



AMERICAN
UNIVERSITY
of ANTIGUA

COLLEGE OF MEDICINE

STUDENT HANDBOOK

Spring 2017

The Student Handbook is published by the American University of Antigua, College of Medicine (AUA).

The rules and regulations outlined herein are binding on, and must be adhered to by, all AUA students, including those on leave. The rules and regulations of this Institution are reviewed and revised periodically. AUA reserves the right to revise, amend and/or modify any of these rules and regulations and/or to add or eliminate any rules and regulations in 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 our curriculum and grading, AUA reserves the right to make such changes by publication in this Handbook, AUA also reserves the right to make such changes prior to publication of any revisions of the 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 at United States medical schools. Consistent with the new paradigm in U.S. medical education, AUA students commence clinical exposure in their first semester at our hospital affiliate in St. John's, Antigua.

AUA is committed to offering a quality Basic Science 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.

It is the University's mission and my pledge as President to provide you with the best medical education available and to 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

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, offering opportunities to underrepresented minorities, fostering a diverse academic community, and ensuring that its graduates have the skills and attitudes of lifelong learning, compassion, and professionalism. We 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 healthcare professionals to respond to global healthcare needs.

CONTACT INFORMATION

Administrative Services:

Manipal Education Americas - Representative for American University of Antigua

One Battery Park Plaza, 33rd Floor, New York, NY 10004

Telephone:	(212) 661. 8899; 1.888.AUA.UMED (1.888.282.8633)
Fax:	(212) 661.8864
Email:	info@auamed.org
Website:	www.auamed.org

Administrative Office Antigua:

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/ 484-8923
E-Mail:	info@auamed.net
Website:	www.auamed.org

POLICIES & PROCEDURES

ENROLLMENT

ACADEMIC DEGREE PROGRAM

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

1. Basic Sciences: An 18-week semester (Semester I), and 20-week semesters (Semesters II-IV).
2. Semester V: A 10-week semester of Basic Science integration.
3. Clinical Sciences: 84 weeks of clinical core and elective rotations (including six clinical weeks during Family Medicine I/Internal Medicine I) over five semesters (Semester VI - X).
4. United States Medical Licensing Exam (USMLE) Steps 1 and 2 CK & CS.

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 to use diverse and complex knowledge; application of relevant psychomotor and communication skills; exercise of clinical judgment and decision-making based on evidence; and capacity to 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 are:

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, tests.

Oral/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, 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 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 must reasonably be 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 patients' and colleagues' race, religious beliefs, ethnicity or 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.

INSTITUTIONAL LEARNING OBJECTIVES

Competencies

Medical Knowledge: Students must demonstrate knowledge of established and evolving biomedical, clinical, epidemiological and social-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 of 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 non-traditional), through critical evaluation of current basic and clinical scientific knowledge.

Patient Care: Students must be able to provide 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 their 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, disabilities, 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 patients to prevent health problems and to improve health status.

Perform routine procedures safely and correctly with appropriate supervision.

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

Interpersonal and Communication Skills: Students must demonstrate interpersonal and communication skills that facilitate effective interactions with patients, their families and other 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 support of emotions.

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 (i.e., clinical, academic, electronic or web-based.)

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

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.

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 and Lifelong Learning: Students must investigate and assess their academic and clinical performance, develop skills for lifelong learning and personal improvement in order to improve patient care.

Demonstrate strategies for analyzing, identifying and improving personal deficiencies in medical knowledge, clinical and collaborative skills, and professionalism.

Seek and respond to feedback about professional performance.

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.

Apply the foundational principles of basic, clinical and translational research to patient care.

Describe and apply principles of population health improvement for specific populations with attention to access, cost and patient-centered clinical outcomes.

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

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 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

Basic Science

Semester I

- Human Structure and Function I
- Introduction to Clinical Medicine I
- Molecular Basis of Medicine I
- Mind Brain and Behavior I

Semester II

- Human Structure and Function II
- Introduction to Clinical Medicine II

- Molecular Basis of Medicine II
- Mind Brain and Behavior II

Semester III

- Introduction to Clinical Medicine III
- Disease, Immunity and Therapeutics I
- Mind Brain and Behavior III

Semester IV

- Introduction to Clinical Medicine IV
- Disease, Immunity and Therapeutics II
- Mind Brain and Behavior IV

Semester V

- Basic Science Integration Course

This semester focuses on the integration of knowledge gained from the Basic Science subjects with clinical medicine. It includes a 10 week Basic Science Integration Course at the campus in Antigua.

Students who achieve a 72 or higher on the NBME Comprehensive Basic Sciences Exam (CBSE) at the completion of 4th semester may opt to be exempt from the Basic Science Integration Course (BSIC). Students who are approved by the Executive Dean to be exempt from BSIC will be required to complete an additional 6 weeks of electives during their clinical sciences and are still subject to the same eligibility requirements and deadlines for the USMLE Step 1 exam (they will be required to take the Step 1 exam within 8 weeks of achieving a qualifying score on the CBSE).

Clinical Science

Semester VI – X

- Family Medicine I/Internal Medicine I (FM1/IM1) 6 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 (34 weeks)

A student selects from a variety of disciplines, including subspecialties of the core clerkships and medical research.

Specific information about Clinical Science 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 (AUA) Global Health Track is conducted in collaboration with Florida International University, Herbert Wertheim College of Medicine (FIU).

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

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

The 2-year BASIC SCIENCE Component is conducted on the campus of AUA in Antigua. It consists of five 2-week blocks (before and after semester one and after semesters two, three and four) and longitudinal coursework during semesters one through four. Lectures will cover a variety of Global Health topics including social determinants of health, medical anthropology, global health education, community based medicine, health care delivery systems, cultural competence, human rights, international relief organizations and projects, United Nations,

World Health Organization, Pan American Health Organization, International Monetary Fund, World Bank, disaster response and management, communicable and non-communicable diseases, population research and epidemiology among others. Students will be introduced to research methodology and will receive American Heart Association instructor training in BCLS and ACLS. The components include an introduction to Medical Spanish and are supplemented by a Global Health Journal Club. A minimum of 80% attendance is required in order to pass each block.

The CLINICAL SCIENCE component will be conducted at FIU clinical sites in Florida and AUA affiliated clinical sites within the US and abroad. Students will participate in the advanced introduction to clinical medicine (FM1/IM1) at FIU and the AUA-FIU Clinical Core Rotation Certificate Program. Students will be eligible for elective rotations through FIU and AUA in the US and internationally. In addition to elective rotations in various medical fields, those rotations include research opportunities and travel medicine. Students will have the opportunity to join AUA faculty initiated international relief projects and to deepen their expertise in global health research. The clinical component will be supplemented by medical Spanish exposure and will include a capstone project in Global Health. 100% attendance is required during the clinical component.

DEGREE CONFERRAL

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

1. Complete and pass all requirements of the Basic Science component;
2. Complete and pass all requirements of the Clinical Science component, including all core and elective rotations (as well as submission of all required clinical documents);
3. Pass USMLE Step 1, Step 2 CK and CS;
 - a. Students must request the USMLE Certified Transcript of Scores for USMLE Step 1, Step 2 CK and CS from the Educational Commission for Foreign Medical Graduates' (ECFMG) to be submitted to the Office of the Registrar as part of the degree audit;
4. Fulfill all financial and bursar 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 your graduation date has passed and the final degree audit is completed, diplomas for all graduates will be mailed to the address provided in your student record.

For further information regarding graduation, please contact the Office of the Registrar at registrar@auamed.org.

REGISTRATION

Registration Information

All students must officially register for classes before the first day of each semester. It is important that a student have all identification documents in possession when confirming registration on campus. Submission of all official transcripts is a requirement for attendance at the University. Outstanding documents may result in Administrative Withdrawal.

AUA identification cards are distributed to students on campus and they are required to carry the card at all times on campus and in clinical-related environments. Students are also required to present the ID card when requested to do so by University officials.

Students must be officially registered for the semester or they will not be permitted to attend classes.

Basic Science

New Student: 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 new 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 semester. Students will receive an email notification of the online registration dates approximately four weeks prior to the end of their current semester. Students repeating semester one 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 island and to receive their Student ID card and semester sticker. To confirm the reserved dates for arrival and orientation, please review the Academic Calendar located on the AUA website.

All basic science students are expected to arrive during the reserved dates on the Academic Calendar. Under rare circumstances, the Dean may approve a student to arrive late. No students will be permitted to arrive on campus after the first week of classes.

Students who are under review by the Promotions Committee or who need to retest 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, a Bursar hold may appear indicating tuition is not yet settled. Please contact the Bursar Department if you believe your account has been settled and request removal of the Bursar hold. Students will not be cleared to complete in person confirmation of registration until their tuition account is settled.

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

1. New term charges are paid in full, OR
2. A new Tuition Payment Plan enrollment has been completed for new term charges, OR
3. Student has received an award letter confirming approval of Federal Student Aid

Any questions about online registration can be directed to registrar@auamed.org and any technical issues with the online registration system should be directed to helpdesk@auamed.net.

Clinical Science

Semester VI Family Medicine I/Internal Medicine I (FMI/IMI) in person registration takes place at the respective FMI/IMI training site.

Information regarding Clinical Science registration (Semesters VI – X) is delivered via postal mail **in addition to email and/or BlackBoard.** Each Clinical Science student is then contacted by the assigned Clinical Coordinator regarding clerkship placements.

In order for a student to be registered, (1) all relevant documents must have been submitted to and received by the Office of the Registrar, and (2) tuition accounts must be settled by the pre-registration due date.

The Academic Calendar

The academic calendar, including registration information and schedule, is posted on the University's website at www.auamed.org and BlackBoard.

The University reserves the right to revise the academic calendar.

TUITION & FEES

Tuition accounts must be settled by due dates published by the Office of the Bursar prior to each new term and communicated by email to all students. In person confirmation of 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. New term charges are paid in full, OR
2. A new Tuition Payment Plan enrollment has been completed for new term charges, OR
3. Student has received an award letter confirming approval of Federal Student Aid

NOTE: Payment plan participation is by request only. Email pmtplan@auamed.org to request approval. Please include student name and ID. Approval or denial emails will be returned on a first come first served basis. **All past due balances must be paid in full before requests for new payment plans will be considered.** Approval will take into consideration past shorted payments, late payments, or returned payments. Payment plan installments for approved requests must be paid by ACH/Electronic check from a US Bank using the CASHNet payment plan system.

Full Payment Methods:

Wire Transfer Instructions:

Bank: Citibank NY, 201 W 34th street, NY 10001

Beneficiary: American University of Antigua

Beneficiary Account No.: 9941998184

Beneficiary ABA No.: 021000089

Beneficiary Swift Code: CITIUS33 (For wires originating outside US)

Make sure your full name and student ID are included in the memo of the wire

Certified check or bank draft made payable to AUA and mailed to:

Attention: Bursar

Manipal Education Americas, LLC

1 Battery Park Plaza, 33rd Floor

New York, NY 10004

Include your full name and student ID in the memo on the check

ACH/Electronic Check via CASHNet: REQUIRES US BANK ACCOUNT

CASHNet login information:

https://commerce.cashnet.com/cashnete/selfserve/ebilllogin.aspx?client=MANIPAL_PROD&

Login User name = AUA Student ID

Login Password = Last name (First letter UPPER case) + last four digits of student ID

Acknowledgement and agreement to the terms statement above is done as part of the Online Registration process. Students who register in person will be required to sign before being cleared to complete registration.

Late Payment

Late fees on past due amounts will be assessed monthly based on the table below:

\$1,000 - \$5,000 past due = \$100 late fee

\$5,000 - \$10,000 past due = \$150 late fee

\$10,000 - \$15,000 past due = \$200 late fee

\$15,000 - \$20,000 past due = \$250 late fee

STUDENT FINANCIAL SERVICES

Student Financial Services (SFS) assist students in providing advice and navigating students in financing their education. SFS representatives provide personalized services, including but not limited to:

- Advise on loan options
- Entrance and Exit Counseling
- Repayment Options
- Debt Management Counseling

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 studentfinancialservices@auamed.org.

Loan Program

AUA's M.D. 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 U.S. Department of Education. Additional information regarding these loan programs is available through the U.S. Department of Education website at www.studentaid.ed.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-time 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 a student to initiate an application for school designation. The provinces and territories that have been approved thus far are:

- Alberta
- British Columbia
- Manitoba
- New Brunswick
- New Foundland/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 a student to request school designation by completing an application, which can be found on their student aid websites.

Veteran Benefits

AUA recognizes the service and sacrifice of U.S. 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 32 — Veterans Educational Assistance Program (VEAP)
- 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 (REAP)

We encourage all interested VA applicants to visit the Department of Veterans Affairs (VA). 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 U.S. Military Veterans Recognition Grant during Basic Sciences. For additional information, visit our scholarship webpage.

UNIVERSITY REFUND POLICY

Students who withdraw, fail to return from an approved leave of absence, are dismissed, suspended or otherwise fail to complete the payment period for which they were charged for that period (tuition and other institutional charges), may be entitled to receive a refund of those charges based on a calculation of the amount of the charges that AUA has earned. The calculation and any resultant refund will be based on the student's withdrawal date as determined by the Office of the Registrar in the following manner:

The refund is computed by dividing the number of days in the payment period completed as of the student's last date of attendance as determined by the Registrar by the total number of days in the period. Scheduled breaks of more than four consecutive days are excluded. The percentage is then applied to the aid received to determine earned and unearned aid. All refunds will be made as soon as possible but no later than 45 days from the date of determination ("DOD") of the student's withdrawal. For Clinical Students, cancellation fees may apply for previously scheduled rotations not attended.

Tuition will be refunded according to the following schedule:

1. Students withdrawing prior to the first day of class will receive a refund for 100% of University charges.
2. Students withdrawing during the first 60% of the semester will receive a refund of the University charges that is prorated based on the withdrawal date.
3. Students withdrawing after 60% of the semester will receive no refund for University charges.

For students who officially withdraw from the University, the withdrawal date and the DOD is the date that the student submits notification to the University of his or her intent to withdraw.

