



# **Student Handbook and Information Packet**

**Pre-Med Science, Basic Science, and Clinical Science**

**Anguilla**

# STUDENT HANDBOOK



**AUA**

## WELCOME

A student's registration each semester or term is an agreement to comply with the requirements and provision of the University as published or amended in the Student Manual, or the University Catalogue (***AUA reserves the right to make changes as necessary without prior notification***). Particular registration rules for each school will appear in that School's section. For those students matriculating in the School of Medicine, additional requirements and provisions will be found in the Clinical Training Manual. It is the student's responsibility to be aware of these requirements and to adhere to policy time limits as stated in this Manual. The privileges of the University and bona fide status as a student are available only when a student has completed registration and is a student in good standing. It must be expressly understood and agreed that should any difference between the University and a student arise, the law of Grandeur will be applied.

## ACCEPTANCE

A student's acceptance into the University is granted upon the presumption by the Board of Admissions that all statements made by the applicant during the admissions process, whether oral, written, or in submission of academic documentation, are true and correct. If it is subsequently discovered that false or inaccurate information was submitted, the University may nullify a candidate's acceptance or, if the student is registered, dismiss the student.

## BILLING

All students are responsible for payment of tuition and fees which are due approximately one month before the start of each term or academic year depending on the program and/or the payment plan the student has selected. Students are billed one month before the applicable due date. In the event that a student does not receive a timely tuition bill, it is his or her responsibility to contact the United States Information Office to ensure that the tuition bill is paid before the due date. Tuition and fees are published in the University Catalogue and are subject to change. A student will be required to select a payment plan to follow each semester. A student's tuition will be due based on the tuition plan agreement they have selected. Students failing to maintain their payment plan as required will not be eligible to receive official documentation or be eligible for academic verification. Students participating with Webber Financial payment program are held to the same standards and will not receive official documentation or certifications/clearance to complete examinations, etc., unless all payments are current. Students with outstanding balances will not receive final official documentation until all outstanding tuition and fees are paid in full.

## ADHERENCE TO PAYMENT DUE DATES

Payments of tuition and fees must be postmarked by due date indicated on the tuition invoice or statement of account. Failure to meet the due date will result first in a monetary penalty and possible suspension from classes. Please refer to your current tuition statement for late payment fees according to payment plan selection. If you participate in the Webber Financial payment program you will be held to the late penalty payment fees and charges assigned within your agreement.

## ASSIGNMENT OF LATE PAYMENT PENALTIES

Late payment penalties are assigned from the designated due date at a rate of 10% if payment is not received by the due date. An additional 10% if payment is received on or after the semester start date. A student will not be permitted to attend classes or campus unless all tuition responsibilities have been met. Students requiring a payment plan will be required to maintain the payment plan in order to remain a student in good standing. University privileges commence upon payment of all tuition and other charges. Students failure to maintain proper payment of tuition will not be permitted to complete final examinations. If you participate in the Webber Financial payment program you will be held to the late penalty payment fees and charges assigned within your agreement.

## REGISTRATION

Registration procedures will be published and distributed immediately before each term. Financial clearance from the office of Student Finances is required for registration.

## LATE REGISTRATION

Every student, except for clinical students in the school of Medicine, is required to register on or before the first day of each term as scheduled by the Office of Registrar during New/Returning Student Orientation. Students not registered during New/Returning Student Orientation will be classified within "Late Registration" period. The late registration period ends at 5p.m. on the seventh day following the date of the end of the registration period (i.e. if registration ends on a Monday, the late registration period will end at 5 p.m. the following Monday). Student registering during the later registration period will be assessed a \$500.00 late registration fee added to their semester tuition statement. **NO STUDENT MAY REGISTER BEYOND THIS TIME.** On the morning of the eighth day, permanent roster will be distributed to faculty. No service, including study-group help, tests or examinations, will be offered to non-registered students. A student who fails to register by the end of the seventh day, and who has neither received approval for an Official Leave of Absence nor has officially withdrawn from the University will be "Dismissed for failure to Register" effective on the eighth day of the term.

## **STUDENT HANDBOOK**



**AUA**

### **PERMANENT ADDRESS FORM**

Each student must have a permanent address and email address on file with the University (you will supply your permanent resident address on the registration form each semester). It is the responsibility of the student to identify one place to which the University will send ALL correspondence, billing, etc.

A form asking for the preferred permanent address will be distributed at registration. After registration, the student **MUST** notify the United States Information Office in writing of any change in the permanent address on record. It is especially important for medical students on clinical clerkships to notify the office of any change of permanent address during clinical rotations.

A change of address during a term, between terms, or while taking clinical clerkship should be filed with the office of the Registrar.

### **SCHOOL WITHDRAWAL POLICY**

If a student wishes to withdraw from the University, he/she must immediately provide written notice of his/her intention to do so to the Dean of Enrollment Planning. Please note that students who withdraw will receive refunds according to the University Refund Policy. Also note that a particular program of study may have its own regulations regarding how withdrawn courses are noted on the transcript.

### **SMOKE FREE ENVIRONMENT:**

AUA has implemented a smoke free campus environment. Students, faculty, employees, and visitors are not permitted to smoke on campus grounds. Smoking is permitted outside the campus gate area.

### **DRESS CODE:**

As representatives of America University of Anguilla School of Medicines it is required that students always present themselves in a professional manner both in a behavioral sense and appearance sense. A dress code has been implemented to assist students with clothing choices. Items of clothing permitted under the dress code (both male and female):

- Scrubs are required daily attire on campus for all students.
- Grand Round Schedule – all students are required to wear scrubs and student “embroidered” lab coat to Grand Rounds each week.
- Attendance to off campus events or clinicals. Students will be required to dress appropriately for any and all off campus events when representing the medical university. Example: clinical attendance will require student embroidered university lab coat as

well as scrubs. Some events will require a student to wear (men) shirt, tie, dress slacks along with student embroidered university lab coat, (women) dress/skirt and blouse along with student embroidered university lab coat.

- Students not complying with dress code will not be permitted to attend classes, event, or campus activities.
- Shoes – closed toe or sandals are permitted (know flip flop style shoes will be permitted on campus)

### **CODE OF CONDUCT**

Students attending the University are expected to conduct themselves with integrity, dignity and courtesy, according to a Code of Conduct that defines the interest, reputation, and stature of the University community. Learning experience at the University is not only meant to develop strong academic skills, but also to cultivate students with strong personality profiles, who are well adjusted to the norms of social graces and good social behavior. The University reserves the right to take any action that it sees fit to protect the rights of the Student Body, as well as those of the University. Abuses of this code, outlined below, will result in disciplinary action, which may include dismissal.

### **HONOR CODE**

While cooperation and collaboration are encouraged in all aspects of work and study which can benefit from collective effort, plagiarism and/or other forms of dishonesty are firmly rejected as having no place in this academic environment. All student of the University are required to adhere to the Honor Code.

