

AMERICAN UNIVERSITY of ANTIGUA COLLEGE of MEDICINE

STUDENT HANDBOOK



The Student Handbook is published by the American University of Antigua College of Medicine for the students in the College of Medicine.

The rules and regulations outlined here are binding and must be adhered to by all AUA students, including those on leave. The rules and regulations of this institution are reviewed and revised periodically. Students are expected to be familiar with the most recent revisions of all AUA manuals and publications which can be found at the AUA website.

MESSAGE from the PRESIDENT

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

AUA's medical education program is modeled on those at United States medical schools. Unique among Caribbean medical schools, AUA is the only hospital-integrated medical school within the Caribbean. Consistent with the new paradigm in U.S. medical education, AUA students commence clinical training in their first semester at our hospital affiliate in St. John's, Antigua.

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

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

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

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

MISSION STATEMENT

The Mission of American University of Antigua College of Medicine (AUACOM) is to provide an excellent medical education to committed candidates in order to graduate skilled, ethical and caring physicians who will become lifelong learners with the ability to conduct and critically evaluate medical research. AUACOM's objective is to graduate physicians who have the necessary skills and knowledge to be able to face the increasing challenges healthcare presents globally and specifically in the United States, while breaking down the barriers that underrepresented minorities face in obtaining a medical education and subsequent licensure in the United States.

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ACADEMIC DEGREE PROGRAMS

4 YEAR M.D. DEGREE PROGRAM

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

- Basic Sciences: Four 16-week semesters (I - IV)
- Family Practice 1 / Internal Medicine 1: One 15-week semester (V)
- Clinical Sciences: Two years of rotations over five (5) semesters (VI - X)
- United States Medical Licensing Exam/USMLE Steps 1 and 2 CK & CS

BREAKDOWN OF CURRICULUM COMPONENTS AND COURSES

Basic Science Component, Semesters I - IV

- Gross Anatomy/Embryology
- Histology/Cell Biology
- Doctor, Patient and Society
- Neuroscience
- Medical Physiology
- Biochemistry
- Genetics
- Behavioral Science
- Microbiology
- Immunology
- General Pathology
- Introduction to Clinical Medicine
- Pharmacology
- Systemic Pathology

COURSE PRE-REQUISITES & CO-REQUISITES

Semester	Course	Prerequisite	Co requisite
1	Gross Anatomy/Embryology		
1	Histology/Cell Biology		
1	DPS		
2	Neuroscience		Anatomy/Embryology
2	Physiology		Anatomy/Embryology, Histology/Cell Biology
2	Biochemistry		Histology/Cell Biology
2	Genetics		Biochemistry
3	Behavioral Sciences	Neuroscience	
3	Pathology 1	Anatomy Histology Biochemistry	Genetics Physiology
3	Microbiology		Immunology Biochemistry
3	Immunology		Biochemistry
4	Pharmacology	All courses of 1 st to 3 rd semester	ICM Pathology 2
4	Pathology 2	All courses of 1 st to 3 rd semester	ICM, Pharmacology
4	ICM	All courses of 1 st to 3 rd semester	Pathology 2 Pharmacology
	BLS		
	ACLS	BLS	

Extended Basic Science Program (EBS)

A student in the Extended Basic Science Program (EBS) is required to take a reduced course load of only two (2) major courses per semester; thus, a decelerated academic status. A minor course may be added if available. (For major and minor courses see page 15)

A student may voluntarily enter the EBS. However, a student may be placed in the EBS by (i) the Admissions Committee, if an entering student, (ii) the Promotions Committee, if having failed one or more courses, or (iii) the Dean, after having been granted an appeal against a dismissal for academic reasons.

The Admissions Committee may place entering Med-1 students in the EBS. During their first semester of enrollment these students will take only Gross Anatomy/Embryology and DPS. The student may then take Histology as a block course during the semester break if offered. A student who takes and passes Anatomy, DPS and the Histology block course may be given the option of taking the full course load for Med-2. A student in the EBS who passes Anatomy and DPS but does not take the Histology block course will take Histology and no more than two of the Med-2 courses.

A student whom the Promotions Committee has placed on Academic Probation is automatically also placed in the EBS for at least one semester or until the student successfully completes the failed course. In general the failed course must be repeated at the earliest given opportunity. During the duration of academic probation the student will be allowed to only take two major courses (including the failed course) per semester. The Academic Placement Committee renders all course scheduling decisions for the student in the EBS.

A student who has been dismissed and whose appeal against the dismissal has been granted by the Dean is permanently placed in EBS until the student successfully completes the entire Basic Science component. These students will only take two major courses per semester until completion of the basic science segment. The Academic Placement Committee determines the course load for the student in the EBS for each semester anew.

GOOD STANDING and SATISFACTORY ACADEMIC PROGRESS

GOOD STANDING

A student remains in good standing by complying with all academic standards, policies, and regulations established by AUAIC and by satisfying all financial obligations to the University or its affiliated lender.

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

SATISFACTORY ACADEMIC PROGRESS

A student achieves Satisfactory Academic Progress by sustaining an acceptable level of academic performance within a specified time frame.

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

- ❖ Completing the required courses of the Basic Science component in no more than six (6) semesters and passing all coursework while on academic probation.
- ❖ Obtaining the minimum required certifying score on the comprehensive shelf exam within the number of allowed attempts
- ❖ Passing Step 1 in no more than three (3) attempts within one (1) year after completion of 5th semester
- ❖ Completing the 90-weeks Clinical Science component within 120 weeks;

- ❖ Completing the M.D. program in its entirety within 316 weeks or six (6) calendar years of attendance;
- ❖ Maintaining good academic standing.
- ❖ A student must maintain a minimum GPA of 2.0 at all times

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

The GPA for all Basic Science students will be calculated under the exclusion of failing (F) grades if the courses have been successfully repeated.

However, course failures will be reported as “F” on both Official and Unofficial Transcripts. The grades for successfully repeated courses will be reported as “R. If a student fails the same course twice, only one of the F grades will be changed to R upon successful repetition of the course.

In exceptional circumstances, determined on a case-by-case basis, the Promotions Committee reserves the right to allow a student to continue at the University while on probation, even if the student has not met all of the above requirements.

In such circumstances, however, the student may not be eligible for financial aid.

SATISFACTORY ACADEMIC PROGRESS for FINANCIAL AID ELIGIBILITY

A student must comply with the requirements of Satisfactory Academic Progress (SAP) to be eligible to receive financial aid.

In order for the University to determine student eligibility for financial aid, a review and assessment of a student’s academic achievement is conducted.

The standard by which the University evaluates a student’s achievement in nursing, premed, or basic instruction semesters 1 - 5 is as follows:

<u>Hours Earned</u>	<u>Minimum G.P.A.</u>
1+	2.50 for students with a matriculation date prior to September 1, 2009
1+	2.75 for students with a matriculation

date after September 1, 2009

The University will first evaluate the semester GPA (for the current semester) to determine loan eligibility. In the event that the semester GPA does not meet the requirement, the University will evaluate the cumulative GPA in order to determine loan eligibility.

The standard by which the University evaluates a student's achievement in clinical instruction semesters 6 - 10 is the attainment of a passing USMLE score.

Students who are enrolled for a total of 12 or more semester credits are considered full-time students. Students who are enrolled for a total of less than 12 but more than 6 semester credits are considered part-time students. In either case the student is eligible for financial aid provided s/he meets the above GPA criteria.

ACADEMIC POLICIES

ROLE OF THE PROMOTIONS COMMITTEE

All matters related to promotions fall under the jurisdiction of the College's Promotions Committee, which is comprised of senior faculty.

The Promotions Committee Chair enacts decisions made by the Promotions Committee. The Committee's decisions may be appealed to the appeals committee which reviews the student's appeal and submit their recommendation to the Executive Dean for the final decision.

The Academic Placement Committee determines the courses for students who are placed on academic probation.

EVALUATION OF ACADEMIC PERFORMANCE

At the end of each semester a student's academic performance is evaluated on the basis of the following rules:

- ✚ A student who ***fails all registered courses in any semester*** is subject to ***dismissal***;
- ✚ A student who ***fails any course in any semester*** is placed on Academic Probation. *The student **MUST** normally repeat the failed course at the earliest possible opportunity (the following semester or a block course, if offered) and can register for one more major course as directed by the Academic Placement Committee. A minor course may be added if available.*
- ✚ A student who ***fails any registered course*** while on Academic Probation is subject to ***dismissal***;
- ✚ *During the four **Basic Science** semesters, a student may be placed on Academic Probation **only twice**; A student who is placed on academic probation more than twice is subject to academic dismissal by the Promotions Committee*
- ✚ The four **Basic Science semesters** must be **completed** within a **six semester period**. Any student on Academic Probation must attend the University's Study Skills Program or be subject to dismissal for non-compliance.
- ✚ **Incomplete coursework** must be submitted by the end of the second semester after the Incomplete has been issued. **The INC automatically changes to F if a student fails to comply with this requirement.**
For more detailed information regarding the grade of Incomplete, please refer to page 30

A student who fails to pass the comprehensive shelf exams after three attempts may be subject to dismissal.

A student who fails to pass the USMLE step 1 after one year of successful completion of 5th semester may be subject to dismissal.

A student who fails to sit for and pass USMLE Step I within one year of completion of 5th semester will be dismissed.

GRADE POINT AVERAGE/GPA CALCULATION

The GPA for all Basic Science students will be calculated under the exclusion of failing (F) grades, if the course(s) has been successfully repeated. However, on successful completion of repeated courses grades of "F" will be changed to R on transcripts. In cases where students failed the same course more than once only one of the F grades will be replaced by R.

ACADEMIC PROBATION

A student who fails one or more courses will be placed on Academic Probation by the Promotions Committee. Academic Probation is defined as a period of time during which the student must do remedial coursework and successfully complete the course/s previously failed. For the duration of Academic Probation the student will be placed in the EBS and will be allowed to only take a significantly reduced course load (see below).

Any student placed on Academic Probation by the Promotions Committee for having failed a course must be aware that the probation does not automatically expire after one semester. The student will remain on Academic Probation until the failed course has been successfully completed.

A student who is on academic probation must seek guidance and regularly participate in the programs and activities offered by the Educational Enhancement Department.

A student who fails one major course will normally repeat the failed course at the earliest given opportunity and may take only one additional major course. A minor course may be added if available.

A student who fails two major courses will normally repeat both courses at the earliest given opportunity and may not add another major course. A minor course may be added if available.