For students who are withdrawn by the University, the withdrawal date is the student's last day of attendance (LDA) and the DOD is the day that the University withdraws the student. For students who withdraw without official notification (unofficial withdrawal), the withdrawal date is the LDA in an educationally related activity at the University. The DOD is 14 days after the student's LDA unless there are unusual circumstances.

Return of U.S. Direct Loan Proceeds (R2T4):

Students who withdraw, fail to return from an approved leave of absence, are dismissed, suspended or otherwise fail to complete the payment period for which they were charged for that period through U.S. Direct Loan proceeds (tuition and other institutional charges) may not receive a refund. Instead, AUA will be required to return to the Department of Education any portion of those proceeds that were applied to satisfy University charges for the Period but that were not earned. In accordance with U.S. Title IV Regulations, the same pro rata schedule as set forth above for determining the amount of refund to which a student may be entitled is used to determine the amount of Direct Loan funds that students have earned at the time of withdrawal and the amount of those funds that AUA must return to the U.S. Department of Education. The University will make a timely return of any unearned funds on behalf of the student to the U.S. Department of Education ("Department") thus reducing the student's loan obligation.

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 and fees and other institutional charges unless those costs are otherwise excludable in accordance with the regulations. The refund is calculated based on the Return to Title IV (R2T4) formula prescribed in the regulations.

Refunds made on behalf of financial aid recipients are distributed in the following order:

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

If a student withdraws after the Title IV Direct Loan funds are disbursed:

In accordance with the regulations, after the student has completed 60% of the payment period for his or her program, the student has earned 100% of the Direct Loan funds he or she was scheduled to receive during the period and no refund to Title IV programs will be made.

If a student withdraws before Title IV Direct Loan funds are disbursed:

Even if a student paid all institutional charges and ceased enrollment prior to receiving a disbursement of Direct Loan Funds and provided that Direct Loan funds could have been disbursed to the student, the Financial Aid Office will determine the Title IV funds earned by the student and follow the procedures outlined in the regulations for making a Post-withdrawal disbursement.

Please see the section entitled: “*Absences & Leaves*” for information on these topics.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

American University of Antigua (“University”) respects its student’s right to privacy and confidentiality of Personally Identifiable Information (PII). It 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:

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. A student should submit to the Office of the Registrar a written request that identifies the record(s) the student wishes 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 the 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. A student who wishes to ask the University to amend a record should write the University Official responsible for the record, clearly identify the part of the record the student wants 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 of personally identifiable information 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 or Grievance Committee, or assisting another school official in performing his/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.

A school official has a legitimate educational interest if she/he needs to review an educational record in order to fulfill his/her professional responsibility or for the evaluation of, management or administration of the school. Upon request, the University discloses directory information from educational records without consent to officials of another school in which a student seeks to enroll or attend.

4. U.S. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

NOTICE OF DIRECTORY INFORMATION

The American University of Antigua with certain exemptions, is also required by the Family Educational Rights and Privacy Act (FERPA) to obtain the written consent of the student prior disclosing personally identifiable information (PII) 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 School Catalog, Websites, Yearbooks, Honor roll or other recognition lists, Graduation and other ceremony programs and sports activities reports.

The University may disclose the following "directory" information without prior approval from the 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 a student must notify the Office of the Registrar by September 1st of each calendar year. Once filed, this request will become a permanent part of the student's record and 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 to apply far enough in advance to secure one. Foreign medical students (those who are neither U.S. citizens nor lawful permanent residents of the United States) must obtain a B-1 Nonimmigrant Visa from a U.S. Embassy or Consulate prior to entering the U.S. in order to begin their clinical training. The Foreign Affairs Manual (FAM), which is a part of the regulation of the U.S. Citizenship and Immigration Services, contains a special provision for foreign medical students who are neither U.S. citizens nor permanent residents to enter the U.S. 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 U.S. Customs and Border Protection upon their entry to the United States. The FAM states that an alien may be classified as a B-1 business visitor if he or she is a student at a foreign medical school and is coming to participate in an “elective clerkship” at a U.S. 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 your visa for you. It is up to each student who requires a visa to enter the U.S. for his or her clinical training to obtain the appropriate visa. This said, the Office of the Registrar, at your request, will provide you with an immigration packet to present to the appropriate consulate at which you have 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 four weeks to complete and submit their letters to the University so please be sure to submit your request to the Office of the Registrar at least 30 days prior to the start of your confirmed clinical clerkship. Late requests may prohibit you from acquiring the documentation you need to enter the U.S. for clinical clerkships

Our strong recommendation is that you apply for a visa at a U.S. Embassy or Consulate in the country in which you are a citizen. The experience from students who have previously applied for a visa outside their home country is that students have gotten denied 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 U.S. Consul in Barbados apply for their visas to that Consul. In these cases, the result is typically an outright denial of the visa. It is recommended to apply early to provide enough time for the consular officer to review your application and to accomplish any special clearances that may be required.

Please keep in mind that immigration regulations are ever changing and can be complex. While 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.

ACADEMIC STATUS

GOOD STANDING

A student remains 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. A student is not in good standing if they fall in the following categories: (1) academic probation; (2) non-academic probation; 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 10 semesters of academic coursework leading to the degree of Doctor of Medicine (MD). There are two semesters varying from 10–20 weeks in length in each academic year. At the end of every semester, the Promotions Committee evaluates each student's academic progress to ascertain if the student is making satisfactory academic progress toward the MD.

The following criteria constitute **Satisfactory Academic Progress (SAP)**:

1. Completing the required courses of Semesters I-V in no more than seven (7) semesters and passing all coursework while on academic probation;
2. Obtaining the minimum required certifying score on the Comprehensive Basic Science Exam and passing the USMLE Step 1 within the established period of eligibility;
3. Completing the Clinical Science component within 120 weeks;
4. Completing the M.D. program in its entirety within 81 months or 6.75 calendar years of attendance*;
5. For those students that have been readmitted, meeting all conditions set forth in readmission decision letter;
6. 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.

A student not in compliance with Satisfactory Academic Progress is subject to dismissal.

U.S. FEDERAL SATISFACTORY ACADEMIC PROGRESS STANDARDS FOR ELIGIBILITY TO RECEIVE AND KEEP FEDERAL FINANCIAL AID

Satisfactory Academic Progress (SAP) is reviewed by the Financial Aid Office (FAO) at the end of each semester for every Direct Loan borrower who has attempted or completed coursework in that semester. The reviews are handled for each group of students as follows:

- New Students with no transfer coursework being applied to their AUA graduate level transcript are deemed as meeting SAP during their first semester.
- Continuing Students, Returning Students and Transfer Students have their previous course transcripts reviewed to determine if they are making SAP.

Evaluation Based on Qualitative and Quantitative Criteria:

There are two criteria a student must satisfy in order to be viewed as making SAP for U.S. Financial Aid purposes: Qualitative (Grade Point Average), Quantitative (Attempted Credit Threshold) which includes a measurement of the Pace on which the student is progressing through their program.

All non-remedial institutional and transfer coursework including repeated courses attempted by the student regardless of whether or not the student received U.S. Financial aid for the coursework are included in the FAO's SAP reviews. Repeated courses and courses with grades of Incomplete or Withdrawal while may not be included in cumulative GPA, are included in the student's attempted credit total for the determination of Pace and Attempted Credit Threshold.

1. Qualitative Standard: The qualitative standard measures whether the student has achieved the minimum cumulative Grade Point Average required to make satisfactory academic progress toward the M.D. degree. AUA's students must have achieved a cumulative average of at least a Pass (P = 70% on a 100 point grading system). Students repeating semester one will not have a calculated GPA at the end of the semester. Satisfactory academic progress will only be measured based on the progression rate as specified below.
2. Quantitative Standard/Attempted Credit Threshold: The number of credit hours for which a student may receive U.S. Federal Aid may not exceed 150% of the credit hours required to complete the degree.

- a) **Pace:** The quantitative measure evaluates the student's pace of progression through the medical education program within the maximum timeframe. The pace of progression is calculated by dividing the cumulative course credits that the student has successfully completed by the cumulative course credits that the student has attempted.
- b) Students in their first academic year are subject to a pace of progression rate of 50%. Students in their 2nd year or higher are subject to a pace of progression of 67%. Please note that courses with a grade of "W", "WP", "WF" and "I" are counted in the attempted credits. Transfer credits accepted will count as attempted and completed credits for the calculation.

Failure to Maintain SAP - Financial Aid Consequences:

Financial Aid Warning Status: Students who fail to meet one or more of the standards for meeting SAP are placed on "Financial Aid Warning" status and may continue to receive U.S. federal loan disbursements for one semester, but will be expected to meet the minimum standards by the end of the warning semester in order to continue to receive financial aid. Failure to meet the minimum standards after a warning semester results in financial aid suspension.

Financial Aid Suspension: Students who fail to meet the minimum SAP requirements for one or more of the following reasons will have their U.S. Federal aid suspended.

1. Students that fail to meet the requirements of the warning or probation status.
2. Students that may be readmitted or a first-time loan applicant whose prior coursework is below the minimum SAP threshold, and thus ineligible for U.S. Federal aid unless the student submits a successful appeal.
3. The student has exceeded the maximum time frame limits for the degree.

Financial Aid SAP Appeal Process: Students whose aid eligibility has been suspended may apply for reinstatement on a probationary basis by submitting a Satisfactory Academic Progress Appeal letter to the Financial Aid Office. Appeals are accepted for the following conditions only:

- Death of a relative,
- Personal injury or illness,
- Other extraordinary circumstance.

Required Appeal Documentation: In most cases the documentation must verify (1) the dates that the extenuating circumstance occurred/existed and (2) that the extenuating circumstance has been resolved to such an extent that it will no longer impact academic performance.

Appeals must be submitted during the first half of the semester for which reinstatement is being sought. Exceptions are made only on an appeal basis and not retroactive once the semester has ended. Additional documentation may be requested by the FAO during the review process.

Academic Plan: Students receiving aid on a probationary basis may be required during the

probation period and subsequent semesters to maintain compliance with an academic plan developed with their Education Enhancement Department (EED) SAP advisor or academic advisor during the appeal process. The academic plan must be submitted to the FAO in writing with a statement of support and the signature of the academic advisor. Failure to comply with the assigned academic plan will result in financial aid suspension. Students who are nearing or have exceeded the maximum time-frame may also need to submit additional document and statements of support from their academic advisor.

Appeal results will be determined and communicated to the student at their AUA email address within 14 days after the appeal has been received. Students submitting a SAP Appeal will be responsible for all financial obligations made to the University, regardless of whether his/her appeal is approved or denied.

Students who have their aid eligibility suspended after a probationary period may re-appeal and receive probationary eligibility status again only if NEW extenuating circumstances which are unique from the previous appeal can be documented as existing and now resolved. Students whose current appeal has been denied are encouraged to submit an appeal for a future term only if there is significant improvement in performance since the previously denied appeal and they appear able to meet Satisfactory Academic Progress standards within their maximum timeframe.

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 (NACADA) – 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 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, and those who are already doing well, but wish to progress.

Basic Science

Students are first introduced to the EED faculty and their faculty advisor during orientation. Students will meet with their faculty advisor in a small group setting during orientation. Throughout the semester each students should meet with their advisor during two separate social events organized by the faculty.

The Chair of EED or his/her designate will follow up with all faculty advisors and students to ensure that participation in the program is fulfilled.

- A student is 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 Center, EED, Dean of Students, Residential Services etc.
- If after the Block One Exam for semester one students, a student is considered at risk academically, he or she will be enrolled in the Academic Success Program, a mandatory remediation program through the EED. Students will be notified if they are considered at risk, enrolled in the program, and must meet all the program requirements.

ATTENDANCE

BASIC SCIENCE

100% attendance is expected and required for all teaching sessions. Attendance will be taken regularly in all lab and small group sessions. In large group teaching exercises, attendance will be taken randomly. It will be taken at random days, and times for the scheduled classes. If you are not present when the attendance process is begun, you will be marked as absent. Excused absences will be given only for students who meet the criteria for an LOA.

Consequences for un-excused absences:

For small group or Lab

- 1 absence: Letter of Reprimand (Student may request letter to be removed from file, at end of S4 if no other professionalism issues have occurred).

- 2 absences: Letter of Reprimand (permanent)
- 3 or more absences: Referral to the Professional Standards Committee.

Large Group Teaching:

- 1 absence: Warning email
- 2 absences: Letter of Reprimand (Student may request letter to be removed from file, at end of S4 if no other professionalism issues have occurred.
- 3 absences: Letter of Reprimand (permanent)
- More than 3 absences: Referral to the Professional Standards Committee.

If a student fails to take an examination, the grade is “0” for that exam unless approval of absence is granted by the Dean of Students.

An excused absence may be granted only due to exceptional circumstances that can be adequately documented to the satisfaction of the Dean of Students.

If a student has prior knowledge of exceptional circumstances that will cause the student to miss an examination, the student must notify the Dean of Students and provide appropriate documentation supporting the reasons prior to said examination.

CLINICAL SCIENCE

Students are expected to be in attendance one hundred percent (100%) of the time during all clinical rotations. Although the Clinical Attestation form and the Clinical Guidelines reinforce the requirement for 100% attendance in all clinical rotations, the fact is, emergent situations do come up. If for some reason a student is excused for a brief period of time by his/her preceptor, he/she needs to inform their respective Clinical Coordinator and send a letter from the preceptor or attending approving the absence along with the make-up dates listed. Otherwise, it will appear that the student has abandoned a rotation. This 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. A student 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 Student Financial Services Counselor of any schedule changes, since financial aid is determined according to the initial scheduling of students' rotations.

Students who have an 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. A student who participates 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 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 & LEAVES

Achieving the goal of 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, LOA's 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 of Students to discuss plans for any interruption of their studies prior to making a formal request. Taking an 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 U.S. 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 repeat a semester 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 an LOA may impact their private and/or federal loans.

Basic Sciences: Semester I-V

There are two types of Leaves of Absence available for students in BS semesters I-V:

- A Short Term Leave of Absence (SLA) begins at a point in time during a semester, but can only be in effect for a maximum of two weeks. Students are expected to make up any activity missed during their SLA. Certain restrictions will apply.
- An Extended Leave of Absence (ELOA) begins at a point in time either during a semester or at the end of a completed semester. An ELOA during the semester remains in effect until the start of the following semester. An ELOA at the end of a completed semester starts on the last date of the semester and continues through the next semester. Students can only take one semester off throughout their basic sciences.

