

**AMERICAN UNIVERSITY of ANTIGUA
COLLEGE of MEDICINE**



STUDENT HANDBOOK

August 2014

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

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

Note* Although it is our intention to inform students in advance of changes to curriculum, grading, policies and procedures, the University reserves the right to make such changes prior to revisions in the handbook, when it is believed to be in the best interests of our students. Students will be notified when such changes take place through general announcements, in classes, on BlackBoard and by email.

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INTRODUCTION

MESSAGE from the PRESIDENT

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

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

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

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

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

Neal S. Simon

President, American University of Antigua College of Medicine

MISSION STATEMENT

American University of Antigua (AUA) College of Medicine is dedicated to providing a learner-centric education that meets the highest standards of academic excellence. The University is committed to providing students with the educational resources that will empower them to become compassionate physicians, life-long learners and leaders with the knowledge and professionalism required to address global health care needs.

AUA College of Medicine is an active participant in helping to meet the health care needs of diverse communities in the United States and globally. The University is committed to breaking down barriers that have prevented underrepresented minorities from obtaining medical education required for physician licensure.

AUA recruits talented students from diverse cultural, ethnic, racial, social and economic backgrounds thereby expanding access to limited opportunities to obtain a medical education for individuals from diverse groups that are presently underrepresented in the medical profession.

AUA believes that its student body receives a better medical education due to its diverse student population. AUA also provides students who may have been educationally disadvantaged with the tools to address those issues during their medical education.

While AUA believes that individual graduates have the right to and should pursue whatever area of medicine they wish to practice, AUA does emphasize the need for, and encourages, its graduates to become well-qualified skilled primary care physicians who will practice their professions in underserved communities.

CONTACT INFORMATION

Administrative Services:

Manipal Education Americas - Agents for American University of Antigua

One Battery Park Plaza, 33rd Floor, New York, NY 10004

Telephone: (212) 661. 8899; 1.888.AUA.UMED
(1.888.282.8633)
Fax: (212) 661.8864
Email: info@auamed.org
Website: www.auamed.org

Administrative Office Antigua:

Main Campus, University Park, P.O. Box W1451, Jabberwock, Coolidge,
St. John's, Antigua, WI

Telephone: (268) 484-8900
Fax: (268) 484-8922/ 484-8923
E-Mail: info@auamed.net
Website: www.auamed.org

POLICIES & PROCEDURES

ENROLLMENT

ACADEMIC DEGREE PROGRAM

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

1. Basic Sciences: An 18-week semester (Semester I), and 20-week semesters (Semesters II- IV).
2. Semester V: A 17-week semester with 11 weeks of Basic Science review, self-study and six weeks of clinical exposure (Semester V).
3. Clinical Sciences: 84 weeks of clinical core and elective rotations (including six clinical weeks during Semester V) over six semesters (Semester V - X).
4. United States Medical Licensing Exam (USMLE) Steps 1 and 2 CK & CS.

TECHNICAL STANDARDS FOR ADMISSION, PROMOTION, AND GRADUATION IN THE DOCTOR OF MEDICINE (MD) PROGRAM

The goal of every competent physician is the delivery of quality patient care as characterized by the capacity to acquire and to use diverse and complex knowledge; application of relevant psychomotor and communication skills; exercise of clinical judgment and decision-making based on evidence; and capacity to critically evaluate both patient outcomes and personal clinical performance. Applicants must be capable of functioning in high intensity, stressful environments both academic and clinical. To these ends, applicants must be capable of meeting the physical, psychosocial, and emotional demands of an academic medical curriculum in anticipation of encountering similar demands in the practice of medicine.

The technical standards required are:

Visual

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

Oral/Auditory

- The language of instruction is English. Students must be fluent in English.

- Students must be capable of interacting, both verbally and in writing, with patients, faculty, and health care staff in an effective, sensitive and timely manner (i.e. must be able to speak, hear and write clearly).
- Students must be capable of effectively communicating the findings of an examination to patients and, as required, to other members of the health care team.
- Students must be able to use the techniques of the profession in conducting a physical examination, e.g. auscultation, palpation, percussion.

Motor, Strength and Mobility

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

Sensory

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

Cognitive

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

Social

- Students must possess the perseverance, diligence, and consistency necessary to complete the medical curriculum and enter independent practice of medicine.
- Students are expected to be capable of receiving and responding appropriately to feedback, both positive and negative.
- Students are expected to have the social skills to interact effectively with patients and colleagues.
- Students are expected to possess cultural sensitivity that is respectful of patients' and colleagues' race, religious beliefs, ethnicity or national origin, creed, color, age, marital status, sexual orientation, gender preference, and other personal characteristics.

- Students are expected to be capable of establishing sensitive, professional relationships with patients
- Students are expected to learn, grow, and become effective members of the health care team.

CURRICULUM COMPONENTS AND COURSES

Basic Science

Semester I

- Human Structure and Function I
- Foundations of Medicine I
- Biochemistry I
- Medical Cell Biology
- Integrated Medical Education I
- Evidence-Based Medicine
- Basic Life Support

Semester II

- Human Structure and Function II
- Foundations of Medicine II
- Biochemistry II / Genetics
- Integrated Medical Education II

Semester III

- Behavioral Science and Medicine I
- Introduction to Clinical Medicine I
- Microbiology I / Immunology
- Pathology I
- Pharmacology I
- Integrated Medical Education III

Semester IV

- Behavioral Science and Medicine II
- Introduction to Clinical Medicine II
- Microbiology II
- Pathology II
- Pharmacology II
- Integrated Medical Education IV
- Advanced Cardiac Life Support

Semester V

This semester focuses on the integration of knowledge gained from the Basic Science subjects with clinical medicine. It is structured into three mandatory components of 11 weeks and six weeks, respectively: (1) Basic Science review course on the Basic Science campus in Antigua; (2) self-study; and (3) clinical exposure.

Clinical Science

Semester VI - X

Core Clerkships

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

Elective Clerkships

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

Step 1

A student takes Step 1 after (1) completing and passing Semester V and (2) receiving a minimum required score on the Comprehensive Basic Science Shelf Exam (CBSSE). However, the scheduling is tied specifically to passing the CBSSE. Consequently, a student must submit the USMLE application with a window of eligibility to start as soon as possible after successfully achieving a minimum certifying score on the CBSSE. The window of eligibility is a three (3) month period. For example, if the student passes the CBSSE in early August, the three month window of eligibility is September through November.

A student who fails Step 1 three (3) times within one year after achieving a passing score on the CBSSE may be dismissed from the University by the Promotions Committee. This dismissal is not subject to appeal.

USMLE Application Submission

To register for Step 1, all matriculated AUA students who sit for the CBSSE must achieve the required certifying score of 72, or its equivalent.

Step 2 CK (Clinical Knowledge)

All students may register for certification on Step 2 CK after completing the six required core clerkships and passing the Comprehensive Clinical Science Examination (CCSE). A student who fails Step 2 CK three times may be dismissed from the University by the Promotions Committee. This dismissal is not subject to appeal.

Any student who wishes to apply for the Step 2 CK, must present a qualifying score of 76 on the Comprehensive Clinical Science Examination (CCSE). Any student whose approved window lapses without an attempt is subject to the current minimum passing score at the time they apply for a new window on the CCSE.

The CCSE will allow you to assess your clinical knowledge and will help you to prepare for USMLE Step 2 CK. Securing a qualifying score of 76 on the CCSE will indicate that you should be ready to register for and pass USMLE Step 2 CK after additional studying. The following rules and procedures apply: In order to be certified by the Registrar's Office to register for USMLE Step 2 CK, a student has to submit a qualifying score on the CCSE. The qualifying score on the CCSE is 76 which reflects a score of 215 on the CK exam. Please note that the current passing score of CK is a score of 209. A student can sit the CCSE after attending at least four core rotations; there is no limit on the number of attempts. The CCSE will not factor in any grade; it serves as a qualifying exam only.

Step 2 CS (Clinical Skills)

After completing and passing the core clerkships and passing USMLE Step 2 (CK), a student can register to take Step 2 CS. A student who fails Step 2 CS three times may be dismissed from the University by the Promotions Committee. This dismissal is not subject to appeal.

DEGREE CONFERRAL

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

1. Complete and pass all requirements of the Basic Science component;
2. Complete and pass all requirements of the Clinical Science component, to include all core and elective rotations;
3. Pass USMLE Step 1 and Step 2 CK and CS;
 - a. Students must request the USMLE Certified Transcript of Scores for USMLE Step 1, Step 2 CK and CS from ECFMG to be submitted to the Associate Vice President for Academic Administration and Graduate Affairs in the AUA New York Office as part of the degree audit;
4. Fulfill all financial and bursar responsibilities assuring a “zero” balance;
5. Maintain good standing.

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

1. July 1 and September 30, xxxx will receive a diploma dated **September 30, xxxx**
2. October 1 and December 31, xxxx will receive a diploma dated **December 31, xxxx**
3. January 1 and March 31, xxxx will receive a diploma dated **March 31, xxxx**
4. April 1 and the Commencement Ceremony Date will receive a diploma dated per the **Commencement Ceremony Date**
5. All days after the Commencement Ceremony Date to June 30, xxxx will receive a diploma based on **the date of MD graduation requirement completion**

Graduates cannot receive a copy of their diploma prior to the diploma date and final degree audit clearance. Once your graduation date has passed and the final degree audit is complete, diplomas for all graduates will be mailed to the address provided in your student record.

For further information regarding graduation, please contact the Registrar’s Office at registrar@auamed.org.

REGISTRATION

Registration Information

All students must register before classes begin each term. It is important that a student has all identification documents in possession at registration. Submission of all official transcripts is a requirement for continued attendance at the University. Outstanding documents may result in Administrative Withdrawal.

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

A student who is **not officially registered for the semester will not be permitted to attend classes.**

Basic Science

New Student registration takes place at the Antigua campus. New students must have appropriate documentation and the acceptance letter in possession at registration. New students may also utilize the online registration process.

Returning Students will be required to register for all Basic Science semesters utilizing the online registration process. Students will receive an email approximately four weeks prior to the end of their current semester informing them of the online registration availability dates. Since online registration is a requirement, a \$500 penalty will be applied to your AUA student account if you elect not to register online during the specified availability dates. For those students who have not been cleared to utilize the online registration process (e.g. students in the re-test period or students under review by promotion), they will be required to register in-person, on island, during registration date(s) detailed on the academic calendar, which can be viewed on the AUA website.

Online Registration is mandatory and must be completed within the window of time that is established and published in emails to students before each new term. Be advised, tuition accounts must be confirmed as settled (see Tuition and Fees) prior to receiving clearance to complete Online Registration. Students are advised to settle tuition accounts well in advance (allow 4-5 days) of the close of Online Registration so that payment can be confirmed.

After completing the online registration process, students need to bring the confirmation clearance forms that are generated from successfully completing the online registration process, to the Registrar's Office on island to receive their semester sticker.

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

Semester V

Semester V Family Medicine I/Internal Medicine I (FM I/IM I) registration takes place at the respective Semester V FM I/IM I training site.

Clinical Science

Information regarding Clinical Science registration (Semesters VI – X) is delivered via postal mail **in addition to email and/or BlackBoard**. Each Clinical Science student is then contacted by the assigned Clinical Coordinator regarding clerkship placements.

In order for a student to be registered, (1) all relevant documents must have been submitted to and received by the Associate Vice President for Academic Administration and Graduate Affairs in the AUA New York Office, and (2) tuition accounts must be settled by the pre-registration due date.

The following policies are in effect:

Registration will be closed five (5) working days after the start of the semester.

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

Please refer to the University's website (www.auamed.org), under the Curriculum tab, for the specific dates of registration. Contact the Associate Vice President for Academic Administration and Graduate Affairs in the AUA New York Office for further information and other questions regarding registration.

Refund Policy

Refunds are only given for tuition, only when students officially withdraw, and a credit balance condition results from the appropriate tuition adjustment. Refunds are not given for Leaves of Absence. Before any refund can be initiated, a withdrawal form must be completed and submitted to the Registrar's Office in Antigua for Basic Science students. Clinical Science students in Semesters VI through X, should contact the Registrar's Office in the AUA New York Office for proper forms. For Clinical Science students, cancellation fees may apply for previously scheduled rotations not attended.

Tuition credit adjustments will be given according to the following schedule**:

1. Official withdrawal prior to the first day of class: Credit adjustment for 100% of tuition.

2. Official withdrawal after the start of classes until the withdrawal deadline: The credit adjustment will be prorated based on the withdrawal date. Only base tuition will be prorated; all other applicable fees are non-refundable.
3. Official withdrawal after the withdrawal deadline: There are no refunds.

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

Tuition and Fees

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

Tuition accounts will be considered settled by:

- Making Full payment (Bursar receipt must be confirmed – see Acceptable Methods of Payment below)
- Enrolling in a new payment plan and making first payment.
- Securing a new student loan

Acceptable Methods of Payment

- Wire transfer
- Bank draft/Money Order/Personal check
- ACH Check

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

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

Financial Obligation

Students are required to acknowledge and agree to the following financial obligation terms statement:

I understand and agree to make full payment for all amounts owed to American University of Antigua pursuant to the completion of the Doctor of Medicine program, including but not limited to tuition, fees, insurance, housing, and other miscellaneous charges that may become due. I understand that failure to make full payment will jeopardize my ability to continue to attend classes and may result in late payment fees being added to my account. I further

understand and agree that if I withdraw from AUA I am still responsible for any unpaid balance, and that continued non-payment will result in my account being placed in collections with all reasonable collections costs, including attorney fees and other charges, becoming due and payable.

Acknowledgement and agreement to the terms statement above is done as part of the Online Registration process. Students who register in person will be required to sign before being cleared to complete registration.

