

COURSE CATALOG & STUDENT HANDBOOK 2020

EFFECTIVE: AUGUST 31, 2020



American University of the Caribbean
School of Medicine

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FORMS

Important Student Forms:

- A-1 Request for Long Term Academic Leave from Medical Sciences for an Entire Semester
- A-2 Request for Short Term Academic Leave from Medical Sciences
- A-3 Request for Academic Leave of Absence Extension for USMLE Step 1
- A-4 Request for Academic Leave of Absence from Clinical Sciences
- A-5 Official Withdrawal Form for Medical Sciences
- A-6 Official Withdrawal Form for Clinical Sciences
- A-7 Religious Accommodation Form
- A-8 Examination Security Agreement
- A-9 FERPA Form
- A-10 Request for Excused Absence for Illness
- A-11 Technical Standards
- A-12 Workflow for Student Academic Concerns
- A-13 Canvas Student User Guide
- A-14 E*Value Clinical Student User Guide
- A-15 Academic Accommodations Request Form
- A-16 Guidelines for Student Led Community Engagement Experiences

Forms Hosted on the AUC Student Portal: <https://my.aucmed.edu>

- A-15 Health Insurance Waiver Submission Form
- A-16 Reinstatement of Medical Insurance Coverage Submission Form
- A-17 Clinical Rotation Cancellation Form
- A-18 Core Clerkship Location Preference Form

Application to AUC by a student constitutes agreement to comply with this Course Catalog and Student Handbook, including the Honor Code, Technical Standards, Non-Discrimination Policy, and any other policies and procedures, rules, regulations, or amendments thereto. **Students are responsible for complying with the terms of any revised or updated Course Catalog and Student Handbook from the revision or effective date if specified or otherwise on the date they are first distributed to the student body or published on AUC's website (www.aucmed.edu).**



WELCOME

The AUC community extends its students a warm welcome. AUC students' medical school experience should be one of tremendous learning, exploration, and personal and professional development as a physician-in-training.

We have implemented within this Course Catalog and Student Handbook rules that govern conduct and operation of our institution. These policies, procedures, and guidelines are designed to ensure that all members of our university know what is expected of them and others and are treated fairly.

At AUC, we adhere to the following principles of communities of learning¹:

- **Educationally purposeful.** AUC is a place where faculty and students share academic goals and strengthen teaching and learning on campus and in clinical rotations.
- **Open.** AUC is a place where free speech is protected and civility affirmed.
- **Just.** AUC is a place where each individual is treated in a fair and transparent manner and where diversity is vigorously pursued.
- **Disciplined.** AUC is a place where individuals accept their obligations to the group and where well-defined governance procedures guide behavior for the common good.
- **Caring.** AUC is a place where the wellbeing of each member is sensitively supported and where service to others is expected.
- **Celebrative.** AUC is a place where the heritage and purpose of the institution is remembered and where rituals affirming tradition and change are shared.

So, once again, welcome to the AUC community. We are happy that you are here.

¹Adapted from Ernest Boyer (1990), *Campus Life: In Search of Community*. San Francisco: Jossey-Bass.

AUC PROFILE

HISTORY

AUC was founded in 1978 upon a belief in the need for visionary, skilled, compassionate doctors. The university was originally chartered by the Government of Montserrat in the British West Indies. In 1995, AUC relocated to the island of Sint Maarten after Montserrat's Soufrière Hills Volcano—which had been dormant throughout recorded history—erupted and left much of the island buried or uninhabitable. Now with its medical sciences campus in Sint Maarten, the university benefits from a standard of living that is unparalleled in the Caribbean.

In 1998, AUC completed a multimillion-dollar teaching and learning facility in Sint Maarten that features classrooms and laboratories, a virtual imaging anatomy lab, a microbiology lab, and a comprehensive medical library. Four years later, AUC constructed modern one and two-bedroom University Apartments just steps from the university campus. AUC officially opened the doors of a new academic building in 2013, ushering in a new era for the institution. The new medical education building houses an anatomy lab, clinical skills training lab, simulation center, and 400-seat auditorium, as well as faculty offices and additional study and learning spaces for students.

In 2019, AUC entered into a first of its kind partnership with the University of Central Lancashire (UCLan) in Preston, United Kingdom, to offer international non-US citizens the opportunity to complete AUC's medical sciences curriculum through delivery of a Post Graduate Diploma in International Medical Sciences from UCLan.

Over the past 40 years, AUC has grown in number and stature. The university has established partnerships with clinical sites in the United States and United Kingdom and offers global health electives in five countries. With instruction and rigorous training, each day at AUC provides a fresh chance to live our vision of preserving, transmitting, and applying humanity's accumulated medical knowledge and clinical skills to develop graduates whose accomplishments attest to their intellectual discipline.

ACCREDITATION

AUC is accredited through 2021 by the Accreditation Commission on Colleges of Medicine (ACCM, www.accredmed.org), which is the accreditor used by the country of Sint Maarten.

The United States Department of Education, via the National Committee on Foreign Medical Education and Accreditation (NCFMEA), reviews the standards that countries use to accredit medical schools. The NCFMEA has determined that the ACCM's accreditation standards are comparable to those set by the Liaison Committee on Medical Education (LCME), which

accredits medical education programs in the United States.

STATE APPROVALS/LICENSURE

California

The Medical Board of California recognizes AUC's resident course of instruction leading to the MD degree to be equivalent to that required by Section 2089 and 2089.5 of the California Business and Professions Code. The medical education program is equivalent to that of an LCME-accredited school. This recognition approves AUC to conduct clinical clerkships in California and enables its graduates to apply for licensure in the state.

Many other states defer to California's recognition for the purpose of physician licensure because most do not have their own review and approval process.

Florida

Under the provision of Chapter 1005, Florida Statutes and Chapter 6E of the Florida Administrative Code, the Commission for Independent Education of the Florida Department of Education licenses AUC to offer clerkship instruction in Florida. Additional information regarding this institution may be obtained by contacting the commission at 325 W. Gaines Street, Suite 1414, Tallahassee, FL, 32399-0400, toll-free 888-224-6684.

New York

The New York State Education Department has approved AUC's program of medical education to place students in clinical clerkships at AUC's affiliated hospitals in the state of New York.

Texas

Recognition by the Texas Medical Board facilitates an AUC graduate's applicant for physician licensure. The Texas Medical Board has determined that graduates of AUC have demonstrated Substantial Equivalence of Their Education.

International Medical Education Listing

AUC is listed in the International Medical Education Directory, which is published online by the Foundation for Advancement of International Medical Education Research (FAIMER). AUC students are therefore eligible to take all United States Medical Licensing Examination® (USMLE) exams by registering with the Educational Commission for Foreign Medical Graduates® (ECFMG) and are eligible to apply for licensure in all states in the United States. More information may be found at the National Committee on Foreign Medical Education and Accreditation (NCFMEA) website here: <https://sites.ed.gov/ncfmea/>.

AUC students are eligible to obtain U.S. Federal Financial Aid (if qualified) and become active

members of the American Medical Student Association (AMSA).

STATEMENT OF OWNERSHIP

AUC is a part of **Adtalem Global Education**

500 W. Monroe Street, Suite 28

Chicago, IL, 60661

Tel: +1 630-515-7700

AUC BOARD OF DIRECTORS AND TRUSTEES

The Adtalem Global Education Board of Directors provides the authority for policy decisions and strategic directions for Adtalem institutions, which includes AUC. AUC is governed by an independent and voluntary Board of Trustees that serves as the institution's highest authoritative body.

Adtalem Board of Directors

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CHARTER

AUC is chartered and approved by the government of Sint Maarten.

SINT MAARTEN MEDICAL SCIENCES CAMPUS

The first two academic years of Medical Sciences are taught on AUC's campus in Cupecoy, Sint Maarten. AUC's Sint Maarten campus provides a perfect setting for teaching and learning. From the moment students step foot on our campus, they can experience the powerful academic and technological resources in place to help them make the most of their medical school experience

and succeed with our medical school curriculum.

AUC has moved boldly into the future of medical education through the implementation of innovative teaching programs, modern laboratories, and electronic curriculum delivery.

Campus Location

American University of the Caribbean School of Medicine
#1 University Drive at Jordan Road
Cupecoy, Dutch Lowlands, Sint Maarten
Tel: +1 721-545-2298

UK TRACK MEDICAL DEGREE PROGRAM

AUC's partnership with UCLan offers students the opportunity to earn a Doctor of Medicine degree from AUC, with at least part of their education in the United Kingdom (UK):

This degree track is open to qualified non-US citizen students holding a Bachelor's degree who seek a rigorous medical education program designed to help them master the basic medical sciences and develop the necessary clinical skills to practice medicine. Students with a Bachelor's degree will complete AUC's standard medical sciences curriculum through the delivery of a Post Graduate Diploma in International Medical Sciences from UCLan, which AUC and its accreditor recognize as equivalent to the AUC medical sciences curriculum. Students then proceed to USMLE Step 1 and the clinical sciences portion of the program. This degree track can be completed in four years. Effective September 1, 2019, AUC School of Medicine's MD program is recognized by the General Medical Council (GMC) in the UK.

Students in the UK Track Medical Degree Program will follow the policies and procedures of [UCLan](#) during their medical sciences training. More information about AUC's UK Track may be found on our [website](#).

UK Track Location

University of Central Lancashire
Preston, Lancashire
PR1 2HE
Tel: +44 (0)1772 201 201

ADMINISTRATIVE OFFICES

The administrative office for AUC is located in Pembroke Pines, Florida. The Office of the Provost is based within the administrative office along with several student service departments that assist current students with both the Medical Science and Clinical Sciences portions of their curriculum. The following offices and/or functions are located within the administrative office in Pembroke Pines.

- Admissions
- Office of the Registrar
- Office of Undergraduate Medical Education (UME) Student Service

- Office of Student and Professional Development
- Student Communications
- Student Housing

Administrative Offices

American University of the Caribbean School of Medicine
880 SW 145th Avenue, Suite 202
Pembroke Pines, FL 33027
Tel: +1 305-446-0600
Fax: +1 305-444-6791

Office of Student Finance

3005 Highland Parkway
4th Floor
Downers Grove, IL 60515

AUC OBJECTIVES

INSTITUTIONAL OBJECTIVES

The mission of AUC is to train tomorrow's physicians, whose service to their communities and their patients is enhanced by international learning experiences, a diverse learning community, and an emphasis on social accountability and engagement.

AUC is dedicated to developing physicians who will be socially responsible and clinically superb. Our graduates are resilient, collaborative, scientifically adept, able to take charge of their own continuing education and lead the changes required to meet the needs of evolving populations and healthcare systems.

If any confusion exists concerning any of these policies, questions should be directed to the appropriate Dean for Student Affairs. If there is still an unresolved issue or concern, this should be referred to the Senior Associate Dean for Academic and Student Affairs. Email communications are welcome.

EDUCATIONAL PROGRAM OBJECTIVES

Faculty has an obligation to ensure that the educational program's learning objectives, curricular materials, and learning environment are conducive to engendering successful medical professionals. As such, AUC's objectives are designed to allow graduates to demonstrate proficiency in a multitude of critical areas. AUC has defined these criteria by synthesizing the thirteen **Entrustable Professional Activities** (EPAs) defined by the American Association of Medical Colleges (AAMC) and the six core competencies outlined by Accreditation Counsel for Graduate Medical Education (ACGME). The criteria for student clinical assessment and elements of the rating scale are listed below and further details are provided. All assessment methods and tools within the curriculum should be designed to allow students to demonstrate continuous progression toward the expected competencies.

Patient Care Skills

Medical Interviewing Skills. By the end of the program of study, students should be able to demonstrate the ability to:

- Gather information in a complete or focused history, develop a differential diagnosis, and identify risk factors for disease.

Physical Examination. By the end of the program of study, students should be able to demonstrate the ability to:

- Gather accurate information through the conduction of complete or clinically relevant focused physical examinations.

- Interpret the results of a physical exam and use these results in the development of a differential diagnosis.

Communication with Patients and Families. By the end of the program of study, students should be able to demonstrate the ability to:

- Apply the principles and techniques of patient-centered interviewing while gathering data to explore the patient's perspective, including feelings, attribution, beliefs about health and wellbeing, fears, and expectations with patients and/or families across a broad spectrum of cultural and socioeconomic backgrounds.
- Apply the principles and techniques of patient-centered interviewing in the closing of the interview, which includes information sharing and addressing patient concerns in the negotiation of the diagnostic and treatment plans with patients and/or families across a broad spectrum of cultural and socioeconomic backgrounds.
- Apply the principles and techniques of patient-centered interviewing in order to seek out emotions and handle them in an empathic manner with patients and/or families across a broad spectrum of cultural and socioeconomic backgrounds.
- Apply the principles and techniques of patient-centered interviewing in the discussion of serious or sensitive topics in an open, empathic and nonjudgmental approach with patients and/or families across a broad spectrum of cultural and socioeconomic backgrounds.
- Communicate with people who have special communication needs such as older persons, those with impaired hearing, and those who speak a different language.

Communication with Other Healthcare Providers. By the end of the program of study, students should be able to demonstrate the ability to:

- Orally present a patient encounter or clinical situation in an organized, accurate, and logical fashion, including the assessment and plan.
- Document a patient encounter in an organized, accurate, and logical manner including reflection of clinical thinking in the assessment and plan.
- Communicate effectively and respectfully with all members of the inter-professional healthcare team and health-related agencies both orally and in writing.
- Pose an appropriate clinical question when requesting consultation from other members of the healthcare team.
- Maintain accurate timely and legible medical records.
- Function as a collaborative member of the health care team.

Medical Knowledge

Inquiry and Discovery. By the end of the program of study, students should be able to:

- Formulate a clinical question or hypothesis and develop a plan of investigation to evaluate the evidence and apply it to clinical care.
- Use the principles of biostatistics and research design to analyze the results of scientific inquiry and investigation.

Knowledge for Practice. By the end of the program of study, students should be able to:

- Demonstrate knowledge of the structure and function of the human body—from the molecular to the behavioral level—necessary for the development of a differential diagnosis and formulation of a diagnostic and treatment plan.
- Formulate and prioritize a differential diagnosis based on the presentation and epidemiology of disease.
- Discuss the principles of prevention and health promotion.
- Discuss recommendations for prevention and health promotion.
- Discuss the bio psychosocial model as it impacts healthcare utilization and outcomes.

Problem Solving/Diagnosis. By the end of the program of study, students should be able to:

- Select and interpret diagnostic clinical tests based on a differential diagnosis.
- Explain clinical problems and the presentation of disease based on the pathophysiology of disease.

Treatment. By the end of the program of study, students should be able to:

- Recommend treatment options based on the pathophysiology and prognosis of a disease.
- Apply preventive care principles and motivational interviewing techniques in health promotion and disease prevention when treating patients across a broad spectrum of cultural and socioeconomic backgrounds.

Procedural Skills

By the end of the program of study, students should be able to demonstrate the ability to:

- Follow universal precautions and sterile procedures in all patient encounters.
- Perform the procedures listed below correctly and with attention to patient safety and comfort:

- Basic Cardiopulmonary Resuscitation Bag
- Mask Ventilation
- Venipuncture
- Inserting an intravenous line

Systems-Based Practice

Health Care Delivery Systems. By the end of the program of study, students should be able to demonstrate the ability to:

- Describe basic principles of the healthcare delivery system, including current organization, determinants of healthcare costs, how healthcare is financed, and the impact of costs on the delivery of healthcare and society.
- Discuss current incentives to control costs and their potential impact on healthcare.
- Use a patient-centered, cost-effective, and efficient approach to patient care in a variety of settings.
- Coordinate patient care within the healthcare system.
- Work with members of the healthcare team to prioritize patient care responsibilities to ensure safe and efficient delivery of patient care.

Systems Improvement. By the end of the program of study, students should be able to demonstrate the ability to:

- Identify quality gaps and use a systems approach to find solutions.
- Identify systems errors and implement solutions to improve safety for patients and/or the healthcare team.
- Advocate for solutions to healthcare delivery problems for patients and society as a whole.

Self-Directed Learning Skills

By the end of the program of study, students should be able to:

- Take initiative and responsibility for learning and obtaining feedback.
- Select, manage, and assess his or her own learning activities.
- Identify personal areas of strength and weakness.
- Make appropriate use of available educational resources.
- Set appropriate goals to improve performance.

Professionalism

Boundaries and Priorities. By the end of the program of study, students should be able to:

- Describe the Health Insurance Portability and Accountability (HIPAA) rules and regulations.
- Maintain the right to privacy as outlined in HIPAA regulations and ethical principles.
- Practice within the defined boundaries of the patient physician relationship as outlined in ethical principles.
- Establish a therapeutic relationship that prioritizes patient needs before their own in patient care.
- Recognize when the student's own needs or physical, mental, or spiritual condition are negatively impacting patient care and seek help.
- Avoid conflicts of interest such as the acceptance of gifts or remuneration or association with organizations or products that may undermine the integrity of their practice.

Ethical Principles. By the end of the program of study, students should be able to:

- Apply ethical principles in the recognition of and definition of ethical problems in clinical medicine.
- Resolve ethical problems through the application of ethical principles.
- Practice within the guidelines of ethical principles maintaining patient autonomy, confidentiality, and beneficence.
- Practice within the ethical guidelines and principles pertaining to the provision of or withholding care.
- Educate patients and obtain appropriate informed consent for tests and/or procedures.
- Work with the healthcare team to develop a plan to respond to medical errors that is consistent with ethical principles.

Institutional, Regulatory and Professional Society Standards. By the end of the program of study, students should be able to:

- Adhere to institutional and government regulatory standards for personal, public, and patient safety and privacy.
- Adhere to principles of ethical research.

Professional Relationships. By the end of the program of study, students should be able to:

- Practice with sensitivity and responsiveness in the doctor patient relationship with patients of diverse backgrounds including but not limited to race, ethnicity, culture,

sexual identities, political affiliation, disabilities, spirituality, gender, and socioeconomic status.

- Interact with all members of the healthcare team, patients, family, and society-at-large with respect, accountability, honesty, integrity, and compassion.

Work Habits, Appearance and Etiquette. By the end of the program of study, students should be able to:

- Reliably report for assigned duties and fulfill expected responsibilities in a punctual manner. Take responsibility for errors and work to correct them.
- Be clean and neat and adhere to OSHA dress guidelines and institutional requirements.
- Treat all members of the healthcare team, hospital staff, patients, and families with courtesy and respect.

ADMISSIONS

REQUIRED COLLEGE CREDIT

AUC requires applicants to hold a baccalaureate degree from an accredited university as a condition of matriculation. College credits must include the following:

- **Biology:** One year of biology, including laboratory work. Prospective students will benefit by taking courses in one or more of the following: genetics, cellular biology, developmental biology, and comparative anatomy.
- **General Chemistry:** One year of general chemistry, including laboratory work.
- **Organic Chemistry:** One year of organic chemistry, including laboratory work. Coursework should include both aliphatic and aromatic compounds.
- **General Physics:** One year of general physics, including laboratory work. Coursework should include mechanic, heat, light, sound, electricity, and nuclear radiation.

A generous exposure to mathematics, humanities, and social sciences is desired. Practical or hands-on experience in the healthcare field is strongly recommended.

ADDITIONAL REQUIREMENTS

Personal Essay: A one-page personal essay regarding the applicant's medical career expectations. In concise terms, applicants should summarize the development of their interest in medicine, their goals in pursuing a medical career, and personal attributes that qualify them to be a physician. They must also briefly describe the skills and values they believe a physician should possess in order to practice medicine in the 21st century. Lastly, applicants must summarize how their experiences to-date demonstrate an acquisition and possession of those skills and values. Essays should be limited to 750 words.

Past Experience: A chronological listing of educational, employment history, and volunteer experience since graduation from high school typed on one letter-sized page (8½ x 11).

Letters of Recommendation: Official letters from a premedical advisory committee are strongly recommended, however, in lieu of this, AUC will accept 2 letters of recommendation—at least one should be an academic reference (a recommendation from an instructor who taught the student in an academic setting):

- If the applicant's institution uses a Pre-Medical Committee Advisory Letter, that will satisfy the requirement of an academic reference.
- Exceptions can be made on a case-by-case basis if the student is unable to provide an academic letter. If the exception is approved, a second professional letter of recommendation may be used instead of the academic letter.

- All letters must be signed, on official letterhead, and should be submitted directly to the AUC Admissions Department by the referee via mail, email, or Interfolio.

Transcripts: Official transcripts must be sent directly from the college registrar in an official sealed envelope. For foreign schools, notarized copies of the original transcripts may be directed to AUC when official transcripts are not readily available. However, official transcripts must follow the notarized copies prior to matriculation.

The official transcript indicating satisfactory attainment of a bachelor's degree must be received by AUC no later than the first day of the second term in the degree program of study. It is the student's responsibility to ensure that his/her official transcript is received by AUC on time. Any student who does not provide the official transcript indicating satisfactory attainment of a bachelor's degree will have his/her enrollment cancelled, resulting in the loss of any academic work submitted or grades earned. If the condition has not been met by the start of the 2nd semester, the student will be withdrawn from AUC and all financial aid funds for the first term will be required to be returned.

All foreign transcripts must be evaluated by a credentialing service that is a member of the National Association of Credential Evaluation Services (NACES). A listing of credentialing members can be found at www.naces.org. Medical College Admission Test (MCAT) scores are required for admission to AUC and must be taken within the last 5 years. Applicants must request that their MCAT scores be sent directly from the testing agency to AUC's Administrative Office. The code for AUC is 907. For MCAT testing information, please contact the MCAT Care Team, Association of American Medical Colleges, Section for Applicant Assessment Services, 2450 N St., NW Washington, DC 20037, Phone: 202-828-0690, www.aamc.org/mcat.

English Requirement (UK Track only): Required for non-native English speakers, or applicants who graduated from institutions in which the education is not delivered in English, or as requested by the Admissions Committee if deemed necessary to assess success at AUC.

One of two exams may be taken:

- International English Language Testing System (IELTS). AUC recommends scores equivalent to 7.0 in all areas.
- Test of English as a Foreign Language (TOEFL). AUC recommends an overall score of 100.

TECHNICAL STANDARDS

Technical Standards consist of the minimum physical, cognitive, and emotional requirements to provide reasonable assurance that students can complete the entire course of study and participate in medical training and practice. Students applying for admission will be required to sign a declaration that [AUC's minimum Technical Standards](#) are met as a condition for admission. If at any point during enrollment it is determined that a student is unable to meet AUC's Technical Standards with appropriate accommodations, the student may be withdrawn

from the program.

BACKGROUND CHECK POLICY

AUC requires all applicants to consent to a background check as part of the admissions process. Background checks are needed to protect the safety and wellbeing of patients, to ascertain the ability of medical school applicants to participate in clinical clerkship and eventually become licensed physicians, as well as to verify the information the applicants provide on their applications. Applicants should note that any misstatement or omission made during the application process may result in withdrawal of acceptance or dismissal after discovery by AUC.

Students should be aware that current criminal background checks are required twice during medical school, prior to admission and upon transition to Clinical Sciences. If a student does not pass a hospital's background check and is therefore unable to progress through the medical education program, this situation may constitute grounds for dismissal. Students should review AUC's [Administrative Review and Grievance Procedures](#) (ARGP) as well as [Technical Standards](#).

ACADEMIC CALENDAR

| September Semester 2020 | January Semester 2021 | May Semester 2021 |
|--|--|--|
| <p>August 31 – First day of the semester</p> <p>August 31 – Welcome, orientation, and formal instruction</p> <p>December 15 – 17 – Final exam period</p> <p>December 18 – Last day of semester</p> | <p>January 4 – First day of the semester</p> <p>January 4 – Welcome, orientation, and formal instruction</p> <p>April 20 – 22 – Final exam period</p> <p>April 23 – Last day of semester</p> | <p>May 3 – First day of the semester</p> <p>May 3 – Welcome, orientation, and formal instruction</p> <p>August 16 – 18 – Final exam period</p> <p>August 19 – Last day of semester</p> |

ROLLING ADMISSION

AUC enrolls three classes each year: in January, May, and September. This rolling admissions process means that students with a desire to start medical school do not need to wait for the typical medical school admission cycle of some U.S. and Canadian medical schools. Interested applicants can begin the application process at any time during the year prior to their desired start semester.

AUC reserves the right to change entrance requirements, application procedures, and admission or academic policies at any time, without prior notice.

ADVANCED STANDING POLICY

AUC neither seeks nor encourages applications from students wishing to apply for advanced standing. Only exceptional candidates will be considered. Only credits earned at medical schools that are recognized by the Liaison Committee for Medical Education (LCME), the Educational Commission for Foreign Medical Graduates® (ECFMG), or an ECFMG-authorized foreign medical school accreditation agency will be considered for possible advanced standing at AUC. Acceptance of transfer credit is dependent upon course comparability and is at the discretion of AUC. AUC does not grant advanced standing to students for work done in schools of Podiatry, Allied Health, or Chiropractic. Requests for advanced standing must be made at the time of initial application for admission. If credits are accepted for transfer, no less than 50 percent of the course credits required for the entire program of study must be completed while enrolled at AUC. Course credits are not guaranteed to transfer to other schools. Acceptance of credits is subject to the receiving institution's requirements.

Missouri Students Only

If credits are accepted for transfer, no less than 75 percent of the course credits required for the entire program of study must be completed while enrolled at AUC.

WITHDRAWAL

Students may voluntarily withdraw from enrollment at AUC. The effective date of the withdrawal (Date of Determination) shall be the date that the student expresses their intent to withdraw from AUC. Expressed intent shall be made via the completion of the Official Withdrawal Form located in the [Forms Section](#) of this Course Catalog and Student Handbook.

Students intending to withdrawal must then apply for readmission if they wish to return to AUC and will be subject to the Withdrawal Refund Schedule ([see Student Finance section](#)). Applications will be reviewed by the Admissions Committee. Readmission is not guaranteed. 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:

Application for Withdrawal from Medical Sciences: Beyond the drop deadline published each semester, a student may not withdraw from or drop a single course; they must withdraw completely from AUC. Medical sciences students may begin the withdrawal process by completing an [Application for Withdrawal Form](#).

Processes for Withdrawal from Clinical Sciences: In contrast to Medical Sciences, Clinical Sciences students are allowed to withdraw from individual clinical rotations. Please see the [Clinical Requirements and Scheduling Section](#) for procedures related to canceling or rescheduling prior to the start of a rotation. Students wishing to withdraw during a clinical rotation must provide email notification, including reason(s) for the request, to the Office of Undergraduate Medical Education (UME) Student Services and the clinical site coordinator. Any applicable late cancellation fees will be charged to the student's account. Students who vacate a rotation without providing appropriate notification will be declared absent without leave (AWOL) after 72 hours and will be subject to AWOL policies, possibly including involuntary withdrawal from the university. Please see the [Policies and Procedures Section](#) for more information on AWOL policies.

