computer, system name and password, or files.
2. Use computer programs to decode passwords or access control information.
3. Attempt to circumvent or subvert system or network security measures.
4. Engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files, or making unauthorized modifications to university data.
5. Use university systems for commercial or partisan political purposes, such as using electronic mail to circulate advertising for products or for political students.
6. Make or use illegal copies of copyrighted materials or software, store such copies on university systems, or transmit them over university networks.
7. Make disparaging comments about others or make statements, speak, or write on behalf of AUA in a newsgroup or chat room unless you are duly authorized to do so by the university.
8. The electronic mail system shall not be used to create, send, or receive any offensive or disruptive messages. Among those which are considered offensive include any messages that contain sexual implications, racial slurs, gender-specific comments, or any comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin,

or disability. Email communications should be considered official communications and should be composed in a professional, businesslike manner.

9. Use mail or messaging services to harass or intimidate another person, for example, by broadcasting unsolicited messages, by repeatedly sending unwanted mail, or by using someone else's name or system username.

10. 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.

11. Use the university's systems or networks for personal gain, for example, by selling access to your system username or to university systems or networks, or by performing work for profit with university resources in a manner not authorized by the university.

12. Access content that is pornographic in nature.

13. Intentionally cause physical damage to a technology asset.

14. Engage in any other activity that doesn't comply with the general principles presented above.

### **Classroom Communications**

The classroom is AUA University controlled space in which faculty and students communicate with each other and members of the public. There is no right to privacy regarding communications which takes place in such a setting. Any expectation to privacy concerning communications taking place in educational classrooms during classes or classroom related activities are subject to audio and video monitoring solely for educational purposes. By entering a classroom setting one acknowledges that they agree with and acknowledge the above.

## **RESIDENTIAL SERVICES**

### **STUDENT HEALTH CLINIC**

At AUA, we believe students should develop personal responsibility for your health, and we are here to help students with that goal. Staying healthy will help students maximize their educational experience at AUA.

#### **Appointments**

The Student Health Center operates on an appointment system, which decreases waiting times and allows for better planning by all parties. Appointments can be made using this link <https://tinyurl.com/AUAHealthClinic>, calling ext. 1562 or emailing [clinic@auamed.net](mailto:clinic@auamed.net). Due to Covid, we do not currently take walk-ins except in case of emergency. If students are unable to keep their scheduled appointment, they are required to notify the Student Health Center so that their appointment may be given to other patients.

#### **Hours of Operation**

Open hours are Monday through Friday, 8:30 a.m. to 1:30 p.m. Office hours are modified during school breaks. The campus Health Clinic is closed on all observed holidays.

#### **Life-Threatening Emergencies**

Students should call 911 if they are experiencing a life-threatening emergency and contact the clinic. For after-hours emergencies, contact 268-764-0164.

#### **Medical Records**

The University Park Health Center operates with standards of care to all patients. To provide you with optimal and continuous care, we request that patients and prospective patients present updated medical records:

- i. from their attending physician at the beginning of each semester
- ii. after visiting their doctor overseas at any point during the semester
- iii. after visiting a local healthcare facility outside of the UPHC

If needed, assistance can be provided with obtaining medical records.

When requesting your medical records from the UPHC, an **authorization to release healthcare information application form** must be completed and returned to the UPHC at least 48 hours in advance.

## **Dress Code**

The UPHC dress code is to ensure the comfort of all present. Persons arriving for routine visits in attire deemed inappropriate by the medical staff may be asked to change prior to receiving service.

Attire that are not suitable to attend visits are outlined below:

- gym attires such as sports bras, short tights, tennis skirts
- shorts or skirts above mid-thigh
- see-through tops or bottoms
- crop tops

## **Services Provided**

Services are available to faculty, staff, and students who are actively enrolled in academic course work. Insurance cards and identification badges are required to be seen at the health center.

1. Outpatient medical care provides diagnosis and treatment of acute and chronic illnesses, as well as minor injuries:
  - Respiratory infections
  - Urinary tract infections
  - Headaches
  - Abdominal pain
  - Sexually transmitted infections
  - Dermatological conditions
  - Sports-related injuries
  - Routine office visits/any concerns for which you would see your family doctor or general practitioner
  - Referrals
  - Prescription refills for most medications
  - Treatments such as IV fluid or antibiotics, nebulizer treatments, minor suturing
2. Preventive medical care includes routine physical exams, cholesterol screening, pelvic exams, etc.
3. Mental health services—see below.
4. Laboratory studies include routine laboratory studies appropriate for diagnostic purposes.
5. Immunizations including meningococcal, pneumococcal, varicella, Tdap boosters, Adcel, Gardasil, hepatitis B, flu vaccines, and TB skin tests are available.
6. Health education including publications and materials is available at the Student Health Clinic on a variety of health topics.
7. Some non-controlled medications are available, such as antibiotics, anti-inflammatories, etc.
8. Laboratory or radiographic studies that are seen as medically indicated by the health center can be ordered outside of the health center.

### **Services Not Provided**

1. Surgical procedures (outpatient and inpatient)
2. Cost of inpatient medical care and hospitalization
3. Payment of prescription drugs
4. Routine eye care (refraction, prescription glasses, contact lens care, etc.)
5. Routine dental care
6. Ambulance services
7. Obstetrical care
8. Male and female fertility evaluation
9. Radiographic studies except non-OB ultrasound

### **Mental Health Counseling Services**

AUA provides a variety of counseling services to meet the specific mental health care needs of medical students. Many students experience life events or academic pressures that leave them feeling anxious, confused, lonely, angry, depressed, or overwhelmed, and it is often helpful to speak with an unbiased, objective professional. Any personal issue that is troubling students may be confidentially discussed in counseling.

Our counselors can assist with navigating many of the more challenging aspects of the human experience including but not limited to the following:

1. Adjusting to AUA and Antigua
2. Alcohol- and drug-related issues
3. Anger Management
4. Anxiety and stress management
5. Depression
6. Eating and sleep concerns
7. Interpersonal conflicts
8. Learning difficulties
9. Loss and grief
10. Psychological issues
11. Self-esteem and personal growth
12. Sexuality and gender issues
13. Test Anxiety
14. Trauma
15. Understanding cultural differences

Counseling services are provided in the AUA Wellness Centre. The services include individual counseling, group counseling, and workshops. The University Counseling Center psychiatrist provides psychiatric testing and medication management.

### **Confidentiality**

The University Counseling Center staff maintain professional ethical standards, regarding



confidentiality. Confidentiality is one of the most important parts of each counseling session. Upon entering counseling, clients are notified of the Privacy Policy and the limits of confidentiality. Documentation from sessions is **not** placed in any personnel, academic, or educational file regarding attendance, content of sessions, or progress.

### **Appointments**

The University Counseling Center operates on an appointment system, which decreases waiting times and allows for better planning by all parties. Appointments can be made using this link <https://tinyurl.com/auabookucc>, calling ext. 1587, or emailing [ucc@auamed.net](mailto:ucc@auamed.net). If students are unable to keep their scheduled appointment, they are required to notify the University Counseling Center within 24-hours, or a no-show/late cancellation fee is charged. All billing is handled by the Student Health Center.

### **Hours of Operation**

Open hours are Monday through Friday, 9:00 a.m. to 8:00 p.m. Office hours are modified during school breaks. The University Counseling Center is closed on all observed holidays.

### **Life-Threatening Emergencies**

Students should call 911 if they are experiencing a mental health emergency and contact the University Counseling Center. For after-hours emergencies, contact 268-764-0164.

### **Medical Excuse Policy for Students**

The Student Health Center will only provide medical excuses to students for medical conditions that prevent them from attending an exam, lab, group activity, **and** meet the following conditions:

- A student health center provider is involved in the medical care **and**
- The condition is deemed significant by the student health center provider **and**
- Based on an examination by the student health center provider, the student is advised not to attend class **or**
- The student has proof of a documented hospitalization

In general, the following conditions will **not** warrant a medical excuse:

1. A request for a medical excuse from the student health center for verification of an illness after the illness is over
2. Missing class or an examination for an appointment at the student health center
3. A sinus, ear, eye, or respiratory infection; sore throat; headache; or cough without significant symptoms (e.g., fever)
4. Gastroenteritis (abdominal pain, cramps, vomiting, or diarrhea), unless there is fever and/or severe dehydration
5. Musculoskeletal conditions that do not prevent ambulation (such as minor ankle injuries, wrist sprains, etc.)

This policy is consistent with recommendations from the American College Health Association as well as with the policies of other peer institutions. This policy is also consistent with our commitment to maintain confidentiality, encourage appropriate use of health-care resources, and support meaningful dialogue between professors and students. Students are responsible for communicating directly with faculty regarding class attendance and/or completion of class assignments. Further information regarding university attendance policies with regard to illness and emergencies can be found in the *Student Handbook*. If professors require written documentation of a clinic visit to the health center, due to the confidentiality of medical information, only the date and time of the visit will be provided.