The University’s Honor Code must be signed by all students upon matriculation at the University. The agreement is binding throughout the student’s tenure at the University. The text of the Honor Code is:

*As a member of the student body of America University of Anguilla School of Medicines, which is an institution of education dedicated to a high standard of ethics and academic achievement, and recognizing that it is the duty of the university community to nurture honesty and social responsibility in its graduates, I agree:*

- A. *To adhere to the University policy of maintaining a high standard of honor and academic integrity;*
- B. *To refrain from violations of these ideals by, for example, cheating, plagiarizing, lying, or stealing*
- C. *To accept the responsibility of reporting such wrong doing upon witness.*

*It is understood that any breach of this Honor Code necessitates disciplinary action subject to the discretion of*

## STUDENT HANDBOOK



**AUA**

*University Officials. Once enrolled in the University, acquiescence to this Code is in effect for the duration of my matriculation at the University.*

The student must be above suspicion in all testing situations. When cheating is suspected, it is not the obligation of the University to prove violation of this code beyond a shadow of a doubt, but rather by a preponderance of the credible evidence submitted. Students are advised strongly to consider the following guidelines. Students must not expose themselves to any situation that lends itself even to a suspicion of cheating, such as talking during an examination, looking at another's examination paper, or possessing notes during an examination; a student found cheating is subject to immediate dismissal from the University; and a student found helping, abetting, or acquiescing to an act of cheating by another student is presumed to be equally in violation of this code.

Violations of the Honor Code that will result in disciplinary action include, but are not limited to:

1. *Impersonation during an examination;*
2. *Insubordination and disrespect to AUA Executive Staff, Administrative Staff, Faculty, Student, AUA employee, etc.;*
3. *Possessing pertinent examination information, such as lecture notes and/or texts, during an examination;*
4. *Possessing and/or distributing examination questions in advance;*
5. *Copying from another student or making information available to another student;*
6. *Submitting work done wholly or in part by someone else;*
7. *Fabricating or falsifying laboratory data;*
8. *Preparing an essay or assignment for submission by another student;*
9. *Altering transcripts or other official documents relating to student records;*
10. *Misrepresenting one's credential; and*
11. *Altering official letters of reference.*

### **POLICY**

The University, through the Office of the Dean of Students, has the duty and corollary disciplinary power to protect its educational purpose and objectives through the setting of standards of conduct.

The disciplinary systems and procedures are substantially secondary to the use of example, guidance, counseling and admonition in the development of responsible student conduct. When these preferred means fail to resolve problem of student conduct, procedural safeguards allow for proper

action while protecting the student from unfair imposition of serious penalties

Examples of misconduct for which students are subject to disciplinary action by the University are:

1. Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the University (subject to the Honor Code, see above).
2. Forgery, alteration or misuse of University documents, records or identification. Theft of, and/or damage to property of the University, of a member of the University community or of a visitor to the University.
3. Unauthorized entry to, or use of, University facilities which are locked, closed to student activities or otherwise restricted as to use.
4. Tampering with fire equipment, exit lights, fire alarms or any other safety equipment or structure.
5. Disorderly, lewd, indecent or obscene conduct or expression on any property or site utilized by the University for official University –sponsored or supervised activities.
6. Abusive Behavior – Any action or situation which produce mental or physical discomfort for any member of the University community, or which places the individual or group in danger of physical or mental injury. This behavior includes, but is not limited to:
  - a. Sexual Harassment – as defined herein under the section "Sexual Harassment" (see section on sexual Harassment following on page 13).
  - b. Harassment – Conduct (not of sexual nature), that creates an intimidating, hostile, or offensive environment that affects the educational or working environment for another person.
  - c. Physical Harassment – Use of or threatened use of physical force or violence.
  - d. Stalking - Defined as: To following or otherwise contact another person repeatedly, so as to put that person in fear of his/her life or personal safety.
7. Incurring financial obligations on behalf of a person, organization, or the University without consent or authority.
8. Acting in a way which might bring dishonor or disrepute to the University community, including any default on any just debts while attending the University.
9. Disregarding the legitimate request of a University official, to include failure to follow direction or obstructing assigned responsibilities of appropriate officials.

## **STUDENT HANDBOOK**



**AUA**

10. Forging, altering, possessing, duplicating or using documents, keys, records or identification without consent or authorization.
11. Failing to comply with a disciplinary sanction, to include violation of specific probationary statutes.
12. Purporting to be or representing another person, an organization, or the University improperly without the consent or authority.
13. Conducting one's self in a disrespectful manner to, lying to, or perjuring self to University officials including the Disciplinary Panel.
14. Being present during the commitment of an act which violates University policy constitutes permission or condoning the act.
15. Violating terms of the housing requirements.
16. Failing to take an active role in assuring proper behavior of one's guests, not limited to residence halls.
17. Refusing to properly evacuate a University facility or moving from specified University grounds during a fire alarm or emergency situation.
18. Possessing, consuming, dispensing, or being under the influence of alcoholic beverages in violation of the Laws of the Government of Anguilla, the United Kingdom, or of a specific state in the United States where a Student may be enrolled in a specific program (see section on Drug Policy on page 18).
19. Violating the University smoking tobacco use policy in specified facilities.
20. Soliciting/selling for personal or organizational profit without proper consent of University Officials.
21. Violating motor vehicle policies of the University.
22. Disruption of the normal activities of the institutions, including physical violence or abuse of any person or conduct which threatens or endangers the health or safety to persons, the deliberate interference with academic freedom and freedom of speech, and forbid interference with the freedom of speech, and forcible interference with the freedom of movement of any member or guest of the University.
23. On-campus possession or use of firearms, explosives, or other weapons or dangerous articles or substance, including non-lethal weapons such as pellet guns.
24. Violations of University's policies or regulations governing student behavior and life on the campus and failure to inform personal guests of said policies and/or regulations.
25. Illegal Drugs – Possession or use of illegal drugs and/or narcotics; distribution, delivery, or sale of illegal drugs and/or narcotics; and the possession or use of drug paraphernalia.
26. Failure to comply with directions of University officials acting in the performance of their duties. This

shall include failure to give identity or to show University identification card.

27. Violation of any local civil and criminal laws and violation of other published University policies, rules or regulations.

### **DISCIPLINARY PROCESS**

The Disciplinary Panel will be composed of five members and will be established as follows: As representative of the appropriate Dean's office who will be the chair; Director of Operations/President-CEO; two members of the faculty, both appointed by the Dean for the purpose of the particular hearing; and two members appointed by the Student Government Association, who have served for one year. A student must have a GPA of 3.0 to serve on the disciplinary panel. If for any reason one of the appointed panel, the Dean and the Student Government Association will appoint an alternative in their place. The SGA President is the Presenter of the case.

The campus judicial system permits any member of the University community (student, faculty, administrator or staff) to submit a complaint against a student/student organization (Undergraduate and Graduate) with the Director of Operations/President-CEO and Academic Dean. Should the Director of Operations/President-CEO and Academic Dean receive information from any source that there has been a violation of the Honor Code or the Code of Conduct; he may then begin an inquiry to determine if a complaint should be filed. The Director of Operations/President-CEO and the Academic Dean will, upon receipt of information, determine the validity of the information. The Academic Dean will advise the office of Director of Operations/President-CEO of any and all correspondence with the filing of a complaint. All students must cooperate fully with the Dean's inquiry.

The Director of Operations/President-CEO and the Academic Dean may determine that counseling and other pastoral measures will suffice, or he/she may determine that a hearing must be held to review the complaint and consider if a violation has occurred. If a determination is made that a violation has occurred, the Panel will consider possible sanctions against the student or student organization.

The Disciplinary system is not a criminal process. The Hearing will be conducted in Anguilla unless the Director of Operations/President-CEO and the Academic Dean of Students, in their sole discretion, determines there are extraordinary circumstances as would warrant another location. Students will be given an opportunity to present information, including any witness, during a fair and impartial hearing. The Hearing will continue during reasonable hours, on successive days, until concluded. However, the

## **STUDENT HANDBOOK**



**AUA**

Chairperson may, in his/her sole discretion, adjourn the hearing to another date or dates. Any pending complaint or Hearing must be resolved prior to a student graduation.