Clinical Sciences students wishing to withdraw from AUC entirely may begin that withdrawal process by completing the [Application for Withdrawal Form](#) described above. The student should submit the completed form to the Office of the Registrar for processing. Upon processing and verification within two weeks of receipt, the student will be notified that he/she has been formally withdrawn from AUC. Any applicable late cancellation fees will be charged to the student's account.

Health Insurance and Withdrawal from AUC

Medical Sciences

Health Insurance Fees will be refunded at the rate of 100 percent if all of the following conditions are met:

- The student of the incoming cohort officially withdraws within the first 30 days of the semester. Health Insurance Fees are non-refundable for returning students.
- Health Insurance card is returned to the Business Office at the time of withdrawal.

Clinical Sciences

Health Insurance Fees will not be refunded unless both of the following conditions are met:

- The student was approved and waived insurance before the October 1st deadline.
- Non-Usage Confirmation is approved by the school-sponsored health insurance company.

TRANSCRIPTS

Medical Sciences

Students withdrawing from AUC prior to taking final exams will receive “W” on their transcripts. If the student withdraws after taking final exams, the numerical and alphabetical (F/P/H) course grades will be recorded. If the student has accumulated failed credits for dismissal, the dismissal stands, and the student cannot withdraw at that point. All approved withdrawals must then be submitted to the Office of the Registrar.

REFUNDS

Refunds, if applicable, will be determined by the last academically related activity.

Missouri Students Only

A withdrawal occurs when a student's enrollment is permanently discontinued or, in some cases, temporarily interrupted. A withdrawal may be official (when the student completes a withdrawal form) or unofficial (without written notification). In either case, the effective date of withdrawal is the date of the last academically related activity or the date the institution determined the change in status.

For a withdrawal during the first 60 percent of a semester, as per U.S. federal regulations, student loan entitlement is recalculated, and AUC and the student are each proportionally responsible for returning “unearned” financial aid to the relevant lender(s). If a student withdraws after the first 60 percent of the semester (nine weeks), no refund is given.

Note: Although an academic leave of absence may be authorized in special circumstances, for students who received U.S. Federal Direct Loans is considered a withdrawal as of the date of the last academically related activity or the date the institution determined the change in status.

READMISSION WITH “W”

For students who have withdrawn from AUC and then reapply, their applications will be formally reviewed by the Admissions Committee to determine whether they are eligible for readmission.

STUDENT FINANCE

TUITION AND FEES

| Effective September 2020 | Medical Sciences Semesters 1 – 5 per semester ¹ | Clinical Sciences Semesters 6 – 10 per semester ² |
|---|--|--|
| Tuition | \$23,240 flat rate 10 -21 credits | \$26,000 |
| Student Government Association Fee | \$35 ³ | \$0 |
| Health Insurance Fee per semester (price includes an administrative charge) | \$359 ³ | \$953 ⁵ |
| On-Campus Housing Fees³ (if applicable) | Single: \$5,575 Double: \$4,750 | N/A |
| Malpractice Insurance (Semesters 6 -10) | \$0 | \$304 |
| Educational Resource Fee | \$250 | \$256 |
| Residency Permit Fee | \$280 ^{3,4} | N/A |

¹If applicable, students enrolled for 8-9 credits pay a tuition rate of 50% of the Medical Sciences tuition rate; students taking less than 8 credits will pay a rate of 25% of the Medical Sciences tuition rate.

² The rates represented above represents a full-time, 16 week/credits schedule each semester. Tuition will be prorated per clinical at a rate of \$1,625 per credit/week, Malpractice Insurance at \$19 per credit/week, Educational Resource Fee at \$16 per credit/week. Health Insurance is billed on a periodic basis in September, January and May regardless of schedule and is not subject to proration.

³Sint Maarten Campus only (not applicable to UK Track)

⁴Residency Permit Fee: The laws of Sint Maarten require residence permits for all students. The annual cost is \$280 (500 guilders) and will be charged in full each year on the anniversary of student's Incoming Semester while the student is enrolled in the Medical Sciences. For U.S. and Canadian residents, this will be billed along with tuition and due at orientation. For international students (visa required) payment is required with the Enrollment Reservation Fee payment a minimum of 60 days prior to arrival in Sint Maarten.

⁵Includes an administrative charge.

ACCOUNTS RECEIVABLE

Any student who has not paid tuition and/or fees after the first day of class will be considered as having a delinquent account. By the second week of the term, AUC will notify the delinquent student that he/she must be financially clear by the end of the fourth week of the term. Students who fail to fulfill this condition may be involuntarily withdrawn from enrollment at AUC and will receive a “W” grade on their transcript for courses taken during that term. Standard cancellation and refund policies will apply.

Exceptions to the above policy will only be granted under limited circumstances. Hence, a written petition addressed to AUC’s Chief Financial Director, must be submitted for review and consideration of any requests.

FINANCIAL AID PROGRAMS

Qualified U.S. citizens and permanent U.S. residents may be eligible to apply for funding from the William D. Ford Federal Direct Loan program. Before any funds are disbursed, students must sign a Direct Loan Master Promissory Note (MPN). The MPN, the Borrowers Rights and Responsibility statement, and the Plain Language Disclosure statement explain the terms and conditions of the loan(s) including obligations and payment information.

Canadian students should consult with their provincial government regarding available financial aid resources. Most foreign citizens are not eligible for federal student aid from the U.S. Department of Education. Visit StudentAid.gov/eligibility/non-us-citizens to learn more. Students should also check with their country’s government to see what aid they might be able to offer. Canadian students may also view the [Canadian Financial Planning Guide](#) for more information.

U.S. Veterans and their dependents may be eligible for funding through the Veteran’s Administration. Please contact the student finance office at 305-446-0600 x 8810 for more information or go to http://www.benefits.va.gov/gibill/post911_gibill.asp. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.

Veterans utilizing Chapter 31, Vocational Rehabilitation and Employment or Chapter 33, Post 9/11 benefits are permitted to enroll in courses once proof of VA education benefit eligibility is provided. The institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries other institutional facilities or require that a covered individual borrow loans because of the individual’s inability to timely meet his or her financial obligations to the institution due to delayed disbursement of funding from the VA under chapter 31 or 33.

Penalties, fees and/or finance-related registration holds may be assessed by the institution if there is an unpaid difference between the amount of the student's financial obligation and the amount of the anticipated or actual VA education benefit disbursement. The student is responsible for charges and fees that are not covered by the Department of Veterans Affairs including but not limited to: the cost of repeat courses that were previously passed, printed books that are not required, admissions fees, screening charges, bookstore orders that are not required for a course, badge replacements, parking fees or other non-institutional charges.

HOW TO APPLY TO FINANCIAL AID PROGRAMS

To apply for the Federal Direct Loan program, the U.S. Department of Education requires completion of the FAFSA (Free Application for Federal Student Aid). The FAFSA provides an independent and consistent method of collecting information to determine student eligibility. Graduate/professional level students are considered independent by federal regulations therefore parental information is not required.

AUC's Federal School code is G22444.

FAFSA® is a registered trademark of the U.S. Department of Education.

ELIGIBILITY FOR FINANCIAL AID PROGRAMS

Eligibility for the Federal Direct Loan program is determined based on information contained in the student's Student Aid Report (SAR), which is a product of the FAFSA. Fundamentals for eligibility are:

- Enrollment in an eligible school at least half time
- U.S. citizen, national, permanent resident or eligible non-citizen status
- Satisfaction of Selective Service requirements
- No unresolved defaults or overpayments owing

FEDERAL DIRECT UNSUBSIDIZED STAFFORD LOANS

Qualified students may borrow a maximum of \$20,500 per academic year (two semesters).

Eligible students may be able to receive Federal Direct Loans to help cover the cost of higher education. The U.S. Department of Education offers eligible graduate students at participating schools Federal Direct Unsubsidized Loans. The current interest rates for Federal Direct Unsubsidized loans first disbursed on or after July 1, 2020 is 4.30%. Interest will begin to accrue upon disbursement of this loan and will continue until paid in full. In addition, there is a 1.059% loan fee on all Direct Unsubsidized Loans first disbursed on or after October 1, 2019. The loan fee will be proportionately deducted from each loan disbursement. Prior federal loans and financial aid history for loans disbursed may be reviewed at the [Federal Student Aid website](#).

Eligibility for the Federal Direct Unsubsidized Loan is not based on need. The federal government does not pay the interest during school attendance or during the six-month grace period. Students may pay the interest while completing their program or allow it to accumulate and be added to the outstanding principal, thereby increasing the amount to be repaid. The maximum aggregate student loan debt for graduate students from all Direct Loans may not exceed \$138,500 (including all federal loans received for undergraduate study, both subsidized and unsubsidized combined).

FEDERAL DIRECT GRADUATE PLUS LOANS

Eligible students may also be able to apply for Federal Direct Graduate PLUS Loan funds through the U.S. Department of Education, which performs a credit check for each loan to determine creditworthiness. These federal loans are not based on need and have a fixed interest rate of 5.30% for Federal Direct Graduate PLUS loans first disbursed between July 1, 2020 and June 30, 2021. In addition, there is a 4.236% loan origination fee on all Federal Direct Graduate PLUS Loans first disbursed on or after October 1, 2019. Interest will begin to accrue upon disbursement of this loan and will continue until paid in full. The fee will be proportionately deducted from each loan disbursement. Eligible students may borrow Grad PLUS for each academic year up to the cost of attendance less any scholarships and/or other student loans, including any Federal Direct Unsubsidized loan. Prior federal loans and financial aid history for loans disbursed may be reviewed at the [Federal Student Aid website](#).

The federal government does not pay the interest on these loans. Students have the option of paying the interest while completing their academic program or allowing it to accumulate and be added to their outstanding principal.

SCHOLARSHIPS

- **Alumni Heritage Scholarship:** Awarded to qualified applicants who have a work/volunteer history with an AUC graduate.
- **Canadian Scholarship:** Awarded to qualified applicants who are Canadian citizens permanent residents of Canada, or those who hold dual US-Canadian citizenship.
- **Community Outreach Award:** Awarded to qualified applicants who have shown exceptional dedication to their communities, hospitals, or charities.
- **Mississippi College Scholarship:** Awarded to qualified applicants who have graduated from Mississippi College's MS Biology program.
- **International Scholarship:** Awarded to qualified applicants who are residents of a country outside of the United States or Canada.
- **Dean's Academic Scholarship:** Awarded to students with a strong overall undergraduate GPA and MCAT score.
- **Trustee's Academic Excellence Scholarship:** Awarded to students who have

performed very well on the MCAT and have a very strong overall undergraduate GPA. This scholarship is automatically awarded to qualified incoming first-semester AUC students.

- **Academic Merit Scholarship:** Awarded to students who have a solid overall undergraduate GPA and MCAT score.
- **First Generation MD Award:** Awarded to qualified applicants who are striving to be the first generation physician within their immediate families (includes spouse/partner, sibling, child by blood, adoption or marriage, grandparent and grandchild).
- **MERP Advancer Award:** Awarded to students who have excelled academically and provided leadership to peers during the Medical Education Readiness Program (MERP).
- **Social Accountability Award:** Awarded to students who have made contributions to the communities of Sint Maarten during their Medical Sciences education. Must be a currently enrolled 1st, 2nd, 3rd, 4th or 5th semester student. (UK Track students are not eligible)
- **Student Engagement Award:** Awarded to students whose activities as part of the campus community have helped to enhance and foster the AUC culture of collaboration. Must be a currently enrolled 1st, 2nd, 3rd, 4th or 5th semester student. (UK Track students are not eligible)

For additional information on scholarships offered by AUC, please review the AUC website at <https://www.aucmed.edu/admissions/scholarships.html>.

ENROLLMENT RESERVATION FEE

A one-time enrollment reservation fee of \$1,000 is payable to AUC by the date specified in the acceptance letter. Payment of the fee constitutes the applicant's acceptance of AUC's conditional offer and secures a place in class. Acceptance is contingent upon passing the background check.

The enrollment reservation fee is applied to tuition for students who matriculate.

DEFERRALS

Deferrals will be granted at the discretion of the Director of Admissions on a case-by-case basis.

TEXTBOOK AND SUPPLIES

Book and supply costs vary by semester; averages are:

| | |
|-------------------------------------|----------------|
| Medical Sciences (semester 1-5) | \$466/semester |
| Clinical Sciences (semesters 6-9.5) | \$538/semester |

Additional miscellaneous fees may be required for testing/test registration, background checks, health and drug screenings. For more information about these fees, please contact the Office of Undergraduate Medical Education (UME) Student Services at umestudentsservices@aucmed.edu.

AUC reserves the right to change tuition and fees at any time without prior notice.

WITHDRAWAL REFUND SCHEDULE

AUC's tuition and refund policies in the event of withdrawal are consistent with U.S. federal student financial aid regulations and are based on the period attended. For Medical Sciences the refund schedule is as follows:

1. If a new student withdraws prior to the start of the first semester, no tuition charges are due; however, the student's acceptance deposit is not refunded.
2. If a continuing student withdraws prior to the start of a semester, no tuition charges are due for that semester.
3. If a student withdraws during the first 60 percent of a semester, tuition charges are directly prorated based on the portion of the semester that has elapsed. As semesters are normally 16 weeks in length, tuition is prorated for withdrawals based on their actual start and end dates of the payment period.
4. If a student withdraws after the first 60 percent of a semester, which is usually after completing Week 10, the full tuition charges remain due.

For withdrawal during the first 60 percent of a semester/payment period, student loan awards are federally required to be recalculated on a prorated basis up to 60 percent, and AUC and the student are each proportionally responsible for returning "unearned" loan funds to lenders. In addition to the lender returns required by U.S. federal regulations, AUC may return any remaining credit balance to lenders, decreasing the student's loan debt for that semester.

Student Government Association (SGA) fees and the electronic resource fee are non-refundable. The annual Residence Permit fee is refundable only within the first two weeks of the relevant semester.

Students registering for clinical clerkships are obligated to provide notice of cancellation in writing to the Student Services Department more than 45 business days prior to the start of the

clerkship to receive a refund of tuition and fees and to avoid late cancellation charges.

AUC will provide any refund due within 30 days from the date notice of withdrawal or from when an approved Academic Leave of Absence is received by AUC's Office of the Registrar.

AUC policy regarding AUC students admitted to US or Canada-based allopathic medical school after enrolling at AUC:

Any student who is admitted to and enrolled in AUC for the first semester may be eligible for a full refund of the first-semester tuition if s/he is admitted to a United States-based or Canada-based allopathic medical school, provided that:

- The starting semester for which the student is admitted to a United States-based or Canada-based allopathic medical school has not passed;
- The student has supplied the AUC Office of Student Finance with proof that the student has been admitted to a United States-based or Canada-based allopathic medical school;
- Such proof is in the form of print or electronic copy of a formal letter of admission on official university letterhead; and
- The student has not begun his or her second semester at AUC.

Under the terms of this policy, AUC will refund 100 percent of the first-semester tuition. All other fees and deposits will be subject to the policy terms noted in the Withdrawal Refund Schedule. Students who withdraw from AUC after the start of the second semester will be subject to the same refund policies noted in the Withdrawal Refund Schedule. Students who withdraw from AUC during their clinical rotations will be subject to any applicable late cancellation fees for the scheduled rotations.

RETURN OF TITLE IV FUNDING

According to federal regulations, a refund calculation must be performed if a student receiving financial aid withdraws or takes an Academic Leave of Absence (ALOA) during a payment period/semester. Length of enrollment is equal to the number of calendar days in the payment period for which the student was registered, excluding breaks of five days or more. All days, including weekends and holidays, are counted. The withdrawal date is the date the student begins the official withdrawal process or otherwise notifies the institution of his/her intent to withdraw. Notification may be done electronically, in writing, in person or by telephone.

All AUC students who receive Title IV aid and withdraw prior to the end date of a payment period will be reviewed to determine whether unearned Title IV aid must be returned. The term "Title IV aid" refers to the following federal financial aid programs: Direct Unsubsidized loans and Direct PLUS loans.

In order to determine whether a student's unearned Title IV aid must be returned, as a non-attendance-taking institution, AUC must determine the student's withdrawal date. AUC considers students to have withdrawn as follows:

- Students who cease attendance from all their courses eligible for Title IV aid will be considered to have withdrawn.
- A student is considered to have withdrawn if he or she does not complete all the days in the payment period.
- The effective date of withdrawal is either the date the student notified the institution of the withdrawal or student's last academically related event, if available. When a student withdraws, AUC assesses tuition based on the period he or she attended, and in correspondence with federal loan entitlement regulations
- In the case of an unofficial withdrawal, and the school may not know that the student has ceased attendance until late in the period, the determination of the withdrawal date will be the midpoint or the last date of an academically related activity.
- If a student earns a passing grade in one or more of his or her classes, for that class, AUC may presume that the student completed the course requirements and may consider the student to have completed the period.

Students may officially withdraw based on the date the student notifies the institution or date of the last academically-related event. If they earn all Fail (F) or Withdrawn (W) grades within a semester due to failure to complete the semester, the 50 percent mark will be used for the semester for return of Title IV calculations purposes.

Please note that in addition to the withdrawal notification, students must also follow the required process as set forth by AUC for withdrawing. This process requires the student to complete all applicable forms and retrieve all required signatures.

DETERMINING EARNED FINANCIAL AID

Until a student has passed the 60 percent point of a payment period, only a portion of the student's aid has been earned. A student who remains enrolled beyond the 60 percent point is considered to have earned all awarded aid. All students who withdraw, including those who remain enrolled beyond the 60 percent point, will be reviewed to determine whether unearned Title IV aid must be returned or whether post-withdrawal disbursements of Title IV aid are due.

If the total amount of Title IV aid that a student earned is greater than the total amount of Title IV aid that was disbursed to the student as of the date of determination, the difference between these amounts will be treated as a post-withdrawal disbursement. A post-withdrawal award will be offered to the student. Upon acceptance, a disbursement payment will be made to the student's account and a notification sent by email.

Earned aid is not related in any way to institutional charges. AUC's refund policy and Return of Title IV Funds procedures are independent of one another. A student who withdraws from a course may be required to return unearned aid and still owe institutional charges.

The responsibility to repay unearned Title IV aid is shared by AUC and the student. For example, the calculation may require AUC to return a portion of federal funds to the federal Title IV programs. In addition, the student may also be required to return funds based on the calculation. A student returns funds to the federal student loan programs based on the terms and conditions of the promissory note of the loan.

The return of Federal aid is in the following order: Direct Unsubsidized loans and Direct PLUS loans. AUC is required to return the funds by the 45th day after the date the institution determined the student has withdrawn.

The following formula is used to determine the percentage of unearned aid that has to be returned to the federal government:

- The percent earned is equal to the number of calendar days completed up to the withdrawal date, divided by the total calendar days in the payment period (less any scheduled breaks that are at least 5 days long).
- The payment period for most students is the entire semester. However, for students enrolled in modules (courses which are not scheduled for the entire semester or term), the payment period only includes those days for the module(s) in which the student is registered.
- The percent unearned is equal to 100 percent minus the percent earned.
- Institutional funds are earned and recalculated based on the pro-rated policy as described for federal financial aid funds. Tuition/fee refunds also affect the recalculation of institutional financial aid.

REGISTRATION & HEALTH INSURANCE

REGISTRATION REQUIREMENTS

All students new to AUC are required to attend registration/orientation proceedings beginning on the Friday before the official start of the semester. Newly admitted students who fail to register by the end of the fifth day of class for their 1st semester will not be allowed to enroll for that term. Instead, those students will have to petition the Admissions Committee for readmission for a subsequent semester and will be interviewed by a Student Affairs Dean.

Failure to complete any university-driven mandatory requirements will result in an administrative hold. An administrative hold will prevent students from registering for the current or subsequent semesters. Examples of mandatory requirements are but not limited to webinars, training, and seminars.

Students are required to register (make payment of tuition, deposits and any fees, including University Apartment Occupation Fees and Student Government Association Fees) on or before the first day of the semester. Payment of tuition and fees is considered a financial condition of enrollment. Therefore:

- Any Medical Sciences student who fails to register in person or check in personally at the Registrar's Office on-campus before 5:00 p.m. local campus time of the first day of formal instruction as noted in the Academic Calendar will be charged a \$100¹ late fee. Registration includes electronic registration for courses as well as physical check in with the Office of the Registrar.
- Any Clinical Sciences student who registers after commencement of clinical rotations will be charged a \$100 late fee;
- Any student with a delinquent account will be notified by the second week of the term that s/he must pay any outstanding balance by the end of the fourth week of the term;
- Any student who fails to pay all outstanding amounts must be financially cleared by the Office of Student Accounts by the end of the fourth week or will be involuntarily withdrawn from enrollment and his or her transcript will reflect a "W" grade for courses undertaken in that term. AUC's standard cancellation and refund policies will apply to the balance of any account due; and
- Any student who defaults on a signed promissory note during a given semester may not register for the subsequent semester unless the student pays in full all tuition and fees for the semester at or before the time of registration.

Any student who is indebted to AUC will be required to settle his or her account before receiving graduation clearance diplomas, degrees, official transcripts, and other official recognition of

¹ All references to currency in this Course Catalog and Student Handbook shall refer to US dollars.

work done at AUC. Such debts include, but are not limited to, amounts owed in satisfaction of tuition, loan agreements, fees and charges, food service, and occupation of AUC's University Apartments. No student may withdraw from enrollment with AUC in good standing or graduate from AUC unless all financial obligations are paid in full.

Medical Sciences

Students may add an individual course during the first week of the term when given permission to do so by the appropriate dean. Students may drop an individual course within the timeframe specified in the master semester schedule released by the Office of Academic Affairs. Semester-long courses must be dropped during the first eight weeks of the semester so long as the student will maintain full-time enrollment with the reduced course load and has been given permission to do so by the appropriate dean. No student will be allowed to drop any particular course more than once. The Medical Sciences student must complete the dropped course within the next successive semester.

Students will be required to register for the published curricular course load each semester unless they have dropped or failed a course or have obtained prior written consent from the Associate Dean for Academic Affairs. Students who have failed or dropped a course or otherwise obtained written consent from the Associate Dean for Academic Affairs to deviate from the published curricular course load must register for a full-time course load as determined by the Associate Dean for Academic Affairs. Full-time enrollment constitutes a course load of 10 credit hours or more. Students may not enroll in courses in the curriculum across more than two semesters.

Medical Sciences students may only register for less than full-time status if they have fewer than 10 credit hours remaining to complete the medical science curriculum. Halftime enrollment constitutes a course load of 8 or 9 credit hours. Less than half-time enrollment constitutes a course load of 7 or fewer credit hours. Students registered for less than half time enrollment will not qualify for Federal Financial Aid.

No Medical Sciences student may register for more than 21 credit hours per term without the prior written consent of the Associate Dean for Academic Affairs, nor may any medical science student register for two classes that meet simultaneously. No students can sit for stipulated homework and exams, including quizzes, block exams and final exams, unless the Registrar has enrolled the student in the course. A student may audit lectures at the discretion of both the Associate Dean for Academic Affairs and the Course Director. All courses required in the first four academic semesters must be successfully completed before students may register for the fifth semester Introduction to Clinical Medicine course.

Clinical Sciences

Clinical Sciences students should be aware that financial aid eligibility during Clinical Sciences is based on the number of weeks enrolled per semester. Students in Clinical Sciences must

register for a minimum of 8 weeks of clinical rotations per term of enrollment to be considered full-time. Students registered for 4-7 weeks of clinical rotations per term of enrollment will be considered halftime. Students registered for fewer than 4 weeks of clinical rotations per term of enrollment will be considered less than half-time. Students must be registered for a minimum of 8 weeks for every clinical term unless they are in the final term of their clinical rotations. Students registered for less than 8 weeks will require an approved short-term leave of absence from the Office of the Registrar. The approval of the leave of absence is not guaranteed.

Please refer to AUC's policies on Satisfactory Academic Progress (SAP) qualitative standards and Leaves of Absence within this document for more details.

HEALTH INSURANCE

AUC has negotiated health insurance policies to cover medical science students (Nagico) and clinical science students (Aetna).

Medical Sciences

The government of Sint Maarten requires all students to obtain health insurance from a local agent that offers global coverage. The University offers a student health plan meeting this requirement through [Nagico Student Health](#). A

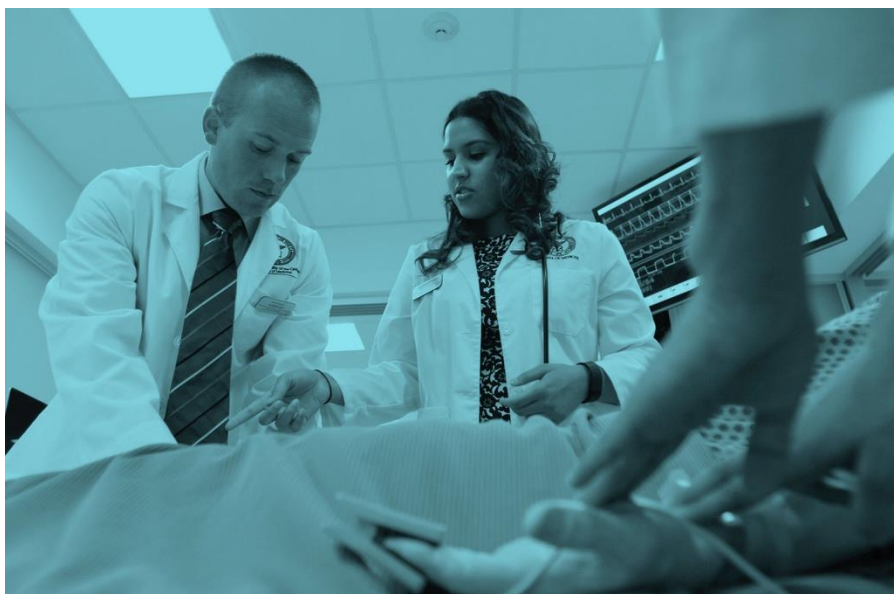
flat rate health insurance fee will be charged per semester at the time of registration. Although it is not required, it is highly recommended that students maintain health insurance coverage while on Long Term Leave of Absence to avoid a lapse in coverage.