Late Payment

Late fees on past due amounts will be assessed monthly based on the table below:

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

Student Financial Services

For detailed information regarding available loan programs, please contact the Student Financial Services Department at 1-877-666-9485 or 212-661-8899, option 4. The department fax number is 1-646-417-6220.

Student Financial Services Counselors can be reached at extensions 154 and 287. Management counselors can be reached at extension 157 (students with last names beginning with A-L) or extension 159 (students with last names beginning with M-Z).

The Director of Student Financial Services can be reached at extension 156.

The Academic Calendar

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

The University reserves the right to revise the academic calendar.

Transcripts

To protect confidentiality, a student must submit a Transcript Request form and payment of \$10 USD either by U.S. money order or personal check, payable to American University of Antigua, to the Bursar Department in the AUA New York Office for an official transcript.

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

Upon receipt of the Transcript Request form and payment, Assistant Registrar in New York will process the request accordingly and within the business week.

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

A Basic Science student can receive a student (unofficial) copy of his/her transcript from the Registrar's Office in Antigua. A Clinical Science student must submit a written request for a copy of his/her transcript to the Registrar's Office in the AUA New York Office.

Family Educational Rights and Privacy Act (FERPA)

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

1. The student has the right to inspect and review his educational record within 45 days of the University receiving a written request for access. Students must submit this written request to the Associate Vice President for Academic Administration and Graduate Affairs identifying the records they wish to inspect, who will then notify the students of the time and place where the record may be inspected.
2. Students have the right to request an amendment to his/her educational records. Students may write to the Associate Vice President for Academic Administration and Graduate Affairs to identify the part of the record they wish to have corrected and specify why it is inaccurate.
3. If the University decides not to make the requested amendment, it notifies the student and advises the student of his/her right to a hearing. The University provides additional information about the hearing with the notification.
4. The student has the right to consent to disclosures of personally identifiable information contained in his/her educational record, except to the extent that FERPA authorizes disclosure without consent.

One exception is disclosure to school officials with legitimate educational interest. A school official is a person employed by the University in an administrative, supervisory, academic, research or support position (including law enforcement personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as the Professional Standards or Grievance Committee, or assisting another school official in performing his/her tasks.

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

Information to be Disclosed

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

A student who does not wish to have the above information released must advise the school in writing accordingly. A FERPA form must be filed with the Registrar’s Office.

IMMIGRATION - ENTRY TO THE UNITED STATES

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

The FAM states that an alien may be classified as a B-1 business visitor if he or she is a student at a foreign medical school and is coming to participate in an “elective clerkship” at a U.S. medical school’s hospital, without remuneration from the hospital, as part of the foreign medical school education. An elective clerkship is defined as “practical experience and instruction in the various disciplines of the practice of medicine under the supervision and direction of faculty physicians.”

Some students, such as Canadian citizens, are exempt from the visa requirement. All such international students, however, are required to document the reason for their visit to the United States to officers of the U.S. Customs and Border Protection upon their entry to the United States. Canadian students should request an immigration and hospital letter from the Registrar’s Office as proof of documentation.

Please note that AUA is not responsible for obtaining your visa for you. It is up to each student who requires a visa to enter the United States for his or her clinical training to obtain the appropriate visa.

This said, the Registrar’s Office (registrar@auamed.org), at your request, will provide you with an immigration packet to the appropriate consulate at which you have an appointment. Our strong recommendation is that you should apply for a visa at a U.S. Embassy or Consulate in the country in which you are a citizen. The experience from students who have previously applied for a visa outside their home country is that students have gotten denied or granted a short-term visa which will expire long before they complete their clerkship experience. This has proven to be particularly true in cases in which students who are not citizens of Antigua and Barbuda or of another country that is served by the U.S. Consul in Barbados apply for their visas to that Consul. In these cases, the result is typically an outright denial of the visa. It is recommended to apply early to provide enough time for the consular officer to review your application and to accomplish any special clearances that may be required.

Please keep in mind that immigration regulations are ever changing and can be complex. While it has been AUA’s experience that those of its students who require a visa and who follow our advice generally are granted their visas, AUA does not guarantee or represent that

every student who applies for a visa will be granted one. There have been occasions when even students of AUA who follow our advice and recommendations have been denied visas.

ACADEMIC STATUS

GOOD STANDING

A student remains in good standing by complying with all academic standards, policies, and regulations established by AUA and by satisfying all financial obligations to the University or its affiliated lender. A student is not in good standing if they fall in the following categories: (1) academic probation; (2) professional probation; or (3) not meeting financial obligations.

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

SATISFACTORY ACADEMIC PROGRESS

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

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

1. Completing the required courses of the Basic Sciences component in no more than six (6) semesters and passing all coursework while on academic probation.
2. Obtaining the minimum required certifying score on the Comprehensive Basic Science Shelf Exam within the number of allowed attempts. The maximum permitted time window for obtaining the minimum certifying score on the Comprehensive Basic Science Shelf Exam is (six) 6 months following commencement of the Basic Science Review Course (BSRC).
3. Passing Step 1 in no more than three (3) attempts within one (1) year after becoming eligible.
4. Maintaining good academic standing.

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

1. Completing the 84-weeks Clinical Science component within 120 weeks;
2. Completing the M.D. program in its entirety within 312 weeks or six (6) calendar years of attendance;
3. Maintaining good academic standing.

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

SATISFACTORY ACADEMIC PROGRESS for FINANCIAL AID ELIGIBILITY

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

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

Basic Science

To be eligible for a loan, a student must successfully pass each course or take no more than one re-test per semester when re-tests are offered.

Students cannot receive a loan if repeating a semester or when two or more courses have been re-tested during a semester. After successful completion of the repeated semester, a student can apply for a loan the following semester. However, no more than one remedial course may be taken to be eligible for a loan.

Semester V

Students must successfully pass all required courses from Basic Sciences to be eligible for a loan.

Clinical Science

Semesters VI-X

The standard by which the University evaluates a student's achievement in clinical instruction Semesters VI - X is the attainment of a passing USMLE score and the clerkship evaluations. A student will not be eligible for a loan for repeating a failed clinical rotation.

ATTENDANCE

Basic Science

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

A student is expected to attend 100% of all lectures, laboratories and small group exercises to facilitate learning. However, as emergencies may arise, a maximum of 20% permitted absences is designed to accommodate such emergencies and other unforeseen circumstances or circumstances beyond the student's control. Thus, a minimum of eighty percent (80%) attendance is mandatory for all lectures and one-hundred (100%) percent attendance is mandatory for all laboratory sessions, tutorials, and interactive lectures and sessions. A student who fails to maintain these attendance requirements will not be eligible to take block and final exams. Absences in a course can affect the final grade in a negative way.

In addition, a student is responsible for making up all missed assignments, regardless of the reason for the absence. In certain courses where sequential skills are taught, a student who does not attend all sessions must make arrangements with the professor to make up missed sessions and coursework.

If a student fails to take an examination, the grade is "0" for that exam unless approval of absence is granted by the Dean of Students.

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

If a student has prior knowledge of exceptional circumstances that will cause the student to miss an examination, the student must notify the Dean of Students and provide appropriate documentation supporting the reasons prior to said examination.

Clinical Science

Students are expected to be in attendance one hundred percent (100%) of the time during all clinical rotations. Although the Clinical Attestation form and the Clinical Guidelines reinforce the requirement for 100% attendance in all clinical rotations, the fact is, emergent situations do come up. If for some reason a student is excused for a period of time by his/her preceptor, he/she needs to inform the clinical coordinator and send a letter approving the absence from the preceptor or attending along with the make-up dates listed. Otherwise, it will appear that the student has abandoned a rotation. This will also eliminate any issues with evaluations and the number of weeks being credited to the clerkship requirements.

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

It is the students' responsibility to inform his/her Clinical Coordinator as soon as possible of any changes. Additionally, recipients of financial aid must inform their Student Financial Services Counselor, because financial aid is determined according to the initial scheduling of students' rotations.

A student will incur the cost of any cancellation fees for (a) failing to appear for the first day of a scheduled rotation or (b) canceling scheduled rotations after the Letter of Good Standing has been issued, and may be charged for the rotation.

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

Because the scheduling of rotations is handled by the Clinical Department, students must not contact AUA-affiliated hospitals to schedule clerkships.

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

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

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

ABSENCES and LEAVES

General Leave of Absence (LOA) guidelines

Achieving the goal of Doctor of Medicine demands a great deal of time and attention. Many components of a medical education program cannot be made up or remediated. Interruptions during the educational schedule will create undesirable breaks in the continuous learning process, which will be of concern to medical licensure boards, and can affect financial aid eligibility and loan repayment status. Medical students will frequently be required to make tough choices concerning the competing demands of educational and personal interests, therefore serious thought and consideration are appropriate before making a decision to request a LOA from the program. In general LOA's are to be requested for extraordinary circumstances, where significant and unavoidable conflicts have developed requiring a leave from the program. Students are advised to consult with the Dean of Students to discuss plans for any interruption of their studies prior to making a formal request. The number of days in approved Leaves of Absence status is not to exceed 180 days in any twelve month period.

Three Types of Leave of Absence

- A Partial Semester LOA begins at a point in time during a semester and remains in effect to the end of that same semester.
- A Temporary LOA begins at a point in time during a semester, but can only be in effect for a maximum of two weeks. Students are expected to make up any activity missed during their Temporary LOA. Certain restrictions will apply.
- A Semester LOA begins at the end of a completed semester and continues through the next contiguous calendar semester after which the student can return to start the semester.

Any deviation from the points above will result in an Administrative Withdrawal. Students given an Administrative Withdrawal will need to reapply.

General Procedure for Requesting a Leave of Absence for Basic Sciences 1 - 4

For AUA College of Medicine students in the Basic Science program, a student who requests a Leave of Absence must meet the criteria established below:

- Students must obtain and complete a Request for Leave of Absence Application form, stating specific reasons and return date, and submit to the Dean of Students. Final approval must be received and granted in writing by the Dean of Students.
- When applying for a Leave of Absence, the student must indicate when he or she intends to resume studies. If the student does not resume his or her studies on the date indicated on his or her application, or if the combined absences exceeds 180 days in a one year period, he or she will be administratively withdrawn retroactive to the last date of attendance before the Leave of Absence
- The student may not be on academic probation and may not be failing any course (including block exams) at the time of application. A student who has received any

failing grades from their block exams cannot request an LOA and must withdraw from the school (see section on Withdrawals)

- Students who are repeating a semester are on academic probation and are thus not eligible to take a Leave of Absence

A student who is granted a leave of absence must provide written documentation supporting the stated need for the leave and under certain circumstances, may have to satisfy other previously set conditions prior to their return to classes.

Upon return to AUA from a Leave of Absence students must:

- Present hard copy documentation to the Dean of Students (1 week prior to returning to Antigua) that sufficiently substantiates the original reason for the LOA request.
 - If the provided documentation is considered insufficient the student may be given extra time to provide additional documentation or the LOA may be disapproved by the Dean of Students. In the latter case the student is considered to have been on an unauthorized LOA (see section on Unauthorized Leave of Absence). If documentation is not provided or not deemed sufficient upon return, the LOA will turn into an Administrative Withdrawal (ADWD) by the Dean of Students.

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

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

Ultimately the Dean of Students has complete discretion to give or deny the final approval for all LOA requests. Under extreme circumstances a temporary LOA not exceeding two weeks may be granted by the Dean of Students.

Grading During a Leave of Absence

Students who are granted a Leave of Absence during a semester and who do not complete the semester, will receive a grade of “INC” for that semester and must repeat the semester, from the point with which they left. If any exam grades were recorded prior to the student’s Leave of Absence, those grades will be factored into the subsequent semester. Any student who applies for a Leave of Absence but received any failing grades for their block exams must withdraw from the University.

Effect of a Leave of Absence on Tuition Account:

Refunds are not given for Leaves of Absence.

Partial Semester LOA:

A Partial Semester LOA that has been approved by the Dean of Students will have no effect on tuition account balances. Any account balance at the time of an approved LOA is still due and payable and late fees will apply until the account is paid in full. If the student is in good academic professional standing when the Dean of Students approves their partial semester LOA, the tuition will roll-over to the following semester. *Non-tuition* charges, such as insurance, bus service, parking permits, etc., will be posted when appropriate and will be due prior to the start of the semester in which the student returns.

Temporary LOA:

A Temporary LOA that has been approved by the Dean of Students will have no immediate effect on the student's tuition except that late fees will apply to any outstanding balance until the account is paid in full.

Semester LOA:

A Semester LOA that has been approved by the Dean of Students will have no immediate effect on the student's tuition except that late fees will apply to any outstanding balance until the account is paid in full.

Semester V Leave of Absence

A student may apply for a Leave of Absence prior to registering for Semester V or after the completion of the Basic Sciences Review Course (BSRC). If the Leave of Absence starts before the start date of the BSRC the request for approval of the leave must be submitted to the office of the Dean of Students on the Antigua Campus. If the leave of absence starts after completion of the BSRC the request for approval must be submitted to the Associate Vice President for Academic Administration and Graduate Affairs in New York.

Clinical Science Leave of Absence (CLOA)

During Clinical Sciences, a CLOA can begin after a rotation has been completed and only then. Upon return, a student must resume rotations at the specified time. A student who does not return from a CLOA at the specified time is administratively withdrawn from the University as of the last day of attendance of the particular clinical rotation.

Unauthorized Leave of Absence

Unauthorized Leave is defined as a student-initiated leave from AUA or overstay of an approved leave of absence **without** going through the proper protocol.

Students who are on an unauthorized leave of absence may not receive consideration for missed coursework, exams, quizzes, etc. In all cases the student will be administratively withdrawn from the program or university. Students wishing to return to AUA after an unauthorized Leave of Absence must apply for readmission. The past performance of these students will be reviewed by the Readmission Committee to determine whether they can be readmitted, and if so under what conditions (such as academic probation).