### **Confidentiality**

Information regarding the physical or mental status of patients is strictly confidential. Information will not be released to persons outside of the student health center without the patients' written consent, unless legally mandated (e.g., for insurance purposes).

### **Health Insurance**

All AUA students are required to have health insurance while actively enrolled. AUA provides students with a limited benefit injury and sickness plan. Semi-annual premiums of \$1,100 USD are billed to all students.

Students who wish to opt out of that coverage may do so provided that they submit proof satisfactory to AUA in its sole discretion that they are covered under a policy provided by a health care insurance provider recognized by AUA that, at a minimum, provides substantially equivalent coverage to the coverage provided under AUA's policy.

A student who provides the required documentation of alternative coverage by no later than the published due date will receive a full refund of the cost of AUA's coverage provided that the student has not made a claim against AUA's insurance policy.

**IMPORTANT: STUDENTS IN ATTENDANCE IN ANTIGUA WHO OPT OUT OF UNIVERSITY PROVIDED ACCIDENT/SICKNESS COVERAGE WILL BE REQUIRED TO PURCHASE REPATRIATION/MEDICAL EVACUATION (RME) COVERAGE THROUGH THE UNIVERSITY AND THE ANNUAL PREMIUM FOR RME INSURANCE IS \$62.50 USD PER SEMESTER. NO EXCEPTIONS AND NO PRORATING**

## **AUA Student Policy for Substance Abuse Prevention and Intervention**

### **I. Policy**

This policy is applicable to all students enrolled in credit courses in a degree-granting program at the American University of Antigua (AUA).

AUA expects students to adhere to the policies contained herein regarding the consumption and serving of alcoholic beverages on University property and at University events. AUA also expects

students who are of legal drinking age in Antigua to act responsibly on the occasions when they choose to consume alcoholic beverages.

The University intends to maintain a substance free workplace. Individuals impaired by the use of alcohol and drugs are harmful to themselves, the University's mission, the treatment of patients, and the wellbeing of co-workers, students, and visitors.

The University prohibits the illegal use or the abusive use of alcohol or other legal drugs on University property or at events that utilize the University's name. In accordance with Antiguan law, AUA also strictly prohibits the use, possession, manufacture, sale, or distribution of illegal drugs or drug paraphernalia by any AUA student. Students are expected to use only those prescription medications that are prescribed for them within the confines of a provider/patient relationship. Students are prohibited from using prescription medications not prescribed for them.

AUA recognizes that alcohol and other drug abuse is a preventable and treatable condition and acknowledges that, as an institution dedicated to the healing arts, we have the responsibility to facilitate prevention activities and offer treatment to students who suffer from alcohol and other drug abuse. AUA encourages all impaired students to seek help voluntarily and favors the earliest possible intervention. AUA will make treatment and referral services available to students.

AUA respects the right to confidentiality of recovering students and will assist them to continue their education and employment. However, AUA also respects the rights of patients and others and seeks to protect them from the harm that impaired students may cause. Hence, impaired students who fail to cooperate with appropriate treatment programs are subject to disciplinary actions up to and including dismissal as deemed appropriate by the Dean of the student's college.

In order to ensure the fulfillment of these institutional policies, guidelines and procedures will be implemented in each of three areas: I. Prevention, II. Intervention and III. Legal Issues.

## **II. Guidelines and Procedures**

### **I. Prevention:**

Recognizing the importance of preventive aspects of alcohol and other drug abuse education, AUA will implement the following initiatives:

A. Curriculum: AUA will recognize the importance of teaching about alcohol and other drug abuse. As deemed appropriate by the Curriculum Committee, information about alcohol and/or drug abuse will be conveyed in courses required for graduation.

B. Orientation: Each year at orientation, the Dean of the college or his/her designee (e.g., the Dean for Students or another designated faculty member who will be referred to in this policy as the Dean's designee) will inform new students about the availability of AUA resources (him/herself, the University Counseling Center, Student Health Center, Crossroads, Alcoholics Anonymous/Narcotics Anonymous) for students concerned about alcohol and other drug use

and abuse.

C. Wellness: Students will be encouraged to develop healthy lifestyles through the availability of exercise facilities, sports programs, meditation groups and other health-promoting activities. Information about Student Wellness programs will be provided at orientation for new students.

D. Social Activities: Any event for AUA students that utilizes the University's name must serve food and have non-alcoholic beverages available if alcohol is served. Any advertisement placed on the AUA campus that indicates that alcoholic beverages will be served at an event that utilizes the University's name must also indicate that non-alcoholic beverages and food will be served. Any non-approved, non-AUA events that primarily serve alcohol will not be displayed or advertised on campus or in campus publications. Further, at all AUA-approved events serving alcohol, the sponsors must have a designated driver (DD) program in place at the event.

E. Other Prevention Activities: The AUA University Counseling Service (UCS) and Student Health Center will serve as a resource and help coordinate educational presentations about alcohol and other drug use and abuse for students if requested.

## **II. Intervention**

### **A. Early Identification:**

1. In the spirit of prevention and early intervention, any member of the University community who is concerned that an AUA student's use of alcohol or other drugs may be causing the student to be impaired (see Definition of Impairment in Section II.B. below) is encouraged to report his/her concern to the Director of University Counseling Services or Director of Student Health Center. For students at clinical sites; the Executive Dean of Clinical Sciences must be notified. He will contact the identified student and request he/she present for evaluation. (See section II.C.7 for additional details). If it is ascertained that the identified student is impaired, Steps 2 - 12 as outlined in Section II.C. ("Treatment") of this policy will be implemented.

2. An AUA student who is arrested or charged with a misdemeanor or other crime involving the use, possession, manufacture, sale, or distribution of alcohol or any other drug, is required to report this information to the Dean for Student Affairs for students on campus or to the Dean of Clinical Sciences for those on clinical rotations within two University/college business days of the offense. The Dean for Student Affairs or the Executive Dean of Clinical Sciences will take whatever action he/she deems appropriate. These actions include, but are not limited to, initiation of an intervention as outlined in Section II.C. ("Treatment") of this policy, suspension of the student, or dismissal of the student. Students who fail to report violations or charges may also be subject to conditional study, suspension or dismissal should this failure be later discovered.

3. An AUA student who receives a positive drug screen as a result of an AUA required test must insure that the Dean for Student Affairs or the Executive Dean of Clinical Sciences is informed. With the exception of those in UCS or Student Health Center who are in a confidential patient/provider relationship, if an AUA staff is informed of the positive drug test, he/she will

notify Dean for Student Affairs office, who will interview the student and take whatever action he/she deems appropriate. These actions include, but are not limited to, initiation of an intervention as outlined in Steps 2 - 12 in Section II.C. ("Treatment") of this policy. The student's ability to complete his/her course of study may be impacted.

4. Refusal by a student to submit to testing will result in removal from educational activities and may result in dismissal.

B. Definition of Impairment: An AUA student who meets any one of the following criteria will be identified as impaired:

1. The student exhibits impaired professional (i.e., academic, clinical and/or research) performance in association with the observed or alleged improper use of alcohol or drugs.
2. The student poses a danger to himself/herself or others or displays behavior that is disruptive to the goals of the student's academic, clinical and/or research programs in association with the observed or alleged improper use of alcohol or drugs.
3. The student is, or appears to the reasonable observer to be, under the influence of alcohol and/or other drugs in the classroom, clinical, or other campus or professional setting.
4. The student is discovered using or is found to have possession of any illicit substance on University property or at an event which utilizes the University's name.
5. The student is arrested or convicted of violating Antiguan law related to the student's use, possession, manufacture, sale, or distribution of alcohol or other drugs.

#### C. Treatment

1. A student who voluntarily refers him/herself to UCS or Student Health Center for evaluation or treatment of problems related to alcohol or other drug use or abuse will retain his/her rights to confidentiality, in accordance with state, federal, and local laws.
2. If an AUA student, faculty member, or any other member of the AUA community is concerned that a student may be impaired (see definition of impairment in II.B. above) he/she is encouraged to call UCS or Student Health Center to discuss his/her concerns. He/she is also encouraged to 1) refer the student to UCS/Student Health Center for voluntary evaluation and/or treatment, and 2) inform UCS/Student Health Center of the name of the student being referred. The referring individual is encouraged to inform the Dean for Student Affairs and the Dean's Office, or the Executive Dean of Clinical Science will take appropriate action, including determining whether to contact the student. If the Dean's Office contacts the student they should ask the student to sign a release of information form authorizing UCS/Student Health Center staff to provide information to the Deans Office as indicated on the form. UCS/Student Health Center will attempt to contact the referred student to schedule an evaluation. A student who is referred for voluntary contact with UCS/Student Health Center will retain all rights to

confidentiality accorded students who self-refer to UCS/Student Health Center with the exception that UCS/Student Health Center will inform the Dean's Office that the student reported or failed to report for evaluation.

