



**AMERICAN
UNIVERSITY
of ANTIGUA**

COLLEGE OF MEDICINE

STUDENT HANDBOOK

Spring 2020

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

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

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INTRODUCTION

MESSAGE from the PRESIDENT

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

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

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

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

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

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

Neal S. Simon

President, American University of Antigua College of Medicine

LETTER from the UNIVERSITY PROVOST

Dear Students,

Welcome to our AUA Family. We are glad you are here. By now you have heard that we have a curriculum, called Curriculum Next.

So what is this Curriculum Next all about? Our job on campus, is to provide you with the necessary Knowledge, Skills and Attitudes to prepare you for your next phase of medical training; the Clinical Years. In addition, we must help you prepare for the USMLE Licensing examination Step 1, which you must pass to move on to that stage of your training. These are the issues that have compelled us to look carefully at our curriculum, and after reviewing the curriculum of the best medical schools in the U.S., put together Curriculum Next.

Curriculum Next was developed using the latest in educational theory, and practice, supported by the most advanced technology, to assist you in developing the lifelong learning skills required to be successful in the profession of medicine.

During my over 35 years as a physician, there have been many changes in the way we practice medicine. None have been more profound however, than the development of team based healthcare. Upon my entrance into the profession, most patient care occurred with individual practitioners caring for individual patients. Now, patients are cared for by healthcare teams typically led by a physician, or groups of physicians. Medicine has become a team sport. Consequently, being prepared to work and lead teams of healthcare professionals has become an essential skill for medical students, residents and physicians. This reality has changed the structure of our curriculum.

In Curriculum Next, you will be assigned to a Homeroom of twenty students and one or two faculty facilitators. Your group of twenty will be further divided into small groups of ten. A moveable wall will separate the groups and the majority of your learning will occur within these small groups. Students will also be divided into Colleges. This will be the cohort that will work in large group learning sessions such as Lecture and Team Based Learning, and participate in collegial rivalries. The curriculum is standardized by the use of the same learning objectives for all groups. Students will take the same examinations, as well as receive both individual and group feedback. While there will be considerable facilitator direction in MED 1, student directed learning is expected to increase and dominate the process as you move further in your education.

This team based learning process necessarily requires a different perspective than perhaps you are used to. During your medical training and practice, you will not be able to choose your

attending physicians, resident supervisors, or medical student teammates. You will be assigned to patient care teams throughout your educational experience. This will begin here on campus, in that you will be assigned to a Homeroom and small group and your facilitators will be assigned as well. The groups will remain intact for the entire MED 1 term. In MED 2, group assignments will again be made randomly. Requests to change groups will not be entertained.

Small group learning will require some different expectations regarding your behavior as well.

Attendance: Your physical, intellectual, and emotional presence is required 100% of the time (see attendance requirements for details). This is especially important as the group will be relying on you to be present to function properly.

Preparedness: For similar reasons, the group will be relying on you being prepared for class. Preparation no longer only affects you; it now affects the entire group.

Cooperation and compromise: When working within a group these are important criteria for success.

While these requirements may seem challenging to you now, the academic leadership of AUACOM is experienced in this approach to teaching and is confident that you will find it both satisfying and useful over time.

As a graduate of the first class in a new medical school (USCSOM 1981), I can appreciate the anxiety that being part of something new and groundbreaking can bring. That said, it is also exhilarating, and satisfying. I hope you will agree. Welcome again, to our AUA family.

Robert Mallin, MD
University Provost

LETTER from the EXECUTIVE DEAN of BASIC SCIENCES

Dear Students,

Your commitment to a challenging path of studies is inspiring to me personally. I pledge my resources to do everything I can to be worthy of the trust you've given this institution. I've committed myself to work just as hard as you toward your success as a student, and more broadly your success in life.

Best wishes,

Samuel LeBaron, MD, PhD
Executive Dean of Basic Sciences

MISSION STATEMENT

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

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

CONTACT INFORMATION

MANIPAL EDUCATION AMERICAS—REPRESENTATIVE FOR AMERICAN UNIVERSITY OF ANTIGUA

Address:	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 IN ANTIGUA

Address:	Main Campus, University Park P.O. Box W1451, Jabberwock Beach Road Coolidge, St. John's, Antigua, WI
Telephone:	268-484-8900
Fax:	268-484-8922/268-484-8923
Email:	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: Two 19 week periods in Year One; Two 19 week periods in Year Two
2. BSIC Intersession: 13 weeks of Basic Sciences Integration Course, mandatory National Board of Medical Examiners (NBME) Comprehensive Basic Science Examination
3. Clinical Sciences: 84 weeks of clinical core and elective rotations (including 6 clinical weeks during Family Medicine I/Internal Medicine I) over four semesters (Semesters Five through Eight)
4. United States Medical Licensing Examination (USMLE) Steps 1 and 2 (CK and 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 use diverse and complex knowledge; apply relevant psychomotor and communication skills; exercise clinical judgment and decision-making based on evidence; and critically evaluate both patient outcomes and personal clinical performance. Applicants must be capable of functioning in high-intensity, stressful environments both academic and clinical. To these ends, applicants must be capable of meeting the physical, psychosocial, and emotional demands of an academic medical curriculum in anticipation of encountering similar demands in the practice of medicine.

The standards required include the following:

Visual

- Students must be capable of acquiring academic information from diverse media (e.g., print, digital, graphic imaging, and video).
- Students must be capable of using the clinical tools of the profession (e.g., microscopes, sphygmomanometers, EKGs, products of digital imaging and other visually oriented diagnostic procedures, and tests).

Oral and Auditory

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

Motor Strength and Mobility

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

Sensory

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

Cognitive

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

Social

- Students must possess the perseverance, diligence, and consistency necessary to complete the medical curriculum and enter independent practice of medicine.

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

INSTITUTIONAL LEARNING OBJECTIVES

Competencies

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

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

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

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

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

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

Demonstrate knowledge of the scientific method in establishing causation of health and disease, the utility of diagnostic modalities, and the efficacy of therapies (traditional and nontraditional), through critical evaluations of current 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 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, disability, and other aspects of personal and/or health beliefs, practices, and decisions.

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

Partner with patients to prevent health problems and 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 patients, patients' families, 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 by providing emotional support.

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

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

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

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

Demonstrate sensitivity and responsiveness to the personhood of the patient inclusive of culture, ethnicity, spirituality, gender, age, disability, 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 Learning and Improvement: Students must investigate and assess their academic and clinical performance and develop skills for lifelong learning and personal improvement 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 the 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

Periods I & II (Year One)

- Preclinical Science I

This year-long course in the preclinical sciences is based on an integrated organ system structure and gives the student an understanding of embryology, anatomy, histology, physiology, biochemistry, molecular and cell biology, genetics, neuroscience, behavioral science, epidemiology, and an introduction to clinical medicine in the context of organ systems of the human body.

- Introduction to Clinical Medicine

This year-long course is geared towards students learning clinical skills required to gather relevant data on their patients so that they provide appropriate care in the future. Communication and interpersonal skills, integration of the clinical encounter and spoken English proficiency are key components of this course.

1. ICM will carry a weight of 7.5% each term from MED1 through MED4
2. Each course director will be able to determine the weightage of the OCSE within that 7.5% along with the other themes such as AHA courses, TPC, CSL and hospital rotations.

Periods III & IV (Year Two)

- Preclinical Science II

This year-long course in the preclinical sciences is based on an integrated organ system structure and gives the student an understanding of how pathological processes interfere with the normal functioning of the systems described above, the methods used to treat human disease, and a deeper understanding of clinical medicine again in the context of organ systems of the human body.

- Introduction to Clinical Medicine II

This year long course is geared towards students learning clinical skills required to gather relevant data on their patients so that they provide appropriate care in the future. Communication and interpersonal skills, integration of the clinical encounter and spoken English proficiency are key components of this course. Students will learn how to assimilate and translate the data of clinical symptoms and signs into the pathophysiological presentations of disease.

3. ICM will carry a weight of 7.5% each term from MED3 through MED4
4. Each course director will be able to determine the weightage of the OCSE within that 7.5% along with the other themes such as AHA courses, TPC, CSL and hospital rotations.

BSIC Intersession

- Basic Sciences Integration Course

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

Students who achieve a “208” or higher on the CBSE at the completion of Year 2 may opt to be exempt from the BSIC. Students who receive BSIC exemption approval from the Executive Dean of Basic Sciences will be required to complete an additional 10 weeks of electives during 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). In addition, GHT students opting out have the option either to attend GHT 5 (Pre-BSIC) or to complete an assignment in order to make up for the GHT BSIC credits.

Clinical Sciences

Semesters Five through Eight

- Family Medicine 1/Internal Medicine 1 (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)

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

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

GLOBAL HEALTH TRACK

The American University of Antigua, College of Medicine (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.

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

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

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

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

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

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

- Governance (Health Systems, Economics, Ethics, etc.)
- Burden of Disease (Child Health, Women Health, Communicable Diseases, Non-Communicable Diseases, etc.)
- Physical Mental & Social Wellbeing
- Technology
- Security (Environment, Complex Humanitarian Emergencies, Intelligence, etc.)
- Climate Change
- Medical Spanish
- AHA BLS & ACLS instructor training

The 2-year BASIC SCIENCES Component is conducted on the campus of AUA in Antigua. It consists of four 2-week blocks (before MED 1, MED 2, MED 3 and MED 4), a 1-week block before the Basic-Clinical-Science-Integration course and longitudinal coursework during MED 1 through MED 4.

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

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

Students receive American Heart Association instructor training in Basic Cardiac Life Support and Advanced Cardiac Life Support.

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

The CLINICAL SCIENCES component is conducted at FIU’s 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) rotation at FIU and the AUA-FIU Graduate

Clinical Core Rotation Certificate Program (upon successful completion of requirements and acceptance by the graduate certificate program admission committee). After completion of the graduate clinical core rotation certificate program, students attend elective rotations through FIU and AUA in the US and internationally. Students have the opportunity to join AUA faculty initiated international relief projects and to deepen their expertise in global health research. The clinical component is supplemented by medical Spanish exposure.

100% attendance is required during the clinical component.

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

- Demonstrate understanding of social determinants of health, health equity, social justice, and governmental policy in terms of their impact on the distribution of health services and health outcomes in low-resource settings within the United States and internationally
- Analyze the challenges facing the health and human rights issues specific to immigrant, migrant, internally displaced, and refugee populations
- Understand specific needs of vulnerable populations including the medically underserved and uninsured
- Demonstrate knowledge of effective advocacy strategies for health systems improvement within the global context
- Demonstrate the ability to communicate effectively and collaborate with the patient, family, and caregivers with sensitivity to sociocultural and health literacy issues so that the diagnosis and plan of care are clearly understood and pertinent to their specific situation
- Understand the epidemiology of global communicable and non-communicable diseases
- Identify and adapt evidence-based resources and tools for use in limited-resource health care settings
- Interact in a cross-cultural manner sufficient to deliver basic medical care, including working with translators
- Perform an efficient comprehensive physical examination when practicing supervised in an internationally located office, hospital, or skilled nursing setting, being mindful of cultural factors, including gender, modesty, and religious practices
- Use clinical skills to appropriately diagnose and treat patients under supervision in the context of local resource availability
- Select, perform, and interpret under supervision diagnostic procedures within the context of limited resource health care settings
- Formulate a plan of care that is relevant and practical in a specific cultural setting
- Demonstrate understanding of resources and issues pertinent to travel medicine, health risk prevention, health maintenance, and variations in health care services that are specific to international travel

- Discuss treatment plans based on knowledge of global influences, utilizing resources that include local, state, federal, and international agencies, as applicable
- Recognize his or her own practice limitations and seek consultation with other health care professionals and systems resources to provide optimal care within a global context
- Understand the organization, financing and systems health indicators of international health care systems.

The student should develop attitudes that encompass:

- Commitment to lifelong learning and contribution to the body of knowledge about global health
- Recognition of his or her own biases and stereotypes related to health care delivery in international settings
- The need to balance compassion, humanism, realism, and practicality in the consideration of health care delivered in specific global settings
- Respect for dignity and autonomy through self-care and self-determination within a cultural and global context
- A desire to advocate for systems change to improve the health of the community in which he or she practices

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

DEGREE CONFERRAL

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

1. Complete and pass all requirements of the Basic Sciences component;
2. Complete and pass all requirements of the Clinical Sciences component, including all core and elective rotations (as well as submission of all required clinical documents);
3. Pass USMLE Step 1 and Step 2 Clinical Knowledge (CK) and Clinical Skills (CS);
 - a. Students must request the USMLE Certified Transcript of Scores for USMLE Step 1 and 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 bursarial responsibilities, assuring a zero balance;
5. Maintain good standing.

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

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

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

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

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

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

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

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

AUA identification cards are distributed to students on campus. Students 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 term or they will not be permitted to attend classes. If a student cannot register per the published Academic Calendar dates on the AUA Website: <https://www.auamed.org/academics/academic-calendar-catalog/academic-calendar/> they must get approval from the Executive Dean of Basic Sciences to register late and, if approved, will be charged a late registration assessment fee of \$50 USD on their AUA bursar account.

Basic Sciences

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

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

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

All basic sciences 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 student will be permitted to arrive on campus after the first week of classes.

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

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

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

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

Clinical Sciences

Semester Five Family Medicine 1/Internal Medicine 1 (FM1/IM1) in-person registration takes place at the respective FM1/IM1 training site. Information regarding Clinical Sciences registration (Semesters Five through Eight) is delivered via postal mail **in addition to email and/or Blackboard**. Each clinical sciences student is then contacted by the assigned clinical coordinator regarding clerkship placements. For students to be registered, (1) all relevant documents must have been submitted to and received by the Office of Clinical Sciences, and (2)

tuition accounts must be settled by the deadlines as published in tuition billing letters emailed 6-8 weeks prior to each new semester.