Grading During an Extended Leave of Absence in BS semesters I-IV:

Students who are granted an Extended Leave of Absence (ELOA) during a semester and who do not complete the semester will receive a grade based on the following structure:

- If the ELOA is taken before the Block 1 exam, the student will receive a grade of "Withdrawn" ("W") for all courses.
- A student may only be approved to take an ELOA after Block 1 and/or Block 2 if the student is passing all courses. If this is the case, the student will receive a grade of "Withdrawn Passing" ("WP") for all courses. Any student who has failed any block exam will not be approved for an ELOA.
- If the ELOA is taken immediately prior to Block 3, the student will receive a grade of "Incomplete" ("INC") for all courses and will be required to sit for the Block 3 make-up exams prior to the beginning of the following semester. If the student fails to sit for the make-up exam, the final grade will be calculated based on the scores earned from the Block 1 and 2 scores and a grade of 'zero' for Block 3. The grade of 'INC' will be changed to the grade received for all courses.

Any student who applies for an ELOA but received any failing grade for his/her block exams will not be eligible for an ELOA and must withdraw from the University if they are unable to resume their studies.

Clinical Sciences: Semesters VI-X

Upon completion of BSIC, students may wish to take time off to study for the NBME Comprehensive Basic Science Examination (CBSE) and/or USMLE Step 1 exam. Once they pass Step 1, students will be completing clinical rotations on individualized schedules. 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 a student plans on taking more than 4 weeks off to study for the CBSE/Step 1 or, plans to take more than four weeks off during clinical rotations, he/she will be required to apply for a Clinical Leave of Absence.

The Clinical Leave of Absence ("CLOA") is the only type of leave of absence available for students once they complete BSIC. A CLOA may be taken for a period of more than four 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 U.S. Federal Financial Aid policy that allows a Direct Loan borrower to temporarily leave attendance at the University and to 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 semesters I-V).

With the exception of fifth semester students who have completed BSIC but have not yet passed Step 1, students who do not return to their coursework immediately upon the expiration of an CLOA will be administratively withdrawn retroactive to their last date of attendance (please see the "*Administrative Withdrawal*" section for additional information). Students who have completed BSIC but have not passed Step 1 prior to the expiration of their CLOA will be automatically placed in a Temporary Withdrawal (TWD) status. If after the time afforded them under this status expires and the student has not yet passed Step 1, the student will be dismissed from the University.

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, the student will be considered Temporarily Withdrawn for the duration of their break.

Temporary Withdrawal (TWD)

Students who wish to have more time off from their coursework upon completion of BSIC and prior to passing Step 1 than a CLOA will afford them (that is; up to 180 days from their last day of attendance in BSIC), may have up to an additional 180 days off. In these cases, once a student's time under his/her CLOA is exhausted the student's status will automatically change to a Temporary Withdrawal (TWD) status for up to an additional 180 days from the last date of his/her CLOA. 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.

TWD status will also be assigned to a clinical student who has a break during his/her clinical rotations of more than four weeks and has not been approved for a CLOA. A student who is required to repeat a clerkship but is not able to do so within four weeks of the last date of the failed clerkship will also be assigned a TWD status. Once a student has been assigned a TWD status he/she is not eligible to apply for a CLOA.

Important information regarding ELOA's, Temporary Withdrawals & Federal Financial Aid:

Students in an ELOA or Temporary Withdrawal status who are receiving Federal Financial Aid are considered withdrawn by the U.S. 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 Department 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 a student is 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 a student returns from ELOA or TWD and resumes his or her studies, his/her enrollment status will be updated to Enrolled (full-time). Generally the student 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 should call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on the Web at www.studentaid.gov.

Effect of an ELOA or a Temporary Withdrawal on Tuition Account:

Refunds are not given for Leaves of Absence; however, AUA may be required to return to the U.S. Department of Education the proceeds of federal loans that have not been earned by a student as of the date that the ELOA begins and that AUA has credited to the student’s account and/or has not disbursed to the student.

An ELOA during a semester or a TWD will have no effect on tuition account balances except in cases in which AUA was required to return unearned federal loan proceeds to the Department of Education. In such cases, students will still be obligated for any earned tuition, i.e., for the time

in attendance. . Students may be eligible to obtain these funds from the Department when they resume their studies; students will not be eligible for a loan to cover non-institutional charges (that portion of the students' "Cost of Attendance" for expenses other than tuition, fees and charges due directly to AUA). Any account balances owed at the time that an ELOA or TWD begins will still remain due and payable and late fees will apply until the account is paid in full. Any remaining credit balance after appropriate tuition adjustments have been made at the beginning of an ELOA or TWD that has not been applied to other obligations owed by the student to AUA, or returned by AUA to the student's lender, or to the student; will be carried over and applied to new tuition/fee charges for the semester in which the student returns to his/her studies.

If the student withdraws, is administratively withdrawn or is dismissed from the school and the school is holding funds of the student that it has not yet earned or is required to return to the student's lender, the student will be entitled to a refund of those funds. *Non*-tuition charges, such as insurance, bus service, parking permits, late fees, etc., will be posted to the student's account when appropriate and will be due prior to the start of the semester in which the student returns.

ELOA's that begin after a completed semester:

An ELOA that begins in between semesters will have no immediate effect on the student's tuition except that late fees will apply to any outstanding balance until the account is paid in full.

Short Term Leave of Absences (SLA) and a Clinical Leave of Absence (CLOA):

An approved SLA or CLOA will have no immediate effect on the student's tuition except that late fees will apply to any outstanding balance until the account is paid in full.

Procedures and Policies for obtaining an 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.
- Basic science students must submit the form to the Dean of Students whose determination as to whether the leave will be granted will be in the Dean's sole discretion. Students seeking a Clinical Leave of Absence must submit their forms to the Office of the Registrar, which will forward the form to the Dean of Students. Students must receive final approval in writing from the Dean of Students and/or Office of the Registrar before the request for the LOA is deemed granted.
- Except in the case of students who are granted a Clinical Leave of Absence upon completion of BSIC, if a student does not resume his or her studies on or before the last date that leave has been approved, he/she will be administratively withdrawn retroactive

to his/her last date of attendance. Students who are granted leaves of absence upon completion of BSIC and who do not return to their studies within 180 days from the end of BSIC will be placed in a Temporary Withdrawal status for an additional 6 months (please see *Temporary Withdrawal* section for additional information).

- Students may not be on academic probation and may not be failing any course (including block exams or clinical rotations) at the time of application or at the time that the leave commences. A student who has received any failing grades from their block exams or from a clinical rotation cannot request, and will not be granted an LOA. In such cases, students in need of time away from their studies must withdraw from the school (see the section below on *Withdrawals*). Students who must repeat a semester or a clinical rotation are on academic probation and are not eligible to take an LOA.
- A student who is granted an 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 their return to classes. Students applying for a CLOA upon completion of their BSIC are not required to provide documentation to support their request for the LOA.
- 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 students:

- Basic science students must present hard copy documentation to the Dean of Students (1 week prior to returning to Antigua) that sufficiently substantiates the original reason for the LOA request. Students whose CLOA was approved to begin upon completion of their BSIC are not required to provide this documentation.
 - 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 of Students. In the latter case the student is considered to have been on an unauthorized leave of absence (see section on *Unauthorized Leave of Absences*). If documentation is not provided or deemed insufficient upon return, the LOA will be converted into an Administrative Withdrawal.
- Once a student returns from an LOA and resumes his or her studies, a student whose enrollment status was reported to NSLDS as withdrawn will again be reported to the Department as Enrolled (full-time) and the student will be eligible for an in-school deferment. Students should contact the Office of the Registrar if their loan servicer requests an enrollment verification form/letter from the school.
- A basic science student who takes an LOA is not permitted to enroll at another medical school and take Basic Sciences courses for credit during the time of the LOA. Any student who wishes to take Basic Science courses for credit at another medical school must withdraw from AUA. At a later date, the student may apply for readmission to AUA by

following the procedure for transfer applicants. It is at the discretion of the Admissions Committee whether to accept or deny admission and/or transfer credits.

Ultimately the Dean of Students has complete discretion to give or deny the final approval for all LOA requests. Under extreme circumstances, an SLA not exceeding two weeks may be granted by the Dean of Students.

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. 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 (such as academic probation).

Pending Graduation (PGR)

Once students complete the clinical science 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 CK and/or CS exams 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 and CS. Failure to comply with these deadlines may result in dismissal.

The Office of the Registrar is required to report 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:

- 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. The results will be sent to the National Student Loan Database System.

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

WITHDRAWALS

Student Withdrawal from AUA

A student who withdraws from AUA must complete a Withdrawal Form, which is obtained from the Office of the Registrar. As the curriculum is integrated, withdrawal from individual courses/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 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 may not withdraw from a single course during a semester; they must withdraw completely from AUA.
- Students withdrawing from AUA before all block 1 exams would receive a grade of “W” for all enrolled courses. If a student withdraws after any block exams, the student will receive a grade of “WF” (withdraw failing) or “WP” (withdraw passing) in each enrolled course.
- Refund calculations, if required, are based on the Official Withdrawal Date as determined by the Office of the Registrar.
- Students who receive “WF” in any course at the time of withdrawal will be reviewed by the Admissions Committee to determine whether they are eligible for readmission.
 - Students who were failing one or more courses at the time of withdrawal will be put on academic probation if they are readmitted.
- Any student who applies for an Extended Leave of Absence but received any failing grades for their block exams must withdraw from the University.
- Students who wish to withdraw during basic 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 is required to 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

Administrative withdrawal (ADWD) is a full termination of the student’s enrollment at the University. Students are subject to administrative withdrawal under the following circumstances:

- Complete a semester and do not return to the following semester, without receiving approval for an Extended Leave of Absence
- Failure to register for the following semester
- Failure to return from ELOA, SLA, CLOA or TWD status

- Have a gap of 6 months or more during clinical sciences or, after passing USMLE Step 1 exam
- Failure to complete basic science 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.

Administrative withdrawal (ADWD) is a full termination of the student's enrollment at the University. The Office of the Registrar is required to 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:

- 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. The results will be sent to the National Student Loan Database System.

READMISSION

A student who has filed a student withdrawal and who wishes to continue his/her medical education at AUA must formally apply for readmission to the Admissions Committee through submission of an application for readmission to AUA's U.S. representative, Manipal Education of Americas, in New York. Readmission is not guaranteed. However, if a student is readmitted, the student is subject to all academic policies, tuition and fees which are in effect at the time of re-admission. A student is also subject to complete all conditions set forth in the readmission decision letter. Students who are re-admitted 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 are ineligible for readmission will not be considered by the Admissions Committee. Students who have been dismissed or administratively withdrawn are NOT eligible to apply for readmission to the University; they must submit an appeal to the Appeals Committee. Please see the Appeals Committee section for additional information.

If a student is re-admitted (RADM) and returns to his/her approved basic science semester/clinical rotation, his/her status will once again be reported to the U.S. Department of Education as Enrolled (full-time) and he/she 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/letter from the school. Students will remain in repayment while on RADM status.

EXAMINATIONS

OVERVIEW

All examinations at the American University of Antigua College of Medicine (AUA) are scheduled, administered, proctored, scored, and reported by the Examination Center of the AUA Office of Academic Outcomes under the directorship of the Associate Dean for Assessments and Evaluations.

Certain parts of the examination process are not the prerogative of the Examination Center: The grading scheme for each course is published in the syllabus and communicated to the students by the respective Course Director. The overall grading for each semester and the academic promotion decision is rendered by the Promotions Committee, and is communicated to the students by the University Registrar.

Certification and registration for the Comprehensive Basic Sciences Exam (CBSE) during 5th semester, and for the United States Medical Licensing Exam Step 1, are also the responsibility of the Office of the Registrar.

EXAMINATION POLICIES

The examination policies will be strictly enforced. Any violation of the examination policies will disqualify the student from taking the exam and may invoke further disciplinary action by the school.

1. Students must present a valid AUA Student ID to be permitted to sit for exams.
2. Students must leave their bags in the designated area before entering the exam room. Cell phones and other devices, including iPods, iPads, media players, and watches must be left in student's bags, and must not be present on the student's person while in the exam room or near the exam table or seat.
3. Students must submit their glasses for inspection prior to entering the examination room. No jewelry will be allowed in the exam room, except wedding bands/rings.
4. Taking notes of any kind, or use of any device, except the markers and dry-eraser boards provided by the Examination Center is not allowed. Consulting notes, books, mobile devices, computers or talking to students during bathroom breaks is not allowed.
5. Wearing of headphones or earbuds of any kind, including noise-canceling and wireless models, during exams is not allowed. Foam earplugs can be used, but students must show them to the proctor if requested.

6. Eating or drinking in the exam room is not allowed.
7. Students who experience computer problems during an exam must raise their hand to attract the attention of the proctor in the room with minimal disruption of the exam.

In addition, the Student Health Clinic has issued the following guidelines:

1. A medical excuse for an exam will be granted only if you are too sick to work. If you have a cold, cough, a mild GI bug, a headache, a little nausea or feel weak-you can and should still show up and take the exams.
2. Do not leave once your exams have started-make sure you have the proper over-the-counter medications with you (Tylenol, antihistamine, anti-diarrheal, cough medications, etc.).
3. Make sure you are taking care of your health the week of the exam-getting proper sleep, taking study breaks, eating correctly, staying hydrated-not binging on caffeine and/or other stimulants.
4. If you're feeling ill during your study week, it might be appropriate to be seen several days before the exam in order that you can be diagnosed and treated before exam day.