3. If an AUA student, faculty member, or any other member of the AUA community is so concerned about an allegedly impaired student that he/she believes that the situation warrants a mandated referral to UCS/Student Health Center, he/she may elect to 1) discuss his/her concerns with a clinician at UCS/Student Health Center or 2) call 911 if the student appears to be an imminent danger to self or others.

The referring individual should contact the Dean for Student Affairs, or the Executive Dean of Clinical Sciences to request a mandated evaluation and/or treatment (see II.C.4-10. below for a description of the mandated treatment process, especially II.C.7.). A request for a mandated referral should be implemented when the allegedly impaired student is thought to be at risk for self-harm or harm to others. Examples include but are not limited to suicidal ideation or threats of self-harm, threats toward others, negative impact on patient care or safety, a significant impairment in the student's academic performance, or other threats to the student's physical or psychological well-being. The Dean for Student Affairs or the Executive Dean of Clinical Sciences would then determine the appropriate course of action to include a possible mandated evaluation or treatment at UCS/Student Health Center, or some other type of intervention (e.g., removal from classes or a clinical rotation, administrative withdrawal, suspension, or dismissal. These actions will henceforth be referred to in this policy as "an appropriate disciplinary action.").

4. If the Dean for Student Affairs elects to mandate an evaluation or treatment at UCS/Student Health Center, he/she should request that the student sign a release of information form authorizing UCS/Student Health Center staff to share specified information with the referring individual. If a mandated student declines to sign a release of information form, the Dean for Student Affairs, or Executive Dean of Clinical Science will determine an appropriate course of action, which includes but is not limited to a mandated two session assessment at UCS/Student Health Center, or in the case of a clinical student an evaluation by an approved practitioner, with no authorization form in place, or an appropriate disciplinary action.

5. The Dean for Student Affairs or Dean of Clinical Science will inform UCS/Student Health Center, or approved practitioner of the mandated student's name and provide background information regarding the circumstances that led to the mandated assessment or treatment. The Dean of Students or the Dean of Clinical Science should inform UCS/Student Health Center, or the approved practitioner of the nature of the referral question.

6. When an allegedly impaired student is referred or mandated for evaluation or treatment to UCS/Student Health Center, or approved practitioner, the student will be provided with a copy of the AUA Student Policy for Substance Abuse Prevention and Intervention.

7. At the time an allegedly impaired student is referred or mandated to UCS/Student Health Center, or approved practitioner by a member of the University community for an evaluation or

treatment, this evaluation will include assessment of the student's substance use, identification of actions needed to better evaluate the student's substance use, and, if indicated, formulation of a treatment plan or contract.

8. If a student is mandated for assessment at UCS/Student Health Center and does not report for the assessment, UCS/Student Health Center personnel will attempt to contact the student. If UCS/Student Health Center cannot contact the student or he/she declines to complete an assessment, UCS/Student Health Center personnel (even in the absence of a signed release of information form) will inform the referring Dean for Student Affairs. UCS/Student Health Center will also take reasonable steps to inform the student that his/her Dean will be informed of the student's nonparticipation in the mandated assessment or treatment.

9. If after a two-session assessment at UCS/Student Health Center the mandated student continues to decline to sign a release of information form allowing specified information to be shared with the referring Dean for Student Affairs, UCS personnel will inform the referring Dean for Student Affairs that the student has declined to sign a release of information form, who will then determine an appropriate course of action that could include an appropriate disciplinary action.

10. If the Dean for Student Affairs is informed by UCS/Student Health Center that an allegedly impaired student has failed to comply with a recommended or mandated evaluation or that an impaired student has failed to comply with a treatment contract, the Dean for Student Affairs will take whatever action he/she believes is appropriate. Potential actions include but are not limited to, mandating or re-mandating evaluation or treatment, or an appropriate disciplinary action.

11. If the Dean for Student Affairs, or the Dean of Clinical Science, elects to place the student on an administrative withdrawal, or invoke some other action which interrupts the student's academic progress, prior to deciding whether to readmit the student, the Dean of Students or the Dean of Clinical Science, will mandate an evaluation at UCS/Student Health Center, or other approved practitioner to include treatment recommendations and require the student to sign a release of information form allowing UCS/Student Health Center to share with the Associate Dean for Student Affairs their assessment regarding the student's suitability for returning to his/her academic work, treatment recommendations and the information specified by the Dean for Student Affairs. If the student declines to sign the release of information form, the Dean for Student Affairs will take an appropriate course of action, up to expelling the student.

12. If an AUA student is arrested for or convicted of violating Antiguan law involving the use, possession, manufacture, or sale of alcohol or other drugs, the student must satisfy the requirements of the legal system. If suspension or dismissal had been recommended by AUA, and the student has satisfied his or her legal requirements, the student may petition the appropriate Dean for readmission. If the student is readmitted, he/she will be required to enter into an appropriate treatment program supervised by the Dean for Student Affairs. The Dean for Student Affairs or the designated faculty member will consult with a professional at UCS/Student Health Center who will conduct an evaluation of the student, ascertain what action should be taken to better evaluate the student's substance use, and recommend a treatment plan. The

student, UCS, the Dean for Student Affairs will adhere to steps 2 - 11 stated above in Section II.C. ("Treatment") of this policy.

**D. Responsibilities of AUA:**

1. AUA will make available to students a cost-effective health insurance policy that provides some coverage for the cost of chemical dependency inpatient treatment.
2. AUA will make alcohol abuse and other drug abuse treatment available through UCS/Student Health Center or designated program.

**E. Status of the Impaired Student:**

1. The student's college administration will make the decision about the student's status in his/her program of study taking into consideration the student's academic and professional qualifications for the program of study and the student's compliance with the recommended treatment.
2. Providing the impaired student follows the recommended treatment, and assuming he/she remains academically and professionally qualified for his/her program of study, the student may qualify as an individual with a disability and receive reasonable accommodation under University policy.

**III. Legal Issues**

**A. Responsibilities of AUA**

1. The reporting and treatment procedures outlined in this policy will preserve program participants' confidentiality within the guidelines noted above in the section entitled "Intervention" and compliance with the program will normally ensure continued student status.
2. Participation in alcohol and other drug abuse treatment programs does not confer immunity for the individual from legal prosecution for criminal acts. All records and communications shall be held in the strictest confidence and disclosure made only pursuant to applicable state and federal laws.

**B. Non-liability Clause**

Persons who in good faith and without malice make a report about a student's use/abuse of alcohol or other drugs to UCS/Student Health Center or the Dean for Student Affairs or the designated faculty member of the student's college shall not be held liable for damages resulting from such reporting, providing said report is made in the reasonable belief that such action or recommendation is warranted by the facts known after reasonable effort is made to obtain the facts which such action is taken.



#### **IV. Effective Dates of the Policy**

This policy became effective in June 2014. It shall remain in effect until modified or rescinded by the Provost of the University.

#### **AUA Accommodation/Disability Services Policy**

The American University of Antigua complies with all laws and regulations applicable to qualified individuals with disabilities as required in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) Amendments Act of 2008. These laws mandate reasonable accommodations that ensure students with disabilities the opportunity for equal access to, and participation in, all University facilities, programs, activities, and services.

It is the responsibility of the student to request accommodations by registering with the Office of Student Affairs (OSA) and to provide appropriate documentation from a qualified clinician in support of the request for services. Students must confer with OSA each term, as appropriate accommodation may vary from course to course or your testing accommodations needs may have changed. The Office of Student Affairs will prepare accommodation notices which will be provided to the student, exam center or instructor at the student's request.

#### **Confidentiality**

All documentation provided to the Office of Student Affairs will be strictly confidential. No information, except as provided by law, will be released to anyone, including parents, without the student's written consent.

#### **Nondiscrimination and Equal Opportunity**

The American University of Antigua, an equal access/equal opportunity institution, complies with all applicable state and federal laws granting rights to applicants for employment or admission to the University, employees, and students and therefore does not discriminate on the basis of race, color, creed, ethnicity, national origin, gender, sexual orientation, age, religion, marital status, veteran status, disability, genetic information, pregnancy status, and any other factor protected under the law, state or federal, in employment, admissions, or educational programs and activities.

Harassment of any kind, including sexual harassment, is prohibited.

If a student believes that he or she has been subjected to discrimination or harassment based on their disability, they may file a complaint with the Office of Student Affairs.

## Who is Eligible for Accommodation Services?

The American University of Antigua provides services to all qualified students with disabilities as defined by law.

No otherwise qualified individual with a disability in shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance (Section 504 of the Rehabilitation Act of 1973 as amended, 29 U.S.C. § 794).

### **A qualified individual with a disability means:**

“...an individual who, with or without reasonable accommodations to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential requirements for the receipt of services or the participation in programs or activities” (Americans with Disabilities Act of 1990, 42 U.S.C. §12131 [Sec. 201.]