Clinical Sciences

Students are required to maintain health insurance coverage while enrolled in clinicals at AUC. The University offers a student health insurance plan with [Aetna Student Health](#).

Students may waive coverage if they hold their own health insurance policy that meets the waiver standards. More information can be obtained in the benefit's guide at aetnastudenthealth.com. Waivers are accepted once per year (Fall). Students beginning clinical courses January or May who wish to apply to waive insurance will be required to waive insurance for their entering semester only and then again in the Fall following their entry into clinical sciences. All students are provided evacuation insurance through On Call International.

AUC requires all students have adequate health coverage until graduation. In order to request



extended health insurance coverage past graduation and through the end of August, please contact to the Office of Student Finance at accounts@aucmed.edu.

Please note that Canadian and other countries' insurance cannot be accepted if it does not cover US hospitalization and routine care. Emergency, temporary, and travelers' policies cannot be accepted.

AUC follows U.S. health insurance law. Please read about requirements for US citizens and non-citizens at

<https://www.healthcare.gov/quick-guide/eligibility/>.

CURRICULUM

The medical school curriculum comprises 9.5 semesters: 5 semesters of Medical Sciences taught at the medical campus on Sint Maarten and 4.5 semesters of Clinical Sciences taught at hospitals affiliated with AUC. All instruction and services are provided only in English.

Three semesters of 16 weeks each are scheduled per year beginning in January, May, and September. AUC's curriculum is frequently reviewed and modified in order to ensure the most effective delivery of relevant content to students. Please consult the [AUC website](#) for current curriculum information.

Semester Credit Hours*

Medical Sciences

One semester credit hour for at least 15 hours of didactic sessions including lectures and/or other instructor-led educational activities, supplemented by laboratory instruction as described in individual syllabi.

Clinical Sciences

AUC utilizes the United States Department of Education's method of "clock-to-credit-hour conversion" § 668.8(l)(1). The conversion uses a ratio of the minimum clock hours in an academic year to the minimum credit hours in an academic year. Therefore, 1 semester credit hour would be based on a minimum of 37.5 clock hours.

Accordingly, AUC has established the following "clock-to-credit-hour conversion" as applied toward clinical core clerkships and elective rotations.

- For core clerkships and elective rotations, one clinical week converts to 1 semester credit hour. The number of hours per week may vary depending on the rotation and site. AUC provides each clinical site guidance regarding the number of clock hours a student is expected to be present each week.

Consequently, the total conversion of the required 72 weeks of clinical science clerkships/rotations converts to 72 semester credit hours. Students matriculating to AUC beginning in the September 2019 semester or later will be required to complete 80 weeks of clinical rotations which converts to 80 semester credit hours.

*Outside preparation is not considered in the conversion of contact hours to credit hours.

MEDICAL SCIENCES

The first 5 semesters at AUC involve concentrated study of the Medical Sciences. Anatomy, Histology, and Molecular Cell Biology are the main focus for the first semester. The following semesters explore a logical sequence of science coursework including advanced courses in Molecular Cell Biology, Physiology, Pathology, and Behavioral Science.

AUC's curriculum presents clinical medicine beginning in the first semester through a series of Introduction to Clinical Medicine (ICM) courses. This allows students to learn clinical skills and apply medical sciences to clinical cases well before they advance to the clinical portion of the program. After completing Medical Sciences, students are required to take the USMLE Step 1 exam. Upon successfully passing the exam, they begin Clinical Sciences.

MEDICAL SCIENCES COURSEWORK

| SEMESTER 1 | CREDIT HRS |
|--------------------------|------------|
| Molecular Cell Biology I | 7 |
| Gross Anatomy | 7 |
| Histology & Embryology | 4 |
| ICM I | 1 |

| SEMESTER 2 | CREDIT HRS |
|----------------------------|------------|
| Molecular Cell Biology II | 6 |
| Physiology I | 5 |
| Immunology-Infection | 5 |
| Biostatistics/Epidemiology | 1 |
| ICM II | 1 |

| SEMESTER 3 | CREDIT HRS |
|----------------------|------------|
| Pathology I | 7 |
| Physiology II | 5 |
| Medical Microbiology | 5 |
| ICM III | 1 |

| SEMESTER 4 | CREDIT HRS |
|----------------------|------------|
| Pathology II | 7 |
| Medical Pharmacology | 6 |
| Neuroscience | 5 |
| ICM IV | 1 |

| SEMESTER 5 | CREDIT HRS |
|--------------------|------------|
| Behavioral Science | 5 |
| ICM V | 6 |
| ICM VI | 3 |
| Medical Ethics | 1 |

(Includes National Board of Medical Examiners® (NBME) Subject and Comprehensive Exams)

| ELECTIVES | CREDIT HRS |
|-----------------------------|------------|
| Independent Research 601 | 1 |
| Independent Research 602 | 2 |
| Independent Research 603 | 3 |
| Community Engagement 611 | 1 |
| Community Engagement 612 | 2 |
| Learning Enhancement Course | 1 |

ICM I, II, III and IV are graded as Pass/Fail only. AUC reserves the right to change the curriculum at any time, without prior notice.

CLINICAL SCIENCES

Upon completing the Medical Sciences curriculum and passing the USMLE Step 1 exam, students enter the Clinical Sciences portion of the program. For students who matriculated to AUC before the September 2019 Semester, clinical instruction encompasses 72 weeks of clerkships that are typically completed in 4.5 semesters. Students matriculating to AUC beginning in the September 2019 Semester or later will complete 80 weeks of clerkships within 5 semesters.

Clerkships are full-time assignments in a clinical setting whereby students perform as active members of a “team” of students, house staff and attending physicians. Under supervision, the student interviews and examines patients, evaluates laboratory and radiographic data, synthesizes information, and discusses patients with the team. Each student will have a clinical supervisor who assesses his/her performance according to standards set by AUC.

AUC students may complete their clinical rotations at affiliated hospitals located in the United States and United Kingdom. Those assigned to core clerkships in the United States may be required to rotate to more than one clinical site.

Each affiliated hospital has a clinical site director, clerkship director(s), faculty members, and a medical education coordinator charged with supervising and otherwise facilitating the clinical experience for AUC students. Clerkship directors are responsible to the clinical deans for implementing the published requirements of AUC’s Clinical Sciences curriculum which may include an Objective Structured Clinical Examination (OSCE). They also undertake daily supervision of clinical teaching programs. Medical education coordinators’ supplemental responsibilities include student counseling, daily program coordination, management, and record-keeping requirements. Clinical faculty members provide academic instruction in accordance with approved course syllabi and are responsible for monitoring attendance and assessing student performance.

To ensure a smooth transition during clerkships, AUC maintains the Office of UME Student Services. The student services staff, located at AUC’s Administrative Offices, facilitates the placement of students at affiliated hospitals. Additionally, they serve as a bridge between students and hospital sites by offering consultation regarding clinical clerkships and working with on-site program directors, faculty members, and administrative staff.

CLINICAL SCIENCES COURSEWORK

| CORE ROTATIONS | WEEKS | EXPECTED HOURS/WEEK |
|-------------------------|-------|---------------------|
| Internal Medicine | 12 | 60 - 80 |
| Surgery | 12 | 65 - 80 |
| Pediatrics | 6 | 50 - 80 |
| Obstetrics & Gynecology | 6 | 60 - 80 |
| Psychiatry | 4 | 40 - 80 |

| | | |
|------------------|--------|---------|
| ELECTIVES | 30/38* | 45 - 80 |
|------------------|--------|---------|

* For students matriculating beginning in September 2019 or later

Per ACGME guidelines, students should not spend more than 80 hours each week in any core clerkship or elective. Hours are defined as and include 1) all patient care, including inpatient and outpatient as well as on-call and overnight call experiences and 2) all teaching sessions such as rounds, grand rounds, lectures, case conferences, morbidity and mortality conferences, among others. Patient encounters include all patients seen on rounds, any surgeries or procedures, work with standardized patients, and also any virtual cases completed in Canvas. All patient encounters, whether assisted or observed, should be logged on E*Value and will be reviewed by the Clerkship or Elective Director. Each clinical sciences student should expect to engage in a minimum of 20 patient encounters per week.

In consultation with his or her Student Services Advisor in the Office of Clinical Student Services, each student selects elective rotations in the US and UK from the list of approved practice areas found under Elective Rotations below. Student Services Advisors and PMAs will provide students with information on which specialties they will be the most competitive. Four to 6 weeks of family medicine is highly recommended, as this is a condition of licensure in many states.

Additionally, it is recommended that students take a wide variety of challenging elective experiences to round out their education, including two electives in their chosen specialty. See course description section for a sample of common electives and a full listing of subspecialties.

COURSE DESCRIPTIONS

Detailed course information can be found in AUC's learning management system, Canvas, at <https://auc.instructure.com>.

INTRODUCTION TO CLINICAL MEDICINE I

(1 credit hour) Course Number 170

Introduction to Clinical Medicine is a four-semester clinical skills curriculum presented during the Medical Sciences years. The curriculum is designed to lay the foundation for the clinical skills essential to the practice of medicine. The program is presented predominantly in small groups so that students have the opportunity to practice their skill under the direct observation of a faculty member. Clinical skills covered include physical examination, interviewing and communication skills. In addition, problem solving and presentation of disease is presented through case based learning. Introduction to Clinical Medicine I is the first of the four courses. Students learn communication and relationship building skills through the use of standardized patients. Physical examination skills are presented in an organ-based fashion and include the head and neck exams well as vital signs and the cardiovascular examination. Harvey, the cardiac sound simulator, is used to introduce students to the normal heart sounds.

MOLECULAR CELL BIOLOGY I

(7 credit hours) Course Number 114

Molecular Cellular Biology I is designed to help students develop an understanding of the fundamental molecular processes that define human development and homeostasis. This is an introductory course covering the basics of human genetics, protein structure, nucleic acid, biochemistry, cellular structure and metabolism. Throughout the course emphasis is placed on comparison of the normal state with the abnormal one. For this reason, whenever instructive, the core material is accompanied by pertinent clinical correlations that use common, classical conditions.

GROSS ANATOMY

(7 credit hours) Course Number 140

The clinical human anatomy course examines form and function of the human body at a macroscopic level. Detailed regional anatomy lectures are complemented by introductory lectures on systems-based topics such as skeletal, cardiovascular and nervous system. Medical imaging sessions provide foundational knowledge of radiology, MRI, and CT imaging which promote understanding of cross-sectional and 3-dimensional structure. This is further enhanced through the use of select anatomical technologies. Labs provide the opportunity to dissect a complete cadaver, as well as hands-on sessions with ultrasound and select procedural simulators.

HISTOLOGY & EMBRYOLOGY

(4 credit hours) Course Number 150

Histology and embryology focus on the anatomical basis of clinical medicine at the microscopic level. This course introduces students to the concepts involved in the cellular basis of human development. Initially, the cellular basis of gametogenesis is examined. Important structural cellular changes (morphological landmarks) of embryo and fetal development are then studied with a focus on the first three weeks of prenatal life. Additionally, the role of the various germ layers and precursors to definitive structures, including the role of cell interactions, induction, growth, and differentiation are discussed. The course also includes an in-depth examination of all the major organ systems. This system-based study first looks at development of the primitive body cavities and the refinements into their final form. Cardiovascular, Musculoskeletal, Urogenital, Gastrointestinal and Respiratory Systems are studied next due to the similar nature of the mechanisms that form these widely divergent systems. Finally, head and neck, nervous system and special senses are examined due to their unique and complex developmental nature. This course concludes with a cellular and molecular evaluation of congenital anomalies.

Basic principles of embryogenesis used in diagnosis, care and prevention of birth defects are stressed, and case studies are introduced throughout. Extensive clinical correlations are discussed as well as the correlation of developmental events with the structural organization of the human body as observed in the study of gross anatomy and histology.

PHYSIOLOGY

(5 credit hours) Course Number 221

Physiology I is the foundation course for understanding normal body function. Medical students gain an appreciation for the balance between and within the various organ systems required to maintain steady functioning of the human body. The course builds from an early emphasis on the basic principles of physiology moving on to the exploration of nerve-muscle function involuntary and smooth muscle, gastrointestinal system, and culminating in a detailed analysis of the heart and vascular system. Pathophysiology is used to analyze system function and compensation during clinically relevant disease processes.

IMMUNOLOGY AND INFECTION

(5 credit hours) Course Number 237

Immunology and Infection is designed to help students gain a working knowledge of the immune system, the development of immune responses to infectious pathogens, and the methodologies used to measure parameters of the immune response. The course also covers the description, underlying bases, prevention and treatment of infectious disease and chronic disease resulting from autoimmune responses, immunodeficiency, cancers, and problems encountered in organ transplantation.

MOLECULAR CELL BIOLOGY II

(6 credit hours) Course Number 262

Molecular Cellular Biology II develops upon the themes presented in the initial course with exploration of the cell's nitrogen economy, details of lipid metabolism and the major concepts of nutrition. The biology of cancer provides an introduction to neoplasia (as presented in the pathology courses) and acts as an illustration of the regulation of the cell cycle and the basic science underlying treatment. The course also includes more in-depth analysis of genetic concepts. Detailed review material is included prior to Biochemistry and Genetics shelf examinations in the latter part of the course.

BIostatISTICS/EPIDEMIOLOGY

(1 credit hour) Course Number 270

Statistics are important tools that help us better understand causes and consequences of human medical problems. This course covers the basics of biostatistics and quantitative methods in epidemiology and clinical applications in evidence-based medicine and decision-making methods. The course also provides students with exposure to the necessary tools for evaluating the medical and epidemiological literature. The philosophical framework and methodology of disease causation, prevention, and prediction will be presented.

INTRODUCTION TO CLINICAL MEDICINE II

(1 credit hour) Course Number 280

Introduction to Clinical Medicine is a four-semester clinical skills curriculum presented during the medical science years. The curriculum is designed to lay the foundation for the clinical skills essential to the practice of medicine. The program is presented predominantly in small groups so that medical students have the opportunity to practice their skill under the direct observation of a faculty member. Clinical skills covered include physical examination, interviewing and communication skills. In addition, problem solving and presentation of disease is presented through case based learning. Introduction to Clinical Medicine II is the first of the four courses. Students learn communication and relationship building skills through the use of standardized patients. Physical examination skills are presented in an organ-based fashion and include the head and neck exam as well as vital signs and the cardiovascular examination. Harvey, the cardiac sound simulator, is used to introduce students to the normal heart sounds.

PHYSIOLOGY II

(5 credit hours) Course Number 323

Physiology II continues to build on the foundation established in Physiology I. Students are required to take Physiology I prior to taking Physiology II. The course continues the study of the function of human body organ systems with a comprehensive analysis of the endocrine and reproductive systems. A comprehensive study of the pulmonary system is followed by the analysis of clinically relevant, common acid-base disorders and their physiological

compensation. Fluid and electrolyte balance is studied with a detailed analysis of the renal system. At the end of the course, all medical students will have a firm grasp of body system functions and integration of systems. Students will demonstrate the ability to analyze and identify the impact of disease processes on normal human physiology.

MEDICAL MICROBIOLOGY

(5 credit hours) Course Number 333

The Medical Microbiology course is designed to give the prospective physician an understanding of the microbial pathogens and the mechanisms by which they cause disease. General microbiology is taught within the context of a syndrome-based infectious disease format.

PATHOLOGY I

(7 credit hours) Course Number 346

Pathology I introduces students to the cellular systems of organs and traces the morphologic changes in a cell that are responsible for disease in organs. As cells undergo alteration, their change in function is studied with respect to its deviation from the “normal” state. Topics such as inflammation, repair and regeneration, neoplasia, genetic basis of diseases and infection are explored. It then continues the study of pathologic basis of diseases using a physiologic system or organ-based approach. Appropriate use of the laboratory is stressed in the diagnosis of disease while case presentations further emphasize the clinical aspects of the pathologic processes. This course serves as a precursor to Pathology II.

INTRODUCTION TO CLINICAL MEDICINE III

(1 credit hour) Course Number 371

Introduction to Clinical Medicine III continues to build on the skills presented in the previous semester. As in Introduction to Clinical Medicine II, small groups allow students to practice communication skills and physical examination skills under the direct supervision of a faculty member. The full medical history is presented with an emphasis on prevention and evaluation of risk. Medical documentation and case presentation are introduced. Physical examination skills included in this semester include abnormal heart sounds, thorax and lung exam and the abdominal exam. In order to promote lifelong learning case-based learning with required independent research of material is introduced in this semester. Harvey, the cardiac sound simulator, is used to introduce abnormal heart sounds.

MEDICAL PHARMACOLOGY

(6 credit hours) Course Number 421

Medical Pharmacology focuses on how drugs and other chemical agents regulate or modify physiological and pathophysiological functions of the body. The course demonstrates how drugs affect living organisms and contribute to the diagnosis, prevention, treatment and/or cure of diseases. The major emphasis in the first part of the course will be on the general principles of

pharmacology (pharmacodynamics, pharmacokinetics, pharmacogenetics, adverse drug reactions, teratogenicity, etc.). Other topics cover how drugs affect the autonomic nervous system, followed by drugs affecting the brain and their use in the treatment of neuropathology. Subsequent topics include the pharmacology and therapeutics of drugs used in cancer chemotherapy, infectious diseases, endocrine disorders, respiratory and cardiovascular disorders, inflammatory and immune disorders, and drugs affecting the gastrointestinal tract. The emphasis will be on prototypical drugs in each class, their mechanism of action, clinical use, side effects and interactions with other drugs. At the end of this course, students will take a comprehensive examination covering all the material presented in Medical Pharmacology.

NEUROSCIENCE

(5 credit hours) Course Number 430

Medical students are required to take Anatomy, Physiology I and II prior to taking the neuroscience course. Neuroscience is a course effectively integrating neurochemistry, neuroanatomy, neurophysiology, neuropathology, neuropharmacology, and basics of medical neurology. The course serves as a strong foundation for the analysis of common basic clinical neurological disorders. Starting with an intense overview of the nervous systems, the course systematically examines the sensory and motor systems with special emphasis on blood supply, the plastic changes within each system associated with age, disuse, or lesions. Advanced analysis of spinal cord, brainstem, cerebellum, basal ganglia, cortical function, language, praxis, sleep and associated lesions due to stroke, degenerative changes, epilepsy, and tumor complete the course. Students successfully completing the course will be able to correctly identify common neurological deficits and discuss their pathophysiology.

PATHOLOGY II

(7 credit hours) Course Number 452

Pathology II continues to apply the basic concepts learned in Pathology I for the study of pathologic basis of disease using a physiologic system or organ-based approach. This course covers organs and systems not presented in Pathology I. Appropriate use of the laboratory is stressed in the diagnosis of disease while case presentations further emphasize the clinical aspects of the pathologic processes. Successful completion of Pathology I is required to enroll in this course.

INTRODUCTION TO CLINICAL MEDICINE IV

(1 credit hour) Course Number 490

Introduction to Clinical Medicine 4 is a continuation of the previous semester's course with the introduction of the neurological examination and reviewing and expanding the musculoskeletal examination. Emphasis in this semester begins to shift from basic clinical skills to clinical decision making. As such, interviews shift to more focused interviews with an emphasis on developing and documenting a history of present illness that includes key elements in the

history needed to prioritize a differential diagnosis. Documentation of assessment and plans and progress notes are introduced.

MEDICAL ETHICS

(1 credit hour) Course Number 480

Combined with the Introduction to Clinical Medicine course in the 5th Semester, Medical Ethics is designed to introduce ethical, professional, and legal issues that arise in the practice of medicine. This course provides students with basic tools used to recognize ethical, professional, and legal conflicts in clinical settings, as well as resources used to critically examine and address questions and concerns that these conflicts present.

INTRODUCTION TO CLINICAL MEDICINE V

(6 credit hours) Course Number 543

This course is predominantly case-based learning. Students meet in small groups under the supervisions of a faculty member to discuss cases representing common symptoms such as chest pain or fatigue. Emphasis is on the development of a differential diagnosis, presentation of disease, pathophysiology of disease and initial evaluation and treatment. Students are given the opportunity to present cases in preparation for requirements of the clinical years.

Students perform a physical examination based on a defined checklist of items provided to them when they first start the ICM curriculum. Genital examinations are taught through the use of professional patients. Students also have two clinical experiences with local physicians. Simulations include interviews with standardized patients and emergent scenarios in the high tech simulation center. Interviewing skills workshops are integrated with Behavioral Science. These sessions include practice in motivational interviewing skills, closing the interview, performing the mini-mental status examination and documenting the mental status examination. Group interviews include focused visits and full histories and cover topics that include abdominal pain, fatigue, substance abuse, domestic violence and mood disorder. Each student performs and documents a final complete history in preparation for their clinical clerkships.

INTRODUCTION TO CLINICAL MEDICINE VI

(3 credit hours) Course Number 538

The Introduction to Clinical Medicine VI course is designed to integrate the Basic Medical Sciences of the previous four semesters with intense practice in the analysis and diagnosis of clinical cases. Students will be taught how to do the following:

- Critically read clinical cases similar to those found in the NBME Comprehensive Basic Science Exam (CBSE) exams and USMLE Step 1;
- Effectively study and prepare for CBSE 1 and 2 and USMLE Step 1;
- Track performance; and
- Physically and mentally prepare for these comprehensive exams (e.g., improve test-

taking skills, manage stress and burnout, and reduce test anxiety).

Course faculty will systematically emphasize selected topical areas for in-depth analysis such as kidney pathophysiology, biostatistics and cardiovascular physiology. From small group workshops to optional webinars and large class settings, students will have the opportunity to test their understanding of basic medical sciences and how it relates to clinical medicine.

Students are provided with several resources to test their knowledge base. At the start of the course, each student will be provided with a self-assessment exam not unlike the NBME CBSE, which allows for in-depth analysis of their strengths and weaknesses. Results of this CBSSA exam will be used for one-on-one student/faculty discussions and advising sessions tailor-made for each individual student. Regular USMLE question and answer practice sessions will occur throughout the course. The course will culminate with two NBME Comprehensive Basic Science Exams (i.e., Comp 1 and Comp 2) and a full-length USMLE Step 1 simulation exam.: Physiology and Pathology and two USMLE CBSE in the last three weeks of the course. In addition, a simulated USMLE Step 1 exam will be offered so students can get a good idea of their equivalent USMLE Step 1 score.

BEHAVIORAL SCIENCE

(5 credit hours) Course Number 521

The behavioral science course is designed to teach essential skills of identification and effective management of patient behavior through practical application of the biopsychosocial model of human behavior. The course will develop skills in the behavioral basis of clinical medicine focusing on mind-body interactions in health and disease, physician-patient interactions, and contemporary social/cultural issues in health care. Interview skills and the assessment of psychosocial risk factors at each stage of human development will be taught. Psychopathology will be presented from the DSM 5 as it applies to primary care, referral, and management. Students will study diagnostic criteria, prevalence rates, differential diagnosis, prognosis, and treatment of all major mental disorders. This knowledge will be applied in small group assignments of the clinical medicine curriculum. Clinical case examples in primary care settings will be discussed to prepare students for the Behavioral Subject and the USMLE Step 1 Examination.

LEARNING ENHANCEMENT COURSES

(1 credit hour) Course Numbers 701, 702, 703, and 704

The Learning Enhancement Courses (LEC) are designed for medical science students who require additional support to develop competency in mastering course materials and promotes effective strategies for improving study skills. LEC aims to strengthen cognitive areas by reviewing basic science material and clinical integration while developing learning acquisition in non-cognitive areas such as goal setting, time management, note-taking, test-taking strategies, and study approaches. LEC will also feature discussions in study resource management, wellness, and reflection. These courses include active learning, engagement, participation, discussions by students, and are facilitated by the Academic Support team.

Learning Enhancement Course 1 (1st/2nd Semesters)

LEC1 integrates concepts in Anatomy, Embryology, Histology, and Biochemistry.

Learning Enhancement Course 2 (2nd/3rd Semesters)

LEC2 integrates concepts in Biochemistry, Physiology, and Immunology.

Learning Enhancement Course 3 (3rd/4th Semesters)

LEC3 integrates concepts in Pathology, Physiology, and Microbiology.

Learning Enhancement Course 4 (4th/5th Semesters)

LEC4 integrates concepts in Pathology, Neuroscience, and Pharmacology.

INDEPENDENT RESEARCH

(1-3 credit hours) Course Number 601, 602, 603

Enrollment in Independent Research offers an opportunity for students to conduct a project in the basic and/or Clinical Sciences in collaboration with faculty mentor(s). Students will master research skills by developing a scientific research question/hypothesis through a study of the scientific literature and/or collection of data. Students will gain skills with finding, analyzing, interpreting, and evaluating key information and data from primary literature and/or novel research data.

Additionally, students will learn how to use scientific evidence and logic to support a hypothesis or understand a clinical disease model, propose potential future research to further resolve the question or better understand the disease. Students will also obtain improved communication skills by learning to use the appropriate format and style for scientific writing in primary literature, creating and confidently delivering written and oral proposals and reports, and learning how to evaluate and critique scientific literature.

INDEPENDENT COMMUNITY ENGAGEMENT CREDIT

(1-3 credit hours) Course Number 611, 612, 613

Enrollment in Independent Community Engagement offers the student a chance to work collaboratively with members of the Sint Maarten community to address a community priority. Enrolled student(s) write a project proposal; develop and implement a project that combines community service with explicit learning objectives, preparation, and reflection; and deliver oral and written reports of the project summary and outcomes, lessons learned, and future work/questions to be addressed.

Enrolled student(s) work with a committee comprised of faculty mentor, community mentor, and Assistant Dean for Community Engagement. The student must be in good academic standing and demonstrate SAP. Students enrolled in this activity must follow the [Guidelines for Student Led Community Engagement Experiences](#).

The number of hours of credit earned is determined by hours invested in the project. A grade (Pass, Incomplete, Honors) is assigned to the work by the committee.

Service-learning credits cannot be used as credits required for graduation, or to fulfill the requirements for satisfactory academic progress SAP.

CORE CLINICAL ROTATIONS

INTERNAL MEDICINE

(12 weeks)

This core clerkship is designed for students to participate in general internal medicine areas, granting exposure to the diagnostic and treatment process as it unfolds. The core clerkship will involve inpatient and outpatient settings and expose students to a broad array of subspecialty services. Students develop competence in evaluating broad clinical problems, patient management skills, interpretation of laboratory and imaging results and documentation and communication of findings. Students will also learn about screening guidelines and disease prevention. Their “hands-on” patient experience is supplemented by tutorials and didactic sessions.