### **HEARING PROCEDURES AND RIGHTS**

Students will be given clear and complete notice of the student Conduct Code Charge and the allegation upon which the charge is based.

Students will be given an opportunity to present information, including witnesses, during a fair and impartial hearing.

1. A notice of Violation shall be in sufficient detail so as to allow a student to prepare a defense (including the source of the information, alleged offense, and specific Code charges).
2. Notice of a formal hearing that will occur at least ten (10) days prior to the adjudication of the case. A student must, within ten (10) days of the notice of hearing, provide a detailed explanation and/or substantive response providing such documents upon which they rely. Informal hearing will be scheduled at the convenience of the charged student and hearing body.
3. A student may choose not to appear. Upon the chairperson's determination that an appropriate notice was served the panel may proceed without the student.
4. The Office of the President and/or Academic Dean may place a hold on all the records and registration of any student
5. The address on file with the University Registrar's Office will be used for all disciplinary notice sent to the student.
6. Telephone testimony will be accepted.
7. A student must answer any and all questions posed by the Panel members. Further, should the Panel require any record or records in the students' possession, the student must produce them.
8. All information, testimony or documents upon which the decision is to be based must be presented at the hearing. Any information not presented at the hearing will not be accepted on appeal or in a subsequent submission.
9. Students appearing before the Disciplinary Panel have the right to be assisted by a campus advisor (a member of the University community) of his/her choice. The attorney advisor may not participate in the hearing. Attorneys/advisors may be present but may be present but may not participate in the hearing. In the event an attorney, advisor or supporter is disruptive or otherwise interferes with the procedures, in the sole discretion of the Director of Operations/President-CEO and the Academic Dean,

that attorney, advisor or supporter may be removed from the proceedings.

10. The burden of proving of the offense rest with the University. The standard of proof will be the preponderance of the evidence; which means that the evidence, as a whole, show that the facts sought to be proved is more probable than not. The law of evidence does not apply to a University disciplinary or academic hearing. Any point made, either by the presenter or the student is proven when a majority of the panel is convinced it is so.
11. The charged student will be given an opportunity to speak in his/her behalf. He/she will have an opportunity to hear and question those who speak against him/her.
12. An audio record of the hearing will be maintained in the Director of Operations/President-CEO's Office.
13. The decision of the disciplinary system is final, subject only to the student's right to appeal.
14. All hearings will be conducted in private. Charges involving alleged sexual misconduct will not be heard in public and are confidential and private.
15. All hearing decisions will be communicated in writing to the charged student and will include a finding of fact (if any), and sanctions imposed (if any). The panel will not be required to report its detailed findings and may, should it choose, only report its conclusion.

### **TYPES OF HEARINGS**

Formal Hearings: (a) require the Presenter to call appropriate witnesses to provide information in support of the charges; (b) will be held no sooner than ten (10) days after notice is sent to the charged student; (c) require a formal decision letter to be sent to the student within ten days from the conclusion of the hearing process.

The following order of presentation is recommended for use in formal hearing. The chairperson may change the order, if necessary:

1. Presentation of formal charges;
2. Opening statement of the University, followed by an opening statement of the charged student;
3. Presentation of evidence and witnesses by the University, followed by questioning of those witnesses by the hearing body and the charged student;
4. Presentation of evidence and witnesses by the charged student, followed by questioning of those witnesses by the charged student and the hearing body;

**WITNESSES**

**ARE**

**THEN**

**DISMISSED**

## **STUDENT HANDBOOK**



**AUA**

5. Questions directed at the charged student by the hearing body;
6. Closing statement by the charged student.

### **INFORMAL HEARINGS**

The Hearing Body will be the Dean of Students only unless the Dean of Students (in his/her sole discretion) appoints any other member of the faculty/administration to serve on the panel; (a) The University does not automatically call witnesses to support the charges, although the hearing body may gather any additional information needed, including interviewing witnesses, (b) the student will be informed of any additional information gathered by the hearing body, (c) the charged student may call witnesses and present evidence, (d) the hearing is scheduled at the convenience of the charged student and the hearing body, (e) normally there is no attorney or advisor present, (f) brief written decision (with or without a findings of fact) will serve as the record and will be communicated within 10 days of the hearing body's final meeting with the student.

The choice of the type of hearings, either a formal or informal hearing is the student's choice, unless it is determined by the Office of the Dean of Students that a formal hearing is necessary. When two or more individual cases stem from the same incident, those cases should normally be heard by the same hearing body.

### **SEXUAL HARASSMENT**

All members of the University community must be allowed to work and study in an environment free from any form of sexual harassment.

For the purpose of this policy, sexual harassment is defined as unwelcome sexual advances, request for sexual favors, or other verbal (including written and electronic communications) or physical conduct of a sexual nature from any person when:

1. Submission to such conduct or request is made either explicitly or a term or condition of an individual's status in a course, program, or activity, or of academic achievement, or
2. Submission to or rejection of such conduct or request by an individual is used as a basis of employment or academic decisions affecting such individuals; or
3. Such conduct or request has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile, or offensive environment for work or learning.

In determining whether alleged conduct constitutes sexual harassment, the record as a whole will be considered, as well

as the totality of the circumstances such as the nature of the alleged conduct and the context in which the alleged conduct occurred.

### **RESPONSIBILITIES**

1. All members of the University community are responsible for ensuring that their conduct does not sexually harass any other member of the University.
2. Reporting. The University's policy protects all members of the community. The responsibility for reporting incidents of sexual harassment or favoritism incidents must rest with all members of the University community. Any employee, staff of faculty member, or student, who has knowledge of incidents of sexual harassment and/or favoritism, or may provide sufficient corroborative facts is strongly encouraged to report it to the office of special Assistant to the Administration for matters of Professional Conduct:

Reports will remain confidential, unless their release is specifically authorized in writing, except that a confidential copy will be supplied to General Counsel and the Dean of Students. To avoid stale and outdated complaints, written complaints must be filed within 30 days of the act complaints of unless the acts are a part of a continuing course of conduct. Members of the University community with supervisory responsibility who have knowledge of sexual harassment within the University are required to report the matter to the Office noted above. Any member of the University of the University who is found to have sexual harassed another member will be subject to disciplinary action up to and including dismissal. The Nature of the discipline shall be guided by the seriousness of the offense.

### **PROCEDURES**

Complaints of violation of the University's policies on sexual harassment or favoritism must be signed by the complainant of the complaint, unless sufficient verifiable facts are detailed.

On the advice of General Counsel, the appropriate Dean will promptly cause a preliminary investigation to determine the sufficiency of the complaint, the explanation and/or position of the complainant, or the facts as revealed and the party against whom the complaint has been filed.

Confidentiality will be maintained to the fullest extent possible. It is the responsibility of all employees or students to provide the fullest cooperation. Should there be sufficient detail indicating a possible violation of University policy, it will be referred, with recommendations, to the Dean of Students, and the appropriate Dean for a formal hearing. Either party may appeal this decision as outlined in the appeal process.

## **STUDENT HANDBOOK**



**AUA**

Any complaint found to be false, or intentionally dishonest, or malicious is subject to University discipline up to and including dismissal. The nature of the discipline shall be guided by the seriousness of the offense.

