



## **AMERICAN UNIVERSITY OF ANGUILLA SCHOOL OF MEDICINE**

# **STUDENT HANDBOOK**

Congratulations on choosing the American University of Anguilla. At the American University of Anguilla, an exciting and challenging experience awaits you as a student of our Caribbean medical school, also known as, AUA. To answer some of your questions concerning the school's policies, the university has prepared this Student Handbook.

Please read it thoroughly and retain it for future reference.

### **Open Admission Policy:**

The university has an open admission policy. No person, on the grounds of age, color, creed, disability, gender, religion, national origin, race, sexual orientation and or identity, is excluded or otherwise subjected to discrimination in the receiving of services, nor does the American University of Anguilla discriminate in employment, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of age, color, creed, disability, gender, religion, national origin, race, sexual orientation and or identity.

## **MISSION**

“The American University of Anguilla Medical School, in partnership with Caribbean Medical Education Consulting Group (also known as CMECG) have the collaborative mission to provide rigorous medical education curriculum and for students in need, fast track courses, to support and guide students on their journey with medical centered achievements to become global citizens, successfully earn a bachelor’s medical degree and to reach their full potential.”

## **PHILOSOPHY**

The philosophy of the American University of Anguilla, Medical School, is to educate students academically, intellectually and socially, focusing on academic curriculum required credits for each student to attain their medical degree as well as expanding their full capacity for success and individual goals in the medical field.

The CMECG entity as well as the American University of Anguilla, essential to its philosophy, accepts that American University of Anguilla students have the right to an education regardless of age, color, creed, disability, gender, religion, national origin, race, sexual orientation and or identity. Said entities fully recognize that, although learning is an individual process, the means to attain knowledge in our society is essentially a social activity and to reach our objectives, mission and vision, the American University of Anguilla provides a structured medical educational program for continuous progress that has been proven to qualify each student in reaching his or her full aptitude academically in order to become a licensed physician. The college uses up-to-date curriculum and cutting-edge technology to cultivate and challenge the highest performance of each individual as he or she progresses on their journey towards earning a medical degree.

## **OBJECTIVES**

### Intellectual Development:

1. To respect the worth and dignity of every individual
2. To provide the opportunity for successful achievement for all students
3. To acquaint the student with medical knowledge as required to become a licensed physician
4. To encourage the students to think independently and to make sound judgments based on education, training and future experience.

### Social Development

1. To encourage in students an awareness of the duties of an active member of the medical community including the ethical standards of the physicians Hippocratic Oath "To do no harm"
2. To promote various local/nationwide citizenship programs
3. To maintain open communication among staff, teachers, and students
4. To teach students the appropriate skills to solve social issues, including healthcare and medical conditions.
5. To educate the students in substance abuse.
6. To encourage students to actively participate in service to the university and community through volunteerism and outreach now and or in future community organizations
7. To encourage the students to develop an appreciation for, and interest in, the cultural medicinal and healthcare differences around the globe in diverse countries.

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## **ABSENCE**

Success in any field requires continuous daily effort especially evident in education. The University's absence policy is as follows;

- a. Only notifications of absences shall be excused;
- b. Students are responsible for making up all work missed due to an absence;
- c. Any student who has an excess of 10 absences in a semester may be in jeopardy of needing to retake that course.

## **ACADEMIC PROGRAM**

The American University of Anguilla has been established by CMECG in partnership with the Anguillan Government to provide medical education to our students, in accordance with the higher education committee. The curriculum of the American University of Anguilla is in accordance with registration and the guidelines set forth by the World Directory, ECFMG (Education Commission for Foreign Medical Graduates), CAAM-HP (Caribbean Accreditation Authority For Education in Medicine and other Health Professions) and NBME (National Board for Medical Examiners). The students at the university will be instructed in the required medical classes to obtain the necessary course credits to qualify to take the mandatory license examination to become a licensed physician in the United States. Accredited courses consist of Basic Sciences programmes given at an accelerated rate; clinical science courses done in a hospital or clinic setting in the United States or Canada to earn a medical degree upon completion of residency.