Academic Calendar

The academic calendar, including registration information and schedule, is posted on the university's website (www.auamed.org) and Blackboard. The university reserves the right to revise the Academic Calendar.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

1. The right to inspect and review the student's educational records within 45 days after the day the university receives a request for access. Students should submit to the Office of the Registrar a written request that identifies the record(s) they wish to inspect. The Office of the Registrar will make arrangements for access and notify students of the time and place where the records may be inspected. If the Office of the Registrar does not maintain the records, that official shall advise students of the correct official to whom the requests should be addressed.
2. The right to request an amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Students who wish to ask the university to amend a record should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it should be changed.
If the university decides not to amend the record as requested, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the university discloses PII contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception is disclosure to school officials with legitimate educational interest. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support position (including law enforcement personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as the Professional Standards Committee or Grievance Committee, or assisting another school official in performing his or her tasks; or a third party carrying out an activity such as auditing financial aid or the financial management of the school, relevant to the administration, ownership, or management of the school.

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

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

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

Notice of Directory Information

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

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

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

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

IMMIGRATION—ENTRY TO THE UNITED STATES

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

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

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

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

provide enough time for the consular officer to review the application and complete any special clearances that may be required.

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

TUITION AND FEES

Tuition accounts must be settled by the due dates published by the Office of the Bursar prior to each new term and communicated by email to all students. 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. New Federal Student Aid has been verified, confirmed and packaged or scheduled for packaging.
- *Payment plan participation is by request only. Payment plans are administered via AUA's Cashnet Tuition Billing and Payment gateway (see link further below). Students must have a US bank account from which an ACH/Electronic check can be debited. Payment plans for foreign students who do not have US bank accounts will be administered from the Bursar office. In either case please email pmtplan@auamed.org to request permission to participate in a tuition payment plan. Payment plan approvals are based on payment history, i.e., no late, rejected, or shorted payments and no previously cancelled plans.

Full Payment Methods

Wire Transfer

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

Beneficiary: American University of Antigua

Beneficiary account number: 9941998184

Beneficiary ABA number: 021000089

Beneficiary SWIFT code: CITIUS33 (for wires originating outside the United States)

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

Certified Check or Bank Draft

Make payable to American University of Antigua and mail to:

ATTN: BURSAR

Manipal Education Americas, LLC

1 Battery Park Plaza, 33rd Floor

New York, NY 10004

ATTN: BURSAR

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

Cashnet LINK – <https://commerce.cashnet.com/manipalpay>

Cashnet Logon: USER ID = Student ID, PW = last name + last 4 digits of student ID. Email bursar@auamed.org with any log-in issues

ACHElectronic check-Logon to Cashnet and Click on “Pay” link in Payment Center Box, then click Checkout, choose Electronic check & follow the prompts.

International Funds Transfers (IFT) from foreign banks - Logon to Cashnet and click on “Pay” link in Payment Center Box, click Checkout, Foreign Currency & follow prompts.

Tuition payment plans - after receiving approval for a new payment plan - logon to Cashnet and click on link inside Installment Payment Plans box and follow prompts.

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

UNIVERSITY REFUND POLICY

Students who withdraw; fail to return from an approved leave of absence; or are dismissed, suspended, or otherwise fail to complete the payment period for which they were charged (tuition and other institutional charges) may be entitled to receive a credit adjustment of those charges based on a prorata calculation. The calculation will be based on the student’s last date of attendance (LDA), as determined by the Office of the Registrar

Critical dates for Official Withdrawals:

Date of Determination (DOD) and Withdrawal Date (WD) – Defined as the date that the student officially submits notification to the University of his or her intent to withdraw as determined by the office of the Registrar.

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

Critical dates for Unofficial Withdrawals:

Withdrawal Date and Last Day of Attendance – Defined as last day of educationally related activity as determined by the office of the Registrar.

Date of Determination – Defined as 14 days after the student’s LDA unless there are unusual circumstances.

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

Tuition credit adjustments will be given according to the following:

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

STUDENT FINANCIAL SERVICES

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

- Advice on loan options
- Entrance and exit counseling
- Repayment options
- 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 financialaidservices@auamed.org.

Loan Program

AUA’s MD program has been approved to participate in the William D. Ford Federal Direct Unsubsidized Stafford and Grad PLUS Loan Programs, both of which are administered by the

US Department of Education. Additional information regarding these loan programs is available through the US Department of Education website at www.studentaid.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- and part-time students seeking postsecondary education. Student financial assistance is provided through a partnership between the CSLP and most provinces and territories. However, Quebec and the Northwest Territories manage their own programs.

Please note that certain provinces and territories designate schools once they are approved by the Canadian Ministry of Education and placed on the Master Designation List (MDL). Other provinces and territories have other criteria in addition to requiring students to initiate an application for school designation. The provinces and territories that have been approved thus far are as follows:

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

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

Veterans Benefits

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

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

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

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

RETURN OF TITLE IV FUNDS (R2T4)

This requirement applies **ONLY** to:

- Students who have received federal student aid &
- Students withdrawing prior to completing 60 percent (60%) of the period for which aid was provided.

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

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

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

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

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

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

Funds will be returned in the following order:

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

If the school is not required to return all the excess funds, the student must return the remaining amount, even if all of the funds were applied to his or her school account. Any loan funds that the student must return must be repaid in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time. In general, universities may not disburse Unsubsidized or Grad Plus Loans to a student who is not enrolled as the student is not eligible. In some circumstances, however, a student who has withdrawn from the University may be eligible for a post-withdrawal disbursement of all or some portion of an Unsubsidized or Grad Plus loan, if the student has graduated or successfully completed the loan period. A student may be eligible for a post-withdrawal disbursement if the University determines the student earned more aid than was disbursed for the period the student attended. AUACOM needs the student's permission to use the post-withdrawal loan disbursements. Students will be issued a written notice in the event they have post-withdrawal loan disbursements available. The student has 14 days to respond affirmatively. AUACOM follows the Department of Education's guidelines by returning Unsubsidized loans first and then the Graduate Plus Loans.

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

ACADEMIC STATUS

GOOD STANDING

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

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

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

SATISFACTORY ACADEMIC PROGRESS (SAP)

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

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

The following criteria constitute SAP:

1. Completing the required basic sciences courses (Year 1, Year 2, & BSIC Intercession) in no more than 3.5 years and passing all coursework

2. Obtaining the minimum required certifying score on the Comprehensive Basic Science Examination and passing the USMLE Step 1 within the established period of eligibility
3. Completing the MD program in its entirety within 81 months or 6.75 calendar years of attendance*
4. For those students that have been readmitted, meeting all conditions set forth in readmission decision letter
5. Maintaining good academic standing

*For transfer students: The amount of transfer credit awarded from your previous institution is evaluated and factored into SAP limits. Time completed is based on the amount of time it would take an AUA student to complete all accepted transfer credits under the curriculum in which the student was accepted.

Students not in compliance with SAP are subject to dismissal.

INTRODUCTION TO FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICIES

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

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

Financial Aid Programs Subject to Financial Aid SAP Policy

- Federal Direct Unsubsidized Loans
- Federal Direct Graduate PLUS Loans

Programs Not Subject to Financial Aid SAP Policy

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

Enrollment Requirement

All AUA students are enrolled as full-time students.

Definition of Financial Aid Satisfactory Academic Progress (FASAP)

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

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

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

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

Qualitative Standard

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

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

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

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

- Withdraw Passing (WP)
- Withdraw Failing (WF)
- Withdraw No Grade (W)
- Successfully Repeated in a Subsequent Period (R)

- Restarted (RS)
- Transfer Coursework
- In Progress (IP)*

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

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

Quantitative Standard

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

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

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

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

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

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

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

If at the end of a 12-month period there is no completed, graded coursework – Pace will be measured based only on prior completed, graded coursework. If there is no prior completed, graded coursework, the student will be considered as making pace until the student can be measured at the conclusion of the academic year when there will be completed, graded coursework. . In these circumstances, FASAP including the quantitative standard will be measured within the following 6 months. If there is still no completed, graded coursework, the student will be considered as not meeting the Qualitative Standard. Additionally, students must complete the degree objective within a maximum timeframe. The normal time frame for completion of the required course work for the MD degree is 170 credits attempted. Due to academic or personal difficulties, or participation in scholarly enrichment activities, a student may require additional time. The maximum time frame to complete the requirements for the MD degree cannot exceed 150% or 255 credits attempted.

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

Monitoring of Financial Aid Satisfactory Academic Progress

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

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

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

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

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

Regaining Financial Aid Eligibility

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

Regaining Financial Aid Eligibility with a Grade Change

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

Regaining Financial Aid Eligibility with a FASAP Appeal

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

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

Regaining Financial Aid Eligibility without a SAP Appeal

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

Financial Aid Satisfactory Academic Progress (FASAP) Appeals

FASAP Appeals

If required, student can meet with an academic advisor to complete a Financial Aid Satisfactory Academic Progress Appeal form. Submit it with complete supporting documentation to the Office of Financial Aid. The FASAP Appeal must contain the following information/explanation:
(a) What caused student work at AUA to fall below acceptable standards? Provide a specific

explanation. (b) How have those conflicts been resolved? (c) How will student maintain good academic standards and progress toward the degree if the appeal is granted?

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

When to Submit an FASAP Appeal

Student may wait until notification by the Office of Financial Aid that student is ineligible for financial aid due to an FASAP deficiency. FASAP Appeals for Maximum Time-Frame Allowance may be submitted at any time, but student should first ensure that the Office of the Registrar has updated the expected graduation term. FASAP Appeals must be submitted before the end of the period/semester for which the aid is sought. Financial aid cannot be reinstated retroactively for a past period/semester.

Academic Disqualification and Activity Restrictions That Prevent Registration

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

Notification of FASAP Appeal Decisions

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

The Financial Aid SAP Probation Period and Academic Plan

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

Submitting FASAP Appeals after Failing FASAP Probation

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

Financial Aid Application and SAP Appeal Deadlines

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

STUDENT ADVISING PROGRAM

Policy and Procedure

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

The institution currently utilizes a Split Model of advising, as defined by the National Academic Advising Association, or 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 EED. Advising is designed to foster close faculty and student interactions that promote holistic student development and provide institutional guidance.

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

Basic Sciences

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

1. Within the first two weeks of classes
2. After the first CAS exam
3. After the Second CAS exam
4. Before the third CAS exam

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

Basic Science Integration Course

Students who are considered at-risk academically after sitting for BSIC-CAS1, must schedule a mandatory meeting with EED to develop an Academic Plan to prepare for BSIC-CAS2. If students are considered at-risk academically after BSIC-CAS2, students must schedule a mandatory meeting with EED to develop an Academic Plan to prepare for BSIC-CAS2.

If students do not receive a certifying score (208 or above) in CABSE2, they will be considered at-risk academically. In order to be enrolled to re-take the CBSE3 exam with the next MED 4 class, student must remain on-island to participate in mandatory meetings with EED to develop an Academic Plan to prepare to re-take the CBSE3. Students must meet all program requirements.

ATTENDANCE

BASIC SCIENCES (YEARS ONE AND TWO)

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

Tardiness

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

Consequences for Unexcused Absences

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

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

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

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

BSIC Intersession:

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

Consequences for Unexcused Absences

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

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

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

Addendum: effective March 25, 2020, basic sciences attendance tracking will be discontinued. Students are still required to attend all classes, but since attendance will not be tracked, students who are dismissed, withdraw, take an extended leave of absence, or otherwise separate from AUA will have their last date of attendance determined based on when the student is officially dismissed or when the student fills out documentation informing AUA of their intention to withdraw or take an extended leave of absence. If the student continues to participate in academically related activities after this date, the last date for confirmed academic related activities will be used instead.

CLINICAL SCIENCES

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

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

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

Because the scheduling of rotations is handled by the Clinical Department, students must **not** contact AUA-affiliated hospitals to schedule clerkships. Students who participate in a clerkship without prior permission from AUA will not be considered an AUA medical student. Any student who participates in a clerkship when not enrolled as a medical student is violating state laws and regulations governing the practice of medicine. The student may be subject to criminal prosecution, civil liability, and liability to the hospital, its patients, and the medical school.

Furthermore, neither the student nor the hospital will be covered under the AUA clinical clerkship insurance policy. Please refer to the *AUA Clinical Rotations Guidelines* for further details.

ABSENCES AND LEAVES

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

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

BASIC SCIENCES: YEAR ONE, YEAR TWO, & BSIC INTERSESSION

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

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

Grading during an extended leave of absence in Basic Sciences Years 1 and 2:

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

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

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

CLINICAL SCIENCES: SEMESTERS FIVE THROUGH EIGHT

Upon completion of BSIC Intersession (BSIC course and mandatory CBSE - 13 weeks) students may need to take time off to study for the NBME Comprehensive Basic Science Examination (CBSE) and/or USMLE Step 1 exam. Once students pass Step 1, they will be required to begin the next available FM1/IM1 rotation. Students are allowed 6 months from the completion of the CBSE at the end of BSIC to re-take and pass the CBSE (as needed), pass the USMLE Step 1 exam and return to FM1/IM1. This is an approved break between BSIC Intersession and FM1/IM1 in which students will remain enrolled full time. Students who do not return to FM1/IM1 within 6 months from when they sat for the mandatory CBSE on campus will be subject to temporary withdrawal from the university. Students who are exempt from BSIC will have 6 months from the end of Year Two to pass Step 1 and return to FM1/IM1. Students who

are exempt from BSIC and do not return to FM1/IM1 within 6 months from the end of Year Two will be subject to temporary withdrawal from the University (please see the “Temporary Withdrawal” section for additional information).

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

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

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

Temporary Withdrawal (TWD)

Students who need to take more than 6 months off upon successful completion of the CBSE at the end of BSIC may have up to an additional 180 days off. In these cases, once students exhaust their 6 month break, their status will automatically change to a TWD status for up to an additional 180 days, provided they have successfully passed the CBSE. Students who do not pass the CBSE within 6 months of the last day of the BSIC or who do not pass the USMLE Step 1 within one year of the last day of the BSIC will be dismissed from the university. Students who

do not start the next available FM1/IM1 after passing Step 1 will be subject to administrative withdrawal from the university.

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

LEAVES OF ABSENCES AND FINANCIAL AID

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

Students receiving federal financial aid should visit the SFS Office to review their awards before deciding on a leave of absence. Recipients of federal Title IV loans may use all or portions of their grace period during an LOA. A student who has exhausted their grace period and is unable to begin repayment should contact their loan servicer to discuss deferment and/or forbearance.

