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.

Important Notice:
This Spring 2018 (S2018) edition of the Student Handbook does not include information for Semester One and/or Semester Two students enrolled in S2018. A separate Student Handbook for Semester One and Two students is available on the AUA website.
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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 their first semester 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.

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

American University of Antigua (AUA) College of Medicine is an innovative medical school dedicated to providing a learner-centric education of the highest quality, 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 AND PROCEDURES
ENROLLMENT

ACADEMIC DEGREE PROGRAM

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

1. Basic Sciences: 19 week semesters (Semesters One through Four)

2. BSIC Intersession: 10 weeks of Basic Sciences Integration Course, 3 week study period, 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.

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CURRICULUM COMPONENTS AND COURSES

Basic Sciences

Semesters One & Two

Please refer to the Student Handbook—Semester One and Two Supplement.

Semester Three

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

Semester Four

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

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 10-week Basic Sciences Integration Course (BSIC), followed by a 3 week study period and a mandatory National Board of Medical Examiners (NBME) Comprehensive Basic Science Examination (CBSE) on campus in Antigua.

Students who achieve a 72 or higher on the CBSE at the completion of the Fourth Semester may opt to be exempt from the BSIC. Students who receive BSIC exemption approval from the Executive Dean 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).

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 (AUA) College of Medicine Global Health Track is conducted in collaboration with Florida International University (FIU).

The AUA Global Health Track is a comprehensive, 4-year longitudinal track in global health that is integrated into the curriculum of American University of Antigua College of Medicine. The purpose of the AUA Global Health Track is to support and guide students in developing expertise in global health issues with the goal of subsequent career involvement in global health involving patient care, service, policy making, research, and education.

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

The 2-year BASIC SCIENCES component is conducted on the AUA campus in Antigua. It consists of five 2-week blocks (before and after Semester One and after Semesters Two, Three, and Four), and longitudinal coursework during semesters one through four. Lectures will cover a variety of global health topics including social determinants of health, medical anthropology, global health education, community-based medicine, health-care delivery systems, cultural competence, human rights, international relief organizations and projects, United Nations, World Health Organization, Pan American Health Organization, International Monetary Fund, World Bank, disaster response and management, communicable and noncommunicable diseases, population research, and epidemiology, among others. Students will be introduced to research methodology and will receive American Heart Association instructor training in Basic Cardiac Life Support (BCLS) and Advanced Cardiac Life Support (ACLS). The components include an introduction to
medical Spanish and are supplemented by the Global Health Journal Club. A minimum of 80 percent attendance is required to pass each block.

The CLINICAL SCIENCES component will be conducted at FIU clinical sites in Florida and AUA-affiliated clinical sites within the United States and abroad. Students will participate in the advanced introduction to clinical medicine (Family Medicine 1/Internal Medicine 1) at FIU and the AUA–FIU Graduate Clinical Core Rotation Certificate Program. Students will be eligible for elective rotations through FIU and AUA in the United States and internationally. In addition to elective rotations in various medical fields, those rotations include research opportunities and travel medicine. Students will have the opportunity to join AUA faculty–initiated international relief projects and deepen their expertise in global health research. The clinical component will be supplemented by medical Spanish exposure and will include a capstone project in global health. Full attendance is required during the clinical component.

**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 bursar responsibilities, assuring a zero balance;
5. Maintain good standing.

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

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

Graduates cannot receive a copy of their diploma prior to the diploma date and final degree-audit clearance. Once 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 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 semester. 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 for 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/](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 semester or they will not be permitted to attend classes.**
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 first-semester students must also attend the mandatory orientation sessions. Students with outstanding documents will not be permitted to complete in-person confirmation of registration on campus.

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

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

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

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

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

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

1. new term charges are paid in full, or
2. a new tuition payment plan enrollment has been completed for new term charges, or
3. the student has received an award letter confirming approval of Federal Student Aid.

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

Clinical Sciences

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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 the Registrar, and (2) tuition accounts must be settled by the preregistration due date.

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.

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. the student has received an award letter confirming approval of Federal Student Aid.

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

Full Payment Methods

Wire Transfer
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 AUA and mail to:
Attention: Bursar
Manipal Education Americas, LLC
1 Battery Park Plaza, 33rd Floor
New York, NY 10004

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

ACH/Electronic Check via CASHNet
CASHNet login information:
Login username: AUA student ID
Login password: last name (first letter upper case) and last four digits of student ID, e.g. ‘Smith1234’
Note that this method of payment requires a US bank account.

Acknowledgement and agreement to the terms stated above is part of the online registration process. Students who register in person will be required to sign before being cleared to complete registration.

Late Payment

Late fees on past due amounts will be assessed monthly. Charges are as follows:

$1,000–$5,000 past due = $100 late fee
$5,001–$10,000 past due = $150 late fee
$10,001–$15,000 past due = $200 late fee
$15,001–$20,000 past due = $250 late fee

STUDENT FINANCIAL SERVICES

Student Financial Services (SFS) assists students by providing advice and helping them navigate students in 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 studentfinancialservices@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 32/Veterans Educational Assistance 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.

**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 for that period (tuition and other institutional charges) may be entitled to receive a refund of those charges based on a calculation of the amount of the charges that AUA has earned. The calculation and any resultant refund will be based on the student's withdrawal date, as determined by the Office of the Registrar in the following manner:

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

Tuition will be refunded according to the following schedule:

1. Students withdrawing prior to the first day of class will receive a refund for all university charges.
2. Students withdrawing during the first 60 percent of the semester will receive a prorated refund of university charges based on the withdrawal date.
3. Students withdrawing after 60 percent of the semester will receive no refund for

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

Return of US Direct Loan Proceeds (R2T4)

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 for that period through US Direct Loan proceeds (tuition and other institutional charges) may not receive a refund. Instead, AUA will be required to return to the US Department of Education any portion of those proceeds that were applied to satisfy university charges for the period but that were not earned. In accordance with US Title IV regulations, the same pro rata schedule as set forth above for determining the amount of refund to which students may be entitled is used to determine the amount of Direct Loan funds that students have earned at the time of withdrawal and the amount of those funds that AUA must return to the US Department of Education. The university will make a timely return of any unearned funds on behalf of the student to the US Department of Education, thus reducing the student’s loan obligation.

In calculating the amount of funds to be returned to the US Department of Education, the university considers only what is defined in the Title IV regulations (“the 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 to Title IV (R2T4) formula prescribed in the regulations.

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

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

If students withdraw after the Title IV Direct Loan funds are disbursed:
In accordance with the regulations, after students have completed 60 percent of the payment period for their program, they have earned 100 percent of the Direct Loan funds they were scheduled to receive during the period, and no refund to Title IV programs will be made.

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

Please see the “Absences and Leaves” section for information on these topics.