### **UNIVERSITY DRUG AND ALCOHOL POLICY**

It is the policy of America University of Anguilla School of Medicines, to maintain an environment free of drug and alcohol abuse, and to comply with all laws and regulation that prohibits or other wise control the manufacture, sale, distribution, use and possession of drugs and alcohol. The university will not shield from action by civil authorities any employee, student, or faculty member involved in the provision, merchandising, possession or consumption of illegal drugs. Students and/or other in violation of this policy will be subject to disciplinary action.

### **APPEAL OF DISCIPLINARY ACTIONS**

Any adverse decision by the Disciplinary Panel may be appealed to Vice Chancellor of the University by written statement no later than fifteen days after receipt of the decision, from the disciplinary hearing body, detailing the reasons for the appeal. The appeal must be sent via the Dean of Students, be copied to the University counsel, and must have the following format:

1. Due process errors involving the charged student's rights that affected the outcome of the initial hearing;
2. Demonstrated prejudice against any party by the person presiding over the hearing;
3. New information that was not available at the time of the original hearing;
4. A sanction that is extraordinarily disproportionate to the offense committed;
5. The preponderance of the evidence presented at the hearing does not support the finding (if this is chosen, only evidence produced at the hearing may be considered).

The Vice chancellor shall appoint and convene an Appeals Panel. The appeals Panel shall deliberate in person, by video conference, conference call, fax, or e-mail within thirty days after the written Appeal is received by the Dean of Students. After review and consideration of the written record and Appeal Statement request, the Appeals Panel may refer back for further investigation or hearing, sustain, modify or over the underlying decision.

### **STUDENT COMPORTMENT**

Students must display a valid ID card at all times on the campuses of the University. Medical students attending hospital clinics or laboratories must dress in a professional manner appropriate to the teaching facility. Any student not adhering to the dress code may face disciplinary action.

Smoking is not permitted in any University Building. Eating or drinking (except water) is not permitted in any campus lecture hall, classroom, laboratory or library.

### **TRANSCRIPT**

An unofficial grade report of completed coursework will be issued at the completion of each academic term to a student who is fully registered and in good standing. Official transcripts bearing the University seal and validating signatures are not issued to students or other individuals, but are mailed directly to institutions because of confidential information, and only upon the written request of the student. Request for either official or unofficial transcripts from the medical school should be addressed to the United States Information Office, Office of the Registrar. Students may download a transcript request form from the Universities website.

### **LEAVE OF ABSENCE**

A Student must account for all segments of time once beginning his/her university education. If not actively attending the University, a student must be on an official Leave of Absence (LOA). It is the responsibility of the student to submit a written request for leave of absence in advance to the Dean of Students, and to contact the Office of the Registrar to make certain that the LOA has been granted. A leave of absence will not be granted retroactively. Students will be required to be placed on LOA in the event they require time away from active medical school participation for a period which exceeds 60 days. In the event a LOA is approved, the student will be responsible to pay a monthly fee of \$200 USD per month to remain an enrolled student with the university. Students failing to meet this monthly financial obligation will be required to withdraw from the program. An approved LOA may not exceed one calendar year. An official Leave of Absence does not exempt a student from any academic requirement, including the time frame from matriculation to graduation. The curriculum changes during a Leave of Absence may make re-entry into program difficult.

### **LETTERS OF GOOD STANDING**

A letter of good standing is issued by the office of the Registrar only when a student is in good academic, disciplinary, and financial standing.

### **UNIVERSITY REFUND POLICY**

A student who withdraws or who is dismissed, or otherwise fails to complete the period of enrollment for which he or she was charged will receive a refund of University charges based on the following chart. The refund is determined by the student's effective date of separation, which is the last recorded date of attendance (LDA).

## STUDENT HANDBOOK



**AUA**

*The amount of a refund for students who withdraw from the school for any term is:*

| <u>Time Frame</u>                        | <u>Refund</u>                     |
|--|-----------------------------------|
| Four weeks prior to first class meeting  | 100% - minus seat reservation fee |
| Three weeks prior to first class meeting | 50%                               |
| Two weeks prior to first class meeting   | 25%                               |
| Less than two weeks prior to first class | 0%                                |

### STUDENT SECURITY AND SAFETY

In the event of an on-campus or an off-campus crime, the student is directed to report the matter immediately in the following sequence to the Authorities:

1. The appropriate Police Force or Department;
2. Campus Security (from whom a crime report form can be obtained);
3. The Business Administrator (to whom the crime report form should be submitted) the Office of the Director of Operations/President-CEO; and
4. The Academic Dean

Upon receipts of the crime report form, the Business Administrator or appropriate administrator will take further action with the police Commissioner. Interim inquirers from students (or their relatives) should be directed to the Director of Operations/President-CEO and the Academic Dean.

### SATISFACTORY ACADEMIC PROGRESS

#### Promotion Rules

1. Academic progress will be reviewed at the end of each year.
2. All grades for a course will appear on the transcript.
3. A student with a cumulative GPA of less than 2.0 at the end of the term will be placed on Academic Probation and a program of study will be mandated for the student. This will outline what the student must do in order to be removed from Academic Probation, and the consequences of not doing so.
4. A student who fails a required course must remedy this 'F' before graduating. The Course Director will recommend whether this will be by make-up and/or by repeating the course.
5. A student is permitted to spend no more than two successive terms on Academic Probation. At the end of this period, the student will be dismissed.

6. A student who has failed a course but who is not mandated to remediate it has two options:
  - a. To repeat that course. Students who repeat a course will receive whatever grade they earn and only the higher grade will be used to compute cumulative GPA. All grades for a course will appear on the transcript.
  - b. To take a make-up at the beginning of the next semester: this represents the only opportunity for them to take a make-up. Thereafter, remediation will involve repeating the course. Students who take a make-up and pass can receive no more than a 'C' grade. The higher grade will be used to compute cumulative GPA.

### A STUDENT ON PROBATION MAY NOT:

1. Participate in recognized extracurricular activities, including varsity athletics;
2. Hold office in recognized student organizations; or
3. Maintain student employment

### ADVANCED STANDING POLICY

Qualified student may be admitted with advanced standing to the University. A student must request in writing that his/her application be considered for advanced standing. Transcripts from other universities or colleges acceptable to America University of Anguilla School of Medicine are evaluated by the Office of Enrolment Planning/Division of Admissions. Course descriptions and/or grading policy of the institution (s) attended previously may be required for review by the Board of Admissions. If these documents are not in English, they must be accompanied by an official English translation.

### COURSE TRANSFER POLICIES

Students in the University may not receive credits for study in any other college or university while matriculated at America University of Anguilla School of Medicine without the prior permission of the office of Director of Operations/President-CEO and the Academic Dean. Students with 45 or fewer credits to complete for their degree are not eligible for this permission. No credit is allowed for a course taken unless an official form granting permission is on file with the Office of the Registrar, to whom an official transcript of this work must be sent directly. No credit for work completed at another institution may be applied toward a degree requirement unless the grade received is 'C' or better; grades from transfer courses are not used in computing the major grade point average or the overall cumulative grade point average.

The total number of credits a student may accrue via transfer or successful completion of a challenge exam is 75. Once a student reaches this maximum, no further transfer or testing authorization will be accepted.

## **STUDENT HANDBOOK**



**AUA**

### **END OF COURSE EVALUATION POLICY**

Students will be asked to complete an evaluation of the courses at the end of the semester. Student evaluations will be kept anonymous to the course director. Comments are of particular interest for improvement of the course.