Please contact AUA's Financial Aid Services Department with any questions at financialaidservices@auamed.org

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

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

federal servicer of their loans to discuss postponement of repayment options that may be available to them such as economic hardship deferments, unemployment deferments, and forbearances.

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

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

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

For students who are on Federal Student Aid (FSA) and who take an ELOA before the completion of a term, AUA may be required to return to the US Department of Education the proceeds of federal loans that have not been earned as of the date the ELOA began. Students may be eligible to obtain FSA when they resume their studies but only for new institutional charges, i.e. tuition and fees. Students will be responsible, as stated in AUA's Financial Obligation Acknowledgement, which students are required to sign during Online Registration, for balances due as a result of loss/reduction of financial aid, or other credits originally anticipated, due to ineligibility, attendance, incomplete paperwork, or as a result of separating from the school after 60% of the term has passed. Students will also be responsible for any unpaid NON-institutional charges at the time of their separation by ELOA, but new FSA, upon return to school, cannot be applied to past NON –institutional balances.

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

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

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

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

Short-Term Leave of Absence (SLA) and Clinical Leave of Absence (CLOA)

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

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

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

- Students must obtain and complete a Short-Term, Extended, or Clinical Leave of Absence Application Form as appropriate, stating the specific reasons for the leave and providing the date that the student will return from the leave.
- Basic sciences students must submit the form to the Dean of Students; determination as to whether the leave will be granted will be at the dean's sole discretion. Students seeking a clinical leave of absence must submit their forms to the Office of the Registrar, who will forward the form to the Dean of Students. Students must receive final approval in writing from the Dean of Students and/or the Office of the Registrar before the request for the LOA is deemed granted.
- If students do not resume their studies on or before the last date that leave has been approved, they will be administratively withdrawn retroactive to their last date of attendance.
- Students may not be currently restarting a term and may not be failing any course (including CAS exams or clinical rotations) at the time of application or at the time that the leave commences. Students who have received any failing grades from their CAS 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 "Withdrawals" section below). Students who must restart a term or a clinical rotation are not eligible to take an LOA.
- Students who are 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 returning to classes.

- Applications for CLOAs during clinical rotations must be submitted to the Office of the Registrar after students have arranged their official clinical schedule to reflect their planned time off. CLOA applications must be received, reviewed, and approved prior to the start of the break.

Upon return to AUA from a leave of absence:

- Basic sciences 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.
 - 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 the “Unauthorized Leave of Absence” section). If documentation is not provided or is deemed insufficient upon return, the LOA will be converted into an administrative withdrawal.
- Once students whose enrollment statuses were reported to NSLDS as withdrawn return from an LOA and resume their studies, they will be reported to the department as enrolled (full time) and eligible for an in-school deferment. Students should contact the Office of the Registrar if their loan servicer requests an enrollment verification form or letter from the school.
- A basic sciences 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 sciences courses for credit at another medical school must withdraw from AUA.

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

Pending Graduation

Once students complete the clinical sciences portion of the curriculum they will automatically be placed on a pending-graduation status (PGR). PGR students are typically waiting to pass the USMLE Step 2 Clinical Knowledge (CK) and/or Clinical Skills (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 must report the PGR enrollment status of students who have received federal financial aid to NSLDS as withdrawn as of the last day of their last clinical rotation and should perform the following:

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

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

WITHDRAWALS

Student Withdrawal from AUA

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

- Students cannot withdraw from single courses during a term; they must withdraw completely from AUA.
- Students withdrawing from AUA before CAS 1 will receive a grade of W for all coursework. If students withdraw after CAS 1, they will receive a grade of WF

(withdrawn failing) or WP (withdrawn passing) based upon their score(s) on the CAS exam(s) taken to date.

- Refund calculations, if required, are based on the official withdrawal date, as determined by the Office of the Registrar.
- Students who receive WF at the time of withdrawal will be reviewed by the Admissions Committee to determine whether they are eligible for readmission.
 - Students failing at the time of withdrawal will need to restart the term they withdrew from if they are readmitted.
- A W, WP, or WF grade appears on your transcript. The W, WP, or WF grade will not count in the student's GPA. W, WP, or WF grades are not replaceable with an R grade.
- Students who apply for an extended leave of absence while having a failing average must withdraw from the university.
- Students who wish to withdraw during 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 must report WD enrollment statuses to NSLDS. Students on a WD status are considered withdrawn for financial aid purposes, effective their last date of attendance as determined by the Office of the Registrar.

Administrative Withdrawal

Students are subject to administrative withdrawal under the following circumstances:

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

Students who are administratively withdrawn may appeal this decision by submitting a formal letter of appeal to the Appeals Committee. Please see the "Appeals Committee" section for additional information. Students who have an enrollment status of administratively withdrawn

for more than 12 months will be subject to dismissal. Dismissal appeals must be submitted to the Appeals Committee within 7 days. Please see the “Dismissals” section for additional information.

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

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

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

READMISSION

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

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

EXAMINATIONS

BASIC SCIENCES

1. General

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

2. Formative Examinations

1. Formative exams consist of 20 questions and their dates and start times are published in the academic calendar.
2. Formative exams are not cumulative, i.e. the questions are only on material that was covered during the period since the previous exam (or the beginning of the term).
3. Students review the exams in their small groups immediately after the exam in the form of a group discussion.
4. There are no make-up exams for the formative exams.

3. CAS Examinations

1. Three CAS exams are administered in MED1, MED2, and MED3, and two CAS exams are administered in MED4. They consist of 50-150 questions and are administered on the NBME (National Board of Medical Examiners) testing software. The CAS exams are administered in dedicated exam rooms and on dedicated exam computers.
2. The third CAS exam in each of MED1, MED2, and MED3 is cumulative, i.e. it contains up to 20% questions on material that is already tested on the previous CAS examinations in that class.
3. The start time for CAS exams is 8:30 a.m.. Exam rooms are opened at 8:15 a.m. to allow students to be seated. Students who are not in their exam rooms by 8:25 a.m. will not be seated and will miss the exam.
4. The Examination Center will publish the scores as soon as they are certified by the NBME, typically 2-3 business days after the exam. The total percent correct CAS scores are used for grading.
5. The scores of students who have not submitted surveys to evaluate the faculty and courses prior to administration of the exam may be withheld until the surveys have been submitted. Students who have not submitted surveys by the end of the term are subject to disciplinary action.

4. Comprehensive Basic Sciences Examination (CBSE)

1. Two CBSE exams are administered on campus each term, one at the end of MED4 (CBSE1), and one at the end of the Basic Sciences Integration Course (CBSE2). They consist of 200 questions and are administered on the NBME testing software. CBSE exams are administered in dedicated exam rooms and on dedicated exam computers.
2. The start time for CBSE exams is 8:30 a.m.. Exam rooms are opened at 8:15 a.m. to allow students to be seated. Students who are not in their exam rooms by 8:25 a.m. will not be seated and will miss the exam.

3. The scores will be published by the Exam Center as soon as they are certified by the NBME, typically 2-3 business days after the exam. CBSE scores are scaled by NBME using a procedure described on the NBME website. Students who achieve a score of 208 or higher will be certified by the school to sit for the USMLE Step 1 exam.
4. Students who achieve a score of 208 or higher on the CBSE1 can opt out of Basic Sciences Integration Course (BSIC), subject to the approval by the Executive Dean and will be required to complete an additional 10 weeks of electives during Clinical Sciences. In addition, GHT students opting out have the option to either attend GHT 5 (Pre-BSIC) or to complete an assignment in order to make up for the GHT BSIC credits. If a student is approved to opt out of the BSIC, they must take and pass the USMLE Step 1 exam within 8 weeks of achieving a certifying score on the CBSE1. If they do not pass the USMLE Step 1 exam, they must enroll in the next BSIC and pass that course before moving on. If they pass the USMLE Step 1 exam, they must complete an additional ten weeks of clinical electives.
5. Students are not allowed to take CBSE1 or CBSE2 off campus. See below for details of further attempts at CBSE.

5. Objective Structured Clinical Examination (OSCE)

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

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

OSCEs are a real world approach to learning and assessment. The assessment applies a standardized approach, which includes standardized patients (SPs), standardized scoring tools and standardized exam-day logistics.

The core components that will be assessed in OSCEs include:

- ✓ Integrated Clinical Encounter (ICE)
- ✓ Communication and Interpersonal skills (CIS) - this component assesses professionalism and the student's ability to communicate with patients and healthcare workers.
- ✓ Spoken English Proficiency (SEP)

Orientation

Orientation for each term during Year Two's OSCE will be provided on Blackboard and may also be provided by the course director as a live orientation once the academic calendar permits.

Dress Code

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

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

Items Required for the OSCE

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

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

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

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

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

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

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

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

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

Items NOT permitted in the OSCE or the Sequestration Rooms

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

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

sequestration room.

SEQUESTRATION

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

OSCE Sequestration Guidelines:

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

GRADES

OSCEs are summative exams and all grades are final. Please refer to the Student Handbook regarding the process for appealing grades. Students have to wait until the decisions of the Promotions Committee have been published before commencing any appeal process.

Students who fail the OSCEs will be offered the opportunity to discuss their exam performance with the Course Director by prior appointment.

6. Examination Policies

1. Students must comply with all instructions given by the Exam Center personnel before and during exam administration.
2. Students must present a valid AUA Student ID to be permitted to take an exam.

3. Students must leave their bags in the designated area before entering the exam room. Cell phones and other devices, including headphones, iPods, iPads, media players, and watches must be left in the student's bag, and must not be present on the student's person or near the exam table or seat in the exam room.
4. Students must submit their glasses for inspection prior to entering the exam room. No jewelry will be allowed in the exam room, except wedding bands/rings and religious jewelry; all allowed jewelry is subject to inspection at the time of entry into the exam room.
5. Eating or drinking in the exam room is not allowed.
6. 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.
7. The exam security rules are strictly enforced; security violations carry serious sanctions imposed by the school and/or NBME. The following are prohibited:
 - Communicating or attempting to communicate about specific questions and/or answers with another examinee, potential examinee, or formal or informal test preparation group at any time before, during, or after an exam.
 - Any reproduction by any means, including, but not limited to, reconstruction through memorization, and/or dissemination of examination materials by any means, including the Internet.
 - Taking notes of any kind, or use of any device, except the markers and dry-erase boards provided by the Exam Center. Consulting notes, books, mobile devices, computers or talking to students during breaks.
 - Wearing of headphones or earbuds of any kind, including noise-canceling and wireless models, during exams is not allowed. Foam earplugs can be used, but students must show them to the proctor, if requested.
8. The Student Health Clinic has issued the following guidelines:
 - A medical excuse for an exam will be granted only if students are too sick to work. If you have a cold, anxiety, cough, a mild GI bug, a headache, a little nausea or feel weak you can and should still show up and take the exams.
 - Do not leave once your exam has started - make sure you have the proper over-the-counter medications in your backpack (Tylenol, antihistamine, anti-diarrheal, cough medications, etc.).
 - 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.

- 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.

7. Grading of Exams

1. The subject and the fraction of the final grade of the summative exams in Spring 2020 will be as follows:

YEAR 1, Period 1 (MED 1)

Exam	Systems	% of year 1 grade
M1CAS1	Foundations	12
M1CAS2	Musculoskeletal system	10
M1CAS3	Neuroscience, Behavioral sciences, Gastrointestinal system	20
ICM1		7.5
Total for Period 1		49.5

Students who receive a final average score for MED 1 and are mathematically incapable of achieving a passing score at the end of the year, will be dismissed

YEAR 1, Period 2 (MED 2)

Exam	Systems	% of year 1 grade
From Med1		32.5*
M2CAS1	Cardiovascular system, Respiratory system	20
M2CAS2	Renal and Urinary	10

	systems	
M2CAS3	Endocrine and Reproductive systems	30
ICM2		7.5
Total for Year 1		100

*Please note that the contribution from MED 1 to the Year 1 grade (32.5%) for students who are currently in MED 2 is different from that for students who are currently in MED 1 (49.5%). This is a one-time adjustment and applies only to students who are in MED 2 in Spring 2020.

1. Students who receive a final average score for Year 1 of less than 55.00% are subject to dismissal.
2. Students scoring between 55.00% and 69.00% in Year 1 will not be allowed to proceed to Year 2 but will be allowed to restart Year 1¹. They are required to meet with their academic advisor and a member of the Education Enhancement Department (EED). The purpose of this meeting will be to discuss an educational plan outlining strategy for improvement. This plan may require participation in EED programs designed to facilitate student success.
3. Students scoring 70.00% or above in Year 1 will be allowed to proceed to Year 2.

The dates, the subject, and the fraction of the final grade for Year 2 of all exams will be as follows:

YEAR 2, Period 1 (MED 3)

Exam	Systems	% of year 2 grade
M3CAS1	Foundations	10
M3CAS2	Blood and lymphoreticular system, Musculoskeletal system	8.5
M3CAS3	Neuroscience, Behavioral sciences, Gastrointestinal system	18.5
ICM3		7.5
Total for Period 1		44.5

¹ Please refer to section entitled, "Dismissals"

1. Students who receive a final average score for MED 3 and are mathematically incapable of achieving a passing score at the end of the year, will be dismissed.
2. Students scoring between 30.00% and 69.00% may be allowed to proceed to MED 4, although those scoring below 65.00% are strongly encouraged to restart Year 2². They are required to meet with their academic advisor and a member of the Education Enhancement Department (EED). The purpose of this meeting will be to discuss an educational plan outlining strategy for improvement. This plan may require participation in EED programs designed to facilitate student success.

YEAR 2, Period 2 (MED 4)

Exam	Systems	% of year 2 grade
From Med3		45*
M4CAS1	Cardiovascular system, Respiratory system,	12.5
M4CAS2	Renal and Urinary systems, Endocrine and Reproductive systems	15
CBSE1		20
ICM4		7.5
Total for Year 2		100

*Please note that the contribution from MED 3 to the Year 2 grade (45%) for students who are currently in MED 4 is different from that for students who are currently in MED 1 (44.5%). This is to ensure grading continuity between MED 3 fall 2019 and MED 4 spring 2020.