The definition of a disability includes a person who:

- has a physical or mental impairment which substantially limits one or more of such a person’s major life activities
- has a record of such impairment or is regarded as having such impairment (Section 504 of the Rehabilitation Act of 1973, 34 C.F.R. [Part 104])

A “qualified” person with a disability is defined as one... “who meets the academic and technical standards requisite to admission or participation in the education program or activity.”

Section 504 of the Rehabilitation Act of 1973 protects the rights of qualified individuals who have disabilities such as, **but not limited to:**

Blindness/visual Impairment	Cerebral Palsy
Deafness/Hearing Impairment	Specific Learning Disability
Orthopedic/Mobility Impairment	Multiple Sclerosis
Spinal Cord Injury	Speech Disorders
Arthritis	Traumatic Brain Injury
Psychiatric Disability	Terminal Illness

## **Student Responsibilities**

### **Students with disabilities have the responsibility to:**

- meet and maintain the institution's academic and technical standards for courses, programs, services, activities, and facilities.
- self-identify as an individual with a disability when an accommodation is needed and seek information, counsel, and assistance as necessary.
- provide appropriate documentation of the disability and how it limits participation in courses, programs, services, activities, and facilities to the University to determine eligibility for services.
- follow procedures for obtaining reasonable accommodations, academic adjustments and/or auxiliary aids and services.
- meet and abide by the University's academic, conduct and technical standards.
- request accommodations with the campus OSA representative at the beginning of each term by completing a Semester Request for Services form and submitting it to your campus OSA representative.
- follow published policies and procedures of OSA and the American University of Antigua.
- contacting the Office of Student Affairs if reasonable academic adjustments or accommodations are not implemented in an effective or timely way.

Accommodations are designed to meet students with disabilities' individual learning needs and does not reduce students' responsibility for meeting the academic standards, conduct codes and course requirements at the American University of Antigua.

### **American University of Antigua has the responsibility to:**

- provide information to students with disabilities in accessible formats upon request.
- ensure that courses, programs, activities, and facilities, when viewed in their entirety, are available and usable in the most integrated and appropriate settings.
- evaluate students on their abilities and not their disabilities.
- provide or arrange reasonable accommodations, academic adjustments, and/or auxiliary aids and services for students with disabilities in courses, programs, activities, and facilities.
- maintain appropriate confidentiality of records and communication.

## **Student Rights**

Students with disabilities have the right to:

- participate equally in and benefit from courses, programs, services, activities, and facilities offered through the University.
- access reasonable accommodations and/or auxiliary aids and services with equity.

- expect confidentiality regarding disability-related information and to choose to whom information about that disability will be disclosed except as disclosures are required/permitted by law.
- file a grievance if a disability discrimination issue cannot be satisfactorily resolved.

### **Steps to Register with the Office of Student Affairs**

Disclosure of a disability is voluntary. If you are a student with a disability and may need services, accommodations, or access, follow these four steps:

1. Make an appointment with the Office of Student Affairs (OSA)
2. Submit current documentation from a qualified professional to support the disability claim prior to meeting with an OSA Accommodation/504 Officer
3. Meet with the Accommodation/504 Officer to complete the intake process.
4. Request services each term (Minimum of 3 weeks' notice) through OSA.

### **Testing Accommodations**

AUA recognizes the right of students with certified disabilities to have appropriate test access and accommodations. The purpose of testing accommodations is to enable students with disabilities to participate in assessment programs on an equal basis with their nondisabled peers. Testing accommodations provide an opportunity for students with disabilities to demonstrate mastery skills and attainment of knowledge without being limited or unfairly restricted due to the effects of their disability.

Testing accommodations promote access for students with disabilities to assessment programs. Testing accommodations should not be excessive and should not alter the standard administration of the test.

Testing accommodations are neither intended nor permitted to do the following:

1. Alter the construct of the test being measured or invalidate the results
2. Provide an unfair advantage for students with disabilities over students taking tests under standardized conditions
3. Substitute for knowledge or abilities that the student has not attained

Students with disabilities are eligible for test accommodations as determined on an individual basis. This includes any quizzes or examinations taken during the term in conjunction with an academic class.

Examples of test accommodations provided at AUA include the following:

1. Up to double time for quizzes and examinations
2. A quiet, low-distraction environment
3. A proctor remaining in the testing area

Additional accommodations may be provided as determined on an individual basis by the Office of Student Affairs.

### **Procedures for Requesting Testing Accommodations**

The procedures for requesting testing accommodations are as follows:

1. Students requesting accommodations must notify and bring their documentation to the Office of Student Affairs. Appropriate documentation that establishes the disability and need for testing accommodations must be on file with that office.
2. Notification of the appropriate accommodations will be provided to the Examination Centre, the Registrar, and to the Dean for Student Affairs.
3. To request accommodations for National Board of Medical Examiners (NBME)-administered Examinations taken after the Basic Science Integration Course (BSIC) (including the CCSE and CCSSE exams) students must also send an email request to registrar@auamed.net. Appropriate documentation must be on file with the Office of Student Affairs.

Note: Students with disabilities have the right to privacy and confidentiality regarding their disability. Instructors and proctors will not ask students why they need testing accommodations nor disclose the names of the students requiring testing accommodation to other parties (especially other students).

Please note: Approval by the Office of Student Affairs for a quiet, low distraction environment in which to sit an examination is not approval for a separate or private room in which to sit an exam. The Office of Student Affairs has determined that the test facilities on AUA's campus and at Prometric Centers are sufficiently quiet and free from distraction to accommodate most

students with disabilities that require a quiet, low distraction environment to accommodate their disabilities. If the Office of Student Affairs having evaluated the clinical documentation provided by a student seeking test accommodations concludes that a private or separate room is necessary to accommodate a student's disability, it will recommend that accommodation, whereupon AUA will pay for this separate or private testing room. Students can opt for a separate testing room even if they are not approved for test accommodations, however, unless they are approved by the Office of Student Affairs for a separate testing room, they must pay the additional \$400 charged by the Prometric Center.

### **Procedures for Providing Testing Accommodations**

Although the documentation of a student's disability and the determination of the appropriate, reasonable examination accommodations are the responsibility of the Office of Student Affairs, these examination accommodations will be provided and administered by the Examination Centre. Tests are to be scheduled on the same day and time but in a different location.

The Examination Centre is responsible for coordinating the following:

1. A quiet, low-distraction location for the test
2. A proctor for the test
3. Private, confidential dissemination of the location and time to students with testing accommodations

Students are responsible for the following:

1. Being prompt and on time for tests. Students who arrive after the scheduled seating time will not be permitted to sit for the examination.
2. Adhering to the University's Honor Code. Students suspected of academic dishonesty will be referred for disciplinary action.

### **Requesting Testing Accommodations for the Comprehensive Basic Science Examination and Comprehensive Clinical Science Examination**

If students require testing accommodations for either the Comprehensive Basic Science Examination (CBSE) and/or the Comprehensive Clinical Science Examination (CCSE), they

must have prior documentation on file with the Office of Student Affairs that indicates the disability and need for testing accommodations.

If students require these accommodations for testing, they must email [registrar@auamed.net](mailto:registrar@auamed.net) the same date they register for the comprehensive examination. If students do not request testing accommodations when they register for the comprehensive examination, accommodations cannot be made. If students require accommodations, they must email a request for testing accommodations every time they register for a comprehensive examination.

### **Requesting Testing Accommodations for the Clinical Core Subject Shelf Examination**

If students require testing accommodations for the Clinical Core Subject Shelf Examination (CCSSE), they must have prior documentation on file with the Office of Student Affairs that indicates the disability and need for testing accommodations.

If students require these accommodations for testing, they must email [registrar@auamed.net](mailto:registrar@auamed.net) no later than 1 week from the scheduled start date of their current clinical rotation. If students do not request testing accommodations within 1 week from their core rotation start date, accommodations cannot be made. Students requiring accommodations must email a request for testing accommodations every time they are scheduled for a core rotation.

### **Requesting Testing Accommodations for USMLE Step 1 and Step 2 CK**

Students who have a documented disability covered under the Americans with Disabilities Act (ADA) and wish to have accommodations when taking any USMLE licensing examination must apply to the NBME in writing for such accommodations. Information regarding procedures and documentation requirements for accommodation requests on USMLE licensing Examinations is available at the USMLE website at [www.usmle.org/test-accommodations/](http://www.usmle.org/test-accommodations/). Students who seek accommodations should submit their requests and accompanying documentation to the NBME at the time they apply for USMLE licensing exams. If necessary the Office of Student Affairs will assist in the process.

Students must submit documentation from a qualified professional to support their requests for accommodations; this documentation will be carefully considered by the NBME. Should the NBME's review of the documentation result in a denial of a student's request, the NBME will explain its reasons in writing. The fact that a student has previously received accommodations in other contexts or on other exams, in and of itself, is not a sufficient basis for or sufficient documentation for the grant of accommodations on subsequent exams. USMLE Step test accommodation inquiries should be directed to Disability Services via email at [disabilityservices@nbme.org](mailto:disabilityservices@nbme.org) or telephone at 215-590-9700.