BASIC SCIENCE

Summative Examinations

1. Three Summative (Block) examinations, B1, B2, and B3 will be administered in W2017. Each of Semester 1 (S1), Semester 2 (S2), Semester 3 (S3), and Semester 4 (S4) will take a single exam in each block on a single day, according to a schedule published in the academic calendar.
2. The block exams will consist of USMLE-style multiple-choice questions and will be administered on the SoftTest/ExamSoft testing software. The number of questions will be 2 questions per contact hour for each course/theme. The B2 and B3 exams are cumulative: the number of questions includes 20% of questions on already tested material. The exams are cumulative within the same semester only, not across semesters, i.e. S2B2Physiology will contain 20% of questions on material from S2B1Physiology, but not on any S1Physiology material. The time per question will be 1.45 minutes.
3. Grading will be per course within each block exam. The fraction (%) of final course grade per block per course for the respective exams is based on the number of contact hours in each course/theme. Passing score for each course will be 70%.
4. Make-up exams will be administered to students with an approved Leave of Absence (LOA) or with the special permission from the Dean of Students. There will be no make-up exams for the formative exams or the retake exams.
5. Requests for all exams for testing accommodations students need to be communicated to the Office of Residential Services at least 3 weeks before each examination.

6. Start time for block exams will be 9AM. Exam rooms will be opened at 8:40AM to allow students to be seated and logged in to ExamSoft. The download time window will be 8:50-9AM, the exam password will be released as all downloads are completed, but no later than 9AM. Students who are not in their exam rooms at 8:50AM will not be seated and will miss the exam.
7. Block exams are summative: students will not see the raw scores or reviews upon completing the exams.
8. Students who notice errors or inconsistencies in questions during the exam are encouraged to email their SGA immediately after the exam. The SGA will collate the concerns of the class and email them to examcenter@auamed.net by 9AM on the day after the exam. The Examination Center will communicate the SGA's queries to the respective course directors, together with the items analysis of the relevant parts of the exam. The course directors will present their considerations on the disputed items at the meeting of the Exams Committee at 3PM on the day after the exam.
9. The Examination Center will publish the grades by 12PM on the second day after the exam. Grades of individual students will be withheld until they have submitted the surveys released by the Office of Academic Outcomes to evaluate the faculty and courses during the preceding block.

Formative Examinations

1. Three Formative examinations, F1, F2, and F3 will be administered in W2017. Each of S1, S2, S3, and S4 will take a single exam in each block on a single day, according to a schedule published in the academic calendar.
2. The Formative exams will consist of USMLE-style multiple-choice questions and will be administered on the SoftTest/ExamSoft testing software. The number of questions will be 1 question per contact hour for each course/theme. The F2 and F3 exams will not be cumulative, i.e. the questions will be only on material that was covered within the respective block up to the day of the exam. The time per question will be 1.45 minutes.
3. Grading will be per course within each formative exam. Each formative exam will be worth 2% of the final course grade in each course.
4. Students will receive full feedback on the questions in the Formative exams, consisting of all the questions, answers, and explanations via ExamSoft.
5. There will be no retake or make-up formative exams.

Retake Examinations

1. Retake exams will be exams at the end of the semester, after the academic promotion decisions have been made and communicated to the students. Retake exams will be specifically allowed by the Promotions Committee to S1, S2, and S3 students with total scores of 65-69% in one course only and while not on academic probation.

2. There will be no retake B1, B2, or B3 exams. There will be no retake exams for S4 students.
3. The retake exams will test material from all three blocks in the semester. All retake exams will be scored as a whole, i.e. not per course, and the scores will be capped at 70%: students who answer correctly 70% of all questions on the retake exam will be promoted to the next semester.

Comprehensive Basic Science Examinations

1. Comprehensive Basic Science Exams (CBSE) will be administered to S2, S3, and S4 students and will account for 20% of the final grades for all courses in S2, S3, and S4, based on a percent of the earned score.
2. CBSE will be administered on the NBME testing software and the scores will be published by the Examination Center. There will be no make-up or retake of the CBSE. The dates and times for the CBSE will be published as soon as they are confirmed by NBME.
3. Students who achieve a score of 72 or higher on CBSE in 4th semester (CBSE4) will be certified to sit for the USMLE Step 1 exam and can opt to waive the Basic Science Integration Course (BSIC) in S5. Final approval for waiving BSIC is at the discretion of the Executive Dean.
4. If a student passes the CBSE and is approved to waive BSIC, they must take and pass the USMLE Step 1 exam within eight (8) weeks of achieving a certifying score on the CBSE. If they do not pass the USMLE Step 1 exam, they must enroll in the next BSIC and pass that course before moving on.

BASIC SCIENCE INTEGRATION COURSE (BSIC)

Examinations within BSIC

1. Three examinations will be administered within the BSIC in W2017 on a single day, according to a schedule published in the academic calendar.
2. The BSIC exams will consist of USMLE-style multiple-choice questions and will be comprehensive in nature. The number of questions will be given in the course syllabus. The time per question will be 1.45 minutes.

3. Attendance is required and will be monitored in the same fashion as it is for the rest of the Basic Science Curriculum (see the attendance section).

The grading for BSIC will be composed of:

1. **Exam 1:** 25%
2. **Exam 2:** 25%
3. **CBSE5:** 50% - up to 50 points, based on a percentage of the earned score.

Students who achieves a grade of below 70% in the BSIC, will have to do the following:

1. Meet with EED for a personalized study plan, then take the CBSE4 with the next 4th semester class in Antigua
2. Students who pass the CBSE4 will be required to sit for the USMLE Step 1 Exam within 8 weeks
3. Students who pass the USMLE Step 1 Exam can then proceed with scheduling clinical clerkships. Students who fail BSIC must repeat BSIC, retake CBSE5, and if they pass CBSE5, they can then sit for the USMLE Step 1 Exam. If they fail, they will be dismissed (after 4 failed attempts at CBSE).

Students have six (6) months from the end of BSIC to achieve a certifying score of 72 on the CBSE and must pass the USMLE Step 1 exam within 12 months from the end of BSIC. It is possible to pass BSIC and not achieve a certifying score (72 or higher) on the CBSE. In this circumstance, students must still pass the CBSE within six (6) months from the end of BSIC, and pass the USMLE Step 1 exam within 12 months from the end of BSIC.

NBME Comprehensive Basic Science Examination (Post Antigua)

The fee for each attempt is \$150.00; students can make their sitting fee payment 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 2pm eastern time 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 2pm. There are no exceptions to this policy.

Upon confirmed registration (by the Office of the Registrar), students will receive a scheduling permit with an AUA established two week testing window. With that, students will register for the exam at a Prometric Testing Center of their choice.

Please note: 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 exam during consecutive months.

For additional information on the CBSE registration process, please contact the Office of the Registrar at registrar@auamed.org.

United States Medical Licensing Exam Step 1 (USMLE Step 1)

Students are eligible to sit for the USMLE Step 1 after achieving a minimum required score on the NBME Comprehensive Basic Science Exam (CBSE). However, clinical scheduling is tied specifically to passing the USMLE Step 1 exam. Consequently, a student must submit the USMLE Step 1 application with a window of eligibility to start immediately after successfully achieving a minimum certifying score on the CBSE. The window of eligibility that ECFMG provides is a three (3) month period, however, per AUA policy, a student must sit for their first Step 1 attempt within eight (8) weeks of achieving a qualifying CBSE score. Therefore, if the student passes the CBSE in August, the three month window ECFMG will provide is September through November. However, an AUA student's period of eligibility will be September through October. No extension requests on Step 1 testing windows will be approved.

The Office of the Registrar closely monitors the time frames mandated by the University and the scores of all students on the NBME Comprehensive Basic Science Exam and Step 1. If students do not pass Step 1 on their first attempt, they have a total of 12 months from the end of the Basic Science Integration Course to pass Step 1. A student who is unable to pass Step 1 by the end of this time period will be dismissed by the Promotions Committee.

CLINICAL SCIENCE

Clinical Science Core Subject Shelf Exams (CCSSE)

The CCSSE will allow a student to assess their clinical knowledge and will help them to prepare for 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 exam results will assist AUA in ensuring the highest quality of education across all clinical sites. Finally, the introduction of a standardized clinical subject exam has been mandated by AUA's accrediting agencies (NYSED, California MB, CAAM-HP).

In order 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 NBME 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 exam on their second attempt. Students who need to re-sit the exam will be billed a \$100 CCSSE re-scheduling 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. 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 a student does NOT pass both the remedial Clinical Rotation and the associated CCSSE on the third attempt, he/she will be subject to dismissal from AUA. A student who fails the same rotation twice or any other rotation while on academic probation is subject to dismissal.

The passing CCSSE score will be factored into the student’s final grade of the rotation with a weight of 20%. Please see the *Grading System* section for additional information.

Once a student is assigned to a Clinical Core Rotation, the student’s name, clinical assignment and dates of attendance are e-mailed to the Office of the Registrar by the Department of Clinical Science Administration (CSA). CSA will also notify the student of the CCSSE requirement on assignment of the core rotation. The relevant CCSSE is ordered with a two 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 exam once they have received their scheduling permit from Prometric. The Shelf Exam score will be received by the Office of the Registrar, via e-mail, from NBME within 72 hours from the last day of the two-week testing window. Results will be sent by e-mail to the student within one week from the end of the testing window. In case the student fails the exam the student will be notified by the Office of the Registrar that he/she has to re-take the exam.

NBME Comprehensive Clinical Science Examination (CCSE)

The CCSE allows students to assess their clinical knowledge and will help them to prepare for USMLE Step 2. Based on analysis of available data (including the predictive value of the Comprehensive Clinical Science Examination and the disastrous effect of failing or low USMLE Step 2 scores on residency placement) and intense discussions with the clinical faculty, the following policy regarding the **Comprehensive Clinical Science Examination** is implemented. Securing a qualifying score as set forth below on the CCSE will indicate that a student should be ready to register for and pass USMLE Step 2 CK and CS 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 either that a student will achieve that score or even pass the exam. Additional study after having achieved a qualifying score is expected. Please note that the current passing score of CK is a score of 209.

The following rules and procedures apply:

For all students who started their 4th core rotation before May 1, 2016:

- The Comprehensive Clinical Science Examination can be taken after completion of the fifth core rotation.
- Regardless of the number of attempts to achieve a qualifying score on the CCSE prior to the date of this version of the Clinical Rotations Guidelines, and subject to the time limits set forth in AUA's policy for making Satisfactory Academic Progress as stated in AUA's Student Handbook, students will be afforded no more than five additional attempts at achieving a qualifying score on this exam. Students must achieve a qualifying score of 79 on any of their first three attempts or, if they have not achieved a qualifying score on any of their first three attempts, an 83 for the remaining two attempts.
- Students who fail to secure a qualifying score within those five additional attempts or within the time limits for making Satisfactory Academic Progress as set forth in AUA's Student Handbook are subject to dismissal.
- Students must sit Step 2 CK within three months of achieving a qualifying score on the CCSE. Students who fail to sit the Step 2 CK within this three month window will be required to re-take the CCSE before they will be certified again for Step 2 CK. Please note that in that case, the total number of attempts, after April 1, 2017, cannot exceed five, which includes any previous attempts. The requalifying score will be "83" regardless of number of attempts remaining.
- A student must receive a CCSE score and performance profile from the most recent exam prior to signing up for the next available CCSE exam as 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 exams only.

For all students who started or will start their 4th core rotation on or after May 1, 2016:

- The Comprehensive Clinical Science Examination 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 Satisfactory Academic Progress as stated in AUA's Student Handbook. Students must achieve a qualifying score of 79 on any of their first three attempts or, if they have not achieved a qualifying score on any of their first three attempts, an 83 for the remaining two attempts.
- Students who fail to secure a qualifying score within those five attempts or within the time limits for making Satisfactory Academic Progress as set forth in AUA's Student Handbook are subject to dismissal.
- Students must sit Step 2 CK within three months of achieving a qualifying score on the CCSE. Students who fail to sit the Step 2 CK within this three month window will be required to re-take 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 "83" regardless of number of attempts remaining.

- A student must receive a CCSE score and performance profile from the most recent exam before they may sign up for the next available CCSE exam as 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 exams only.

Registering for the CCSE

The fee for each attempt is \$150.00; 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 2pm eastern time 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 2pm. There are no exceptions to this policy.

Upon confirmation of registration (by the Office of the Registrar), students will receive a scheduling permit with an AUA established two week testing window. With that, students will register for the exam 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 exam during consecutive months. For additional information on the CCSE registration process, please contact the Office of the Registrar at registrar@auamed.org.

United States Medical Licensing Exam Step 2 Clinical Knowledge (USMLE Step 2 CK)

The USMLE Step 2 CK is utilized to assess the ability of a student (while under supervision) to apply medical knowledge and understanding of clinical science to patient care in order to promote health and prevent disease.

Students may register for certification on Step 2 CK after completing the six required core clerkships, passing the NBME Comprehensive Clinical Science Examination (CCSE) and completing the Kaplan Online CK Prep Program.

Students who wish to apply for the Step 2 CK must achieve a qualifying score on the Comprehensive Clinical Science Examination (CCSE). Students must submit the Step 2 CK application with a window of eligibility to start immediately after successfully achieving a minimum certifying score on the CCSE. The window of eligibility is a three (3) month period. For example, if the student passes the CCSE in August, the three month window of eligibility is September through November. Any student who's 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 "83" 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.

Any student who fails Step 2 CK three times will be dismissed from the University by the Promotions Committee. As students prepare for the USMLE Step 2 CK exam they must be aware of AUA's SAP policy that dictates completion of the M.D. program within 81 months (6.75 calendar years). Please refer to the section on *Satisfactory Academic Progress* for more information.

Supplemental to the education you receive during your clinical education at the hospitals you have web-based study and preparation material available free of charge via the Internet or Blackboard: AUA library, UpToDate, APGO, SIMPLE, CLIPP, CORE, WiseMD, FM-cases 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 EED offers individual and group support including the "Tips of the week" and "Question Partners". All USMLE performance profiles, passing and failing, must be submitted to the Office of the Registrar at registrar@auamed.org. Students who are required to re-take these exams will not be certified until their previous score is received.

United States Medical Licensing Exam Step 2 Clinical Skills (USMLE Step 2 CS)

Step 2 CS is utilized to assess a student's ability to take a patient's medical history, to perform a physical examination, compose a differential diagnosis, and to write up the encounter. Additionally, the test includes an evaluation of a student's ability to communicate in English effectively.

All students may register for certification on Step 2 CS after completing the six required core clerkships, passing the NBME Comprehensive Clinical Science Examination (CCSE) and completing an approved CS preparation program. Students may register for the CS preparatory program after receiving a qualifying score on the CCSE and completing at least four core rotations. Step 2 CS has developed into the most difficult USMLE exam with the highest failure rate of US and international students.