A student who fails three major courses (while registered for more than three major courses) will normally repeat two of the failed courses the following semester and the last failed course the semester thereafter. During the semester where the student repeats the last failed course, the student will be allowed to add one other major course. A minor course may be added if available. The status of academic probation will last until all failed courses have been successfully repeated.

A student who fails a minor course only will normally repeat the failed course at the earliest given opportunity and may add two major courses.

Please note: a student cannot withdraw for academic reasons from a course for which the student has been placed on academic probation

Minor courses: DPS and Immunology

Major courses: all other courses

CRITERIA FOR ACADEMIC DISMISSAL

A student is subject to dismissal based upon the following:

- ❏ Failing all courses in a semester during the Pre-Medical and Basic Science Program;
- ❏ Failing any course while on Academic Probation;
- ❏ Failing to make Satisfactory Academic Progress. **(see also pages 10 and 11)**
- ❏ Not completing the four (4) semesters of Basic Science in six (6) semesters;
- ❏ Failing 5th semester twice
- ❏ Failing to receive the minimum certifying score on the comprehensive shelf exam within the maximum allowed number of attempts
- ❏ Failing to sit for and pass Step 1 within one (1) year of completion of 5th semester with a maximum of three (3) attempts;

✚ Repeated failure in core or elective clerkships

Please refer to the clinical guidelines for additional information about academic procedures and policies

PROCEDURAL and INFORMATIONAL GUIDELINES for COURSE GRADES, PROMOTIONS, and APPEALS

COURSE GRADES

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 and/or Department Chair.

PROMOTIONS, ACADEMIC PROBATION, & DISMISSALS

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

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

Actions of the Promotions Committee are final unless appealed.

APPEALS

If a student does not understand or is not satisfied with a Promotions Committee action, the student has the right to appeal. The deadline for receipt of appeals is ten (10) calendar days after grades or other pertinent information regarding the academic standing of the student are made available to the student. If, for any reason, a student is not able to access the grade report, the student is responsible for contacting the Chair of the Appeals Committee at appeals@auamed.net prior to the first day of registration. To avoid unnecessary registration complications, a student is to file the appeal immediately after having received their grade report.

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

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

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

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

The processing, decision making, and communication of the decision regarding an appeal normally takes no less than six (6) working days. Hence, the student may expect to receive communication concerning the appeal from the Dean's office at the earliest after about eight (8) working days from the date of receipt of the appeal.

Appeals for Basic Science Semesters I through IV

GRADE CHANGE APPEALS

If a student believes a grade was recorded improperly or unfairly, they should submit an appeal to the Appeals Committee.

APPEAL OF DISMISSAL

If a student receives a letter of dismissal, the student has the right to appeal. As is the case with all academic appeals, the prescribed appeal form attached to the grade report is to be used. A student also has the right to address procedural questions to the Committee appeals@auamed.net.

The Appeals Committee looks for **well-documented evidence** of extraordinary stress, 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, but may not be very helpful if the documentation is dated after the date of the examination.

The Appeals Committee makes a recommendation to the Executive Dean of the Antigua Campus. The Executive Dean makes a final decision regarding the appeal. The decision of the Executive Dean cannot be appealed.

5th Semester Appeals

Course Grades

If a student believes a grade for a 5th semester course was recorded improperly or unfairly, they should discuss the matter with the program director of the respective 5th semester site.. If the student feels that other than objective standards were used in the determination of their grade they may appeal the grade to the Appeals Committee. The Appeals Committee will review the case and make a recommendation to the Dean for the 5th semester.

Comprehensive shelf exam appeals

The score obtained in a comprehensive shelf exam cannot be appealed. However, the student may request regarding of the exam by the NBME.

Students who have reached or exceeded the maximum number of attempts at the comprehensive shelf exam without having obtained the minimum certifying score to sit Step I will be dismissed by the Promotions Committee. The student may appeal the dismissal to the Appeals Committee. The Appeals Committee will review the case and make a recommendation to the Executive Dean of the Antigua Campus, who will make a final decision that cannot be appealed.

Step I Appeals

A student who fails to sit and pass Step I within one year of completion of completion of 5th semester or who failed to pass Step I in 3 or more attempts will be dismissed by the Promotions Committee.

The student may appeal the dismissal to the Appeals Committee. The Appeals Committee will review the case and make a recommendation to the Executive Clinical Dean, who will make a final decision that cannot be appealed.

NBME TESTING RULES

Each student is expected to comply with NBME Comprehensive Basic Science Shelf Exam and NBME Subject Shelf Exam testing rules as follows:

- a) AUA IDs: A student must present a valid AUA Student ID. A student without a valid student ID will not be permitted to sit for the NBME Exam(s);
- b) Cell Phones: A student must turn off the cell phone before entering the NBME Exam(s) room. A cell phone remains in the student bag or carry case or with the Examination Chief Proctor to avoid any communication or photographic use/purposes. If a student turns on a cell phone or a student's cell phone rings during an Exam, the cell phone will be confiscated

by Examination Chief Proctor, who is permitted to assume that this is for the purpose of cheating. The student will be asked to leave the Exam Room and receive a grade of zero (0) for the Examination;

c) Electronic devices: No electronic devices, including IPODs and other MP3 and MP4 players with recording capability, are allowed in the Examination Room. If any student is found with an electronic device of this kind, the electronic device will be confiscated, the student will be asked to leave the Examine Room. The student will receive a grade of zero (0) grade for the Examination;

d) Food or Beverage: One (1) bottle of water per student is allowed in the Examination Room;

e) Writing Tools: Students pencils and pens will not be permitted in the exam room; the Examination Chief Proctor will provide pencils for the exam(s).

f) Watches will not be allowed in the exam room

g) Hats: A student wearing a hat with a brim will not be permitted into the Examination Room;

h) Scantron Signature: A student must sign the scantron sheets in the appropriate location. Failure to sign your Scantron may delay the reporting of ALL NBME Examinations;

i) Student ID number: A student is to enter his/her AUA Student ID number on the scantron sheets after the 0's. For example: 000059111 in order to fill all necessary spaces;

j) Illness: A student who is ill prior to NMBE Exams must notify the Examination Chief Proctor. Once a student has sat for the exam(s), the score is counted even if the student provides or submits a Doctor's note stating that he/she was ill during the Examination.

BLOCK COURSES

A Block course is given over a condensed period of time. It is a **complete course with the same number of contact hours and credit hours** as the course offered during a regular term.

Occasionally, a Block course may be offered during the academic year, but most Block courses are offered during the breaks. However, there is **no guarantee** that a particular block courses will be offered.

The minimum duration of a Block course is 10 days, with the equivalent of one contact hour of lecture/week per credit hour. For example, 90 lecture hours for a six-credit course and the

equivalent of 2 - 3 contact hours per week of laboratory per lab credit is then equivalent to 30 – 45 laboratory hours. In order for the University to offer a Block course, an appropriate faculty member for the specific course must be available and there must be a minimum class registration of five students.

A student must register with a Block course registration form. A student can only take one block course at a time. There is a mandatory **25% non-refundable deposit**.

The Registration schedule and deadline is dependent on the time the Block course is given and would be published in advance.

A student should first consult with the financial aid counselor to determine financial aid availability for the Block course and identify other considerations that may affect financial aid.

All matriculated Basic Science students are in principle eligible to take any Block course offered.

Students who have been dismissed cannot register for and take Block courses. However, students who have been dismissed, but filed an appeal against a dismissal, can register for and take block courses as non-matriculated students, while the appeal is pending. The student will receive credit for the block course only if the appeal is granted and the student is reinstated.

In general, a student can take a total of two (2) Block courses during the Basic Sciences.

In general, courses with six (6) or more credits will not be offered as Block courses.

TESTING ACCOMMODATIONS

AUA recognizes the right of students with certified disabilities to appropriate test access and accommodations.

PURPOSE of TESTING ACCOMMODATIONS

The purpose of testing accommodations is to enable students with disabilities to participate in assessment programs on an equal basis with their non-disabled peers. Testing accommodations provide an opportunity for students with disabilities to demonstrate mastery skills and attainment of knowledge without being limited or unfairly restricted due to the effects of the disability.

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

Testing accommodations are neither intended nor permitted to:

- a) Alter the construct of the test being measured or invalidate the results;
- b) Provide an unfair advantage for students with disabilities over students taking tests under standardized conditions; **AND/OR**
- c) Substitute for knowledge or abilities that the student has not attained.

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

Usual testing accommodations provided at AUA include:

- Time and a half for quizzes and examinations;
- A quiet, interruption-free environment with comfortable chairs and table or desk space;
- A proctor remaining in testing area.

Additional accommodations may be provided as determined on an individual basis by **UNIVERSITY COUNSELING SERVICES**

PROCEDURES for REQUESTING TESTING ACCOMMODATIONS

The procedures for requesting testing accommodations are as follows:

- Students requesting accommodations must notify and bring their documentation to **UNIVERSITY COUNSELING SERVICES**. Appropriate documentation that indicates the disability and need for testing accommodations must be on file **WITH UNIVERSITY COUNSELING SERVICES**.
- Notification of the appropriate accommodations will be provided to the Course Director and Exam Center by the **DIRECTOR OF UNIVERISTY COUNSELING SERVICES**.
- Students should discuss with each Course Director their intent to use testing accommodations for quizzes and tests at the beginning of each semester.

Please note:

Students with disabilities have the right to privacy and confidentiality about their disability. Instructors will be informed about the need for a student to have testing accommodations but not **HIS/HER** their documented disability. Instructors and proctors should not ask a

student why they need testing accommodations, nor disclose the names of the students requiring testing accommodation to other parties (especially other students).

PROCEDURE for PROVIDING TESTING ACCOMMODATIONS

While the documentation of a student's disability and determination of the appropriate, reasonable accommodation are responsibilities of **UNIVERSITY COUNSELING SERVICES**, accommodations will be provided by the **EDUCATIONAL ENHANCEMENT DEPARTMENT**. Tests are to be scheduled on the same day and time they are given in class (unless otherwise approved by Course Director).

THE EDUCATIONAL ENHANCEMENT DEPARTMENT IS RESPONSIBLE for coordinating the following:

- A quiet, comfortable location for the test;
- A proctor for the test;
- Private, confidential dissemination of the location to students with testing accommodations;
- Alternative versions of tests if the usual format does not allow for testing accommodations (showing PowerPoint slides in class and having students identify components).