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 educational 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

The 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 the following directory information without prior approval from the student:

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

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

**IMMIGRATION—ENTRY TO THE UNITED STATES**

If you require a visa to complete clinical rotations in the United States, it is your responsibility to plan accordingly and 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.

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

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 8 semesters of academic coursework leading to the degree of Doctor of Medicine (MD). At the end of every semester, the Promotions Committee evaluates each student’s academic progress to ascertain if the student is making satisfactory academic progress toward the MD.

The following criteria constitute SAP:

1. Completing the required basic science courses (Semesters One through Four & BSIC Intercession) in no more than seven semesters and passing all coursework while on academic probation
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.

US FEDERAL SAP STANDARDS FOR ELIGIBILITY TO RECEIVE AND KEEP FEDERAL FINANCIAL AID
SAP is reviewed by the Financial Aid Office (FAO) at the end of each semester for every Direct Loan borrower who has attempted or completed coursework in that semester. The reviews are handled for each group of students as follows:

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

**Evaluation Based on Qualitative and Quantitative Criteria**

There are two criteria students must satisfy to be viewed as making SAP for US financial aid purposes—qualitative (grade point average) and quantitative (attempted credit threshold)—which includes a measurement of the pace at which students are progressing through their program.

All non-remedial institutional and transfer coursework including repeated courses attempted by the student regardless of whether or not the student received US financial aid for the coursework are included in the FAO’s SAP reviews. Although repeated courses and courses with grades of incomplete or withdrawal may not be included in cumulative GPA, they are included in the student’s attempted credit total for the determination of pace and attempted credit threshold.

1. **Qualitative standard**: The qualitative standard measures whether the student has achieved the minimum cumulative grade point average (GPA) required to make satisfactory academic progress toward the MD degree. AUA’s students must have achieved a cumulative average of at least a pass (P = 70 percent on a 100-point grading system). Students repeating semester one will not have a calculated GPA at the end of the semester. Satisfactory academic progress will only be measured based on the progression rate as specified below.

2. **Quantitative standard or attempted credit threshold**: The number of credit hours for which a student may receive US federal aid may not exceed 150 percent of the credit hours required to complete the degree.
   a) **Pace**: The quantitative measure evaluates the student’s pace of progression through the medical education program within the maximum time frame. The pace of progression is calculated by dividing the cumulative course credits that the student has successfully completed by the cumulative course credits that the student has attempted.
   b) Students in their first academic year are subject to a pace of progression rate of 50 percent. Students in their second year or higher are subject to a pace of progression of 67 percent. Please note that courses with a grade of W, WP, WF, and I are counted in the attempted credits. Transfer credits accepted will count as attempted and completed credits for the calculation.

**Failure to Maintain SAP—Financial Aid Consequences**
Financial aid warning status: Students who fail to meet one or more of the standards for meeting SAP are placed on financial aid warning status and may continue to receive US federal loan disbursements for one semester but will be expected to meet the minimum standards by the end of the warning semester to continue to receive financial aid. Failure to meet the minimum standards after a warning semester results in financial aid suspension.

Financial aid suspension: Students who fail to meet the minimum SAP requirements for one or more of the following reasons will have their US federal aid suspended:

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

Financial aid SAP appeal process: Students whose aid eligibility has been suspended may apply for reinstatement on a probationary basis by submitting an SAP appeal letter to the FAO. Appeals are accepted for the following conditions only:

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

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

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

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

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

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Students who have their aid eligibility suspended after a probationary period may re-appeal and receive probationary eligibility status again only if new extenuating circumstances, which are unique from the previous appeal, can be documented as existing and now resolved.

Students whose current appeals have been denied are encouraged to submit an appeal for a future term only if there is significant improvement in performance since the previously denied appeal and they appear able to meet SAP standards within their maximum timeframe.

**STUDENT ADVISING PROGRAM**

**Policy and Procedure**

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

The institution currently utilizes a Split Model of advising, as defined by the National Academic Advising Association, 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 ED. 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**

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

The ED chair or his or her designee will follow up with all faculty advisors and students to ensure that participation in the program is fulfilled.

- Students are welcome to visit the ED 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, ED, the Dean of Students, Residential Services, etc.
If, after the block one exam for Semester-One students, students are considered at risk academically, they will be enrolled in the Academic Success Program, a mandatory remediation program through the ED. Students considered at risk will be notified, enrolled in the program, and must meet all the 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 teaching sessions. Students will be notified when attendance is optional for any given session. Faculty facilitators will record attendance at the beginning of each learning 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 30 or fewer minutes after the designated starting time will be reported as tardy to the attendance officer. Accumulating three tardies will be counted as an unexcused absence. Tardiness that does not reach the aforementioned level may still have a negative impact on the student’s facilitator grade. Students arriving more than 30 minutes late will be counted as absent.

Consequences for Unexcused Absences

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

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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, whose decision will be final.

*BSIC Intersession for students not eligible to take Step 1 after S4.

**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 on academic or nonacademic probation 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 repeat a semester or had previously taken an extended leave of absence, may not be eligible for further federal student loans for some or all of the remaining portion of their medical school education at AUA. Students are advised to consult with AUA’s Office of Financial Services to better understand how taking an LOA may impact their private and/or federal loans.

**BASIC SCIENCES: SEMESTERS ONE THROUGH FOUR & BSIC INTERSESSION**

There are two types of leaves of absence available for students enrolled in Basic Sciences Semesters One through Four & BSIC Intersession:

- A **short-term leave of absence (SLA)** begins at a point in time during a semester but can only be in effect for a maximum of 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 semester or at the end of a completed semester. An ELOA during the semester remains in effect until the start of the following semester. An ELOA at the end of a completed semester starts on the last date of the semester and continues through the next semester. Students can only take one semester off throughout their basic sciences.

Grading during an extended leave of absence in Basic Sciences Semesters One through Four:
Students who are granted an ELOA during a semester and who do not complete the semester will receive a grade based on the following structure:

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

Any students who apply for an ELOA but receive a failing grade in their block exams will not be eligible for an ELOA and must withdraw from the university if they are unable to resume their studies.

**CLINICAL SCIENCES: SEMESTERS 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 their fourth semester 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 their fourth semester 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

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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 Semesters One through Four, or BSIC Interession. 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.

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) or a Temporary Withdrawal (TWD) on Tuition Account

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

An ELOA during a semester or a TWD will have no effect on tuition account balances except in cases in which AUA was required to return unearned federal loan proceeds to the US Department of Education. In such cases, students will still be obligated for any earned tuition (i.e., for the time in attendance). Students may be eligible to obtain these funds from the US Department of Education when they resume their studies; students will not be eligible for a loan to cover non-institutional charges (that portion of the students’ cost of attendance for expenses other than tuition, fees, and charges due directly to AUA). Any account balances owed at the time that an ELOA or TWD begins will remain due and payable, and late fees will apply until the account is paid in full. Any remaining credit balance—after appropriate tuition adjustments have been made at the beginning of an ELOA or TWD that has not been applied to other obligations owed by the 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 semester in which the students return to their studies.