## **ADMISSION POLICIES**

The American University of Anguilla Medical School restates its open admission policy. No student on the grounds of age, color, creed, disability, gender, religion, national origin, race, sexual orientation and or identity is denied admission, excluded, or otherwise subjected to

discrimination in receiving instruction at this medical school. We do not hire or assign staff on the basis of the race, color, religion, national origin, sexual orientation or identity of the individuals they are to serve.

Continued registration at the medical school is based upon:

- a. Cooperation and adherence to all school regulations,
- b. Financial obligations fulfilled,
- c. Support of academic programs and respect for all persons and property.

### **CALENDARS**

The school calendar is available online at the American University of Anguilla Medical School website. This calendar contains the informational dates for the school year. Please read the annual calendar.

### **CLASSROOM AND LABORATORY CARE**

American University of Anguilla has hired personnel to take care of the classrooms, laboratories and grounds. However, as a part of the students' privilege of attendance and the service oriented philosophy of the university, students will be expected to take initiative to keep labs and rooms tidy and to clean-up after themselves.

### **COMPUTER/TECHNOLOGY ACCEPTABLE USE POLICY**

The purpose of the school's computers, on-line electronic information services, and access to the Internet is to support communication, research, and the education process. Therefore, the use of any information services by any student or teacher must, in the judgment of the American University of Anguilla Medical School's administration, be related to student education and research in accordance with the medical educational goals and objectives of the university.

The use of technology is a privilege and not a right. While using this privilege, students are to follow all university rules. The school may also monitor any computer-generated material such as an e-mail, if any, even if written outside the AUA premise, which impacts the school environment. If any student does not agree with the above policy, a form denying the student permission to use the school's computers must be acquired in the administration office to be signed by the student.

This would mean that during the time the student works on the school computers, the student will not participate and will be assigned other academic work. The task not completed on the school's computers must then be completed on a computer off American University of Anguilla premises.

The university may provide its administrators, faculty and students with access to computers and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the university and its teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others;
  - a. Use only assigned accounts and passwords;
  - b. Do not share assigned accounts or passwords with others;
  - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
  - d. Do not share or distribute private information about yourself or others.
  
2. Respect and protect the integrity, availability and security of all electronic resources;
  - a. Observe all network security practices;
  - b. Report security risks or violations to the university executive administration;

- c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
- d. Do not disrupt the operation of the network or create or place a virus on the network;
- e. Conserve and protect these resources for other students and Internet users.

3. Respect and protect the intellectual property of others;

- a. Do not infringe on copyright laws including downloading or copying music, games or movies;
- b. Do not install unlicensed or unapproved software;
- c. Do not plagiarize.

4. Respect the principles and philosophy of the university;

- a. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
- b. Do not access, transmit, copy or create materials that are unethical or illegal (such as obscene, stolen, or illegally copied materials or messages);
- c. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
- d. Do not use the resources for non-educational purposes (such as visiting chat rooms, social media websites or networks);
- e. Do not send spam, chain letters or other mass unsolicited mailings;
- f. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the university's executive dean.
- g. Do not engage in any form of cyberbullying.



### Supervision and Monitoring

To help ensure that users are secure and in conformity with this policy, the university reserves the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any student or other person or to protect property. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

### Unacceptable Use of Outside Technology

The university expects students to use information technology (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and ethical principles, both in and out of the school setting.

Accordingly, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, faculty member, or other person. This includes, but is not limited to, the AUA and CMECG entities, by communications on social media networks. In addition, this rule applies to communications both during each semester and includes while students are released from classes on breaks. Students are responsible for all materials and communications made on personal websites and social media networks and the materials and communications should be consistent with the university's philosophy and ethical principles, including any materials or communications posted on their sites by "other individuals". Moreover, any unauthorized use of the school's name (or common names associated with the university) or any likeness or image of the school or its employees or agents are strictly prohibited.

### Consent

Many technological devices used at the university have the capacity to generate audio

recordings, video recordings, photographs, and other similar reproductions of images, likenesses and/or sounds. The use of any such recordings and reproductions is governed by school policy. Signed execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on the university campus property.

#### Consequences for Violations

A violation of these rules may result in disciplinary sanctions, including the loss of a student's privilege to use the university's information technology resources and any additional sanctions shall be at the executive dean's discretion, including but not limited to, expulsion.