Currently the Kaplan Step 2 CS Live 1-day and Live 5-day programs, C3NY, Ximedes and the NYCS Prep program are approved as Live CS preparation courses. The Kaplan Live Online CS Program consists of five, 3-hour live online interactive lecture sessions. The course is offered once a month generally from 6:30PM to 9:30PM Eastern time. Dates can be found on Blackboard and on the Kaplan website. Attendance of the Kaplan Live Online CS Program is free for all students. Attendance will be monitored by Kaplan. Students must complete all five synchronized sessions. The list of students who completed the program will be submitted to AUA. Students who decide to attend an approved live (not online) preparation program in lieu of the live online

program will receive a tuition credit of \$300 after submission of proof of completion of such a live program.

In order to register for the Kaplan Live Online CS Program students have to contact the Office of the Registrar. Students must comply with the registration deadlines for each Kaplan session.

A student who fails Step 2 CS three times will be dismissed from the University by the Promotions Committee. As students prepare for the USMLE Step 2 CS exam they must be aware of AUA's SAP policy that dictates completion of the M.D. Program within 81 months (6.75 calendar years). Please refer to the section on *Satisfactory Academic Progress* for more information.

All USMLE performance profiles, passing and failing, must be submitted to the Office of the Registrar at registrar@auamed.org. Students who are required to re-take these exams will not be certified until their previous score is received.

CERTIFICATION FOR USMLE STEP 1, CK & CS

Students who are eligible to apply for the Step 1, Step 2 CK or CS are required to register for these exams via the Educational Commission for Foreign Medical Graduates' (ECFMG) website. The ECFMG interactive web application, IWA, is the only version of the application materials available on the website for Step 1, Step 2 CK & CS.

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 SCORE REPORTING

All USMLE performance profiles, passing and failing, must be submitted to the Office of the Registrar at registrar@auamed.org. Students who are required to re-take these exams will not be certified until their previous score is received.

A student who has passed Step 1 and requests 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 a student fails any of the USMLE Step exams, the Education Enhancement Department will review the student's performance to determine if remediation is required before the student retakes the examination.

Immediately upon completion of Step 1, Step 2 CK & CS, students must request from ECFMG that the USMLE Certified Transcript of Scores be submitted 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.

TESTING ACCOMMODATIONS

AUA recognizes the right of students with certified disabilities to 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 non-disabled 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 the disability.

Testing accommodations promote the access of 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:

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 semester in conjunction with an academic class.

Examples of test accommodations provided at AUA include:

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 AUA's University Counseling Services. 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 Course Director, Exam Center, and the Education Enhancement Department by the Director of the Office of Student Affairs.
3. To request accommodations for NBME administered exams taken after BSIC (CBSE, CCSE, CCSSE) students must also send an email request to registrar@auamed.org. Appropriate documentation must be on file with the University Counseling Services.

Note: A student with disabilities has the right to privacy and confidentiality regarding his/her disability. Instructors will be informed about the need for a student to have testing accommodations but not his/her documented disability. Instructors and proctors will not ask a student why he/she needs testing accommodations, nor disclose the names of the students requiring testing accommodation to other parties (especially other students).

Procedures for Providing Testing Accommodations

While the documentation of a student's disability and determination of the appropriate, reasonable accommodation are responsibilities of the University Counseling Services, accommodations will be provided and administered by the Exam Center. Tests are to be scheduled on the same day and time but in a different location.

The Exam Center 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 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 CBSE and CCSE

If a student requires testing accommodations for either the Comprehensive Basic Science Examination (CBSE) and/or the Comprehensive Clinical Science Examination (CCSE), he/she

must have prior documentation on file with the Office of Student Affairs that indicates the disability and need for testing accommodations.

If a student requires these accommodations for testing, he/she must email registrar@auamed.org the same date they register for the comprehensive examination. If you do not request testing accommodations when you register for the comprehensive examination, accommodations cannot be made. It is mandatory to email a request for testing accommodations every time a student is registering for a comprehensive examination.

Please Note: If a student is authorized to take their exam in a separate testing room, they must confirm their request for a separate testing room with the Office of the Registrar. There will be a \$400 fee billed to the student AUA account to cover the cost that NBME charges.

Requesting Testing Accommodations for CCSSE

If a student requires testing accommodations for the Clinical Core Subject Shelf Examination (CCSSE), he/she must have prior documentation on file with the Office of Student Affairs that indicates the disability and need for testing accommodations.

If a student requires these accommodations for testing, he/she must email registrar@auamed.org no later than one week from the scheduled start date of your current clinical rotation. If you do not request testing accommodations within one week from your core rotation start date, accommodations cannot be made. It is mandatory to email a request for testing accommodations every time a student is scheduled for a core rotation.

Please Note: If a student is authorized to take their exam in a separate testing room, they must confirm their request for a separate testing room with the Office of the Registrar. There will be a \$400 fee billed to the student AUA account to cover the cost that NBME charges.

Requesting Testing Accommodations for USMLE Step 1, Step 2 CK & Step 2 CS

A student who has a documented disability covered under the Americans with Disabilities Act (ADA) and wishes to have accommodations when taking any USMLE licensing exam, must apply to the NBME in writing for such accommodations. Information regarding procedures and documentation requirements for accommodation requests on USMLE licensing exams is available at the USMLE website at www.usmle.org/test-accommodations/. Students who seek accommodations should submit their requests and accompanying documentation to the NBME at the time that they apply for USMLE licensing exams.

Students must submit documentation from a qualified professional to support their requests for accommodations, which 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 or telephone (215) 590-9700.

PROMETRIC TEST CENTER REGULATIONS

Candidates are required to be professional, civil and respectful at all times while on the premises of the test center. All exams are continuously monitored by video and audio recording, physical walk-throughs and through observation window. The Test Center Administrator (TCA) is authorized to dismiss students from the test session for a violation of any of the Test Center Regulations, including exhibiting abusive behavior towards the TCAs or other candidates. If students are found to have violated any of the regulations during their exams, the TCA is required to notify Prometric and his/her 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 Exam Content/Systems

- The computer-based test delivery system, tutorial, exam 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, written, etc.), 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/Breaks

- Original, valid (unexpired) government issued photo & signature bearing identification is required in order 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 all pockets inside-out and raise shirt sleeves above their wrists prior to every entry into the test room.
- Exams may have scheduled or unscheduled breaks, as determined by the test sponsor. Each time a student leaves the test room, they must sign-out.
- The TCA will inform students of what is permitted during exam breaks, specifically regarding whether access to a locker, and access to cell phones and notes within it, is

permitted or not. All candidates must inform the TCA before accessing a stored item during a break, including medicine. 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 re-admitted 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: 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 ear plugs (with no wires/cords attached) and center-supplied tissues are permitted in the test room.
- Clothing or jewelry items allowed to be worn 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 candidates in the test room, 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 semester, a student's overall academic performance is evaluated based on examinations and all other course requirements. The following grading system is used for course grades. 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
INC -	Incomplete		
IP -	In Progress		
PNC -	Pass – No Credit		
R -	Course repeated in a subsequent semester		
W -	Withdrawal without current semester grades available		
WP -	Withdrawal with current passing semester grades		
WF -	Withdrawal with current failing semester grades		

Students who complete clinical rotations at Florida International University-Herbert Wertheim College of Medicine will receive course grades based on the following grade scale:

<u>Grade</u>			<u>Quality Points</u>
H -	90 – 100%:	Honors	4.0
HP -	80 – 89%:	High Pass	3.0
P -	75 – 79%	Pass	2.0
F -	below 75%	Failing	0

The University offers two full semesters in an academic year. Credits are recorded in semester credit hours. In the clinical program, one credit represents one week of clinical rotations. All grades are assigned by academic departments according to methods described in the respective course syllabi. Any questions or concerns that a student has regarding exam scores during the

semester before the Promotions Committee meeting are to be directed to the respective Course Director.

One "F" grade per course 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 repeated and subsequently passed.

CLINICAL GRADE REQUIREMENTS

The clinical core subject shelf exam (CCSSE) will be graded in the same way as the core competencies are evaluated by the Clinical Preceptor. This CCSSE grade will be factored in a student's final grade of the core rotation with a weight of 20%. 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, Mid-Term 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 must include 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 (HIPAA) Protected Health Information (PHI) guidelines e.g. full name, DOB or ID#s.

Mid-Term Evaluation 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 mid-term 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.

Student Faculty Evaluation Form

On this form the student evaluates the performance of individual faculty (preceptor) during any core or elective rotation. In case students encounter more than one preceptor during a rotation separate forms are required for each faculty. 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 the student evaluates 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.

Release of Clinical Evaluations

At the end of each rotation, student performance is evaluated by the supervising physician and a final Clinical Evaluation is submitted to the Office of the Registrar. The University does not provide students with copies of their clinical evaluations. At the hospital's discretion, copies of the clinical evaluation may be provided directly to the student at the clinical site.

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

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 to protect patients from preventable adverse events associated with excessive duty work hours.

Statement

It is the policy of the American University of Antigua (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 ACGME Duty Hours Policy as outlined in the Residency Review Requirements. The 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 is applicable 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 call, transfer 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 1: Duty Hours

The Accreditation Council for Graduate Medical Education (ACGME) common program requirements states the following: Duty hours must be limited to 80 hours per week, averaged over a four-week period, inclusive of all in-house call activities. Time spent in the hospital by medical students or at-home call must count towards the 80-hour maximum weekly hour limit. LCME policy reflects medical students should not have duty requirements greater than ACGME policies.

Section 2: Mandatory Time Free of Duty

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

Section 3: Maximum Duty Period Length

Medical student duty periods must not exceed 16 hours of continuous duration. This coincides with ACGME PGY 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 pm and 8:00 am, is strongly suggested. Discontinuous on call duty should not exceed 24 hours plus time for safe transfer of patient responsibilities.

Section 4: Minimum Time Off Between Scheduled Duty Periods

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

Section 5: In-House Call

Medical students cannot be scheduled for in-house call more than once every three nights averaged over four 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 call. The frequency of at-home call 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 four weeks.

Section 6: Personal Responsibilities for Minimizing Fatigue

Students should apply 100% of their expertise and knowledge when performing duties at work. This demands that the activities at the end of the work shift will command one's full attention just as those activities at the beginning of a shift.

Medical students are responsible in assuring that they are receiving adequate sleep in order 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 100 % of their capacity.

Section 7: 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 Chairman of the respected departments, and/or the Executive Dean 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.

TRANSCRIPTS

To protect confidentiality, a student must submit a transcript request form to the Office of the Registrar and payment of \$10 USD via CASHNet. A request for an official/unofficial transcript release cannot be honored if administrative documents are missing or if a student is in financial arrears. Upon receipt of the transcript request form and payment, the Office of the Registrar will process the request accordingly, within 3-5 business days. For transcript requests to institutions overseas, a student will be notified of the appropriate overseas postal costs, which are to be incurred by the student.

GUIDELINES for PROMOTION and DISMISSAL

BASIC SCIENCE CRITERIA

1. A student must achieve a score of 70% or above in all courses, pass all course requirements to be promoted to the next semester. The final average in a course will be the average of Block Exams (see course syllabus for specific details). In semesters II, III and IV, 20% of the final grades in all courses will be from performance on the NBME Comprehensive Basic Science Exam (See Examinations). Courses may require pass/fail grades for additional activities (see course syllabus for specific details).

2. Professionalism will be evaluated on a pass/fail basis (attendance, participation, etc.). Students should be apprised of expectations and counseled twice if they are failing professional expectations. On the third episode, he/she may receive an “F” for professionalism, resulting in failing the course.
3. Students must pass all requirements of a course to receive a “P” in the course.
4. A student who receives an aggregate (weighted mean) score of less than 55% may be dismissed, even if the student passes one or more courses.
5. A student may be dismissed for failing all registered courses regardless of their aggregate (weighted mean) score.
6. Students (in Semesters I-III) with a final grade between 65-69%, failing in no more than one course, and are not on academic probation may be eligible to re-test for the final exam. The only course grades awarded following a re-test will be “F” or “P”. Re-tests must be completed prior to the commencement of the next semester.
7. Any student failing any courses may be required to repeat the semester to ensure proper academic preparation.
8. Due to the integrative nature of the material in Semester IV, re-tests are not permitted during Semester IV. Any student who fails a course in Semester IV and is not on academic probation will be required to repeat the entire semester.
9. A student who receives an aggregate (weighted mean) score of 55% or less following re-tests may be dismissed.
10. A student who receives a score below 70% on any re-test must repeat the entire semester and will be placed on Academic Probation during the duration of that semester.
11. A student who receives a score of 70% and above on any retest exam is promoted to the next semester and is placed on academic probation during the duration of that semester.

CLINICAL SCIENCE CRITERIA

To be promoted from the Basic Science component to the Clinical Science component and to be able to enter into clinical clerkship rotations, a student must comply with the following:

1. Completion of all requirements of the Basic Science component; including passing the NBME Comprehensive Basic Science Shelf Examination.

2. Successful completion of Semester V.
3. Passing of Step 1 within 12 months after the end of the Basic Science Integration Course.

Assignment & Arrangements of Clerkships

All assignments and arrangements of core and elective clinical clerkships are handled through the University's Department of Clinical Science 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 the student and his/her file is complete.

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

Failing a Clerkship

A student failing a rotation **must meet** with the respective **Clinical Chairs** to review his/her performance.

1. If a student **fails a core** clerkship, the core must be repeated in order 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.

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

ACADEMIC PROBATION

Basic Science

1. Students that take a re-test for a course, or who repeat a semester are on academic probation until he/she successfully completes the next semester.
2. Students on academic probation will be required to work with and follow recommendations from the Education Enhancement Department (EED).
3. Any student who fails a course while on academic probation may be subject to dismissal.
4. Semester one students on academic probation are automatically enrolled in the mandatory Reboot program. The program is designed to support student success and includes proven study strategies for medical education and assistance in the

implementation and practice of said strategies. Reboot is delivered in a supportive, student centered collaborative learning environment.