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

Extended Leave of Absence (ELOA) Beginning after a Completed Semester
An ELOA that begins between semesters will have no immediate effect on the student’s tuition except that late fees will apply to any outstanding balance until the account is paid in full.

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

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

**Procedures and Policies for Obtaining 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 science 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 on academic or non-academic probation and may not be failing any course (including block exams or clinical rotations) at the time of application or at the time that the leave commences. Students who have received any failing grades from their block exams or from a clinical rotation cannot request, and will not be granted, an LOA. In such cases, students in need of time away from their studies must withdraw from the school (see the “Withdrawals” section below). Students who must repeat a semester or a clinical rotation are on academic probation and 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.
  o 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 Absences” 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 (such as academic probation).

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 semester; they must withdraw completely from AUA.
• Students withdrawing from AUA before all block one exams will receive a grade of W for all enrolled courses. If students withdraw after any block exams, they will receive a grade of WF (withdrawn failing) or WP (withdrawn passing) in each enrolled course.
• Refund calculations, if required, are based on the official withdrawal date, as determined by the Office of the Registrar.
• Students who receive WF in any course at the time of withdrawal will be reviewed by the Admissions Committee to determine whether they are eligible for readmission.
  ○ Students failing one or more courses at the time of withdrawal will be put on academic probation if they are readmitted.
• Any students who apply for an extended leave of absence but receive a failing grade for their block exams must withdraw from the university.
• Students who wish to withdraw during basic sciences must submit their signed withdrawal form and complete the withdrawal process within 14 days from their last date of attendance. Failure to comply with this requirement may result in administrative withdrawal from the university.
A student withdrawal (WD) is a full termination of the student’s enrollment at the university. The Office of the Registrar 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 semester and do not return to the following semester, without receiving approval for an extended leave of absence.
- They fail to complete online registration and/or in-person confirmation for the following semester.
- 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](http://www.studentloans.gov). The results will be sent to the NSLDS.

**READMISSION**

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

Students who are ineligible for readmission will not be considered by the Admissions Committee. Students who have been dismissed or administratively withdrawn are not eligible to apply for readmission to the university; they must submit an appeal to the Appeals Committee. Please see the Appeals Committee section for additional information.

If students are readmitted (RADM) and return to their approved basic sciences semester 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**

**Summative Examinations**

1. Students will take three summative (block) examinations, B1, B2, and B3 in spring 2018. In Semester Three (S3) and Semester Four (S4), students will take a single exam in each block on a single day, according to a schedule published in the academic calendar.
2. The block exams will consist of US Medical Licensing Examination (USMLE)-style multiple-choice questions and will be administered on the SofTest/ExamSoft testing software. The number of questions in each exam will be based on the number of contact hours for each course or theme. The B2 and B3 exams are cumulative: the number of questions includes up to 20 percent of questions on already tested material. The exams are cumulative within the same semester only, not across semesters (e.g., S2B2Physiology will contain up to 20 percent of questions on material from S2B1Physiology but not on any S1Physiology material). The time per question will be 1 minute and 30 seconds.
3. Makeup exams will be administered to students with an approved leave of absence (LOA) or with the special permission from the Dean of Students. There will be no makeup exams for the formative exams or the retest exams.
4. The start time for the block exams will be 8:30 a.m. The exam rooms will be opened at 8:15 a.m. to allow students to be seated. Students who are not in their exam rooms at 8:30 a.m. will not be seated and will miss the exam.
5. Block exams are summative; students will not see the raw scores or reviews upon completing the exams.
6. Students who notice errors or inconsistencies in questions during the exam are encouraged to email the Student Government Association (SGA) immediately after the exam. The SGA will collate the concerns of the class and email them to examcenter@auamed.net by 9:00 a.m. on the day after the exam.

7. The Examination Center will publish the grades by noon on the second working day after the exam. The grades of students who have not submitted the surveys to evaluate the faculty and courses during the semester will be withheld for a minimum of two working days after the release of the results, until the surveys have been submitted.

Formative Examinations

1. Three formative examinations, F1, F2, and F3, will be administered in spring 2018. Each S3 and S4 will include a single exam in each block on a single day, according to a schedule published in the academic calendar.

2. The formative exams will consist of USMLE-style multiple-choice questions and will be administered on the SofTest/ExamSoft testing software. The number of questions will be based on the number of contact hours for each course or theme. The F2 and F3 exams will not be cumulative (i.e., the questions will be only on material that was covered within the respective block up to 2 working days before the day of the exam). The time per question will be 1 minute and 30 seconds.

3. Students will not see the raw scores upon completing the exams.

4. Students who notice errors or inconsistencies in questions during the exam are encouraged to email their SGA immediately after the exam. The SGA will collate the concerns of the class and email them to examcenter@auamed.net by 9:00 a.m. on the day after the exam.

5. The overall score on each formative exam will be worth 2 percent of the final course grade in each course.

6. The Examination Center will publish the grades by noon on the second working day after the exam. Students will receive feedback on the formative exams, including all questions, answers, and explanations via ExamSoft.

7. There will be no retake or makeup tests for formative exams.

Retest Examinations

1. Retest exams will be administered at the end of the semester, after the academic promotion decisions have been made and communicated to the students. Retest exams will be specifically allowed by the Promotions Committee to S3 students with a total score of 65 to 69 percent in one course only and while not on academic probation.

2. There will be no retest exams for S4 students.

3. The retest exams will test material from all three blocks in the semester. All retest exams will be scored as a whole (not per course), and the scores will be capped at 70 percent: students who answer correctly 70 percent of all questions on the retest exam will be promoted to the next semester.
Comprehensive National Board of Medical Examiners Examinations

1. The Comprehensive National Board of Medical Examiners (NBME) examinations will be administered to S3 and S4 students and will account for 20 percent of the final grades for all courses.
2. Comprehensive NBME examinations will be administered on the NBME testing software, and the scores will be published by the Examination Center. There will be no makeup or retake of the Comprehensive NBME examinations. The dates and times for the Comprehensive NBME examinations will be published as soon as they are confirmed by the NBME.
3. Students who achieve a score of 72 or higher on the Comprehensive Basic Science Examination (CBSE) in the fourth semester will be certified to sit for the USMLE Step 1 exam and can opt to waive the Basic Science Integration Course (BSIC). Final approval for waiving the BSIC is at the discretion of the Executive Dean.
4. If students pass the CBSE and are approved to waive the BSIC, they must take and pass the USMLE Step 1 exam within 8 weeks of achieving a certifying score on the CBSE. If they do not pass the USMLE Step 1 exam, they must enroll in the next BSIC and pass that course before moving on. If they pass the USMLE Step 1 exam, they must complete an additional 10 weeks of clinical electives.