1. Students who receive a final average score for Year 2 of less than 55.00% are subject to dismissal.
2. Students scoring between 55.00% and 69.00% in Year 2 will not be allowed to proceed but will be allowed to restart Year 2³. They are required to meet with their academic advisor and a member of the Education Enhancement Department (EED). The purpose of this meeting will be to discuss an educational plan outlining strategy for improvement. This plan may require participation in EED programs designed to facilitate student success.
3. Students scoring 70.00% or higher in Year 2 but not receiving a certifying score (208) on the CBSE1 will be required to participate in the BSIC.

² Please refer to section entitled, "Dismissals"

³ Please refer to section entitled, "Dismissals"

4. Students scoring 70.00% or higher in Year 2 and receiving a certifying score (208) on the CBSE1 will be allowed to sit for the USMLE Step 1 exam or may opt to participate in the BSIC.

8. Exams in the Basic Science Integration Course (BSIC)

Exam	Date	Subject	Questions	% of grade
BSIC-CAS1	February 13	All to date	150	20
BSIC-CAS2	March 30	All to date	*150	30
CBSE2	April 9	All Basic Sciences	200	50 (a percentage of the scaled score)

***Note: Cumulative, i.e. they contain up to 20% questions on material that is already tested on the BSIC-CAS1.**

1. Students who achieve a grade of 70.00% or higher in the BSIC and pass (achieve a scaled score of “208”) CBSE2 will be required to sit for the USMLE Step 1 exam within 8 weeks.
2. Students who achieve a grade of 70.00% or higher in the BSIC but fail the CBSE2 must retake the CBSE3 at a Prometric center. Students have a total of three attempts over 6 months from the date of completion of the BSIC to get a certifying score on the CBSE. Students who fail to pass the CBSE within 6 months of completion of the BSIC will be subject to dismissal.
3. Students who achieve a grade of below 70.00% in the BSIC and pass the CBSE2 will be required to restart the BSIC and retake the CBSE (CBSE3). If an appeal for a passing grade in BSIC is approved, they will be required to sit for the USMLE Step 1 exam within 8 weeks.
4. Students who achieve a grade of below 70.00% in the BSIC and do not receive a certifying score (208 or higher) on the CBSE2 must do the following:
 - a. Participate in mandatory meetings with the Education Enhancement Department (EED) to develop an Academic Plan and meet all program requirements.
 - b. In order to be enrolled to re-take the CBSE3 exam with the next MED 4 class, a student must remain on-island to participate in the mandatory meetings with EED.
 - c. Students who do not receive a certifying score (208 or higher) on CBSE3, must restart BSIC, participate in mandatory meetings with the Education Enhancement Department (EED), retake CBSE4, and if they pass BSIC and CBSE4, they must sit for USMLE Step 1 exam within 8 weeks.
 - d. Students who fail the restarted BSIC course and/or do not receive a certifying score (208 or higher) on the CBSE4 will be subject to dismissal after the fourth failed attempt at CBSE.

9. CBSE off campus (Post Antigua)

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

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

1. Students are eligible to sit for the USMLE Step 1 after achieving a scaled score of “208” on the CBSE. However, clinical scheduling is tied specifically to passing the USMLE Step 1 exam. Consequently, students must submit the USMLE Step 1 application with a window of eligibility to start immediately after successfully achieving a minimum certifying score on the CBSE.
2. The window of eligibility that the Educational Commission for Foreign Medical Graduates (ECFMG) provides is a 3-month period; however, per AUA policy, students must sit for their first USMLE Step 1 attempt within 8 weeks of achieving a qualifying CBSE score. Therefore, if the student passes the CBSE in August, the 3-month window the ECFMG will provide is September through November. However, an AUA student’s period of eligibility will be September through October. No extension requests on USMLE Step 1 testing windows will be approved.
3. The Office of the Registrar closely monitors the time frames mandated by the university and the scores of all students on the CBSE and USMLE Step 1. If students do not pass Step 1 on their first attempt, they have a total of 12 months (and a maximum of two additional attempts) from the end of the BSIC to pass USMLE Step 1. Students who are unable to pass USMLE Step 1 by the end of this time period will be dismissed.
4. The passing score on USMLE Step 1 exam is 194.

CLINICAL SCIENCES

Clinical Core Subject Shelf Exams (CCSSE)

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

To satisfactorily complete each clinical core rotation, every AUA student must receive a passing grade for the core rotation and must also pass the associated National Board of Medical Examiners (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 rescheduling fee on their AUA student account. If a student does not pass the CCSSE on the second attempt, the grade for the rotation will be changed to F, and the student must retake the clinical core rotation. All students receiving a grade of F for their rotation will be placed on academic probation until they have successfully repeated the previously failed rotation and must meet with the respective AUA clinical chair to review their performance. If students do **not** pass both the remedial clinical rotation and the associated CCSSE on the third attempt, they will be subject to dismissal from AUA. Students who fail the same rotation twice or any other rotation while on academic probation are subject to dismissal.

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

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

NBME Comprehensive Clinical Science Examination

The Comprehensive Clinical Science Examination (CCSE) allows students to assess their clinical knowledge and helps them prepare for USMLE Step 2 CK. Based on an analysis of available data (including the predictive value of the CCSE and the disastrous effect of failing or low USMLE Step 2 scores on residency placement) and advice of the clinical faculty, the following policy regarding the CCSE is implemented. Securing a qualifying score as set forth below on the CCSE will indicate that students should be ready to register for and pass USMLE Step 2 CK after additional studying. Please note that the required qualifying scores are fairly accurate predictors of outcomes on the Step 2 CK, but they do not guarantee either that students will achieve that score or even pass the exam. Additional study after having achieved a qualifying score is expected. The passing score on CK is 209.

The following rules and procedures apply:

- The CCSE can be taken after completion of the fifth core rotation.
- The total number of attempts to achieve a qualifying score on the CCSE will be limited to five, subject to the time limits set forth in AUA's policy for making SAP, as stated in AUA's *Student Handbook*. Students must achieve a qualifying score of 222 on any of their first three attempts or, if they have not achieved a qualifying score on any of their first three attempts, a 231 for the remaining two attempts.
- Students who fail to secure a qualifying score within those five attempts or within the time limits for making SAP, as set forth in AUA's *Student Handbook*, are subject to dismissal.
- Students must sit Step 2 CK within 2 months of achieving a qualifying score on the CCSE. No extension requests on Step 2 CK testing windows will be approved. Students who fail to sit the Step 2 CK within this 2-month window will be required to retake the

CCSE before they will be certified again for Step 2 CK. Please note that in that case, the total number of attempts cannot exceed five, which includes any previous attempts. The requalifying score will be 231 regardless of number of attempts remaining.

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

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

Registering for the Comprehensive Clinical Science Examination (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 2:00 p.m. (EST) on the 15th of the month prior to the testing window they are requesting to sit for the exam. If the 15th of the month falls on a weekend, registration will close on the preceding Friday at 2:00 p.m. (EST). **There are no exceptions to this policy.**

Upon confirmation of registration by the Office of the Registrar, students will receive a scheduling permit from NBME with an AUA-established 2-week testing window. With that, students will register for the 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 Examination Step 2 Clinical Knowledge (USMLE Step 2 CK)

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

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

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

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 MD program within 81 months (6.75 calendar years). Please refer to the "Satisfactory Academic Progress" section for more information.

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

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

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

In order for AUA to certify students to sit for Step 2 CS, students must complete the following requirements:

1. Students must complete the AUA online CS preparation program conducted in collaboration with Kaplan during their fifth (5th) core rotation.

2. Students must complete the live in-person one-day full-length CS Practice Exam, developed by Kaplan for AUA and administered by AUA faculty, during their sixth (6th) and final core rotation.
3. Students must complete all six required core rotations

It is highly recommended that students schedule their Step 2 CS as soon as possible after completion of all above stated requirements during their elective rotations.

Please Note: Students must sit Step 2 CS before completion of all 84-weeks of clinical rotations; passing of the NBME Comprehensive Clinical Subject Exam is not a pre-requisite for certification of CS. Step 2 CS has developed into the most difficult USMLE exam with the highest failure rate for US and international students.

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 6:30 p.m. to 9:30 p.m. (EST). 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.

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.

In order to register for the Kaplan Live CS Practice Exam, students have to contact the Office of the Registrar at registrar@auamed.org. Please email the specified month you would like to participate and the facility you will be attending the one-day CS Practice Exam (New York City/NY, Chicago/IL, or Pasadena/CA). Once the Office of the Registrar receives this information, a representative from Kaplan will contact you (within 5-7 business days) via your AUA email account with a Formstack document that will allow you to schedule a specific date and location for your CS Practice Exam. Kaplan will proactively provide AUA Registrar with weekly program completion updates.

Please do not register for USMLE Step 2 CS without first meeting all requirements as stated above. You may end up losing your registration fee for the exam, as it is non-refundable.

Students who fail 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 MD program within 81 months (6.75 calendar years). Please refer to the "Satisfactory Academic Progress" section for more information.

CERTIFICATION FOR USMLE STEP 1 AND STEP 2 CK AND CS

Students who are eligible to apply for the USMLE Step 1, Step 2 CK and Step 2 CS are required to register for these exams via the Educational Commission for Foreign Medical Graduates' (ECFMG) website. The ECFMG interactive web application is the only version of the application materials available on the website for USMLE Step 1, Step 2 CK and Step 2 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 retake these exams will not be certified until their previous score is received.

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

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

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

TESTING ACCOMMODATIONS

AUA recognizes the right of students with certified disabilities to have appropriate test access and accommodations. The purpose of testing accommodations is to enable students with disabilities to participate in assessment programs on an equal basis with their nondisabled peers. Testing accommodations provide an opportunity for students with disabilities to demonstrate mastery skills and attainment of knowledge without being limited or unfairly restricted due to the effects of their disability.

Testing accommodations promote access for students with disabilities to assessment programs. Testing accommodations should not be excessive and should not alter the standard administration of the test.

Testing accommodations are neither intended nor permitted to do the following:

1. Alter the construct of the test being measured or invalidate the results
2. Provide an unfair advantage for students with disabilities over students taking tests under standardized conditions
3. Substitute for knowledge or abilities that the student has not attained

Students with disabilities are eligible for test accommodations as determined on an individual basis. This includes any quizzes or examinations taken during the term in conjunction with an academic class.

Examples of test accommodations provided at AUA include the following:

1. Up to double time for quizzes and examinations
2. A quiet, low-distraction environment
3. A proctor remaining in the testing area

Additional accommodations may be provided as determined on an individual basis by the Office of Student Affairs.

Procedures for Requesting Testing Accommodations

The procedures for requesting testing accommodations are as follows:

1. Students requesting accommodations must notify and bring their documentation to The Office of Student Affairs. Appropriate documentation that establishes the disability and need for testing accommodations must be on file with that office.
2. Notification of the appropriate accommodations will be provided to the Exam Centre and to the Dean of Students.
3. To request accommodations for National Board of Medical Examiners (NBME)-administered exams taken after the Basic Science Integration Course (BSIC) (including the CBSE, CCSE, CCSSE) students must also send an email request to registrar@auamed.org. Appropriate documentation must be on file with the Office of Student Affairs.

Note: Students with disabilities have the right to privacy and confidentiality regarding their disability. Instructors and proctors will not ask students why they need testing accommodations nor disclose the names of the students requiring testing accommodation to other parties (especially other students).

Procedures for Providing Testing Accommodations

Although the documentation of a student's disability and determination of the appropriate, reasonable accommodation are responsibilities of the Office of Student Affairs, accommodations will be provided and administered by the Exam Centre. Tests are to be scheduled on the same day and time but in a different location.

The Exam Centre is responsible for coordinating the following:

1. A quiet, low-distraction location for the test
2. A proctor for the test
3. Private, confidential dissemination of the location to students with testing accommodations

Students are responsible for the following:

1. Being prompt and on time for tests. Students who arrive after the scheduled seating time will not be permitted to sit for the examination.
2. Adhering to the University's Honor Code. Students suspected of academic dishonesty will be referred for disciplinary action.

Requesting Testing Accommodations for the Comprehensive Basic Science Examination and Comprehensive Clinical Science Examination

If students require testing accommodations for either the Comprehensive Basic Science Examination (CBSE) and/or the Comprehensive Clinical Science Examination (CCSE), they must have prior documentation on file with the Office of Student Affairs that indicates the disability and need for testing accommodations.

If students require these accommodations for testing, they must email registrar@auamed.org the same date they register for the comprehensive examination. If students do not request testing accommodations when they register for the comprehensive examination, accommodations cannot

be made. If students require accommodations, they must email a request for testing accommodations every time they register for a comprehensive examination.

Please note: Approval by the Office of Student Affairs for a quiet, low distraction environment in which to sit an exam is not approval for a separate or private room in which to sit an exam. In its experience, the Office of Student Affairs has determined that the test facilities on AUA's campus and at Prometric centers are sufficiently quiet and free from distraction to accommodate most students with disabilities that require a quiet low distraction environment to accommodate their disabilities. If the Office of Student Affairs having evaluated the clinical documentation provided by a student seeking test accommodations concludes that a private or separate room is necessary to accommodate a student's disability, it will recommend that accommodation, whereupon AUA will pay for this separate or private testing room. Students can opt for a separate testing room even if they are not approved for test accommodations, however, unless they are approved by the Office of Student Affairs for a separate testing room, they must pay the additional \$400 charged by the Prometric Center.

Requesting Testing Accommodations for the Clinical Core Subject Shelf Examination

If students require testing accommodations for the Clinical Core Subject Shelf Examination (CCSSE), they must have prior documentation on file with the Office of Student Affairs that indicates the disability and need for testing accommodations.

If students require these accommodations for testing, they must email registrar@auamed.org no later than 1 week from the scheduled start date of their current clinical rotation. If students do not request testing accommodations within 1 week from their core rotation start date, accommodations cannot be made. Students requiring accommodations must email a request for testing accommodations every time they are scheduled for a core rotation.