### **CONDUCT/SANCTIONS**

All American University of Anguilla faculty, staff and students will observe the following school rules:

1. Respect for the hierarchy of the administration, respect for staff, students and property (no defamation, tampering or defacement).
2. Courtesy towards teachers, fellow students, guests and persons who assist or work at the university.
3. The university campus is a non-smoking premises; thus, no smoking is allowed.
4. Any staff or student whose illegal conduct in or out of school reflects discredit to the school will be subject to possible termination, suspension or potential expulsion, respectively. The university reserves the right to terminate, suspend, or expel any staff or student when it determines that an employee or student's conduct merits such actions.

### **COUNSELING SERVICES**

The American University of Anguilla counselors are experienced professionals who understand that each individual is unique. The American University of Anguilla has a guidance academic counselor to

provide support for all students' medical education and to provide educational counseling when warranted. The university guidance counselor does not provide professional or psychological counseling.

It is understandable that there are times when an individual's needs may exceed the scope of AUA counselors or an individual may desire to receive counseling but would feel more comfortable using a therapist that is not part of the American University of Anguilla. In either scenario, he or she will help make the appropriate referrals to a psychologist, psychiatrist or other professional to a student who indicates a need to be given said referral or requires additional services.

### **CONFIDENTIALITY**

Administration and teachers will keep confidential information entrusted to them as such, so long as no one's life, health, or safety is at stake. In these cases, the guidance counselor and or other authorities will be promptly notified of life, health and or safety concerns.

### **DISEASE, COVID-19 RISKS AND PROTOCOLS**

Attendance in person at school or school related events pose some risks including the transmission of COVID-19 and other diseases. Although the university has taken various measures to reduce the risks of transmission, the possibility of infection from COVID-19 or other communicable diseases are nonetheless present.

Students expressly assume such risks by in person attendance at school and/or by coming onto the university campus. Students and staff shall agree to abide by all school policies related to COVID-19 and any associated safety measures including, but not limited to the proper use of masks for vaccinated and/or unvaccinated staff, students and visitors and any isolation or quarantine requirements as determined by the university or as recommended by the Center for Disease Control and Prevention for Health and Safety as may be applicable to staff, students and on campus and visitors. While the university strongly supports in-person instruction, in the

event of a natural disaster, disease outbreak or any other circumstances which in the judgment of the university administration make it infeasible, unsafe or otherwise imprudent to continue campus-based education, school educational programs may transition to remote/distance learning and/or other methods adopted by the university's administration and faculty. Due to the continuing financial obligations related to the medical school's operations, there will be no suspension, reduction, or refund of tuition in these circumstances unless decided otherwise by the school administration.

The educators will continue instruction through online portals and any additional platforms (Google Classrooms) for instruction, assignments and collection. In addition, any codes required for other platforms used to upload instruction, assignments, and collection of material will be posted on the American University of Anguilla's website with corresponding due dates. The university may utilize either e-mail and/or text messages to alert the students of important information related to the American University of Anguilla medical school operations.

#### **DRESS CODE**

The university dress code on campus allows for students to wear casual and comfortable Scrubs that are clean, neat and appropriate for the environment. If any student does not have any scrubs, they may order scrubs through our website. During which students may come to class in dressy casual attire: neat, clean and pressed down clothing with closed toed shoes.

#### **DRUG/ALCOHOL and WEAPONS POLICY**

No alcohol, illegal drugs and or non-prescription medication, unless used by students or staff in which a particular medication was specifically prescribed, nor are any weapons permitted on the campus of the university at any time. Violators will be immediately sanctioned, including, but not limited to, termination or suspension up to possible expulsion based on the severity.

#### **EDUCATORS**

All of the professors at the university are trained professionals certified to teach by an examination committee and board officials from the university. Professors are best qualified to support the academic progress and success of the student in ensuring their strategic teaching within their lectures. Lecturers are to ensure academic success to all students, regardless of background, race, ethnicity or religion.

If students have any concerns or questions, please make an appointment with the professor at a time of mutual convenience to discuss any academic issues. The university's educators are essentially the best suited to give our students sufficient support in the event of an academic issue. However, if a matter is still unresolved after attempting to clear up directly with the professor the guidance counselor or another executive administrator/dean may be contacted, if necessary.