BASIC SCIENCE INTEGRATION COURSE (BSIC)

Examinations within the Basic Science Integration Course

1. Three examinations will be administered for the BSIC.
2. BSIC exams will consist of US Medical Licensing Examinations (USMLE)-style multiple-choice questions and will be comprehensive in nature.
3. Attendance is required and will be monitored in the same fashion as it is for the rest of the basic sciences curriculum (see the “Attendance” section).

The grading for the BSIC will be composed of the following:

1. **Exam 1**: 25 percent
2. **Exam 2**: 25 percent
3. **Comprehensive Basic Science Examination (CBSE) 2**: 50 percent (up to 50 points, based on a percentage of the earned score)

BSIC Criteria for Promotions

1. Students who achieve a grade of 70 percent and above in the BSIC and pass the CBSE2 will be required to sit for the USMLE Step 1 exam within 8 weeks.
2. Students who achieve a grade of 70 percent and above in the BSIC but fail the CBSE must retake the CBSE3. 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 percent in the BSIC and pass the CBSE2 will be placed on academic probation and will be required to repeat the BSIC and retake the CBSE3. If students pass the BSIC and CBSE3, they will be required to sit for the USMLE Step 1 exam within 8 weeks. Students who fail the BSIC and CBSE3 while on academic probation will be subject to dismissal.

4. Students who achieve a grade of below 70 percent in the BSIC and fail the CBSE2 will be placed on academic probation and must do the following:
   a. Meet with the Education Department (ED) for a personalized study plan, then take the CBSE3 with the next fourth semester class in Antigua.
   b. Students who fail the CBSE3 must repeat the BSIC, retake the CBSE4, and if they pass the BSIC and CBSE4, they must sit for the USMLE Step 1 exam within 8 weeks.
   c. Students who fail the BSIC and CBSE4 while on academic probation will be subject to dismissal after four failed attempts at the CBSE.

**NBME Comprehensive Basic Science Examination (Post-Antigua)**

The fee for each attempt is $150; students can make their sitting fee payment online via CASHNet. Students are required to submit their receipt of payment to the Office of the Registrar and complete the registration requirements no later than 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 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.

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

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

**United States Medical Licensing Examination Step 1 (USMLE Step 1)**

Students are eligible to sit for the USMLE Step 1 after achieving a minimum required score 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. 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 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 Step 1 testing windows will be approved.

The Office of the Registrar closely monitors the time frames mandated by the university and the scores of all students on the 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 Step 1. Students who are unable to pass Step 1 by the end of this time period will be dismissed by the Promotions Committee.

As of January 1, 2018, the current passing score on USMLE Step 1 exam is a 194.

**CLINICAL SCIENCES**

**Clinical Science 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 subject 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 and CS. 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 and CS after additional studying. Please note that the required qualifying scores are fairly accurate predictors of outcomes on the Step 2 CK, but they do not guarantee either that students will achieve that score or even pass the exam. Additional study after having achieved a qualifying score is expected. Please note that the current passing score on CK is a score of 209.

The following rules and procedures apply:

**For all students who started their fourth core rotation before May 1, 2016:**

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

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

- 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 79 on any of their first three attempts or, if they have not achieved a qualifying score on any of their first three attempts, an 83 for the remaining two attempts.
- Students who fail to secure a qualifying score within those five attempts or within the time limits for making 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. 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 83 regardless of number of attempts remaining.
- 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 who’s approved Step 2 CK testing window of time lapses without an attempt will be required to re-sit for the CCSE and is subject to achieving a requalifying CCSE passing score of 83 or higher, as long as the maximum number of attempts have not been exceeded. No extension requests on Step 2 CK testing windows will be approved.

Any student who fails Step 2 CK three times will be dismissed from the university by the Promotions Committee. As students prepare for the USMLE Step 2 CK exam, they must be aware of AUA’s SAP policy that dictates completion of the 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, SIMPLE, CLIPP, CORE, WiseMD, and FM cases, as well as Kaplan High Yield Videos and Kaplan Online CK Prep, including access to the Kaplan Q-bank (please refer to the section resources for detailed information). In addition, clinical 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.
All students may register for certification on Step 2 CS after completing the six required core clerkships, passing the NBME CCSE, and completing an approved CS preparation program. Students may register for the CS preparatory program after receiving a qualifying score on the CCSE and completing at least five core rotations. Step 2 CS has developed into the most difficult USMLE exam with the highest failure rate for US and international students.

Currently the Kaplan Step 2 CS Live 1-day and 5-day programs, C3NY, Ximedus, and the NYCS Prep program are approved as live CS preparation courses. The Kaplan Live Online CS Program consists of five 3-hour live online interactive lecture sessions. The course is offered once a month generally from 6:30 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. Students who decide to attend an approved live (not online) preparation program in lieu of the live online program will receive a tuition credit of $300 after submission of proof of completion of such a live program.

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.

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 semester 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

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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 center 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 Center. Tests are to be scheduled on the same day and time but in a different location.

The Exam Center is responsible for coordinating the following:

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

Students are responsible for the following:

1. Being prompt and on time for tests. Students who arrive after the scheduled seating time will not be permitted to sit for the examination.
2. Adhering to the university’s honor code. Students suspected of academic dishonesty will be referred for disciplinary action.
Requesting Testing Accommodations for 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: If students are authorized to take the exam in a separate testing room, they must confirm their request for a separate testing room with the Office of the Registrar. There will be a $400 fee billed to students’ AUA account to cover the cost that NBME charges.

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

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

Candidates are required to be professional, civil, and respectful at all times while on the premises of the test center. All exams are continuously monitored by video and audio recording, physical walk-throughs, and through observation 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 candidates. 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 candidates 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 candidates 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.


GRADING SYSTEM

COURSE GRADES

At the end of each semester, a student’s overall academic performance is evaluated based on examinations and all other course requirements. The following grading system is used for course grades. Please refer to the course syllabus for additional details.
Grade | Quality Points
--- | ---
H 90–100%: | Honors 4.0
HP 80–89%: | High pass 3.0
P 70–79% | Pass 2.0
F below 70% | Failing 0
INC | Incomplete
IP | In progress
PNC | Pass—no credit
R | Course repeated in a subsequent semester
W | Withdrawal without current semester grades available
WP | Withdrawal with current passing semester grades
WF | Withdrawal with current failing semester grades

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

The university offers two full semesters in an academic year. In the basic science program, one credit hour is equivalent to one week of classroom or direct faculty instruction over a period of one semester. In the clinical science program, one credit represents 1 week of clinical rotations.