COURSE DIRECTORS WILL BE INFORMED BY THE DIRECTOR OF UNIVERSITY COUNSELING SERVICES OR BY THE DIRECTOR OF EED REGARDING STUDENTS APPROVED FOR TESTING ACCOMMODATION

Students are responsible for the following:

1. Being prompt and on-time for tests. Student who arrive more than 15 minutes late will have the additional time deducted from their allotted testing time;
2. Adhering to the university's Honor Statement. Students suspected of Academic Dishonesty will be referred for disciplinary action.

Please note:

Students who are interested in getting testing accommodations for the USMLE Steps must have a history of using testing accommodations for their basic science courses.

NBME requires documentation from **UNIVERSITY COUNSELING SERVICES** that students were approved for testing accommodations and have used testing accommodations as part of their coursework in the basic sciences.

GRIEVANCES and DISCIPLINARY ACTION

The University's policies regarding disciplinary action apply to non-academic matters.

Disciplinary actions may include, but are not limited to, verbal reprimand, written reprimand, required restitution, and suspension or expulsion from the University.

AUA students are encouraged to address any academic or non-academic concerns with their Professors, Faculty Advisors or Deans.

The Grievance and Disciplinary Committee is composed of faculty and student representatives. It is the investigative and judicial arm of the Dean's Office. The Grievance and Disciplinary Committee has authority over all matters referred by the Dean, the Dean of Student Affairs, the Student Government Association, students, and faculty.

The Chair of the Grievance Committee will generally call a meeting within 48 hours notice; however, under special circumstances the Chair of the Grievance Committee may call a meeting with only 24 hours notice.

A student should be given 48 hours written notice of a grievance that is being brought against him/her. In the event of a student being accused of conduct that is considered a danger to the student or other students, faculty, or staff, the Executive Dean on the Antigua campus or the Dean of Clinical Sciences can issue a temporary suspension of the student and hold a grievance within 24 hours.

No party has the right to counsel in the context of a disciplinary and grievance hearing.

The Dean reviews the recommendations and issues a final determination to the Grievance and Disciplinary Committee that is forwarded to the President.

A student may appeal any recommendation of suspension or dismissal authorized by the Grievance and Disciplinary Committee and executed by the Dean. The student must give written notice of intent to appeal the Committee's decision to the President's Office within ten days of receiving a decision. The student has the right to counsel and to present witnesses and documentary evidence.

The President and at least one other non-involved administrator will hear the appeal.

The three-part appeal process is as follows:

- The written appeal must be received by the President's office no later than fourteen (14) calendar days after receipt of the notice to appeal.
- The appeal must be heard within two (2) weeks after receipt of the written appeal.
- The decision on the appeal will be communicated to the student in writing within one (1) week after the final decision has been made by the President.

PROFESSIONAL CONDUCT and ETHICAL BEHAVIOR

It is incumbent upon each student at the University to maintain the highest level of ethics and morals, and to conduct **HIMSELF/HERSELF** in a manner befitting a physician.

Professionalism includes appearance and proper hygiene, demeanor, behavior and conduct, integrity, intellectualism, honesty, and respect for others.

Students must be aware at all times that they are representing the University.

These standards apply to all 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 Disciplinary Committee.

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

- a) 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;
- b) Fulfillment of professional duties in a conscientious, reliable, and punctual manner;
- c) Compliance with all regulations as set forth by the University (non-smoking policies, library etiquette, classroom behavior, housing policies, general campus ethics), as well as civil laws established by local authorities;
- d) Visible display of University Identification Card at all times when on campus and participation in University-sponsored events and activities;
- e) Possession of illegal drugs, alcoholic beverages, firearms or weapons of any kind. These items are strictly prohibited by the University on its campus, students housing, and at University-sponsored events. AUA enforces a zero-tolerance policy towards illegal substances.

- f) Maintaining the proper patient-care environment:
- g) Introducing yourself to all patients as a medical student,
- h) Respecting patient confidentiality and discussing cases and patient information only in appropriate professional circumstances;
- i) 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;
- j) Refraining from patient care when under the influence of any substance or in a state which prevents you from functioning effectively and professionally;
- k) Respect and comply with all hospital rules and regulations.

ETHICS COMMITTEE

This committee consists of five student members, one faculty advisor and one faculty observer. The committee is charged with the maintenance of ethical standards among the student body and addresses all complaints of ethical misbehavior within the student body. **[THIS IS CORRECT BUT THE ETHICS COMMITTEE HAS NOT BEEN FUNCTIONING FOR SEVERAL MONTHS.]**

Vaccinations during Clerkships

All students in rotations (including rotations in hospitals in Antigua) must meet the vaccination requirements. For information regarding vaccination requirements please contact the Department of Clinical Medicine (basic science students) or the Clinical Department (5th semester and clinical students).

HOLIDAYS

AUA is a non-sectarian secular institution.

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

Exams and GRADING

All grades mandated and implemented by AUA are maintained by the Vice President for Student Services and University Registrar

The Grading System for each course will appear in the Course syllabus.

The faculty is responsible for informing the students about the Grading System, policies, and test schedules during the first week of each semester.

The minimum score for subject shelf exams is **56**. A student who does not reach that score will automatically fail the course, irrespective of mini exam and, if applicable, laboratory exam scores. Reaching the minimum score of 56 is not passing the shelf exam. Rather, the student only becomes eligible for being considered passing the course.

Currently a minimum score of 63 applies only for the Comprehensive Shelf exam. The minimum score will be 64 from January 2011

Shelf exams are prepared, administered and graded by the NBME. Any request for regrading of a shelf exam must be submitted in writing to the Associate Dean of Academic Organization (Executive Chief Proctor for the NBME). Regrading takes about 6 weeks and is subject of a fee of \$50 USD.

ATTENDANCE

Policy for Basic Science Component

A student is expected to attend all scheduled classes, lectures, and laboratory sessions. The student is also expected to complete all exercises, quizzes and examinations, and attend all conferences during both the Pre-Med program and Basic Science component of the student's medical education.

A student is encouraged to attend all lectures, laboratories and small group exercises to facilitate learning. As emergencies may arise a minimum of eighty percent (80%) attendance is mandatory for all lectures and one-hundred (100%) percent attendance is mandatory for all laboratory sessions, tutorials, and interactive lectures and sessions. A student who fails to maintain these attendance requirements will not be eligible to take mini and final exams.

In addition, a student is responsible for making up all missed assignments, regardless of the reason for the absence.

Absences in a course can affect the final grade in a negative way.

In certain courses where sequential skills are taught, a student who does not attend all sessions must make arrangements with the professor to make up missed sessions and coursework.

The University prohibits the remediation of a completed exam regardless of reason.

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

Please refer to the clinical guidelines and 5th semester syllabus regarding attendance requirements during the clinical education

Exceptional circumstances during examinations

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

If a student has prior knowledge of exceptional circumstances that will cause the student to miss an examination, the student must notify the Department Chair and provide appropriate documentation supporting the reasons prior to the examination being administered.

ABSENCES and LEAVES

The number of days in the approved Leaves of Absence is not to exceed 180 days in any twelve month period.

Given the three semester per calendar year structure of AUA’s educational program, a student may take a vacation period of one semester for each two semesters the student has successfully completed.

Approval of Leave of Absence

A basic science student who wishes to take a Leave of Absence must obtain approval from the Associate Dean of Students. The approval is obtained in two stages, first the student must fill out the Leave of Absence Request form and obtain the written pre-approval from the Associate Dean of Students prior to leaving the island. Upon return the student must provide sufficient and satisfactory documentation to the office of the Associate Dean of Students. If the Associate Dean of Students deems the provided documentation sufficient, the pre-approved Leave of Absence will be approved. 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 Associate Dean of Students. In the latter case the student is considered to have been on an unauthorized LOA (see below).

Please refer to the clinical guidelines for approval of LOA in 5th semester and the clinical segment

Emergency Absence

While it is best to attend AUA without interruption, a student may request a Leave of Absence (LOA) due to an emergency. In the event of a personal or medical emergency, a student must contact the Associate Dean of Students for Basic Science students and program directors and the Associate Dean of Clinical Students for students in the clinical science segment.

A brief absence of two weeks or less is deemed an Emergency Absence. The student must complete and submit all required coursework (i.e.: missed work) to remain in good standing.

Academic Leave of Absence

If a student plans to be absent for more than two weeks, a written request for the Leave of Absence (LOA) must be submitted to the Associate Dean of Students for Basic Science students and the Executive Clinical Dean for students in the clinical science segment. If granted, the duration of the LOA is for one semester only.

After the LOA is approved by the Associate Dean of Students the LOA is recorded by the office of the Campus Registrar for Basic Science students and the Vice President for Student Services and University Registrar for students in 5th semester and clinical clerkships and is considered processed only when the student receives a confirmation of the LOA form from the Registrar.

The student must contact the appropriate Registrar's office directly or through the university website about the exact date of registration for the following semester and register accordingly.

A student who takes a Leave of Absence (LOA) may not enroll at another medical school and take Basic Science courses for credit during the time of the LOA from AUA.

Any student who wishes to take Basic Science courses for credit at another medical school must withdraw from AUA. At a later date, the student may apply for readmission to AUA by following the procedure for transfer applicants. It is at the discretion of the Admissions Committee to accept or deny transfer credits.

Grades during Leave of Absence

A leave of absence affects a student's ability to pursue his or her education. Given the rigors of medical education, any interruption is an impediment to academic pursuit and success.

Incomplete Grades

The issuance of the grade of INC will be made by the department chair/course director, based on the following institutional guidelines:

The grade of Incomplete (INC) can be given only to students who miss a major part of the course, including the final exam (shelf or in-house) and who produce official and satisfactory documentation of exceptional circumstances prior to or within two weeks after the final exam or immediately after returning from an approved leave of absence (see below)..

A student who does not identify himself/herself to the course director or department chair cannot request the grade of INCOMPLETE

Approved exceptional circumstances include

- Sudden illness
- Death of a close family member (first and second degree relatives only)
- Appearance for a citizenship hearing
- Appearance in court
- Personal or family hardships

Attending a wedding, religious holidays or events, etc. are not approved exceptional circumstances.

Only students who are on an approved leave of absence (LOA) due to unexpected circumstances (see above) are eligible for the grade of INC.

If a course director/department chair is uncertain as to whether the excuse of a student is acceptable, s/he must inform the group of AMERICAN UNIVERSITY OF ANTIGUA - COLLEGE OF MEDICINE deans. The deans will discuss the issue and make a decision.

Students who miss a mini exam but not the final exam are not eligible for the grade of INC.

Students who fail a shelf exam by not reaching the minimum score are not eligible for the grade of INC

Students who do not perform well in a course in general are not eligible for the grade of INC for exactly this reason.