### **INSTRUCTOR EVALUATION POLICY**

Students will be asked to complete faculty evaluation forms for major courses. Student evaluations will be kept anonymous to the course instructor. Comments are of particular interest for improvement of the course presenter.

### **INTERNET AND EMAIL POLICY**

The computer lab and library materials are available. Computers are to be used for school related issues. Students should avoid using the computer hard drive to store any personal items. Students shall not transmit harassing or obscene messages, pictures, and/or other materials over the internet or any AUA network on or off site. Laptop / notebook computers are permitted and encouraged during class lecture . . . although --- INTERNET ACCESS IS PROHIBITED DURING CLASS LECTURE.

### **HOLIDAYS**

American University of Anguilla School of Medicine's holiday schedule corresponds to most of the standard national holidays practiced in the United States. If your religious belief interferes with attendance of a particular class, please notify the Campus Dean to approve and document in the student's record, an approved absence from classes. For our local Anguillaan employee benefit, there are also a few local Anguillaan holidays observed as well (students will be made aware of these holidays as they approach).

### **RESIDENCY**

The final 45 consecutive credits for a degree must be taken at the University. Of these 45 credits, the number to be taken in the major field is determined by each department.

### **TIME LINE**

Full-time undergraduate students are expected to complete their degree requirements in 4 years, no more than seven years; part-time undergraduate students are expected to complete their degree requirements in 12 years. Students may petition the Dean for an extension if medical problems, family obligations, changes in program, or other significant factors make it impossible to complete their degrees within the applicable time frame.

### **APPLICATION FOR GRADUATION**

During registration for the 4<sup>th</sup> year, students are required to report to the office of the Registrar to file an application for

degree. Students should consult their Arts and Science degree audit as a guide to course selection to assure that they meet degree requirements.

### **GRADUATION ELIGIBILITY**

In order to be eligible for graduation, a candidate must successfully complete all degree requirements and must achieve the required minimum over all grade point average, as well as the minimum grade point average in his or her major, and in any second major or minor field he or she may have. In addition to academic good standing and completion, a student must also be in good financial standing with all outstanding tuition paid in full with the medical university. This also applies to any outstanding financial balances being collected by Webber Financial payment planning.

Participant in the commencement ceremony is restricted to those students whom the Office of the Registrar determines to be eligible for a degree in accordance with the requirements defined by the department or division. The University may also allow students who are within six credits of degree eligibility, and who have the requisite grade point averages, to participate in the ceremony as space permits. Participation in the ceremony does not constitute confirmation of eligibility for a degree.

### **GRADING**

The University uses the following percentage/letter grades to indicate the record of achievement in courses completed.

| Letter Grade | Grade Average | Point | Quality Points |
|--------------|---------------|-------|----------------|
| A            | 4.0           |       | 90-100         |
| B            | 3.0           |       | 80-89          |
| C            | 2.0           |       | 70-79          |
| F            | 0             |       | <69            |

### **OTHER ACCEPTABLE GRADES**

#### **IN INCOMPLETE**

Students who are unable to complete the semester's work may receive an 'IN' on their permanent records. NOTE: The instructor must file a change of grade form upon student's completion of course requirements within four weeks of the regular subsequent semester or the 'IN' will be changed to an 'F'.

#### **W WITHDRAWAL**

After the add/drop period has closed, a student may withdraw from a course and be guaranteed a 'W' any time up to the mid-semester date of that term. After the mid-semester date, the designation awarded shall be at the discretion of the instructor. Any student who withdraws between weeks 4 – 7 of the class will receive a "W" on their report card.

## **STUDENT HANDBOOK**



**AUA**

### **WF WITHDRAWAL FAILING**

This indicates that a student was permitted to withdraw from a class but was failing academically at the time and has withdrawn between weeks 7 – 12. Also note that a student who is granted permission to withdraw from a course AFTER week 12 will automatically receive a “WF” in the course.

### **WP WITHDRAWAL PASS**

This indicates that at the time of withdrawal without academic grade penalty between weeks 7 – 12.

### **AU AUDIT**

A student wishing to audit a course must register at the onset as an ‘AUDIT STUDENT’ for that course and a grade of ‘AU’ will automatically be recorded on the grade roster.

### **S/U SATISFACTORY/UNSATISFACTORY**

These grades are to be used only for special courses as stipulated in the courses description.

### **CC CONTINUING COURSE**

The CC grade is issued only for courses which extend beyond one semester.

### **T/C TRANSFER CREDIT**

Accepted transfer credits

### **CURRENT**

Course or clerkship currently enrolled in but no grade yet received.

### **SCHEDULED**

Approved clerkship

### **STANDARDS**

A full-time student is one who is registered for a minimum of 12 credits in the current semester. A student enrolled in a department-approved program in which fewer than 12 credits is the recommended full-time credit load is also considered to be a full-time student.

### **WARNING**

A student who meets the cumulative GPA criterion but who’s GPA for any one semester falls below 2.0 in the first year, or 2.0 during year 2-4, shall receive a letter of warning from the Dean reminding the student of the criteria for probation.

The Dean may waive any or all of these ineligibilities if the student’s progress with the students department chairperson and with the student, and may also consult with other

appropriate persons. The resulting decision shall be communicated to the student in writing by the Dean. Normally, the review will allow not more than one additional semester for the student to improve his/her performance.

If a student’s performance is not satisfactory after the period of extension, suspension or dismissal is automatic unless the Dean grants an additional extension in writing.

All students must fulfill all course requirements as defined by the Course Director to obtain a final grade. The course requirements and grading policy will be stated in writing on the first day of each course. Any student who wishes to contest an examination or course grade should consult the Course Director.

A grade “I” or “F” must be removed prior to progression into the next academic year. An “F” grade on any course with 10 credit hours or more can only be remedied by repeating the course. A student with an “F” grade, or with a grade point average (GPA) below 2.0, is placed on Academic Probation or may be dismissed from the University. Failure to appear for an examination without a valid reason (e.g. verifiable illness) will result in grade of “O” for that examination. The Dean of student or course Director should be notified if catastrophic circumstances prevent a student from sitting an examination or other course requirement prior to that course requirement.

*The evaluation of students’ performance in some courses is on a Pass/Fail basis. On the first day of class the Course Director(s) will distribute in writing the criteria used to distinguish a Pass from a Fail. The criteria may include a requisite attendance record at certain parts of the course.*

### **PREMEDICAL PROGRAM**

The Premedical Program admissions follows the School of Medicine’s procedures, therefore selection of pre-medicine as one’s major must be declared at the time of application to the University. This program, although delivered through the School of Arts and Sciences, is a joint program with the School of Medicine. As a joint program leading to the Doctor of Medicine (M.D) degree, it has particular policies and guidelines

### **PROGRESS PROMOTION AND RETENTION**

Behavioral qualities, cognitive skills, and personal attributes are all evaluated and must reach acceptable standards before promotion can be considered. Any conduct of a student that can reasonably be seen as disgraceful, dishonorable, or unbecoming will be considered as a major component in the academic decision regarding retention and promotion.

## STUDENT HANDBOOK



**AUA**

The Premedical Academic Progress Committee will meet as necessary to receive reports on all students in the Premedical Program and to review their progress, and determine their suitability to remain in the premedical program.

### **PROMOTION RULES**

1. Academic progress will be reviewed at the end of each term.

2. A Student with a cumulative GPA of less than 3.0 at the end of a term will be placed on Academic probation and a program of study will be mandated for the student. This will outline what the student must do in order to be removed from Academic Probation, and the consequences of not doing so.