All grades are assigned by academic departments according to methods described in the respective course syllabi. Any questions or concerns that a student has regarding exam scores during the semester before the Promotions Committee meeting are to be directed to the respective course director.

One F grade per course will be forgiven when and if the student subsequently achieves a passing grade for the course. In such cases, the F grade will be replaced by an R grade that will have zero credit value and a zero quality-point value for the purpose of calculating the student's GPA. An R grade denotes a failed course that has been repeated and subsequently passed.

**CLINICAL GRADE REQUIREMENTS**

The clinical core subject shelf exam (CCSSE) will be graded in the same way as the core competencies are evaluated by the clinical preceptor. This CCSSE grade will be factored 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 and payment of $10 USD via CASHNet when requesting an official AUA transcript. 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, the Office of the Registrar will process the request accordingly, within 3 to 5 business days. For transcript requests to institutions overseas, students will be notified of the appropriate overseas postal costs, which will be incurred by the student.

**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**

**BASIC SCIENCES CRITERIA**

1. Students must achieve a score of 70 percent or above in all courses and pass all course requirements to be promoted to the next semester. The final average in a course will be the average of the block exams (see course syllabus for specific details). In semesters three and four, 20 percent of the final grades in all courses will be from performance on the NBME Comprehensive Basic Science Examination (see “Examinations”). Courses may require pass/fail grades for additional activities (see course syllabus for specific details).

2. Professionalism will be evaluated on a pass/fail basis (attendance, participation, etc.). Students should be apprised of expectations and counseled twice if they are failing.
professional expectations. On the third instance, they may receive an F for lack of professionalism, resulting in failing the course.

3. Students must pass all requirements of a course to receive a P in the course.

4. Students who receive an aggregate (weighted mean) score of less than 55 percent may be dismissed, even if they pass one or more courses.

5. Students may be dismissed for failing any registered courses regardless of their aggregate (weighted mean) score.

6. Students in semester three with a final grade between 65 and 69 percent who are failing in no more than one course and are not on academic probation may be eligible to retest for the final exam. The only course grades awarded following a retest will be F or P. Retests must be completed prior to the commencement of the next semester.

7. Any student failing any courses may be required to repeat the semester to ensure proper academic preparation.

8. Due to the integrative nature of the material in semester four, retests are not permitted during semester four. Any student who fails a course in semester four and is not on academic probation will be required to repeat the entire semester.

9. Students who receive an aggregate (weighted mean) score of 55 percent or less following retests may be dismissed.

10. Students who receive a score below 70 percent on any retest must repeat the entire semester and will be placed on academic probation during the duration of that semester.

11. Students who receive a score of 70 percent and above on any retest exam are promoted to the next semester and are placed on academic probation for the duration of that semester.

**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

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.

ACADEMIC PROBATION

Basic Sciences

1. Students who repeat a semester are on academic probation until they successfully complete the next semester.
2. Students on academic probation will be required to work with and follow recommendations from the Education Department (ED).
3. Any student who fails a course while on academic probation may be subject to dismissal.
4. Repeating semester one students are automatically enrolled in the mandatory Reboot program. The program is designed to support student success and includes proven study strategies for medical education and assistance in the implementation and practice of said strategies. Reboot is delivered in a supportive, student-centered collaborative learning environment.

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

Clinical Sciences

1. Students who fail a clinical clerkship must repeat the clerkship and will be placed on academic probation.
2. Students who fail the same clerkship twice are subject to dismissal.

DISMISSALS

Students are subject to dismissal under the following circumstances:

- Receiving an aggregate (weighted mean) score of less than 55 percent during basic sciences
- Failing a course while on academic probation
- 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 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 for the final decision.

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

All official communication from the Office of the Registrar will be directed only to students’ AUA email accounts. The Promotions Committee sends letters of dismissal to students at their registered address. The Office of the Registrar sends grade reports and letters regarding course failures and academic probation as email attachments to students’ registered AUA email addresses. All students are responsible for 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 do not understand or 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.

Retest exams are not subject to an appeal. No student appeals will be entertained following the retest period. All appeals must be submitted for consideration prior to the retest period. Grades posted following the retest period are final and not subject to appeal.

All appeals must be forwarded to the Appeals Committee using the electronic form attached to the official grade report. 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 semester. 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 only. The committee receives and investigates appeals, then forwards the appeal along with a recommendation to the Executive Dean.

Depending on the type of appeal and based upon the case review, the Appeals Committee makes a recommendation to the appropriate dean (see below), who is the sole arbiter rendering the final decision.

The final decision on the appeal will be communicated to the student by the dean’s office in writing. The decision of the Executive Dean is not subject to further review and cannot be appealed.

**TYPES OF APPEALS**

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 dismissal (with the exception of dismissal for actions that are not eligible for appeal), they have the right to appeal.

**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**

After completion of the Step 1 application, students will be prompted to print the Certification of Identification Form 186. All new applicants to ECFMG who require identity verification will obtain that verification from a Notary Public, First Class Magistrate, Consular Official, or Commissioner of Oaths instead of their medical school. After the Form 186 is notarized, students are required to mail the Form 186 directly to ECFMG (students are strongly recommended to use FEDEX so it can be tracked) at IWA-ECFMG, 3624 Market Street, 4th Floor, Philadelphia, PA 19104-2685.

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.ecfmg.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](http://www.nrmp.org), contains valuable information on the process.

**The Electronic Residency Application Service**

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

**Canadian Resident Matching Service**

CaRMS, or the Canadian Resident Matching Service oversees the Canadian match for Canadian students seeking residencies in Canada. The CaRMS website at [www.carms.ca](http://www.carms.ca), provides all information regarding the Canadian match, including the additional 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](http://www.fsmb.org/state-medical-boards/contacts).

**STUDENT CONDUCT**

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

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

1. The honest and authentic execution of all responsibilities and the submission of all educational and clinical work without misrepresentation or falsification. Stealing, cheating, and plagiarism may result in dismissal.
2. Fulfillment of professional duties in a conscientious, reliable, and punctual manner.
3. Compliance with all regulations as set forth by the university and clinical sites (nonsmoking policies, library etiquette, classroom behavior, housing policies, general campus ethics), as well as civil laws and regulations established by federal, state, or local authorities.
4. Visible display of a university identification card (ID) at all times when on campus and when participating in university-sponsored events and activities and visible display of the hospital ID when participating in clinical clerkships.
5. No possession of illegal drugs, alcoholic beverages, firearms, or weapons of any kind. These items are strictly prohibited by the university on its campus, in student housing, and at university-sponsored events. AUA enforces a zero-tolerance policy toward illegal substances.
6. Maintaining the proper patient-care environment.
7. Introducing yourself to all patients as a medical student.
8. Respecting patient confidentiality and discussing cases and patient information only in appropriate professional circumstances.
9. Discussing patient treatment with the attending physician if, after careful thought, the medical student believes that the ordered treatment may not be in the best interest of the patient.
10. Refraining from patient care when under the influence of any substance or in a state that prevents the student from functioning effectively and professionally.
11. Respect and compliance with all hospital rules and regulations.