5. Semester two, three and four students on academic probation are automatically enrolled in the mandatory Cognitive Processing Course (CPC). The program is designed to provide students with advanced cognitive skills and an opportunity to practice proven, evidence based study strategies for medical education. The interactive program is delivered in small groups in a student centered collaborative learning environment.

Clinical Science

1. A student who fails a clinical clerkship must repeat the clerkship and will be placed on academic probation.
2. A student who fails the same clerkship twice is subject to dismissal.

DISMISSALS

Students are subject to dismissal under the following circumstances:

- Receive an aggregate (weighted mean) score of less than 55% during basic sciences
- Fail a course while on academic probation
- Failure to pass the NBME comp exam and USMLE Step 1 exam within 1 year of completing BSIC
- Failure to pass USMLE Step 1 within 3 attempts
- Failure to pass the CCSE within 5 attempts
- Failure to pass the USMLE Step 2 CK within 3 attempts
- Failure to pass the USMLE Step 2 CS within 3 attempts
- Failure to meet the conditions of readmission
- Failure to complete the M.D. program within 81 months (6.75 calendar years of attendance).
- Failure to meet SAP
- Non-academic reasons or professionalism concerns pursuant to AUA's code of conduct

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:

- 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. 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 comprised 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 for the final decision.

At the end of each semester, when all grades are final, the Promotions Committee reviews all grades and either promotes those students who have not failed a course or recommends academic probation and/or dismissal of students who have not passed all courses.

All official communication from the Office of the Registrar will be directed only to students' AUA email accounts. The Promotions Committee sends letters of dismissal to the student at the student's registered address. The Office of the Registrar sends grade reports and letters regarding course failures and academic probation (as email attachments) to the student's registered AUA email address. A student is responsible for ensuring that his/her correct mailing and email addresses are registered with the University.

Actions of the Promotions Committee are final unless modified on appeal.

APPEALS COMMITTEE

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

Re-test exams are not subject to an appeal. No student appeals will be entertained following the re-test period. All appeals must be submitted for consideration, prior to the re-test period. Grades posted following the re-test period are final and not subject to appeal.

All appeals must be forwarded to the Appeals Committee using the electronic form attached to the official grade report. A student may also address procedural questions to the Committee using 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 the student provide the 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 semester. Post hoc documentation (a doctor's note detailing sickness or illness during an examination) will be considered; however, this may not be very helpful if the documentation is dated after the date of the examination.

Note that, although the appeal is received and managed by the Appeals Committee, acceptance or denial will be decided upon by the Executive Dean only. The Committee receives and investigates appeals, then forwards the appeal along with a recommendation to the Executive Dean.

Depending on the type of appeal, and based upon the case review, the Appeals Committee makes a recommendation to the appropriate Dean (see below), 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 Executive Dean is not subject to further review and cannot be appealed.

TYPES of APPEALS

A student has the right to appeal under the following circumstances or conditions:

Basic Science

Grade Change Appeals

If a student believes a grade was recorded or calculated incorrectly, he/she should submit an appeal to the Appeals Committee.

Appeal of Dismissal

If a student receives a letter of dismissal with the exception of those actions that are not eligible for appeal, the student has the right to appeal.

Semester VI-X

Grade Change Appeals

If a student believes a grade for a clinical rotation was calculated or recorded improperly, he/she should discuss the matter with the program director of the respective hospital site. If the student feels that other than objective standards were used in the determination of his/her grade he/she may appeal the grade 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.

Step 1 Appeals

A student who does not pass Step 1 within 12 months from the end of the Basic Science Integration Course and is 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.

A student who fails to pass Step 1 in three attempts may be dismissed by the Promotions Committee and is ineligible to appeal the dismissal.

Appeal of Administrative Withdrawal

If a student has been administratively withdrawn from the University at any time during their studies, the student has the right to appeal to the Appeals Committee.

MEDICAL LICENSURE in the UNITED STATES

Educational Commission for Foreign Medical Graduates (ECFMG)

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

1. Passing all parts of the USMLE (Step 1, Step 2 CK and CS; and Step 3);
2. Satisfying the medical education credential documentation requirement;
3. ECFMG certification in order to:
 - (a) start post-graduate 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 U.S.

Application for USMLE Exams

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

- 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, Step 2 CK, and/or Step 2 CS, students will use ECFMG's Interactive Web Applications (IWA). A complete application consists of the on-line

part; the Certification of Identification Form 186 which students obtain through IWA; and any other required documents, as outlined by ECFMG.

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

Certification of Identification Form 186

After completion of the Step 1 application, students will be prompted to print the Certification of Identification Form 186 must be submitted to the Office of the Registrar. Once submitted to ECFMG, Form 186 is valid for 5 years. **ECFMG Certification**

Medical licensing authorities in the United States require that AUA graduates be certified by 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 ECFMG's policies and procedures please visit www.ecfm.org.

RESIDENCY: Overview of Post-Graduate Training

Post-graduate residency training historically begins on July 1st each year.

In order to begin residency on July 1st a student must complete his/her medical education by the last Friday in April. This includes passing all clerkships, both Step 2 (CK) and (CS) exams by that date.

Clinical students will receive an email in early February of each year from the Graduate Affairs Department regarding the residency application process.

Students will receive the Residency Preparation Manual to help them through the application process, which includes applying for a Medical Student Performance Evaluation (MSPE). The application process begins about a year and a half prior to the residency start date. It is mandatory for all students planning to apply for residency to read the Residency Preparation Manual.

The Residency Preparation Manual and other instructive and informative guides are available on BlackBoard/Graduate Affairs.

Other agencies with which to become familiar include:

The National Resident Matching Program/NRMP

The NRMP oversees the Match, matching students with residency programs. The NRMP website, www.nrmp.org, contains valuable information on the process.

The Electronic Residency Application Service (ERAS)

The Association of American Medical Colleges (AAMC) developed the Electronic Residency Application Service (ERAS) to allow medical students and graduates to apply electronically for residency in accredited U.S. programs of graduate medical education. The two websites are:

www.aamc.org/students/eras

www.ecfmg.org/eras

The Federation of State Medical Boards (FSMB)

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

STUDENT CONDUCT

PROFESSIONAL CONDUCT & ETHICAL BEHAVIOR

It is incumbent upon each student at the University to maintain the highest level of ethics and morals, and to conduct himself/herself 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.

Academic and/or non-academic infractions, including personal dishonesty, are not tolerated. These infractions are grounds for dismissal and are brought before the Grievance and Professional Standards Committee.

Professional conduct and ethical behavior includes, but is not limited to:

1. The honest and authentic execution of all responsibilities and the submission of all educational and clinical work, without misrepresentation or falsification. Stealing, cheating, and plagiarism may result in dismissal.
2. Fulfillment of professional duties in a conscientious, reliable, and punctual manner.
3. Compliance with all regulations as set forth by the University and clinical sites (non-smoking policies, library etiquette, classroom behavior, housing policies, general campus ethics), as well as civil laws and regulations established by federal, state, or local authorities.
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. Non-possession of illegal drugs, alcoholic beverages, firearms or weapons of any kind. These items are strictly prohibited by the University on its campus, student housing, and

at University-sponsored events. AUA enforces a zero-tolerance policy towards illegal substances.

6. Maintaining the proper patient-care environment.
7. Introducing yourself to all patients as a medical student.
8. Respecting patient confidentiality and discussing cases and patient information only in appropriate professional circumstances.
9. Discussing patient treatment with the attending physician, if, after careful thought, the medical student believes that the ordered treatment may not be in the best interest of the patient.
10. Refraining from patient care when under the influence of any substance or in a state which prevents you from functioning effectively and professionally.
11. Respect and compliance with all hospital rules and regulations.

UNIVERSITY OMBUDSPERSON

The Ombudsperson is responsible for addressing and satisfying students' concerns. This individual serves as the primary confidential resource to investigate complaints/issues and present recommendations to the President and Executive Deans. Responsibilities include crisis intervention, conflict resolution, and crisis management. He/she will then work with various departments to reach a solution and suggest changes to policy where appropriate that contribute to student complaints.

The Ombudsperson serves as the primary confidential resource to hear about problems or issues, inform students about rights and responsibilities, receive and potentially investigate any complaints or matters and bring them to the attention of various people to seek solutions, find resolution and make recommendations for changes in policy. Resolving issues may include the Ombudsperson working together with Department Chairs, Administrators, Executive Deans, the President or others in order to fairly deal with issues or problems. The Ombudsperson is also a resource to help students prepare to appear before a disciplinary board.

The Ombudsperson's duties are carried out in a neutral, informal, confidential and independent manner. The Ombudsperson does not advocate for any particular individual or group at the University but serves as an advocate for fairness and resolution. Talking with the Ombudsperson does not constitute filing a formal complaint, but rather provides a confidential forum where various options can be considered. Notes on conversations are not shared with others and conversations are not recorded.

There are systems in place at AUA to file a formal grievance, and it is strongly recommended that the Ombudsperson be consulted before entering such a complaint or grievance. This is often a helpful step in a students' effort to resolve a dispute.

After the Ombudsperson has been asked for assistance they will take one or more of the following actions:

- Listen carefully to the concern and receive documentation or make notes about the concern
- Communicate with others in an effort to get pertinent information relevant to the complaint or concern
- Explain appropriate University policies, rules, requirements or regulations
- Explain relevant student rights and responsibilities
- Suggest fair and equitable options
- Refer the individual, if necessary to an appropriate University resource or
- Investigate, when necessary

What the Ombudsperson does **NOT** do:

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

Contact information for the University Ombudsperson:

For Basic Science Students: 268-764-3555 or 484-8900 Ext 1165 or visit EED – Third floor

For Clinical Students in the U.S.: 212-661-8899 ext. 257

Email: Ombudsperson@auamed.net

STUDENT DISCIPLINE, DISCIPLINARY HEARINGS & APPEALS

The University's Student Disciplinary 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 non-academic issues such as cheating or academic dishonesty. The Committee is composed of faculty and student representatives who shall be appointed by the Executive Deans.

It is the responsibility and obligation of all members of the University's community, students included, to report to the Office of the Associate Dean of Students any instances of violations by any member of the community, students included, of violation of the University's rules, policies, regulations, procedures and Codes of Conduct and Ethical 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 Student Disciplinary Committee in the performance of its work and to provide such information and evidence as the Committee may request and as the member may have or know. Failure of a student to do either will constitute a violation of the University's policies and Code of Conduct and Ethical Behavior and may subject the student to disciplinary action by the Committee.

Upon receipt of information concerning a breach by a student of the University's nonacademic rules, and/or Code of Conduct and Ethical Behavior, the Associate Dean of Students will conduct an initial investigation to determine if there is sufficient basis to refer the matter for mediation to be conducted by a member of the school's faculty or administration appointed by the Associate Dean of Students or to the Student Disciplinary Committee for further investigation or for a hearing. The Associate Dean of Students' decision as to which, if either, of these forums the matter should be referred shall be final. Matters referred to the Student Disciplinary Committee will proceed as follows:

Once a matter is referred by the Associate Dean of Students to the Student Disciplinary Committee, the Committee will give prompt notice to the student(s) involved and will designate a Hearing Panel to conduct further investigation if it deems such to be necessary or to conduct a hearing. The Hearing Panel shall consist of no fewer than 3 and as many as 5 members of the University's faculty and at least one student representative.

Upon the determination of the Committee that there is sufficient basis and evidence for the Committee to charge a student with a violation of the University's rules, regulations or Code of Conduct, the Committee will provide the student with a brief statement setting forth the charge(s) against him/her and the factual basis for them.

The Hearing Panel shall conduct the hearing promptly after it determines to charge a student taking into account the convenience and availability members of the Hearing Panel, the students charged and their respective witnesses.

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 such 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.

Generally, at the hearing, the Panel will present the witnesses and evidence in support of the charge; after each witness presented by the Hearing Panel provides his/her evidence, the student charged shall have the right to examine the witness. Upon completion of the Hearing Panel's presentation of witnesses and evidence, the student charged will be afforded the opportunity to offer evidence and testimony of witnesses in defense of the charges. The Hearing Panel may question each of these witnesses upon the conclusion of questioning by the student. The Hearing Panel shall have the right, in its sole discretion, to alter the order in which hearing will proceed.

The student charged may ask the Hearing Panel to assist him/her in commanding the attendance of witnesses and/or the production of evidence reasonably within its power to command.

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 charged student shall not be entitled to legal counsel at the hearing, but may be assisted by another member of the University's community. Such assistant shall not be permitted to give testimony at the hearing.

The student charged, members of the Hearing Panel and witnesses may appear at the hearing in person or by any other means (telephone, videoconference, Skype) as is practicable and available. However, all hearings shall be conducted at the University's campus in Antigua. Upon a charged student's request, the Hearing Panel will make arrangements with Manipal Education Americas, LLC for the student or his/her witness to attend the hearing by videoconference from MEA's offices in New York.

The student charged may waive the right to a formal hearing if he/she does not dispute the charges and/or does not wish to present evidence in defense of the charges. In such a case, or in the case in which a student 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 and, if so, the discipline if any that the Panel will recommend. A charged student may also, at any time before the hearing is concluded, notify the Hearing Panel that he/she does not wish to dispute the charges but wishes to offer evidence of circumstances that he/she wishes 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 may offer.

Within three 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 set forth briefly, its findings that support the charge(s) sustained and a recommendation to the Executive Dean of the Department (Basic Sciences or Clinical Sciences) in which the student was enrolled as of the time of the acts, failures to act, events or circumstances giving rise to the charges sustained as to the discipline, if any, that student should receive.

Discipline may include, but may not necessarily be not limited to, probation, suspension, dismissal from the school, receipt of a failing grade or grades on specified course work, failure of, or withdrawal from, of a class or classes, 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/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 should receive. The student shall promptly be notified of the decision of the Executive Dean.

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 any case in which the most severe discipline imposed is probation. In all other cases, a student against whom a discipline has been imposed in accordance with the above procedures shall have the right to appeal the President of the University. In order to appeal a decision of the Executive Dean, 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 fourteen (14) days of the date that the decision appealed from is rendered;
2. The student must, within 14 days thereafter, submit his/her written appeal to the President. The written appeal must include all of the 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 with a request for leniency, It may not include any matter, information or evidence that the student had not offered for consideration at the hearing except when 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.
3. The President shall consider the appeal on the basis of the written appeal and supporting documentation and will either render a decision on the appeal or advise that further information that the President will undertake to obtain through such means as are available to him/her, including the conduct of an additional hearing over which he/she will preside. If the President determines that a further hearing shall be conducted, the student shall be entitled to representation of counsel of his/her choice. Any such further hearing shall be held on the University's campus in Antigua unless the student and the President shall otherwise mutually determine.