3. If a student earns a 'F' or a 'D' in a course during the first term of Pre-medicine, the student will be required to take a make-up at the beginning of the next term. The higher grade will be used to compute cumulative GPA. All grades for a course will appear on the transcript. This represents the only opportunity for them to take a make-up. Thereafter, remediation will involve repeating the course.

4. Students are required to take the full load of courses as outlined in the Premedical Program.

5. At the end of Pre-medicine Program, promotion into the School of Medicine Program requires the student to be within good standing with the university.

6. At the end of Pre-medicine Program, promotion into the School of Medicine Program requires that student to have a cumulative GPA between 3.0 and 3.2.

Should the student fail to fulfill any of the above criteria, the student may be recommended for dismissal from the Program by the Premedical Academic Progress Committee, or, at the committee's discretion, be assigned remedial work or an alternate program.

### **APPEAL PROCESS**

Any student, with reasonable grounds may appeal a decision of the Premedical Academic Progress committee. Students may also appeal mandatory withdrawal (not dismissal) from the Program. Appeals must be directed, in writing, to Appeals Panel, in care of the Dean of Students. An appeal must clearly outline the grounds on which the appeal is made, and be received within two weeks after the order to withdraw has been imposed. The Appeal Panel will determine if it will hear the case. The decision of the Appeals Panel is final.

### **SCHOOL OF MEDICINE**

The medical school faculty has specified the following non-academic standards which all applicants/medical students are expected to meet in order to participate in the medical education program and the subsequent practice of medicine. The faculty reserves the right to place on academic or non-academic probation, suspension, or request the withdrawal or dismissal of any student whose conduct, health, or academic performance would appear to render that student unfit for the practice of medicine. Such actions are determined by the Academic progress committee, Disciplinary Panel, or administrative action.

1. **Observation Skill:** the applicant/medical student must be able to participate actively in all demonstrations and laboratory exercise in the basic medical sciences and to assess and comprehend the condition of all patients assigned to him or her for examination, diagnosis and treatment.
2. **Communication Skills:** the applicant/medical student must be able to communicate effectively and sensitively with patients in order to elicit information, describe changes in mood, activity and posture, assess non-verbal communications, and be able to effectively and efficiently transmit information to patients, fellow students, faculty, staff and all members of the health care team. Communication skills include speaking, reading and writing, as well as observation skills described above.
3. **Motor Skills:** The applicant/medical student must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other diagnostic maneuvers, be able to perform basic laboratory tests, possess all skills necessary to carry out diagnostic procedures and be able to execute motor movements reasonably required to provide general care and emergency treatment to patients.
4. **Intellectual – Conceptual, Integrative and Quantitative Abilities:** The applicant/Medical student must be able to measure, calculate reason, analyze, and Synthesize. Problem solving, the critical skill demanded of physicians, requires a all of these intellectual abilities. In addition, the applicant/medical student must be able to comprehend three-dimensional relationships and it understands the spatial relationships of structures. The applicant/ medical students must have the capacity to perform these problem-solving skills in timely fashion.
5. **Behavior and Social Attributes:** The applicant /medical student must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities, attendant to the

## STUDENT HANDBOOK



**AUA**

diagnosis and care of patients, and the development of mature, sensitive and effective relationships with patients and others. Applicants/medical students must also be able to tolerate taxing workloads, function effectively under stress, adapt to changing environment, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, commitment and motivation are personal qualities which each applicant/ medical student should possess.

Each matriculating student is assigned a Faculty Advisor soon after registration by the Dean of students. The role of the Faculty Advisory is to counsel the student in academic and non- academic matters. In addition, the Faculty Advisor interact with the Office of The Dean of students and the Department of Educational Service in cases where students are not performing as expected. The Faculty Advisor plays an important role at the time of academic promotion and in the appeals process described later. The views of the Faculty Advisors and their interview summaries are filed with the Dean of Students for future reference (e.g. Dean's Letters).

### **PROVITIONAL REGISTRATION**

If a student has paid in full for all previous academic terms but has yet paid for the Upcoming / current term, the student may register provisionally. For this purpose, a Provisional Registration Voucher may be issued by the Associate Registrar.

Students choosing the provisional registration option must be aware that there will be a financial charge of one and a half (1-1/2) percent per month on any unpaid balances. In addition to registration procedures previously described, provisional registration is permitted for a student in terms 1-6 of the M.D. program only if the following requirements are met:

1. Your prior term balance is paid in full.
2. You have received written approval from the Office of students Finances outlining a payment plan.

### **CLASS ATTENDANCE**

Students are expected to attend all classes and other related academic activities (for example: labs, small group discussions, etc.) as defined for each course by the Course Directors. A Course Director may take class attendance into account when determining grades provided that a clear written statement on attendance policy and its impact on grading is given in the course syllabus distributed in a class at the beginning of each term. Students not maintaining an 90% attendance rate will not be permitted to sit for or complete final examinations.

A student is responsible for knowing if course taken have been passed or if a make-up examination or any other requirement

must be completed before the start of the next term, as decided by the academic progress committee. It is the responsibility of the student to know the time and dates of make-up examinations and assignments and to sign for them in the office of the Dean of Student or the appropriate Dean. Timely written and currently signed medical reports explaining medical reasons for a students' inability to take part in a class activity or examination must be promptly reviewed by a licensed physician, and submitted to the Dean of the Students or the appropriate Dean who will determine the sufficiency of the reason offered.

### **MEDICAL EXCUSE**

Written and signed medical excuses documenting serious illness, issued by a licensed physician, are accepted by all departments of the University as evidence of a student's inability to take part in class activity, including an examination. Medical excuses must be submitted to the Academic Dean or the appropriate dean prior to the examination or class activity. As may be deemed necessary and issued.

In the event of illness during the course of an examination, it is the students' responsibility to notify the instructor, and obtain written verification incapacitating illness from a licensed physician in order to re-sit a later examination.

### **Examination**

In addition to the regularly scheduled examinations for each course, there are two types of special examination:

- A. **Make-Up** – Students who fail a course may be required by the relevant academic progress committee or the Appeals Panel to take a make-up examination within a scheduled time frame. The 'F' grade is entered on the students' transcript. The Make-up grade is also recorded on the students' transcript and the cumulative GPA incorporates both grades. A make-up exam cannot be given for any course weighted 10 or more credit hours.
- B. **Completion** – Students who receive an approval Incomplete ('I') for a course must take a completion examination as scheduled. This exam will occur within 30 days of the next term of attendance or as determined by the Academic Progress and Promotions Committee.

### **The USMLE**

**Step1.** The United States Medical Licensing Examination (USMLE) is sponsored by Educational Commission for Foreign Medical Graduates (ECFMG) and is given throughout the year. The dean of students may grant permission to students to take the USMLE Step 1 if the students has successfully completed **all** basic science courses, has a cumulative GPA of 2.5 and has removed all academic deficiencies, including academic

## STUDENT HANDBOOK



**AUA**

probation. If a student has a GPA <2.5 and failed the BSCE 1 or 11, he/she must submit a detailed plan of study to the DOS with request to sit the Step 1 exam. Step 1 assesses whether an examinee understands and can apply key concepts of basic biomedical science, with an emphasis on principles and mechanisms of health, disease, and modes of therapy. A student may normally attempt the USMLE Step 1, a maximum of two times. A third attempt will only be permitted after a special and rigorous appeal process to the Dean of students.