## **Service Animal and Emotional Service Animal Policy**

The University is committed to ensuring that students with disabilities who rely on service animals can have access to all public areas, attend classes, and participate in campus activities. The service animal (SA) and the emotional support animal (ESA) policy

The policy may be summarized as follows:

The American University of Antigua complies with the American with Disabilities Act Amendments Act (ADA Amendments Act) in allowing the use of Service Animals for students, staff and visitors. The University is committed to allowing Service Animals as necessary to provide individuals with disabilities an equal opportunity to access the programs, services, and physical facilities of the University. This policy explains the specific requirements applicable to an individual's use of a Service Animal on campus. AUA reserves the right to amend this policy as circumstances require.

### **Definitions**

#### **Service Animal**

Under the ADA Amendments Act, a Service Animal is any “dog [or miniature horse, see below] that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.” The ADA Amendments Act excludes from this definition any animal that is not a dog or miniature horse. The work or task performed by the animal must be directly related to the individual's disability. Animals whose primary function is to provide crime deterrence and/or emotional support, comfort, or companionship are not considered to be Service Animals under the ADA Amendments Act.

AUA generally allows Service Animals in its buildings, classrooms, University housing, meetings, areas, recreational facilities, activities and events when the animal is accompanied by an individual with a disability who indicates the Service Animal is trained to provide, and does provide, a specific service to them that is directly related to their disability. The University may make two inquiries to determine whether an animal qualifies as a Service Animal, which includes:



- Whether the animal is required because of a disability, and;
- What work or task the animal has been trained to perform.

The University cannot require documentation regarding the animal's certification or training. The University will not make any inquiries about a Service Animal when it is readily apparent that the animal is trained to do work or perform tasks for an individual with a disability. However, a service animal is an accommodation and accommodation is required and approved with the Section 504/ADA coordinator in the Office of Student Affairs.

### **Emotional Support Animal**

An ESA is an animal (typically a dog or cat though this can include other animals) that provides a therapeutic benefit to its owner through companionship. The animal provides emotional support and comfort to individuals with psychiatric disabilities and other mental impairments. The animal is not specifically trained to perform tasks for a person who has emotional disabilities. Unlike a Service Animal, an ESA is not automatically granted access to places of public accommodation.

As policy, AUA does not allow ESAs on campus or in university affiliated housing.

### **Handler**

The "Handler" is the individual with a disability who uses a service animal.

Office of Student Affairs (OSA)-

The OSA collaborates with individuals, faculty and staff to ensure that individuals with disabilities have equal access to all AUA programs and activities.

Guidelines for Having a Service Animal on Campus

### **Students**

Students who require the use of a Service Animal are encouraged to contact the Office of Student Affairs to register as a student with a disability. Additionally, students who plan to live in

university affiliated housing must inform OSA that they plan to have a Service Animal with them in student housing. Advance notice of a Service Animal for University housing may allow more flexibility in meeting the student's requests for housing.

### **Responsibilities of Handlers**

The handler must have control over the service animal the entire time.

A Service Animal's Handler is solely responsible for the custody and care of the Service Animal and must meet the following requirements:

### **General Responsibilities**

The Handler must abide by current ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the individual's responsibility to know and understand these ordinances, laws, and regulations. The University has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate. The University reserves the right to request documentation showing that the animal has been licensed.

The Handler is required to clean up after and properly dispose of the animal's waste in a safe and sanitary manner and, when provided, must use animal relief areas designated by AUA. The Handler must always carry sufficient equipment to clean up the animal's waste.

AUA will not ask for or require an individual with a disability to pay a fee or surcharge for a Service Animal.

An individual with a disability may be charged for any damage caused by his or her Service Animal beyond reasonable wear and tear to the same extent that it charges other individuals for damages beyond reasonable wear and tear.

The Handler agrees to abide by all equally applicable University policies that are unrelated to the individual's disability such as assuring that the animal does not unduly interfere with the routine activities of the University's campus or housing, or cause difficulties for individuals who reside there.

AUA personnel shall not be required to provide care or food for any Service Animal including, but not limited to, removing the animal during emergency evacuation for events such as a hurricane, tropical storms, fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.

### **Removal of Service Animal**

The University may require the individual to remove the Service Animal from the University if:

The animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others;

The animal's presence results in a fundamental alteration of a University program;

The Handler does not comply with the Handler's responsibilities set forth above; or

The animal or its presence creates an unmanageable disturbance or interference with the University community.

The University will base such determinations upon the consideration of the behavior of the particular animal at issue, and not on speculation or fear about the harm or damages an animal may cause. Any removal of the animal will be done in consultation with the Office of Students and may appeal to AUA's Section 504/ADA Compliance Officer following the University's Grievance Procedure set forth in the student handbook.

### **Non-retaliation Provision**

AUA will not retaliate against any person because that individual has requested or received reasonable accommodation, including a request for a Service Animal.

## **LIBRARY**

### Library Overview

- The Library is an integral part of the educational mission of the University, and as such it is involved heavily with curriculum and its updates.
- The Library serves the students and the faculty of University by providing information resources that meet the education and research needs of the students and faculty.
- The Library works with faculty to embed relevant information resources – eBooks, journal articles, multi-media, etc. - at point of need in curricular units.
- To promote self-directed learning, faculty and students have continuing access to textbooks and biomedical eBooks, databases, and eJournals. These are available in the Library, in the classroom, on clinical rotations, and at home; in short, available anywhere.

### Physical Spaces

- The Library provides over 25,000 sq. feet of study space, with a seating capacity of approximately 850, available 23/7, with reliable Wi-Fi.

### Library Information Resources

- Students and faculty will be able to access over 6000 print books, 1300 eBooks important knowledge-bases like UpToDate and DynaMed, and a growing collection of eJournals in the biomedical, clinical, and education disciplines.

For more information, please visit [library.auamed.net](http://library.auamed.net) or contact the Director of Library Services +1 (268) 484-8900 Ext. 1171

### Internet

The library provides free access to computer workstations and wireless internet access to students and faculty for learning, research, and teaching. The entire library has Wi-Fi hot spots. The university encourages students to bring their personal laptops to the library to take advantage of Wi-Fi connections.

The Acceptable Use Policy (AUP) details policies regarding appropriate use of computer equipment, the email system, and the internet. The AUP can be accessed at <http://myaua.auamed.net>. Students are encouraged to contact the Campus Technology Services service desk ([servicedesk@auamed.net](mailto:servicedesk@auamed.net)) for more information.

### Identification Cards

Students must display their AUA identification card to gain entry to the library and for all library transactions and services, including borrowing books, making photocopies, and using multimedia

resources. Although the library also serves Antiguan health professionals, only AUA students and faculty members have the privilege of borrowing library materials.

### **Library Hours**

**Monday - Sunday 8:00am to 7:00am.** Cleaning and maintenance are done between the hours of 7:00am – 8:00am daily.

The Library observes Antigua National Holidays and will be closed on those days.

### **Library Policies**

1. Eating, smoking, using mobile phones, and speaking loudly are **prohibited** in the library at all times.
2. Students are permitted to bring water and soft drinks inside the library.
3. Students are expected to return library materials on time.
4. Overdue charges are assessed on overdue items borrowed from the library to ensure the prompt and timely return of frequently used items. Students will sign an invoice for all such charges, which will be submitted to the Bursar's Office on the Antigua campus.
5. Students who steal, damage, or vandalize library materials, equipment, or furniture will incur the costs of replacing these items and/or face disciplinary action.
6. Students are urged **not** to leave valuables (laptops, phones, iPads, purses, etc.) on library tables. The library is not liable for the loss or damage of a student's property (e.g., notebooks, laptops, and personal items) left unattended in the library.
7. The library staff initially will warn any student who ignores library policies. Thereafter, the staff will inform the director for library services, who then refers the issue to the Associate Dean for Student Affairs. Students who receive more than three warnings for inappropriate behavior are subject to disciplinary action, which includes but is not limited to denial of library access and services for the remainder of the current term and/or the following term.
8. Students are advised to be respectful to library staff. They must understand that the library personnel are performing their duties as assigned; these duties also include assisting students in provision of information and reading materials. Students who threaten a staff member physically will be suspended immediately, pending a hearing that may result in dismissal from AUA.
9. If any incidence of rude behavior is noted from the library personnel, please report the matter in writing to the director for library services or the associate director of administration so that the necessary investigation can be carried out.
10. Photocopying is available in the library. Students will be billed for photocopies by the Bursar's Office.
11. All students have full off-campus access to online journals through the library website, <http://library.auamed.net>, using their network username and password. All students also have access to important online resources such as the UpToDate database.
  - Library users should not attempt to reserve study spaces by leaving personal belongings at desks
  - . Students should store their personal items on the cubbies, in case they plan to come back to the library on the same day.