WITHDRAWALS

Course/Module Withdrawal

As the curriculum is integrated withdrawal from individual modules is not permitted.

Student Withdrawal from AUA

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

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

A student must then apply for readmission if they wish to return to AUA, and will be subject to the tuition policy for withdrawals and university refund policy. Readmission is not guaranteed but applications will be reviewed by the Readmission Committee. Readmitted students will typically be subject to all academic policies and tuition and fees in effect at the time of re-enrollment, without any "grandfathering" provisions based on their original admission. Student withdrawals are governed by the following policies:

- Students may not withdraw from a single course during a semester; they must withdraw completely from AUA.
- Students withdrawing from AUA before all block 1 exams would receive a grade of "W" for all enrolled courses. If a student withdraws after any block exams, the student would receive a grade of "WF" (withdraw failing) or "WP" (withdraw passing) in each enrolled course.
- Refunds, if required, will be determined by the last date of attendance (last date of reported attendance or academic-related activity).
- Students who receive "WF" in any course at the time of withdrawal will be reviewed by the Readmission Committee to determine whether they are eligible for readmission.
 - Students who were failing one or more courses at the time of withdrawal will be put on academic probation if they are readmitted.
- Any student who applies for a Leave of Absence but received any failing grades for their block exams must withdraw from the University.

Refund Policy

Refunds are only given for tuition and only when students officially withdraw and a credit balance condition results from the appropriate tuition adjustment. Refunds are not given for Leaves of Absence. Official withdrawal forms can be obtained from the campus Registrar's office. Clinical students should contact the New York Registrar for proper forms. For Clinical Students, cancellation fees may apply for previously scheduled rotations not attended.

Tuition credit adjustments will be given according to the following:

- Official withdrawal prior to the first day of class – Credit adjustment for 100% of tuition
- Official withdrawal after the start of classes – Pro-rated credit adjustment for tuition based on the percent of time not attended after the official date of withdrawal. There will be no tuition credits after 60% of the semester has passed.

Administrative Withdrawal

Note: The enrollment status of Administratively Withdrawn means that the affected individual is no longer a student at the University.

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

1. A student leaves AUA after a semester ends and before the next one begins without applying for and receiving approval for an Academic Leave of Absence;
2. A student does not return by the time specified in an approved leave;
3. A student fails to register for the following semester;
4. A student fails to obtain a certifying score on the Comprehensive Basic Science Shelf Examination within six months of completion of Semester V and without having reached or exceeded the maximum number of allowed attempts;
5. A student obtains a certifying score on the Comprehensive Basic Science Shelf Examination but fails to pass Step 1 within one year of becoming eligible without having reached three attempts at Step 1;

READMISSION

A student who has been administratively withdrawn, or has filed a student withdrawal and who wishes to continue his/her medical education at AUA must formally apply for readmission to the Admissions Committee through the AUA New York Office following the established procedure.

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

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

For further information, contact the Associate Vice President for Academic Administration and Graduate Affairs in New York.

EXAMINATIONS

Overview

All course grades mandated and implemented by AUA are maintained by the Associate Dean for Evaluation.

The grading system for each course will appear in the course syllabus, which will be published on BlackBoard.

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

Examination Policies

1. AUA IDs: Students must present a valid AUA Student ID. A student without a valid student ID will not be permitted to sit for AUA Exam(s).
2. Cell Phones: A student must turn off the cell phones before entering AUA Exam(s) room. A cell phone remains in the student bag or carry case or with the Examination Chief Proctor to avoid any communication or photographic use/purposes during an examination. If a student turns on a cell phone or a student's cell phone rings during an exam, the cell phone will be confiscated by Examination Chief Proctor, who is permitted to assume that this is for the purpose of cheating. The student will be asked to leave the Exam Room and receive a grade of zero (0) for the examination.
3. Electronic devices: No electronic devices, including iPADS, iPODs and other MP3 and MP4 players with recording capability, are allowed in the Examination Room. If any student is found with an electronic device of this kind, the electronic device will be confiscated, the student will be asked to leave the Exam Room. The student will receive a grade of zero (0) for the examination.
4. Food or Beverage: One (1) bottle of water per student is allowed in the examination room.
5. Writing Tools: Students' pencils and pens will not be permitted in the exam room; the Examination Chief Proctor will provide pencils for the exam(s).
6. Watches will not be allowed in the exam room.
7. Hats: A student wearing a hat with a brim will not be permitted into the Examination Room.
8. Scantron Signature: A student must sign the scantron sheets in the appropriate location.

9. Student ID number: A student is to enter his/her AUA Student ID number on the scantron sheets after the 0's. For example: 000059111 in order to fill all necessary spaces.
10. Illness: A student who is ill prior to any exam must notify the Dean of Students. A student who is ill on the day of an exam should see the physician in the AUA Student Health Center for evaluation. In the absence of a physician in the Student Health Center, the student may present another physicians' excuse, although that excuse will need to be approved by the physician in the AUA Student Health Center.

Basic Science

Block Examinations

Summative examinations are usually given three times a semester within all courses. The minimum acceptable score for a Block Examination will be 70%.

Make-Up Examinations

Students will be permitted to make-up Block Examinations dependent upon approval. Make-up exams will only be allowed for students with an approved excuse or Leave of Absence granted prior to missing a scheduled Block Examination. This exam will be similar to, but not the same as the original Block Examination.

Students who begin an examination and become ill, or are otherwise unable to complete the examination, or who have inadequate documentation of why they were late, or miss an examination, MAY be granted the opportunity to have a make-up examination if approved by the Dean of Students. In these cases their score will be capped at 70%.

Make-up exams will not be granted under the following circumstances:

1. Students who arrive late or otherwise miss a scheduled exam without an approved Leave of Absence.
2. Students who want to re-take an exam to improve their score.
3. Students with a perceived distraction during an exam. Students should inform proctors of said distractions during the exam for correction.

Basic Science Comprehensive Examination

The Basic Science Comprehensive Examinations (BCSE) are external examinations given at the end of the second and fourth semester to test comprehensive knowledge of basic science learning until that period of time. These examinations will be worth 10% of all course grades. The other 90% of the final average will be the weighted average (see course syllabi for

details) of all Block Examinations for each course. All other course pass/fail requirements must be passed in order for a student to receive a passing grade in any course. The 10% BSCE will be weighted as follows:

68 (passing score for Kaplan BSCE)

68 = 10
66 = 9
64 = 8
62 = 7
60 = 6
58 = 5
56 = 4
54 = 3
52 = 2
50 = 1
<50 = 0

Semester V

Comprehensive Basic Science Shelf Examination (CBSSE)

Currently a minimum certifying score will be 72 (NBME-scaled score), or 68% (Kaplan).

Students have six months from the completion of the Basic Science Review Course component of Semester V to achieve a minimum certifying score.

Students will have a maximum of five (5) specified attempts to achieve the minimum required score on the Comprehensive Basic Science Shelf Exam. Students who obtain the minimum certifying score or higher on their first or second attempt are encouraged to take the exam again for practice purposes. Note that a prior minimum certifying score will certify the student regardless of the scores received on subsequent attempts.

Students are required to sit for this exam prior to the beginning of the Basic Science Review Course in Antigua, and at the end of the Basic Science Review Course. If the student does not achieve a certifying score within these two attempts, the student will be allowed a total of three additional attempts at the Comprehensive Basic Science Shelf Exam, to be taken within six months following the completion of the Basic Science Review Course.

If a student chooses not to take any of the two mandated Comprehensive Basic Science Shelf Exams (see above), the student will not be allowed to substitute the missed exam/s at a later date. In other words, these exam opportunities will be lost.

Students may not sit for the NBME Comprehensive Basic Science Shelf Exam until they have successfully passed the Basic Science Review Course.

Students must be aware of the following:

A student who reaches the maximum number of attempts at the Comprehensive Basic Science Shelf Exam (see above) and does not obtain the minimum required score for USMLE Step 1 certification may be dismissed from the University by the Promotions Committee. The Promotions Committee issues a dismissal letter to the student. The student has the right to appeal the dismissal to the Appeals Committee.

If the appeal of dismissal is granted, the student will be reinstated and may be allowed one additional attempt at the Comprehensive Basic Science Shelf Exam within a three (3) month time period and on the basis of other conditions as outlined in the letter issued by the Executive Dean in response to the appeal.

If the appeal of dismissal is denied the student is **not eligible to apply for readmission** through the Admissions Committee

Students who do not obtain a certifying score at the Comprehensive Basic Science Shelf Exam AND who do not reach the maximum number of permitted attempts at the Comprehensive Basic Science Shelf Exam within six months after completion of the Basic Science Review Course will be administratively withdrawn from the University. A student who has been administratively withdrawn has the right to apply for readmission and, if granted readmission, will be offered the opportunity to retake the examination (within a time line that will be specified by the Admissions Committee).

Registering for the Comprehensive Basic Science Shelf Examination (CBSSE) and the Comprehensive Clinical Science Shelf Examination (CCSE)

The New York Registrar Department works with NBME to offer the Comprehensive Basic Science Shelf Exam and the Comprehensive Clinical Science Shelf Exam every month. The fee for each sitting of the Comprehensive Basic Science Shelf Exam or the Comprehensive Clinical Science Shelf Exam is \$150.00. Students must register for the CBSE or CCSE no later than the 15th of the month prior to the window they are requesting to sit for the exam. **There will be no exceptions.** By use of Prometric, students will sign-up for the exam (after getting registered by the AUA Registrar) at a Prometric Testing Center closest to their current city location.

To sign up for the Comprehensive Basic Science Shelf Exam or the Comprehensive Clinical Science Shelf Exam, a student must pay the sitting fee of \$150.00 US through the NY Bursar Department by calling 212.661.8899 OPTION 6 and using either a Credit Card (Visa or MasterCard ONLY), Bank Check or Money Order (personal checks are not accepted). Once the sitting fee has been paid, students will forward to Ms. Kristal Booth (kbooth@auamed.org) a copy of their paid receipt via e-mail along with the following information:

1. Full Name and AUA ID Number
2. Date of Birth
3. AUA Email Address
4. Phone Number

Once a student is “confirmed” as PAID, the Registrar will review the student’s records to determine if they are eligible for the Comprehensive Basic Science Shelf Exam or the Comprehensive Clinical Science Shelf Exam

- If the student is deemed “eligible”, they will receive an EMAIL CONFIRMATION that a correspondence has been sent to NBME confirming them for a two-week window to take the Comprehensive Basic Science Shelf Exam or Comprehensive Clinical Science Shelf Exam. The 2-week testing window will fall during the middle of the month. The student will then receive a follow-up email requesting them to pick a prometric test site and a date within the given window. The student will receive an ID Test Number. Only students who receive this email confirmation will be eligible to sit for the exam.
- If a student is deemed to not be “eligible” to sit for the Comprehensive Basic Science Shelf Exam (based on exceeding number of attempts; passing their eligibility period; not signing up for the exam by the deadline date; etc.), or the Comprehensive Clinical Science Shelf Exam, they will receive an email explaining that they are not able to sit for the exam and any steps that need to be followed

The last date to have paid the \$150 sitting fee and sign up for Comprehensive Basic Science Shelf Exam or the Comprehensive Clinical Science Shelf Exam is 2pm eastern time on the 15th of the month prior to the actual sitting. For example, if a student wants to sit for the exam in January, they must register no later than 2pm eastern time on December 15. After this date and time any student who wishes to cancel their sitting will forfeit their \$150 registration fee.

Payments WILL ONLY be accepted until 2pm Eastern Standard Time on the 15th (after 2pm, the window locks and no further sitting fees will be accepted). If a student waits until the last day of registration to register for the Comprehensive Basic Science Shelf Exam or the Comprehensive Clinical Science Shelf Exam (the 15th of the month), they may not get through to the Bursar department because of high call volume. Students **SHOULD NOT** wait until the last day of registration to register. If a student does not pay their \$150 deposit by 2pm EST on the 15th of the month prior to the exam, they must wait until the next available Comprehensive Basic Science Shelf Exam or Comprehensive Clinical Science Shelf Exam sitting.

United States Medical Licensing Exam (USMLE) Step 1

Once certified to sit for Step 1, students have a total of three attempts at Step 1 and they must pass the exam within one year of achieving the minimum required certifying score on the Comprehensive Basic Science Shelf Exam.

The Registrar’s Office closely monitors the time frames mandated by the University and the scores of all students on the Comprehensive Basic Science Shelf Exam and Step 1.

Step 1

A student will be certified to sit for Step 1 at the time s/he has obtained a certifying score on the Comprehensive Basic Science Shelf Exam. The student must apply to sit for Step 1 within a three month window that begins the month following the date s/he has obtained the certifying score.

A student will have one year after achieving a certifying score on the Comprehensive Basic Science Shelf Exam to sit for and pass Step 1.

Students who do not pass Step 1 on the first or second attempt will receive a written notification (warning) from the Registrar's Office, reminding them of the total number of attempts they have, indicating the allowable timeline to pass the exam and providing information on any assistance that is made available by the University to improve their test scores.

Students who do not pass Step 1 on the third attempt may be dismissed by the Promotions Committee. A student who has been dismissed for having failed Step 1 three times is not eligible to appeal the dismissal. The student is also not eligible to apply for readmission.

Students who fail to pass Step 1, have not taken Step 1 three times, and who reach the end of the one year period of eligibility after achieving a minimum certifying score on the Comprehensive Basic Science Shelf Exam will be administratively withdrawn from the University. In order to continue their medical education the student must apply for readmission.