Please note: Approval by the Office of Student Affairs for a quiet, low distraction environment in which to sit an exam is not approval for a separate or private room in which to sit an exam. In its experience, the Office of Student Affairs has determined that the test facilities at Prometric centers are sufficiently quiet and free from distraction to accommodate most students with disabilities that require a quiet low distraction environment to accommodate their disabilities. If the Office of Student Affairs having evaluated the clinical documentation provided by a student seeking test accommodations concludes that a private or separate room is necessary to accommodate a student's disability, it will recommend that accommodation, whereupon AUA will pay for this separate or private testing room. Students can opt for a separate testing room even if they are not approved for test accommodations, however, unless they are approved by the Office of Student Affairs for a separate testing room, they must pay the additional \$400 charged by the Prometric Center.

Requesting Testing Accommodations for USMLE Step 1, Step 2 Clinical Knowledge (CK), and Step 2 Clinical Skills (CS)

Students who have a documented disability covered under the Americans with Disabilities Act (ADA) and wish 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 they apply for USMLE licensing exams.

Students must submit documentation from a qualified professional to support their requests for accommodations; this documentation will be carefully considered by the NBME. Should the NBME's review of the documentation result in a denial of a student's request, the NBME will explain its reasons in writing. The fact that a student has previously received accommodations in other contexts or on other exams, in and of itself, is not a sufficient basis for or sufficient documentation for the grant of accommodations on subsequent exams. USMLE Step test accommodation inquiries should be directed to Disability Services via email at disabilityservices@nbme.org or telephone at 215-590-9700.

PROMETRIC TEST CENTER REGULATIONS

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

Confidentiality of Exam Content and 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, and written), for any purpose is strictly prohibited.

- Any reproduction or disclosure will result in the immediate filing of civil and/or criminal charges against the student and anyone directing or conspiring with the student.

Test Center Processes: Check-In Procedures and Breaks

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

Prohibited Items and Examinee Conduct in the Test Center

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

- All materials issued by the TCA must be returned at the conclusion of testing. Used scratch paper must be returned before new scratch paper will be issued by the TCA during the exam.
- Talking to other students in the test room and referring to their screens, testing materials, or written notes is strictly prohibited.

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

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

GRADING SYSTEM

COURSE GRADES

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

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

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

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

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

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

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

CLINICAL GRADE REQUIREMENTS

The clinical core subject shelf 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 into a student's final grade of the core rotation with a weight of 30 percent. Please refer to the *AUA Clinical Rotations Guidelines* for additional information.

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

Student Portfolio

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

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

Mid-Clerkship Student Formative Assessment Form

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

Comprehensive Student Clerkship Assessment Form

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

Student Faculty Evaluation Form

On this form, students evaluate the performance of individual faculty (preceptor) during any core or elective rotation. In the case that students encounter more than one preceptor during a rotation, separate forms are required for each faculty member. This documentation is vital for ensuring consistency of clinical education across the various clinical teaching sites and will be reviewed in case of a grade appeal.

Student Clerkship Evaluation Form

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

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

TRANSCRIPTS

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

CLINICAL CLERKSHIP DUTY HOURS POLICY

Purpose

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

Statement

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

Medical students and faculty members must demonstrate an understanding and acceptance of their personal role in the following: assurance of the safety and welfare of patients entrusted to their care; provision of patient-centered care; assurance of their fitness for duty; management of their time before, during, and after clinical assignments; recognition of impairment, including illness and fatigue, in themselves and in their peers.

Scope

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

Section One: Duty Hours

The ACGME common program requirements state the following: “Duty hours must be limited to 80 hours per week, averaged over a 4-week period, inclusive of all in-house call activities. Time spent in the hospital by medical students or on at-home calls must count toward the 80-hour

maximum weekly hour limit. LCME policy reflects that medical students should not have duty requirements greater than ACGME policies.”

Section Two: Mandatory Time Free of Duty

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

Section Three: Maximum Duty Period Length

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

Section Four: Minimum Time Off Between Scheduled Duty Periods

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

Section Five: In-House Calls

Medical students cannot be scheduled for in-house calls more than once every three nights averaged over 4 weeks. The sponsoring institution must provide adequate sleep facilities and/or safe transportation options for students who may be too fatigued to safely return home. Appropriate facilities, including a call room, bed, clean linens, and towels with suitable phone and bathroom facilities must be provided by the hospital to all students taking in-house calls. The frequency of at-home calls is not subject to the every-third-night limitation but must satisfy the requirement for one-day-in-seven free of duty, when averaged over 4 weeks.

Section Six: Personal Responsibilities for Minimizing Fatigue

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

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

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

Section Seven: Reporting of Violations of Duty Hours Policy

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

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

GUIDELINES for PROMOTION and DISMISSAL

GUIDELINES FOR PROMOTION: Year 1

Averages for MED 1 and MED 2 will be calculated based on the tables above.

1. Final grades for the year will be calculated as indicated in the section of the AUA Student Handbook titled, "Grading of Exams".
2. Students who receive a final average score for Year 1 of less than 55.00% will be dismissed.
3. Students scoring between 55.00% and 69.00% in Year 1 will not be allowed to proceed to Year 2, but will be allowed to restart Year 1⁴. They are required to meet with their academic advisor and a member of the Education Department (ED). The purpose of this meeting will be to discuss an educational plan outlining strategies for improvement. This plan may require participation in ED programs designed to facilitate student success.
4. Students scoring 70.00% or above in Year 1 will be allowed to proceed to Year 2.
5. Students may appeal any decision to restart the year or for dismissal.
6. Students in Years 1 - 2 whose weighted mean average is equal to or greater than 80.00% at the end of each term and have no record of unprofessional conduct will receive a letter from the Dean of Student's Office to notify them they have been placed on the Dean's Honor Roll for that term.

Students may calculate cumulative averages using the on-line grade calculator located at http://www.benegg.net/grade_calculator.html.

⁴ Please refer to section entitled, "Dismissals"

GUIDELINES FOR PROMOTION: Year 2

Averages for MED 3 and MED 4 will be calculated based on the tables above.

1. Final grades for the year will be calculated as indicated in the section of the AUA Student Handbook titled, “Grading of Exams”.
2. Students who receive a final average score for Year 2 of less than 55.00% will be dismissed.
3. Students scoring between 55.00% and 69.00% in Year 2 will not be allowed to proceed but will be allowed to restart Year 2⁵. They are required to meet with their academic advisor and a member of the Education Enhancement Department (EED). The purpose of this meeting will be to discuss an educational plan outlining strategies for improvement. This plan may require participation in EED programs designed to facilitate student success.
4. Students scoring 70.00% or above in Year 2 but not receiving a certifying score (208) on the CBSE will be required to participate in the Basic Science Integration Course.
5. Students scoring 70.00% or above in Year 2 and receiving a certifying score (208) on the CBSE will be allowed to sit for the USMLE Step 1 exam or may opt to participate in the Basic Science Integration Course. Students who receive BSIC exemption approval from the Executive Dean of Basic Sciences and choose to sit for the Step exam must do so within 6 weeks of receiving their certifying score on the CBSE and will be required to complete an additional 10 weeks of electives during Clinical Sciences.

Students may calculate cumulative averages using the on-line grade calculator located at http://www.benegg.net/grade_calculator.html.

CLINICAL SCIENCES CRITERIA

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

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

Assignment and Arrangements of Clerkships

⁵ Please refer to section entitled, “Dismissals”

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

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

Failing a Clerkship

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

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

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

DISMISSALS

Students are subject to dismissal under the following circumstances:

- Receiving an average score in MED1 or MED3 resulting in a mathematical impossibility of passing at the conclusion of the academic year
- Receiving an average score of less than 55.00% at the conclusion of the academic year
- Failing to achieve an average of 70.00% after restarting Year 1 or Year 2
- Failing to pass the CBSE within 6 months of completing the BSIC
- Failure to pass the USMLE Step 1 exam within one year of completing the BSIC
- Failing to pass USMLE Step 1 within three attempts
- Failing to pass CCSE within five attempts
- Failing to pass the USMLE Step 2 CK within three attempts

- Failing to pass the USMLE Step 2 CS within three attempts
- Failing to meet the conditions of readmission
- Failing to complete MED1, MED2, MED3, MED4, and BSIC within 3.5 calendar years of attendance
- Failing to complete the MD program within 81 months (6.75 calendar years of attendance)
- Failing to meet satisfactory academic progress (SAP)
- Non-academic reasons or professionalism concerns pursuant to AUA's code of conduct
- Failing to return to AUA after being administratively withdrawn for 12 months (minimum)

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

Student borrowers on DIS status should do the following:

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

PROMOTIONS COMMITTEE

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

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

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

All official communication from the Office of the Registrar will be directed only to students' AUA email accounts. The Office of the Registrar sends grade reports and letters regarding course

failures as email attachments to students' registered AUA email addresses. All students are responsible for monitoring their AUA email account, as well as ensuring their correct mailing and email addresses are registered with the university.

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

APPEALS COMMITTEE

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

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

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

The Appeals Committee looks for well-documented evidence of extenuating circumstances, illness, or family emergency during the term. Post hoc documentation (a doctor's note detailing sickness or illness during an examination) will be considered; however, this may not be helpful if the documentation is dated after the date of the examination.

Note that, although appeals are received and managed by the Appeals Committee, acceptance or denial will be decided by the Executive Dean for Clinical Sciences or the Executive Dean of Basic Sciences only. The committee receives and investigates appeals, then forwards the appeal along with a recommendation to the appropriate 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 Dean is not subject to further review and cannot be appealed.

TYPES OF APPEALS

Students have the right to appeal under the following circumstances or conditions:

Basic Sciences

Grade Change Appeals

If students believe a grade was recorded or calculated incorrectly, they should submit an appeal to the Appeals Committee.

Appeal of Dismissal

If students receive a letter of academic dismissal (with the exception of dismissal for actions that are not eligible for appeal), they have the right to appeal.

Appeal of Administrative Withdrawal

If any students have been administratively withdrawn from the university at any time during their studies, they have the right to appeal for readmission to the Appeals Committee.

Clinical Sciences

Grade Change Appeals

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

Step 1 Appeals

Students who do not pass Step 1 within 12 months from the end of the Basic Science Integration Course and are dismissed may appeal the dismissal to the Appeals Committee. The Appeals Committee will review the case and make a recommendation to the Executive Dean, who will make a final decision that cannot be appealed.

Students who fail to pass Step 1 in three attempts may be dismissed by the Promotions Committee and are ineligible to appeal the dismissal.

Appeal of Administrative Withdrawal

If any students have been administratively withdrawn from the university at any time during their studies, they have the right to appeal to the Appeals Committee.

MEDICAL LICENSURE IN THE UNITED STATES

EDUCATIONAL COMMISSION FOR FOREIGN MEDICAL GRADUATES

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. The ECFMG's purpose is "to assess the readiness of graduates of these schools" to enter residency programs. The ECFMG requires strict adherence to the following:

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

Application for USMLE Exams

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

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

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

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

Certification of Identification Form 186

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

Once submitted to the ECFMG, Form 186 is valid for 5 years.

ECFMG Certification

Medical licensing authorities in the United States require that AUA graduates be certified by the ECFMG, among other requirements, to obtain an unrestricted license to practice medicine. Once students receive their diploma, it is their responsibility to begin the process of becoming ECFMG-certified. For more information on the ECFMG's policies and procedures, please visit www.ecfm.org.

RESIDENCY

Overview of Postgraduate Training

The Graduate Affairs department oversees the information to guide 3rd and 4th year clinical students through the process of getting a residency. Students should review the Manual and guides provided on Blackboard/Graduate Affairs.

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

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

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

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

Other agencies with which to become familiar include the following:

The National Resident Matching Program

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

The Electronic Residency Application Service

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

Canadian Resident Matching Service

CaRMS, or the Canadian Resident Matching Service oversees the Canadian match for Canadian students seeking residencies in Canada. The CaRMS website at www.carms.ca, provides all information regarding the Canadian match, including the additional exams that applicants must pass.

The Federation of State Medical Boards

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

STUDENT CONDUCT AND DISCIPLINE – STUDENT GRIEVANCES

PROFESSIONAL CONDUCT AND ETHICAL BEHAVIOR

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

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

1. The honest and authentic execution of all responsibilities and the submission of all educational and clinical work without misrepresentation or falsification. Cheating and plagiarism will not be tolerated.
2. Fulfillment of professional duties in a conscientious, reliable, and punctual manner.
3. Compliance with all rules, regulations and policies of the University, of clinical sites and elsewhere. Such rules include, but are not limited to, AUA's Code of Conduct, nonsmoking policies, library etiquette, classroom behavior, housing policies, laws, rules, regulations and policies relating to the illegal or prohibited possession and/or use of firearms or other weapons, drugs, alcohol or other controlled substances, general campus ethics, as well as civil laws and regulations established by governmental authorities, including, the various ministries of the government of Antigua and Barbuda and U.S. federal, state and local authorities.

4. Visible display of a University identification card (ID) at all times when on campus and when participating in University-sponsored events and activities and visible display of the hospital ID when participating in clinical clerkships.
5. Maintaining the proper patient-care environment.
6. Introducing yourself to all patients as a medical student.
7. Respecting patient confidentiality and discussing cases and patient information only in appropriate professional circumstances.
8. Refraining from unauthorized patient care or patient care when the health or physical or mental condition of the student is such that the student is hampered in his/her ability to function professionally and effectively.
9. Respect and compliance with all hospital rules and regulations.
10. Respect for the legal and civil rights of others;
11. Abuse or misuse of social media

Home Room Use Policy

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

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

UNIVERSITY OMBUDSPERSON

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

dealing with such concerns and issues and, generally, to improve communications between the students and others within the AUA community.

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

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

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

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

**Confidentiality:*

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

**Neutrality:*

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

**Informality:*

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

the ombudsperson may take will also be destroyed upon the conclusion of the engagement. Emails and voicemail messages will be deleted by the Ombudsperson promptly.

*Independence:

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

What the ombudsperson does **not** do:

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

Contact information for the University ombudsperson is as follows:

Email: Ombudsperson@auamed.net

STUDENT DISCIPLINE, DISCIPLINARY HEARINGS, AND APPEALS

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

It is also the responsibility and obligation of all members of the University's community, students included, to report to the Office of the Dean of Students any instances of violations by students of the University's 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 Professional Standards Committee and its hearing panels in the performance of its work and to provide such information and evidence as they have or know that the Committee or its hearing panels may request. Failure of students to do either will constitute a violation of the University's code of conduct and ethical behavior and may subject them to disciplinary action by the Committee.