SURGERY

(12 weeks)

The core clerkship in surgery aims to develop skills that general physicians expect of students as well as skills unique to surgery. Students further develop abilities in data synthesis and problem solving and become oriented to the clinical setting related to surgery. Ideally, students follow patients from admission through discharge. Students are expected to participate in all aspects of patient care including assisting in the Operating Room, Emergency Room and Acute Care Units. Students will learn systems-based approaches to patient safety and minimizing preventable errors in the Operating Room.

PEDIATRICS

(6 weeks)

This core clerkship provides a broad overview of general pediatrics and may also include exposure to pediatric subspecialty services. Students will gain experience in in-patient and ambulatory pediatric care. Pediatric intakes and ward rounds are the basis of in-patient care. Ambulatory care experience is gained in general pediatric clinics by evaluating patients with common complaints and disorders. Students will also see patients presenting for well-visits and learn about normal childhood development and disease prevention. Students’ “hands-on” patient experience is supplemented by tutorials and didactic sessions.

OBSTETRICS & GYNECOLOGY

(6 weeks)

During this core clerkship, students will be assigned patients on the Obstetrics services and the Gynecology service for evaluation. Participation in normal newborn deliveries will be stressed. Introduction to the newborn nursery and neonatal ICU will be encouraged. As time permits, students will follow patients through completion of their admission, delivery or surgery and their postpartum or postoperative care. Students will also participate in gynecologic surgery and the care of patients admitted to the hospital's gynecology service. They may also work with subspecialists in areas such as maternal-fetal medicine, gynecologic oncology and reproductive endocrinology.

PSYCHIATRY

(6 weeks)

This clerkship builds upon classroom knowledge developed during the first and second years of the Medical Sciences. Treatment of psychiatric patients in the in-patient setting comprises the majority of the rotation. Students will be trained to administer and interpret mental status examinations. Students may also participate in services such as consultation/liaison, geriatric, addiction services. Resources available for care of psychiatric patients are presented and students are encouraged to assist in discharge planning. Skill in the evaluation and diagnosis of the psychiatric patient is developed through direct patient interviews and didactic sessions.

ELECTIVE ROTATIONS

In consultation with his/her Student Services Advisor, each student selects elective rotations from the AUC Elective Guide. Students are advised to take four to eight weeks of electives in a primary field of interest. Four to six weeks of family practice is highly recommended, as this is a condition of licensure in many US states.

The elective rotations described below are a sample of those commonly selected. Please refer to the AUC Elective Guide for a comprehensive listing of elective rotations.

FAMILY PRACTICE

(4-6 weeks)

This clerkship encompasses the comprehensive and longitudinal care of patients with a special emphasis on care of individuals in the context of families and communities. Students participate in patient care at offices and clinics throughout the region, including hospital-based sites and a variety of community-based locations.

INTERNAL MEDICINE SUB-INTERNSHIP

(4 weeks)

This sub-internship provides students the opportunity to assume responsibility for patient care at the level of the PGY-1 resident. As a key member of the team, a sub-intern can practice

advanced skills in history taking and physical examination, problem formulation, and patient management. Students are responsible for assessing each assigned patient daily, presenting their findings during work rounds, and for accurately recording patient findings, assessments and management plans.

PSYCHIATRY SUB-INTERNSHIP

(4 weeks)

This senior elective introduces students to the management of psychiatry issues in medical patients. This elective considers the implications of recent neuroscience discoveries on the mental functioning of patients a primary care specialist may encounter in their practice. This rotation focuses on patients who are generally functional and may not be severely mentally ill but are suffering from psychological effects of severe medical problems.

EMERGENCY MEDICINE

(4 weeks)

During this elective, students are exposed to three types of patients: emergent (patients with life threatening conditions), urgent (patients in need of immediate treatment) and non-emergent (patients with minor illness or injury). Students learn to make a rapid evaluation of the patient's condition, take a pertinent history, and assist in the treatment of the immediate medical problem at hand. Ordering and interpretation of appropriate lab and x-rays for precise and rapid determination of a treatment plan are stressed; as well as proper referral and follow-up care instructions to the patient.

CARDIOLOGY

(4 weeks)

This elective introduces students to all aspects of cardiovascular medicine including valvular, ischemic, hypertensive and congenital heart disease with an emphasis on clinical assessment and physical diagnosis skills. Students may have the opportunity to participate in the full spectrum of noninvasive cardiology testing, including ECG interpretation, echocardiography, electrophysiology lab and stress testing.

GASTROENTEROLOGY

(4 weeks)

During this elective, the student may observe cases including endoscopies, ERCP esophageal motility tracings, flexible sigmoidoscopies, colonoscopies, and gastroscopies. Involvement will include reviewing x-rays with the teaching staff. Students will be expected to present cases logically and concisely and have the experience of first encounter with patients and be able to make supervised clinical decisions.

NEUROLOGY

(4 weeks)

This elective is designed to give the student an opportunity to learn the neurologic exam as well as to be acquainted with the diagnosis, findings and treatment of the following frequently seen neurological diseases: stroke, headaches, multiple sclerosis, myasthenia gravis, dizziness, dementia, neuropathy, myopathy, meningitis, epilepsy, Parkinson's disease, coma, among others. The student may participate in daily hospital rounds, perform consultations with supervision, and office hours.

RADIOLOGY

(4 weeks)

This elective will introduce the student to the fundamentals and basic principles of radiologic imaging and interpretation necessary for clinical management. In addition to learning to interpret plain film imaging, the students will also be exposed to more advanced imaging modalities (CT, Ultrasound, and MRI). The students will be taught relevant radiologic anatomy and the appropriateness of ordering various studies in the diagnosis of disease. They will be exposed to what the performance of various studies entail and the basics of radiologic reporting and dictation.

PULMONARY

(4 weeks)

This elective is designed to expose the student to management of acute and chronic respiratory disease in the office and hospital settings, including the ICU. It includes exposure to fiber optic bronchoscopy, thoracentesis, pulmonary function testing, ABGs and diagnostic imaging of the lungs and chest (x-ray and CT). It also includes introduction to the management and treatment of sleep disorders in both inpatient and outpatient settings.

ANESTHESIOLOGY

(4 weeks)

This elective is designed to enhance the cognitive and procedural skills of students participating in the performance of anesthesia on patients undergoing surgical or endoscopic procedures. Students learn the basics of emergent management of cardiopulmonary resuscitation including intubation, risks and complications of anesthesia in patients of advanced age, those with multiple co-morbidities, and individuals with polypharmacy. Students will be able to participate in the preoperative, operative, and post-operative management of patients.

MEDICAL SUBSPECIALTIES

Allergy and Immunology
 Ambulatory Care
 Cardiology
 Critical Care
 Dermatology
 Emergency Medicine
 Emergency Medicine (Wilderness)
 Endocrinology & Metabolism
 Family Practice
 FMEM
 Family Practice (Geriatric)
 Family Practice (Rural Family Medicine)
 Family Practice (Sub-Internship)
 Gastroenterology
 Hematology
 Hospitalist
 Infectious Disease
 Intensive Care (Burn)

Intensive Care (Cardiac)
 ICU/CCU
 Nephrology
 Neurology
 Oncology
 Ophthalmology
 Pathology
 Pathology (Anatomical)
 Pathology (Hematopathology)
 Physical Medicine & Rehabilitation
 Preventive Medicine
 Public Care/Healthcare Systems
 Pulmonary Disease
 Radiology (Diagnostic)
 Radiology (Interventional)
 Radiology (Neuroradiology)
 Rheumatology
 Rural/Inner City Healthcare

PEDIATRIC SUBSPECIALTIES

Adolescent
 Allergy and Immunology
 Ambulatory Care
 Cardiology
 Developmental/Behavioral
 Emergency
 Endocrinology

Gastroenterology
 Hematology/Oncology
 Infectious Disease
 Intensive Care Unit
 Neonatal Intensive Care Unit
 Neurology
 Pulmonary Disease
 Sub-Internship

SINT MAARTEN CAMPUS RESOURCES, ACTIVITIES & POLICIES

ORIENTATION

Incoming student orientation at AUC serves to assist all new students in their transition to life at AUC. Taking place during the first week of every semester, the program is designed to inform new students about all of the elements important to their success as a medical student, including class registration, academic advising, professional behavior and community standards, and student housing.

RESIDENT ADVISORS AND ORIENTATION ADVISORS

Resident Advisors (RAs) and Orientation Advisors (OAs) are upperclassmen assigned to help new students acclimate. RAs assist new residents with all housing-related matters; in addition, they provide information about services available at the university and in the local community. OAs mentor new students by sharing insight about living on Sint Maarten, best study techniques, what to expect during the first semester, and other topics of interest. Each incoming student is assigned an OA prior to arriving on the island.

CAMPUS ACCESS

The AUC campus is monitored by security personnel. Only AUC faculty, staff, students, spouses and authorized visitors who display current ID badges are allowed on campus. AUC reserves the right to ask any visitor, student, or staff member to leave the facility following any disruptive behavior. Spouses and visitors must check in with a security guard and obtain a guest permit. This will enable them to access the campus if the visit is authorized. The campus opens at 7:00 a.m. daily.

Students placed on suspension for any reason will immediately lose their access to campus. Students who are dismissed without the right to appeal will have their campus access revoked three days after formal notification of dismissal.

FACULTY OFFICE HOURS AND ADVISEMENT

All AUC professors are available for individual student consultation and advisement outside of regular class hours, during posted office hours. Students are expected to meet regularly with faculty to discuss exams, quizzes, and lecture materials.

COMMUNITY SERVICE

AUC encourages students to become involved in community outreach programs. Students are

able to utilize their newly gained knowledge while volunteering to participate in general health care events (i.e., diabetes screening) or teach health education to Sint Maarten residents. Other community service initiatives include island beautification, rehabilitation programs, aid to children, and animal welfare. Students engaging in community outreach must follow the [Guidelines for Student Led Community Engagement Experiences](#).

DRESS CODE

Attire both on- and off-campus (excluding clinical hospital settings) is generally informal, although students are required to be presentable in keeping with the standards of future physicians. Students that are found to be dressed inappropriately are subject to being asked to leave the campus or hospital rotation until such time that they are allowed access upon appropriate attire. Continued inappropriate dress may lead to disciplinary action per the [ARGP](#).

ELECTRONIC BOOKS

AUC uses electronic books (eBooks) for all their semesters in Medical Sciences and students must independently purchase the complete list of all required books. AUC has developed relationships with publishers and often receives the eBooks at a discounted cost and is thus able to pass a savings onto students via the AUC Bookstore.

Students should note that not all vendors offer all the required books as new, used, for rent or electronic; thus, students may have to purchase books from several vendors. Books may need to be shipped by the student and personally cleared by customs, as these options on vendor sites may not be available ship to the Caribbean islands (i.e. Amazon).

Books are required and essential for learning the material needed for Medical Sciences. A faculty member may request to review that a student has purchased all required materials.

LIBRARY SERVICES

The Medical Library, located in Building 1, is open and staffed 7 days a week from 8:00 a.m. until 11:00 p.m. The library seats more than 250 in four quiet study rooms including one space with four computer terminals that is open 24/7. In addition, there are 10 small group study rooms in the library, seven in Building 2 and eight on the 5th floor of the on campus apartments that can be reserved on the library website at <http://aucmed.libguides.com/library>.

The library has 4,000 print titles, a growing e-book collection, and a collection of DVDs. There is a robust interlibrary loan service offered at no cost with a turn-around time of 1-3 days. Other services include printing, copying, and scanning.

The Library website, <http://aucmed.libguides.com/library>, is available 24/7 both on and off campus. The website provides access to a host of the premier medical resources including, but not limited to, UpToDate, Dynamed, AccessMedicine, Case Files Collection, First Aid for the

USMLE, Bates' Visual Guide to the Physical Examination, OVID Evidence-Based Medical Reviews, LWW Basic and Anatomical Sciences Collection, more than 500 medical journals, the library catalog, and the ability to conduct a search that encompasses all of the library's electronic resources in the One Search box. Anything students need to know about the library (check out procedures, overdue fines, library staff, library mission and vision, contact information, etc.) is available on the website.

The Library staff and the Library Director are available to help during regular library hours.

INSTRUCTIONAL RESOURCE EQUIPMENT

The following information is provided to detail the instructional resource equipment that is utilized by faculty on the Medical Science campus. The faculty will utilize as appropriate: high tech human simulators (simMan), ultrasound simulators, Harvey cardiac sound simulators, airway trainers, eye exam simulators, ear exam simulator, female genital trainer, female pelvic trainer, hang up breast models, male pelvic trainer, plastic breast model, prostate model on board, rubber single breast, rubber testicle trainer, and standing breast model.

LEARNING RESOURCE CENTER

AUC's Learning Resource Center is staffed by the Director of Academic Support and Learning Skills Specialists who works directly with students to maximize their academic performance. The center offers support and guidance both in individual and group settings with study-related matters. Students may utilize these valuable services to improve their study skills, learning strategies, and test-taking performance. The center also offers both course and individual tutoring for students wishing to solidify their knowledge of the basic Medical Sciences content in their courses. For more information, contact AcademicSupport@aucmed.edu.

FITNESS CENTER POLICIES

Use of Fitness Center

Fitness Center hours may be limited. Currently enrolled students of AUC, faculty, staff and such guests that have been issued an identification badge bearing the name and picture of the individual "User" are approved to use the Fitness Center. Fitness Center users must always have an AUC ID badge available for easy verification by AUC staff.

Users of the Fitness Center will always be expected to comply with any policies, rules or regulations which may be posted from time to time to govern such usage. Use of the Fitness Center is a privilege, not a right. Failure to comply with terms of usage will result in revocation of this privilege.

Fitness Center users shall be expected to meet a standard of hygiene and cleanliness while attending classes, lectures, and examinations suitable for an institution of learning leading to a professional degree.

Assumption of Risk

Use of AUC's Fitness Center is voluntary. Users assume responsibility for their own well-being and safety. Users are advised to consult a physician on matters regarding their health status prior to entering the Fitness Center. Users of the Fitness Center attest and verify that they are physically fit to engage in any activity that they undertake.

In consideration of their use of the Fitness Center, Users hold harmless AUC, its employees, Board of Trustees or any other person with an interest in or acting on behalf of AUC, from all liability for injury to property or person suffered during such use. This is binding upon their heirs, executors and administrators and is demonstrated and renewed each time the User enters the Fitness Center.

Fitness Center Rules & Regulations

The following rules have been established to ensure the safety and enjoyment of all Fitness Center users and to preserve the facilities for their intended use. Cooperation of all users is appreciated. Staff has been hired to enforce all Fitness Center rules and all posted regulations. Fitness Center users who notice violations of rules, regulations, or policies are asked to bring them to the attention of the staff.

- No bicycles or animals are permitted inside the Fitness Center. Gallon jugs, smoking, smokeless tobacco, alcoholic beverages and gum are not permitted. Beverage containers must have a lid. Turf shoes, cleats, spikes, or roller blades must be removed before entering. Spitting, inappropriate language, verbal abuse and fighting will not be tolerated.
- Sweat towels are not provided and Users should bring their own.
- Users are expected to be considerate of others. Time limitations may be posted imposing a limit on the length of workouts or activities during peak hours of usage.
- Persons must be at least 18 years of age in order to be in the strength room area. Lifters must wear workout clothing, including shirt and shoes; no street clothing is allowed. Lifters must re-rack all plates, dumbbells and attachments after each use and wipe off equipment after use. Lifters must not drop or throw weights. For safety purposes, children under 13 are not permitted in the weight training or free weights area.

STUDENT VEHICLES ON CAMPUS

If a student wishes to bring a vehicle to the Sint Maarten campus, or if a student purchases a vehicle while attending the Sint Maarten campus, he or she will be required to register that vehicle with AUC. The student will also be required to sign an agreement with AUC acknowledging that if the student leaves the vehicle in Sint Maarten after the student graduates or otherwise leaves Sint Maarten permanently or for a period of more than six months, AUC will

remove and dispose of these vehicles as outlined in the Abandoned Vehicle Section of the Parking Rules & Regulations.

CAMPUS SMOKE-FREE POLICY

Scientific findings, as summarized by the United States Surgeon General and the Environmental Protection Agency indicate that the simple separation of buildings into “smoking” and “nonsmoking” sections does not do enough to eliminate environmental tobacco smoke. Considering the health hazards associated with tobacco smoke for smokers and non-smokers alike, AUC has adopted the smoke-free policy set forth below.

All buildings, including academic, administrative, dining, residential service and mixed-use facilities and all vehicles, which are owned, operated or leased by AUC, will be entirely smoke-free. This includes the use of e-cigarettes or vaping devices. The smoke-free policy will apply to all indoor air space, including all common areas and assigned spaces. Smoking is not permitted on the exterior breezeways or within 50 feet of an entrance or window of any building. Smoking is permitted only in designated smoking areas. All cigarette butts should be appropriately extinguished and disposed of in a receptacle provided for that purpose.

Violations of this policy may result in disciplinary actions or terminations pursuant to AUC’s [ARGP](#). Students who cause damage to AUC property in violation of the smoking policy will be charged for necessary repairs including refinishing, repainting and reupholstering.

SAFETY INFORMATION

The security of all members of the AUC community is a priority. Each year, AUC publishes a report outlining security and safety information, as well as crime statistics for the campus community. This report provides suggestions about crime prevention strategies as well as important policy information on emergency procedures, reporting of crimes and support services for victims of sexual assault. The report also contains information about AUC’s policy on alcohol and drugs and informs students where to obtain the policy. This report is available from the campus administrator and is posted on the [Student Consumer Information page](#) of the AUC website.

SURVEILLANCE CAMERAS

The campus is monitored by a digital surveillance camera system. Cameras are located outside and inside many campus facilities, including residence halls and academic buildings in areas where there is common access and no normal expectation of privacy. The camera system is used for crime prevention and investigative purposes.

TIMELY NOTICE/CRIME ALERT

This includes notices of serious but non-critical life safety incidents of those crimes that have

occurred and pose an ongoing threat to students and the AUC community. Information will be issued from the Campus Administrator's Office or the Campus Administrator's delegates via AUC-wide email blasts, printed flyers/posters, and any other available means deemed necessary. The Campus Administrator maintains an ongoing communication with the Chief of Police and the Chief Inspector as well as the Director of Public Relations of the Police Department of Sint Maarten and enlists their cooperation in informing AUC about incidents and crimes reported to them that may warrant timely warning.

EMERGENCY CONTACTS

| | |
|---|---|
| Provost's Office +1 305-569-8853 | Campus Administrator +1 721-545-2298 ext. 4041258 |
| Chief Academic Officer +1 305-569-8878 | Sint Maarten Campus +1 721-545-2298 |
| Pembroke Pines Administrative Offices +1 305-446-0600 | Sint Maarten Campus Security +1 721-545-2298 ext. 4041257 |

Please refer to [AUC's Student Consumer Information webpage](#) for additional and the most up-to-date information on health and safety and other matters including the annual crime statistics and fire safety report.

STUDENT WELLBEING

WELLNESS COUNSELING

AUC offers wellness counseling to help all AUC students achieve and maintain balance in life during medical school. Services are complimentary and include individual, group, and family counseling; assessment and referral; preventative education; and crisis intervention. On the Sint Maarten Campus, the Wellness Counseling Center is located in Building 1 behind Chertok Hall. For clinical sciences, a remote wellness counselor based in Florida is available for virtual counseling sessions and outreach. Any AUC student, whether on the Sint Maarten Campus, the UK Campus, or clinical rotations may request a confidential appointment by emailing sxmwellness@aucmed.edu.

AUC THRIVE WELLNESS AND HEALTH PROMOTION PROGRAM

Created in 2019, the mission of the AUC THRIVE Wellness and Health Promotion Program is to develop, implement, and assess ongoing, comprehensive 4-year initiatives designed to decrease burnout and promote a culture of wellbeing at AUC. Students may access more information and learn how to participate in their cohort's THRIVE Wellness Committee by contacting the Associate Dean for Student Affairs at studentaffairs@aucmed.edu.

CONFERENCE STIPENDS

Conference stipends are intended to support current AUC students in their pursuit of research and presentation of original material at formal professional association meetings. These set stipends are available for both medical sciences and clinical sciences students and are to be used toward registration fees, travel, accommodation, and costs associated with poster printing. Application for a conference stipend does not guarantee approval and is subject to review and availability. Please note that receipts for expenses must be submitted for reimbursement within 30 days of the end of the conference.

MEDICAL SCIENCES

Medical Sciences students who are participating in research with faculty members and have received an invitation to present their original research at a conference may contact the Associate Dean for Academic Affairs for approval prior to the start of the conference. A limited number of conference stipends for Medical Sciences students are available and must be approved prior to attendance at a conference. If approved, the Associate Dean for Academic Affairs will provide reimbursement information. All on-campus research proposals must be reviewed and approved by AUC's Institutional Review Board (IRB) before initiation. UK Track students are not eligible for conference stipends.

CLINICAL SCIENCES

Clinical Sciences students who have submitted an abstract to a conference and have received conference approval for presentation may contact the Assistant Dean for Academic and Student Affairs to apply for a conference stipend. A limited number of conference stipends for clinical sciences students are available but must be approved prior to attendance at a conference. Clinical Sciences students may receive one conference stipend during their clinical training. To apply for a conference stipend as a Clinical Sciences student, please email a copy of the submitted abstract and proof of acceptance by the conference with authors listed in advance of the conference. If approved, the Assistant Dean for Academic and Student Affairs will provide reimbursement information. All clinically based research must be reviewed and approved by the IRB at the relevant site before initiation.

CLINICAL SCHEDULING REQUIREMENTS & ROTATIONS

The following section sets out the policies and procedures that AUC students must follow to obtain core clerkship and elective rotation schedules. Only clinical experiences established by AUC and the students in accordance with these procedures will be recognized by the Office of Clinical Student Services. As per our accrediting body, core clerkships can only be completed at clinical sites that have a formal affiliation agreement with AUC. Elective rotations do not have the same affiliation restriction but still require pre-approval as noted in the elective section. Unapproved core clerkships and elective rotations will not count toward graduation requirements and will not be paid for by AUC.

TRANSITION TO CLINICAL MEDICINE PROGRAM

The Transition to Clinical Medicine (TCM) Program is designed to help promote a continued sense of community in Clinical Sciences that has been fostered in Medical Sciences. TCM includes active participation in virtual student groups led by Clinical Education Fellows both before and during their third-year core clinical rotations.

Clinical Education Fellows are recent AUC graduates who lead virtual TCM sessions for cohorts of new clinical science students. Each Clinical Education Fellow is assigned groups of 8-10 students who have recently passed their USMLE Step 1 exam and are preparing to begin their clinical clerkships. Clinical Education Fellows facilitate weekly one-hour online sessions to learn about resources, documentation skills, and professionalism, and to prepare for clinical clerkships. In monthly meetings after clerkships have started, students will learn about exams during clinicals, including an introduction to the basics of USMLE Step 2 CS, as well as electives and applying to the Match. Meetings take place using cloud-based videoconferencing technology that is easily accessible on laptops, tablets, and smartphones. Clinical Education Fellows discuss strategies for excelling during clinical training and with preparation for USMLE examinations.

Although participation in the TCM Program is a graduation requirement, students will not receive a grade for TCM on their transcripts. However, students will be evaluated based on professionalism.

TCM Participation

Participation is required at all TCM meetings including weekly and monthly 1-hour sessions. Exceptions include ALOA, illness, or emergency.

All clinical sites have been informed that, for those rare sessions which are scheduled during typical working hours, AUC students need to be excused for 1 hour once a month. As such, it is

very important for students to discuss their TCM meeting time and schedules with their clerkship faculty at the very start of the rotation.

For the rare circumstance when a meeting conflicts with critical clerkship didactic or clinical learning, students should notify his/her Clinical Education Fellow in writing prior to the absence. A student is responsible for contacting his/her Clinical Education Fellow via email or phone as soon as possible for every required session that is missed. On an occasional basis, the group may move its meeting to accommodate known scheduling conflicts. Failure of a student to contact his/her Clinical Education Fellow may result in an unexcused absence.

Since this program is designed to provide AUC students with the opportunity to participate in a “community of practice,” neither excused nor unexcused absences during the year can be made up or remediated. A pattern of three or more absences during the year without timely and valid explanation(s) will be referred to the Assistant Dean for Academic and Student Affairs for further investigation and intervention.

More detailed information regarding the TCM program may be found in the TCM section of Canvas.

REQUIRED TOTAL CLINICAL WEEKS: CORE CLERKSHIPS AND ELECTIVES

A total of 72 weeks of clerkships are needed to complete the Clinical Sciences requirements. Students matriculating to AUC beginning in the September 2019 Semester or later will be required to complete 80 weeks of clinical training. Students matriculating to AUC prior to the September 2019 Semester who have not yet graduated may request additional clinical training weeks through the Office of UME Student Services. AUC requires a minimum of 54 clinical weeks (including all core clerkships) be undertaken at an affiliated teaching hospital in the UK or an affiliated institution in the US that sponsors or participates in accredited ACGME residency programs.

REQUIRED CORE CLERKSHIPS

AUC offers 42 weeks of core clerkships, including 12 weeks of Internal Medicine, 12 weeks of Surgery, 6 weeks of Psychiatry, 6 weeks of Pediatrics, and 6 weeks of Obstetrics / Gynecology. All core clerkships must be taken in AUC-affiliated institutions in the United States or United Kingdom.

RECOMMENDED ELECTIVES

The only residency and licensure requirement for elective rotations is Family Medicine which does vary by state. As such, AUC strongly recommends that all students take at least one Family Medicine elective. Emergency Medicine and Neurology may also be beneficial electives.

If relevant, students can consult their Student Services Advisor for details.

CLINICAL ROTATION REQUIREMENTS

Clinical Sciences students are required to log every patient encounter and procedure electronically in E*Value™. Case logs serve as a record of encounters and activities that students have completed throughout clinical sciences. It is a form of professional development in timely and accurate documentation that is an important skill for residency. Patient encounters include all patients seen on rounds, individually or in teams, any surgeries or procedures whether assisted or observed, work with standardized patients, and any virtual cases completed in Canvas. Students should expect to log a minimum of 20 case logs per week. For both medical school accreditation and medical student self-directed learning purposes, students are required to submit completed case log reports for every core and elective rotation by generating a report from E*Value, saving them in PDF format, and submitting them to the Office of the Registrar at aucregistrar@aucmed.edu. Students should also print a copy of their case logs for review as part of their mid-clerkship feedback sessions during each rotation. Please refer to the [E*Value Student User Guide](#) for further instructions. The first eligible date for the submission of case logs is the Monday after the completion of a rotation. Any case logs that are sent in before the completion of a rotation will not be reviewed.