Clinical Science

Certification of the USMLE Application

Upon achieving a minimum certifying score on the Comprehensive Basic Science Shelf Exam a student **submits the USMLE application on-line**, sends the Certification Statement to the AUA New York Office, and selects a three-month window following the date of obtaining the certifying score.

The Educational Commission for Foreign Medical Graduates' (ECFMG) interactive web application, IWA, is the only version of the application materials available on the website for Step 1, Step 2 CK & CS.

Comprehensive Clinical Science Shelf Examination (CCSE)

All students who wish to apply for the Step 2 CK must present a qualifying score of 76 on the Comprehensive Clinical Science Examination. A student can sit the CCSE after attending at least four core rotations; there is no limit on the number of attempts. The CCSE will not factor in any grade; it serves as a qualifying exam only.

USMLE Step 2 Clinical Knowledge (CK)

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

A student takes Step 2 CK during the period of clinical clerkships after having completed the required clinical training and achieving the certifying score on the CK CCSE.

Students must have completed all six required core clerkships and passed the CCSE exam with a score of 76 or higher to be certified to sit for Step 2 CK.

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

USMLE Step 2 Clinical Skills (CS)

Step 2 CS is utilized to assess a student's ability to take a patient's medical history, to perform a physical examination, compose a differential diagnosis, and to write up the encounter. Additionally, the test includes an evaluation of a student's ability to communicate in English effectively. A student must pass Step 2 CS within two calendar years of becoming eligible in no more than three attempts.

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

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

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

Testing Accommodations

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

Purpose of Testing Accommodations

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

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

Testing accommodations are neither intended nor permitted to:

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

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

Usual testing accommodations provided at AUA include:

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

Additional accommodations may be provided as determined on an individual basis by University Counseling Services.

Procedures for Requesting Testing Accommodations

The procedures for requesting testing accommodations are as follows:

1. Students requesting accommodations must notify and bring their documentation to University Counseling Services. Appropriate documentation that indicates the disability and need for testing accommodations must be on file with University Counseling Services.
2. Notification of the appropriate accommodations will be provided to the Course Director, Exam Center, and the Educational Enhancement Department by the Director of University Counseling Services.
3. Students should discuss with each Course Director their intent to use testing accommodations for quizzes and tests at the beginning of each semester.

Note:

A student with disabilities has the right to privacy and confidentiality regarding his/her disability. Instructors will be informed about the need for a student to have testing accommodations but not his/her documented disability. Instructors and proctors should not ask a student why he/she needs testing accommodations, nor disclose the names of the students requiring testing accommodation to other parties (especially other students).

Procedures for Providing Testing Accommodations

While the documentation of a student's disability and determination of the appropriate, reasonable accommodation are responsibilities of University Counseling Services, accommodations will be provided and administered by the Educational Enhancement Department (EED).

Tests are to be scheduled on the same day and time they are given in class unless otherwise approved by the Exam Center.

The Exam Center is responsible for coordinating the following:

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

Students are responsible for the following:

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

Requesting Testing Accommodations for USMLE Step 1

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

AUA requires documentation from University Counseling Services that students were approved for testing accommodations and have used testing accommodations as part of their coursework in the Basic Sciences.

Requesting Testing Accommodations for CCSSE

If a student requires testing accommodations for the Clinical Core Subject Shelf Examination (CCSSE), he/she must have prior documentation on file with University Counseling Services that indicates the disability and need for testing accommodations. Students who need testing accommodations for the CCSSEE must have a history of using testing accommodations for their Basic Science courses.

If a student requires these accommodations for testing, he/she must email registrar@auamed.org no later than one week from the scheduled start date of your current clinical rotation. If you do not request testing accommodations within one week from your core rotation start date, accommodations cannot be made. It is mandatory to email a request for testing accommodations every time a student is scheduled for a core rotation.

Certification for USMLE Steps 1 and 2

Students are required to sit for the USMLE Step 1 as soon as eligible.

To be certified, a student must be in good standing and have met all AUA financial obligations. Furthermore, to be certified to sit for Step 1 a student must obtain the current minimum required certifying score on the Comprehensive Basic Science Shelf Exam.

A student who has passed Step 1 and requests to be placed in clinical clerkships must submit a copy of the USMLE score report and complete performance profile to the Associate Vice President for Academic Administration and Graduate Affairs in the AUA New York Office.

If a student fails either Step 1 or Step 2, the Executive Dean of Clinical Sciences and the Associate Vice President for Academic Administration and Graduate Affairs will review the student's performance to determine if remediation is required before the student retakes the examination.

Students requesting certification to retake the examination must submit a copy of their previous USMLE score report and transcript to the Associate Vice President for Academic Administration and Graduate Affairs in the AUA New York Office.

All USMLE scores, passing and failing, must be submitted in hard copy to the Associate Vice President for Academic Administration and Graduate Affairs in the New York administrative offices. Phoned-in reports or incomplete reports will not be accepted.

USMLE Certified Transcript of Scores

Students must request from ECFMG that the USMLE Certified Transcript of Scores for USMLE Step 1, Step 2 CK and CS (form 172) be submitted to the Associate Vice President for Academic Administration and Graduate Affairs in the AUA New York Office.

GRADING SYSTEM

Course Grades

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

<u>Grade</u>	<u>Quality Points</u>
H - 90 – 100%: Honors	4.0
HP - 80 – 89%: High Pass	3.0
P - 70 – 79%: Pass	2.0
F - below 70%: Failing	0
INC -	Incomplete
IP -	In Progress
PNC -	Pass – No Credit
R -	Course repeated in a subsequent semester
W -	Withdrawal without current semester grades available
WP -	Withdrawal with current passing semester grades
WF -	Withdrawal with current failing semester grades

The University offers two full semesters in a calendar year. Credits are recorded in semester hours. In the clinical program, one credit represents one week of clinical rotations.

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

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

GUIDELINES for PROMOTION and DISMISSAL

Criteria

Basic Science

1. A student must achieve a score of 70% or above in all courses, pass all course requirements to be promoted to the next semester. The final average in a course will be the average of Block Exams (see course syllabus for specific details). In semesters 2 and 4, 10 % of the course average will be from the performance on the BSCE (see Examinations). Courses may require pass/fail grades for additional activities (see course syllabus for specific details).
2. Professionalism will be evaluated on a pass/fail basis (attendance, participation, etc.). Students should be apprised of expectations and counseled twice if they are failing professional expectations. On the third episode, he/she may receive an “F” for professionalism, resulting in failing the course.
3. Students must pass all components of a course to receive a “P” in the course.
4. A student who receives an aggregate (weighted mean) score of less than 55% may be dismissed, even if the student passes one or more courses.
5. A student may be dismissed for failing **all** registered courses regardless of their aggregate (weighted mean) score.
6. Students (in Semesters I-III) with a final grade between 65-69%, failing in no more than two courses, and are not on academic probation may be eligible to re-test for the final exam(s). The only course grades awarded following a re-test will be “F” or “P”. Re-tests must be completed prior to the commencement of the next semester.
7. Any student failing any courses may be required to repeat the semester to ensure proper academic preparation.
8. Due to the integrative nature of the material in Semester IV, re-tests are not permitted during Semester IV. Any student who fails a course in Semester IV will be required to repeat the entire semester.
9. A student who receives an aggregate (weighted mean) score of 55% or less following re-tests may be dismissed.
10. A student who receives a score below 70% on any re-test must repeat the entire semester and will be placed on Academic Probation during the duration of that semester.

Clinical Science

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

Promotion to Clinical Sciences

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

1. Completion of all requirements of the Basic Science component; including passing the Comprehensive Basic Science Shelf Examination.
2. Successful completion of Semester V.
3. Passing of Step 1 in no more than three (3) attempts within one year after achieving the minimum certifying score on the Comprehensive Basic Science Shelf Examination (within the maximum allowed number of attempts).

Assignment & Arrangements of Clerkships

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

Required documentation: in order to be placed in clinical rotations students must submit all required documents. A list of required documents can be found on BlackBoard and is part of the Clinical Guidelines. It is the sole responsibility of the student to provide the required documents to the University and to automatically update documentation as required.

Reporting of USMLE Scores

The student is responsible for submitting a readable copy of the (a) scores of Step 1, Step 2 (CK), and Step 2 (CS) score as well as (b) Performance Profiles of each of these examinations to the Associate Vice President for Academic Administration and Graduate Affairs. Sending this information to another department of the University is not acceptable.

Failing a Clerkship

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

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

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

ACADEMIC PROBATION

Basic Science

1. Students that take a re-test for a course, or who repeat a semester are on academic probation until he/she successfully completes the next semester.
2. Students on academic probation will be required to work with and follow recommendations from the Educational Enhancement Department.
3. Any student who fails a course while on academic probation may be subject to dismissal.

Clinical Science

1. A student who fails any component of Semester V is placed on academic probation by the Promotions Committee and must repeat that component.
2. A student who fails a clinical clerkship must repeat the clerkship and will be placed on academic probation by the Promotions Committee.
3. A student who fails the same clerkship twice may be dismissed. This action is not subject to appeal.

PROMOTIONS COMMITTEE

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

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

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

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

Actions of the Promotions Committee are final unless modified on appeal.

APPEALS COMMITTEE

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

If, for any reason, a student is not able to access the grade report, the student is responsible for contacting the Chair of the Appeals Committee at appeals@auamed.net prior to the first day of registration. To avoid unnecessary registration complications, a student is to file the appeal immediately after having received their grade report. Re-test exams are not subject to an appeal. No student appeals will be entertained following the re-test period. All appeals must be submitted for consideration, prior to the re-test period. Grades posted following the re-test period are final and not subject to appeal.

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

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

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

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

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

The final decision on the appeal will be communicated to the student by the Dean's office in writing. The decision of the Executive Dean cannot be appealed.

TYPES of APPEALS

A student has the right to appeal under the following circumstances or conditions:

Basic Science

Grade Change Appeals

If a student believes a grade was recorded or calculated incorrectly, he/she should submit an appeal to the Appeals Committee.

Appeal of Dismissal

If a student receives a letter of dismissal with the exception of those actions that are not eligible for appeal, the student has the right to appeal.

Semester V

Grade Change Appeals

If a student believes a grade for a Semester V course was calculated or recorded improperly, he/she should discuss the matter with the program director of the respective Semester V site. If the student feels that other than objective standards were used in the determination of his/her grade he/she may appeal the grade to the Executive Dean of Clinical Sciences who will make a decision as to the appeal

Comprehensive Basic Science Shelf Exam Appeals

Students who have reached or exceeded the maximum number of attempts at the Comprehensive Basic Science Shelf Exam without having obtained the minimum certifying score to sit Step 1 may be dismissed by the Promotions Committee. The student may appeal the dismissal to the Appeals Committee. The Appeals Committee will review the case and make a recommendation to the Executive Dean of the Antigua Campus, who will make a final decision that cannot be appealed.

Step 1 Appeals

A student who does not pass Step 1 within one year of achieving a minimum certifying score on the Comprehensive Basic Science Shelf Exam and is dismissed, may appeal the dismissal to the Appeals Committee. The Appeals Committee will review the case and make a recommendation to the Executive Clinical Dean, who will make a final decision that cannot be appealed.

A student who fails to pass Step 1 in three attempts may be dismissed by the Promotions Committee, is ineligible to appeal the dismissal, and is also ineligible to apply for readmission.

Clinical Science

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

MEDICAL LICENSURE in the UNITED STATES

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

The Educational Commission for Foreign Medical Graduates/ECFMG is the definitive agency certifying the medical education of schools outside of the United States and Canada.

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

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

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

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

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

Phone: (215) 386 – 5900

Fax: (215) 387 – 9963

Website: www.ecfm.org

RESIDENCY: Overview of Post-Graduate Training

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

In order to begin residency on July 1st a student must complete his/her medical education by the last Friday in April. This includes passing all clerkships, both Step 2 (CK) and (CS) exams by that date.

Clinical students, including Semester V, will receive an email in early February of each year from the Office of Graduate Affairs and Professional Development regarding the residency application process.

Students will receive the Residency Preparation Manual to help them through the application process, which includes applying for a Medical Student Performance Evaluation (MSPE). The application process begins about a year and a half prior to the residency start date.

The Residency Preparation Manual and other instructive and informative booklets are available on BlackBoard.

Other agencies with which to become familiar include:

The National Resident Matching Program/NRMP

The NRMP oversees the Match, matching students with residency programs. The NRMP website, www.nrmp.org, contains valuable information on the process.

The Electronic Residency Application Service (ERAS)

The Association of American Medical Colleges (AAMC) developed the Electronic Residency Application Service (ERAS) to allow medical students and graduates to apply electronically for residency in accredited U.S. programs of graduate medical education. The two websites are:

www.aamc.org/students/eras and
www.ecfmg.org/eras.

STUDENT CONDUCT

Professional Conduct and Ethical Behavior

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

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

Students must be aware at all times that they are representing the University on and off campus.

These standards apply to students during their entire medical education at the University.

Academic and/or non-academic infractions, including personal dishonesty, are not tolerated.

These infractions are grounds for dismissal and are brought before the Grievance and Professional Standards Committee.

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

1. The honest and authentic execution of all responsibilities and the submission of all educational and clinical work, without misrepresentation or falsification. Stealing, cheating, and plagiarism may result in dismissal.
2. Fulfillment of professional duties in a conscientious, reliable, and punctual manner.
3. Compliance with all regulations as set forth by the University and clinical sites (non-smoking policies, library etiquette, classroom behavior, housing policies, general campus ethics), as well as civil laws and regulations established by federal, state, or local authorities.
4. Visible display of a University Identification Card (ID) at all times when on campus and when participating in University-sponsored events and activities; and visible display of the hospital ID when participating in clinical clerkships.
5. Non-possession of illegal drugs, alcoholic beverages, firearms or weapons of any kind. These items are strictly prohibited by the University on its campus, student housing, and at University-sponsored events. AUA enforces a zero-tolerance policy towards illegal substances.
6. Maintaining the proper patient-care environment.
7. Introducing yourself to all patients as a medical student.