Processes and Procedures of the Committee:

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

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

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

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

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

The Hearing Panel shall consist of no fewer than three and no more than five members of AUA's faculty and at least one student.

Members of the Committee other than the Appointed Member may serve on hearing panels. It is preferable, but not required, that at least one member of the Committee serve on each hearing panel that the Committee constitutes. *It is the duty of each faculty member and each student to cooperate with the Committee and to serve on the Committee's hearing panels as determined by the*

Committee. In assembling a hearing panel, the Committee will take into consideration the schedules and availability of those who are asked to serve on a hearing panel; however, the Committee's determination as to who of the faculty and student body shall serve on a hearing panel will be final.

The Appointed Member shall have and perform the following responsibilities:

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

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

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

The accused student(s) charged may ask the Committee to assist them in commanding the attendance of witnesses and/or the production of evidence reasonably within its power to command. The Committee may assign this task to the Appointed Member or appoint another member of the Committee for that purpose. The Determination of the Committee in this regard shall be made in its sole discretion and shall be final.

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

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

The Appointed Member will offer a brief statement of the charges and the evidence that he/she intends to present in support of them followed by the presentation by the Appointed Member of the testimony of witnesses and offering of evidence in support of the charges.

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

Once all of the Committee's witnesses have offered their testimony and all of the evidence that the Committee, through its Appointed Member intends to offer in support of the charges has been presented, the accused student or, if there is more than one, each accused student in such order as the Hearing Panel Chairperson shall direct, will be afforded the opportunity to make a brief statement outlining his/her defense of the charges followed by his/her presentation of witnesses and evidence in defense of the charges.

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

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

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

Neither the accused student(s) nor the Committee shall be entitled to legal counsel at the hearing. However, each accused student may be assisted by another member of the University's community. Such assistants shall not be permitted to give testimony at the hearing.

The accused student(s), members of the Hearing Panel, the Appointed Member and witnesses may appear at the hearing in person or 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 an accused student's request, the hearing panel will make arrangements with Manipal Education Americas, LLC (MEA) for the student(s) or their witnesses to attend the hearing by videoconference from MEA's offices in New York. The same courtesy shall be extended to witnesses who will be called by the Committee.

The accused student(s) may waive the right to a formal hearing in its entirety or on the matter of whether the student is guilty of the charges. An accused student may do so at any time prior to or during his/her hearing. If an accused student does not dispute the charges and/or does not wish to present evidence in defense of the charges, or if he/she fails to attend a duly scheduled hearing without good cause as determined in the sole discretion of the Hearing Panel, the Hearing Panel shall proceed with the hearing on the basis that the accused student has admitted his/her guilt of the charge(s). In cases in which a charged student notifies the Hearing Panel that he/she does not wish to dispute the charges but wishes to offer evidence of circumstances that he/she desires the hearing panel to consider in mitigation of the discipline, if any, that the hearing panel may recommend, the Hearing Panel shall consider such evidence or information as the charged student(s) may offer as well as such evidence as the Assigned Member may offer in recommending whether or to what extent the student should be disciplined. Where a charged student fails to appear at his/her hearing or waives the right to offer any evidence on the merits or lack thereof of the charge(s) against him/her and on the discipline that the Hearing Panel may

recommend, the Hearing Panel shall determine the discipline, if any, that it will recommend based solely on the evidence offered by the Committee through its Assigned Member.

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

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

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

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

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

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

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

If, at any time, or under any circumstances, the Dean of Student Affairs or an Executive Deans is unable to carry out his/her responsibilities due to conflict of interest, scheduling, disability or any other reason as he/she shall, in good faith, determine, he/she has the right and duty to appoint a replacement from among the Associate Deans or Chairs in his/her Department. If, at any time,

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

UNIVERSITY GRIEVANCE PROCEDURES

Hearings and Appeals

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

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

Filing a Grievance

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

The determination as to which of these two processes the grievance should initially be referred is not subject to challenge. However, in the event that a grievance is referred for mediation that

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

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

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

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

Hearing Panels shall be drawn from the AUA community. Members of the Grievance Committee may serve on hearing panels, however, neither of the mediator of a grievance nor the Grievance Administrator may serve on a panel charged with hearing a grievance in which they were involved. Hearing panels shall consist of two members of the University's faculty and one student in the case of a grievance brought by or against a student and one member of the community who is not a faculty member or a student in the case of a grievance brought by or against a member of the community who is not a faculty member or student.

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

Hearing Procedures

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

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

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

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

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

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

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

Neither party shall be entitled to legal counsel at the hearing but may be assisted by another member of the University's community. This individual shall not be permitted to give testimony

at the hearing. If the hearing panel determines that it requires the assistance of counsel, it may have counsel assist it at the hearing.

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

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

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

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

Grievance Appeals

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

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

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

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

Grievance Administrator's inability or the Associate Deans or Chairs of their departments in the case of a Dean's inability.

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

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

POLICY OF NONDISCRIMINATION

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

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

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

Notice of Nondiscrimination

Applicants for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with AUA are hereby notified that this school does not discriminate on the basis of race, sex, color, national origin, age, or disability in admission or access to, treatment of, or employment in its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA), or Section 504 is directed to contact Dr. Reza Sanii, Dean of Students, at University Park, Jabberwock Beach Road, Coolidge, Antigua, 268-484-8900, or 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 access to a wealth of information, but it also has a number of risks. Those sharing files can inadvertently download copyright-protected material, pornography, or viruses or mistakenly allow other people to copy files not intended for sharing.

Copyright infringement is the use of works protected by copyright law without permission, thereby infringing on certain exclusive rights granted to the copyright holder, such as the right to reproduce, distribute, display, or perform the protected work or to make derivative works. The copyright holder is typically the work's creator or a publisher or other business to which copyright has been assigned. Copyright holders routinely invoke legal and technological measures to prevent and penalize copyright infringement.

Please refer to copyright law of the US and related laws contained in Title 17 of the *United States Code* (<http://copyright.gov/title17/92preface.html>).

Consequences a violator of copyright law might face include (but are not limited to) the impounding of equipment, legal fees, fines, and statutory damages. Any student, faculty member, administrator, or guest that knowingly violates copyright law does so at their own risk and in violation of this policy.

Manipal Education Americas, LLC (MEA) and the American University of Antigua will distribute, on an annual basis, a notification to the university community that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties. In addition, the university will provide students with information on sites that provide safe and legal file-sharing options via continuous updates to the permitted activities section of this document.

Purpose

The purpose of this policy is to describe our shared responsibility to not expose the university to the security risks, liabilities, and the degradation of computing resources caused by P2P file-sharing and copyright infringement.

Scope

This policy applies to all university-supplied computers, laptops, tablets, servers, network appliances, and mobile devices. This policy also applies to any personally owned device that is connected to the university network. This policy applies to all individuals regardless of their university affiliation and/or status.

Policy

It is the policy of MEA and AUA to comply with copyright law.

This policy prohibits the distribution, downloading, or uploading of any content, software, data, sound, or picture that

- is copyrighted;
- is specified as illegal or forbidden to copy without the copyright owner's written permission;
- is considered to be proprietary or private; and
- contains viruses or malware.

P2P file-sharing is strictly forbidden

- from any university supplied computer, laptop, server, or mobile device;
- from any personally owned device connected to the university network.

Other forbidden activities include

- using BitTorrent (or any similar means) to download content that is not free for public use;
- running programs that attempt to conceal forbidden activities from university network security monitors;
- transmitting or downloading any material that infringes any patent, trademark, trade secret, or copyright; and
- downloading, installing, or distributing pirated or unlicensed software.

Permitted activities include

- using BitTorrent (or any similar means) to download software marked freely available by its owners; and
- downloading content, music files, documents, and pictures that the owner and/or artist have marked as freely available.

Enforcement

MEA and AUA will take steps to detect, suspend network access, and punish individuals that violate this policy.

The university has active network monitors in place that prohibit access to illegal file-sharing sites and alert the IT organization as to suspicious activity that warrants further investigation.

MEA and AUA consider any violation of this policy to be a serious offense. MEA and AUA reserve the right to copy and examine any files or information resident on MEA systems and to protect its network from systems and events that threaten or degrade operations. Please note that violators are subject to disciplinary action that is consistent with the severity of the breach of policy, and in some cases violations may be reported to appropriate authorities for criminal or civil prosecution. Copyright status is applied to a work as soon as it is created. Users should assume that all writings and images are copyrighted.

ACCEPTABLE USE OF TECHNOLOGY

Our computers' email and information systems have been organized to improve communication and reduce the time and effort it takes to complete administrative activities. Use of university-supplied computers, email, and information systems must always reflect that these are shared resources that have been established for the good of AUA, LLC, and the university community.

The guidelines below reflect the commitment students are required to make to use university-supplied technology resources properly and responsibly.

In making acceptable use of resources you must do the following:

1. Protect your system username and password from unauthorized use.
2. Understand that you are responsible for all activities that originate from your system account.
3. Access only information that is your own, that is publicly available, or to which you have been given authorized access.
4. Use only legal versions of copyrighted software in compliance with vendor license requirements.
5. Be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.
6. Use resources only for authorized purposes.

In making acceptable use of resources you must not do the following:

1. Use another person's computer, system name and password, or files.

2. Use computer programs to decode passwords or access control information.
3. Attempt to circumvent or subvert system or network security measures.
4. Engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files, or making unauthorized modifications to university data.
5. Use university systems for commercial or partisan political purposes, such as using electronic mail to circulate advertising for products or for political students.
6. Make or use illegal copies of copyrighted materials or software, store such copies on university systems, or transmit them over university networks.
7. Make disparaging comments about others or make statements, speak, or write on behalf of AUA in a newsgroup or chat room unless you are duly authorized to do so by the university.
8. The electronic mail system shall not be used to create, send, or receive any offensive or disruptive messages. Among those which are considered offensive include any messages that contain sexual implications, racial slurs, gender-specific comments, or any comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability. Email communications should be considered official communications and should be composed in a professional, businesslike manner.
9. Use mail or messaging services to harass or intimidate another person, for example, by broadcasting unsolicited messages, by repeatedly sending unwanted mail, or by using someone else's name or system username.
10. Waste computing resources or network resources, for example, by intentionally placing a program in an endless loop, printing excessive amounts of paper, or by sending chain letters or unsolicited mass mailings.
11. Use the university's systems or networks for personal gain, for example, by selling access to your system username or to university systems or networks, or by performing work for profit with university resources in a manner not authorized by the university.
12. Access content that is pornographic in nature.
13. Intentionally cause physical damage to a technology asset.
14. Engage in any other activity that doesn't comply with the general principles presented above.

Classroom Communications

The classroom is AUA University controlled space in which faculty and students communicate with each other and members of the public. There is no right to privacy regarding communications which takes place in such a setting. Any expectation to privacy concerning communications taking place in educational classrooms during classes or classroom related activities are subject to audio and video monitoring solely for educational purposes. By entering a classroom setting one acknowledges that they agree with and acknowledge the above.

RESIDENTIAL SERVICES

STUDENT HEALTH CLINIC

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

Appointments

The Student Health Center operates on an appointment system, which decreases waiting times and allows for better planning by all parties. If students are unable to keep their scheduled appointment, they are required to notify the Student Health Center so that their appointment may be given to other patients. Walk-ins may be seen based on availability.

Hours of Operation

Open hours are Monday through Friday, 8:30 a.m. to 2:00 p.m. Walk-ins may be seen at other times based on availability. Office hours are modified during school breaks. The campus Health Clinic is closed on all observed holidays.

Life-Threatening Emergencies

Students should call 911 if they are experiencing a life-threatening emergency. If there is an emergency during the hours of 8:00 a.m. to 6:00 p.m., Monday through Friday, students should contact the emergency response team at 268-789-7802. For after-hours emergencies, contact 268-764-0164.

Services Provided

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

1. Outpatient medical care provides diagnosis and treatment of acute and chronic illnesses, as well as minor injuries:
 - Respiratory infections
 - Urinary tract infections
 - Headaches
 - Abdominal pain
 - Sexually transmitted infections
 - Dermatological conditions
 - Sports-related injuries
 - Routine office visits/any concerns for which you would see your family doctor or general practitioner
 - Referrals
 - Prescription refills for most medications
2. Preventive medical care includes routine physical exams, cholesterol screening, pelvic exams, etc.
3. Mental health services—see below.
4. Laboratory studies include routine laboratory studies appropriate for diagnostic purposes.
5. Immunizations including meningococcal, pneumococcal, varicella, Tdap boosters, Adcel, Gardasil, hepatitis B, flu vaccines, and TB skin tests are available.
6. Health education including publications and materials is available at the Student Health Clinic on a variety of health topics.
7. Some non-controlled medications are available, such as antibiotics, anti-inflammatories, etc.
8. Laboratory or radiographic studies that are seen as medically indicated by the health center can be ordered outside of the health center.

Services Not Provided

1. Surgical procedures (outpatient and inpatient)

2. Cost of inpatient medical care and hospitalization
3. Payment of prescription drugs
4. Routine eye care (refraction, prescription glasses, contact lens care, etc.)
5. Routine dental care
6. Ambulance services
7. Obstetrical care
8. Male and female fertility evaluation
9. Radiographic studies

Mental Health Counseling Services

AUA provides a variety of counseling services 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 students may be confidentially discussed in counseling. Our clinicians can assist with navigating many of the more challenging aspects of the human experience including but not limited to the following:

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, a grade in the behavioral science course, or other academic issues) are provided by our faculty in the Department of Behavioral Science and Neuroscience.