Delinquent case logs (case logs which are beyond 30 days from the end of the clerkship) will be referred to the Associate Dean for Student Affairs for review and may result in the student's account being locked until all case logs are completed for the rotation. Delinquent case logs for three or more clerkships will result in remediation as well as completion of a professionalism exercise to be determined by the Associate Dean for Student Affairs. Failure to submit final case logs within 30 days from the end date of the clerkship will result in an "F" grade for the rotation until remediation has been completed with the Associate Dean for Student Affairs. As remediation is mandatory, the outcome is final and there is no associated appeal process.

Students are required to complete a Clinical Clerkship Evaluation Form in E*Value for every core and elective rotation. Failure to submit a Clinical Clerkship Evaluation Form within 30 days of completing a rotation will result in an "I" grade for the clerkship. Refer to Grading System section in this document for more information on "I" grades.

A single Summary Assessment of the student's clinical performance will be submitted at the end of every core and elective rotation by the clinical sites. For any core or elective clerkships that span across two semesters, students will receive one Summary Assessment. Clinical sites have 30-45 days from the end of a core or elective rotation to submit the completed Clinical Student Assessment Form to AUC. Completed Summary Assessments are submitted to the Office of the Registrar via email (aucregistrar@aucmed.edu). The final grade for the rotation will be posted once all clerkship requirements have been satisfied.

ELECTIVE ROTATIONS

A total of 30 weeks of elective rotations must be taken. Each elective clerkship should be at least 4 weeks in duration. Only four 2-week electives are permitted per student during the clinical years, unless a request for an exception is submitted to the Office of Clinical Student Services and approved by relevant Associate Clinical Dean (US or UK). The maximum length of time that a student may take any elective clerkship in any one subject area is 12 weeks. The maximum number of non-internal medicine related electives is 12 weeks, unless a request for an exception is submitted to Student Services and approved by the Associate Clinical Dean for the US. Internal medicine electives include Family Medicine, Neurology, Emergency Medicine, Radiology, Ophthalmology, Behavioral Medicine, Sports Medicine, Critical Care, Dermatology, Physical Medicine & Rehabilitation, as well as all the traditional internal medicine subspecialties.

AUC's affiliated institutions are listed on the school's website. Students may also verify an institutional affiliation and the rotations that are available by contacting the Office of UME Student Services at umestudentservices@aucmed.edu. No student may take more than two electives, with a combined total duration of 8 weeks, at any one unaffiliated institution.

Any student wishing to take an elective rotation at an institution that does not sponsor or participate in an ACGME-residency program in the same subject area (one that is not listed on the ACGME web site at www.acgme.org) must obtain prior written approval from the relevant Associate Clinical Dean (US or UK). Written approval is required whether the rotation is requested at an affiliated institution or non-affiliated institution. Certain documentation will be required to support the application, such as a proposed curriculum, schedule, preceptor CV, and criteria for assessment.

A maximum of 8 weeks of electives may be taken through an institution in Canada that is affiliated with a medical school accredited by the Liaison Committee on Medical Education, after obtaining written approval from the Associate Clinical Dean for the US.

Requests for specialty rotations, such as Global Health Electives, will be considered on an individual basis after supporting material is reviewed and approved by the Office of Clinical Student Services as requested. If a student is going to rotate at a clinic, that clinic must be affiliated with a hospital that will be signing the Clinical Student Assessment Form and entering into an agreement with AUC, should it be required. Students cannot rotate at solitary clinics or urgent care centers that are not part of a hospital.

For approved electives, the student may be required to pay the site directly and will be reimbursed at the rate notified by the university (rates subject to change).

SCHEDULING CORE CLERKSHIPS AND ELECTIVES

When a student secures their Prometric testing window through USMLE, he or she will be required to upload the Prometric appointment to the AUC Student Portal. When uploading the

PDF document, students will be allowed to select their geographic core location preference on the form: <https://my.aucmed.edu/resources/clinical>.

Upon receiving a passing USMLE Step 1 score, students are responsible for sending in their score reports in PDF format to the Office of UME Student Services (umestudentservices@aucmed.edu) which is responsible for managing students' promotion to clinical sciences and scheduling rotations.

AUC students who are not 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 United States to sit for their USMLE Step 1 examination and to complete their Clinical Sciences training. AUC will provide documents in support of a B-1 Visa application. It is our strong recommendation that students apply for the visa in the country of which they are a citizen. AUC is not responsible for obtaining B-1 Visas for students and does not guarantee that every student who applies for a B-1 Visa will be granted one. It is the student's responsibility to plan accordingly and to consult with an immigration attorney if necessary.

The Office of UME Student Services schedules the student for one or more available clerkships and sends the schedule to the student. Students must review and acknowledge receipt of their schedule within 24 hours of receipt. **UME Student Services will always attempt to match a student's clinical rotations to their preferred geographical preferences, but there is no way to guarantee that match.** Students may only undertake core clerkships at AUC-affiliated institutions in the US and UK. Under no circumstance is a student allowed to apply for a core clerkship rotation at a non-affiliated institution.

The Office of UME Student Services schedules the student for one or more available clerkships and sends a tentative schedule summary to the student in advance of a clerkship start date. Students should note that their schedule is subject to change until the office receives official written confirmation from the student sent to umestudentservices@aucmed.edu that he or she has received a schedule.

Every student who has passed his or her USMLE Step 1 examination and will be traveling to the UK for completion of 18 weeks or more of core clerkships is eligible for a \$1,200 subsidy toward the cost of expenses during these rotations. It is recommended that students traveling to the UK use this subsidy to purchase their round-trip airline ticket as AUC will provide no other subsidy. Students cancelling their UK rotations after receiving this subsidy will be responsible for full repayment of the subsidy in addition to other applicable charges.

If the student cancels or changes the schedule for any reason with less than 45 days' notice, he or she will be charged a late cancellation fee of \$600 per week for the total number of weeks cancelled. This fee will be in addition to any penalty fee charged by the hospital.

Once a student has received a fully-or-partially-tracked (all or some rotations at the same site) core clinical clerkship schedule, he or she must complete the acknowledgement and agreement

in its entirety and supply the required documentation. If at any point after receiving the tracked schedule, the student should wish to change any part of it, he or she may incur associated fees including applicable late cancellation fees, a \$2,000 administrative fee, and any additional fees or penalties imposed by the site for the uncompleted rotations.

Students removed from a fully or partially tracked core clinical clerkship due to administrative leave, involuntary deregistration, or failure to supply required hospital documents by required deadlines will also be subject to a \$2,000 administration fee plus the applicable late cancellation fees for any tracked clerkships that fall within the 45-days of their removal from the site.

All new clinical sciences students are required to submit hospital clearance documentation to American Data Bank (Complio). Any student experiencing difficulty with this process should contact umestudentservices@aucmed.edu at least 60 days prior to their scheduled core or elective rotation. For core rotations, students should upload hospital clearance documentation to American Data Bank (Complio) during their leave of absence. Students must complete a drug screening and a criminal background check prior to the start of their clinical rotations.

All clinical students are responsible for updating health records, HIPAA certificates, infection control certificates, background screenings, and drug screenings as required by their assigned clinical sites. Failure to provide required and updated documentation within 45 days prior to the start of a rotation will result in cancellation of the core or elective rotation with a penalty fee of \$600 per week cancelled plus any additional fees charged by the hospital site.

Students must start their clinical rotations within 60 calendar days from the receipt of their USMLE Step 1 score. Student requests to delay this start will not be considered.

Prior to each clerkship start date, the Office of Clinical Student Services will notify the hospital of the student assignment by email. Typically, AUC submits a roster of assigned students, together with the documentation listed below. Students should note that prior to that time, the hospital may not have any information regarding the assignment and thus students should call the Office of Clinical Student Services and not the hospital to verify their rotation schedule.

Documentation provided to the hospital site by UME Student Services is listed below:

- Letter of Good Standing
- Malpractice Insurance Certificate
- Student Transcript
- Student Immunization Records
- Clinical Student Assessment Form
- Rotation Confirmation Form
- Criminal Background Checks and all other current documentation that may be required by the hospital site or mandated by third parties

After receiving confirmation from the hospital, the Office of Clinical Student Services will confirm the assignment with the student by email. Students are expected to check their AUC email account on a daily basis. The student is also expected to acknowledge the confirmed assignment by return email.

SCHEDULING ELECTIVE ROTATIONS

Clinical students can request elective rotations by completing the Elective Rotation Request Form at: <https://my.aucmed.edu/resources/clinical>.

A list of hospitals affiliated with AUC for elective rotations is disseminated by the Office of UME Student Services to all clinical sciences students once each semester. Students may explore available elective rotations at IMG friendly sites by reviewing sites that accept international medical students found on the AAMC's Extramural Electives Compendium here: <https://services.aamc.org/eec/students/index.cfm>.

While a student may request an elective rotation at an unaffiliated institution, students are advised that such a request may take several months to evaluate, and AUC may not be able to accommodate the request. Occasionally, an unaffiliated institution site will require that AUC enter into a formal affiliation agreement prior to scheduling a student for electives. In that case, AUC and the institution will enter into contract negotiations, which may take months and is not

guaranteed to result in agreement. Students should take these complexities into consideration when requesting an elective rotation at an unaffiliated institution. Because of such possible restrictions, AUC requires all requests for unaffiliated electives be submitted no less than 90 days prior to a requested start day. Even with this 90-day window, there is no guarantee the rotation will be approved.

AUC requires all students to complete a minimum of 54 of their 72 weeks of rotations at hospitals that participate in or sponsor an ACGME-accredited residency or fellowship program in the same subject area of the requested rotation. These 54 weeks must include all 5 core clerkship rotations. In addition, for students interested in future licensure in

Texas and California, a 4-week Family Medicine elective rotation at an ACGME-sponsored program must be included. Once students have met AUC's ACGME weeks requirement, they are free to enroll in up to 18 weeks of non-ACGME rotations, including Global Health Electives, and other specialty electives.

If a student changes a confirmed elective schedule for any reason with less than 45 days' notice before the scheduled start date, he or she will be charged a late cancellation fee of \$600 per week by AUC for the total number of weeks cancelled. This fee will be in addition to any penalty fee charged by both affiliated and non-affiliated sites.



If a student is administratively removed, placed on suspension, dismissed from AUC, or unable to attend the rotation for any reason with less than a 45-day notice before the commencement of a rotation, the student will be charged the aforementioned administrative fees. Students removed, suspended, or dismissed while rotating are also subject to the financial aid guidelines as set forth in the student finance section.

After receiving written confirmation from the clinical site, the Office of Clinical Student Services will confirm the clerkship assignment with the student by email. Students are expected to check their AUC email account daily. The student is also expected to acknowledge the confirmed elective assignment by return email.

STATE SPECIFIC CLINICAL REGULATIONS

AUC students are ineligible to engage in clinical rotations in the following states due to state-level restrictions: Nevada, New Hampshire, New Jersey, New Mexico, North Carolina, Oregon, Rhode Island, Texas, Washington, D.C., and Wyoming. Students may engage in clinical rotations in the state of Washington only after establishing visitor status at the [University of Washington School of Medicine](#). Additional state restrictions include:

- **California:** Affiliation agreements are required for all rotations completed in California.
- **Florida:** In order to schedule a rotation in Florida, students must complete the individual hospital's application process. Upon receiving confirmation of a scheduled rotation from the hospital, please forward the confirmation email to the Office of UME Student Services at umestudentservices@aucmed.edu. AUC will inform the Senior Director of Business Operations, who will complete a Commission for Independent Education form and work directly with the hospital administration to attempt to execute an affiliation agreement. Affiliation agreements are required for all rotations performed in Florida.
- **Texas:** AUC students may engage in clinical rotations in the state of Texas only through a Texas-based university program. For more information on clinical rotations in Texas please contact the Office of UME Student Services at umestudentservices@aucmed.edu.
- **New York:** AUC students engaging core clerkships or in elective rotations at an affiliated or a non-affiliated site in the state of New York are required to apply for a letter of eligibility through the New York State Education Department (NYSED). Students will be responsible for providing the UME Student Services with a \$30 check or money order addressed to the NYSED to process the letter of eligibility once the student has received a written confirmation from UME Student Services or the hospital that he or she has been accepted for the elective rotation. Failure to provide the required documentation 45 days prior to the start of a rotation will result in cancellation of the core or elective rotation with a penalty fee of \$600 per week cancelled plus any additional fees charged by the hospital site. For more information or assistance with this process students can email the UME Student Services at umestudentservices@aucmed.edu.

POLICIES FOR ROTATIONS IN THE UNITED KINGDOM

For AUC students rotating in the UK, please be advised that there are stringent policies relating to traveling to the UK and time away while rotating in the UK.

- Students are not allowed to take time off in the UK prior to the beginning of core rotations.
- Students are not permitted to take any time off during the first three days of a core rotation.
- The UK Border Agency (UKBA), also known as the UK Visa and Immigration Authority (UKV&I) has strict rules for students issued with a Tier 4 visa. The UKBA must be notified, through the AUC UK Dean's Office of all students' travel details (including dates of return and departure; flight, ferry or train numbers; as well as destination).
- The UK Dean's Office is responsible for notifying the UKBA of students' ALOA from any of AUC's eight clinical sites in the UK. Students travelling abroad who have not notified the UK Dean's Office prior to their travel may be denied re-entry into the UK by the UKBA. The UKBA liaises with the UK Dean's Office for all students returning to the UK upon the student's passport swiping at the border. It is extremely important that students give the UK Dean's Office three weeks (21 days) notice of all travels abroad (even if it does not involve taking a working day off on leave).
- Students in possession of an EU or UK passport do not need to be concerned about the UKBA notification but are still required to adhere to the leisure time limits and notify their site coordinator.
- Students must follow the leave policy for all leaves, including holiday leaves, such as Christmas and New Year.
- Any breach of these AUC Rules will constitute grounds for the student's immediate dismissal from AUC.
- Any breach of the UK's immigration laws means the UK Home Office may revoke a student's permission to be in the UK, detain a student, prosecute a student in the criminal courts and then remove or deport a student from the UK. This will count as an adverse UK immigration history and will impact on a student's ability to return to the UK or enter or obtain visas for other countries.
- Requests should be submitted to the UK Dean's Office via the hospital site coordinator, director or deputy, and not directly to the UKBA from the student.
- Leave for emergencies will always override these rules and when such an instant arises, students should contact their site coordinator immediately to oversee the logistics and liaise with the UK Dean.

ASSESSMENT POLICIES & PROCEDURES

MEDICAL SCIENCES COURSE EXAMINATIONS AND USMLE STEP 1 EXAM

The responsible Course Director shall determine the type, content and frequency of examinations, subject to any AUC applicable policies in effect at the time. The current examination structure for 1st and 2nd Semesters consists of three exams and a cumulative final course examination. The current examination structure for 3rd and 4th Semesters consists of two examinations, each with a mandatory version (Exam A) and an optional version (Exam B). A student who completes either version (Exam A or Exam B) is not eligible for a makeup examination. The A/B structure is being retired as semesters progress such that in Fall 2020, only 4th semester students will take A/B exams. As with all final exams, the makeup examinations and Remediation Comprehensive Examinations (RemComp) have only one option for all semesters (no A/B).

USMLE Step 1 Exam:

In addition to the requirements for ECFMG certification, the criteria for certification of an application to take the USMLE Step 1 is that a student must complete the Medical Sciences portion of the curriculum with an AUC cumulative GPA greater than or equal to 70 percent.

No earlier than January 1, 2022, the USMLE program will change score reporting for Step 1 from a three-digit numeric score to reporting only a **pass/fail** outcome. A numeric score will continue to be reported for Step 2 Clinical Knowledge (CK) and Step 3. Step 2 Clinical Skills (CS) will continue to be reported as Pass/Fail. More information may be found at www.usmle.org/step-1/.

All students are required to pass the USMLE Step 1 before proceeding to clinical rotations. The current passing score for this exam is 194. Upon receiving a score, students are responsible for sending in their score reports in PDF format to the Office of UME Student Services at umestudentservices@aucmed.edu.

Students are advised that the Medical Sciences administrators and faculty will communicate with Clinical Sciences administrators and/or faculty regarding students commencing clinical rotations. In appropriate cases, students will be notified of preparatory, remedial, or other work that they are required to complete as a condition of progressing through the clinical program.

CLINICAL SCIENCES COURSE REQUIREMENTS, CLINICAL ASSESSMENT, AND USMLE STEP 2 EXAMS

Formal written assessments from core clerkships and electives include an assessment of the

student's knowledge, clinical skills and professionalism.

Student responsibilities:

- At the start and middle of each rotation, students on core clerkships document self-assessments and learning goals. Students share this information with their assigned Clinical Education Fellow (in the TCM program) through E*Value.
- Students are routinely encouraged to share and discuss their strengths, weaknesses, and learning goals with their clerkship or elective director at the start of the rotation and during a mid-clerkship feedback session.
- Students are required to attend a Shelf Exam, COMP, and Step 2 CK Webinar before their first NBME Shelf Exam. Failure to comply with this requirement could result in an honor code violation. These webinars occur on Thursdays on a rotating schedule listed below. Any changes to the schedule will be announced in the Dean's Weekly Update which comes out on Wednesdays.

Webinar: Shelf Exams, COMP, Step 2 CK

1st and 3rd Thursday of each month at 12pm ET

2nd and 4th Thursday of each month at 6pm ET

<https://zoom.us/j/340955586>

- At any time, students who have doubts about their performance should actively seek such feedback from their supervising clinical faculty and early on in the rotation. Clinical students should feel free to consult their Student Services Advisors and clerkship and site directors at their clinical site to resolve any issue before it becomes a performance problem.

Faculty responsibilities:

- Each core Clerkship Director must provide formal mid-clerkship feedback to students after 2 to 3 weeks in a 4- or 6-week clerkship and after 5 or 6 weeks in a 12-week clerkship. This routine process is for the purpose of identifying and formally notifying any student who is having difficulty so he or she has an opportunity to improve his or her performance during the remainder of the course.

A summary assessment is made of the student's overall performance in the clerkship. In addition to a summary assessment of the student's performance, course directors provide a descriptive summary from the clinical evaluators of the student's strengths and weaknesses.

Per the Association of American Medical Colleges (AAMC) guidelines, the full summative comments as they appear in each Clinical Student Assessment Form will be included in every student's Medical Student Performance Evaluation (MSPE) letter. The MSPE letter is a summary and evaluation of a student's performance while in medical school and is required for all residency program applications. While every student will be permitted to review their MSPE letter prior to its submission, students may only submit requests to change or correct factual errors, such as spelling of names, punctuation, etc. Students with questions or concerns about

the comments in clerkship evaluations should address them directly with the comment author(s). As such, it is strongly suggested that students read all clerkship evaluations as they are submitted and contact comment author(s) as soon as possible to discuss any questions or concerns with evaluation content. Author(s) who agree to change comments must submit a new evaluation to the Office of the Registrar.

Clinical Sciences students must also pass a written National Board of Medical Examiners® (NBME) Clinical Subject Examination for each of AUC's five core clerkships to pass the clerkship in that specialty.

The NBME Clinical Subject Examination for each core clerkship must be taken during the final week of the clerkship unless approved by the Associate Dean for Student Affairs. This will require students to travel to a Prometric testing site at the appropriate examination appointment time within an examination window arranged by Office of UME Student Services. Once the testing windows are arranged by the Office of UME Student Services, the student will receive a scheduling permit. The student must then schedule his or her examination on an exact date within the window, confirmation of which is sent to his or her AUC student email address. All students are expected to sit for the applicable NBME Clinical Subject Examination when scheduled. If an exam is delayed, the student will be subject to financial penalty by the Prometric center and possible course failure. Any postponement in taking a NBME Clinical Subject Examination must be approved by the Assistant Dean for Academic and Student Affairs.

The student will receive a 7-day window of opportunity to schedule the NBME Clinical Subject Examination within the last week of the core and must schedule and take the NBME Clinical Subject Examination within that window. The NBME Clinical Subject Examination may not be postponed except for personal illness or an emergency situation within one's immediate family, an emergency situation in the environment which prevents its completion, or a change enforced upon AUC due to factors outside of the student's control. Failure to complete an NBME Clinical Subject Examination for other reasons without approval by the Associate Dean for Student Affairs will result in that student being ineligible for honors in the clerkship. Students who do not complete their NBME subject exams during the last week of clerkship will be reported to the Associate Dean for Student Affairs and may result in administrative fees being assessed by the school or the testing facility, possible failure of the course, and will be noted as a breach of professional conduct in the student's file. An accumulation of three or more such breeches triggers a formal administrative review ([see ARGP for details](#)). Students will be granted leave from their current clinical activity sufficient to cover adequate time for travel to the site of their NBME Clinical Subject Examination, performance of the NBME Clinical Subject Examination and return. The student will be required to notify his/her clerkship director of the necessity for a leave to complete an NBME Clinical Subject Examination.

Cancellation of a scheduled NBME Clinical Subject Examination will be subject to financial penalties assessed by the Prometric center, the NBME, or both depending upon the nature of the cancellation.

If the student does not pass the NBME Clinical Subject Examination with a minimum score of 62 on the first attempt, then he or she will receive a temporary grade of “I” for the clerkship and may retake the examination up to three more times. Any student who fails an NBME Clinical Subject Examination will be required to work directly with the Assistant Dean for Academic and Student Affairs as well as the relevant Clinical Chair to arrange remedial clinical instruction and personalized advising with respect to preparation and scheduling a subsequent attempt. If a student who failed an NBME Clinical Subject Examination is currently enrolled in another clerkship, upon consultation with the Assistant Dean for Academic and Student Affairs, he or she may be granted an extension until after the completion of other core clerkships. Once the student successfully passes the relevant NBME Clinical Subject Examination, then his or her core clerkship grade will be changed to “P.” If a student fails the NBME Clinical Subject Examination for a fifth time, then the student will receive a final grade of “F” for the rotation and be required to repeat the entire clerkship. A sixth failure on an NBME Clinical Subject Examination in the same specialty will constitute grounds for academic dismissal with the right to appeal.

Students who fail any NBME Examination (subject or comprehensive clinical) will be charged for the subsequent re-attempt per exam. The fees are administered by NBME and are subject to change without notification.

Any student who is granted a Long-Term Leave of Absence to take one or more NBME Clinical Subject Examination and who does not sit for the NBME Clinical Subject Examination during the leave period will be subject to academic dismissal with the right to appeal.

Students who have not passed the NBME Clinical Subject Examinations in all five core subjects after two Long-Term Academic Leaves will be required to consult with the Assistant Dean for Academic and Student Affairs who will refer the matter to the Clinical Sciences Leadership Committee for review.

Any incidents pertaining to breaches of test security will be investigated. No one is allowed to duplicate or retain any portion of any administered examination. This includes NBME examinations, course quizzes, and examinations. AUC adheres to the policies and procedures detailed in the NBME Executive Chief Proctor’s Manual. No one is allowed to have any unauthorized personal items and/or devices in the testing room, such as cellular phones, iPad®/iPod® and recording/filming devices. AUC will take immediate disciplinary action through the Clinical Sciences Leadership Committee in response to breaches of test security up to and including immediate and permanent dismissal.

AUC COMP, USMLE STEP 2 CK, AND USMLE STEP 2 CS POLICY

All students are required to both take and pass the NBME Clinical Comprehensive Examination (“the COMP”) before taking the USMLE Step 2 Clinical Knowledge (CK) examination.

Timing

Students must contact the Office of UME Student Services at umestudentservices@aucmed.edu to schedule testing windows for the COMP. Testing windows are 7 days in length ranging from Monday to Sunday. Testing windows lock 23 days prior to the start of the testing window for the NBME COMP and Shelf exam. Once locked, these windows are not eligible for addition or cancellation of testing slots. The timeframe to receive scores from the COMP exam will be the Tuesday following the close of the testing window (except during observed holidays). AUC will send COMP scores to the student via the student's AUC email account.

Ideally, students should complete all five (5) core clerkships prior to taking the COMP. However, students may elect to sit for their first attempt of the COMP at their own discretion. Students who take the COMP prior to completing all core clerkships are permitted only one early attempt at the COMP.

For students who will not have completed all core clerkships by **July 10th** of the year prior to the expected graduation date, those who satisfy the following requirements may request of the Office of UME Student Services to take the **USMLE Step 2 CK** exam before all core clerkships are completed. These students must have:

- Passed all Medical Sciences courses on the first attempt
- Passed USMLE Step 1 on the first attempt with a score of 229 or above
- Passed at least three core clerkships including Internal Medicine on the first attempt
- Passed all NBME Clinical Subject Examinations on the first attempt for the core clerkships taken
- Passed the COMP on the first attempt with a score of 79 or above.

Scoring of the COMP Examination

The COMP is a pass/fail examination that also provides students with a numeric grade. Students who have completed all five (5) core clerkships when they take the COMP are required to obtain a passing score of 211 or above before taking USMLE Step 2 CK.

Students who have not completed all five (5) core clerkships when they take the COMP are required to achieve a passing score of 79 or above and meet the other requirements described above before taking USMLE Step 2 CK.

Students who have not completed all five core (5) clerkships when they take the COMP and achieve a passing score ranging from 74-78 must wait until the completion of their core clerkships before taking USMLE Step 2 CK.

AUC students who have not taken the COMP exam prior to January 1, 2019 will be allowed six (6) attempts in total and two (2) attempts per semester to pass this exam. Failure to pass the COMP after six (6) attempts will result in an academic dismissal with the right to appeal.

Remediation

Failing scores: Students who fail the COMP examination with a score of 73 or below twice or more are **required** to contact the Assistant Dean for Academic and Student Affairs for counseling and to assist with addressing issues related to the examination and development of an individualized study plan.

General

Students who take the USMLE Step 2 CK Examination prior to taking and passing the COMP will be considered to have violated the [Student Honor Code](#) and will be subject to disciplinary action up to and including dismissal. Students have the right to appeal the decision (refer to the Academic Performance section). Students may contact the Office of UME Student Services with questions about these requirements. The current passing score for the USMLE Step 2 CK is 209.