The grade of INC can be given to an entire class under extreme circumstances where the final exam cannot be administered as scheduled and cannot be rescheduled before the semester ends.

A student who receives the grade of INC must complete the course within the next two semesters. The grade of INC will automatically change to the grade of F if the student does not complete the course within the mandated time frame of two semesters.

Requirements for course completion are at the discretion of the department chair / course director and may be:

- Take the final exam only
- Take final exam and no more than one mini exam
- Repeat the entire course

Upon completion of the course the grade of INC will be changed to the final grade earned by the student.

Clinical Science Leave of Absence

During Clinical Science, a LOA can begin after the rotation has been completed and only then. Upon return, a student must resume rotations at the specified time.

A student who does not return from a LOA at the specified time is withdrawn as of the last day of attendance of the particular clinical rotation.

Unauthorized Leave of Absence

Unauthorized Leave is defined when a student initiates his own leave from AUAIC or overstays an approved leave of absence **without** going through the proper protocol to secure permission.

Students who are on an unauthorized leave of absence may not receive consideration for missed coursework, exams, quizzes, etc. In extreme cases the student may be administratively withdrawn from the program or university..

Administrative Withdrawal

The Registrar enters an Administrative Withdrawal on a student's record when:

- ❖ A student leaves AUA after a semester ends and before the next one begins without applying for and receiving an Academic Leave of Absence;
- ❖ A student does not return by the time specified in an approved leave;
- ❖ A student fails to register for the following semester.
- ❖ A student fails to obtain a certifying score on the comprehensive shelf exam within one year of completion of 5th semester without having reached or exceeded the maximum number of allowed attempts;

- ❖ A student obtains a certifying score on the comprehensive shelf exam but fails to pass Step I within one year of completion of 5th semester without having reached three attempts at Step I

Readmission to the Doctor of Medicine Program

A student who has been dismissed or administratively withdrawn and who wishes to continue his/her medical education at AUACOM needs to formally apply for readmission to the Admissions Committee through the New York Office following the established procedure.

Readmission is not guaranteed. However, if a student is readmitted, the student is subject to all academic policies, tuition and fees which are in effect at the time of re-admission.

A student who is ineligible for readmission will not be considered by the Admissions Committee.

For further information, contact the Vice President for Student Services and University Registrar in New York.

Student Withdrawal from AUA

A student must complete a Withdrawal Form, which is obtained from the Registrar's Office.

A student must secure all the appropriate clearances and signatures from the Registrar, Deans, and the Library.

Course Withdrawal

A student may withdraw from a course at any time during the semester but before the final exam (shelf or in-house).

A student who withdraws from a course within 48 hours after the scores for the first exam have been published will receive a grade of "W", regardless of a passing or failing score. The grade of "W" does not affect the GPA.

The grade of WP or WF will be given when a student withdraws from a course after the expiration of the above deadline but before the final exam (shelf or in-house):

- The grade of WP refers to a situation where the student has a passing score for the course at the time of withdrawal.

- The grade of WF refers to a situation where the student has a failing score at the time of withdrawal.

The grades of WP and WF will be determined according to individual departmental standards.

The grade of WF will place the student on academic probation at the end of the semester. However, the grade of WF does not affect a student's GPA.

The grade of WP carries no academic penalty.

In either case (W, WP, and WF) the student must repeat the course.

UNIVERSITY REGISTRATION

Registration Information

Basic Science registration takes place at the Antigua campus. Basic Science student must register in person before classes begin each term. Fifth semester registration takes place at the fifth semester site.

Information regarding Clinical Science registration (Semesters VI – X) for clinical science students is delivered by postal mail **in addition to email or Blackboard.** Each Clinical Science student is then contacted by the assigned Clinical Coordinator regarding clerkship placements.

In order for a student to be registered, all relevant documents must have been submitted to and received by to the Vice President for Student Services and University Registrar in the New York administrative office.

It is important that a student have all identification documents and the acceptance letter (new students) in possession at registration. Submission of all official transcripts is a requirement for continued attendance at the University. Outstanding documents may result in Administrative Withdrawal.

An AUA identification card is distributed to a student during registration and a student is required to carry the card at all times on campus and in clinical-related environments. A student is also required to present the ID card when requested to do so by university officials.

A student who is **not officially registered for the semester will not be permitted to attend classes.** Any student who does not register on the assigned date(s) will be charged a late registration fee.

The following policies are in effect:

- All Basic Science students and 5th semester students who register late will be charged a basic penalty fee of \$500 US plus an additional penalty fee of \$250 US per day.

For example, the student, as mentioned in the above categories, who registers one day late will be charged aggregate penalty fees of \$750 US.

The penalty fee for late registration may be waived on request for students who face emergencies (e.g., sudden illness, etc.), unforeseen events (e.g. cancelled flights, etc.) and other events beyond the student's control (e.g. visa issues, court appearances, immigration hearings, etc.). Attending weddings, religious or political convents, and other party-like events are normally not considered for the late fee waiver. All requests for the late fee waiver must be submitted in writing to the Campus Registrar for Basic Science students and the Vice President for Student Services and University Registrar for students in 5th semester and clinical rotations. The request must also include sufficient authentic and original documentation on official letterhead stationery with an original signature. Handwritten notes on prescription forms will not be accepted.

- Registration will be closed on the second Friday of the semester.

Generally, students will not be registered after that deadline. However, students who have a pending financial aid situation will be allowed to register with a conditional registration status until the financial aid situation has been resolved.

Please refer to the University's website, under the Curriculum tab, for the specific dates of registration. Contact the Vice President for Student Services and University Registrar in the New York office for further information and other questions regarding registration.

Refund Policy

All refunds will be made within thirty (30) days of the withdrawal date. Before any refund can be initiated, a withdrawal form must be completed and submitted to the office of the Campus Registrar in Antigua for Basic Science students. For Clinical Science students in semesters six through ten, the withdrawal form must be completed and submitted to the Vice President for Student Services and University Registrar in the New York office.

Tuition will be refunded according to the following schedule**:

- a) Prior to the first day of class, 100% of tuition and all applicable fees will be refunded.

b) If any student withdraws during the first 60% of the semester, the refund will be prorated based on the withdrawal date. Only base tuition will be prorated; all other applicable fees are non-refundable.

c) If any student withdraws after 60% of the semester, there are no refunds.

Any student withdrawing from a clinical rotation, subsequent to assignment and acceptance, will not receive a refund on tuition.

**The semester seat deposit of \$500 US is excluded from this refund.

Tuition and Fees

Tuition and fees must be paid in full at registration unless accompanied by a written exemption authorized by the Bursar. Payment of tuition and fees are due 10 days prior to registration. The entire balance, including housing, transportation and health insurance, must be paid, or Financial Aid approved in order to register for classes.

If you are not applying for Financial Aid, but paying directly, payment can be made by check at registration or payment can be sent prior to registration to:

American University of Antigua
P.O. Box 9481
Uniondale, NY 11555-9481
Attn: Bursar's Office

Late Payment:

The late payment fee is charged to a student's account that has not been paid by the statement due date. The late payment fee levied against any unpaid balance of a student account is 1.25% per month.

Testing Fee for Retaking of 5th Semester Shelf Exams

Students who retake 5th semester Shelf Exams for a failed course will be charged a fee of currently \$75.

Financial Aid

For detailed information regarding available loan programs, please contact the Financial Aid Department at 1-877-666-9485.

The Director of Financial Aid can be reached at extension 156.

Financial Aid Counselors can be reached at extensions 153 and 154 and Financial Aid Administrative Assistant at extension 157. The department fax number is 1-646-417-6220.

The Academic Calendar

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

The University reserves the right to revise the calendar.

Transcripts

To protect confidentiality, a student must submit a written request and payment of \$10 US either by US money order or personal check to the Vice President for Student Services and University Registrar in the New York office for an official Transcript.

A request for an official transcript release cannot be honored if administrative documents are missing or if a student is in financial arrears.

Upon receipt of written request and payment, the Vice President for Student Services and University Registrar in New York will process the request accordingly and within the business week.

For transcript requests to institutions overseas, a student will be notified of the appropriate overseas postal costs, which are to be incurred only by the student.

Basic Science student receives a Student Copy of his/her transcript from the Registrar's Office in Antigua. A Clinical Science student must submit a written request for a copy of his/her transcript to the Vice President for Student Services and University Registrar in New York.

BOOKSTORE

Students are expected to purchase all required textbooks and diagnostic equipment for each course. These items are available at the University Bookstore.

LIBRARY

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

For more information, please contact the Dean, Library Services and Academic Support [drmpathan@auamed.net] or the Associate Director of Health Sciences library at [ghnair@auamed.net].

Resources Available

The University Library provides many services and resources: books, journals, audiovisual materials, CD-ROMs, DVDs, multi-media and software programs. The library's resources, equipment, and facilities enhance self-directed learning, support evidence-based medicine, and help students succeed academically.

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

Internet

The library provides high-speed computers and Wi-Fi Internet access to students and faculty for learning, research, and teaching. The entire library has Wi-Fi hot-spots and the University encourages students to bring their personal laptops to the Library to take advantage of Wi-Fi connections.

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

Identification Cards

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

Although the library also serves Antiguan health professionals with information to assist them in taking care of their patients, only an AUA university student and faculty can borrow library materials.

Library Hours of Operation

The library is open according to posted hours.

24-Hour Study Hall

A provision has been made for 24-hours study hall for use of our students. It opens from 10:00 AM until 8:00 AM; with closing of this section from 8:00 AM to 10:00 AM for cleaning purpose.

Plain water bottles are allowed in this section. Cans, Food and Soft drinks are NOT permitted.

There are Eleven [11] Group Study Rooms available in the Library. Nine Study Rooms which are available in 24-Hours Reading Hall are assigned to groups of students. There should be at least 4 students who can be allocated a study room for a duration of 3-hours. Based on the demands for these Group Study Rooms, a group will be granted an extension if there are no group of students awaiting a room. The students must leave their School ID card to be able to get a room allocated.

There are two [2] Group Study Rooms at the Library. The same policy and procedure will apply in granting these as well.