12. Belongings will be cleared to allow others to use study spaces. Unattended belongings are left at the owner's risk, and users are strongly advised not to leave valuables, even if they will be away from the desk for a short time.
13. Animals are absolutely **not** allowed in any part of the Library. The only exception to this policy would be service animals with proper documentation.
14. Visitors need to obtain a written permission from the Director of Library services to use the library facility

## **AUA-APPROVED HOUSING**

New students enrolled in preclinical sciences courses are required to live in housing approved by the university for one semester. The housing provider will collect and maintain a \$1,000 USD housing damage deposit to cover damages to AUA-approved housing and unpaid utilities charges and, provided there are no damages to the housing or unpaid utility charges, refund it in full at the end of the student's lease.

Housing for students enrolled in clinical clerkships and most housing for preclinical sciences students is completely independent. Students must make their own arrangements with outside providers; costs for such housing vary greatly depending on the clinical site and the student's requirements for amenities and location.

### **Deposits**

A nonrefundable deposit of \$500 USD to be applied against the cost of tuition is due upon acceptance of AUA College of Medicine's offer of enrollment in preclinical sciences courses. Students who will live in AUA-approved housing are required to remit a nonrefundable deposit of \$750 USD to the housing provider, which will be applied against the cost of housing.

Student housing is restricted to the students of AUA while they are attending classes on campus in Antigua. Fees are levied for the entire semester and do not include utilities or internet charges. Housing fees are not pro-ratable and are not refundable

Students who leave school for whatever reason are required to pack and leave housing and submit their keys to the department of Residential Services within a week of leaving school. Utility charges will cease to be levied against them once the keys are returned.

### **Lock Out Housing Policy**

If a student is locked out of their room, these procedures should be followed:

1. Find a roommate so that he/she can let you in to retrieve your keys.
2. Contact your RA for your apartment building.
3. During business hours (8 AM – 4:30 PM) go to the Residential Services office on Campus for assistance.

4. Between the hours of 4:30 PM - 7:00 AM Monday – Friday and on weekends call Campus Security at 268-484-8900 or WhatsApp 268- 764-4591 for assistance.

The student will not receive a charge for the first lockout. Continued lockouts throughout the semester will result in the following charge: 2<sup>nd</sup> lockout and each additional lockout = \$25 service fee.

## **CAMPUS TRANSPORTATION**

In conjunction with an independent bus company, the university provides subsidized transportation for students between university-sponsored housing locations and the campus. This service is available to students residing in university-sponsored housing. Students in independent housing who hold a bus pass may travel between points along the bus route and campus.

Students can purchase transportation passes for a term's duration. Once purchased, bus transportation is neither refundable nor prorated.

Contact the Bursar's Office to inquire about or purchase transportation passes. Ten-trip bus passes are valid only for the month in which they are issued.

## **CAMPUS SAFETY AND SECURITY**

### **CAMPUS PARKING GUIDELINES**

All vehicles driven by students **MUST** be registered with the Antigua and Barbuda Transport Board (ABTB), and legally allowed to be driven on the country's roads/streets. All AUA community members are required to register their vehicle with Department of Campus Safety and Security and **must have a valid parking permit**. Students registering a vehicle must have the following:

1. Valid Antigua and Barbuda permanent or temporary Driver's License
2. Valid vehicle registration card (Yellow card).
3. Valid Student ID

AUA assumes no responsibility or liability for fire, theft, damage to or loss of any vehicles parked on its campus or any article left therein.

Parking regulations are detailed below for students who are required to comply with the university's policies.

If a vehicle is sold or no longer in use, the AUA parking permit holder must remove the permit and return it to the university. Any violations issued to the vehicle will be the responsibility of the original AUA parking permit holder.

## **Parking Permits**

Parking permits are available for purchase for students with valid Antigua and Barbuda driver's licenses and vehicle registration information. The parking permit enables the student vehicle to park on campus in designated student parking spaces, according to availability of those spaces; it also facilitates the ability for Security to be able to make contact should any situation or emergency arise concerning the vehicle warrant a prompt notification.

A new permit is required for each term. Student Parking Permits cost \$100 USD per term during MED1-4. Student Parking Permits cost \$60 USD per term during BSIC. Please purchase on Cashnet and provide receipt to Campus Security.

Altering a parking permit is a violation of the college's parking policy. This may result in the vehicle being towed and the owner being fined and/or referred to the Professional Standards Committee. Altered permits will be confiscated and the vehicle's owner will lose their parking privileges for the remainder of the academic year.

Any vehicle, including rentals, parked on any campus without a current, visible AUA parking permit, will be towed, ticketed, and/or have a windshield annoyance sticker affixed.

If a vehicle is sold, developed mechanical problems or involved in an accident that renders it inoperable, the old permit must be removed and returned to the office of Campus Safety and Security; a replacement permit will then be issued without additional cost. Lost or stolen permits must be reported to security immediately. Failure to do so may result in the owner's vehicle being towed from campus, a fine and/or a referral to the Professional Standards Committee.

## **Student Parking**

Students are **not** allowed to park in designated faculty and staff parking spots which are marked with **Yellow Lines**. Students are never allowed to park in spots that are specifically reserved for the handicapped or a named individual.

### **Bicycle Parking**

Bikes are not allowed in the academic buildings and must not be parked in hallways, stairwells, lobbies or against posts, trees, fences, benches, signs, railings, gates or other objects. Bikes which are not parked in the designated bike rack often constitute a hazard and will be removed or immobilized by Campus Security. Students will need to provide proof of ownership to campus security to claim a bike which has been immobilized or removed.

## **Visitor Parking**

Students are not allowed to park in designated visitor spots. Visitors must present their driver's license to be held by the security guards at the designated security stall. The security guard will record the plate identification number and issue to the visitor a visitor parking pass, which must



be prominently displayed on the vehicle while parked on campus. Visitors are required to return the pass to the security guard. Upon surrendering the pass, visitors' driver's licenses will be returned.

### **Enforcement Policy**

Campus security officers are empowered to enforce the university's rules and regulations. Tickets are issued by security when rules and regulations are broken. Once a ticket is written, a guard is not permitted to void, erase, or destroy the summons. It must be complied with. Security guards are under specific instructions not to speak to anyone while in the process of writing a ticket.

All AUA community members are required to observe all posted signs and comply with the instructions of campus security officers. **The verbal instructions of security officers supersede all posted signs.** Failure to recognize the authority vested in the security guards is an offense.

### **Parking Ticket Appeals/Suspension of Driving/Parking Privileges**

Parking fines will be applied directly to student accounts. Students who receive excessive parking tickets will be reported for student conduct review, and may lose their parking privileges.

Appeal of tickets is welcome; however, frivolous parking appeals will be dismissed by the University. Appeal of tickets for vehicles parked in handicap spaces, fire lanes or specifically reserved spaces will not be considered. Student appeals are reviewed by Campus Safety and Security and Student Affairs. Ticket appeals may be made in writing within 7 calendar days (no exceptions) of the date of the ticket and will be accepted only if the citation is attached (no exceptions). A decision will be made by the appeals committee regarding the merit of the appealed circumstances and the determined course of action. The reviewed decision will be considered final.

### **Parking Ticket Appeals Form**

<https://www.cognitofrms.com/AUA10/ParkingTicketAppeals>

Insulting guards while they are performing their duties is unacceptable behavior and may result in further action and charges against the community member. Anyone charged with disobeying a security officer will be automatically referred to the Grievance and Professional Standards Committee. Any flagrant offense, multiple offenses, and/or three or more violations of the same offense in a term will result in an automatic referral to the Grievance and Professional Standards Committee.

### **Violations & Fines**

The registered permit holder is responsible for all traffic citations received on the vehicle, regardless of whether or not they are in immediate control of the car.

Violations are assessed as follows:

Failure to register a motor vehicle	\$50.00 USD
Failure to properly display a parking permit	\$50.00 USD
Parking in a restricted area	\$50.00 USD
Parking in a faculty/staff space (if student)	\$50.00 USD
Parking or driving on grass or walkway	\$50.00 USD
Excessive speed	\$100.00 USD
Parking in a handicap space	\$100.00 USD
Driving the wrong way on a one-way road	\$100.00 USD
Parking in a fire lane	\$100.00 USD
Forging or tampering a parking permit in any manner	\$200.00 USD
Using a parking permit on a vehicle it was not issued	\$200.00 USD
Selling or transferring your parking permit	\$200.00 USD
Tampering with Immobilizer/Boot	\$200.00 USD
Boot Removal Fee	\$200.00 USD
Suspended vehicle (10 tickets or more)	\$200.00 USD
Warning (at S/O discretion)	No fine

For additional information please refer to the **Campus Parking Regulations & Policies** or if you have questions contact Campus Safety and Security at ext. 1206/7, What'sApp 2687644591 or email: [campussecurity@auamed.net](mailto:campussecurity@auamed.net).