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/she may take are the imposition of a lesser, different or greater discipline or the removal or attachment of conditions of discipline or the grant 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 Associate Dean of Students or either 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 shall have the right and duty to appoint his replacement from among the 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 his/her replacement from among the University's faculty or executive officers. In either of such cases, the appointed person shall have the rights, powers, responsibilities and duties of the President or the Dean who he/she replaces as if he/she was the President or Dean who he/she replaces and all references above set forth to the President or Dean who he/she replaces shall be deemed a reference to that Dean or to the President.

UNIVERSITY GRIEVANCE PROCEDURES

Hearings and Appeals

The University's Grievance Committee is the investigative and judicial arm of the Offices of the Executive 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 (i.e. grades and promotions), matters that are within the province of the University's Professional Standards Committee to administer, and or challenges to the University's educational or other 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 upon request in the performance of its duties.

Filing a Grievance

Any member of the University's community may file a grievance with the Committee by submitting a written statement to the Chairperson of the Grievance 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's Chairperson will conduct an initial investigation to determine if there is sufficient basis to refer the matter either for mediation to be conducted by a member of the school's faculty or administration appointed by the Dean of Students or to the Grievance Committee for further investigation and/or a hearing. The Chairperson's decision in this regard is final.

In the event that the Chairperson refers a grievance for mediation that does not conclude satisfactorily for the grieving party, the grieving party may request that the Chairperson refer the matter to the Committee for further action. It shall be at the discretion of the Chairperson to do so subject to appeal to the full Committee of his decision in writing within five business days of the Chairperson's decision. The Committee's determination on the appeal shall be final.

Once it is determined that a hearing is required, the Committee will give prompt notice to the members of the community against whom the grievance is made, and will designate a Hearing Panel consisting of two members of the University's faculty and one student representative. The Hearing Panel may conduct further investigation as it determines is necessary and conduct a hearing. The Hearing Panel will provide the party charged with a copy of the grievance against him/her, all documentary evidence in the possession of the Committee relevant to the grievance and the identity of all witnesses who the Hearing Panel expects will give evidence at the hearing.

If any person believes that the school or any of the school's staff 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, he/she may bring forward a grievance to the school's Section 504/ADA coordinator. A complaint can be made to the United States 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 the Hearing Panel determines that a hearing is warranted. The Panel shall fix the time and date of the hearing taking into consideration in the availability of members of the Hearing Panel, the grieving party, the party charged and the witnesses who are 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 present the witnesses and evidence in support of the charge at the hearing. In cases where the University or any of its departments (including the office of either Executive Dean) is the grieving party, the Hearing Panel shall present the witnesses and evidence in support of the charge. After each witness 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 offer evidence and testimony of witnesses in defense of the charges. The Hearing Panel may question each of these witnesses upon the conclusion of, or during questioning by either party. The Hearing Panel shall have the right to alter the order in which the hearing will proceed.

Either party (grieving or charged) may ask the Hearing Panel to assist in commanding the attendance of witnesses and/or the production of evidence reasonably within its power to command.

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, videoconference, etc.). 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 for the party or his/her witness to attend the hearing by videoconference from the MEA's offices in New York.

The party charged may waive the right to a formal hearing if he/she does not dispute the charges and/or does 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 may also, at any time before the hearing is concluded, notify the Hearing Panel that he/she does not wish to dispute the charges but wishes to offer evidence or information about circumstances that he/she believes 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 three 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 set forth; briefly, 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 events and members of the AUA located

principally outside of Antigua and to the Executive Dean of Basic 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 any charge are limited only by the University's ability to enforce the consequence, practically and legally.

The Executive Dean to whom the recommendation is made shall, in his/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, that should be imposed. The charged party shall promptly be notified of the decision of the Executive Dean.

Grievance Appeals

Either party shall have the right to appeal the determination of the Executive Dean to President of the University. In order to appeal a decision of the Executive 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 must give written notice of his/her intent to appeal the decision to the President within fourteen (14) calendar days of the date on which the decision was rendered.
2. The appealing party must, within 14 calendar days thereafter, submit his/her written appeal to the President. The written appeal must include all of the 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 which 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 part(ies) to the grievance, who, within 14 calendar days of delivery to him/her/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/she requires further information that he/she will und to hem including the conduct of an addition hearing over which he/she shall preside. If the President determines that a further hearing shall be conducted, each party will be entitled to be represented by counsel of his/her choice. Any such further hearing shall be held on

the University's campus in Antigua unless the student and the President shall otherwise mutually determine.

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/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 to the parties involved in writing.

If, at any time, or under any circumstances, either 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 shall have the right and duty to appoint his/her replacement from among the 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 his/her replacement from among the University's executive officers. In either of such cases, the appointed person shall have the rights, powers, responsibilities and duties of the President or the Dean who he/she replaces. In which case, all references above set forth to the President or Executive Dean shall be deemed a reference to the replacement.

POLICY of NON-DISCRIMINATION

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 NON-DISCRIMINATION

Applicants for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with American University of Antigua 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, or treatment 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. Reza Sanii, Dean of Students, University Park, Jabberwock Beach Road, Coolidge, Antigua, 268,484,8900, rsanii@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 you access to a wealth of information, but it also has a number of risks. You could download copyright-protected material, pornography, or viruses without meaning to or you could mistakenly allow other people to copy files you don't mean to share.

Copyright infringement is the use of works protected by copyright law without permission, infringing 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 United States of America 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, administrator or guest that knowingly violates copyright law does so at their own risk and in violation of this policy.

MEA LLC 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 resource caused by peer to peer 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 LLC and the American University of Antigua to comply with copyright law.

This policy prohibits the distribution, downloading or uploading of any content, software, data, sound and 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
- Contains viruses or malware

P2P file sharing is strictly forbidden:

- From any University supplied computer, laptop, server and or mobile device
- From any personally owned device connected to the University network

Other forbidden activities include:

- Using BitTorrent (or any similar site) 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
- Downloading, Installing or distributing pirated or unlicensed software

Permitted activities include:

- Using BitTorrent (or any similar site) to download software marked freely available by its owners
- Downloading content, music files, documents and pictures that the owner and or artist have marked as freely available

Enforcement

MEA and the American University of Antigua 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 the American University of Antigua consider any violation of this policy to be a serious offense. MEA and the American University of Antigua 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. Your 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 the AUA, LLC and University community.

The guidelines below reflect the commitment you are required to make to use University supplied technology resources properly and responsibly.

In making acceptable use of resources you must:

1. Protect your system user name 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:

1. Use another person's computer, system name & 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, or 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 candidates.
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, LLC in a news group 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 which 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 business-like 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 user name.
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 user name 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 does not comply with the general principles presented above.

RESIDENTIAL SERVICES

STUDENT HEALTH CENTER

At AUA, we believe you should develop personal responsibility for your health and we are here to help you with that goal. Staying healthy will give you a competitive edge and help maximize your educational experience at AUA.

Appointments

The health center operates on an appointment system, which decreases waiting time and allows for better planning by all parties. If you are unable to keep your scheduled appointment, please notify us so that your appointment may be given to other patients. Walk-ins may be seen based on availability.

Hours of Operation

Monday through Friday, 8:30-2:00. Walk-ins may be seen at other times based on availability. Office hours are modified during School Breaks. University Park Health Center is closed on all Observed Holidays.

Life-threatening Emergencies

Call 911 if you are experiencing a life-threatening emergency. If you have an emergency during the hours of 8:00am – 6:00pm, Monday - Friday, please contact the Emergency Response team at 268-789-7802. For after hour emergencies, please contact 268-764-0164.

Services Provided

Services are available to faculty, staff and those students who are actively enrolled in semester course work. Insurance cards and identification badges are required to be seen at the health center.

1. Outpatient Medical Care - diagnosis and treatment of acute and chronic illnesses, as well as minor injuries.
 - Respiratory infections
 - Urinary tract infections
 - Headaches
 - Abdominal pain
 - Sexually transmitted infections (STIs)
 - 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
2. Preventive Medical Care - routine physical exams, cholesterol screening, pelvic exams, etc.
3. Mental Health services-see below.
4. Laboratory Studies-routine laboratory studies appropriate for diagnostic purposes.
5. Immunizations – Meningococcal, Pneumococcal, Varicella, Tdap boosters, Adcel, Gardasil, Hepatitis B, Flu vaccines and TB skin tests are available
6. Health Education - publications and materials are available at student health center on a variety of health topics.
7. Some non-controlled medications are available-antibiotics, anti-inflammatories, etc.
8. Laboratory or radiographic studies ordered outside of health center that are felt to be medically indicated by 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

Mental Health Counseling Services

AUA provides a variety of counseling services created to meet the specific needs of medical students dealing with issues far from home. 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 a student may be confidentially discussed in counseling. Our clinicians can assist with navigating much of the more challenging aspects of the human experience including but not limited to:

1. Interpersonal conflicts
2. Loss and grief
3. Alcohol and drug related issues
4. Anxiety and stress management
5. Eating and sleep concerns
6. Adjusting to AUA and Antigua
7. Understanding cultural differences
8. Trauma
9. Career uncertainty
10. Psychological issues
11. Learning difficulties
12. Self-esteem and personal growth
13. Depression
14. Sexuality and gender issues

Counseling services are provided in the AUA Health Clinic. All *academic* Consultations (e.g. questions about a behavioral science topic, your grade in the Behavioral Science course, or other academic issues) are provided by our faculty in the Department of Behavioral Science and Neurosciences Department.

For appointments regarding counseling, please contact the Student Health Center or University Counseling Services.

Medical Excuse Policy for Students

The health center will only provide medical excuses to students for medical conditions that prevent a student from attending an exam, lab/group activity or more than 2 days absence from lectures 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 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. You miss class or an exam for an appointment at the student health center.
3. A sinus/ear/eye/respiratory infection, sore throat, headache, cough without significant symptoms, i.e. fever.
4. Gastroenteritis (abdominal pain/cramps/vomiting/diarrhea, unless there is fever and/or severe dehydration).
5. Musculoskeletal conditions which 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, to encourage appropriate use of healthcare resources, and to support meaningful dialogue between professor and student. Students are responsible to communicate 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 (i.e. for insurance purposes).

Billing

Insurance is available through the school from United Health Care. You are required to have insurance but it does not have to UHC. We will submit your claims to UHC and BCBS for you. For any other insurance, you will need to pay at the time of service and submit the claim yourself for reimbursement. There is also a same day self-pay option. Please make sure that the health center has your current health insurance information.

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 should 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 of Students for students on campus or to the Executive Dean of Clinical Sciences for those on clinical rotations within two University/college business days of the offense. The Dean of Students 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 of Students 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 of Students 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 of Students 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 of Students, or the Executive Dean of Clinical Services 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 of Students or the Executive Dean of Clinical Services 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 of Students 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 of Students, 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 of Students or Executive 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 Executive 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 of Students. 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 of Students, UCS personnel will inform the referring Dean of Students 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 a Dean of Students 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 of Students 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 of Students, or the Executive 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 Executive 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 Dean of Students their assessment regarding the student's suitability for returning to his/her academic work, treatment recommendations and the information specified by the Dean of Students. If the student declines to sign the release of information form, the Dean of Students 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 of Students. The Dean of Students 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 of Students 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 of Students 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 to him/her after reasonable effort is made to obtain the facts on which such action is taken.

IV. Effective Dates of the Policy

This policy will become effective in June 2014. It shall remain in effect until modified or rescinded by the Provost of the University.

LIBRARY

The University Library invests in technologically advanced resources, employs professionals who manage and disseminate biomedical information, and promotes in-service staff training to meet the demand for information from various sources to students, faculty and other eligible users.

For more information, please contact the Dean of Library Services and Academic Support [drmpathan@auamed.net].

Resources

The University Library provides many services and resources that include, but are not limited to: books, journals, audiovisual materials, CD-ROMs, DVDs, multi-media, software programs, and online resources. The library's resources, equipment, and facilities enhance self-directed learning, support evidence-based medicine, research, and help students succeed academically.

The library has a full range of current biomedical books, basic biomedical journals (printed and on-line), study aids, audiovisual programs, and computer-assisted instructional materials that supplement required readings. It continuously acquires the latest editions and books required for faculty and students of Basic Sciences. For information on the library services and resources please visit <http://students.auamed.net/library>.

Students will find a copy of the Student Handbook on the Library website as well as Policies and Procedures relating to the Use of the Library and its services.

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 Information Technology Handbook details policies regarding appropriate use of computer equipment, e-mail system, and the Internet. The handbook can be accessed at <http://students.auamed.net/library>. Students are encouraged to contact the Director of Information Technology for more information.

Identification Cards

A student must display his/her AUA identification (ID) card to gain entry to the library and for all library transactions and services: borrowing books, making photocopies, and using multimedia resources.

Although the library also serves Antiguan health professionals, only an AUA student or faculty member will have the privilege of borrowing library materials.

Library Hours

Considering the requirements of the reading facilities of the students, the Library is kept open for 24-hours as under:

1. Wings A and C and the Corridors on the 2nd floor are kept open for 24-hours a day except from 8-10 AM for cleaning.
2. Wing B is kept open from 8 AM until 10:45 PM Monday to Friday including holidays; and 10 AM until 10:45 PM on Saturday and Sunday including holidays.

3. The Study Area on the 3rd floor is kept open until 2 AM. It will be 24-hours during the exam weeks, except 8-9 AM for cleaning.

There are 11 Group Study Rooms available in the library. These study rooms are assigned to groups of students. A group must have a minimum of four students in order to be allocated a study room for a duration of three hours. Based on the demands for these Group Study Rooms, a group will be granted an extension if there are no groups of students waiting to reserve a room. Students must leave his/her AUA ID card with the Circulation Desk to be able to get a room allocated.