Library Policies

- A. The following is **prohibited** in the library at any time:
 - i. Eating, drinking, smoking, using mobile phones, chatting
 - ii. Speaking loudly
- B. A student is expected to return library materials on time:
 - i. Overdue charges are assessed on overdue items borrowed from the library to ensure the prompt and timely return of heavily used items.
 - ii. Failure to pay overdue charges or return materials on time affects a student's ability to borrow further and may affect the release of his final grades. If the payment is not cleared, a report is sent to the Chairperson of the Examination Committee, and his/her grades are not released until the dues are cleared.

iii. A student who steals, damages, vandalizes, or mutilates library materials, equipment or furniture, or who threatens a staff member physically will be suspended immediately, pending a hearing that may result in expulsion from AUA-IC.

v. The library is not liable for loss or damage to a student's property-notebooks/Laptops and personal items left unattended in the library.

vi. The Library staff initially warns any student who ignores the library rules. The staff then informs the Vice President of Academic Affairs and Dean, who then refers the issue to the Grievance and Disciplinary Committee. A student who receives more than three (3) warnings for inappropriate behavior is subject to disciplinary action, which includes, but is not limited to, denial of library access and services for the remainder of the current semester and/or the following semester.

vii. The students are advised to be respectful to library staff. They must understand that the library personnel are performing their duties as assigned to them.

viii. If any incidence of rude behavior is noted from the library personnel, please report the matter in writing to the Dean of Library Services or the Associate Director so that necessary investigation is carried out.

ix. The students are strongly urged to follow rules and regulation of the library

The Library Handbook is available at the Library Website: <http://students.auamed.net/library>.

CAMPUS HOUSING

All rules for individual properties must be obeyed in conjunction with the following:

- Campus Housing is solely to accommodate the person named on the lease.
- The University has a **ZERO TOLERANCE POLICY** regarding the use of illegal substances in student housing. This policy applies throughout Antigua and includes the use of alcohol in violation of local law.
- Smoking is **PROHIBITED** inside all university sponsored housing. Please note that the housing units of Mandalay and Sugar Mill are 100% non-smoking areas.
- Pets are **PROHIBITED** inside university sponsored housing.
- Quiet hours are in effect from Sunday through Thursday 10:00 pm through 6:00 am and from Friday through Saturday 12:00 am through 6:00 am.

- Students are responsible for cleaning their own dishes, pots, pans and stoves and for the daily removal of all garbage from apartments to the outside bins.
- Students are responsible for the proper care and treatment of housing quarters and contents, to include equipment and furniture.
- Students are **PROHIBITED** from painting walls, affixing nails or screws, or making holes in the walls of housing units.
- At the end of each semester, the University conducts housing inspections. As per the lease, rooms are relinquished in the same condition as assigned; thus, the student's account will be charged if additional cleaning is required. In the case of damage to the room, the student's account will be charged the cost of repair or replacement.
- At the end of each semester, students must vacate the rooms and surrender both the keys with their original tags and key rings. Failure to do so results in a **\$250 US fine**.

Failure to comply with any rule may result in a student's permanent removal from university sponsored housing.

CAMPUS TRANSPORTATION

In conjunction with an independent bus company, the University is able to provide, at a reduced rate, transportation for students to and from housing locations and the campus. This service is available to students residing in University-sponsored housing only.

Students can purchase Transportation Passes for a semester's duration. Students may opt out of the Transportation Pass during the first week of classes. After the first five (5) days of classes, the Transportation Pass fee is non-refundable.

For students who are interested in limited transportation service, the University offers a ten (10) Bus Trip Pass at reasonable rates.

Contact Student Services on campus for questions and purchase of Transportation Passes.

CAMPUS PARKING GUIDELINES

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

All vehicles using AUA grounds must be registered with the school. Students register vehicles with Student Services; faculty and staff register vehicles with the administrator's office.

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

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

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

Parking Permits:

Student Permits: AUA will sell Parking Permits on a first come, first served basis to registered students at \$100 US per semester. Student permits must be permanently affixed to the front windshield of the car.

Faculty and Staff Permits: Faculty and staff must have the permit prominently displayed on the dashboard and be visible the entire duration the vehicle is parked on AUA premises. Parking permits are issued to faculty and staff by the administration office.

To obtain a permit, all AUA community members must present the following information:

- Antigua and Barbuda driver's license;
- Vehicle registration number;
- Make, model and color of the vehicle;
- Students only: a receipt from the AUA Bursar.

A new permit is required for each semester.

Enforcement Policy:

Security guards are empowered to enforce the university's rules and regulations.

Tickets are issued by security when rules and regulations are broken.

Once a ticket is written, a guard is not permitted to void, erase or destroy the summons. It must be completed.

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

Insulting a guard while he is performing his/her duties is unacceptable behavior and may result in further action and charges against the community member

Anyone charged with behavior disobedient to authority will be automatically referred to the Grievance and Disciplinary Committee.

Any flagrant offence, multiple offenses, and/or 3 or more violations of the same offense in a semester will result in an automatic referral to the Grievance and Disciplinary committee.

A Judicial Motor Vehicle Panel (**JMVP**) will be established comprised of three elected student representatives, one faculty member, and the Director of Administration or delegated representative.

This panel has the authority to revoke campus parking privileges, use of classrooms, library, and study rooms, and to recommend further to the Dean of Students for further action.

Every student has the right to a hearing before the JMVP. A student has the right to appeal the panel's decision in writing to the Dean of Students.

Student Parking:

Students are allowed to park in designated Faculty spots on weekdays after 6 pm only and also throughout the weekend.

Students are not allowed to park along the white wall on the West Campus or beyond the bridge on the North Campus.

Student Identification for Parking:

If a student does not have his/her AUA student ID in possession at the time of parking, he/she must surrender the driver's license to the Security Guard Guards at the designated Security Stall in exchange for a temporary 24 hour ID.

If the student fails to surrender the temporary 24 hour ID, the Security Guard is required to report the student's name to the Bursar's Office and the student's account will be billed \$25 for processing a new student ID card.

Visitor Parking:

Students are not allowed to park in designated Visitor spots.

Visitors must present their driver's license to be held by Security Guards at the designated Security Stall. The Security Guard will record the plate identification numbers/letters and issue to the visitor a Visitor Parking Pass which must be prominently displayed on the vehicle while parked on campus.

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

Fine Policy

Fines are payable within 10 calendar days of receipt of the ticket. A ticket will be deemed to have been received when it is placed under the windshield wiper of the car or handed to the driver. Failure to pay a fine within this timeframe will result in the fine being doubled.

Students must pay fines by the end of the semester in order to have grades released and to be permitted to register for the next semester.

Unpaid faculty or staff fines will be deducted from the current pay check.

Monies collected from fines will be donated to a local charity determined by the Deans' Council.

Fine Schedule: \$50.00 EC

- Driving or parking on campus without a current student parking permit permanently affixed to the windshield. Faculty and staff must place stickers on their dashboard so that it is clearly visible when on campus.
- Exhibiting rude behavior towards security guards while performing their duties.
- Reckless driving.
- Riding a motorcycle on campus without a helmet.

Fine Schedule: \$20.00 EC

- Parking in an unauthorized spot.
- Parking in a handicap designated area while not displaying a handicap permit.
- Parking in 2 spots.
- Parking in visitor's or Dean's designated area.

FAILURE TO DISPLAY AUA STUDENT ID BADGE WILL PREVENT YOU ENTERING CAMPUS AND TAKING EXAMS.

AUA Tennis Courts Rules & Regulations

- The primary function of these tennis courts is to serve the recreational, educational, wellness, and athletic needs of AUA students, faculty, staff, spouses, and families.
- All court reservations must be coordinated through AUA Student Services; court reservations will be limited to one hour. Play is limited to one hour if others are waiting.
- All guests must have a Visitor's ID and a Guest Parking Permit. Guests using the recreational facilities may NOT access other AUA campus buildings.
- Individual patrons shall utilize all Recreational Facilities at their own risk.
- Follow proper court etiquette at all times (no swearing, throwing racquets, etc.). Be considerate of players on the adjoining court.
- 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.
- Appropriate athletic footwear is required. Shoes that leave black marks on the courts are prohibited.
- Proper tennis attire, including a shirt is required at all times.
- Alcoholic beverages are NOT permitted anywhere on AUA property.

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 please visit <http://www.augasga.org>.

LICENSED AUA MEDICAL FACULTY

Several AUA faculty members are licensed medical practitioners in Antigua. An individual faculty member's private practice is separate and apart from their positions at AUA.

POLICY of NON-DISCRIMINATION

The University does not discriminate nor does it condone harassment based upon race, creed, ethnicity, religion, gender, national origin, age, disability, sexual orientation or any other characteristic protected by law. This applies to all 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.

PRIVACY RIGHTS

The University adheres to the mandates of the United States Family Educational Rights and Privacy Act (FERPA):

1. The student has the right to inspect and review his educational record within 45 days of the University's receiving a written request for access. Students must submit this written request to the Vice President for Student Services and University Registrar identifying the records they wish to inspect. The Vice President for Student Services and University Registrar will notify the student of the time and place where the record may be inspected.
2. Students have the right to request the amendment of their educational records. Students may write to the Vice President for Student Services and University Registrar to identify the part of the record they wish to have corrected and specify why it is inaccurate.
3. If the University decides not to make the requested amendment it notifies the student and advises the student of his/her right to a hearing. The University provides additional information about the hearing with the notification.
4. The student has the right to consent to disclosures of personally identifiable information contained in his/her educational record, 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 Disciplinary or Grievance Committee, or assisting another school official in performing his tasks.

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

INFORMATION to be DISCLOSED

The University may disclose the following “directory” information without prior approval from the student: Name, address and telephone number; Date and place of birth; and Dates of attendance, honors and awards.

A student who does not wish to have the above information released must advise the school in writing accordingly.

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with FERPA requirements at the below address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Policy on Clinical Clerkships

A student must perform a total of ninety weeks of clinical training: fifteen weeks in Family Practice 1/ Internal Medicine 1, forty-four weeks of core clerkships and thirty-one weeks of elective clerkships. All clerkships must be under the aegis of the University.

Affiliated Clerkships

The Clinical Department is solely responsible for the placement of students in clinical clerkships. Once students have met all requirements (academic, financial, administrative) for the placement into clinical clerkships, the Clinical Sciences Coordinators will work with those students to schedule them for clerkships. Students are not permitted, under any circumstance, to contact AUA affiliated hospitals to attempt to schedule their own clerkships. Affiliated hospitals frown on receiving direct communications from students, for this purpose and AUA's agreements with affiliated hospitals may result in a bar of students who violate this policy from future clerkships in those hospitals.