### **Access to Campus**

1. Security Gate #1 - Closed
2. Security Gate #2 - Main Entrance
3. Security Gate #3 - Closed
4. Security Gate #4 - Service Entrance
5. Security Gate #5 - Wellness Center Entrance

There is no other authorized access to campus. Campus Security will deny you access to campus by another route.

## **PRIOR TO ENTERING CAMPUS**

### **Identification**

Identification must be valid and be visible at all times. To gain access to campus students must present a valid school ID. Security officers are authorized to request identification of any person on campus property. Staff and Faculty may also request to view your identification.

## **Replacing a Missing ID Card**

A replacement ID card cost \$10 USD and should be purchased on Cashnet. The receipt should be sent to [registrarbookings@auamed.net](mailto:registrarbookings@auamed.net) to arrange collection of newly printed ID. On weekends students without an ID will be issued a temporary ID card by Security to be returned to Security when leaving the campus. Students must present a valid government issued ID card to obtain a temporary ID. If the temporary ID is not returned when leaving campus or is lost, a \$25 USD charge will be applied to the student account.

## **Reporting Incidents**

The College asks that all criminal actions, suspected criminal actions, accidents, or unusual incidents be reported immediately. For students this can be done in a variety of ways, through Campus Safety and Security, Officer of Student Affairs or your professor.

**In cases of emergency**, the College's Switchboard Operator (-0- from any campus phone) should be contacted immediately. The Switchboard Operator will directly contact Campus Security. If the switchboard is closed your call will be directed to Campus Security. Assistance can be requested by dialing 911 from any phone.

### **Incident reporting form:**

<https://www.cognitofrms.com/AUACollegeOfMedicine/IncidentReportingForm>

## **VISITOR ACCESS TO CAMPUS**

In order to better protect our students and staff visitors to campus must enter through the main security check point (Gate 1 Main Entrance).

Visitors to students may only be granted access if

1. Preapproval for access is granted
2. The student is present at the security desk to sign them in and
3. The student is responsible for their guest at all times.

### AUA Visitor Form

<https://www.cognitofrms.com/AUACollegeOfMedicine/AUAVisitorForm>

### Hours of Access

All School academic facilities are open for visitor access 9:00 a.m.–10:00 p.m.

Visitors are allowed access to the common areas on campus.

### Restricted Access

Visitors are not allowed in the following areas unless authorized by Administration.

- Classrooms/Homerooms

- Laboratories, and laboratory support rooms
- Gym

Visitors are expected to abide by University policies and follow instructions given by the Campus Safety and Security Team. AUA reserves the right to refuse or revoke access to anyone if, in our sole discretion, we believe the individual could present a health, security, or safety risk to our campus.

## **CAMPUS RECREATION**

The primary function of the gym, tennis courts, sports field, volleyball court, and basketball court is to serve the recreational, educational, wellness, and athletic needs of AUA students, faculty, staff, spouses, and families. The following rules apply:

1. Patrons utilize all recreational facilities at their own risk.
2. All patrons must follow proper court etiquette at all times (no swearing, throwing sports equipment, etc.). They must be considerate of players on the adjoining court.
3. No food, drink (except for water in closed containers), or chewing gum is permitted. Players are encouraged to keep the courts and surrounding areas clean.
4. Appropriate athletic footwear is required. Shoes that leave black marks on the courts are prohibited.
5. Proper athletic attire, including a shirt, is required at all times.
6. Alcoholic beverages are **not** permitted anywhere on AUA property.

# **GENERAL & MISCELLANEOUS INFORMATION**

## **HOLIDAYS AND WEEKENDS**

AUA is a nonsectarian secular institution.

The official holidays of the nation hosting the campus are the only holidays that may be recognized.

Excellence in education is part of the mission of AUA. Both formal (e.g., examinations) and informal academic activities may also be held on weekends and holidays.

## **HANDICAPPED ACCESS**

The island of Antigua does not provide special accommodations for handicapped or disabled individuals. However, AUA provides limited accommodations such as an elevator and ramp access.

## **STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association (SGA) meets regularly to review matters of concern to the student body. The SGA also organizes social, athletic, and community outreach events.

Officers and class representatives are elected each term by the student body; they must be full-time students in good academic standing. Dues are collected each term.

For general information about the SGA and other AUA student organizations, please visit <http://www.theauasga.org>.

## **LICENSED AUA MEDICAL FACULTY**

Several AUA faculty members are licensed medical practitioners in Antigua. Individual faculty members' private practices are separate and distinct from their positions at AUA.

## **BASIC LIFE SUPPORT/ADVANCED CARDIAC LIFE SUPPORT CERTIFICATION**

### **Basic Life Support**

Basic life support (BLS) is an emergency cardiac care phase that

1. prevents circulatory or respiratory arrest or insufficiency through prompt recognition and intervention; or
2. externally supports the circulation and respiration of a victim of cardiac or respiratory arrest through cardiopulmonary resuscitation (CPR).

The BLS course at AUA is conducted in accordance with the guidelines of the American Heart Association. A practical evaluation (with a manikin) is done to determine performance proficiency. Successful completion of performance evaluations and a written test score of 84 percent or above are required to complete the course.

### **Content**

Included in this course are the following techniques:

- Adult CPR: one and two rescuer
- Adult obstructed airway: conscious and unconscious
- Infant CPR: one and two rescuer
- Infant obstructed airway: conscious and unconscious
- Child CPR: one and two rescuer
- Child obstructed airway: conscious and unconscious
- Safe operation of an automated external defibrillator

### **Written Statement of Completion**

Upon successful completion of the 4- to 5-hour course, each participant receives an American Heart Association card. This will reflect successful completion of cognitive and performance evaluations related to the material presented in accordance with the established criteria of the American Heart Association.

### **Advanced Cardiac Life Support**

Through the American Heart Association's Advanced Cardiovascular Life Support (ACLS) course, students can develop or enhance the skills needed for the treatment of the adult victim of a cardiac arrest or respiratory emergency. ACLS emphasizes the importance of basic life support to patient survival, the integration of effective basic life support with advanced cardiovascular life support interventions, and the importance of effective team interaction and communication during resuscitation.

ACLS is based on simulated clinical scenarios that encourage active, hands-on participation through learning stations where students practice essential skills individually, as part of a team, and as team leaders. Realistic simulations reinforce the following key concepts: proficiency in basic life support care, recognizing and initiating early management of peri-arrest conditions, managing cardiac arrest, identifying and treating ischemic chest pain and acute coronary syndromes, recognizing other life-threatening clinical situations (such as stroke), and providing initial care, ACLS algorithms, and effective resuscitation team dynamics.

Successful completion of performance evaluations based on resuscitation team concepts and a written test score of 84 percent or above is required to complete the course. Upon completion of

the course, participants will have been taught to demonstrate proficiencies related to the following:

1. Utilizing adjunct airway equipment to establish and maintain effective ventilation in an adult victim
2. Integrating electrocardiograph monitoring, defibrillation, and pacing equipment and/or techniques into the adult resuscitation process
3. Identifying and determining the need for treatment related to basic adult cardiac dysrhythmias
4. Establishing and maintaining intravenous access during an adult resuscitation
5. Recognizing early signs and symptoms of myocardial infarction and cerebral vascular accident
6. Determining the treatments necessary to preserve myocardial and cardiovascular tissue
7. Assuming the team leader role for emergency treatment of cardiovascular and/or respiratory compromise or arrest during a portion of a simulated code
8. Reviewing therapy related to post-resuscitation of a cardiovascular arrest

Each participant who successfully completes the 12- to 15-hour course receives an American Heart Association certification card. This card serves as recognition of successful completion of an instructional course, which includes cognitive and performance evaluations related to the material presented in accordance with the established criteria of the American Heart Association.

#### **Guidelines for American Heart Association Courses During COVID-19 Crisis.**

#### **BLS and ACLS certified.**

Students who have completed either BLS or ACLS from an AHA authorized training center are required to submit proof of course completion to the course coordinator via email at [jjarvis@auamed.net](mailto:jjarvis@auamed.net).

#### **AHA HeartCode (Blended Program)**

This option is recommended for students who are not located in Antigua and are required to complete this course as part of their curriculum. HeartCode (Online Learning) will help you achieve competence without the need to be in a classroom setting. The course includes animations and eSimulations, which will allow students to treat patients virtually and receive immediate feedback. HeartCode's online learning format improves retention and helps students develop critical thinking skills they can then use at the patient's bedside. Once completed, students will be required to present their PART 1 certification to an authorized AHA training center within 90 days to complete PART 2 (skills testing).

AUA will cover the cost of PART 2 (skills testing) by either

- direct billing by the authorized AHA training site/center
  - invoice or electronic payment processing
- Refund payment based on official receipt from authorized AHA training site/center



*AUA will not cover any additional costs if the authorized AHA training site/center determines that after remediation the course needs to be repeated.*

## **Classroom Environment**

These new guidelines are intended to minimize the risk of COVID-19 transmission during AHA CPR courses and to provide additional flexibility as needed.