Library Policies

1. The following is **prohibited** in the library at all times:
 - a. Eating, smoking, using mobile phones, a speaking loudly.
2. Students are permitted to bring water and soft drinks inside the Library.
3. A student is 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 heavily used items. Students will sign off an invoice for all such charges which will be submitted to the Bursar's Office on the Antigua campus.
5. A student who steals, damages or vandalizes 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 the 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 then informs the Dean of Library Services and Academic Support, who then refers the issue to the Grievance and Professional Standards Committee. A student who receives more than three warnings for inappropriate behavior is subject to disciplinary action, which includes, but is not limited to, denial of library access and services for the remainder of the current semester and/or the following semester.
8. Students are advised to be respectful to library staff. They must understand that the library personnel are performing their duties as assigned to them, which also includes assisting students in provision of information and reading materials. A student who threatens 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 Dean of Library Services and Academic Support or the Associate Director so that the necessary investigation is carried out.
10. Photocopying is available in the Library. Students will be billed for photocopies by the Bursar's Office.

11. Semester V and Clinical Science students will have full access to online journals through the library website, which will be essentially through their “AUAMED.NET” e-mail ID. Clinical Science students do have access to important online journals such as UpToDate.
12. Library users should not attempt to reserve study spaces by leaving personal belongings at desks when they have left the Library. 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.

BOOKSTORE

All the required textbooks for the Basic Sciences courses, selected recommended books, and diagnostic equipment are available at the Bookstore at a very competitive price. For more information please refer to the Online Bookstore at books.auamed.org.

AUA APPROVED HOUSING

New students enrolled in Basic Sciences courses are required to live in housing approved by the University for one semester unless the University waives this requirement upon due application to AUA's Admissions Department. A \$1,000 housing damage deposit to cover damages to AUA approved housing and unpaid utilities charges will be collected and maintained by the housing provider and, provided that there are no damages to the housing or unpaid utility charges, refunded in full at the end of the student's lease.

Housing for students enrolled in clinical clerkships and most housing for Basic Science students is 100% 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 to be applied against the cost of tuition is due upon acceptance of AUACOM's offer of enrollment in Basic Sciences courses. Students who will live in AUA approved housing are required to remit a nonrefundable deposit of \$750 to the housing provider, which will be applied against the cost of housing.

CAMPUS TRANSPORTATION

In conjunction with an independent bus company, the University is able to provide, 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 semester's duration. Once purchased, bus transportation is neither refundable nor pro-ratable. Students are advised to purchase a 10-trip bus pass from the Bursar's Office if they are uncertain about commuting for a semester and wish to try the system for themselves, or for students who are interested in limited transportation service, the University offers a bus trip pass at reasonable rates.

Contact the Bursar's Office for questions and purchase of transportation passes. Bus passes are valid only for the semester or term in which they are issued.

CAMPUS PARKING GUIDELINES

All AUA community members (students, faculty, and staff) are required to observe all posted signs and the instructions of security guards. **Verbal instructions of security guards supersede all posted signs.** Failure to recognize the authority vested in the security guards is an offense.

All vehicles using AUA grounds must be registered with the school. Students register vehicles with Residential Services; faculty and staff register vehicles with the Administrator's Office.

AUA assumes no responsibility or liability for any loss or damage to vehicles parked on its campus.

Parking regulations are detailed below for students, faculty, staff and campus visitors, who are required to comply with the University's policies.

Any vehicle, including rentals, parked on any campus without a current, visible permit, will be towed, and/or ticketed, or have a windshield annoyance sticker affixed.

If a vehicle is sold or no longer in use, the 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 permit holder.

Parking Permits:

Parking permits are available for purchase to students with valid Antigua and Barbuda driver's licenses and vehicle information. Please see the Bursar to purchase a parking permit.

A new permit is required for each semester.

Student Parking:

Students are allowed to park in designated faculty spots (but not on those that are reserved with name tags) on weekdays after 6 pm only and throughout the weekend.

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 numbers/letters and issue to the visitor a Visitor Parking Pass which must be prominently displayed on the vehicle while parked on campus.

The visitor is required to return the pass to the security guard. Upon surrendering the pass, the visitor's driver's license will be returned accordingly.

Enforcement Policy:

Security guards 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. Security guards are under specific instructions not to speak to anyone while in the process of writing a ticket.

Insulting a guard while s/he is performing his/her duties is unacceptable behavior and may result in further action and charges against the community member. Anyone charged with behavior disobedience to authority 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 semester will result in an automatic referral to the Grievance and Professional Standards committee.

CAMPUS RECREATION

The primary function of the gym, tennis courts, sports field, volley ball 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. All guests must have a Visitor's ID. Guests using the recreational facilities may NOT access other AUA campus buildings.
2. Individual patrons shall utilize all recreational facilities at their own risk.
3. Follow proper court etiquette at all times (no swearing, throwing sports equipment, etc.). Be considerate of players on the adjoining court.
4. 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.
5. Appropriate athletic footwear is required. Shoes that leave black marks on the courts are prohibited.
6. Proper athletic attire, including a shirt is required at all times.
7. Alcoholic beverages are NOT permitted anywhere on AUA property.

GENERAL & MISCELLANEOUS INFORMATION

HOLIDAYS and WEEKENDS

AUA is a non-sectarian 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 (for example, 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 semester by the student body; they must be full-time students in good academic standing. Dues are collected each semester.

For general information about 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. An individual faculty member's private practice is separate and apart from their positions at AUA.

HEALTH INSURANCE POLICY

All actively enrolled students are required to have health insurance coverage. A limited benefit injury and sickness plan (United Healthcare) is automatically provided to all students who have not waived coverage. The premium period for students enrolled in semesters one through four runs the course of the semester: Feb-Jul & Aug-Jan; at a cost of \$780.00 USD per period. For fifth semester and clinical science students the premium periods occur on a "trimester" basis: Jan-Apr, May-Aug, and Sep-Dec; at a cost of \$520.00 USD per period. If you will be actively enrolled at any point within each premium period, you must have insurance coverage.

For those of you who have not waived coverage and do not want to, you do not need to take any further action. You will be charged and covered at the beginning of each premium period, in which you are actively enrolled, automatically. For those of you who have already waived coverage, you also do not need to take any further action. You will not be charged or covered by the school insurance policy, unless you request otherwise. If you believe you have waived insurance coverage, but would like to confirm – please email insurance@auamed.org to ask if your account has been marked as waiving school insurance coverage.

If you would like to waive the school insurance policy, you need to do so in advance of the start of the coverage period. For all students enrolled in semesters one through four – you need to have provided adequate proof of your own coverage before February 1st (for the Spring semester) or August 1st for the Fall semester). For fifth semester and clinical science students – you need to have provided adequate proof of your own insurance before the start of any trimester premium period in which you will be actively enrolled.

Adequate proof of insurance can be as simple as providing a copy of the front and back of your insurance card. It must have your name on the card! If you are covered by someone else, we will need to see documentation from the insurance company identifying you as being covered under their policy. Proof of insurance should be emailed to insurance@auamed.org stating that you would like to waive the school provided health insurance coverage.

Students may request health insurance coverage for spouse/dependent(s) by applying directly to United Healthcare. Please contact bursar@auamed.org in case you need any help in this regard.

BASIC LIFE SUPPORT/ADVANCED CARDIAC LIFE SUPPORT CERTIFICATION

Basic Life Support

Basic Life Support (BLS) is the phase of emergency cardiac care 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 the AUA is conducted in accordance with the guidelines of the American Heart Association. A practical evaluation is done to determine proficiency of manikin performance. Successful completion of performance evaluations and a written test score of 84% or above are required to complete the course.

Content

Included in this course are the techniques of:

Adult CPR – 1 & 2 rescuer	Adult obstructed airway – conscious and unconscious
Infant CPR – 1 & 2 rescuer	Infant obstructed airway – conscious and unconscious
Child CPR – 1 & 2 rescuer	Child obstructed airway – conscious and unconscious
Safe operation of an Automated External Defibrillator (AED)	

Written Statement of Completion

Upon successful completion of the 4 – 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 will 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 will practice essential skills individually, as part of a team, and as team leader. 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% or above is required to complete the course. Upon completion of the course, the participant 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. Be able to integrate electrocardiograph monitoring, defibrillation, and pacing equipment and/or techniques into the adult resuscitation process.
3. Be able to identify and determine the need for treatment related to basic adult cardiac dysrhythmias.
4. Know to establish and maintain intravenous access during an adult resuscitation.

5. Be able to recognize early signs & symptoms of myocardial infarction and cerebral vascular accident.
6. Be able to determine the treatments necessary to preserve myocardial and cardiovascular tissue.
7. Be able to assume the team leader role for emergency treatment of cardiovascular and/or respiratory compromise/arrest during a portion of a simulated code.
8. Be able to review therapy related to the post resuscitation of a cardiovascular arrest.

Each participant that successfully completes the 12 to 15 hour course receives an American Heart Association certification card. The 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.

IMMUNIZATION POLICY

All Incoming Students are required to have the AUA Immunization Form completed by a healthcare provider and mailed to Admissions Office **prior** to registration date. Students are required to submit proof of immunity to Measles, Mumps, Rubella, Tetanus- Diphtheria & Pertussis, Varicella and Hepatitis B (as per CDC guidelines in **Immunization of Health-Care Personnel: Recommendations of the Advisory Committee on Immunization Practices (ACIP), Recommendations and Reports, November 25, 2011/60(RR07):1-45**, as well as additions from some individual hospitals.) These records are reviewed by the Admissions Office and provided to the ICM department.

Prior to clinicals in the 3rd semester, students are required to update their AUA Immunization Form-insuring that all documentation as listed below are still up to date. These forms are evaluated by the ICM department and updates are provided as needed by the on-campus health clinic.

This process is again repeated prior to the 5th semester, ensuring that all students have the proper requirements to start their clinical rotations in the United States. The student is then required to submit a completed AUA Immunization Form to their document specialist. Upon receipt, the document specialist will ensure the record includes all of the necessary requirements for acceptance, i.e. student's name and date of birth, all required immunizations and titers.

Documentation of Immune Status:

a) MMR (Measles, Mumps, Rubella)

- If student born in 1957 or after: 2 MMR vaccines received on or after age of 12 months and both after 12/31/1967
- If born before January 1, 1957- 1 MMR vaccine received after 12/31/1967

- Copy of 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 it is negative or equivocal, the student is given a booster followed by a repeat antibody titer after 30 days.

b) Varicella

- Copy of lab report of Immune Varicella IgG Antibody Quantitative Titer or qualitative titer with lab cut-off values indicating immunity –titers must be performed every 10 years
- If student hasn't 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 it is negative or equivocal the student is given a booster followed by a repeat antibody titer after 30 days

c) Hepatitis B

- If previously immunized, provide dates of vaccines and copy of lab report of immune Hepatitis B Surface Antibody Quantitative or Quantitative with numerical range identified –titers must be performed every 10 years
- If a student has received less than 3 doses of the Twinrix Hepatitis B vaccine or less than 4 for the Engerix-B type, they must complete the series
- If hepatitis B vaccine series was given and there are no previous titers, then the hepatitis B surface antibody titer drawn. If it is negative or equivocal, the student is given a booster (another hepatitis B vaccine) followed by a repeat antibody titer after one month. If these results are still negative or equivocal, the student needs 2 additional doses thus completing the 3 vaccine series again. After completion of the series, another Hepatitis B Surface Antibody titer is drawn to determine immune status. If still non-immune, student will be considered non-responder

d) Tetanus/Diphtheria

- Documentation of Tdap booster given within the last 10 years (required every 10 years)
- Single dose of Tdap as soon as feasible if they have not previously received Tdap and regardless of the time since their most recent Td vaccination. After one Tdap, Td can be given for future booster vaccination against tetanus and diphtheria.

e) PPD

- Initial documentation within 12 months of negative results, required annually

- If history of positive PPD with date of positive PPD provided, will need one of the following annually –CXR, and/or negative quantiferon gold/T-spot test and possible symptom screen
- If history of positive PPD without date of positive PPD test, a quantiferon gold/T-spot test will be accepted and will need to be repeated annually
- If newly positive, student should receive baseline CXR to exclude a diagnosis of TB disease with one of the following annually-CXR and/or negative quantiferon gold/T-spot test and possible symptom screen

f) Flu Shot

- Yearly as appropriate for flu season(September to May)

Refusal of Required Immunizations and Health Screenings Policy

-Regarding the potential refusal by a medical student to comply with required immunizations or medical testing for religious or other reasons-

The various affiliated hospitals and other clinical training sites where American University of Antigua of Medicine students are placed for their clinical rotations have stringent requirements that all members of their healthcare workforce are required to receive specific immunizations and/or have evidence of immunity from specific diseases and undergo periodic health testing in order to receive instruction in clinical settings and perform the essential functions of a medical student. This immunization requirement/documentation is essential not only to show that the students are protected, but also to protect those patients with whom they will come in contact during clinical rotations, visits to clinical facilities, and in the course of volunteer or relief programs. This immunization requirement/documentation is also required by our affiliated clinical teaching facilities before any medical student is allowed into their institutions.

These requirements are very specific and are based upon current recommendations from the U.S. Center for Disease Control (CDC) and other expert authorities. The requirements begin with matriculation into the basic science years and are posted on the School of Medicine website and student handbook. They are subject to revision at any time as dictated by changes originating from regulatory bodies, clinical training sites, expert recommendations, changes in public health conditions, and advancements in medical science.

AUA COM recognizes that a student may want to request an exemption from any required immunizations and/or from providing required evidence of immunity from specific diseases or from undergoing required periodic health testing either for his/her own health reasons or because these requirements conflict with his or her religious beliefs or practices. However, because these immunization requirements are imposed by our various affiliated hospitals and other clinical training sites, and because clinical training is an essential element of completing the requirements

for a medical degree, such an exemption cannot be granted if the failure to meet these requirements would prevent the student from performing the essential functions of a medical student and from fulfilling the curricular requirements of the academic program.

It should be noted that failure to meet the requirements for vaccination and/or health testing will likely result in the student not being permitted to train in affiliated hospitals and other clinical facilities by those hospitals and/or facilities, thereby preventing the student from completing the required curricular activities needed to receive the Medical Doctor (M.D.) degree.