8. Respecting patient confidentiality and discussing cases and patient information only in appropriate professional circumstances.
9. Discussing patient treatment with the attending physician, if, after careful thought, the medical student believes that the ordered treatment may not be in the best interest of the patient.
10. Refraining from patient care when under the influence of any substance or in a state which prevents you from functioning effectively and professionally.
11. Respect and compliance with all hospital rules and regulations.

UNIVERSITY GRIEVANCE PROCEDURES

Hearings and Appeals

The University's Grievance Committee is the investigative and judicial arm of the Offices of the Executive Deans in matters involving grievances of any member of the AUA community against the University or other members of the AUA community. These grievances do not include academic matters (i.e. grades and promotions), but instead involves breaches to University rules, regulations, policies and codes of conduct, ethical behavior and or challenges to the University's educational or other policies. The Committee is composed of faculty and student representatives appointed by the Executive Deans.

It is the responsibility and obligation of all members of the University's community to fully cooperate with the Grievance Committee by providing necessary information and evidence upon request.

Filing a Grievance

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

In the event that the Chairperson refers a grievance for mediation that does not conclude satisfactorily for the grieving party, the grieving party may request that the Chairperson refer the matter to the Committee for further action. It shall be at the discretion of the Chairperson to do so subject to appeal of his decision by writing within five business days of the Chairperson's decision to the full Committee. The Committee's determination on the appeal shall be final.

Once it is determined that a hearing is required, the Committee will give prompt notice to the members of the community against whom the grievance is made, and will designate a Hearing Panel consisting of three to five members of the University's faculty and one student representative to oversee the proceedings.

Hearing Procedures

A hearing will be scheduled promptly after it determines to charge a party based upon the availability of members from the Hearing Panel, the grieving party, the party charged and any respective witnesses.

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

Generally, the grieving party will present the witnesses and evidence in support of the charge at the hearing. In cases where the University or any of its departments (including the office of either Executive Dean) is the grieving party, the Hearing Panel shall present the witnesses and evidence in support of the charge. After each witness of the grieving party provides his/her evidence, the party charged shall have the right to examine the witness. Upon completion of the grieving party's presentation of witnesses and evidence, the party charged will be afforded the opportunity to offer evidence and testimony of witnesses in defense of the charges. The Hearing Panel may question each of these witnesses upon the conclusion of, or during questioning by either party. The Hearing Panel shall have the right to alter the order in which the hearing will proceed.

Either party (grieving or charged) may ask the Hearing Panel to assist in commanding the attendance of witnesses and/or the production of evidence within reason.

The Hearing Panel shall practice basic principles of fairness in the conduct of the hearing. Questions and testimony shall be limited to matters relevant to the issues at hand.

Neither party shall be entitled to legal counsel at the hearing but may be assisted by another member of the University's community. This individual shall not be permitted to give testimony at the hearing. If the Hearing Panel determines that it requires the assistance of counsel, the panel may request counsel assistance at the hearing.

The parties, members of the Hearing Panel and witnesses may appear at the hearing in person or by any other approved means (e.g. telephone, videoconference, etc.). However, all hearings shall be conducted at the University's campus in Antigua. Upon either party's request, the

Hearing Panel will make arrangements with Manipal Education Americas, LLC for the party or his/her witness to attend the hearing by videoconference from the AUA New York Office.

The party charged may waive the right to a formal hearing if he/she does not dispute the charges and/or does not wish to present evidence in defense of the charges. In such a case, or in the case in which a party charged fails to attend a duly scheduled hearing, the Hearing Panel shall proceed with the hearing and determine from the evidence presented whether the charges should be upheld. If charges are upheld, the Hearing Panel will recommend appropriate consequences. A charged party may also, at any time before the hearing is concluded, notify the Hearing Panel that he/she does not wish to dispute the charges. At this time, the charged party may offer evidence of circumstances that the Hearing Panel may consider in mitigation of any recommended consequence.

Within three business days of the conclusion of the hearing, the Hearing Panel shall render a written statement as to whether the charges, or any lesser charges, have been sustained by the greater weight of the evidence presented at the hearing. If the Hearing Panel determines to sustain any charge, the statement shall also set forth, briefly, its findings that support the charge(s) sustained and a recommendation forwarded to the Executive Dean of Basic Sciences in the case of a matter involving Semester I-V students or to the Executive Dean of Clinical Science in the case of a matter involving Semester VI-X students.

The consequences that the Hearing Panel may recommend upon sustaining any charge are limited only by the University's ability to enforce the consequence, practically and legally.

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

Grievance Appeals

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

1. The party must give written notice of his/her intent to appeal the decision to the President within fourteen (14) calendar days of the date from which the decision was rendered.
2. The appealing party must, within 14 calendar days thereafter submit his/her written appeal to the President. The written appeal must include all of the facts, new evidence and circumstances that the party or appellant wishes the President to consider. It may include, but is not limited to an acceptance of the determination of guilt or

responsibility with a request for leniency. It may include any matter, information or evidence that the appealing party had not offered for consideration at the hearing. It may include evidence or information which was not available for presentation to the Hearing Panel at the time of the hearing. It may involve a claim that the decision appealed was the result of failure of the Hearing Panel to follow the procedures outlined above or from undue bias of the Hearing Panel.

3. Upon receipt of the appeal and supporting documentation, the President shall supply copies of those documents to the other party, and to the Hearing Panel, who within 14 calendar days of receipt of the appeal and supporting documents, may submit a written response to the appeal and provide supporting evidence for the President to consider.
4. The President shall consider the appeal on the basis of the written appeal papers and the written submissions in response thereto, if any, and will either render a decision on the appeal or advise that further information is required that he/she deems appropriate. In some cases, this may require an additional hearing over which he/she will preside. If the President determines that a further hearing shall be conducted, either party may be entitled to representation of counsel of his/her choice. Any such further hearing shall be held on the University's campus in Antigua unless the student and the President shall otherwise mutually determine.

The President may, upon consideration of the appeal, accept, reject or modify the determination appealed from or any aspect of it. Among the actions that he/she may take are the imposition of a lesser, different or greater consequence.

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

If, at any time, or under any circumstances, either Executive Dean is unable to carry out his/her responsibilities due to conflict of interest, scheduling, disability or any other reason as he/she shall in good faith determine, he/she shall have the right and duty to appoint his/her replacement from among the Chairs in his/her Department. If, at any time, the President is unable to carry out his/her responsibilities due to conflict of interest, scheduling, disability or any other reason as he/she shall in good faith determine, he/she shall have the right and duty to appoint his/her replacement from among the University's executive officers. In either of such cases, the appointed person shall have the rights, powers, responsibilities and duties of the President or the Dean who he/she replaces. In which case, all references above set forth to the President or Executive Dean shall be deemed a reference to the replacement.

UNIVERSITY DISCIPLINARY PROCEDURES

Professional Standards Committee

The University's Professional Standards Committee is the investigative and judicial arm of the Offices of the Executive Deans in matters involving violations by students of non-academic University rules, regulations, policies and codes of conduct and ethical behavior. It has no authority over academic matters except insofar any such matters also substantially involve non-academic issues such as cheating or academic dishonesty. The Committee is composed of faculty and student representatives who shall be appointed by the Executive Deans.

Filing a Violation

It is the responsibility and obligation of all members of the University's community, students included, to report to the Office of the Dean of Students any instances of violations by any member of the community, students included, of violation of the University's rules, policies, regulations, procedures and Codes of Conduct and Ethical Behavior about which the member becomes aware. It is also the responsibility and obligation of all members of the University's community to fully cooperate with the Professional Standards Committee by providing necessary information and evidence upon request. Failure of a student to do either will constitute a violation of the University's policies and Code of Conduct and Ethical Behavior and may subject the student to disciplinary action by the Committee.

Upon receipt of information concerning a breach by a student of the University's non-academic rules, and/or Code of Conduct and Ethical Behavior, the Dean of Students will conduct an initial investigation to determine if there is sufficient basis to refer the matter for mediation to be conducted by a member of the school's faculty or administration appointed by the Dean of Students or to the Professional Standards Committee for further investigation and/or a hearing. The Dean of Students' decision in this regard is final. In the event that the Dean of Students refers a violation for mediation that does not conclude satisfactorily for the charged party, the charged party may request that the Dean of Students refer the matter to the committee for further action.

Hearing Procedures

Matters referred to the Professional Standards Committee will proceed as follows:

1. Once a matter is referred by the Dean of Students to the Professional Standards Committee, the Committee will give prompt notice to the student(s) involved and will designate a Hearing Panel consisting of three to five members of the University's faculty and at least one student representative to oversee the proceedings.
2. Upon the determination of the Committee that there is sufficient basis and evidence for the Committee to charge a student with a violation of the University's rules,

regulations or Code of Conduct, the Committee will provide the student with a brief statement setting forth the charge(s) against him/her and the factual basis for them.

3. A hearing will be scheduled promptly based upon the availability of members of the Hearing Panel, the students charged and any respective witnesses.
4. All hearings shall be closed to the public except to those persons who will participate in the hearing. Witnesses shall be permitted to attend only during times that they are providing testimony. Witnesses shall not discuss their testimony or any other aspect of the hearing that they may witness with others. The Hearing Panel's Chairperson shall determine whether and to what extent evidence or testimony offered should be permitted. All questions, testimony and arguments shall be presented with appropriate decorum and courtesy. Badgering of witnesses will not be permitted.
5. Generally, the Hearing Panel will present the witnesses and evidence in support of the charge at the hearing. After each witness of the Hearing Panel provides his/her evidence, the student charged shall have the right to examine the witness. Upon completion of the Hearing Panel's presentation of witnesses and evidence, the student charged will be afforded the opportunity to offer evidence and testimony of witnesses in defense of the charges. The Hearing Panel may question each of these witnesses upon the conclusion of questioning by the student. The Hearing Panel shall have the right to alter the order in which the hearing will proceed.
6. The student charged may ask the Hearing Panel to assist him/her in commanding the attendance of witnesses and/or the production of evidence within reason.
7. The Hearing Panel shall practice basic principles of fairness in the conduct of the hearing. Questions and testimony shall be limited to matters relevant to the issues at hand.
8. The charged student shall not be entitled to legal counsel at the hearing, but may be assisted by another member of the University's community. This individual shall not be permitted to give testimony at the hearing.
9. The charged student, members of the Hearing Panel and witnesses may appear at the hearing in person or by other appropriate means (telephone, videoconference, etc.). However, all hearings shall be conducted at the University's campus in Antigua. Upon a charged student's request, the Hearing Panel will make arrangements with Manipal Education Americas, LLC for the student or his/her witness to attend the hearing by videoconference from the AUA New York Office.
10. The student charged may waive the right to a formal hearing if he/she does not dispute the charges and/or does not wish to present evidence in defense of the charges. In such a case, or in the case in which a student charged fails to attend a duly scheduled hearing, the Hearing Panel shall proceed with the hearing and determine from the evidence presented whether the charges should be upheld. If charges are upheld, the

Hearing Panel will recommend appropriate consequences. A charged student may also, at any time before the hearing is concluded, notify the Hearing Panel that he/she does not wish to dispute the charges. At this time, the charged student may offer evidence of circumstances that the Hearing Panel may consider in mitigation of any recommended discipline, if any.

11. Within three calendar days of the conclusion of the hearing, the Hearing Panel shall render a written statement as to whether the charges, or any lesser charges, have been sustained, by the greater weight of the evidence presented at the hearing. If the Hearing Panel determines to sustain any charge, the statement shall also set forth briefly, its findings that support the charge(s) sustained and a recommendation to the Executive Dean of the Department (Basic Sciences or Clinical Sciences).
12. Discipline may include, but may not necessarily be limited to, probation, suspension, dismissal from the school, receipt of a failing grade or grades on specified course work, failure of, or withdrawal from, of a class or classes, enforced leave of absence. Any discipline may also include a suspension of any discipline or such other conditions as the Hearing Panel may determine are appropriate under the circumstances.
13. The Executive Dean to whom the recommendation is made shall, at his/her sole discretion, determine whether to accept, reject or modify in any respect, the recommendation of the Hearing Panel with respect both to its determination to sustain the charge(s) and to its determination of the discipline, if any, that the student should receive. The student shall promptly be notified of the decision of the Executive Dean.

Disciplinary Appeals

The decision of the Executive Dean shall be final and binding with no right of appeal or other review in any forum within or outside of the University for any case in which the most severe discipline imposed is probation. In all other cases, a student against whom a discipline has been imposed in accordance with the above procedures shall have the right to appeal the President of the University. In order to appeal a decision of the Executive Dean, a student must adhere strictly to the following procedures. Failure to do so may be grounds for dismissal of the appeal:

1. The student must give written notice of his/her intent to appeal the decision to the President within fourteen (14) calendar days of the date from which the decision was rendered.
2. The student must, within 14 calendar days thereafter, submit his/her written appeal to the President. The written appeal must include all of the facts, new evidence and circumstances that the student wishes the President to consider. It may include an acceptance of the determination of guilt or responsibility with a request for leniency. It may not include any matter, information or evidence that the student had not offered for consideration at the hearing except when the matter, evidence or information was

not available for presentation to the Hearing Panel at the time of the hearing. It may involve a claim that the decision appealed from was the result of failure of the Hearing Panel to follow the procedures outlined above or from undue bias of the Hearing Panel.

3. The President shall consider the appeal on the basis of the written appeal and supporting documentation and will either render a decision on the appeal or advise that further information is required that he/she deems appropriate. In some cases, this may require an additional hearing over which he/she will preside. If the President determines that a further hearing shall be conducted, the student shall be entitled to representation of counsel of his/her choice. Any such further hearing shall be held on the University's campus in Antigua unless the student and the President shall otherwise mutually determine.