Non-Affiliated Clerkships

However, on such terms and conditions as AUA may, in writing, give a student permission to make contact with a teaching hospital that is not affiliated with AUA in order to determine whether the hospital will allow the student to participate in a clerkship there. Please be advised that, in most instances where such consent is given, AUA will assume the responsibility for interacting with the hospital on all but the student's initial contact. If the hospital indicates that it will allow a student to participate in a clerkship at the hospital, AUA will, and then determine whether the hospital meets its standards and is willing to comply with its clinical guidelines. AUA will also attempt to make such agreements with the hospital as it deems necessary in order for the student to participate in the clerkship. If it determines to permit the clerkship, AUA will then provide the hospital a Letter of Good Standing for the student and such other documentation as the hospital may require. The student may not participate in any such clerkship without the express written consent of AUA. Consent to contact a teaching hospital is not consent to engage in a clinical clerkship at the hospital.

Scheduling Clerkship

AUA 03/2011
Revised March 2011

Scheduling of rotations is at the sole discretion of the Dean of Clinical Sciences and the Clinical Sciences Department. It involves many factors, not solely students' preferences. Students are guaranteed placement into all of the core and elective clerkships required for graduation from the University at teaching hospitals. AUA does not guarantee placement of students at specific hospitals, sites or geographic locations. A student who participates in a clinical clerkship without having been placed in the clerkship by the clinical coordinators will not receive credit for the rotation. Moreover, in some circumstances, a student who participates in a clerkship that AUA has not authorized may be subject to criminal prosecution by the local or state authorities.

Student Acceptance

Once a student is given an assignment for a clinical clerkship, the student must accept it unless he/she can demonstrate to the Dean of Clinical Sciences that placement in the clerkship will cause the student to suffer significant hardship. In the case of such hardship, a student must make a written application to the Dean of Clinical Sciences setting forth the facts underlying the assertion of hardship. The student must also support the application with such documentary evidence as the student has to support his/her application and as the Dean of Clinical Sciences may require in order to consider the application. The Dean of Clinical Sciences or his designee will review the student's hardship application and determine whether it will be approved. If the application is not approved, the student must accept the assignment. If the student refuses to do so, the student will not be placed into a clinical clerkship that will commence during the period of the clerkship that was refused.

Student Documentation Requirement

Upon assignment to a clerkship, it is the responsibility of the student to provide his/her clinical coordinator(s) with all of the documentation and information that the clinical coordinators may request for the clerkship. If a student fails to provide the required documentation and/ or information without good reason as determined in the sole discretion of the Dean of Clinical Sciences, AUA will regard that failure as an unauthorized refusal of a clerkship with the attendant consequences.

Conduct and Attendance at Clerkship

Students must observe and comply with all of the rules and regulations mandated by the participating hospitals and AUA's own rules, regulations, policies and standards for professional conduct and ethical behavior. Students are expected to be in attendance at clinical clerkships 100% of the time during all rotations through the Clinical Sciences. Students who have excessive unauthorized absences during clerkship will be dismissed from the clerkship and receive a failing grade.

Failure to Complete Clerkship

A student who commences a clerkship and subsequently fails to complete it without first having obtained written permission from the Dean of Clinical Sciences (which will be given only in the most extraordinary circumstances) will receive a failing grade for the clerkship and will be subject to disciplinary action which may include dismissal from the school. AUA views students participating in clinical clerkships as "doctors in training". AUA also views a student's failure to complete a clerkship once commenced without just reason or permission as comparable to a physician's abandonment of his/her responsibilities to hi/her patients.

In addition to foregoing, a student who either (a) fails to appear for a scheduled clerkship; or (b) cancels a scheduled clerkship after a letter of good standing has been issued will be responsible for the fees and expenses incurred by the University as a result.

Financial Aid

In any case, recipients of financial aid who do begin, or who fail to complete, assigned clinical clerkship must inform their financial aid counselors because financial aid is determined according to the initial scheduling of a student's clerkship. Failure to begin or complete a clerkship may impact a student's eligibility for financial aid.

Clinical Science Program

Family Practice 1/ Internal Medicine 1, Semester V

This semester focuses on the integration of knowledge gained from the basic science subject with clinical medicine. A voluntary review of the basic sciences may be offered during this semester. Please refer to the Family Practice 1/ Internal Medicine 1, Semester V Guidelines.

Semester VI - X

Core Clerkships

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

For more information see Clinical Curriculum

Elective Clerkships

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

USMLE Application Submission

To register for Step 1, all matriculated AUA students who sit for the NBME Comprehensive Basic Science Shelf Exam must achieve the required minimum score

As of January 2010, for a student to be certified for USMLE Step 1, a minimum score of 62 on the NBME Comprehensive Basic Science Shelf Exam is required. This minimum score will be raised to 63 as of September 1, 2010 and to 64 effective January 1, 2011.

The student will have a maximum of three (3) attempts to achieve the minimum required score on the NBME Comprehensive Basic Science Shelf Exam. Students who obtain the minimum score or higher on their first or second attempt are encouraged to take the exam again for practice purposes. Please note that a prior minimum score will certify the student regardless of the scores received on subsequent attempts.

- ❖ Attempt # 1: All students are required to sit for this exam at the end of 4th semester in Antigua;
- ❖ Attempt # 2 and 3: Students have the opportunity to sit for this exam in the middle and again at the end of 5th semester at their 5th semester site;
- ❖ Students who completed their 5th semester prior to May 2010 and who have reached 3 or more attempts at the comprehensive shelf exam will be allowed one final attempt to achieve the minimum score and must take the exam no later than December 31, 2010;
- ❖ Students who were enrolled in 5th semester during the Summer 2010 semester (May to August 2010) will be allowed a total of four (4) attempts to achieve the minimum score on the comprehensive shelf exam for Step I certification;
- ❖ Any student who will be enrolled in Med-4 from May 2010 onwards will be allowed a total of three (3) attempts to achieve the minimum score on the comprehensive shelf exam for Step I certification; and
- ❖ A student who sits for the comprehensive shelf exam outside of the 4th and 5th semester must pay the required fee.

There is no direct time limit associated with the three allowed attempts to achieve the minimum score on the comprehensive shelf exam. However, students must be aware of the following:

- A student who reaches the maximum number of attempts at the comprehensive shelf exam (see above) and does not obtain the minimum required score for USMLE Step I certification will be dismissed from the University by the Promotions Committee
- A student has one year after completion of the 5th semester to take and pass Step I (maximum of three attempts). A student who does not pass Step I within one year after completion of 5th semester will be dismissed from the University by the Promotions Committee. This specifically also includes any student who fails to sit for Step I at all during the 12 months following completion of 5th semester.

Decisions of the Promotions Committee can be appealed in writing to the Appeals Committee. For more detailed information on the appeals process please see the Appeals section in this handbook.

Students who apply for Step 1 prior to the completion of the 5th semester risk losing the exam fee if they do not successfully complete the 5th semester.

Step 1

A student normally takes Step 1 after completing and passing the fifth semester and receiving a minimum required score on the NBME Comprehensive Basic Science Shelf Exam; thus, the scheduled test must normally be after the completion of fifth semester. In order to accommodate that policy, a student must submit the USMLE application with a window of eligibility to start as soon as possible after the successful completion of the fifth semester. The window of eligibility is a three (3) month period. For example, if the fifth semester ends in August, the three month window of eligibility is August through October.

A student who fails Step I three (3) times will be dismissed from the University by the Promotions Committee. The student may appeal the dismissal to the Appeals Committee.

Step 2 CK (Clinical Knowledge)

A student takes Step 2 CK during the last year of medical studies. The University strongly recommends, (as does the Educational Commission for Foreign Medical Graduates (ECFMG), the agency that verifies the education of international medical students), that the internal medicine clerkship is complete prior to sitting for USMLE Step 2 CK.

Step 2 CS (Clinical Skills)

After completing and passing the core clerkships, a student can choose to take Step 2 CS.

ACADEMIC POLICIES during the CLINICAL SCIENCES

Please refer to the University's Clinical Rotations Guideline for more details.

PROMOTION TO CLINICAL SCIENCES

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

- ❖ Completion of all requirements of the Basic Science component; including taking the NBME Comprehensive Basic Science examination.
- ❖ Family Practice 1/ Internal Medicine 1, Semester V.
- ❖ Completion of Step I within six (6) months of the completion of Basic Science and pass in no more than three (3) attempts within one (1) year after completion of fifth semester.

Assignment & Arrangements of Clerkships

All assignments and arrangements of core and elective clinical clerkships are handled through the University's Clinical Coordinators department only. The Clinical Coordinators contact students, discuss the scheduling options and details, and disseminate all appropriate information. This process begins after all required documentation has been provided by the student and their file is complete.

Attendance during Clerkships

Students are expected to be in attendance one hundred percent (100%) of the time during all clinical rotations.

Students failing to report to a clinical clerkship to which they have been assigned or taking an unauthorized absence during clerkship rotations will be dismissed from the clerkship and receive a grade of "F."

It is the students' responsibility to inform their Clinical Coordinator as soon as possible of any changes. Additionally, recipients of Financial Aid must inform their Financial Aid counselor, because financial aid is determined according to the initial scheduling of students' rotations.

A student will incur the cost of any cancellation fees if (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.

The University expects students to observe and comply with all rules and regulations mandated by the participating hospitals.

Because the scheduling of rotations is handled by the Clinical Department as part of its Student Services, students should not contact AUA-affiliated hospitals to schedule clerkships.

Any student who participates in a clerkship that has not been scheduled through the Clinical Department will not receive academic credit for that experience and will not be considered an AUA medical student during that time.

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

A student who participates in a clerkship at a non-affiliated setting without prior permission from AUA will not be considered an AUA student while doing so and will not receive credit for the clerkship. Furthermore, neither the student nor the hospital will be covered under the AUA clinical clerkship insurance policy.

Please refer to the University's Clinical Rotations Guideline for more details.

Students making arrangements for their own clerkships will not receive credit for those rotations. Furthermore, hospitals will not permit those students to participate in any rotations.

REPORTING OF USMLE SCORES

The student is responsible for submitting a readable copy of the (a) Step 1 score and (b) Performance Profile to the Vice President for Student Services and University Registrar. Sending this information to another department at the University's administrative offices in New York is not acceptable.

FAILING A CLERKSHIP

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

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

A student with repeated failures in core subjects or in electives is subject to dismissal.

ACADEMIC PROBATION

A student is placed on Academic Probation when repeating a failed clerkship.