UNIVERSITY OMBUDSPERSON

The ombudsperson is responsible for addressing and satisfying students’ concerns. This individual serves as the primary confidential resource to investigate complaints or issues and present recommendations to the president and Executive Deans. Responsibilities include crisis intervention, conflict resolution, and crisis management. The ombudsperson works with various departments to reach a solution and, where appropriate, suggest changes to policies that contribute to student complaints.

The ombudsperson serves as the primary confidential resource to hear about problems or issues, inform students about rights and responsibilities, receive and potentially investigate any complaints or matters and bring them to the attention of various people to seek solutions, find resolutions, and make recommendations for changes in policy. Resolving issues may include the ombudsperson working together with department chairs, administrators, Executive Deans, the president, or others in order to fairly address issues or problems. The ombudsperson is also a resource to help students prepare to appear before a disciplinary board.
The ombudsperson’s duties are carried out in a neutral, informal, confidential, and independent manner. The ombudsperson does not advocate for any particular individual or group at the university but serves as an advocate for fairness and resolution. Talking with the ombudsperson does not constitute filing a formal complaint but rather provides a confidential forum where various options can be considered. Notes on conversations are not shared with others, and conversations are not recorded.

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

After the ombudsperson has been asked for assistance, he or she will take one or more of the following actions:

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

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:
For basic sciences students: 268-764-3555 or 268-484-8900, ext. 1165, or visit ED (third floor)
For clinical students in the United States: 212-661-8899, ext. 257
Email: Ombudsperson@auamed.net

STUDENT DISCIPLINE, DISCIPLINARY HEARINGS, AND APPEALS

AUA’s Student Disciplinary Committee is the investigative and judicial arm of the Offices of the Executive Deans in matters involving violations by students of non-academic university rules, regulations, policies, and codes of conduct and ethical behavior. It has no authority over academic matters except insofar any such matters also substantially involve nonacademic issues such as
cheating or academic dishonesty. The committee is composed of faculty and student representatives who are appointed by the Executive Deans.

It is the responsibility and obligation of all members of the university’s community, students included, to report to the Office of the Associate Dean of Students any instances of violations by any member of the community, students included, of violation of the university’s rules, policies, regulations, procedures, and codes of conduct and ethical behavior about which the member becomes aware. It is also the responsibility and obligation of all members of the university’s community to fully cooperate with the Student Disciplinary Committee in the performance of its work and provide such information and evidence as the committee may request and as the member may have or know. Failure of students to do either will constitute a violation of the university’s policies and code of conduct and ethical behavior and may subject them to disciplinary action by the committee.

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

Once a matter is referred by the associate Dean of Students to the Student Disciplinary Committee, the committee will give prompt notice to the student(s) involved and will designate a hearing panel to conduct further investigation if it deems such to be necessary or to conduct a hearing. The hearing panel shall consist of no fewer than three and as many as five members of the university’s faculty and at least one student representative.

Upon the determination of the committee that there is sufficient basis and evidence for the committee to charge student(s) with a violation of the university’s rules, regulations, or code of conduct, the committee will provide the student(s) with a brief statement setting forth the charge(s) against them, as well as the factual basis for them.

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

The hearing shall be closed; that is, except those persons who will participate in the hearing, members of the community or the public may not attend. Witnesses shall be permitted to attend only during such time that they are providing testimony and shall not discuss their testimony or any other aspect of the hearing that they may witness with others until the hearing is completed. The hearing panel’s chairperson shall determine whether and to what extent evidence or testimony offered should be permitted. All questions, testimony, and arguments shall be presented with appropriate decorum and courtesy. Badgering of witnesses will not be permitted.
Generally, at the hearing, the panel will present the witnesses and evidence in support of the charge; after the witnesses presented by the hearing panel provide their evidence, the student(s) charged shall have the right to examine the witness. Upon completion of the hearing panel’s presentation of witnesses and evidence, the student(s) charged will be afforded the opportunity to offer evidence and testimony of witnesses in defense of the charges. The hearing panel may question each of these witnesses upon the conclusion of questioning by the student(s). The hearing panel shall have the right, in its sole discretion, to alter the order in which the hearing will proceed.

The student(s) charged may ask the hearing panel to assist them in commanding the attendance of witnesses and/or the production of evidence reasonably within its power to command.

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

The charged student(s) shall not be entitled to legal counsel at the hearing but may be assisted by another member of the university’s community. Such assistants shall not be permitted to give testimony at the hearing.

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

The student(s) 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 student(s) charged fail to attend a duly scheduled hearing, the hearing panel shall proceed with the hearing and determine from the evidence presented whether the charges should be upheld and, if so, the discipline, if any, that the panel will recommend. Charged student(s) 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 of circumstances that they desire 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.

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 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 the acts, failures to act, events, or circumstances giving rise to the charges sustained 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 student(s) shall promptly be notified of the decision of the Executive Dean.

The decision of the Executive Dean shall be final and binding with no right of appeal or other review in any forum within or outside of the university unless the determination of the Executive Dean includes a sanction of probation, suspension, or dismissal. In all other cases, student(s) against whom a discipline has been imposed in accordance with the above procedures shall have the right to appeal to the president of the university. To appeal a decision of the Executive Dean, students must adhere strictly to the following procedures. Failure to do so shall be grounds for dismissal of the appeal.

1. The student(s) must give written notice of their intent to appeal the decision against them to the president within 14 days of the date that the decision appealed from is rendered.
2. The student(s) 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(s) wish the president to consider in determining the appeal. It may include an acceptance of the determination of guilt with a request for leniency. It may not include any matter, information, or evidence that the student(s) had not offered for consideration at the hearing except when the matter, evidence, or information was not available for presentation to the hearing panel at the time of the hearing or when it involves a claim that the decision appealed from was the result of failure of the hearing panel to follow the procedures above outlined or undue bias of the hearing panel.
3. The president shall consider the appeal on the basis of the written appeal and supporting documentation and will either render a decision on the appeal or consider further information, which the president will undertake to obtain through such means as are available to him or her, including the conduct of an additional hearing over which he or she will preside. If the president determines that a further hearing shall be conducted, the student(s) shall be entitled to representation of counsel of their choice. Any such further 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 of enforcements of discipline.
The decision of the president shall be final, binding, and non-appealable in any forum within or outside of the university. It shall be communicated to the student in writing.