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

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

If, at any time, or under any circumstances, the Dean of Students or either Executive Dean is unable to carry out his/her responsibilities due to conflict of interest, scheduling, disability or any other reason as he/she shall in good faith determine, he/she shall have the right and duty to appoint his replacement from among the Chairs in his/her Department. If, at any time, the President is unable to carry out his/her responsibilities due to conflict of interest, scheduling, disability or any other reason as he/she shall in good faith determine, he/she shall have the right and duty to appoint his/her replacement from among the University's faculty or executive officers. In either of such cases, the appointed person shall have the rights, powers, responsibilities and duties of the President or the Executive Dean who he/she replaces. In which case, all references above set forth to the President or Executive Dean who he/she replaces shall be deemed a reference to the replacement.

POLICY of NON-DISCRIMINATION

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

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

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

STUDENT SERVICES

STUDENT HEALTH CENTER

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

Appointments

The Student Health Center operates on an appointment system, which decreases waiting time and allows for better planning by all parties. If you are unable to keep your scheduled appointment, please notify us so that your appointment may be given to a fellow student. Walk-ins may be seen based on availability.

Hours of Operation

Monday, Tuesday, Thursday and Friday from 9:00 am until 2:00 pm. Walk-ins may be seen at other times based on availability.

Office hours are modified during school breaks.
University Park Health Center is closed on all observed holidays.

Life-threatening Emergencies

Call 911 if you are experiencing a life-threatening emergency.

If you have an emergency during the hours of 8:00am – 6:00pm, Monday - Friday, please contact the Emergency Response Team at 268-789-7800. For after-hour emergencies, please contact 268-764-0164.

Services Provided

Services are available to those students who are actively enrolled in semester course work. Insurance cards and identification badges are required when students are seen at the Student Health Center.

1. Outpatient Medical Care - diagnosis and treatment of acute and chronic illnesses, as well as minor injuries.
 - Respiratory infections
 - Urinary tract infections
 - Headaches
 - Abdominal pain
 - Sexually transmitted infections (STIs)

- Dermatological conditions
 - Sports-related injuries
 - Routine office visits/any concerns for which you would see your family doctor or general practitioner.
 - Referrals
 - Prescription Refills for most medications
2. Preventive Medical Care - routine physical exams, cholesterol screening, pelvic exams, etc.
 3. Mental Health Services - see below.
 4. Laboratory Studies - routine laboratory studies appropriate for diagnostic purposes. Students are responsible for any charges not covered by their health insurance.
 5. Immunizations – Meningococcal, Pneumococcal, Varicella, Tdap boosters, Adcel, Hepatitis B vaccines, Flu vaccines and TB skin tests are available.
 6. Health Education - publications and materials are available at the Student Health Center on a variety of health topics.
 7. Laboratory or radiographic studies ordered outside of Student Health Center that are felt to be medically indicated by the student health center.

Mental Health Services

We serve the mental health care needs of students in the Behavioral Science offices, as well as the student health center. Many students experience life events or academic pressures that leave them feeling anxious, confused, lonely, angry, depressed or overwhelmed. When those feelings persist for more than just a few days, it is often helpful to speak with an unbiased, objective professional. Any personal issue that is troubling a student may be discussed in counseling. For appointments regarding counseling please contact the Student Health Center or University Counseling Services.

Services Not Provided

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

Medical Excuse Policy

The Student Health Center will only provide medical excuses to students for medical conditions that prevent a student from attending an exam, lab/group activity or more than 2 days absence from lectures **AND** meet the following conditions:

1. A Student Health Center provider is involved in the medical care **AND**
2. The condition is deemed significant by the Student Health Center provider **AND**
3. Based on examination by the student health center provider, the student is advised not to attend class **OR**
4. The student has proof of a documented hospitalization.

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

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

This policy is consistent with recommendations from the American College Health Association, as well as with the policies of other peer institutions. This policy is also consistent with our commitment to maintain confidentiality, to encourage appropriate use of healthcare resources, and to support meaningful dialogue between professor and student.

Students are responsible for communicating directly with faculty regarding class attendance and/or completion of class assignments. Further information regarding University attendance policies with regard to illness and emergencies can be found in the attendance section of this handbook. If professors require written documentation of a clinic visit to the Student Health Center, due to the confidentiality of medical information, only the date and time of the visit will be provided.

Confidentiality

Information regarding the physical or mental status of students is strictly confidential. Information regarding a student will not be released to persons outside of the Student Health Center without the students' written consent, unless legally mandated (i.e. for insurance purposes).

Billing

All students will be billed for the balance for any lab or referral service charges incurred. Please make sure that the Student Health Center has your current health insurance information.

AUA Student Policy for Substance Abuse Prevention and Intervention

I. Policy

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

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

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

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

AUA recognizes that alcohol and other drug abuse is a preventable and treatable condition and acknowledges that, as an institution dedicated to the healing arts, we have the responsibility to facilitate prevention activities and offer treatment to students who suffer from alcohol and other drug abuse.

AUA encourages all impaired students to seek help voluntarily and favors the earliest possible intervention. AUA will make treatment and referral services available to students.

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

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

II. Guidelines and Procedures

I. Prevention:

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

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

B. Orientation: Each year at orientation, the Dean of the college or his/her designee (e.g., the Dean for Students or another designated faculty member who will be referred to in this policy as the Dean's designee) will inform new students about the availability of AUA resources (him/ herself, the University Counseling Center, Student Health Center, Crossroads, Alcoholics Anonymous/Narcotics Anonymous) for students concerned about alcohol and other drug use and abuse. C. Wellness: Students will be encouraged to develop healthy lifestyles through the availability of exercise facilities, sports programs, meditation groups and other health-promoting activities. Information about Student Wellness programs will be provided at orientation for new students.

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

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

II. Intervention

A. Early Identification:

1. In the spirit of prevention and early intervention, any member of the University community who is concerned that an AUA student's use of alcohol or other drugs may be causing the student to be impaired (see Definition of Impairment in Section II.B. below) is encouraged to report his/her concern to the Director of University Counseling Services or Director of Student Health Center. For students at clinical sites; the Executive Dean of Clinical Sciences should be notified. He will contact the identified student and request he/she present for evaluation. (See section II.C.7 for additional details). If it is ascertained that the identified student is impaired, Steps 2 - 12 as outlined

in Section II.C. (“Treatment”) of this policy will be implemented.

2. An AUA student who is arrested or charged with a misdemeanor or other crime involving the use, possession, manufacture, sale, or distribution of alcohol or any other drug, is required to report this information to the Dean of Students for students on campus or to the Executive Dean of Clinical Sciences for those on clinical rotations within two university/college business days of the offense. The Dean of Students, or the Executive Dean of Clinical Sciences will take whatever action he/she deems appropriate. These actions include, but are not limited to, initiation of an intervention as outlined in Section II.C. (“Treatment”) of this policy, suspension of the student, or dismissal of the student. Students who fail to report violations or charges may also be subject to conditional study, suspension or dismissal should this failure be later discovered.

3. An AUA student who receives a positive drug screen as a result of an AUA required test must insure that the Dean of Students or the Executive Dean of Clinical Sciences is informed. With the exception of those in UCS or Student Health Center who are in a confidential patient/provider relationship, if an AUA staff is informed of the positive drug test, he/she will notify Dean of Students office, who will interview the student and take whatever action he/she deems appropriate. These actions include, but are not limited to, initiation of an intervention as outlined in Steps 2 - 12 in Section II.C. (“Treatment”) of this policy. The student’s ability to complete his/her course of study may be impacted.

4. Refusal by a student to submit to testing will result in removal from educational activities and may result in dismissal.

B. Definition of Impairment: An AUA student who meets any one of the following criteria will be identified as impaired:

1. The student exhibits impaired professional (i.e., academic, clinical and/or research) performance in association with the observed or alleged improper use of alcohol or drugs.

2. The student poses a danger to himself/herself or others or displays behavior that is disruptive to the goals of the student’s academic, clinical and/or research programs in association with the observed or alleged improper use of alcohol or drugs.

3. The student is, or appears to the reasonable observer to be, under the influence of alcohol and/or other drugs in the classroom, clinical, or other campus or professional setting.

4. The student is discovered using or is found to have possession of any illicit substance on University property or at an event which utilizes the University’s name.

5. The student is arrested or convicted of violating Antiguan law related to the student’s use, possession, manufacture, sale, or distribution of alcohol or other drugs.

C. Treatment

1. A student who voluntarily refers him/herself to UCS or Student Health Center for evaluation or treatment of problems related to alcohol or other drug use or abuse will retain his/her rights to confidentiality, in accordance with state, federal, and local laws.

2. If an AUA student, faculty member, or any other member of the AUA community is concerned that a student may be impaired (see definition of impairment in II.B. above) he/she is encouraged to call UCS or Student Health Center to discuss his/her concerns. He/she is also encouraged to 1) refer the student to UCS/Student Health Center for voluntary evaluation and/or treatment, and 2) inform UCS/Student Health Center of the name of the student being referred. The referring individual is encouraged to inform the Dean of Students and the Dean's Office, or the Executive Dean of Clinical Science will take appropriate action, including determining whether to contact the student. If the Dean's Office contacts the student they should ask the student to sign a release of information form authorizing UCS/Student Health Center staff to provide information to the Deans Office as indicated on the form. UCS/Student Health Center will attempt to contact the referred student to schedule an evaluation. A student who is referred for voluntary contact with UCS/Student Health Center will retain all rights to confidentiality accorded students who self-refer to UCS/Student Health Center with the exception that UCS/Student Health Center will inform the Dean's Office that the student reported or failed to report for evaluation.

3. If an AUA student, faculty member, or any other member of the AUA community is so concerned about an allegedly impaired student that he/she believes that the situation warrants a mandated referral to UCS/Student Health Center, he/she may elect to 1) discuss his/her concerns with a clinician at UCS/Student Health Center or 2) call 911 if the student appears to be an imminent danger to self or others.

The referring individual should contact the Dean of Students, or the Executive Dean of Clinical Services to request a mandated evaluation and/or treatment (see II.C.4-10. below for a description of the mandated treatment process, especially II.C.7.). A request for a mandated referral should be implemented when the allegedly impaired student is thought to be at risk for self-harm or harm to others. Examples include but are not limited to suicidal ideation or threats of self-harm, threats toward others, negative impact on patient care or safety, a significant impairment in the student's academic performance, or other threats to the student's physical or psychological well-being. The Dean of Students, or the Executive Dean of Clinical Services would then determine the appropriate course of action to include a possible mandated evaluation or treatment at UCS/Student Health Center, or some other type of intervention (e.g., removal from classes or a clinical rotation, administrative withdrawal, suspension, or dismissal. These actions will henceforth be referred to in this policy as "an appropriate disciplinary action.").

4. If the Dean of Students elects to mandate an evaluation or treatment at UCS/Student Health Center, he/she should request that the student sign a release of information form authorizing UCS/Student Health Center staff to share specified information with the

referring individual. If a mandated student declines to sign a release of information form, the Dean of Students, or Executive Dean of Clinical Science will determine an appropriate course of action, which includes but is not limited to a mandated two session assessment at UCS/Student Health Center, or in the case of a clinical student an evaluation by an approved practitioner, with no authorization form in place, or an appropriate disciplinary action.

5. The Dean of Students or Executive Dean of Clinical Science will inform UCS/Student Health Center, or approved practitioner of the mandated student's name and provide background information regarding the circumstances that led to the mandated assessment or treatment. The Dean of Students or the Executive Dean of Clinical Science should inform UCS/Student Health Center, or the approved practitioner of the nature of the referral question.

6. When an allegedly impaired student is referred or mandated for evaluation or treatment to UCS/Student Health Center, or approved practitioner, the student will be provided with a copy of the AUA Student Policy for Substance Abuse Prevention and Intervention.

7. At the time an allegedly impaired student is referred or mandated to UCS/Student Health Center, or approved practitioner by a member of the University community for an evaluation or treatment, this evaluation will include assessment of the student's substance use, identification of actions needed to better evaluate the student's substance use, and, if indicated, formulation of a treatment plan or contract.

8. If a student is mandated for assessment at UCS/Student Health Center and does not report for the assessment, UCS/Student Health Center personnel will attempt to contact the student. If UCS/Student Health Center cannot contact the student or he/she declines to complete an assessment, UCS/Student Health Center personnel (even in the absence of a signed release of information form) will inform the referring Dean of Students. UCS/Student Health Center will also take reasonable steps to inform the student that his/her Dean will be informed of the student's nonparticipation in the mandated assessment or treatment.

9. If after a two-session assessment at UCS/Student Health Center the mandated student continues to decline to sign a release of information form allowing specified information to be shared with the referring Dean of Students, UCS personnel will inform the referring Dean of Students that the student has declined to sign a release of information form, who will then determine an appropriate course of action that could include an appropriate disciplinary action.

10. If a Dean of Students is informed by UCS/Student Health Center that an allegedly impaired student has failed to comply with a recommended or mandated evaluation or that an impaired student has failed to comply with a treatment contract, the Dean of Students will take whatever action he/she believes is appropriate. Potential actions include but are not limited to, mandating or re-mandating evaluation or treatment, or an

appropriate disciplinary action.

11. If the Dean of Students, or the Executive Dean of Clinical Science, elects to place the student on an administrative withdrawal, or invoke some other action which interrupts the student's academic progress, prior to deciding whether to readmit the student, the Dean of Students or the Executive Dean of Clinical Science, will mandate an evaluation at UCS/Student Health Center, or other approved practitioner to include treatment recommendations and require the student to sign a release of information form allowing UCS/Student Health Center to share with the Dean of Students their assessment regarding the student's suitability for returning to his/her academic work, treatment recommendations and the information specified by the Dean of Students. If the student declines to sign the release of information form, the Dean of Students will take an appropriate course of action, up to expelling the student.