**Step 2CK:** This exam is taken by medical students after the completion of core rotations and assesses whether an examinee possesses the medical knowledge and understanding of clinical science considered essential for the provision of patient care under supervision, including emphasis on health promotion and disease prevention. USMLE Step 2 is given throughout the year.

**Step 2CS:** This exam is taken by medical students after completion of their clinical rotations. Step 2 of the USMLE assesses the ability of examinees to apply medical knowledge, skills, and understanding of clinical science essential for the provision of patient care under supervision, and includes emphasis on health promotion and disease prevention. Step 2 ensures that due attention is devoted to the principles of clinical sciences and basic patient-centered skills that provide the foundation for the safe and effective practice of medicine. There are centers in the US, each with their own calendar for testing dates.

### **USMLE PROCEDURE**

Students eligible to complete or be certified to complete USMLE Step 1 must have successfully satisfied all basic science course requirements prior to receiving AUA certification to sit for the examination. Students also must be in good standing with the university to qualify for AUA Step 1 certification. In order to be considered a student in Good Standing, all academic and financial elements must be satisfied (tuition for MD6 must be satisfied prior to Step 1 certification). For Step 1, students will receive an information booklet during MD 5/6. Before filling out an application to take any of the three parts of the USMLE, each student must read, in its entirety, the Information Booklet that accompanies each application. Also, one additional release form entitled, "Request for Official USMLE Transcript" must accompany each completed application. For subsequent steps or repetition of Step 1, this information booklet, application, release form, and all pertinent information can be obtained from:

*Director of Records services:*

Caribella West end A-1, 2640;

Anguilla

Phone: +1.264.582.6446 / mail: Info@aua.ai

It is the students' responsibility to maintain a timely progression through the curriculum, which includes being eligible to start the clinical science program within 4 years of matriculation.

In the event that information or assistance is needed directly from ECFMG, the student may contact:

Educational Commission for Foreign Medical Graduates (ECFMG)

3624 Market Street

Philadelphia, PA 19104-2685

U.S.A

Phone: (215) 386-5900 / Fax: (215) 386-9196 or (215) 387-9963

Internet: [http:// www.ecfm.org](http://www.ecfm.org)

### **ACADEMIC PROGRESS & PROMOTIONS COMMITTEES**

A student's academic progress is evaluated by the Academic Progress and Promotions Committee at the end of each semester for the Basic Sciences; and in January and June of each year, for the Clinical Sciences. The Academic Progress Committee determine and non-academic performance. The committee determines if a student is making satisfactory academic progress, must be recommended for dismissal, or if the student is permitted to continue on academic or non-academic probation under specific conditions with a defined plan to remedy deficiencies within the school of Medicine's regulations. The Committee has the prerogative to request that a student appear before the Committee or not. However, the Dean of students heads up an Interim Monitoring Review of all students at the end of the interim terms. A student whose academic record is so poor that he/she will not be able to meet, or who have a probability of not being able to meet, the satisfactory academic progress guideline by the end of their current academic year, will be brought to the appropriate Academic Progress Review Committee for review and possible action according to the satisfactory academic guidelines. **At the end of Term 1 all student who have a GPA of less than 1.5 will be dismissed.**

### **BASIC SCIENCE PROGRAM**

Results of the Academic Progress and Promotions Committee's evaluations are available in the Office of the Dean of Students on the day of the meetings. To be promoted from the basic science program, and into the clinical program, a student must have successfully completed all courses in the basic science curriculum, achieve a cumulative GPA of at least 2.0 and meet all other requirement of satisfactory academic progress. At the discretion of the Academic Progress Committee, a basic science student with a GPA between 1.5 and 2.0 will be placed on academic probation and must meet

## **STUDENT HANDBOOK**



**AUA**

conditions prescribed by the Committee for relief from academic probation. Failure to meet the requirements of satisfactory academic progress by the end of the student's next term of matriculation will result in dismissal. No student may proceed into clinical rotations while on academic probation. In case of academic probation or dismissal, a letter so indicating will be sent by the Dean of Students to the student's permanent address. However, it is the student's responsibility to clarify his/her academic status within 24 hours of the Committee Meeting.

### **PROMOTION INTO CLINICAL SCIENCES**

To progress from MD5 term into the clinical program, a student must complete all basic science courses with passing grades while achieving a cumulative GPA of at least 2.0. Passing of the United States Medical Licensing Examination (USMLE) Step 1 is a prerequisite for placement in an affiliated hospital in the United States (student may receive permission to complete 24 weeks of clinical rotations prior to taking/passing USMLE Step 1).

To advance from one clinical rotation to another, a student must receive a passing evaluation from the supervisory physicians, and passing grades on oral and written examinations for that rotation. Failure of an examination or of a rotation requires passing a re-examination, or retaking the entire rotation as determined by the Dean of Clinical Studies or the Clinical Academic Progress Committee. A second failure requires individual consultation with the Dean of Clinical Studies, who may outline a specific program of remedial study prior to further re-examination, or who may recommend dismissal from the University.

Core clerkships are graded A, B, C, or F. Core grades are determined by the following breakdown:

- 60% clinical performance;
- 20% written examination; and
- 20% oral examination.

The required sub internship and primary care rotation –as well as electives—are graded on a pass/fail basis.

Medical Students attending hospital clinics or laboratories must dress in professional manner appropriate to the teaching facility (AUA Embroidered University student lab coat is required attire to all clinical rotations). Any student not adhering to the dress code may face disciplinary action.

In matters of academic performance, students are evaluated by the Academic Progress Committee in accordance with the published grading policies by all Course Director of the academic year involved.

Based on the evaluations of all Course Directors of the term being considered, the Academic Progress Committee will make a determination about progress of each student. Neither the Academic progress Committee nor the Appeals Panel hears individual course or examination grade disputes. A student who wishes to contest an examination or course grade should consult the Course Director. If the matter remains unresolved after discussion with the course remains unresolved after discussion with the Course Director, the student may raise the issue with the Dean of Basic Science or the Dean of Clinical Studies.

### **APPEALS PROCEDURES**

The Appeals procedure of decisions of the Academic Progress Committee is outlined below.

1. When a student is recommended for dismissal by the Academic Progress Committee, the Dean of the student will communicate this recommendation to the student and to the Executive Dean of the School of Medicine. The student has the option to withdraw from the School of Medicine or to appeal the dismissal recommendation. If neither of these options is chosen, the Executive Dean of the School of Medicine will make about dismissal and transmit that decision in writing to the student with a Copy to the Dean of Students. If the student wishes to exercise the right to appeal an Academic Progress Committee Recommendation regarding dismissal, he/she must submit notification of Appeal to the Dean of Students within 48 hours after the decision of the Academic Progress Committee. When a request for an appeal is filed with the Dean of Students, The Executive Dean of the School of Medicine will be notified of the request. The Appeal Panel will be held at the beginning of the next term. A student may request more time for his/her request for the appeal, but the Appeal Panel will be held no later than six months, at least. A student who appeals is obligated to be present at the Appeals Panel Meeting. Failure to appear constitutes an automatic waiver of the right to an appeal.

If the decision of the Academic Progress Committee is upheld by the appeals Panel, the Executive Dean of the School of Medicine will issue the letter of dismissal and this will be noted on the student's transcript. If the student appeal is successful, the Dean of Student will notify the student. Between the date of the Academic Progress Committee's recommendation for dismissal and date of the final decisions by the Executive Dean of the School of Medicine, the student will be given the status of 'pending' by the Registrar.