#### **EMERGENCY/FIRST AID**

In case of emergency, the emergency contacts designated on the student's registration shall be notified, if necessary. Any student needing first-aid or a student who becomes too ill to remain in class shall be dismissed. First-aid procedures will be administered as directed on the student's registration. First Aid kits are located in each classroom as well as AED. Students are urged to call 911 in an urgent matter and report to an administrator, administrative assistant or professor in the event of any emergencies.

#### **FINANCIAL OBLIGATIONS**

Students shall be responsible to keep tuition payments current. The satisfaction of all financial obligations to the university, such as tuition and fees, constitutes a material condition for continued enrollment at the American University of Anguilla. The school may disallow students from taking final examinations if the student fails to meet any financial obligation to the AUA.

In addition, the school may withhold the issuance of transcripts or any other student records and disallow access to school campus and/or software programs and the like or disenroll the student if financial obligations are not met unless otherwise arrangement has been contracted with the executive dean in writing. In the event a student is unable to meet their financial obligations to the university they shall not receive grades until tuition payment for tuition has been brought current. See further information and payment plan tiers on the American University of Anguilla registration material and/or as provided to potential students in the student welcome packet.

### **GRADING POLICY**

Grade/Score

90 – 100 = A

80 – 89 = B

70 – 79 = C

Passing grade must be at least 70%

Grades with a total accumulation score between 65 and 69 will be offered a comprehensive makeup exam.

Grade scores that fall below 65% is an automatic fail and no credits will be received

Any student has a score of 65% in 2 subjects will automatically be placed on academic probation.

Any student that fails 3 subjects with three grades 69% or lower shall be automatically completely failed for all 3 subjects without make up exams being offered.

Make Up Testing – Make up exams shall be given on the first day of the following semester for any student who meet the criteria to be offered the makeup exam that allows students 2 weeks in between semesters to study for the comprehensive exam.

## **HARASSMENT AND ANTI-BULLYING POLICY**

The American University of Anguilla Medical School is committed to promoting a safe, healthy and respectful learning and workplace environment for all of its students and staff. As such, bullying and harassment, including sexual harassment, is strictly prohibited and will not be tolerated.

Therefore, this policy prohibits any unacceptable verbal or written conduct or gestures directed at an agent, employee or student by another, that has the effect of:

- (1) physically, emotionally, or mentally harming a student or staff member;
- (2) damaging, extorting or taking an employee's or student's personal property;
- (3) placing either staff or a student in reasonable fear of emotional or mental harm;
- (4) placing a student or staff in reasonable fear of damage to or loss of personal property; or
- (5) creating an intimidating or hostile environment that substantially interferes with employment or a student's educational opportunities or the mission of the American University of Anguilla.

### **I. Definition**

- a. Bullying and harassment may involve, but is not limited to; teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites).
- b. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

### **II. Scope**

- a. This policy prohibits bullying or harassment that occurs either on school premises before, during, or after school hours.

### III. Reporting Complaints

- a. Each employee and student has a duty to report bullying or harassment to the university immediately.
- b. If any incident of bullying or harassment is experienced, the incident must be promptly reported to an administrative university staff member so that the school may initiate further inquiry, when appropriate.

### IV. Disciplinary Sanctions

- a. Any staff or student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, termination, suspension, expulsion, and/or notification to appropriate authorities, if not already notified. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the executive administration's discretion.

### V. False Reports

- a. False accusations or reports of bullying or harassment also constitute a violation of this policy and may subject the offending party to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by AUA in its investigation and review of any reports deemed to have been made in bad faith.

### VI. Bullying/Harassment Investigation Disclosures

- a. While the University generally prohibits the nonconsensual disclosure of information contained in educational records, limited exceptions apply including for the disclosure to victims of bullying or harassment when disciplinary sanctions or other measures relate directly to the victim.
- b. Students hereby consent and acknowledge that the American University of Anguilla



may, pursuant to this exception, disclose to the victims of harassment or bullying, and to law enforcement, any information related to the harassment and/or bullying at issue regardless of whether the matters disclosed are part of an educational record.

## **IMMUNIZATIONS**

The university requires that, prior to attendance in school, each student presents or has on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A completed Certificate of Immunization is required to document the administration of prescribed immunization doses.