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

Medical Excuse Policy for Students

The Student Health Center will only provide medical excuses to students for medical conditions that prevent them from attending an exam, lab, group activity, 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 an examination by the student health center provider, the student is advised not to attend class **or**
- The student has proof of a documented hospitalization

In general, the following conditions will **not** warrant a medical excuse:

1. A request for a medical excuse from the student health center for verification of an illness after the illness is over
2. Missing class or an exam for an appointment at the student health center
3. A sinus, ear, eye, or respiratory infection; sore throat; headache; or cough without significant symptoms (e.g., fever)
4. Gastroenteritis (abdominal pain, cramps, vomiting, or diarrhea), unless there is fever and/or severe dehydration
5. Musculoskeletal conditions that do not prevent ambulation (such as minor ankle injuries, wrist sprains, etc.)

This policy is consistent with recommendations from the American College Health Association as well as with the policies of other peer institutions. This policy is also consistent with our commitment to maintain confidentiality, encourage appropriate use of health-care resources, and support meaningful dialogue between professors and students. Students are responsible for communicating directly with faculty regarding class attendance and/or completion of class assignments.

Further information regarding university attendance policies with regard to illness and emergencies can be found in the *Student Handbook*. If professors require written documentation of a clinic visit to the health center, due to the confidentiality of medical information, only the date and time of the visit will be provided.

Confidentiality

Information regarding the physical or mental status of patients is strictly confidential. Information will not be released to persons outside of the student health center without the patients' written consent, unless legally mandated (e.g., for insurance purposes).

Billing

All AUA students are required to have health insurance while actively enrolled. AUA provides students with a limited benefit injury and sickness plan administered by United Health Care (UHC). Semi-annual premiums of \$900 are billed each August 1 and February 1.

Students are not required to purchase AUA UHC health insurance, and may choose to opt out in favor of outside coverage. Outside Coverage is defined as a policy purchased separately, by the student (or parents), and transacted directly with the student's insurance carrier, not AUA.

Students who choose to opt out of AUA provided UHC health insurance in favor of Outside Coverage must submit a Proof of Insurance Evaluation form in order to be approved for an insurance waiver. Forms are due 7-1 and 1-1 of each calendar year.

IMPORTANT: STUDENTS IN ATTENDANCE IN ANTIGUA WHO OPT OUT OF UNIVERSITY PROVIDED (UHC) ACCIDENT/SICKNESS COVERAGE WILL BE REQUIRED TO PURCHASE REPATRIATION/MEDICAL EVACUATION (RME) COVERAGE THROUGH THE UNIVERSITY AND. THE ANNUAL PREMIUM FOR RME INSURANCE IS \$155. NO EXCEPTIONS AND NO PRORATING

AUA Student Policy for Substance Abuse Prevention and Intervention

I. Policy

This policy is applicable to all students enrolled in credit courses in a degree-granting program at the American University of Antigua (AUA).

AUA expects students to adhere to the policies contained herein regarding the consumption and serving of alcoholic beverages on University property and at University events. AUA also expects students who are of legal drinking age in Antigua to act responsibly on the occasions when they choose to consume alcoholic beverages.

The University intends to maintain a substance free workplace. Individuals impaired by the use of alcohol and drugs are harmful to themselves, the University's mission, the treatment of patients, and the wellbeing of co-workers, students, and visitors.

The University prohibits the illegal use or the abusive use of alcohol or other legal drugs on University property or at events that utilize the University's name. In accordance with Antiguan law, AUA also strictly prohibits the use, possession, manufacture, sale, or distribution of illegal drugs or drug paraphernalia by any AUA student. Students are expected to use only those prescription medications that are prescribed for them within the confines of a provider/patient relationship. Students are prohibited from using prescription medications not prescribed for them.

AUA recognizes that alcohol and other drug abuse is a preventable and treatable condition and acknowledges that, as an institution dedicated to the healing arts, we have the responsibility to facilitate prevention activities and offer treatment to students who suffer from alcohol and other drug abuse. AUA encourages all impaired students to seek help voluntarily and favors the earliest possible intervention. AUA will make treatment and referral services available to students.

AUA respects the right to confidentiality of recovering students and will assist them to continue their education and employment. However, AUA also respects the rights of patients and others and seeks to protect them from the harm that impaired students may cause. Hence, impaired students who fail to cooperate with appropriate treatment programs are subject to disciplinary actions up to and including dismissal as deemed appropriate by the Dean of the student's college.

In order to ensure the fulfillment of these institutional policies, guidelines and procedures will be implemented in each of three areas: I. Prevention, II. Intervention and III. Legal Issues.

II. Guidelines and Procedures

I. Prevention:

Recognizing the importance of preventive aspects of alcohol and other drug abuse education, AUA will implement the following initiatives:

A. Curriculum: AUA will recognize the importance of teaching about alcohol and other drug abuse. As deemed appropriate by the Curriculum Committee, information about alcohol and/or drug abuse will be conveyed in courses required for graduation.

B. Orientation: Each year at orientation, the Dean of the college or his/her designee (e.g., the Dean for Students or another designated faculty member who will be referred to in this policy as the Dean's designee) will inform new students about the availability of AUA resources (him/herself, the University Counseling Center, Student Health Center, Crossroads, Alcoholics Anonymous/Narcotics Anonymous) for students concerned about alcohol and other drug use and abuse.

C. Wellness: Students will be encouraged to develop healthy lifestyles through the availability of exercise facilities, sports programs, meditation groups and other health-promoting activities. Information about Student Wellness programs will be provided at orientation for new students.

D. Social Activities: Any event for AUA students that utilizes the University's name must serve food and have non-alcoholic beverages available if alcohol is served. Any advertisement placed on the AUA campus that indicates that alcoholic beverages will be served at an event that utilizes the University's name must also indicate that non-alcoholic beverages and food will be served. Any non-approved, non-AUA events that primarily serve alcohol will not be displayed or advertised on campus or in campus publications. Further, at all AUA-approved events serving alcohol, the sponsors must have a designated driver (DD) program in place at the event.

E. Other Prevention Activities: The AUA University Counseling Service (UCS) and Student Health Center will serve as a resource and help coordinate educational presentations about alcohol and other drug use and abuse for students if requested.

II. Intervention

A. Early Identification:

1. In the spirit of prevention and early intervention, any member of the University community who is concerned that an AUA student's use of alcohol or other drugs may be causing the student to be impaired (see Definition of Impairment in Section II.B. below) is encouraged to report his/her concern to the Director of University Counseling Services or Director of Student Health

Center. For students at clinical sites; the Executive Dean of Clinical Sciences 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 became effective in June 2014. It shall remain in effect until modified or rescinded by the Provost of the University.

LIBRARY

Library Overview

- The Library is an integral part of the educational mission of the University, and as such it is involved heavily with curriculum and its updates.
- The Library serves the students and the faculty of University by providing information resources that meet the education and research needs of the students and faculty.
- The Library works with faculty to embed relevant information resources – eBooks, journal articles, multi-media, etc. - at point of need in curricular units.
- To promote self-directed learning, faculty and students have continuing access to textbooks and biomedical eBooks, databases, and eJournals. These are available in the Library, in the classroom, on clinical rotations, and at home; in short, available anywhere.

Physical Spaces

- The Library provides over 25,000 sq. feet of study space, with a seating capacity of approximately 850, available 23/7, with reliable Wi-Fi.

Library Information Resources

- A new, cost-effective model of collection development was established in Fall 2017. Students and faculty will be able to access over 1300 eBooks, important knowledge-bases like UpToDate and DynaMed, and a growing collection of eJournals in the biomedical, clinical, and education disciplines.

For more information, please contact the Director of Library 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 Acceptable Use Policy (AUP) details policies regarding appropriate use of computer equipment, the email system, and the internet. The AUP can be accessed at <http://myaua.auamed.net>. Students are encouraged to contact the Campus Technology Services service desk (servicedesk@auamed.net) for more information.

Identification Cards

Students must display their AUA identification card to gain entry to the library and for all library transactions and services, including borrowing books, making photocopies, and using multimedia resources. Although the library also serves Antiguan health professionals, only AUA students and faculty members have the privilege of borrowing library materials.

Library Hours

In consideration of students' reading requirements, the library is kept open for 23 hours, with the following conditions:

1. Wings B and C and the Hallway on the second floor are kept open for 23 hours a day except from 7:00 to 8:00 a.m. for cleaning.
2. Access to reference books and other bound journals is available from 8:00 a.m. until 10:45 p.m. Monday to Sunday, including holidays.
3. The Majid Pathan study area on the third floor is kept open for 23 hours a day except from 8:00 to 9:00 a.m. for cleaning.

Library Policies

1. Eating, smoking, using mobile phones, and speaking loudly are **prohibited** in the library at all times.
2. Students are permitted to bring water and soft drinks inside the library.
3. Students are expected to return library materials on time.
4. Overdue charges are assessed on overdue items borrowed from the library to ensure the prompt and timely return of frequently used items. Students will sign an invoice for all such charges, which will be submitted to the Bursar's Office on the Antigua campus.
5. Students who steal, damage, or vandalize library materials, equipment, or furniture will incur the costs of replacing these items and/or face disciplinary action.
6. Students are urged **not** to leave valuables (laptops, phones, iPads, purses, etc.) on library tables. The library is not liable for the loss or damage of a student's property (e.g., notebooks, laptops, and personal items) left unattended in the library.
7. The library staff initially will warn any student who ignores library policies. Thereafter, the staff will inform the director for library services and academic support, who then refers the issue to the Dean of Students. Students who receive more than three warnings for inappropriate behavior are subject to disciplinary action, which includes but is not limited to denial of library access and services for the remainder of the current term and/or the following term.
8. Students are advised to be respectful to library staff. They must understand that the library personnel are performing their duties as assigned; these duties also include assisting students in provision of information and reading materials. Students who threaten a staff member

physically will be suspended immediately, pending a hearing that may result in dismissal from AUA.

9. If any incidence of rude behavior is noted from the library personnel, please report the matter in writing to the director for library services and academic support or the associate director of administration so that the necessary investigation can be carried out.
10. Photocopying is available in the library. Students will be billed for photocopies by the Bursar's Office.
11. All students have full off-campus access to online journals through the library website, <http://library.auamed.net>, using their network username and password. All students also have access to important online resources such as the UpToDate database.
12. Library users should not attempt to reserve study spaces by leaving personal belongings at desks after 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.
13. Animals are absolutely **not** allowed in any part of the Library. The only exception to this policy would be service animals with proper documentation.

AUA-APPROVED HOUSING

New students enrolled in basic sciences courses are required to live in housing approved by the university for one term unless the university waives this requirement upon due application to AUA's Admissions Department. The housing provider will collect and maintain a \$1,000 housing damage deposit to cover damages to AUA-approved housing and unpaid utilities charges and, provided there are no damages to the housing or unpaid utility charges, refund it in full at the end of the student's lease.

Housing for students enrolled in clinical clerkships and most housing for basic sciences students is completely independent. Students must make their own arrangements with outside providers; costs for such housing vary greatly depending on the clinical site and the student's requirements for amenities and location.

Deposits

A nonrefundable deposit of \$500 to be applied against the cost of tuition is due upon acceptance of AUA College of Medicine'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.

Student housing is restricted to the students of AUA while they are attending classes on campus in Antigua. Fees are levied for the entire period and are not pro-ratable or refundable.

Students who leave school for whatever reason are required to pack and leave housing and submit their keys to the department of Residential Services within a week of leaving school. Utility charges will cease to be levied against them once the keys are returned.

CAMPUS TRANSPORTATION

In conjunction with an independent bus company, the university provides subsidized transportation for students between university-sponsored housing locations and the campus. This service is available to students residing in university-sponsored housing. Students in independent housing who hold a bus pass may travel between points along the bus route and campus.

Students can purchase transportation passes for a term's duration. Once purchased, bus transportation is neither refundable nor prorated. Students are advised to purchase a ten-trip bus pass from the Bursar's Office if they are uncertain about commuting for a term and wish to try the system for themselves. For students who are interested in limited transportation services, the university offers a bus trip pass at reasonable rates.

Contact the Bursar's Office to inquire about or purchase transportation passes. Bus passes are valid only for the term in which they are issued.

CAMPUS SAFETY AND SECURITY

CAMPUS PARKING GUIDELINES

All AUA community members are required to observe all posted signs and the instructions of campus security officers. **The verbal instructions of security officers supersede all posted signs.** Failure to recognize the authority vested in the security guards is an offense.

All vehicles driven by students **MUST** be registered with the Antigua and Barbuda Transport Board (ABTB), as well as AUA grounds, and legally allowed to be driven on the country's roads/streets. All AUA community members are required to register their vehicle with Department of Campus Safety and Security and **must have a valid parking permit**, whether he/she will be utilizing the free parking areas. Students registering a vehicle must have the following:

1. Valid Antigua and Barbuda Driver's License or valid Antigua and Barbuda temporary driver's license.
2. Valid vehicle registration card (Yellow card).

3. Valid Student ID

AUA assumes no responsibility or liability for fire, theft, damage to or loss of any vehicles parked on its campus or any article left therein.

Parking regulations are detailed below for students who are required to comply with the university's policies.

If a vehicle is sold or no longer in use, the AUA parking permit holder must remove the permit and return it to the university. Any violations issued to the vehicle will be the responsibility of the original AUA parking permit holder.

Parking Permits

Parking permits are available for purchase for students with valid Antigua and Barbuda driver's licenses and vehicle registration information. The parking permit enables the student vehicle to park on campus in designated student parking spaces, according to availability of those spaces; it also facilitates the ability for Security to be able to make contact should any situation or emergency arise concerning the vehicle warrant a prompt notification.

A new permit is required for each term. Student Parking Permits cost \$150 USD per term. Please see the bursar to purchase a parking permit.

Altering a parking permit is a violation of the college's parking policy. This may result in the vehicle being towed and the owner being fined and/or referred to the Professional Standards Committee. Altered permits will be confiscated and the vehicle's owner will lose their parking privileges for the remainder of the academic year.

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

If a vehicle is sold or involved in an accident that renders it inoperable, the old permit must be removed and returned to the office of Campus Safety and Security; a replacement permit will then be issued without additional cost. Lost or stolen permits must be reported to security immediately. Failure to do so may result in the owner's vehicle being towed from campus, a fine and/or a referral to the Professional Standards Committee.

Student Parking

Students are **not** allowed to park in designated faculty and/or staff parking spots. At the discretion of campus security, students with a paid parking permit **may** be allowed to park in faculty or staff spots on weekdays (after 6:00 p.m. only) or throughout the weekend. Students are never allowed to park in spots that are specifically reserved for the handicapped or a named individual.