USMLE Step 2 Clinical Skills (CS) Examination

Any Clinical Sciences student who will take or retake USMLE Step 2 CS Exam on or after January 1, 2019 is required to complete and receive the results of the AUC-sponsored Kaplan CS Practice Exam before taking the USMLE Step 2 CS exam. Therefore, the CSA should be scheduled 2-4 months prior to CS. Currently, clinical students are required to take—but are not required to pass—Kaplan's Clinical Skills Practice Exam (CSPE, or previously Becker's Clinical Skills Assessment) prior to taking the USMLE Step 2 CS Exam. Starting January 1, 2020, we will begin requiring all incoming clinical students to pass the CSPE prior to taking Step 2 CS. This policy update will go into effect for any student who begins their first clinical rotation on or after January 1, 2020. Current clinical sciences students are not impacted; however, we strongly encourage this group to not just take, but to pass, the CSPE.

ACCOMMODATION OF STUDENTS WITH DISABILITIES

AUC is committed to ensuring that qualified students with disabilities are afforded reasonable accommodations. AUC follows the guidelines established by the NBME, which determines eligibility for testing accommodation for the USMLE. Students requesting accommodation must be able to meet [AUC Technical Standards](#) with accommodations that can reasonably be provided in all required settings.

Requests for accommodation should be made within 45 days of matriculation or in extenuating situations, at any time during a student's tenure as an AUC student through AUC's Accommodation Administrator. The Assistant Dean for Student Affairs on the Medical Sciences campus serves as the Accommodation Administrator for Medical Sciences students. The Accommodation Administrator keeps accommodation requests confidential except to the extent necessary to consider the request and implement any approved accommodations. The Accommodation Administrator reviews requests to determine whether they are supported by

adequate and appropriate documentation. The Accommodation Administrator will facilitate each request and, after careful review and if necessary, consultation with appropriate professionals, will make a recommendation to the appropriate Dean. The decision of the Dean will be communicated to the student by the Accommodation Administrator. Accommodations are not retroactive and will not apply to coursework or exams previously completed.

All accommodations will be confidential, reasonable, and appropriate to the circumstances, allowing equal opportunity for students with disabilities, and will not infringe on the essential requirements of, or fundamentally alter, the medical education program of AUC.

If accommodation is required during clinical clerkships, it is the responsibility of the student to seek appropriate accommodation directly from facilities in which training is undertaken. The Accommodation Administrator is available to clinical students, clinical site directors, and administrators if needed to facilitate those discussions between the student and the site. The Associate Dean for Student Affairs serves as the Accommodation Administrator for Clinical Sciences Students.

Disclaimer: While AUC is committed to providing reasonable accommodations to qualifying students, AUC cannot guarantee any student will obtain any or similar accommodations from any clinical facility or the USMLE. It is the responsibility of each student to keep abreast of the USMLE requirements, as well as corresponding state licensing law for accommodation consideration. Furthermore, AUC makes no guarantee that facilities outside of its campuses, including but not limited to housing and other establishments, will provide accommodations for individuals with disabilities.

RELIGIOUS ACCOMMODATIONS

AUC is committed to diversity and nondiscrimination and recognizes that many religious observances occur on days not designated as AUC holidays. As such, AUC has provided policies and procedures to accommodate the religious observances of students.

It is the responsibility of each student to file his or her own [Religious Accommodation Request](#) in accordance with the time limits set forth in the Procedures to Request Religious Accommodation section. Every effort will be made for approval of such requests but there may be denial if the requested accommodation constitutes an undue hardship for AUC or requires a change in the medical education program. In a clinical setting, where granting of a religious accommodation on short notice could impact patient safety, the accommodation may be denied. It is the responsibility of the student to avoid such situations via advance planning.

If a student's religious observance results in an inability to complete required participation, the inability to participate may be excused on approval of a formal [Religious Accommodation Request](#) by the Assistant Dean for Student Affairs. A student unable to participate on the day of a scheduled exam will be expected to take the next make-up exam administered by the Course Director.

Medical Sciences

On the Medical Sciences campus, a student requesting religious accommodation must make a formal request to the Assistant Dean for Student Affairs within 4 weeks after matriculating to AUC. If a student experiences a genuine religious conversion after matriculating to AUC and wishes to request an accommodation pursuant to the converted religion, he or she should contact the Assistant Dean for Student Affairs within the first week of the following semester so that a formal request may be made.

The student requesting a religious accommodation is obligated to cooperate with AUC's attempts to accommodate the request. It may be necessary for AUC to request the student to provide documentation or other authority to support the need for an accommodation. Further, AUC may need to discuss the nature of the religious belief(s), practice(s) and accommodation with the religion's spiritual leader (if applicable) or religious scholars to address the request for a religious accommodation.

Clinical Sciences

For students undertaking clerkships, which may include being on call, patient care must always take precedence. The expectation is that all clinical students will have 100 percent participation unless they have obtained an excused absence in advance from their attending physician and Clerkship Director. Clinical students should note that the hospitals, not AUC, have control over clerkship schedules for clinical training. Therefore, approval of a [Religious Accommodation Request](#) on the Medical Sciences campus will not ensure that accommodations will be granted during clinical clerkships.

Similarly, the NBME shelf exams are administered to clinical students by the Prometric center, which is an independent third-party entity, and the school cannot enforce religious accommodations on behalf of a third party. The student will have to arrange this via scheduling examination appointments according to his or her religious needs.

Clerkship Directors may deny a request if there is any concern that the student's absence would have a negative impact on patient care, or they may grant a religious accommodation to a student but ask the student to reschedule or make up any missed clinical time. If a student is experiencing any difficulties obtaining a religious accommodation during a clinical rotation, he or she can contact the Associate Dean for Student Affairs for assistance with the process. However, the final decision rests with the student's Clerkship Director, not the Clinical Dean.

Duration of the Granted Religious Accommodation

In the Medical Sciences, once a religious accommodation request is granted, it will constitute an excused participation for all recognized holidays for the student's religion and cover his or her entire course of enrollment in the Medical Sciences curriculum. Therefore, once a student is granted a religious accommodation, he or she will be scheduled to take make-up exams for all

exams falling on recognized holidays for the specified religion as described below.

In the Clinical Sciences, a religious accommodation will apply to the length of a specific rotation at a clinical site. A new request must be submitted for each clerkship.

Recognized Religious Holidays

As stated on the AUC website and elsewhere in the Course Catalog and Student Handbook, AUC reserves the right to schedule classes and exams at any time and on any day of the week. AUC will endeavor to avoid scheduling exams on certain recognized high holy days: Christmas, Good Friday, Yom Kippur, Rosh Hashanah, Eid-al-Fitr and Eid-al-Adha. However, this may not be possible in the event of rescheduling due to tropical storms, hurricanes, or other occurrences beyond the control of AUC resulting in power or internet outages.

Approval of a Religious Accommodation Request will excuse a student's participation from classes and/or exams for observance of religious holidays. Students requesting a religious Accommodation for holidays and/or holy days not recognized should specify exactly what holidays/holy days they observe on the [Religious Accommodation Request](#) and be prepared to demonstrate to the appropriate Dean for Student Affairs why they are prevented from fulfilling the regularly scheduled program of education on that day.

Record Keeping

Materials related to a student's Religious Accommodation Request, including the written request for accommodation and any other document or information, will be treated as confidential except as necessary to give effect to the accommodation granted.

Time Period to Make-up Exams/Assignments

Granting of a religious accommodation constitutes an excused participation. All students who are excused from participation must make up exams and assignments during the regularly scheduled make-up date/time determined by the Course Director. An inability to participate in classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required. Religious accommodation in the Clinical Sciences curriculum will have to be arranged in advance at those clinical sites. Clinical sites will make or deny such accommodations according to the site's own policies.

For Clinical Sciences students, the Clerkship Director may impose administrative disciplinary action if the student fails to satisfactorily complete any alternative assignment or make-up examination. Time limits with respect to taking the NBME exams should be noted carefully as these will continue to apply whether or not a religious accommodation has been granted.

RELIGIOUS ACCOMMODATION ADMINISTRATIVE REVIEW

In those cases where a request for a religious accommodation is denied, the student may

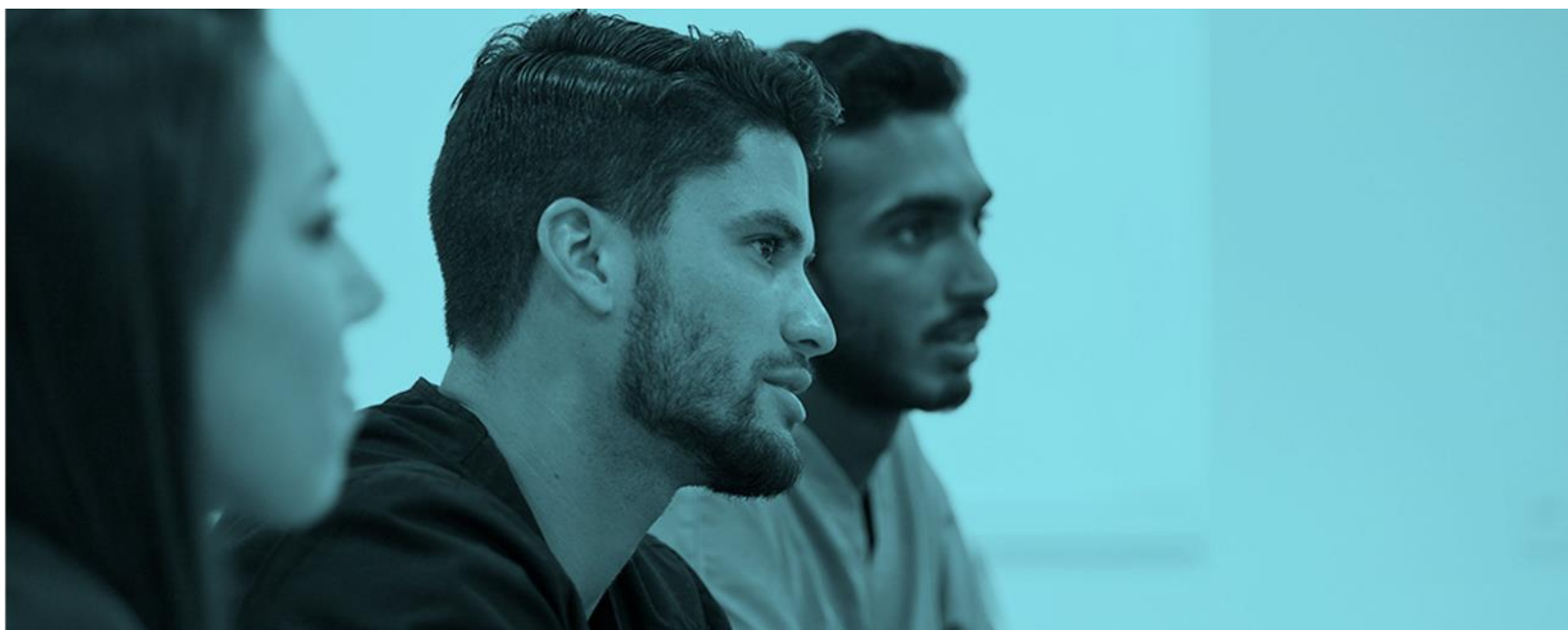
request an administrative review by contacting the Assistant Dean for Student Affairs. When a request for religious accommodation was made by the student but denied, the administrative review process shall be expedited as much as reasonably possible to ensure that a student pursuing a religious accommodation is not unduly disadvantaged by the passage of time.

ECFMG CERTIFICATION

The ECFMG is the agency that registers foreign medical students for the purpose of taking the USMLE Steps 1–3. Passing USMLE Steps 1–3 is a requirement for licensure in the United States. To qualify to sit for the USMLE exams, students must be certified by AUC as “officially enrolled” (with exception of the USMLE Step 3).

On the ECFMG certification form, students must authorize ECFMG to provide examinee-specific USMLE performance data to AUC, including whether the examinee passed the exam and the examinee’s numerical scores on the three-digit scale. AUC has an interest in receiving accurate and timely student performance data for several reasons including accreditation, state approvals and licensure and curriculum evaluation. Therefore, each student must authorize ECFMG to deliver his or her examination results to AUC as condition to AUC certifying the student as “officially enrolled.”

Students, who meet ECFMG requirements, will be certified to take the USMLE Step 2 CK examination prior to satisfying the AUC USMLE Step 2 CK Policy. Certification will allow clinical students an appropriate length of time to select an examination date with the Prometric Test Centers. Students who fail to satisfy the AUC USMLE Step 2 CK Policy and take the examination will be considered to have violated the Student Code of Conduct and will be subject to an Administrative Review, which could ultimately result in disciplinary action or dismissal from AUC. Students have the right to appeal the decision.



RESIDENCY MATCH PREPARATION

OFFICE OF STUDENT PROFESSIONAL DEVELOPMENT

The Office of Student Professional Development (OSPD) assists students who are preparing for the residency match by advising on the application process and providing necessary documents to match-related organizations such as the National Resident Matching Program® (NRMP), ECFMG and Electronic Residency Application Service® (ERAS). The department offers specialized resources to help students learn about requirements for different specialties and residency programs. OSPD can also assist graduates with physician state licensure, hospital staff privileges, and any official documentation required from AUC. Finally, OSPD assists graduates with physician state licensure. Please contact ospd@aucmed.edu for more information.

PHYSICIAN MATCH ADVISOR PROGRAM

AUC's Physician Match AMA Program is designed to improve the number of AUC graduates obtaining residency placement by providing personalized counseling for students entering the U.S. NRMP. AUC's PMAs are physicians with extensive experience with the NRMP and many of them are AUC alumnae. Specialties currently represented in the PMA program include Family Medicine, Internal Medicine, Pediatrics, Psychiatry, OB/GYN, Neurology, Nephrology, Gastroenterology, Cardiology, Radiology, General Surgery, Trauma Surgery, Emergency Medicine, and Anesthesiology. The PMA program also has advisors with expertise in the CaRMS. To enroll in the program, use the following link (<https://my.aucmed.edu/contact-us/resources?id=physician-match>) or locate it on the AUC website in the Resources/Residency section. AUC students may request to be assigned to a PMA to discuss the following important topics:

- The MATCH strategy
- Academic performance in medical school and how it relates to specific specialties
- Personal Statement and CV
- Residency interview
- Backup specialty

STUDENT PLACEMENT RESOURCES

Clinical Medicine fellowship positions are for AUC graduates awaiting residency placement and who wish to extend their clinical medicine teaching and Medical/Clinical Sciences research portfolio. Medical/Clinical Sciences research opportunities include supervised experiences in all the disciplines including Anatomy, Molecular & Cellular Biology, Physiology, Microbiology/Immunology, Pathology, Behavioral Sciences/Clinical Medicine and Public Health.

Clinical medicine teaching opportunities may be available in the TCM program. Interested graduates should contact the Associate Dean for Student Affairs for more information.

OSPD assists students who are preparing for residency by advising on the application process and providing necessary documents to MATCH-related organizations such as the NRMP, ECFMG and ERAS.

ALUMNI CONTACT NETWORK

Students have the opportunity to gain first-hand knowledge about the AUC experience and life beyond medical school through the alumni contact network. One of our more than 7,000 graduates will contact students to answer their questions about medical school, clinical rotations in the United States or United Kingdom, residency placement, and becoming a licensed physician.

PROFESSIONAL CONDUCT POLICY

As members of the AUC community and indicated in the EPAs described previously, all students, groups of students, and student organizations are expected to exemplify and engage in socially responsible behavior befitting physicians-in-training, and to model exceptional conduct, character, and service to others on campus and beyond. When learning of conduct or behavior that may not meet these standards, community members are expected to take an active role in upholding our community principles and values by contacting AUC officials; confront the situation as it occurs; or speak directly to the individuals involved.

SCOPE

The Professional Conduct Policy applies to the following situations. AUC reserves the right to investigate and resolve reports of alleged misconduct in all of these situations:

- Involving students, a group of students, or a student organization
- Occurring from the time of a student's application for admission through the actual awarding of a medical degree (even if the conduct is not discovered until after a degree is awarded), including, but not limited to:
 - During the academic year
 - Before classes begin or after classes end
 - During both Medical and Clinical Sciences
 - While on leave from AUC
- Occurring either on or off campus

AUC reserves the right to investigate and resolve any report or incident in which a student is alleged to violate any of the principles or policies published by the university or local, state, or federal laws or policies, regardless of the location where the incident occurs. Students are also expected to follow the policies and procedures of institutions and clinical sites that they may visit, including during international travel.

AUC visitors and guests are expected to follow all university policies. Student hosts are accountable for the conduct of their guests and may be subject to disciplinary action as the responsible party for violations of university policy incurred by their guests.

STUDENT HONOR CODE

I, in order to foster an environment conducive to the exchange of information and ideas, am expected, as a member of the American University of the Caribbean School of Medicine community, to conduct myself according to the standards of the medical profession, university policies, and the laws set forth by the jurisdiction in which I reside. This honor code serves as a charter by which the university governs itself. I must uphold the virtues of honesty, fairness, and

self-discipline in all of my affairs and refrain from biases including but not limited to: race, sex, age, sexual orientation, disability, and religion. Unethical or unprofessional behaviors will be assessed and will lead to consequences in accordance with university policies. I will sign and uphold the honor code throughout my enrollment at AUC.

CONDUCT VIOLATIONS

Any student found to have engaged in the following acts of misconduct may be subject to administrative review. This list is not all-inclusive but includes categories of misconduct as defined by AUC.

1. Acts of dishonesty, including but not limited to the following:
 - a. Furnishing false information to any AUC official, faculty member or office
 - b. Forgery, alteration or misuse of any AUC document, record or instrument of identification
 - c. Computer piracy, including duplication of computer software, copyright infringement and unauthorized computer entry
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings and/or other AUC activities, including its public service functions on or off campus, or other authorized non-AUC activities.
3. Physical abuse, verbal abuse, threats, intimidation, and harassment including, but not limited to, sexual harassment, gender-based harassment, coercion and/or other conduct that threatens or endanger the health or safety of any person, either on or off AUC premises or at any AUC-sponsored activity.
4. Attempted or actual theft of and/or damage to property of the AUC or property of a member of the AUC community or other personal or public property.
5. Gambling on AUC premises, at AUC functions or through the use of AUC's equipment.
6. Failure to comply with directions of AUC officials or law enforcement officers acting in performance of their duties. Failure to identify oneself to these persons by producing an AUC issued ID or other recognized form of ID such as a driver's license or state issued ID when requested to do so.
7. Unauthorized possession, duplication or use of keys to any part of AUC premises, or unauthorized entry to or use of AUC premises.
8. Unauthorized recording of conversations, telephonic or otherwise. Students may not record conversations without notifying and obtaining permission of the conversation participants prior to initiating the recording.
9. Violation of published AUC's policies, rules or regulations.
10. Violation of federal, state, or local law on AUC premises or at AUC-sponsored or AUC-supervised activities or other violation of federal, state, or local law which has an

adverse effect on the AUC community. If a student is charged with an off-campus violation of federal, state or local law, Administrative Review proceedings may be initiated if the violation of law holds the potential of an adverse impact on the AUC community. AUC proceedings may be instituted against a student charged with violation of a federal, state, or local law that is also a violation of the Professional Code of Conduct (for example, if both violations result from the same factual situation), without regard to the pendency of civil litigation or criminal arrest and prosecution. Proceedings for violations of the Professional Code of Conduct may be carried out prior to, simultaneously with or following civil or criminal proceedings off campus. When a student is charged by federal, state or local authorities with a violation of law, AUC may or may not, at its discretion, request or agree to special consideration for that individual because of his/her status as a student. If the alleged offense is also the subject of proceeding before a judicial body, AUC may advise off-campus authorities of the existence of the Professional Code of Conduct and of how such matters will be handled internally with the AUC community. AUC will cooperate fully with law enforcement and other agencies in enforcing criminal law on AUC property and in the conditions imposed by criminal courts for rehabilitation of student violators. Individual student or faculty members, acting in their personal capacities, remain free to interact with a governmental representative or law enforcement official as they deem appropriate.

11. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous materials.
12. Aiding, abetting or inducing another to commit a violation of the Professional Code of Conduct.
13. Conduct that is provocative, aggressive or in violation of AUC's standards for professional behavior, including but not limited to:
 - a. Communicating any messages that contain derogatory statements about any group, race or ethnicity
 - b. Communicating any inflammatory statements related to personal, political, religious or ethical views
 - c. Communicating any message that contains aggressive, abusive or profane language against members of AUC administration, staff and faculty, students, or against any other members of the community.

ANTI-BULLYING POLICY

Bullying and cyberbullying, which is using one's power to control or harm or threaten individuals including, but not limited to, face-to-face interactions and any electronic communication (communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager) whether it be a single incident or a series of incidents. Bullying fosters a climate of fear and disrespect that can seriously impair the physical

and psychological health of its victims and create conditions that negatively affect learning, thereby undermining the ability of students to achieve their full potential.

Bullying is defined as conduct that:

- Places a person in reasonable fear of harm to the person's body, reputation, or property;
- Has a substantially detrimental effect on a person's physical or mental health; or
- Has the effect of substantially interfering with a student's academic performance.

The Anti-Bullying policy shall include both direct, indirect, and electronic acts. If the electronic act is directed specifically at one or more people and is maliciously intended for the purpose of disrupting AUC's environment and has a high likelihood of succeeding in that purpose then it will be considered as bullying regardless of whether it originated on AUC property or with AUC equipment.

Any complaints of bullying conduct by a student or colleague of AUC will be addressed in accordance with the published [ARGP](#). Bullying conduct that comes to the attention of AUC may also be considered for potential violations of AUC's prohibition against discrimination.

ANTI-HAZING POLICY

AUC prohibits students and other persons associated with any AUC organization from engaging in any activity that can be described as hazing.

Participation in the activity of "hazing," defined as any action taken or situation created which, regardless of intent or consent of the participants: may reasonably produce bodily harm or danger, mental or physical discomfort, embarrassment, harassment, fright, humiliation or ridicule, or otherwise compromises the dignity of an individual; compels an individual to participate in an activity that is unlawful and or contrary to AUC's rules, policies and regulations; will unreasonably or unusually impair an individual's academic efforts; and occurs on or off campus. Hazing is further defined as an act that endangers the mental or physical health or safety of a student, or removes public or private property, for the purpose of initiation or admission into, affiliation with, or as a condition for, continued membership in a group or organization. Such activities and/or actions prohibited include, but are not limited to: tests of endurance; submission of member or prospective members to potentially dangerous or hazardous circumstances; any activity that by its nature is so intense that it would cause severe mental anxiety, mental distress, panic, human degradation or public embarrassment; creation of excessive fatigue or a late work session that interferes with scholastic activities or deprives persons of the opportunity for sufficient sleep (six hours per day), decent edible meals and/or access to means of bodily cleanliness; forcing or coercing a person to consume alcohol or other substances, in any amount; any requirement that compels an individual to participate in an activity that is illegal, perverse or indecent; and compelling individuals to engage in sexual behaviors, sexual or racial harassment or slurs or exhibitionism.

Hazing may include any forced activity that could adversely affect the mental health or infringe on the rights of an individual. Any activity as described above upon which initiation or admission into or affiliation with an AUC organization is directly or indirectly conditional shall be presumed to be a "forced" activity, the willingness of an individual to participate in such an activity notwithstanding. For each registered student organization, the organization president and faculty sponsor must sign a statement every semester certifying that they have been informed of and understand this policy.

Organizations found to have violated this policy shall at a minimum be prohibited from utilizing AUC facilities for an academic term and at a maximum be required to have the organizational charter revoked and be permanently removed from the campus. Nothing herein shall preclude AUC from taking disciplinary action against individual members participating in any activity considered to be hazing.

APPROPRIATE CONDUCT OF VISITORS

Students will be responsible for the behavior of their invited guests. All members of the AUC community and authorized visitors are expected to:

- Behave in an appropriate manner and cooperate with all AUC personnel as they carry out their duties.
- Not engage in behavior that is threatening, dangerous or harmful to self or others, that disrupts the learning environment, or that damages AUC property.
- Not possess firearms, other weapons, or fireworks while on the AUC campus.
- Not tamper with wiring, fire alarms, etc.

AUC forbids the illegal use, possession, distribution or sale of drugs or alcohol by students, faculty or staff at any time. Violators may be subject to both criminal prosecution and disciplinary action.

TITLE IX POLICY

Title IX is a federal civil rights law passed as part of the Education Amendments of 1972. This law protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Title IX applies to any institution receiving federal financial assistance from the Department of Education, including state and local educational agencies. Educational programs and activities that receive federal funds from the Department of Education must operate in a

nondiscriminatory manner. Also, a recipient may not retaliate against any person for opposing an unlawful educational practice or policy, or because a person made charges, testified or participated in any complaint action under Title IX.

Consistent with Title IX of the Education Amendments of 1972, AUC does not discriminate against students, faculty or staff based on sex in any of its programs or activities, including but not limited to educational programs, employment, and admission. Sexual harassment, including sexual violence, is a kind of sex discrimination and is prohibited by Title IX and by the University. More information regarding AUC's Title IX policies may be found [here](#) or by contacting AUC's Title IX Coordinators at titleixcoordinator@aucmed.edu.

NON-DISCRIMINATION

In addition to prohibiting discrimination based on sex, AUC maintains a policy of non-discrimination regardless of race, color, religion, age, disability, national origin, sexual orientation or gender expression.

Reports of discrimination not covered in the Title IX policy will be investigated. AUC may be required to report incidents of discrimination to the U.S. Department of Education's Office for Civil Rights. This may include complaints, investigative reports, hearing transcripts, decisions and appeals.

DRUG AND ALCOHOL POLICY

AUC maintains a drug-free campus and professional life policy. All medical students must be free of substances of abuse at all times when enrolled in the program in any location. Possession, distribution, sale or consumption of alcoholic beverages, except as expressly permitted by law and university regulations. Violation of state, federal, or other local regulations with respect to alcohol are subject to both criminal prosecution and disciplinary action. A student organization should be aware that it may be held responsible for the actions of individuals, including nonmembers, in the event alcoholic beverages are made available by the organization at any of its functions, whether on or off university property.

AUC's Medical Sciences campus and clinical rotation sites routinely require students enrolled in Medical Sciences courses or clinical clerkships to consent to random drug tests. Selection for drug testing at the Medical Sciences campus is random and a student may be selected more than once. Failing or refusing a random drug test may result in disciplinary action, up to and including dismissal from the medical education program. Students should be aware that their matriculation is contingent upon acceptance of any drug screening program whether universal or random imposed by the school. Failing a drug test or refusing to comply with a drug test will be grounds for discipline, up to and including immediate dismissal from AUC. Violation of this policy does not require AUC use the Administrative Review Process to impose discipline. A student testing positive for banned substances will be immediately dismissed from the clinical site at the discretion of the clinical site, usually permanently and without the possibility of

negotiation. All such dismissals result in non-academic leaves.