12. If an AUA student is arrested for or convicted of violating Antiguan law involving the use, possession, manufacture, or sale of alcohol or other drugs, the student must satisfy the requirements of the legal system. If suspension or dismissal had been recommended by AUA, and the student has satisfied his or her legal requirements, the student may petition the appropriate Dean for readmission. If the student is readmitted, he/she will be required to enter into an appropriate treatment program supervised by the Dean of Students. The Dean of Students or the designated faculty member will consult with a professional at UCS/Student Health Center who will conduct an evaluation of the student, ascertain what action should be taken to better evaluate the student's substance use, and recommend a treatment plan. The student, UCS, the Dean of Students will adhere to steps 2 - 11 stated above in Section II.C. ("Treatment") of this policy.

D. Responsibilities of AUA:

1. AUA will make available to students a cost-effective health insurance policy that provides some coverage for the cost of chemical dependency inpatient treatment.
2. AUA will make alcohol abuse and other drug abuse treatment available through UCS/Student Health Center or designated program.

E. Status of the Impaired Student:

1. The student's college administration will make the decision about the student's status in his/her program of study taking into consideration the student's academic and professional qualifications for the program of study and the student's compliance with the recommended treatment.
2. Providing the impaired student follows the recommended treatment, and assuming he/she remains academically and professionally qualified for his/her program of study, the student may qualify as an individual with a disability and receive reasonable accommodation under University policy.

III. Legal Issues

A. Responsibilities of AUA

1. The reporting and treatment procedures outlined in this policy will preserve program participants' confidentiality within the guidelines noted above in the section entitled "Intervention" and compliance with the program will normally ensure continued student status.
2. Participation in alcohol and other drug abuse treatment programs does not confer immunity for the individual from legal prosecution for criminal acts. All records and communications shall be held in the strictest confidence and disclosure made only pursuant to applicable state and federal laws.

B. Non-liability Clause

Persons who in good faith and without malice make a report about a student's use/abuse of alcohol or other drugs to UCS/Student Health Center or the Dean of Students or the designated faculty member of the student's college shall not be held liable for damages resulting from such reporting, providing said report is made in the reasonable belief that such action or recommendation is warranted by the facts known to him/her after reasonable effort is made to obtain the facts on which such action is taken.

IV. Effective Dates of the Policy

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

LIBRARY

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

For more information, please contact the Dean of Library Services and Academic Support [drmpathan@auamed.net].

Resources

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

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

Students will find a copy of the Student Handbook on the Library website as well as Policies and Procedures relating to the Use of the Library and its services.

Internet

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

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

Identification Cards

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

Although the library also serves Antiguan health professionals, only an AUA student or faculty member will have the privilege of borrowing library materials.

Library Hours

Considering the requirements of the reading facilities of the students, the Library is kept open for 24-hours as under:

1. Wings A and C and the Corridors on the 2nd floor are kept open for 24-hours a day except from 8-10 AM for cleaning.
2. Wing B is kept open from 8 AM until 10:45 PM Monday to Friday including holidays; and 10 AM until 10:45 PM on Saturday and Sunday including holidays.
3. The Study Area on the 3rd floor is kept open until 2 AM. It will be 24-hours during the exam weeks, except 8-9 AM for cleaning.

There are 11 Group Study Rooms available in the library. These study rooms are assigned to groups of students. A group must have a minimum of four students in order to be allocated a study room for a duration of three hours. Based on the demands for these Group Study Rooms, a group will be granted an extension if there are no groups of students waiting to reserve a room. Students must leave his/her AUA ID card with the Circulation Desk to be able to get a room allocated.

Library Policies

1. The following is **prohibited** in the library at all times:
 - a. Eating, smoking, using mobile phones, a speaking loudly.
2. Students are permitted to bring water and soft drinks inside the Library.
3. A student is expected to return library materials on time.
4. Overdue charges are assessed on overdue items borrowed from the library to ensure the prompt and timely return of heavily used items. Students will sign off an invoice for all such charges which will be submitted to the Bursar's Office on the Antigua campus.
5. A student who steals, damages or vandalizes library materials, equipment or furniture will incur the costs of replacing these items and/or face disciplinary action.
6. Students are urged NOT to leave valuables – laptops, phones, iPads, purses, etc. on the library tables. The library is not liable for the loss or damage of a

student's property (e.g. notebooks, laptops and personal items) left unattended in the library.

7. The library staff initially will warn any student who ignores library policies. Thereafter, the staff then informs the Dean of Library Services and Academic Support, who then refers the issue to the Grievance and Professional Standards Committee. A student who receives more than three warnings for inappropriate behavior is subject to disciplinary action, which includes, but is not limited to, denial of library access and services for the remainder of the current semester and/or the following semester.
8. Students are advised to be respectful to library staff. They must understand that the library personnel are performing their duties as assigned to them, which also includes assisting students in provision of information and reading materials. A student who threatens a staff member physically will be suspended immediately, pending a hearing that may result in dismissal from AUA.
9. If any incidence of rude behavior is noted from the library personnel, please report the matter in writing to the Dean of Library Services and Academic Support or the Associate Director so that the necessary investigation is carried out.
10. Photocopying is available in the Library. Students will be billed for photocopies by the Bursar's Office.
11. Semester V and Clinical Science students will have full access to online journals through the library website, which will be essentially through their "AUAMED.NET" e-mail ID. Clinical Science students do have access to important online journals such as UpToDate.

BOOKSTORE

All the required textbooks for the Basic Sciences courses, selected recommended books, and diagnostic equipment are available at the Bookstore at a very competitive price.

The Bookstore is kept open Monday-Friday from 10 AM until 3 PM with a one-hour lunch break from 12:30 to 1:30 PM.

CAMPUS HOUSING

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

1. Campus Housing is solely to accommodate the person named on the lease.
2. The cost of the housing is not refundable except at the University's absolute discretion.
3. The University has a zero-tolerance policy regarding the use of illegal substances in student housing. This policy applies throughout Antigua and includes the use of alcohol in violation of local law.
4. Smoking is prohibited inside all University-sponsored housing. Please note that the housing units of Mandalay and Sugar Mill are 100% non-smoking areas.
5. Pets are prohibited inside University-sponsored housing.
6. Students are responsible for cleaning their own dishes, pots, pans and stoves, and for the daily removal of all garbage from apartments to the outside bins.
7. Students are responsible for the proper care and treatment of housing quarters and contents, to include equipment and furniture.
8. Students are prohibited from painting walls, affixing nails or screws, or making holes in the walls of housing units.
9. Any damage to the surface or paint caused by the removal of posters or pictures will be repaired at the student's cost.
10. At the end of each semester, the University conducts housing inspections. As per the lease, rooms are relinquished in the same condition as assigned; thus, the student's account will be charged if additional cleaning is required. In the case of damage to the room, the student's account will be charged the cost of repair or replacement.
11. At the end of each semester, students must vacate the rooms and surrender both the keys with their original tags and key rings. Failure to do so results in a **\$250 USD fine**.
12. AUA assumes no responsibility or liability for any loss or damage to personal property in University-sponsored housing.

Failure to comply with any rule may result in a student's permanent removal from University-sponsored housing and forfeit of the security deposit.

Quiet Hours in Dorms

Sunday to Thursday – 10pm to 6am
Friday and Saturday – Midnight to 6am

Lock-outs and Lost Keys

The solution to and charges for these situations vary with each of the facilities. Please consult your RA or the Student Services Office for details. Notice of charges will be in each welcome packet.

CAMPUS TRANSPORTATION

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

Students can purchase Transportation Passes for a semester's duration. Once purchased, bus transportation is neither refundable nor pro-ratable. Students are advised to purchase a 10-trip bus pass from the Bursar's Office if they are uncertain about commuting for a semester and wish to try the system for themselves, or for students who are interested in limited transportation service, the University offers a Bus Trip Pass at reasonable rates.

Contact the Bursar's Office for questions and purchase of Transportation Passes.

CAMPUS PARKING GUIDELINES

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

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

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

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

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

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

Parking Permits:

Parking permits are available for purchase to students with valid Antigua and Barbuda driver's licenses and vehicle information. Please see the Bursar to purchase a parking permit.

A new permit is required for each semester.

Student Parking:

Students are allowed to park in designated faculty spots (but not on those that are reserved with name tags) on weekdays after 6 pm only and also throughout the weekend.

Visitor Parking:

Students are not allowed to park in designated visitor spots.

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

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

Enforcement Policy:

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

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

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

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

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

Anyone charged with behavior disobedience to authority will be automatically referred to the Grievance and Professional Standards Committee.

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

CAMPUS RECREATION

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

1. All guests must have a Visitor's ID. Guests using the recreational facilities may NOT access other AUA campus buildings.
2. Individual patrons shall utilize all recreational facilities at their own risk.
3. Follow proper court etiquette at all times (no swearing, throwing sports equipment, etc.). Be considerate of players on the adjoining court.
4. No food, drink (except for water in closed containers), or chewing gum is permitted. Players are encouraged to keep the courts and surrounding areas clean.
5. Appropriate athletic footwear is required. Shoes that leave black marks on the courts are prohibited.
6. Proper athletic attire, including a shirt is required at all times.
7. Alcoholic beverages are NOT permitted anywhere on AUA property.

OMBUDSMAN

The Ombudsman is responsible for addressing and satisfying students' concerns. This individual serves as the primary confidential resource to investigate complaints/issues and present recommendations to the President and Executive Deans. Responsibilities include crisis intervention, conflict resolution, and crisis management. He/she will then work with various departments to reach a solution and suggest changes to policy where appropriate that contribute to student complaints.

The Ombudsman can be reached at 212-661-8899 ext. 136.

GENERAL & MISCELLANEOUS INFORMATION

HOLIDAYS and WEEKENDS

AUA is a non-sectarian secular institution.

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

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

HANDICAPPED ACCESS

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

STUDENT GOVERNMENT ASSOCIATION

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

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

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

LICENSED AUA MEDICAL FACULTY

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

HEALTH INSURANCE POLICY

All AUA students are required to have health insurance coverage. Students who do not have private insurance coverage through a parent, employer, spouse, domestic partner or through their own individual plan are required to be enrolled in the University's Student Health Insurance Plan. All students will be automatically enrolled in and charged for insurance. However, students may waive the University's insurance by providing documentation of private insurance to the Bursar's Office.

BASIC LIFE SUPPORT/ADVANCED CARDIAC LIFE SUPPORT CERTIFICATION

Basic Life Support

Basic Life Support (BLS) is the phase of emergency cardiac care that:

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

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

Content

Included in this course are the techniques of:

Adult CPR – 1 & 2 rescuer	Adult obstructed airway – conscious and unconscious
Infant CPR – 1 & 2 rescuer	Infant obstructed airway – conscious and unconscious
Child CPR – 1 & 2 rescuer	Child obstructed airway – conscious and unconscious
Safe operation of an Automated External Defibrillator (AED)	

Written Statement of Completion

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

Advanced Cardiac Life Support

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

ACLS is based on simulated clinical scenarios that encourage active, hands-on participation through learning stations where students will practice essential skills individually, as part of a

team, and as team leader. Realistic simulations reinforce the following key concepts: proficiency in basic life support care; recognizing and initiating early management of peri-arrest conditions; managing cardiac arrest; identifying and treating ischemic chest pain and acute coronary syndromes; recognizing other life-threatening clinical situations (such as stroke) and providing initial care; ACLS algorithms; and effective resuscitation team dynamics.

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

1. Utilizing adjunct airway equipment to establish and maintain effective ventilation in an adult victim.
2. Be able to integrate electrocardiograph monitoring, defibrillation, and pacing equipment and/or techniques into the adult resuscitation process.
3. Be able to identify and determine the need for treatment related to basic adult cardiac dysrhythmias.
4. Know to establish and maintain intravenous access during an adult resuscitation.
5. Be able to recognize early signs & symptoms of myocardial infarction and cerebral vascular accident.
6. Be able to determine the treatments necessary to preserve myocardial and cardiovascular tissue.
7. Be able to assume the team leader role for emergency treatment of cardiovascular and/or respiratory compromise/arrest during a portion of a simulated code.
8. Be able to review therapy related to the post resuscitation of a cardiovascular arrest.

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

HEALTH POLICY FOR MEDICAL STUDENTS: EXPOSURE TO INFECTIOUS & ENVIRONMENTAL HAZARDS POLICY

Pre-enrollment Requirements

All AUA students are required to submit a completed AUA Physical and Immunization Form prior to their first day of enrollment as well as prior to starting their clinical rotations. It must be completed by the student and a health care practitioner and must be signed and dated by both. Copies of these forms are kept in the AUA New York Office.

Each subsequent year of enrollment on AUA campus in Antigua, all AUA students are required to have a PPD update. These may be done at Student Health Center on campus.

It is important to note that some clinical affiliates and elective sites have health policy requirements in addition to those required by AUA College of Medicine. Students will be informed of these policies, and where possible, AUA will expedite the process for student compliance. It is, however, the student's responsibility to maintain compliance with additional health requirements.

Exposure to Infectious and Environmental Hazards Policy

Basic Science

An infection control protocol will be reviewed with students who are in the pre-clinical years at AUA during a compulsory orientation session at the start of term. A copy of the protocol is available on BlackBoard under the Hospital and Clinics tab.