If, at any time, or under any circumstances, the associate Dean of Students or either Executive Dean is unable to carry out their responsibilities due to conflict of interest, scheduling, disability, or any other reason as they shall, in good faith, determine, they have the right and duty to appoint their replacement from among the chairs in their department. 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 faculty or executive officers. In either of such cases, the appointed person shall have the rights, powers, responsibilities, and duties of the president or the dean 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 Executive Deans in matters involving grievances of any member of the AUA community against the university or other members of the AUA community. These grievances do not include academic matters (e.g., grades and promotions), matters that are within the province of the university’s Professional Standards Committee to administer, and/or challenges to the university’s educational or other policies. The committee is composed of faculty and student representatives appointed by the Executive Deans.

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

Filing a Grievance

Any member of the university’s community may file a grievance with the committee by submitting a written statement to the chairperson of the Grievance Committee. This statement should outline the nature of the grievance and should contain a brief statement of the facts and any relevant documentary evidence that support it. Upon receipt of a grievance, the committee’s chairperson will conduct an initial investigation to determine if there is sufficient basis to refer the matter either for mediation to be conducted by a member of the school’s faculty or administration (as appointed
by the Dean of Students) or to the Grievance Committee for further investigation and/or a hearing. The chairperson’s decision in this regard is final.

In the event that the chairperson refers a grievance for mediation that does not conclude satisfactorily for the aggrieved party, the aggrieved party may request that the chairperson refer the matter to the committee for further action. It shall be at the discretion of the chairperson to do so subject to appeal to the full committee of his or her decision in writing within 5 business days of the chairperson’s decision. The committee’s determination on the appeal shall be final.

Once it is determined that a hearing is required, the committee will give prompt notice to the members of the community against whom the grievance is made and designate a hearing panel consisting of two members of the university’s faculty and one student representative. The hearing panel may conduct further investigation as it deems necessary and conduct a hearing. The hearing panel will provide the party charged with a copy of the grievance against them, all documentary evidence in the possession of the committee relevant to the grievance, and the identity of all witnesses who the hearing panel expects will give evidence at the hearing.

If any person believes that the school or any of the school’s staff have inadequately applied the regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Section 504 of the Rehabilitation Act of 1973, or (3) the Americans with Disabilities Act, 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 the hearing panel determines 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 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 present the witnesses and evidence in support of the charge at the hearing. In cases where the university or any of its departments (including the office of either Executive Dean) is the grieving party, the hearing panel shall present the witnesses and evidence in support of the charge. After the witnesses of the grieving party provide their evidence, the party charged shall have the right to examine the witness. Upon completion of the grieving party’s presentation of witnesses and evidence, the party charged will be afforded the opportunity to offer evidence and testimony of witnesses in defense of the charges. The hearing panel may question
each of these witnesses upon the conclusion of or during questioning by either party. The hearing panel shall have the right to alter the order in which the hearing will proceed.

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

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

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

The parties, members of the hearing panel, and witnesses may appear at the hearing in person or by any other approved means (e.g., telephone 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 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 of the consequence, if any, which should be imposed. The charged party shall promptly be notified of the decision of the Executive Dean.

**Grievance Appeals**

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

1. The party 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 either Executive Dean is unable to carry out their responsibilities due to conflict of interest, scheduling, disability, or any other reason as they shall in good faith determine, they shall have the right and duty to appoint their replacement from among
the chairs in their department. 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 either of such cases, the appointed person shall have the rights, powers, responsibilities, and duties of the president or the dean whom they replace. In that case, all references above set forth to the president or Executive Dean shall be deemed a reference to the replacement.

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.


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 candidates.
6. Make or use illegal copies of copyrighted materials or software, store such copies on university systems, or transmit them over university networks.
7. Make disparaging comments about others or make statements, speak, or write on behalf of AUA 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 does not comply with the general principles presented 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 semester 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 noncontrolled 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

Insurance is available through the school from UnitedHealthcare (UHC). You are required to have insurance, but it does not have to be from UHC. We will submit your claims to UHC and Blue Cross Blue Shield for you. For any other insurance, you will need to pay at the time of service and submit the claim yourself for reimbursement. There is also a same-day self-pay option. Please make sure that the health center has your current health insurance information.
AUA STUDENT POLICY FOR SUBSTANCE ABUSE PREVENTION AND INTERVENTION

I. Policy

This policy is applicable to all students enrolled in credit courses in a degree-granting program at 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 well-being of coworkers, 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 abuse of alcohol and other drugs are preventable and treatable conditions 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.

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 or her designee (e.g., the Dean of 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 or herself, the University Counseling Center, Student Health Center, Crossroads, Alcoholics Anonymous, or 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 nonalcoholic 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 nonalcoholic 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. Furthermore, 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 resources 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 members of the university community who are concerned that an AUA student’s use of alcohol or other drugs may be causing the student to be impaired (see the definition of impairment in Section II.B. below) are encouraged to report their concerns to the director of UCS or the director of Student Health Center. For students at clinical sites, the Executive Dean of clinical sciences should be notified. He or she will contact identified
students and request they present for evaluation. (See section II.C.7 for additional details.) If it is ascertained that the identified student is impaired, steps 2 through 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 2 university or college business days of the offense. The Dean of Students or the Executive Dean of clinical sciences will take whatever action they deem 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 ensure that the Dean of Students or the Executive Dean of clinical sciences is informed. With the exception of staff in UCS or the Student Health Center, who are in a confidential patient–provider relationship, if AUA staff members are informed of the positive drug test, they will notify the Dean of Students, who will interview the student and take whatever action he or she deems appropriate. These actions include, but are not limited to, initiation of an intervention as outlined in steps 2 through 12 in Section II.C. (“Treatment”) of this policy. The students’ ability to complete their 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 him or 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 that 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. Students who voluntarily refer themselves to UCS or the Student Health Center for evaluation or treatment of problems related to alcohol or other drug use or abuse will retain their rights to confidentiality, in accordance with state, federal, and local laws.

2. If AUA students, faculty members, or any other member of the AUA community are concerned that a student may be impaired (see definition of impairment in II.B. above) they are encouraged to call UCS or Student Health Center to discuss their concerns. They are also encouraged to (1) refer the student to UCS or the Student Health Center for voluntary evaluation and/or treatment and (2) inform UCS or the Student Health Center of the name of the student being referred. The referring individual is encouraged to inform the Dean of Students; the Dean’s Office or the Executive Dean of clinical sciences 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 or the Student Health Center staff to provide information to the Dean’s Office, as indicated on the form. UCS or the Student Health Center will attempt to contact the referred student to schedule an evaluation. Students who are referred for voluntary contact with UCS or the Student Health Center will retain all rights to confidentiality accorded students who self-refer to UCS or the Student Health Center, with the exception that UCS or the Student Health Center will inform the Dean’s Office that the student reported or failed to report for evaluation.