Clinical science students wishing to initiate such an appeal must present a request in writing to the Dean of Clinical Studies within 24 hours of being notified of the committee's

## **STUDENT HANDBOOK**



**AUA**

decision. The Dean of Clinical Studies will forward the request to the Dean of Students within 15 working days, who will request a meeting of the Appeals Panel.

2. The Appeal Panel reserves the right to refuse to review a case unless it falls into one of the following two categories: (a) cases in which new evidence is presented or new Witnesses come forward, or (b) cases in which an irregularity of procedure can be demonstrated. In cases where the appeals panel modifies a recommendation of the Promotions Panel, the Dean of Students must be consulted about the precise Implementation of the modification.

3. All decisions of the Appeals Panel are reported in writing to the Dean of students, within 24 hours. The Dean thereafter informs the students involved, the Dean of Basic Sciences, or the Dean of Clinical Studies and the Office of the Registrar within the next 24 hours.

4. Final appeals can be made to the Executive Dean of the School of Medicine through the Dean of Students. However, it should be noted that the Vice Chancellor may modify or reverse prior decisions only in the cases where due process has not been observed or where decisions made have been either inappropriate or unconscionable. These appeals should be made within 5 working days, but will not be heard if later than one year from the date of the Appeal Panel decision.

### **STUDENTS IN BASIC SCIENCES LEAVE OF ABSENCE (LOA)**

A request for a LOA must be made to the Dean of Students in writing. A student whose LOA was denied and who fails to register for classes, or a student who leaves the University without filing for a LOA, will be dismissed for failure to register. If the Dean of Students or the Office of the Registrar does not receive a letter stating the student's intent to withdraw within one week after registration or within one week of leaving the term in session, the student will be dismissed from the University automatically.

### **STUDENTS IN CLINICAL SCIENCES LEAVE OF ABSENCE (LOA)**

A student in a clinical term who wishes to apply for a LOA should file a LOA form with the Dean of Clinical Studies. Each LOA request will be reviewed by the Dean of Students and the Dean of Clinical Studies. After the commencement of a student's clinical program, a student must request and be granted a LOA when planning to be absent from the scheduled rotations. A student in his/her clinical years must realize that a LOA may place him/her at a disadvantage in clinical placement. A LOA will not be granted retroactively. If a student is absent from a scheduled rotation (including electives) without permission, a notation to that effect will be made on the transcript.

The entire academic record of every student will be reviewed by the University Registrar and Graduation Certification Committee before graduation. No student will graduate without its approval. In reviewing the academic record, the following requirements are carefully checked to ensure that each candidate for the MD degree meets the standard of the University:

1. Filed satisfactory evidence of having complied with the requirements for admission;
2. Be in good financial standing, discharged of all indebtedness to the University;
3. Met the requirements of the practical instruction in all departments and satisfactorily completed all course work and examinations;
4. Satisfy the Standard for Admission, Retention, and Graduation from the School of Medicine as outlined.
5. Have successfully completed the Basic Science and Clinical Sciences curriculum and achieved a cumulative GPA of at least 2.0, and passed the Basic Science Comprehensive Examination II or the University accepted equivalent examination;
6. Have successfully completed the program within the Satisfactory Academic Progress Guidelines of the School of Medicine;
7. Have satisfactorily completed the University's written, or University accepted equivalent examination, and oral final examination;
8. Be at least 21 year of age
9. Have pursued the study of medicine for at least two years at American University of Anguilla School of Medicine; and
10. Have maintained acceptable academic, ethics, professional behavior and good moral conduct.

### **SUBSTANCE ABUSE POLICY**

American University of Anguilla School of Medicine policy on drug testing for medical students represents its interest in ensuring the safety of patients and students while emphasizing the importance of professionalism. This new policy appropriately establishes substance abuse guidelines and procedures that are similar to those already in place for all other employees of the hospitals in which medical students work. Testing for designated substances will occur on a random basis while in Anguilla and will occur before entrance into clinical duties in the third year of medical school. Prior to testing, students are asked to disclose any substance use and prescription medications to AUA's administration, who will keep this information confidential. By asking for prior disclosure, students have the opportunity to present themselves to the administration for help with treatment and recovery, emphasizing the professionalism aspect of the policy. AUA's administration reserves the right to drug test a student at

## **STUDENT HANDBOOK**



**AUA**

anytime that he or she is suspected of being under the influence of an illegal substance.

This policy is in place to emphasize the safety of patients and to allow medical students with substance abuse problems an avenue in which to seek help in overcoming such issues in a manner acceptable to state medical boards, allowing the student to practice as a physician in the future.

If a student brings forth a substance abuse issue to the administration or is found to have a substance abuse problem through other means such as, but not limited to, drug testing, the student will meet with the Dean to discuss the issue further. The student will then be referred to a competent physician for assessment of the problem. This physician will suggest what treatment and rehabilitation options are appropriate for the student. **The Dean will mandate the terms of the rehabilitation, failure to comply with the Dean's decision will result in dismissal from the University.**

From the moment a substance abuse problem is deemed to be present, the student will be placed on a leave of absence and unable to participate in any clinical activities involving patients or patient care. This leave of absence typically lasts at least six months but is at the discretion of Dean.

### **Mediation**

In the event of any dispute, claim, or grievance arising between a student and the Medical School, the matter shall first be submitted to mediation prior to the initiation of any legal proceedings. Mediation shall be conducted in accordance with the applicable laws and regulations of Anguilla, and both parties agree to participate in good faith with the intent to resolve the matter amicably. The outcome of mediation shall be documented, and if the dispute remains unresolved, either party may pursue further legal remedies as permitted under the laws of Anguilla.

### **USMLE Step Examination Policy**

All MD5 students are required to complete three Mock Exams before being approved to take the USMLE Step 1. Students must achieve a minimum passing score of 70% on each of the three Mock Exams. Once all three are successfully passed, students must then take and pass the NBME Comprehensive Exam Prometric Center with a minimum passing score of 70% before being authorized to register for the USMLE Step 1 at the Prometric Testing Center.

For the USMLE Step 2, students must complete all core clinical rotations and pass three Mock Exams (with a minimum passing score of 70% each) before being permitted to sit for the USMLE Step 2 examination.



## **AUA STUDENT REQUIRING VISA TO ENTER Anguilla – CONFIRMATION AND UNDERSTANDING OF PASSPORT SAFE KEEPING AUTHORIZATION:**

*(ONLY Students requiring Visa prior to entering Anguilla are required to review and sign this authorization)*

By signing this document, I attest to the fact that I agree and give permission America University of Anguilla School of Medicine to retain my passport for safe keeping while I am a student of AUA attending campus in Anguilla. My passport will be held on AUA campus for safe keeping purposes only. If I have the need to have my passport to conduct business or to leave Anguilla to return back home, I understand that I may make request to have my passport. Upon providing AUA the valid required documentation as evidence of my need, I will receive my passport. Upon completing the business which requires my passport as long as I am remaining within the Country of Anguilla, I will return my passport to AUA to be housed for safe keeping. AUA will provide me with a copy of my passport and my valid student permit which I should carry on my person at all times. I have read the above and volunteer to comply with AUA housing my passport for safe keeping purposes.

Print  
 Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Date:-----, Student ID: \_\_\_\_\_

## **AUA STUDENT CONFIRMATION AND UNDERSTANDING OF STUDENT MANUAL:**

In witness thereof, as a AUA student, in signing this agreement due hereby affirm that I have read and understand the AUA Student Manual.

Signature: \_\_\_\_\_  
 Print  
 Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
 Date:-----,