Visitor Parking

Students are not allowed to park in designated visitor spots. Visitors must present their driver's license to be held by the security guards at the designated security stall. The security guard will record the plate identification number and issue to the visitor a visitor parking pass, which must be prominently displayed on the vehicle while parked on campus. Visitors are required to return the pass to the security guard. Upon surrendering the pass, visitors' driver's licenses will be returned.

Enforcement Policy

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

Parking Ticket Appeals/Suspension of Driving/Parking Privileges

Parking fines will be applied directly to student accounts. Students who receive excessive parking tickets will be reported for student conduct review, and may lose their parking privileges.

Appeal of tickets is welcome; however, frivolous parking appeals will be dismissed by the University. Appeal of tickets for vehicles parked in handicap spaces, fire lanes or specifically reserved spaces will not be considered. Student appeals are reviewed by Campus Safety and Security and Student Affairs Ticket appeals may be made in writing within 7 calendar (no exceptions) of the date of the ticket and will be accepted only if the citation is attached (no exceptions). A decision will be made by the appeals committee regarding the merit of the appealed circumstances and the determined course of action. The reviewed decision will be considered final.

Parking Ticket Appeals Form

<https://www.cognitofrms.com/AUACollegeOfMedicine/ParkingTicketAppeals>

Insulting guards while they are performing their duties is unacceptable behavior and may result in further action and charges against the community member. Anyone charged with disobeying a security officer will be automatically referred to the Grievance and Professional Standards Committee. Any flagrant offense, multiple offenses, and/or three or more violations of the same offense in a term will result in an automatic referral to the Grievance and Professional Standards Committee.

Violations & Fines

The registered permit holder is responsible for all traffic citations received on the vehicle, regardless of whether or not they are in immediate control of the car.

Violations are assessed as follows:

Failure to register a motor vehicle	\$50.00 USD
Failure to properly display a parking permit	\$50.00 USD
Parking in a restricted area	\$50.00 USD
Parking in a faculty/staff space (if student)	\$50.00 USD
Parking or driving on grass or walkway	\$50.00 USD
Excessive speed	\$100.00 USD
Parking in a handicap space	\$100.00 USD
Driving the wrong way on a one-way road	\$100.00 USD
Parking in a fire lane	\$100.00 USD
Forging or tampering a parking permit in any manner	\$200.00 USD
Using a parking permit on a vehicle it was not issued	\$200.00 USD
Selling or transferring your parking permit	\$200.00 USD
Tampering with Immobilizer/Boot	\$200.00 USD
Boot Removal Fee	\$200.00 USD
Suspended vehicle (10 tickets or more)	\$200.00 USD
Warning (at S/O discretion)	No fine

For additional information please refer to the **Campus Parking Regulations & Policies** or if you have questions contact Campus Safety and Security at ext. 1206/7 or email: campussecurity@auamed.net.

Access to Campus

1. Security Gate 1 Main Entrance – Students, Staff, Faculty and Visitors access.
2. Security Gate 2 Service Entrance – Service Provider and Contractors access.

3. Security Gate 3 Free Parking - Students

There is no other authorized access to campus, Security officers will deny you access to campus by another route.

Identification

Identification must be valid and be visible at all times. To gain access to campus students must present a valid school ID. Security officers are authorized to request identification of any person on campus property. Staff and Faculty may also request to view your identification.

Replacing a Missing ID Card

A replacement ID card may be obtained by students from the Office of the Registrar during normal office hours (**Monday through Friday**). Students will be escorted to the office of the Registrar to replace their ID. On weekends students without an ID will be denied access.

Reporting Incidents

The College asks that all criminal actions, suspected criminal actions, accidents, or unusual incidents be reported immediately. For students this can be done in a variety of ways, through Campus Safety and Security, Officer of Student Affairs or your professor.

In cases of emergency, the College's Switchboard Operator (-0- from any campus phone) should be contacted immediately. The Switchboard Operator will directly contact Campus Security. If the switchboard is closed your call will be directed to Campus Security. Assistance can be requested by dialing 911 from any phone.

Incident reporting form:

<https://www.cognitofrms.com/AUACollegeOfMedicine/IncidentReportingForm>

Visitor Access to Campus

In order to better protect our students and staff visitors to campus must enter through the main security check point (Gate 1 Main Entrance).

Visitors to students may only be granted access if

1. Preapproval for access is granted
2. The student is present at the security desk to sign them in and

3. The student escorts the visitor at all times

AUA Visitor Form

<https://www.cognitoforms.com/AUACollegeOfMedicine/AUAVisitorForm>

Hours of Access

All School academic facilities are open for visitor access 10:00 a.m.–4:00 p.m. Monday through Friday

Duration of access:

- 1 hour
- 2 to 3 hours
- 4 to 6 hours

Visitor may have access to the common areas on campus.

Restricted Access

Visitors are not allowed in the following areas unless authorized by Administration.

- Classrooms/Homerooms
- Laboratories, and laboratory support rooms
- Gym

Visitors are expected to abide by University policies and follow instructions given by the Campus Safety and Security Team.

CAMPUS RECREATION

The primary function of the gym, tennis courts, sports field, volleyball court, and basketball court is to serve the recreational, educational, wellness, and athletic needs of AUA students, faculty, staff, spouses, and families. The following rules apply:

1. All guests must have a visitor's ID. Guests using the recreational facilities may **not** access other AUA campus buildings.
2. Patrons utilize all recreational facilities at their own risk.
3. All patrons must follow proper court etiquette at all times (no swearing, throwing sports equipment, etc.). They must be considerate of players on the adjoining court.
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 nonsectarian secular institution.

The official holidays of the nation hosting the campus are the only holidays that may be recognized.

Excellence in education is part of the mission of AUA. Both formal (e.g., examinations) and informal academic activities may also be held on weekends and holidays.

HANDICAPPED ACCESS

The island of Antigua does not provide special accommodations for handicapped or disabled individuals. However, AUA provides limited accommodations such as an elevator and ramp access.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) meets regularly to review matters of concern to the student body. The SGA also organizes social, athletic, and community outreach events.

Officers and class representatives are elected each term by the student body; they must be full-time students in good academic standing. Dues are collected each term.

For general information about the SGA and other AUA student organizations, please visit <http://www.theauasga.org>.

LICENSED AUA MEDICAL FACULTY

Several AUA faculty members are licensed medical practitioners in Antigua. Individual faculty members' private practices are separate and distinct from their positions at AUA.

HEALTH INSURANCE POLICY

AUA provides students with a limited benefit injury and sickness plan administered by United Health Care (UHC). Semi-annual premiums are \$900. Students are not required to purchase AUA/UHC health insurance and may choose to opt out by completing a Proof of Insurance Evaluation form, which can be downloaded from the student portal. Please email completed form to insurance@auamed.org by July 1 for each Fall term and January 1 for each Spring term. Students in attendance in Antigua who opt out of AUA/UHC health insurance will be required

to purchase Repatriation/Medical Evacuation (RME) coverage through AUA/UHC. The annual premium for RME is \$155. No exceptions and no pro-rating!

BASIC LIFE SUPPORT/ADVANCED CARDIAC LIFE SUPPORT CERTIFICATION

Basic Life Support

Basic life support (BLS) is an emergency cardiac care phase that

1. prevents circulatory or respiratory arrest or insufficiency through prompt recognition and intervention; or
2. externally supports the circulation and respiration of a victim of cardiac or respiratory arrest through cardiopulmonary resuscitation (CPR).

The BLS course at AUA is conducted in accordance with the guidelines of the American Heart Association. A practical evaluation (with a manikin) is done to determine performance proficiency. Successful completion of performance evaluations and a written test score of 84 percent or above are required to complete the course.

Content

Included in this course are the following techniques:

- Adult CPR: one and two rescuer
- Adult obstructed airway: conscious and unconscious
- Infant CPR: one and two rescuer
- Infant obstructed airway: conscious and unconscious
- Child CPR: one and two rescuer
- Child obstructed airway: conscious and unconscious
- Safe operation of an automated external defibrillator

Written Statement of Completion

Upon successful completion of the 4- to 5-hour course, each participant receives an American Heart Association card. This will reflect successful completion of cognitive and performance evaluations related to the material presented in accordance with the established criteria of the American Heart Association.

Advanced Cardiac Life Support

Through the American Heart Association's Advanced Cardiovascular Life Support (ACLS) course, students can develop or enhance the skills needed for the treatment of the adult victim of a cardiac arrest or respiratory emergency. ACLS emphasizes the importance of basic life support to patient survival, the integration of effective basic life support with advanced cardiovascular life support interventions, and the importance of effective team interaction and communication during resuscitation.

ACLS is based on simulated clinical scenarios that encourage active, hands-on participation through learning stations where students practice essential skills individually, as part of a team, and as team leaders. Realistic simulations reinforce the following key concepts: proficiency in basic life support care, recognizing and initiating early management of peri-arrest conditions, managing cardiac arrest, identifying and treating ischemic chest pain and acute coronary syndromes, recognizing other life-threatening clinical situations (such as stroke), and providing initial care, ACLS algorithms, and effective resuscitation team dynamics.

Successful completion of performance evaluations based on resuscitation team concepts and a written test score of 84 percent or above is required to complete the course. Upon completion of the course, participants will have been taught to demonstrate proficiencies related to the following:

1. Utilizing adjunct airway equipment to establish and maintain effective ventilation in an adult victim
2. Integrating electrocardiograph monitoring, defibrillation, and pacing equipment and/or techniques into the adult resuscitation process
3. Identifying and determining the need for treatment related to basic adult cardiac dysrhythmias
4. Establishing and maintaining intravenous access during an adult resuscitation
5. Recognizing early signs and symptoms of myocardial infarction and cerebral vascular accident
6. Determining the treatments necessary to preserve myocardial and cardiovascular tissue
7. Assuming the team leader role for emergency treatment of cardiovascular and/or respiratory compromise or arrest during a portion of a simulated code
8. Reviewing therapy related to post-resuscitation of a cardiovascular arrest

Each participant who successfully completes the 12- to 15-hour course receives an American Heart Association certification card. This card serves as recognition of successful completion of an instructional course, which includes cognitive and performance evaluations related to the material presented in accordance with the established criteria of the American Heart Association.

IMMUNIZATION POLICY

All incoming students are required to have the AUA Immunization Form completed by a health-care provider and mailed to the Admissions Office **prior** to registration date. 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, 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 beginning of Year Two, students are required to update their AUA Immunization Form, ensuring that all documentation listed below is 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 fifth semester, ensuring that all students have the proper requirements to start their clinical rotations in the United States. All students are then required to submit a completed AUA Immunization Form to their document specialist. Upon receipt, the document specialist will ensure the record includes all necessary requirements for acceptance (i.e., student name, date of birth, and all required immunizations and titers).

Documentation of Immune Status

a) Measles, mumps, rubella (MMR)

- If born in 1957 or after, a student should have two MMR vaccines received on or after age 12 months and both after December 31, 1967.
- If born before January 1, 1957, a student should have one MMR vaccine received after December 31, 1967.
- Each student should provide a copy of the Immune MMR IgG Antibody Quantitative Titer report or a positive or reactive qualitative titer report with a numerical range indicating immunity (titers must be performed every 10 years).
- If the titer report is negative or equivocal, the student is given a booster, followed by a repeat antibody titer after 30 days.

b) Varicella

- Each student should provide a copy of the lab report of the Immune Varicella IgG Antibody Quantitative Titer or qualitative titer with lab cut-off values indicating immunity (titers must be performed every 10 years).
- If students have not had titers and they either had the disease or only had one dose of the vaccine, they are given a second dose and titers are checked a month later.
- If the titers are negative or equivocal, students are given a booster followed by a repeat antibody titer after 30 days.

c) Hepatitis B

- If previously immunized, students should provide dates of vaccines and a copy of the lab report for the immune Hepatitis B Surface Antibody Quantitative or Quantitative with the numerical range identified (titers must be performed every 10 years).
- If students have received less than three doses of the Twinrix hepatitis B vaccine or less than four for the Engerix-B type, they must complete the series.
- If the hepatitis B vaccine series was given and there are no previous titers, then the hepatitis B surface antibody titer is drawn. If the titer is negative or equivocal, students are given a booster (another hepatitis B vaccine) followed by a repeat antibody titer after 1 month. If these results are still negative or equivocal, students need two additional doses, thus completing the three-vaccine series again. After completion of the series, another hepatitis B surface antibody titer is drawn to determine immune status. If still nonimmune, the student will be considered a nonresponder.

d) Tetanus and diphtheria

- Each student should provide documentation of Tdap booster given within the last 10 years (required every 10 years).
- Students should receive a single dose of Tdap as soon as feasible if they have not previously received Tdap, regardless of the time since their most recent Td vaccination. After one Tdap, Td can be given for future booster vaccinations against tetanus and diphtheria.

e) Purified Protein Derivative Test (PPD)

- Initial documentation within 12 months of negative results is required annually.

- If students have a history of positive PPD with the date of positive PPD provided, they will need one of the following annually: chest X-ray (CXR) and/or negative quantiferon gold/T-spot test and possible symptom screening.
- If students have a history of positive PPD without the date of positive PPD test, a quantiferon gold/T-spot test will be accepted and will need to be repeated annually.
- If newly positive, students should receive a 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**

- Students should receive a 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 health-care workforce must receive specific immunizations and/or have evidence of immunity from specific diseases and undergo periodic health testing to receive instruction in clinical settings and perform the essential functions of a medical student. This immunization and documentation requirement is essential not only to show that the students are protected but also to protect patients with whom they will come into contact during clinical rotations, visits to clinical facilities, and in the course of volunteer or relief programs. This immunization and documentation requirement is also required by our affiliated clinical teaching facilities before any medical students are allowed into their institutions.

These requirements are very specific and are based upon current recommendations from the Centers for Disease Control and Prevention (CDC) and other expert authorities. The requirements begin with matriculation into the basic sciences years and are posted on the School of Medicine website and in the *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 College of Medicine recognizes that students 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 their own health reasons or because these requirements conflict with their 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 (MD) degree.