3. If AUA students, faculty members, or any other member of the AUA community are so concerned about an allegedly impaired student that they believe that the situation warrants a mandated referral to UCS or the Student Health Center, they may elect to (1) discuss their concerns with a clinician at UCS or the 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 impacts 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, the 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 or the Student Health Center, he or she should request that the student sign a release of information form authorizing UCS or 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 sciences will determine an appropriate course of action, which could include but not be limited to a mandated two-session assessment at UCS or the 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 sciences will inform UCS, the Student Health Center, or an 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 sciences should inform UCS, the 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, the Student Health Center, or an 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, the Student Health Center, or an 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 students are mandated for assessment at UCS or the Student Health Center and do not report for the assessment, UCS or Student Health Center personnel will attempt to contact them. If UCS or the Student Health Center cannot contact students or they decline to complete an assessment, UCS or Student Health Center personnel (even in the absence of a signed release of information form) will inform the referring Dean of Students. UCS or the Student Health Center will also take reasonable steps to inform students that their dean will be informed of their nonparticipation in the mandated assessment or treatment.

9. If, after a two-session assessment at UCS or the 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 or Student Health Center personnel will inform the referring Dean of Students that the student has declined to sign a release of information form; the dean will then determine an appropriate course of action that could include disciplinary action.

10. If a Dean of Students is informed by UCS or the 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 or 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 sciences elects to place the student on an administrative withdrawal or invoke some other action that interrupts the student’s academic progress, prior to deciding whether to readmit the student, the Dean of Students or the Executive Dean of clinical sciences will mandate an evaluation at UCS, the Student Health Center, or by an approved practitioner, including treatment recommendations and the requirement that the student sign a release of information form allowing UCS or the Student Health Center to share with the Dean of Students their assessment regarding the student’s suitability for returning to 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 is recommended by AUA and the student has satisfied his or her legal requirements, the student may petition the appropriate dean for readmission. If such students are readmitted, they 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 or the 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 Student Health Center, and the Dean of Students will adhere to steps 2 through 12 as 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, the Student Health Center, or another designated program.

E. Status of Impaired Students

1. Students’ college administrations will make the decision about their status in their program of study, taking into consideration their academic and professional qualifications for the program of study and their compliance with the recommended treatment.

2. Providing impaired students follow the recommended treatments and assuming they remain academically and professionally qualified for their program of study, they 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 or abuse of alcohol or other drugs to UCS, the Student Health Center, 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 them after reasonable effort is made to obtain the facts on which such action is taken.

IV. Effective Dates of the Policy

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

LIBRARY

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

For more information, please contact Library Services at LibraryServices@auamed.net.

Resources

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

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

Students will find a copy of the Student Handbook on the library website as well as policies and procedures relating to the use of the library and its services.
Internet

The library provides free access to computer workstations and wireless internet access to students and faculty for learning, research, and teaching. The entire library has Wi-Fi hot spots. The university encourages students to bring their personal laptops to the library to take advantage of Wi-Fi connections.

The 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 24 hours, with the following conditions:

1. Wings B and C and the corridors on the second floor are kept open for 24 hours a day except from 8:00 to 10:00 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 Friday, including holidays, and 10:00 a.m. until 10:45 p.m. on Saturdays and Sundays, including holidays.
3. The study area on the third floor is kept open until 2:00 a.m. It will be open 24 hours a day during exam weeks, except 8:00 to 9:00 a.m. for cleaning.

Small-group teaching rooms (SGTs) may be used as and when these rooms become available. These can be reserved as study rooms in 3-hour blocks and may be assigned to groups of students. A group must include a minimum of four students to be allocated a study room. Based on the demands for SGTs, a group may be granted an extension if there are no groups of students waiting to reserve a room.

When making a room reservation, all students must provide the library assistant with the following:

• Name of student making the reservation
• Time for when the room is needed
• Number of students who will be using the room
The library assistant will make the reservation with the campus’s central scheduler. The library assistant will notify all relevant personnel of the room booking.

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 Grievance and Professional Standards Committees. 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 semester and/or the following semester.
8. Students are advised to be respectful to library staff. They must understand that the library personnel are performing their duties as assigned; 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.

BOOKSTORE
All required textbooks for Basic Sciences courses, selected recommended books, and diagnostic equipment are available at the AUA Bookstore at a very competitive price. For more information is available at [http://www.auabookstore.com](http://www.auabookstore.com).

**AUA-APPROVED HOUSING**

New students enrolled in basic sciences courses are required to live in housing approved by the university for one semester unless the university waives this requirement upon due application to AUA’s Admissions Department. 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.

**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 semester’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 semester 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 semester or term in which they are issued.

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

All vehicles using AUA grounds must be registered with the Government of Antigua and Barbuda as well as with the school. Students register vehicles with the Antigua and Barbuda Transport Board and Residential Services; faculty and staff register vehicles with the Administrator’s Office.

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

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

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

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 information. Please see the bursar to purchase a parking permit.

A new permit is required for each semester.

**Student Parking**

Students are **not** allowed to park in designated faculty and/or staff parking spots. At the discretion of campus security, students **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**

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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.

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 guards will be automatically referred to the Grievance and Professional Standards Committee. Any flagrant offense, multiple offenses, and/or three or more violations of the same offense in a semester will result in an automatic referral to the Grievance and Professional Standards Committee.

**CAMPUS RECREATION**

The primary function of the gym, tennis courts, sports field, 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 AND 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 semester by the student body; they must be full-time students in good academic standing. Dues are collected each semester.

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

All actively enrolled students are required to have health insurance coverage. A limited benefit injury and sickness plan (UnitedHealthcare) is automatically provided to all students who have not waived coverage. The premium period for students enrolled in semesters one through four runs the course of the semester—February through July and August through January—at a cost of $780.00 USD per period. For semester five and clinical sciences students, the premium periods occur on a trimester basis—January through April, May through August, and September through December—at a cost of $520.00 USD per period. If students are actively enrolled at any point within each premium period, they must have insurance coverage.

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

Students who would like to waive the school insurance policy need to do so in advance of the start of the coverage period. All students enrolled in semesters one through four need to provide adequate proof of coverage before February 1 (for the spring semester) or August 1 (for the fall semester). Semester five and clinical sciences students need to provide adequate proof of insurance before the start of any trimester premium period in which they will be actively enrolled.

Adequate proof of insurance can be as simple as providing a copy of the front and back of a student’s own insurance card. Note that the student’s name must appear on the card. If a student is covered by someone else, we will need to see documentation from the insurance company identifying the student as being covered under their policy. Proof of insurance should be emailed to insurance@auamed.org, along with a statement that the student would like to waive the school-provided health insurance coverage.

Students may request health insurance coverage for a spouse and/or dependent(s) by applying directly to UnitedHealthcare. Please contact bursar@auamed.org for help in this regard.

**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 the 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 third semester, 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.