Any student that is the subject of disciplinary proceedings while enrolled at AUC may be subject to an additional background check and drug screening conducted by the school. Submitting a false or misleading statement on any document, including background information, to AUC will constitute grounds for dismissal. AUC reserves the right to conduct random drug tests at any time on any enrolled student.

AUC is required to report all such leaves related to alcohol or substance abuse to the ECFMG upon the student's graduation. This can have deleterious effects on ultimate licensure. Students should be aware that the half-life of marijuana is long, and the drug may be detectable in the body for as long as two months. This makes the social use of marijuana unacceptable in a medical student's career. Students should be aware that recent ingestion of poppy seeds may cause urine drug testing to be positive for opiates.

FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS

The Higher Education Authority (HEA) suspends Federal Student Aid eligibility for students who have been convicted under federal or state law for the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants, loans, and/or work-study). Any student, who has a conviction(s) for these offenses, is advised to call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) or go to <http://www.fafsa.ed.gov/>, click on "Before Beginning A FAFSA®", then click on "Student Aid Eligibility Worksheet" to find out how this law applies.

If a student has lost federal student aid eligibility due to a drug conviction, he or she may regain eligibility by passing two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the U.S. Department of Education.

ACADEMIC INTEGRITY

No educational community can thrive if its members counterfeit their achievements or seek to establish an unfair advantage over their fellow students. AUC's academic standards are based on the pursuit of knowledge and assume a high level of integrity in every member of the community. When this trust is violated, the community suffers injury and must act to ensure that its standards remain meaningful.

Violations of academic integrity, for the purposes of this policy, are those that permit a student to gain an unfair advantage over other students. Any purposeful deception in the preparation and/or submission of papers and assignments and completion of exams, tests or quizzes is considered cheating, and is a violation of academic integrity and may result in disciplinary action up to and including dismissal from the university.

Examples of cheating or academic dishonesty include but are not limited to:

- The discussion, distribution, and/or use of any materials that specifically references past or current exams
- Sharing AUC exam questions for a course in which an individual is currently enrolled or has yet to be enrolled. These include, but are not limited to:
 - Any document or compilation of previous exam questions
 - Notes annotated with previous exam questions
 - Coaching reports
 - Answers to exams questions
 - The use of unapproved electronic devices during an examination (e.g. phone/tablet)

INTERNET, EMAIL ACCEPTABLE USAGE & OFFICIAL COMMUNICATION POLICY

Acceptable Usage Policy

This policy establishes operating principles and acceptable use policies as they relate to the students use of the Internet and the email services provided by AUC. Students are expected to conduct themselves according to the standards set out in the [AUC Honor Code](#) in general and specifically as set out below.

Responsibility and Respect. The Internet is a network intended for use by users who act in a mature manner. By accessing AUC's resources, students are deemed to recognize this principle and undertake at all times to act with respect, courtesy and responsibility, giving due regard to the interests and rights of other Internet user groups. This general guideline carries with it the following specific responsibilities:

Improper Uses. The student will avoid violation of certain generally accepted guidelines on Internet usage such as restrictions on mass mailings and mass advertisements, pirating or copying of software, mail bombing or other methods of attempting to deny service or access to other users and attempts to violate security.

Compliance with Laws. The student will ensure that his or her use of the Internet complies with all applicable federal, state and local law and regulation, including but not limited to those principles of law which protect against compromise of copyrights, trade secrets, proprietary information and other intellectual property rights, libel or defamation of character, invasion of privacy, tortious interference and export of technical or military data to prohibited countries.

Validation of Information. The student is responsible for validating the integrity of the information and data s/he receives or transmits over the Internet.

Security. The student is required to protect the security of his or her Internet account and usage. The student's password should be treated as private and confidential and not disclosed to or shared with any third parties.

Discretion and Judgment. The student is expected to use discretion in the treatment and handling of Internet information and data and to take particular care to insure that adult information is not transmitted to juvenile users of the Internet.

Pornography. AUC adheres to U.S. laws and regulations regarding adult-related material of any nature. Students must not publish pornography using AUC's email account.

Net abuse, including but not limited to activities such as using a nonexistent email return address on a commercial solicitation, spamming (sending unsolicited advertising to numerous email addresses or newsgroups and/or generating a significantly higher volume of outgoing email than a normal user), allowing spamming by third parties to promote a web site hosted by AUC, trolling (posting outrageous messages to generate numerous responses), mail bombing (sending multiple messages without significant new content to the same user), subscribing someone else to a mailing list without that person's permission, cross-posting articles to an excessive number of newsgroups or attempting without authorization to enter into a secured computer system. AUC reserves the right to determine what constitutes net abuse.

Excessive CPU Usages. Students using excessive amounts of CPU processing on any of AUC's servers may have their account suspended on a temporary or permanent basis, at the discretion of AUC.

Repeated offenders, having been warned of unacceptable email service usage, may be subject to disciplinary proceedings in accordance with AUC's [ARGP](#).

Official Communication

On matriculation, each student is assigned an AUC email account. Official electronic communication from AUC will be delivered to students only via their AUC email account.

Students in medical and clinical sciences are required to use their AUC email account to communicate with departments, faculty, and administration at AUC.

Students are deemed to have received any email sent by AUC to an AUC email account. Therefore, it is recommended that students regularly check their AUC email account for important messages from faculty and administration (at least every 48 hours), and to ensure that there is adequate room in their account inbox for messages to be received.

Any student wishing to report a problem regarding his or her AUC email account should send a message to postmaster@aucmed.edu or call the IT department on campus at 1-721-545-2298 or in Pembroke Pines, FL at (305) 446-0600.

ELECTRONIC INFORMATION RESOURCE USAGE POLICY

Introduction

Use of AUC electronic information resources is a privilege, not a right. This policy sets out the responsibilities of students who use the electronic information resources at AUC. These include the academic and administrative networks, computer systems and labs, online information resources (whether hosted on or off campus), telecommunications systems and all Internet resources accessed through AUC systems – including network bandwidth.

The electronic information systems at AUC are provided for the purposes of instruction, research, personal development and administration. This policy informs students of AUC's expectations and their responsibilities. This policy applies to all users of AUC system resources, including those who access these resources from off campus.

Academic Purpose

AUC seeks to provide an environment in which academic usage of electronic information and resources has the first priority and in which there is respect for freedom of inquiry and expression; appropriate privacy and confidentiality; freedom from sexual harassment and protection of intellectual property. In particular, the same standards and principles of intellectual and academic freedom already supported by AUC in other areas extend to material received through the network. This extends also to publication: the same standards of intellectual and academic freedom developed for faculty and student publication in traditional media are applicable to publication in electronic media. These standards are set out in AUC's Intellectual Property Policy. In addition, respect for law and fairness are crucial elements of this environment.

Responsibilities

Students are expected to abide by the policies of AUC, whose existence makes the use of these electronic information resources available. Every student is also expected to be considerate of other users, including faculty and staff. Examples of infringements of these principles may include, but are not limited to the following:

- Using the AUC electronic information resources for unauthorized, illegal or criminal purposes. For clarification, visiting pornographic websites or other urls that are inconsistent with the educational objectives of AUC or which pose a risk to the school's systems are not an authorized use of the electronic resources.

Copyright infringement or other violation of law. Unauthorized reproduction of copyright material is prohibited and constitutes infringement that carries the risk of civil and criminal liability to both AUC and the student, as set out in Title 17 United States Code Chapter 5:

<http://www.copyright.gov/title17/92chap5.html>.

- Plagiarism. Students who engage in plagiarism will be subject to academic dismissal.
- Unauthorized use of the electronic information resources for commercial enterprises.
- Substantially and willfully interfering with another person's authorized use.

Compromising or attempting to compromise privacy or confidentiality, particularly attempts to read another person's electronic mail or other protected files will be treated as a serious violation of these policies.

Modifying or attempting to modify system assets or facilities without authorization, including software or hardware installation. This includes the use of the AUC system as a staging ground to crack other systems.

Obstructing other users work or access by consuming gratuitously large amounts of system resource (e.g., network bandwidth or printers). This includes, but is not limited to, downloading large files for non-academic purposes, peer-to-peer networking, game playing or other monopolizing of the electronic information resources for entertainment or personal use.

Accessing accounts and passwords without authorization or allowing unauthorized persons to access the user's authorized account.

Individuals using AUC electronic information resources or systems will be held responsible for their own actions and will be subject to applicable laws and AUC policies.

Privacy and Security

Normal operation and maintenance of the systems requires backup and caching of data and communications, the logging of activity and the monitoring of general usage patterns. In particular, students should be aware that any AUC electronic information resources that they are given access to, including computers located in the computer labs, are not intended as a private resource. Therefore, any personal use of these resources should be undertaken with that understanding.

In all matters relating to privacy and security of individual accounts and communications, along with requests for release of information, AUC electronic information resource / computer system users are required to abide by applicable laws and AUC policies, which allow for examination or disclosure of those records in response to requests through a proper subpoena or court order, police, and/or administrative agencies and in response to AUC investigations.

Due Process: Complaints and Sanctions

Violations of the policy stated here are treated like any other AUC policy violation and are governed by the same procedures. Notification of possible violations may be made to the campus Information Technology Services ("ITS") Help Desk at telephone extension 259 or to abuse@aucmed.edu.

System administrators are authorized to immediately take actions such as locking accounts when investigating or when the safety and wellbeing of students, faculty, staff or property is at risk. The means of investigating may include, but not be limited to, monitoring traffic and files, including the contents thereof.

Sanctions for violating this policy can include all regular sanctions (admonition, warning, reprimand, suspension, dismissal, etc.). In addition, it can include loss of electronic information resource / computer systems access.

Open Access

AUC is committed to allowing access to all electronic information resources to all members of its community, free of restrictions such as age or residency status.

Evolving Policy

AUC's ITS policies are designed to reflect current conditions. As information technology continues to develop and conditions change, we will review our policies accordingly. All students will be held accountable for complying with policies notified to them from time to time.

SOCIAL MEDIA POLICY

Students can play an integral role in AUC's social media outreach. We encourage students to join our groups, participate in conversations, and share positive experiences with others. It is important to remember that AUC students have certain responsibilities when posting on social networks, even if they are personal and private. We have assembled these guidelines to help students use social media effectively, protect their personal and professional reputation and follow the policies of AUC and its parent company, Adtalem Global Education. AUC's intent for having a presence in social media is to facilitate connections between its audiences and to enable rapid response messaging in these emerging platforms. AUC retains the sole right to approve and publish all web pages and social media pages containing information about its educational programs, services and activities on its behalf, as well as that of the student body, recognized student organizations and alumni.

Student Web Pages

Students must adhere to the Professional Code of Conduct when they engage in social media and mention AUC. What applies as appropriate conduct on campus also applies to conduct on social media platforms.

Student Responsibilities

It is important that all students understand their responsibilities when using social media. Students can have no reasonable expectation of privacy in material that they choose to place online or enter or send through resources provided by AUC. Students must recognize that they

are responsible for anything they write or present online, and that they may be subject to legal or Administrative Review proceedings by AUC and/or others (including other students, colleagues and third parties) based on what they write or present online. Responsible behavior is expected of all AUC students when they participate in or partake of social media or blogging. Students' communications, regardless of format, must conform to the Professional Code of Conduct. It is not the goal of AUC actively monitor all student communications; however, should the university become aware of inappropriate behavior that may violate the Professional Code of Conduct, the behavior may be investigated and addressed per AUC's [ARGP](#).

General Rules of Social Media Engagement:

Be Judicious. Always use best judgment and make sure efforts are transparent.

Think before posting. Students should keep in mind that what is written and posted in electronic formats on the Internet, instant messaging, email or social networks is easily accessible to all and will be in existence virtually forever.

Protect yourself. Personal information can be shared over the Internet with more people and at a faster rate than ever before; accordingly, be careful about what is shared.

SOCIAL MEDIA FOR STUDENTS IN A CLINICAL SETTING

Medical students in a clinical setting have an ethical and legal obligation to maintain patient privacy and confidentiality at all times. The following requirements are intended to minimize the risks of using social media:

- Students are strictly prohibited from transmitting by way of any electronic media any patient-related image information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Students must not refer to patients in a disparaging manner, even if the patient is not identified.
- Students must not take photos or videos of patients on personal devices, including cell phones. Students should follow the clinical agency's policy for taking photographs or videos of patients for treatment or other legitimate purposes using devices provided by the clinical agency.
- Students must maintain professional boundaries in the use of electronic media. As with in-person relationships, the student has an obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the student does not permit the student to engage in a personal relationship with the patient.

- Students must promptly report any identified breach of confidentiality or privacy.
- Students must not post content or otherwise speak on behalf of the clinical site unless authorized to do so and must follow all applicable policies of the clinical site.

Violations of this policy may result in disciplinary actions or terminations pursuant to AUC's ARGP.

NON-ACADEMIC PROBATION, SUSPENSION, AND DISMISSAL CRITERIA

Any student who exhibits personal characteristics or behavior that is inappropriate for one seeking to become a physician shall be subject to probation, suspension or dismissal regardless of academic performance. AUC may summarily remove a student from his or her course or clinical rotation and all future courses or clinical rotations, until a disposition is rendered through the formal Administrative Review Process if in the sole discretion of AUC, his or her conduct could be detrimental, or otherwise poses a risk to, the student, his or her peers or instructors, or the delivery of patient care. This may involve a process of either non-academic probation or non-academic suspension depending on the severity of the accusation against the student and/or the observed behavior of the student. For the avoidance of doubt, AUC reserves the right to dismiss a student for either academic or non-academic reasons. Students should note that this information encompasses acts of dishonesty or other failure to comply with the Professional Conduct Policy.

Students should be aware that current criminal background checks are required on an ongoing basis during the term of their enrollment. If a student's criminal background changes after s/he submits to the background check associated with admissions to AUC, but before the student's official graduation from AUC, the student is required to bring the change to AUC's attention.

A student's criminal background may impact the student's standing in a number of ways. For example, a student's criminal conviction may result in dismissal. Pending charges may prevent a student from completing the clinical portion of the curriculum. A student may be required to take personal leaves or withdraw from enrollment until pending criminal charges are resolved. If the school conducts its own disciplinary proceedings based on student misconduct underlying or related to the student's criminal background, the student may be suspended or dismissed regardless of whether or not a criminal conviction is rendered.

A false or misleading statement made by a student on any document submitted to AUC is grounds for dismissal. For the avoidance of doubt: verbal threats, intimidation, stalking or harassment may be grounds for dismissal even if such conduct does not result in bodily harm.

The appropriate Dean renders non-academic dismissals. The procedure for appealing a non-academic dismissal is dependent on a student's academic standing at the time of dismissal, and is detailed within the AUC [ARGP](#).

Any student that is the subject of disciplinary proceedings while enrolled at AUC may be subject to an additional background check and drug screening conducted by the school. Submitting a false or misleading statement on any document, including background information, to AUC will constitute grounds for dismissal. AUC reserves the right to conduct random drug tests at any time on any enrolled student.

ADMINISTRATIVE REVIEW AND GRIEVANCE PROCEDURES

The [ARGP](#) document provides the process for filing an informal or a formal complaint with AUC administration with regard to student conduct and further outlines the possible disciplinary actions and opportunities for appeal of the outcome of an Administrative Review.

SEX AND GENDER-BASED MISCONDUCT RESPONSE AND PREVENTION

The [AUC Sex and Gender-Based Misconduct Response and Prevention](#) document sets procedures, definitions, and rules for complaints of alleged sexual misconduct or harassment.

ACADEMIC POLICIES AND PROCEDURES

ACADEMIC SUCCESS

AUC expects all of its students to have a successful academic career. AUC has invested in and promotes student success with academic performance policies and procedures to ensure that students are progressing through the program. Academic performance policies and procedures ensure that students are notified of any academic deficiencies, together with appropriate remediation and appeal procedures.

CLASS SIZE

Average lecture class sizes range from 85-240. Teaching is also delivered in laboratories or simulation centers and small group sessions. Students may access class scheduling, lecture materials and resources on Canvas, the learning management system.

ATTENDANCE

Medical Sciences Course Participation Policy (Semesters 1-5)

As an institution, AUC does not provide remote or distance learning. At the start of each semester, all enrolled students must check in on campus in person before the AWOL (absent without official leave) date provided.

During the semester, AUC reserves the right to schedule lectures, laboratory sessions, conferences, and examinations on campus at any time and on any day of the week during the entire semester including holidays and weekends. Students are expected to attend all scheduled lectures, conferences, and laboratories.

At the end of each semester, students are expected to remain on campus until after the completion of final examinations. Students are discouraged from making plans to leave the Medical Sciences campus before the designated end of the semester. If an exam must be postponed or rescheduled by AUC for any reason, a student's prior travel plans will not be considered a sufficient reason to miss the exam. Students are responsible for knowing their academic status at the end of each semester.

Absences from Campus

The Assistant Dean for Student Affairs must approve any "Leave of Absence" from campus. Any "Unexcused Leave of Absence" from campus may be considered as a professionalism issue and result in a disciplinary action.

Make-Up Examinations

Students who miss an examination (but not an optional B examination or a quiz) due to an Excused Absence must take the next regularly scheduled make-up examination as determined by their Course Director.

Multiple educational activities are included in every Medical Sciences course during which participation is mandatory. These activities are defined in the Participation Requirements Section of each course syllabus and may include, but are not limited to, small group discussions, skill building workshops, simulations, labs, team-based learning activities, quizzes and examinations that factor into final grades. It is the student's responsibility to be aware of the participation expectations in each course.

If a student anticipates missing a mandatory participation activity and/or examination, they must communicate and receive approval in writing from the Assistant Dean for Student Affairs a minimum of two weeks in advance. Any student who has received an approved Religious Accommodation Request from the Office of Student Affairs will automatically be granted approval.

In cases involving acute illness or an emergency, students should notify the Assistant Dean for Student Affairs as soon as possible. Lack of participation in mandatory activities and/or examinations as a result of health or other emergencies must also be documented within 48 hours with valid proof of illness or emergency submitted by the student to the Assistant Dean for Student Affairs.

If the Assistant Dean for Student Affairs deems the lack of participation to be unexcused, a grade of zero for any activity missed shall be recorded by the Course Director. Failure to communicate with the Assistant Dean for Student Affairs, Course Directors, and/or a pattern of lack of participation across courses will be referred to the Assistant Dean for Student Affairs, considered as a potential professionalism issue, and may result in a disciplinary action.

Make-Up Course Work: The consequences of missing a mandatory participation activity will be determined by the Course Director. At the discretion of the Course Director, a student may be required to complete a missed assignment. If a student does not participate in a session or sessions that cannot be otherwise made up or completed, the student is advised that the lack of participation may affect his or her performance evaluation in the course. It is the student's responsibility to work directly with the Course Director on this issue.

Examinations and Grades: Under no circumstances will a student be relieved of meeting all of the academic requirements of the course. A student who misses a final exam with approval from the Assistant Dean for Student Affairs shall receive an "I" (incomplete) grade in accordance with the Academic Performance section.

AUC Clinical Sciences Participation Policy (Semesters 6-9.5)

Students engaging in clinical rotations are expected to maintain 100 percent participation and must abide by the holiday and/or time off policy set by the rotation site. **Failure to participate in a clinical rotation may result in a failing grade.** If a student wishes to request personal time off including time off for residency interviews, he or she must seek approval from the attending physician, clerkship director, and the relevant AUC clinical dean. Unexcused absences can negatively affect the student's evaluation of performance during rotations resulting in either a lowered evaluation grade or expulsion from the rotation site. An [Absence Request Form](#) may be downloaded online from the AUC website.

Any missed time must be made up at the Clerkship Director's discretion. Students are required to arrange make-up time for any absences directly with their attending physician(s).

Scholarship

Acceptance of a student's work for presentation at an academic conference does not result in automatic approval of time off from a clinical rotation. As soon as they are aware that their work has been accepted (which is typically months to weeks in advance of the academic event), students should seek permission to be absent from their clinical responsibilities from their Clerkship and/or Site Director by completion of the [Absence Request Form](#). The student will then submit this form to the Office of UME Student Services. Missed sessions must be made up at the Clerkship Director's discretion.

USMLE Step 2

Students may also seek permission for absence from clinical responsibilities to attend AUC's recommended USMLE Step 2 CS practice exam, the Clinical Skills Assessment (CSA), or USMLE Step 2 CS. The CSA is a one-day course that may only be offered on weekdays in the northeast region. Students who are registered for the course or the exam may submit an [Absence Request Form](#) to their Clerkship Director for approval. Any missed time must be made up at the Clerkship Director's discretion.

MEDICAL SCIENCES ACADEMIC SUPPORT BOARD (MSAS)

The MSAS Board measures the academic progress of students during Medical Sciences. It functions to recommend a range of supports to invest in the academic success of AUC students. The MSAS Board is chaired by the Assistant Dean for Student Affairs and members include the Associate Dean for Academic Affairs, Director of Academic Support, and five Medical Sciences faculty members. The board will contact and recommend and/or mandate remediation to those students deemed to be falling below expected academic standards. Students are expected to follow these recommendations.

STUDENT ACADEMIC STATUS CLASSIFICATION

AUC recognizes the following academic status classifications:

- GS = Good Standing
- AP = Academic Probation
- NP = Non-Academic Probation
- AW = Academic Warning
- SP = Suspended
- AD = Academic Dismissal
- RA = Readmitted after Appeal
- AR = Academic Warning/Readmitted after Appeal
- ND = Non-Academic Dismissal
- SF = SAP/FA Probation
- SR = SAP/FA Probation/Readmit after appeal
- SD = SAP/FA Dismissal
- MT = Exceeds Max Time Frame
- AA= Academic Probation/Readmit after appeal
- WNS= Withdrawn No Show

UNDERSTANDING ACADEMIC PERFORMANCE STATUS

During the process of reviewing academic performance, any student that triggers an unsatisfactory academic performance status will be notified of their status and progress throughout the process via email. Please note that with the exception of Academic Warning, all of the following end of semester statuses are permanent and will be reflected on the student's official transcript.

Academic Warning (AW) = Student triggers academic warning criteria.

Academic Probation/Readmit after appeal (AA) = Student triggered academic dismissal criteria and has successfully appealed for reinstatement into AUC. *

Academic Dismissal (AD) = Student triggers academic dismissal criteria; student fails to meet academic plan and/or terms of an appeal, student fails to remediate and/or appeal tentative Academic dismissal standing.

*Student is placed on academic plan/given appeal terms in order to remain enrolled in AUC.

Academic performance is reviewed throughout the duration of the portion of the program.

ACADEMIC STATUS CRITERIA

Failure to meet academic performance standards during or at the close of a semester will result in students triggering criteria for either Academic Warning (AW) or Academic Dismissal (AD). Students triggering criteria for AW and/or AD will have their status reported to the appropriate parties for notification and/or remediation purposes as needed. Upon triggering AW, students will have their performance monitored throughout the semester and at the close of the semester in which the warning was triggered. Should a student trigger an AD, he or she may appeal the dismissal. Upon a successful appeal the student will be placed on probationary status or AA, during which the student's performance will once again be monitored throughout the semester. If a student does not meet the terms of this probationary plan or appeal terms, he/she will be permanently dismissed from AUC without a right to appeal.

If, after reviewing a student's academic progression, AUC determines that a student cannot complete the relevant curriculum of the medical education program within the seven academic years, then he or she will no longer be eligible for FA and will be dismissed from AUC without right of appeal.

SATISFACTORY ACADEMIC PROGRESS (SAP)

All AUC students must meet AUC's policies on Satisfactory Academic Progress (SAP), as set out below. SAP represents an acceptable level of performance in meeting degree requirements within specified time periods. It is used in both academic evaluation and in the determination of financial aid eligibility. SAP is outlined by Federal guidelines [[34 CFR 668.34](#)] which specify the minimum academic progress required of a student to avoid termination of funding provided by Federal and state governments. These guidelines also relate to programs funded by the Institution, as determined by AUC.

SAP indicates that a student has met academic requirements to an acceptable level within a specified time period. A student's SAP standing is important during academic evaluation and determination of eligibility for financial aid. Students who do not meet SAP requirements are subject to dismissal and/or loss of Title IV funding.

To evaluate students' academic progress, the medical education program is divided into increments of academic years. An academic year comprises two terms of 16 weeks. Therefore, the AUC Medical Sciences curriculum encompasses one and one-half academic years in a calendar year. At the end of each academic year completed during the medical science and clinical science course curriculums, each student's academic progress is evaluated. SAP evaluation will also occur on a semester basis if a student has failed to meet SAP in the previous academic year. This evaluation involves two metrics—one quantitative and one qualitative.

The quantitative measure evaluates a student's pace of progression through the medical education program within the maximum time frame. The pace of progression is calculated by dividing the cumulative course credits or clerkships weeks that the student has successfully completed by the cumulative course credits or clerkship weeks that the student has attempted. The pace of progression calculation will include credits for all courses attempted, except for those that have been dropped during the add/drop period. Courses with a grade "W" in which a student was enrolled prior to the granting of a Short-Term Leave for a period of greater than 15 days will count in the pace of progression metrics.

Transfer course credits accepted by AUC toward a student's completion of the Medical Sciences curriculum of the program will count as both credits attempted and credits completed when computing the pace of progression. The number of course credits accepted will be divided by 15 to determine the number of semesters of enrollment that the student will be deemed to have completed with reference to the maximum time frame. (For clarification: 1-15 credit hours will count as 1 semester of enrollment; 16-30 credit hours will count as 2 semesters of enrollment; 31-45 credit hours will count as 3 semesters of enrollment, etc.).

The qualitative measure evaluates the student's GPA(medical) or the cumulative average of clerkship grades (clinical). Course credits are not guaranteed to transfer to other schools. Acceptance of credits is subject to the receiving institution's requirements.

DEMONSTRATION OF SAP

All students must comply with the following three components of SAP:

Cumulative Grade Point Average (Medical Sciences) or Cumulative Average of Clerkship Grades (Clinical Sciences)

- Students must maintain a 70.0% cumulative grade point average throughout the duration of the Medical Sciences curriculum of the program.
- Students must maintain a cumulative "Passing" clerkship grade throughout the duration of the Clinical Sciences curriculum of the program.

Pace of Progression

- Students must successfully complete at least 67% of all attempted credits accumulated throughout the medical sciences and clinical sciences curriculum.
- Successful attempt in Medical Sciences curriculum is considered passing with a grade of 70.00% or higher.
- Successful attempt in Clinical Sciences curriculum is considered passing with a "Pass" or higher.