An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent medical exemption. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons.

## **OFFICE AND SCHOOL HOURS AND CAMPUS LOCATION**

The University office is open Monday through Friday from 8 a.m. to 5 p.m. on regular school days. Closed on public holidays and government advisory days. The office address: CMECG 2424 N Federal Highway, STE 259 Boca Raton, FL 33431.

USA Phone: 866-987-2001 Fax: 866-987-2001.

Local address is American University of Anguilla

Caribella West End, Anguilla, AI-2640.

Phone number: 1- 877-282-7661 Fax number: 1-877-282-7661

## **PHOTOS/VIDEOS**

The school reserves the right to use student photos in any school publication including but not limited to print publications, videos, or websites including Facebook, Instagram, Twitter

and other social media websites. Any student who does not want his or her picture or video to be used accordingly must notify the university's administration office in writing prior to the beginning of each semester.

By executing this acknowledgement of receipt of this Handbook, Students' HEREBY CONSENT, authorize and grant permission to the university and their agents, employees or duly authorized representatives to photograph or videotape students and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to use on the internet.

Additionally, students, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of said student photos.

#### **PRIVATE TUTORING, COACHING OR LESSONS**

Except as specifically noted in this Handbook, the university does not sponsor, oversee or otherwise provide private tutoring, coaching, therapy or other similar private lessons or services. Students who engage school staff members for the provision of tutoring services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member's employment with the school.

Students, by executing the acknowledgment of receipt of this Handbook HEREBY RELEASE the school and their corporate members, officers, employees, and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring services, regardless of where they may occur.

#### **REGISTRATION**

The registration to the university opens at the beginning of the fiscal year for returning students followed by registration for new students. New students must have taken an (Medical College Admissions Test). Student registration fees are non-refundable.

### **VIOLENCE ZERO TOLERANCE POLICY**

The school adheres to a ZERO TOLERANCE POLICY for violence. Under the school's ZERO TOLERANCE POLICY, any threat by any person on the premises to inflict harm to the medical university, a faculty member, fellow student or self is interpreted as a serious offense and must be immediately reported to the authorities and the university administration. The school adheres to Zero Tolerance for harassment, bullying, weapons, drugs, threats, gang affiliations, physical assaults and/or fights. Under this policy, a student will be immediately terminated, suspended followed by possible expulsion. The authorities will be notified and the incident will be documented appropriately.

### **VISITORS**

All visitors must obtain prior approval of a member of the office administration to enter the campus. Any visitors must enter through the main office to obtain a pass before entering the university and must wear their visitor pass so that it is visible. Identification will be requested before issuing a pass.

### **WEB PAGE**

The school's web page is [www.aua.ai](http://www.aua.ai) and contains pertinent information regarding the university. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the American University of Anguilla as are all other policies, procedures, or programs of the university. From time to time, you may receive updated information concerning changes in policy. However, the university has the right to add, delete, or revise any school policy or procedure with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such.

## **WELCOME**

Welcome to the American University of Anguilla. If you have any questions about the school's policies, please ask the university's executive administration for assistance. The American University of Anguilla Medical School, along with Caribbean Medical Education Consulting Group, have the collaborative mission with a vision and experience to provide rigorous medical education and for students in need, fast track courses, to support and guide students on their journey in medical centered achievements to successfully earn a medical bachelor's degree, become global citizens and potentially become licensed medical doctors. This privilege and task shall be carried out in partnership with the students and community at the American University of Anguilla.

**STUDENT ACKNOWLEDGMENT AND RECEIPT**

I, \_\_\_\_\_, acknowledge that I am in receipt of and have read the entire contents of the American University of Anguilla Medical School Student Handbook and understand the consequences of any violations of the rules and policies of the university.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Student Handbook. I also understand that the college has the ultimate authority over the administration of the medical university and the interpretation of the school's rules and policies. Moreover, I further understand that all of the university's policies, whether written or verbal, are only guidelines and are subject to change at the sole discretion of the school with or without notice.

I also hereby acknowledge that I have read and agree to the terms of the RELEASES outlined in the Use of Photos Policy and Private Tutoring release of liability policies in the handbook.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Print Student Name