DEGREE CONFERRAL AND GRADUATION

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

- ❖ Complete and pass all requirements of the Basic Science component;
- ❖ Complete and pass all requirements of the Clinical Science component, to include all core and elective rotations;
- ❖ Pass USMLE Step 1 and Step 2 CK and CS:

Students must request the USMLE Certified Transcript of Scores for USMLE Step 1, Step 2 CK and CS from ECFMG to be submitted to the Vice President for Student Services and University Registrar in the New York Office as part of the degree audit (*Addendum of Policy change_2.01.08*)

- ❖ Fulfill all financial and bursar responsibilities assuring a “zero” balance;
- ❖ Maintain good standing.

IMPORTANT USMLE INFORMATION

#1: ECFMG’s interactive web application, IWA, is the only version of the application materials available on the website for Step 1, Step 2 CK & CS.

#2: The site, which no longer includes the downloadable/printable application, does post the downloadable/printable Information Booklet

Certification of the USMLE Application

Toward the end of the fifth semester, a student **submits the USMLE application on-line** and sends the Certification Statement with the **appropriate fees** to the New York office.

Students who achieve a minimum score of 62 on the NBME Comprehensive Basic Science Shelf Exam before the end of the 5th semester can be certified and may sit for Step 1 at the earliest date provided by ECFMG after successful completion of the 5th semester.

USMLE Step 2CS/ Clinical Skills

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

A student takes Step 2 CS during the period of clerkships after having completed the required clinical training.

In general students have to complete at least all required core clerkships to be certified to sit Step 2 CS.

In order for AUA to confer the M.D. degree upon a student, the student must pass Step 2 CS within two calendar (2) years of becoming eligible in no more than three (3) attempts.

A student's leave of absence to prepare for the exam is not permitted to exceed twelve (12) weeks.

USMLE Step 2 CK/Clinical Knowledge

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

A student is required to take Step 2 CK during the final year of medical studies. To be certified to sit for Step 2 CK, the student must have completed all core clinical clerkships

To reiterate, the University highly recommends, as does ECFMG, that the student complete the internal medicine clerkship prior to sitting for Step 2 CK.

Certification for USMLE Steps 1 and 2

Students are advised to sit for the USMLE as soon as possible.

To be certified a student must be in good standing and have met all AUAIC financial obligations. Furthermore, to be certified to sit for Step I a student must obtain the minimum required score on the comprehensive shelf exam.

A student who has passed Step I and requests to be placed in clinical clerkships must submit a copy of the USMLE score report and complete performance profile for the Vice President for Student Services and University Registrar in the administrative offices in New York.

If a student fails either Step I or Step 2, the Dean of Clinical Sciences reviews the student's performance to determine if remediation is required before the student retakes the examination.

Students requesting certification to retake the examination must submit a copy of their previous USMLE score report and transcript to the Vice President for Student Services and University Registrar in the administrative offices in New York.

If the University has administratively withdrawn a student who has failed the USMLE on the first or second attempt, the student must formally apply for re-admission through the Admissions Committee.

Such requests are reviewed on an individual basis and certain conditions may be imposed for the sponsorship to be approved.

Criteria for the above sponsorship include, but are not limited to, the following:

- ❖ Time elapsed between initial eligibility and when the USMLE is first taken;
- ❖ USMLE scores received in prior attempts;
- ❖ A student's activities during the interim period.

All USMLE scores, passing and failing, must be submitted in hard copy to the Vice President for Student Services and University Registrar in the New York administrative offices. Phoned-in reports or incomplete reports will not be accepted.

USMLE Certified Transcript of Scores

Students must request from ECFMG that the USMLE Certified Transcript of Scores for USMLE Step 1, Step 2 CK and CS (form 172) be submitted to the Vice President for Student Services and University Registrar in the New York Office.

MEDICAL LICENSURE in the UNITED STATES

The Role of the Educational Commission for Foreign Medical Graduates/ECFMG

As a graduate of a foreign medical school, you are an international medical graduate, or IMG.

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 Educational Commission for Foreign Medical Graduates/ECFMG's purpose is "to assess the readiness of graduates of these schools" to enter residency programs, and requires strict adherence to the following:

1. Passing all parts of the USMLE (Step 1, Step 2 CK and CS; and Step 3);

2. Satisfying the medical education credential documentation requirement;
3. ECFMG certification in order to:
 - (a) start post-graduate medical training (residency);
 - (b) secure an initial license in the state in which the residency program is located;
 - (c) secure an unrestricted license for practicing medicine in the U.S.

Currently, for the examination application, a medical school student must continue to submit FORM 183, *Certification Statement*.

Please contact ECFMG for updates regarding policy changes, etc. at:

ECFMG

3624 Market Street, 4th floor
Philadelphia, PA 19104-2805

Phone: (215) 386 – 5900

Fax: (215) 387 – 9963

Website: www.ecfm.org

OVERVIEW to POST-GRADUATE TRAINING: RESIDENCY

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

In order to begin residency on July 1st, a student must (a) complete and pass all clinical clerkships by third week in April to graduate and (b) have secured ECFMG Certification, a four week process, no later than June 30th of that year.

Students in their seventh semester and above will be contacted via email by the Graduate Affairs department regarding the residency application process.

Students will receive the University's residency manual as a PDF file attachment, which serves as a guide to the application process, what is required, how to proceed and current Match policies as dictated by outside agencies. The application process begins 14-15 months prior to the residency start date.

Regardless of what stage of your AUA education you are in, feel free to become familiarized with the procedures to obtain post-graduate training by requesting the most current guide by contacting the Graduate Affairs department at sthacker@auamed.org.

The National Resident Matching Program/NRMP

The NRMP oversees the residency programs. The contains valuable information

A non-US citizen must be in laws.

Please refer to “AUA



Match, matching students with NRMP website at www.nrmp.org on the process.

compliance with all INS-imposed

Residency Prep Manual”.

**American University of Antigua
College of Medicine**

CLINICAL ROTATIONS GUIDELINES

Semester VI – X

June 2010

CLINICAL ROTATION PROGRAM

Welcome to the American University of Antigua College of Medicine (AUACOM) Clinical Sciences Program, Semesters VI - X.

The program is structured to provide students with the educational and clinical training in the general areas of medicine and also allow them to explore particular areas of specialty interest during selection of their electives. It is organized to allow students to be exposed to the greatest degree of didactic clinical material as well as to the maximal amount of clinical environments and patient pathology.

The core objectives are to provide the students with an opportunity to hone the skills acquired during Family Practice 1/Internal Medicine 1 rotation while learning the unique specific application of those requisite skills to the various medical specialties.

Clinical core rotations total 44 weeks, with the remaining 31 weeks being devoted to elective clinical rotations. The entire clinical program for Semesters VI –X is seventy-five (75) weeks.

GENERAL AIMS OF THE CLINICAL ROTATIONS

The clinical rotations are the major clinical component of the medical curriculum (see Appendix). The primary aims are to enable the student to apply the knowledge and skills of the pre-rotation experience learned during the Family Practice1/Internal Medicine1; and to continue to acquire an understanding of health and disease, the knowledge of prevention and management of the wellness and the context of the individual in the family and society.

The objectives of the curriculum will allow the students to:

- Increase knowledge and understanding of the scientific basis of medicine, including the ability to evaluate evidence;
- Understand how disease presents itself in patients and to enhance the ability to elicit, record, and synthesize medical histories as well as interpret physical signs and examination findings;
- Understand the principle of therapy, the management of illness, rehabilitation, and the care of the dying;
- Gain expertise in essential clinical procedures;
- Understand mental as well as physical illness and psychological responses to normal physical and social processes;

- Understand the environmental and social determinants of disease and gain an appreciation of health promotion and disease prevention;
- Understand the importance of communication both with patients, their relatives and with other professionals involved in the specific cases;
- Gain an awareness of the ethical responsibilities involved in individual patient care;
- Gain an awareness of legal responsibilities of the medical profession;
- Understand the importance of cultural competency and health literacy in healthcare delivery.

GOALS AND OBJECTIVES OF THE ROTATION

The clinical rotations are an integrated educational experience which will allow students to develop the knowledge, skills and attitudes essential to care for patients effectively, efficiently, and humanely. The faculty's goal is to facilitate learning, to stimulate curiosity, to promote independent thinking, to encourage compassion, to inspire excellent care and to equip students with the tools for a lifetime of learning.

At the end of the rotation, the student will be able to demonstrate the following abilities:

- **Clinical skills:** the ability to acquire clinical information by communicating with and examining patients and then interpreting the significance of the information obtained;
- **Knowledge and understanding:** understanding medical facts and demonstrating the ability to use relevant knowledge about clinical conditions in order to provide effective and efficient care for patients;
- **Problem-solving and clinical judgment:** the integration of relevant knowledge, clinical skills, and interpersonal attributes toward the diagnosis, investigation and management of the clinical problems in a given patient. In the application of this knowledge, the student should demonstrate a mindset of effective patient care and an understanding of pharmacologic and non-pharmacologic therapeutics;
- **Interpersonal attributes:** the expression of those aspects of a physician's personal and professional character, such as compassion and a high level of ethical professionalism, that are observable in the student's behavior during their interaction with patients and other medical professionals; and,
- **Technical skills:** the ability to use special procedures and techniques in the investigation and management of a patient's problem.

Method of Achieving Objectives

The students will care for patients in a setting which is under the control of the hospital (or medical facility) and under the direct supervision of physician faculty and other health care professionals.

ROTATION POLICY

Introduction

A clinical medical student (CMS) is **not** a physician. Students will wear name tags, clearly identifying them by their name, and as a 'medical student'. They must **not** be addressed or introduced to patients as 'Dr', "house staff", "medical intern" or "medical clerk" so as to avoid any misinterpretation to patients or hospital staff.

Each student will be under the direct supervision of a physician who is a member of a medical or resident staff of a hospital system or who is a designated preceptor.

Final responsibility for medical acts performed by clinical medical students (CMS) rests with the clinical teacher or preceptor.

Hospital or Medical Facility

Each training site will have a Director of Medical Education, an AUA Clinical Chair or Course director for each course rotation and clinical faculty. The AUA Clinical Chairs work closely with the Director of Medical Education. The AUA Clinical Chair or Course Director reports to the AUA Executive Clinical Dean.