Student status: Observer (not allowed any contact with body fluids). In the event of exposure to blood, body fluids or needle sticks:

- Wash the affected area immediately with soap and water.
- Mucous membranes should be flushed with large amounts of water; if the eyes have been exposed keep open and rinse gently but thoroughly with water or normal saline.
- Remove contaminated clothing if possible.
- Immediately report any exposure to nurse or doctor in charge of the rotation.
- Document the incident and include: date, time and type of exposure, including:
 - How the incident occurred, and
 - Name of the source if known
- Mandatory reporting of the incident to the Student Health Center. Fill out incident report form upon arrival at AUA.

Clinical Science

Students are required to have a completed AUA Physical and Immunization Form prior to starting their clinical rotations. Some of our clinical affiliates may have additional health

requirements, exceeding AUA requirements. The clinical affiliate requirements must be met before you can begin any clinical rotations or electives at that site. Please see further information in BlackBoard under the Hospitals and Clinics tab.

Students are also required to have the following certifications.

1. **HIPAA Certification (requires annual renewal)**
HIPAA Certification service can be found at the following sites: *icpri.com, *ceufast.com, *mymedcerts.com, *hipaaexams.com. See discount for OSHA, HIPAA and ICC certificates, for AUA students at: * <http://www.mymedcerts.com/aua/>.
2. **OSHA—Blood Borne Pathogens Certificate (requires annual renewal)**
OSHA Certification services can be found at the following sites: *icpri.com, *ceufast.com, *mymedcerts.com. See discount for OSHA, HIPAA and ICC certificates, for AUA students at: * <http://www.mymedcerts.com/aua/>.
3. **Infection Control Certification (ICC) (valid for four (4) years)**
ICC services can be found on *proceo.com or go to NYS website: *<http://www.op.nysed.gov/training/icproviders.html#/>. Scroll to the bottom of page to Non-Profession Specific Forms. See discount for OSHA, HIPAA and ICC certificates, for AUA students at: * <http://www.mymedcerts.com/aua/>.

Contact with patients is an integral part of the medical education. Contact with patients may entail exposure to hazards, including exposure to patients with contagious diseases that can be transmitted to students and other health-care providers by way of airborne droplets or needle-puncture wounds involving infected body fluids. Examples of these diseases include tuberculosis, hepatitis B, hepatitis C and AIDS.

Although the risk of contracting serious illness from these hazards is very small, AUA seeks to reduce incidents of students' exposure to infectious diseases and environmental hazards. Students are required to obtain the hepatitis B vaccine prior to enrollment into medical school. They also receive skin tests for tuberculosis intermittently throughout medical school.

Definitions Related to Exposure Training

fromhttp://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=10051)

Standard (Universal) Precautions: is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for human immunodeficiency virus (HIV), hepatitis B virus (HBV), and other blood borne pathogens.

Blood Borne Pathogens (BBP): pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, HBV and HIV.

Contaminated sharps: any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

Workplace and engineering controls: controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems) that isolate or remove the blood borne pathogens hazard from the workplace.

Other potentially infectious materials: (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Blood Borne Pathogen Exposure

Policies and procedures concerning blood borne pathogen exposures and exposures to communicable diseases (e.g., tuberculosis, chicken pox) are in place at each of the major clinical teaching facilities. During orientation programs an overview of procedures is presented. Familiarize yourself with the policies and procedures of each clinical facility and carefully comply with all requirements in case you are injured or exposed to a communicable disease.

All needle sticks and other exposures to blood or other potentially infectious body fluids should be immediately reported to your supervisor and to the designated contact at the facility where the incident occurs.

Routes of Transmission

BBPs can enter the body via needle stick, cuts with contaminated instruments or glass, or through abraded skin. They can also enter if a splash occurs on the eyes, nose or mouth.

Some important things to remember about exposures:

- Needle size: Larger-gauge needles are riskier than smaller gauge needles.
- Needle type: Hollow-bore needles are riskier than solid suture needles.
- Needles with a syringe of fluid attached are more risky than needles alone.

The following sequence outlines the likelihood of infection: Deep puncture with fluid injection > deep puncture without fluid > superficial puncture > superficial scratch with bleeding > mucous membrane exposure > non-intact skin exposure > aerosol of blood.

Types of Body Fluid:

Blood is the riskiest body fluid. Bloody body fluids are riskier than body fluids without blood.

Risk awareness

Remember: The greater the inoculum, the greater the risk.

Human Immunodeficiency Virus (HIV)

(http://www.doh.state.fl.us/disease_ctrl/aids/updates/facts/usfl.html)

- The amount of circulating virus in patient blood is highest when the patient has advanced AIDS and/or is experiencing acute anti-retroviral syndrome.
- Almost all seroconversions (presence of HIV antibody in the blood) occur when the patient is symptomatic with a high viral load or has advanced AIDS.
- Florida has the second highest number of adult AIDS cases in the US and the second highest number of pediatric AIDS cases. <http://kff.org/hivaids/fact-sheet/the-hivaids-epidemic-in-the-united-states/>
- In 2011, the South accounted for about half (48%) of HIV diagnoses.
- Through December 2001, the CDC received voluntary reports of 57 documented cases of HIV transmission to healthcare personnel in the United States
<http://www.cdc.gov/hiv/resources/factsheets/PDF/hcw.pdf>
- The risk of acquiring HIV, if a positive source patient has HIV and the exposed person does not, is 0.3%, i.e., 3 chances in a 100.
- Highly active antiretroviral therapy (HAART) can be utilized within 1-2 hours post exposure.

Hepatitis B Virus (HBV)

(<http://www.cdc.gov/hepatitis/HBV/HBVfaq.htm>)

- An estimated 800,000 – 1.4 million persons in the United States have chronic HBV infection.
- Healthcare personnel who have received hepatitis B vaccine and developed immunity to the virus are at virtually no risk for infection.
- For a susceptible person, the risks from a single needle stick or cut exposure to HBV-infected blood ranges from 6-30% and depends on the Hepatitis Be antigen (HBeAg) status of the source individual.
- HBV can survive outside the body at least seven days and still be capable of causing infection.

Hepatitis C Virus (HCV)

(<http://www.cdc.gov/hepatitis/HCV/HCVfaq.htm>)

- There are now over 3 million cases of HCV in the US; it is the most common chronic blood borne infection in the United States.
- Highest prevalence groups include IV drug users, chronic hemodialysis patients, and recipients of clotting factor concentrates made before 1987 (when more advanced methods for manufacturing those products were developed).
- After infection, HCV may be clinically silent for years. After infection, 85% develop chronic Hepatitis C.
- Chronic HCV infection is the leading indication for liver transplants in the United States.
- Treatment is difficult to tolerate.
- There is no preventive vaccine and no post-exposure prophylaxis.
- The risk of acquiring HCV, if a source patient has HCV and the exposed person does not, is approximately 1.8%.

Work Practice and Engineering Controls

Sharps containers

- Place all needles, syringes, sharps, broken or unbroken glass and plastic ware in red sharps containers.
- Label sharps container with biohazard symbol and user's address.
- Seal containers when three quarters full.

Double corrugated boxes or large sharps containers

- Are available for large contaminated objects such as suction liners.
- Must be labeled with biohazard symbol and address.

Safer medical devices

- Include retractable scalpel blades, needles with attached safety devices, blunted suture needles, retractable phlebotomy needles, needle-free IV systems, etc.
- These devices are to be evaluated and implemented, as appropriate, by each departmental area.
- Documentation of the evaluation and rationale for usage or non-usage of devices is required.

Personal Protective Equipment

Gloves

- Are indicated when touching blood, bloody body fluids, and items or surfaces soiled with blood or body fluids.
- Inspect gloves frequently for holes, tears or deterioration.
- Double gloving decreases the chances of inoculation by 50%.

- Do not wash or reuse gloves.
- Wash hands after removing gloves.

Face shields/goggles

- Indicated when droplets or splashes to mucous membranes are anticipated.
- Goggles must have side protectors to prevent eye splashes.

Gowns/lab coats/aprons

- Are indicated when direct contact with potentially infectious material is likely.
- Should be removed when leaving patient room/work area.

Masks

- Are indicated when droplets or airborne transmission is likely.
- The N-95 disposable respirator mask is preferable.

Hand-washing

- Wash for 10 seconds with friction and lather if hands are visibly soiled.
- Wash after removing gloves and when leaving work area.
- Alcohol gel is an acceptable alternative to soap and water if hands are not visibly soiled.

Exposure and Post-Exposure Prophylaxis

Immediate procedure:

- Remove bloodborne pathogen.
- Sharps exposure– wash with soap and water. Students SHOULD NOT squeeze the affected area.
- Mucous membrane exposure– flush with copious amounts of water.
- Report exposure to immediate supervisor.
- Report within 1-2 hours of exposure to the appropriate individual or office, based on clinical setting as below:
- The evaluating physician shall determine the risk of transmission, prophylaxis recommendations and indicated follow-up.
- Prophylaxis for Hepatitis B may be indicated, dependent on the status of the patient, the exposure and immunity of the student. When an exposed student is known to be immune to Hepatitis B, no prophylaxis or testing of the patient is needed. If a student is unsure of his or her status, laboratory testing can be performed to assess both the patient and student's status. If the student is not immune and the patient is positive for Hepatitis B, then the student should receive immune globulin and Hepatitis B vaccine series. Follow-up testing should be performed at six months to verify the student's Hepatitis B status.

When HIV post-exposure prophylaxis is indicated, the most current antiretroviral medication(s) as outlined by the CDC will be employed. Follow-up HIV studies will be recommended at 6 weeks, 12 weeks, 6 months and 12 months.

Source patients should also be tested for Hepatitis C. Exposed students should receive follow-up testing for this virus as outlined by the CDC.

General Procedures-See below for information by clinical site.

Hospital setting during regular business hours

Contact clerkship, module, elective or selective director.

Inform resident or attending physician.

Report to Occupational Health in the hospital. Designations and follow up of exposures may be handled by different departments in affiliated facilities. In some cases, emergency room physicians may handle exposures. The director of nursing services or nursing supervisor on duty may be the first line of contact.

Hospital setting during non-regular hours and holidays

Report exposure to resident and attending physician-follow their advice on obtaining treatment.

Seek assistance from clinic or facility emergency room physicians if resident and attending physician are not immediately available. The director of nursing services on duty may be the first line of contact during non-regular hours.

Other setting during regular and non-regular business hours and holidays

If HIV status of source is unknown, whenever possible rapid HIV testing will be performed on source.

If exposure occurs during Student Health Center hours of operation and source HIV status is unknown, student will call to speak with the medical director or his or her designee.

If exposure occurs outside of Antigua or after Health Service hours of operation, or source is known HIV positive, student will proceed to nearest hospital emergency department for evaluation and treatment as deemed necessary.

The student's clinical instructor and the student will report the exposure to the College of Medicine Office of Student Affairs.

The incident, including the names of all contact points, will be documented by the Office of Student Affairs.

Students who have been exposed to a blood borne pathogen must complete an incident report. If exposed while training at AUA, go to AUA Student Health for evaluation and counseling. If the exposure occurs anytime at our affiliates, students should report to the Emergency

Department of that hospital. There may be some differences in the procedures after exposures to blood borne pathogens at clinical training sites and students rotating at away sites should find out the proper procedures when beginning a rotation. All affiliates are required to provide emergency care. In the event of non-blood borne exposure, you should see your primary care practitioner on an acute visit basis.

Health Insurance Policy

All AUA students are required to have health insurance coverage. Students who do not have private insurance coverage through a parent, employer, spouse, domestic partner or through their own individual plan are required to be enrolled in the university's Student Health Insurance Plan. All students will be automatically enrolled in and charged for insurance. However, students may waive the university's insurance by providing documentation of private insurance to the Bursar's Office.

Disease Surveillance and Immunization Requirements

AUA Student Health can perform immunizations needed to meet the schools requirements. Students needing immunizations or Tuberculin tests may make an appointment to do so. Tuberculin tests must be read in 48-72 hours. Because of the restricted time needed to read the test results, students should consider holidays falling on Mondays and Fridays when making appointments.

Tuberculin Testing

The school of medicine requires annual tuberculin (intradermal) testing for actively enrolled students. All students, including those who have received BCG vaccine, must have a documented intradermal tuberculin test unless a previously positive reaction can be documented, or unless completion of adequate preventive therapy or adequate therapy for active disease can be documented. AUA Student Health can place, read and document test results. Plans for the evaluation and management of medical students with positive tests or of those whose tests become positive during medical school will be made as needed. Students who are not in compliance will be barred from participation in clinical activities regardless of the clinical site. Should a student develop symptoms suggestive of tuberculosis, a chest radiograph will be required before the student is allowed to resume clinical activities.

Micro-Particulate Respirators

Because of the increasing prevalence of tuberculosis and the appearance of multiple drug resistant strains, some of the hospitals and sites where students train require that the student be fitted for a micro particulate respirator (HEPA). At this time, these masks are not required at all clinical sites.

Immunizations

Hepatitis B

All medical students are required to have been immunized against Hepatitis B and provide serologic proof of immunity (titer). Hepatitis B immunization consists of a series of three

vaccines that should be completed prior to or as soon as possible after matriculation to ensure safety at the time of patient contact. Students who are not in compliance with this requirement will be barred from participation in clinical activities.

Rubella

Rubella immunity via history of disease or documented vaccine; AND serologic titer is required of all students.

Rubeola

Rubeola immunization is required for all students born after 1957. Students must provide physician documentation of a history of the disease or receipt of two doses of the vaccine; AND serologic titer.

Mumps

Students must provide physician documentation of a history of the disease or a receipt of the vaccine; AND serologic titer.

Polio, Tetanus, Diphtheria

Documented proof of immunization against polio, diphtheria and tetanus is required of all students. Tetanus immunization must be within ten years.

Varicella

Students with a history of varicella should provide documentation. Students without a history of the disease must have a titer for varicella antibody determined. Students with a negative titer are required to have varicella immunization.