AUA Emergency Medicine Training Centre (EMTC) follows the existing recommendation outlined by the **World Health Organization (WHO)** and the **US Centers for Disease Control and Prevention (CDC)** recommendations, as well as the recommendations of the Antigua and Barbuda Ministry of Health. These agencies provide us with information on proactive measures to combat the spread COVID-19. Our main concern is the health and safety of all students being trained and the entire campus.

The EMTC will adhere to the instructions provided by the Antigua and Barbuda Ministry of Health, as it relates to a social distancing and mass gatherings. AUA EMTC leadership has evaluated the risk of disease transmission when conducting mass training events and will observe the following recommendations:

### **Recommendations:**

- **Before taking the skills evaluation**
  - Students will receive an American Heart Association (AHA) Activation Key via email to access the BLS/ACLS HeartCode Course online. Each student has seven (7) days to complete the online course. To use your key, please go to [www.onlineAHA.org](http://www.onlineAHA.org) and click the “register” link on the left sidebar to register. You do not need to register if you have done so in the past. If you have forgotten your password, you can use the “Need Help Logging In” link at the top of the page or call us at the number provided below. Once you have registered or logged in, you will be taken to the “My Courses” page where there is a link to “Activate a key” for this course – your key is provided below. You will only be required to enter this key one time.
  - You must pass the online test with a score of 84% or better. Once you have completed the test, you will be given access to your Certificate of Completion. **Please print the Certificate of Completion and on the day of your skills evaluation, present the printed Certificate of Completion to an AHA BLS/ACLS Instructor within the Skills Lab to receive your hands-on Testing.** After the successful completion of both the online component and the skills test, an ALS HCP course card will be issued.

### **On your skills evaluation day**

- All participants should practice good hygiene, including handwashing with soap and water for at least 20 seconds before entering the room and rub their hands with hand sanitizer before touching the manikin.
- Student's temperature will be check upon entrance to the CSRC.

- Each student will be provided with a pocket mask and a one-way valve when practicing one-rescue skills. Pocket masks should not be shared during the session the one-way valve must be discarded immediately after the course.
- Bag mask should be used when practicing two-rescuer skills, and participants should wear gloves and clean bag masks between practice with an alcohol-based solution per CDC recommendations.
- Mannikins will be spaced apart at least 3-6 feet (1-2meter) during training, based on **WHO guidance on social distancing**.

## **VACCINATIONS, TESTING AND HEALTH SCREEN REQUIREMENTS**

### **a) Measles, mumps, rubella (MMR)**

- If born in 1957 or after, a student must have two MMR vaccines received on or after age 12 months and both after December 31, 1967.
- If born before January 1, 1957, a student must have one MMR vaccine received after December 31, 1967.
- Each student must provide a copy of the Immune MMR IgG Antibody Quantitative Titer report or a positive or reactive qualitative titer report with a numerical range indicating immunity (titers must be performed every 10 years).
- If the titer report is negative or equivocal, the student is given a booster, followed by a repeat antibody titer after 30 days.

### **b) Varicella**

- Each student must provide a copy of the lab report of the Immune Varicella IgG Antibody Quantitative Titer or qualitative titer with lab cut-off values indicating immunity (titers must be performed every 10 years).
- If students have not had titers and they either had the disease or only had one dose of the vaccine, they are given a second dose and titers are checked a month later.
- If the titers are negative or equivocal, students are given a booster followed by a repeat antibody titer after 30 days.

### **c) Hepatitis B**

- If previously immunized, students must provide dates of vaccines and a copy of the lab report for the immune Hepatitis B Surface Antibody Quantitative or Quantitative with the numerical range identified (titers must be performed every 10 years).
- If students have received less than three doses of the Twinrix hepatitis B vaccine or less than four for the Engerix-B type, they must complete the series.
- If the hepatitis B vaccine series was given and there are no previous titers, then the hepatitis B surface antibody titer is drawn. If the titer is negative or equivocal, students are given a booster (another hepatitis B vaccine) followed by a repeat antibody titer after 1 month. If these results are still negative or equivocal, students

need two additional doses, thus completing the three-vaccine series again. After completion of the series, another hepatitis B surface antibody titer is drawn to determine immune status. If still nonimmune, the student will be considered a non-responder.

**d) Tetanus and diphtheria**

- Each student must provide documentation of Tdap booster given within the last 10 years (required every 10 years).
- Students must receive a single dose of Tdap as soon as feasible if they have not previously received Tdap, regardless of the time since their most recent Td vaccination. After one Tdap, Td can be given for future booster vaccinations against tetanus and diphtheria.

**e) Purified Protein Derivative Test (PPD)**

- Initial documentation within 12 months of negative results is required annually.
- If students have a history of positive PPD with the date of positive PPD provided, they will need one of the following annually: chest X-ray (CXR) and/or negative QuantiFERON gold test and possible symptom screening.
- If students have a history of positive PPD without the date of positive PPD test, a QuantiFERON gold test will be accepted and will need to be repeated annually.
- If newly positive, students must receive a baseline CXR to exclude a diagnosis of TB disease, with one of the following annually: CXR and/or negative QuantiFERON gold test and possible symptom screen.

**f) Covid-19 Vaccine**

- Effective as of January 15, 2023, while AUA strongly recommends that students be fully vaccinated against the COVID -19 virus, including all CDC recommended boosters, the University will not require students to be so vaccinated. However, because, at present, most of the University's clinical affiliated teaching hospitals require that students be fully vaccinated before they will be permitted to engage in training at those affiliated hospitals, unvaccinated students will be limited in where they will be able to complete their clinical clerkship training and may find it difficult, more costly and/or more inconvenient, if not impossible, to complete the requirements for graduation, timely or at all. As part of its curricular requirements, the University requires its preclinical students to participate in clinical training at St. John's Hospital, the only hospital in Antigua. Presently, St. John's Medical Center requires that students be fully vaccinated before they are permitted to train there. AUA will endeavor to provide training as comparable as is reasonable in lieu of the training requirement at St. Johns.

**g) Flu shot**

- Students must receive a flu shot yearly as appropriate for flu season (September to May).

**DOCUMENTATION OF COMPLIANCE WITH THESE REQUIREMENTS:**

All incoming students are required to have the AUA Immunization Form completed by a health-care provider and mailed to the Admissions Office **prior** to registration date. All student coming and/or required to come to campus must have proof acceptable to the University of full vaccination against, measles, mumps, rubella, tetanus, diphtheria, pertussis, varicella, and hepatitis B (as per CDC). Please note that individual hospitals may have additional requirements. These records are reviewed by the Admissions Office and provided to the relevant departments.

It is the responsibility of each individual student to ensure that his/her vaccination status is current and updated.

Prior to Clinical Medicine in the beginning of Year Two, students are required to update their AUA Immunization Form, ensuring that all documentation listed above is still up to date. These forms are evaluated by the CM Department, and updates are provided as needed by the on-campus health clinic.

This process is again repeated prior to the fifth semester, ensuring that all students have the proper requirements to start their clinical rotations in the United States. All students are then required to submit a completed AUA Immunization Form to their document specialist. Upon receipt, the document specialist will ensure the record includes all necessary requirements for acceptance (i.e., student name, date of birth, and all required immunizations and titers).

**Refusal of Required Immunizations and Health Screenings Policy**

Students will not be granted exceptions to AUA's above set forth requirements in order to enter campus regardless of the reason.

Failure to satisfy these requirements may result in disciplinary action. Students may also be refused entry to Campus or to train in affiliated hospitals and/or clinical facilities thereby preventing the student from completing required curricular elements needed to receive their medical doctorate (MD) degrees.

The University reserves the right to revise and amend these requirements at any time in its sole discretion. It is incumbent on each student to keep themselves informed about any such revisions or amendments.

## COVID-19 CONTACT TRACING POLICY AND PROCEDURES

It has always been, and will continue to be, AUA's strict policy, consistent with the HIPAA laws in the United States, to keep private, confidential and free from disclosure except as applicable laws and regulations may require, matters of health, medical care and treatment of any persons whether members of the AUA community be they students, faculty, staff or administrators or members of the general public.

In furtherance of those policies and procedures, except as applicable laws and regulations may require, AUA will not provide the name of, or, to the extent reasonably possible, information that may lead one to be able to identify, any person who has contracted the Covid-19 virus, has tested positive for the virus or has experienced COVID like symptoms, whether during the course of contact tracing or otherwise, without the express consent of the afflicted person.

When engaged in contact tracing, unless such consent has been given by the afflicted person, those contacted will be advised only that they were identified by a person who has contracted the Covid-19 virus [or who has tested positive for it as the case may be] as having been in recent contact with that person. Other information about the contact may be provided if providing such information is not likely to disclose the identity of the afflicted person. **Participation in contact tracing and subsequent testing is mandated. Failure to comply will result in disciplinary action.**