Patient Care Modalities

Although each Core Rotation may differ slightly, each discipline is coordinated to follow the underlying AUA curriculum. In this manner the components of the clinical rotation for each core rotation, under the direction of the site specific Course Director, entails the following educational exercises:

- Clinical Morning Rounds
- Case Presentations
- Clinical Conferences and Grand Rounds
- Literature Reviews
- Patient Interaction and Procedures
- Radiology Rounds
- Peer Group Journal Review and Residency Group Roundtables
- E-Learning Self Assessment (when available)

- Examinations
- Preceptor Conference Feedback Sessions
- On-Call Activities
- Community Involvement Activities and Outreach (when available)

Guidelines for Charting, Writing Orders and Prescriptions

Documentation of a patient's history, physical examination and diagnosis must be reviewed and countersigned by either the attending physician or another staff physician who is responsible for the care of the patient, if it is to become part of the official record in the patient's chart. Similarly, official progress notes must also be countersigned by a physician responsible for the patient's care.

Orders concerning the investigation or treatment of a patient may be written under the supervision or direction of the supervising physician. Before these orders can be put into effect; the supervising, registered physician must either:

1. Immediately countersigns the order; or
2. Verbally confirm them with the nursing staff, responsible for their enactment, who will document the verbal confirmation in writing relating to the specific order.

Medical records that do not contain protected health information (PHI), and that are created solely for teaching purposes, do not require countersignature but should be reviewed by the designated preceptor or other teaching physician to ascertain the student's comprehension of the learning objectives and the relevance of the note to the patient's condition.

Guided by the principles of graded responsibility, medical students engaged in clinical activities may carry out controlled acts under direct supervision, depending on the student's level of competence as judged by the physician in charge.

A clinical student is not permitted to submit prescriptions to a pharmacist unless they are countersigned by a supervising, registered physician after being written.

Patient Care

Students are required to comply with all hospitals requirements related to patient care which include but are not limited to the following:

1. With the approval of the patient's attending physician, students may take histories, perform physical examinations and enter their findings in the patient's chart (patient's should have appropriate chaperones during exams).
2. Students may perform procedures under direct (in-person) supervision.

3. The written history and physicals (H&P's) done by the clinical students clerk should be reviewed by the attending and/or supervising physician and subsequently discussed with the clinical student clerk.

Personal Portfolio

All students must maintain a portfolio (see Appendix) of all their histories, physicals, case write-ups and academic activities. The portfolio must contain a log of all patients assigned to the student and all procedures performed by the student, and must include age, sex, diagnoses and procedures performed. The log **must not** contain any personally identifiable information such as those covered by the HIPAA PHI guidelines e.g. full name, DOB or ID#s.

On Call Duty

Students will probably be on-call during some of their rotations. Students must contact the senior resident or attending preceptor covering the service to determine the time and place to report for on-call duty.

Excused Absences

Requests for excused absences must be in writing and will be evaluated on a case-by-case basis by the Director of Medical Education, the appropriate Course Director, the Preceptor and/or the respective AUA Clinical Chairs. Even with the presence of an approved excuse, excessive time missed may require the student to make up the excused time. A hundred percent attendance is expected during the rotation. Any denial of request may be appealed to the AUA Executive Clinical Dean.

Holidays

Students must adhere to the holiday schedule for their assigned hospital or facility, not that of the AUACOM. Students are also subject to the schedule of their assigned rotation department unless there is a hospital-wide holiday policy for specific day.

Dress Code and Introducing yourself to Patients

In general, students are to wear clean, white, clinical jackets with a name tag and otherwise dress in a manner befitting a medical student.

Students have to respect the dress code of each individual hospital.

EVALUATION SYSTEM

General Evaluation in the Rotation Criteria

The process of evaluation will be related to the objectives of the clinical course. Attention will be paid to the general assessment of knowledge, clinical skills, and communicative skills, demonstration of compassionate care, professional behavior and attitudes. The evaluation process may also include an AUACOM and/or hospital specific exam in each of the core rotations. These exams may be any combination of oral, written or online exams. The content of the exams may represent standardized NBME type exams and/or those produced by AUACOM in consultation with the clinical faculty.

The student's performance will be assessed by the supervising physician of the specific rotation (Clinical Clerkship Evaluation Form – see Appendix). The AUACOM exam in each of the core rotation will be evaluated by the respective AUA Clinical Chair. It is the responsibility of the Director of Medical Education at each Hospital or facility to submit the original, signed and completed AUA evaluation form to the AUA Registrar in the New York Office within 14 days of completion of each clinical rotation. **The original completed evaluation form should not be given to the student.**

A violation of professionalism or unethical conduct can result in a failing grade, independent of the student's cognitive and clinical performance.

Clinical Rotation Exit Conference

It is expected that, during the last week of each rotation, an Exit Conference will be scheduled between the student and a Clinical Supervisor to review the student's performance.

The assessment of the student's performance **must** be reviewed with the student at the end of each rotation to notify them of their strengths and weaknesses so that they can improve on building good clinical skills in subsequent rotations. The conference should be one on one and may be conducted by the Program Director or the student's Preceptor.

Please note that unacceptable professional behavior alone is sufficient grounds for failure.

Grading System

The following grading key is part of the student transcript. Alpha grades will be reflected on your transcript.

- A – 90% - 100%
- B – 80% - 89%
- C – 70% - 79%
- I – Incomplete
- F – Failed < 69%

Failure in a rotation necessitates repeating the same clinical rotation at a facility designated by the AUA Executive Clinical Dean. All students receiving a grade of “F” in a clinical rotation must meet with the respective AUA Clinical Chair to review their performance.

Students are placed on academic probation until they have successfully repeated a previously failed rotation. Students who fail the same rotation twice, or fail any rotation while on academic probation, are subject to dismissal.

Oversight

The Supervising Physician will be the responsible faculty and will provide rotation oversight. The Supervising Physician will also evaluate the student’s performance and flag areas for remedial action on the evaluation form. The AUA Clinical Chair will coordinate with the Director of Medical Education at the rotation site to assure that the AUACOM curriculum goals and objectives are being met.

Students identified during their assessment as not fulfilling any one part of the clerkship objectives in a specific rotation or not meeting the academic performance standards monitored during the clinical course will receive an “F” and must repeat the rotation.

Appeals

A student can appeal a grade by submitting an appeal via email to the Appeals Committee (appeals@auamed.net) within 14 days of receiving notification of a grade. The Appeals Committee will review the appeal and will forward a recommendation to the AUA Executive Clinical Dean who will make a final decision.

Rotation Feedback by Students

At the end of each rotation, students will complete the **AUA Student Clerkship Evaluation Form** for their completed rotation. The forms must be completed and submitted within one (1) week after the completion of the rotation. **Failure to submit the Rotation Evaluation may result in a grade of Incomplete (I) in the relevant rotation.**

These forms will be reviewed by the AUA Clinical Coordinator and the respective AUA Clinical Chair.

Reading Assignments

The AUA Clinical Chairs will suggest student reading assignments for the respective core/elective rotations. Additionally, independent reading assignments are listed in this booklet and on AUA website clinical portal. These recommendations relate closely to the learning objective of the specific rotation. The evaluation of the completion of those assignments will be graded by the Course Directors and Preceptors. Additionally, the AUA Library has an expanded Virtual Library which provides students with millions of resources to support their academic studies.

To access the Virtual Library, please visit <http://students.auamed.net/library/e-journal.htm>. Students will need to use the same assigned username and password as when they use the AUA E-mail system from outside the main Campus.

POLICY ON CLINICAL CLERKSHIPS

The Clinical Sciences Department is solely responsible for the placement of students. Once students have met all requirements for placement (academic, financial, administrative) the Clinical Coordinators will work with students to schedule them for clerkships. **Students are not permitted, under any circumstances, to contact AUA affiliated hospitals to try to schedule their own rotations.** Hospitals frown on the aforementioned direct communication from students and our agreements with the hospitals may subject students who violate this policy to be barred from future rotations in that hospital.

Students are permitted to contact non-affiliated teaching hospitals to see if the hospital will allow the student to participate in a clerkship. The AUA will then decide if the hospital meets its standards and is willing to follow our clinical guidelines. If it does, the AUA will then provide the hospital with a letter of good standing and advise the hospital that the student has medical malpractice insurance.

Scheduling of rotations is at the sole discretion of the AUA Executive Clinical Dean and the Clinical Sciences Department. It involves many factors, not just student preference. AUA does not guarantee placement at specific sites or geographic locations. If for any reason, a

student refuses to accept an assigned clerkship, the student must notify his/her AUA Clinical Coordinator in writing and indicate the reason(s) the assignment is being refused. The AUA Executive Clinical Dean or his designee will review the student's rejection of the assignment and determine whether the student's rejection will be approved. If the regulation is not approved, the student must accept the assignment. If the student refuses, no new placement will be made that will commence during the period of the original rotation.

The arrangement and confirmation of assigned clinical rotations is a process that emanates from the Clinical Sciences Department. The AUA Clinical Coordinator communicates with the student to set up, monitor and transmit documents related to the scheduled rotations.

If a student does not begin or complete a scheduled assignment then that student needs to immediately notify the AUA Clinical Coordinator. A student on financial aid needs to report the same information to the Student Support Services/ Financial Aid Office in New York. Financial aid is based on the preliminary scheduling and confirmation of the student's prospective rotation. **A change in the schedule therefore, may mean that the student is not eligible for financial aid and will be responsible for the fees and expenses incurred by the University (See Student Handbook 2010).**

Documentation

It is the sole responsibility of the student to provide required documentation to the Clinical Sciences Department in a timely fashion (see Appendix).

After submission of the Step 1 passing score to clinicalsciences@auamed.net the student will receive a request to submit the documentation. Placement in clinical clerkships is not possible unless the hospital receives, through the Clinical Coordinators, complete and updated documentation. In general, the Clinical Coordinators have to forward the documentation four (4) weeks prior to start of a rotation. As some of the documents expire (i.e. ACLS certification, Titer levels etc) it is the responsibility of the student to provide updated documentation as necessary to the Clinical Sciences Department.

ADMINISTRATIVE POLICY

Educational Accountability

Students, who encounter a problem during a rotation at a hospital or clinical site, should immediately contact the AUA Executive Clinical Dean. The AUA Executive Clinical Dean will directly intervene or suggest appropriate hospital-based authorities to resolve the problem.

Disciplinary Issues

- Students are required to act in compliance with all hospital policies and regulations relating to patient care, behavior and moral, legal and ethical standards expected of physicians
- An incident in which a student is accused of violating policies involving personal conduct, disregard or hospital policies or statutory laws shall be treated as a disciplinary matter
- In such instances, the hospital will compile a written report of the case for submission to the AUA Executive Clinical Dean. The student will also be required to compile his/her report about the incident, which is also sent to the AUA Executive Clinical Dean. A decision will be rendered in accordance with the disciplinary procedures outlines in the Student Handbook.
- Disciplinary actions taken may be reflected in the student transcript.