Maximum Time Frame

The maximum time frame for completion of the entire medical education program is comprised of 15 semesters of enrollment.

UNDERSTANDING SAP STATUSES

SAP represents an acceptable level of performance in meeting degree requirements within specified time periods. It is used in both academic evaluation and in determination of Financial Aid (FA) eligibility. Students maintain SAP by meeting the requirements listed under the Promotions Policies. Please note that the following end of semester statuses are permanent and will be reflected on the student's official transcript.

Good Standing

- Student maintains good standing by displaying SAP, complying with all other academic rules and regulations, and by remaining current with financial obligations.

SAP/FA Probation/Readmit after Appeal

- Students not meeting SAP standards are subject to dismissal. A student may appeal this decision and be eligible for a reinstatement contingent to appeal approval.¹

SAP/FA Dismissal

- Student fails to meet academic plan, terms of an appeal, remediate and/or appeal SAP dismissal standing, cannot meet SAP requirements due USMLE testing prohibition, or fails to meet SAP a second time after being placed back into good standing.

¹Student is placed on an academic plan based on an approved appeal in order to remain enrolled in AUC. SAP calculations occur every academic year or according to the terms of the academic plan until successfully meeting the terms of the academic plan or SAP is regained. SAP evaluation will also occur on a semester basis if a student has failed to meet SAP in the previous academic year.

SAP PROGRESSION

Failure to meet SAP standards may result in loss of financial aid (FA) if applicable. If the result of the SAP evaluation indicates that a student has not met either one of the qualitative or quantitative measures or is not meeting the terms of the academic plan the student will be notified in writing that s/he is no longer eligible for federal FA and is subject to dismissal from AUC. A student receiving such notification may grieve the determination and request reinstatement on SAP/FA probation based on the guidelines of the academic plan completed.

ACADEMIC WARNING

Students will trigger an academic warning (AW) status based on the criteria below. Students triggering an AW status will have their status reported to the appropriate parties for notification and/or remediation purposes as needed. Upon triggering an AW, the student's performance will be monitored throughout the semester and reviewed in full at the end of the semester and remedial interventions may be mandated. AW status is not reported on student's transcript.

Medical Sciences

- Students who have failed 10 or more credit hours in the Medical Sciences curriculum.
- Failure of USMLE Step 1 exam after first attempt.

Clinical Sciences

- Failure of one core clinical clerkship or elective rotation.
- Failure of 2 NBME clinical subject exams in the same or different specialties.
- Failure of USMLE Step 2 CK or CS on the first attempt.

ACADEMIC DISMISSAL

Students will trigger an academic dismissal status based on the criteria below. Students triggering an academic dismissal status will have their status reported on their transcript and to all appropriate parties for notification and/or appeal purposes as needed. Upon triggering academic dismissal, students may appeal their dismissal if applicable. Upon a successful appeal the student's performance will be monitored throughout the semester and reviewed in full at the end of the semester.

Medical Sciences

- Failure of 17 or more credit hours in the Medical Sciences curriculum.
- Failure to meet the terms of an appeal or academic plan.
- Students who fail the same course for the second time. This includes students who fail a course for the first time and upon subsequent enrollment in the next semester are unable to pass the repeated course for any reason, including but not limited to, an approved voluntary leave of absence.
- A third failure of the USMLE Step 1.
- Students who do not pass USMLE Step 1 exam after three consecutive leaves of absences.

- Failure to report the USMLE Step 1 score by the first day of the subsequent semester without an approved extension.
- Failure to report the USMLE Step 1 score by the end of a granted extension period.
- Failure of USMLE Step 1 by the Step 1 deadline in the 2nd-term academic leave, if they missed Step 1 in the 1st-term academic leave.
- Students with a granted LOA who do not sit for USMLE Step 1 exam during the leave period.
- A student who has been dismissed and reinstated by the Appeal Committee during the Medical Sciences curriculum will be dismissed without the right to appeal should they fail any other course or the USMLE Step 1 examination on their first attempt. No student can appeal to the Appeal Committee more than once.

Clinical Sciences

- Failure of two or more core clinical clerkships or elective rotations;
- A fifth failure on an NBME Clinical Subject Examination in the same specialty;
- A sixth failure on the Clinical COMP.
- A sixth failure on the USMLE Step 2 Examination or any combination of its components (CK and CS). AUC students should be aware that multiple attempts on any USMLE examination may have long-term consequences with respect to eligibility for licensure in certain states as many state medical licensing authorities limit the number of attempts allowed to pass each USMLE Step or Step component.
- Any student who does not register and sit for the USMLE Step 2 or its component(s) during an approved leave of absence in which s/he has approval from AUC and the USMLE to sit for the examination(s).
- Any student who has completed all their course work but who are delayed by the USMLE for registering for the Step Exam for more than 6 months from their previous exam date will be dismissed. These students must re-apply to AUC and be reinstated by AUC's Admissions Committee before registering and sitting for the exam(s).
- Failure to meet the terms of an appeal or academic plan.
- Any student who does not graduate within 7 calendar years of matriculating;

APPEAL PROCESS

Students who do not meet SAP or trigger an AP or AD will be notified of their SAP and/or academic standing and what steps are needed in order to remediate and/or appeal (if applicable). Student notification will occur via official AUC email account and will have applicable documentation attached in order to process their remediation and/or appeal. The

information below provides students with a synopsis of the remediation and appeal process.

- Students making an appeal must submit a request to the Associate Dean for Academic Affairs on why s/he failed to make SAP and what has changed that will allow him or her to demonstrate SAP at the next evaluation.
- If the student appeals an adverse SAP determination or is reinstated, the university ensures that the student should be able to make satisfactory academic progress during the subsequent term(s) of enrollment and meet the university's SAP standards at the end of the specified term. Then the university and the student jointly develop an academic plan for the student to follow and meet the university's SAP standards by a specific point in time. Eligibility to appeal the dismissal depends on the student's academic status and ability to complete the curriculum within the maximum time frame (see Maximum Time Frame section).
- A student whose appeal is approved and is reinstated on SAP/FA probation may receive federal FA for an additional term of enrollment or as stated on the academic plan. While a student is on SAP/FA probation, AUC will require the student to fulfill specific terms and conditions in accordance with the academic plan.
- At the end of the one term of enrollment while on AP or FA probation, in order to remain enrolled at AUC and qualify for future federal FA funds, the student must meet AUC's SAP standards OR must meet the requirements of the academic plan developed by AUC.
- A student on SAP/FA probation may still be dismissed if s/he fulfills the criteria for academic dismissal (see Academic Dismissal section).
- If, after reviewing a student's Pace of Progression, AUC determines that a student cannot complete the relevant curriculum of the medical education program within the Maximum Time Frame, then he or she will no longer be eligible for FA and will be dismissed from AUC without right of appeal.

Medical Sciences

Students that fail to meet SAP for the first time at the end of a given academic year will be asked to contact the Associate Dean of Academic Affairs. Students that trigger an academic dismissal and wish to appeal (if eligible) or fail to meet the terms of an academic plan must appeal to the Appeal Committee (details are provided by the office of the Associate Academic Dean). The Appeal Committee meets at the beginning of each semester.

If a student fails to meet SAP for the first time at the end of a given academic year:

- Student is placed on SAP/FA probation:

- A successful appeal is required to receive federal Title IV aid under SAP/FA probation status
- End of semester status updated to SAP/FA probation
- Student must appeal and complete an academic plan
- Academic plan must state timeframe needed to meet SAP
- Student regains FA eligibility
- Student must remediate with the Associate Dean for Academic Affairs to collaboratively determine an academic plan.
- Student's SAP is reviewed at the end of the semester or by the timeframe stated on the academic plan.
- Student meets requirements of SAP and the academic plan:
 - End of semester status is updated to good standing.
- Student fails to meet SAP but meets the requirements of the academic plan:
 - Status remains SAP/FA Probation; and
 - Academic plan is reviewed for continuation of FA eligibility.
- Student fails to meet the academic plan:
 - End of semester status updated to SAP/FA Dismissal:
 - Student is dismissed from AUC pending appeal to the Appeal Committee
- End of semester status is updated to SAP/FA Probation/Readmit after appeal;
- Student must meet with the Associate Dean for Academic Affairs to collaboratively determine the academic plan/appeal terms: and
- Student will forfeit FA eligibility until SAP status is regained.
- If the student is not eligible for an appeal hearing:
 - End of semester status is permanently placed in SAP/FA dismissal.
- Student that fails to appeal within the given timeframe will be permanently dismissed from AUC.

SYNCHRONIZATION PLAN

Students who fail or drop one or more courses will need longer than the usual five semesters to complete AUC's medical sciences program and are at risk of not reaching their academic potential. A student is considered "off track" if they are taking courses in more than one semester of the program. A student is considered "on track" if they are taking courses in only one semester, either because they have gone through the usual progression of courses or they

have slowed down and then gotten back “on track.”

A Student Synchronization Plan has been developed for students matriculating in the January 2020 semester or later to decelerate their academic program while providing them with the academic support via a Learning Course to improve their study strategies.

The pathway through the plan depends on the number of semesters in which a student fails courses.

- Failures in a single semester.
 - Students failing two or more major courses (or failing one major course and dropping another) in a semester are considered to be at serious academic risk. These students are placed on a full academic stop, meaning they will not be allowed to enroll in any courses in subsequent semesters until they successfully complete all of the requirements of the current one. Instead, these students will repeat the failed/dropped courses and complete a 1-credit hour Learning Enhancement Course (LEC) before advancing to the next semester.
 - Students failing (or dropping) one major course will be placed on an academic slow-down. They take the failed (or dropped) course over, the 1-credit LEC, and one 5-credit hour course from the next semester.
 - If successful, they complete the remaining courses in the upper semester, including the ICM course, in the following semester.
 - Students are eligible to participate in semester integrated activities (e.g., simulation activities, activities involving two or more semester courses) only when they have completed or are enrolled in all of the participating courses. For graded integrated activities, off track students will be given an alternate assignment.
 - After successfully completing two semesters at a decelerated pace, these students are then back on track and expected to enroll in a full course load in one semester the next semester.
 - These students will complete medical sciences in 6 semesters.
- Failures in two different semesters.
 - Students failing (or dropping) two courses in a second semester that have not reached the 17 credit hour criteria for dismissal will be placed on a full academic stop, meaning they will not be allowed to enroll in any courses in subsequent semesters until they successfully complete all of the requirements of the current one. These students will repeat the failed courses and complete a 1-credit Learning Enhancement Course (LEC) before advancing to the next semester.
 - Students failing (or dropping) a single course in a second semester will repeat the failed (or dropped) course, take the LEC, and one 5-credit course from the next semester.

- Students who fail courses in two different semesters could get back on track or remain off track for the duration of medical sciences, depending on in which semesters the failures occur.
- These students will complete medical sciences in 7 semesters.

Clinical Sciences

Students that fail to meet SAP for the first time at the end of a given academic year must remediate directly with the Associate Dean for Student Affairs. Students who trigger an academic dismissal and wish to appeal their dismissal (if eligible) or fail to meet the terms of an academic plan may appeal in writing to the Clinical Sciences Leadership Committee. Students seeking additional information are encouraged to contact the Office of the Registrar.

Student fails to meet SAP for the first time at the end of a given academic year:

- Student is placed on SAP/FA probation:
 - End of semester status updated to SAP/FA probation;
 - Student must appeal and complete an academic plan;
 - Academic plan must specify timeframe needed to meet SAP; and
 - Student regains FA eligibility
- Student must remediate with Associate Dean for Student Affairs to collaboratively determine academic plan.
- Student SAP is reviewed at the end of the semester or by the timeframe stated on the academic plan.
- Student meets requirements of SAP and the academic plan; and
 - End of semester status is updated to good standing.
 - Student retains FA eligibility.
- Student fails to meet SAP but meets the requirements of the academic plan:
 - Status remains SAP/FA Probation; and
 - Academic plan is reviewed for continuation of FA eligibility.
- Student fails to meet the academic plan:
 - End of semester status updated to SAP/FA Dismissal;
 - Student is dismissed from AUC pending appeal to the Council of Clinical Deans; and
 - Student can choose whether to appeal;
 - If appeal is approved:

- End of semester status is updated to SAP/FA Probation/Readmit after appeal;
- Student must meet with the Associate Dean for Student Affairs to collaboratively determine the Academic Plan/Appeal Terms; and
- Student will forfeit FA eligibility until SAP status is regained.
- If appeal is denied:
 - End of semester status is permanently placed in SAP/FA dismissal.
- A student who fails to appeal within the given timeframe will be permanently dismissed from AUC:
 - Student forfeits FA eligibility.

COURSE GRADING SYSTEM

AUC's course grading system is based on an assessment of "Honors," "Pass," or "Fail." Examination grades and final grades for courses will be transmitted to individual students in a manner that ensures anonymity. A final grade is rounded to a whole number determined by a number in one decimal place. (e.g., 69.50% = 70% [P] and 69.49% = 69% [F]).

H (Honors)

In a Medical Sciences course, an Honors grade is defined as a score greater than or equal to 89.50% (final grade 90% [H]).

For core clerkships, clinical students beginning their first rotation on January 9, 2017 or later who 1) receive an overall assessment of their clinical performance which "Exceeds Expectations," 2) meet or exceed all professionalism expectations, and 3) pass the relevant NBME subject examination on the first attempt will be awarded a final grade of Honors in that core clerkship.

For core clerkships, clinical students beginning their first rotation prior to January 9, 2017 who 1) receive an overall assessment of their clinical performance as "Superior" or "Above Average" and 2) pass the relevant NBME subject examination on the first attempt will be awarded a final grade of Honors in that core clerkship.

For elective rotations, clinical students beginning their first rotation on January 9, 2017 or later who 1) receive an overall assessment of their clinical performance as "Exceeds Expectations" and 2) meet or exceed all professionalism expectations will be awarded a final grade of Honors in that elective rotation.

For elective rotations, clinical students beginning their first rotation prior to January 9, 2017 who receive an overall assessment of their clinical performance as "Superior" or "Above Average" will be awarded a final grade of Honors in that elective rotation.

P (Pass)

A passing grade is defined as a score of 69.50% - 89.49% in a Medical Sciences course.

For core clerkships, clinical students beginning their first rotation on January 9, 2017 or later who 1) receive an overall assessment of their clinical performance which “Meets Expectations” and 2) pass the relevant NBME examination will receive a final grade of Pass in that core clerkship.

For core clerkships, clinical students beginning their first rotation on January 9, 2017 or later who receive an overall assessment of their clinical performance as “Exceeds Expectations” but they do not initially meet all professionalism expectations and/or they fail the relevant NBME exam on the first attempt and then pass it on a subsequent attempt will receive a final grade of Pass in that core clerkship.

For core clerkships, clinical students beginning their first rotation prior to January 9, 2017 who receive an overall assessment of their clinical performance as “Average” or “Below Average” or if they receive an overall assessment of their clinical performance as “Superior” or “Above Average” but fail the relevant NBME exam and then pass it on a subsequent attempt will receive a final grade of Pass in that core clerkship.

All students must pass the relevant NBME examination to receive a passing grade in core clerkships.

For elective rotations, students beginning their first rotation on January 9, 2017 or later who receive an overall assessment of their clinical performance as “Meets Expectations” will receive a final grade of Pass in that elective rotation. For students beginning their first rotation prior to January 9, 2017 who receive an overall assessment of their clinical performance as “Average” or “Below Average” will receive a final grade of Pass in that elective rotation.

F (Fail)

A failing grade is defined as a score less than or equal to 69.49% in a Medical Sciences course, or a failing performance in a clinical rotation. A student who is AWOL at the mid-term will receive an “F” grade in all courses for which s/he was enrolled at the time. Receipt of an “F” grade will require the student to repeat the course in the next term of enrollment (if s/he is not dismissed on academic grounds). This grade will remain on the student’s official transcript. Students will not be allowed extra-credit work, make-up papers or credit for non-academic roles in order to raise a failing grade to a passing grade.

I (Incomplete)*Medical Sciences*

A course grade of Incomplete can only be assigned with an approved Excused Absence and as a result, the student has missed one or more exams in the course. However, a course grade of “F” will be assigned if a student needs a grade of more than 100 percent on any missed exam to pass the course. Make-up examinations for students will be decided between the student and the Course Director. To remove a grade of “I,” the student must complete the course requirements before the beginning of the following term, unless otherwise arranged by the Course Director. Failure to complete the requirements within the time limitations will result in a change of grade from “I” to “F,” and the student must repeat the course.

Remediation Comprehensive Exam (RemCOMP)

Students may be invited by the Office of Academic Affairs to participate in a Remediation Comprehensive Exam (RemCOMP) only if they meet all of the following criteria:

- A student fails one of three major semester courses with a final course grade from the Office of the Registrar of 65% - 69% and the student has not previously failed that course.
- For the two other courses that student is enrolled in for that term, excluding all ICM courses, Biostatistics/Epidemiology, Medical Ethics, Embryology and Behavioral Sciences, the student achieves a final course grade from the Office of the Registrar of 70% or higher and passes all other P/F courses.

Only students who meet these exact criteria are eligible for selection to sit for the RemCOMP. Eligible students may be formally invited by the Associate Dean for Academic Affairs to consider that option. The RemCOMP is offered as an additional benefit to students, and neither eligibility nor participation is guaranteed, regardless of the criteria set forth above.

Pending the outcome of the RemCOMP, students will receive a final grade of “I” by the Office of the Registrar. If he or she passes a RemCOMP with a score of 70.0% or higher (no rounding), the student will then advance to the next semester level. The course grade will be changed to a ‘Pass’ and a 70% score grade, regardless of the Remediation Comprehensive Exam score. If the student does not pass the RemCOMP, the student will retain his/her original failing course grade.

Students should note that the RemCOMP may be scheduled in the period between semesters. Students will be notified of the exact date at the beginning of each semester. Students must take this date into consideration when making travel arrangements as AUC cannot offer RemCOMP on a different date for students who are off-campus on the scheduled date.

RemCOMP exams are optional. Students who are eligible for the RemCOMP are not required to take it. Students can forfeit the opportunity to take a RemCOMP exam if they consider that repeating a failed course is in their best interest and necessary for improved learning and academic achievement.

Clinical Sciences

The requirements to receive a final grade in any rotation, core clerkship or elective, are as follows: passage of the NBME subject exam (for core clerkships only), timely electronic submission of case log(s), and the Clinical Course Evaluation. Faculty must complete and submit a Clinical Student Assessment Form. All four requirements must be satisfied in order for a final grade to be posted. If the student has not fulfilled the requirements to receive a final grade, an incomplete ("I") for a clerkship/rotation will be assigned.

Students with Incomplete clerkship/rotations grades ("I") should note when SAP is calculated that this will impact their pace of progression through the Doctor of Medicine program. Students should refer to the academic progression section for the policies regarding SAP and the impact on Title IV funding. Should a student's pace of progression be impacted by an "I" grade, s/he will be alerted by the Financial Aid Department on what steps are needed in order to remediate.

An "I" grade will be converted to an "F" grade if any of the events below occur:

- Failure to attempt a subject exam within 150 days of completion of a clerkship.
- Four failures of the subject exam for the corresponding clerkship.
- Failure to submit final case logs within 30 days from the end date of the rotation.
- Failure to submit a Clinical Clerkship Evaluation Form by the end of the semester in which the clerkship/rotation was completed.

W (Withdrawn)

Medical Sciences

Any student who obtains an approved Leave from AUC prior to the end of the 12th week of classes shall receive a grade of "W" in all enrolled courses for the term, unless they have successfully completed the course prior to the approved leave. If they have successfully completed the course and taken the final examination, a final grade will be recorded. If the student did not successfully complete a course, the student must retake and complete those courses during the next term of enrollment. For the avoidance of doubt, no student may receive a "W" grade for any one course more than once, (unless the student was previously withdrawn for non-payment of tuition and fees). Failure to successfully pass the course by the end of the next term of enrollment will result in an "F."

GRADE CHANGES

Medical Sciences

If course directors find a calculation or record keeping error in the grade initially submitted, they will submit a Change of Grade Form to the Office of the Registrar. Students cannot protest their grade. If students have academic concerns related to curriculum or assessment, they should

refer to the [Flow Chart for Student Academic Concerns](#).

Clinical Sciences

Clinical Sciences grades are typically final unless there is an error in how the grade was calculated. A student who wishes to contest a final core clerkship or elective rotation grade, including comments, should first work directly with the relevant course director to discuss his or her concerns. If the course director is unwilling to accept the student's appeal, the student has the option of escalating his or her concern about the grade to the relevant US or UK Associate Academic Dean depending on the location. The Associate Academic Dean may then discuss the situation with the course director and/or site director. If no satisfactory resolution is achieved, the Associate Academic Dean can bring the matter to the Clinical Sciences Leadership Committee for additional input. The determination of the Clinical Sciences Leadership Committee is not subject to appeal.

ACADEMIC COMMITTEES

The **Appeal Committee** is comprised of faculty members with voting right. The Assistant Dean for Student Affairs and Associate Dean for Academic Affairs serve in an advisory capacity. This committee is charged with hearing and delivering dispositions on appeals from students that have received Academic Dismissals, failed to meet the terms of an academic plan.

The **Clinical Science Leadership Committee (CSL)** is comprised of six people: The Senior Associate Dean for Academic and Student Affairs; the Associate Dean for Student Affairs, who also serves as University Conduct Officer; the Associate Clinical Dean for the US; the Associate Clinical Dean for the UK; the Assistant Clinical Dean for the UK; and the Assistant Dean for Clinical and Student Affairs. During the clinical science training, the overall progress of the student is heavily dependent on his or her capacity to function in an interactive clinical setting with patients, faculty and administration in addition to maintaining adequate participation and academic progression. For this reason, the CSL was established to proactively consider and monitor the academic performance and progress of all clinical students. Due to the widely varying schedules of clinical students, the CSL meets twice a month to consider the progression of students who are falling below normal criteria with respect to clinical and academic performance as well as professionalism.

Ad hoc meetings of the CSL are initiated by the Associate Dean for Student Affairs who monitors performance and receives reports of poor performance or inappropriate behavior. The Clinical Deans will relay reports that they receive of poor performance or inappropriate behavior to the Associate Dean for Student Affairs who will then schedule meetings as required.

For current member names of the committees and/or deans listed above, please email the Office of the Registrar at aucregistrar@aucmed.edu.

REQUIREMENTS FOR GRADUATION

To be eligible to receive the MD degree, students must have complied with all of the following aspects of the Doctor of Medicine degree program:

- Satisfactory completion of the medical science curriculum;
- Satisfactory completion of all required 72 weeks of clinical rotations. For students matriculating beginning in the September 2019 Semester or later, 80 weeks of clinical rotations are required:
 - Completion of each rotation includes all of the following:
 - Submission of Clinical Student Assessment Forms;
 - Submission of case logs; and
 - Submission of Clinical Clerkship Evaluation Forms;
- Passed all Comprehensive and NBME Subject exams;
- Passed and self-reported scores for the USMLE Step 1, Step 2 CK and Step 2 CS exams;
- Fulfilled all financial obligations to AUC;
- Completion of the Graduation Survey;
- Completed and submitted all required forms for graduation as requested by the Office of the Registrar; and
- Fulfilled all attributes of professionalism such as integrity, altruism, and working for the public good.

To be eligible to participate in the graduation commencement ceremony which takes place in May of each year, students must successfully complete the aforementioned requirements of the Doctor of Medicine degree program. Students that do not fulfill all requirements, with the exception of pending student assessments by faculty, will not be allowed to participate in the commencement ceremony without seeking conditional approval from the Associate Dean for Student Affairs. Students requesting conditional approval based on not meeting requirements (i.e. final rotation ends after commencement ceremony) must submit their request to the Office of the Registrar. The Office of the Registrar will then send the request along with any other pertinent information to the Associate Dean for Student Affairs for review. Students who are granted approval will be provided with conditional terms of approval that must be met per the specified date. Students who cannot report a passing score by the date of the commencement ceremony will not be awarded conditional approval. Failure to meet the terms of a conditional approval will result in the student being removed from the ceremony RSVP and all ceremony bulletins. Students will also not be refunded for any expenses incurred should they not meet the conditional terms of approval.

ACADEMIC LEAVES OF ABSENCE

GENERAL PROVISIONS APPLICABLE TO ALL STUDENTS

An Academic Leave of Absence (ALOA) may be granted for only the reasons set out below. Approval of a request for an ALOA is not automatic and proof of the asserted justification may be required. AUC reserves the right to impose conditions that, in its discretion, it deems appropriate upon the return of any student who has taken an ALOA. During leave, the student must provide a means of contact at which s/he can be reached within 24 hours and through which additional contact information can be verified.

The length of an ALOA may be for less than an entire semester of enrollment (Short-Term ALOA) or for an entire semester (Long-Term ALOA). ALOA request forms are accessible online at <https://www.aucmed.edu/academics/student-forms>. Students are permitted a maximum leave of 15 total days (including weekends) per semester. More than 15 days away from campus impacts the student's enrollment status and require a long-term LOA for the remainder of the semester. The Assistant Dean of Student Affairs reviews all medical sciences LOA requests with input from a semester lead and course director(s) when the request is for anything other than a medical, legal, or hurricane-related reason. Students should discuss any LOA request with their semester lead to understand the academic impact of the leave and to negotiate all make-up assignments for missed work. An approved LOA does not guarantee a make-up assignment as it is the sole discretion of the faculty to grant make-up assignment(s). Students are responsible for all assignments while on an approved LOA or otherwise. Short-Term LOA requests for planned events must be submitted at least 3 weeks prior to the date of the leave. AUC is not responsible for pre-purchased airfare if a LOA is not approved. Students choosing to be away from campus without submitting a LOA request are considered in violation of AUC's [Professional Conduct Policy](#).

AUC administration will determine the proper characterization and treatment of an Academic Leave request depending on the basis for the leave, the student's status as either a Medical Sciences student or Clinical Sciences student, and the timing and length of the request. There may be significant FA and grading consequences that flow from taking an ALOA, which the student should seriously contemplate before taking an ALOA. **During leave, the student must provide a means of contact at which s/he can be reached within 24 hours and through which additional contact information can be verified.**

Any student contemplating an ALOA should consult with a Financial Aid (FA) officer to determine whether his or her student loan status will be affected. Students should be aware that:

- Taking a Short-Term ALOA for a period of greater than fifteen days may adversely impact the student's rate of academic progress (SAP), which may in turn result in loss of FA eligibility or SAP/FA dismissal;

- Taking consecutive ALOAs of more than one term in duration may result in the student's FA obligations going into repayment status; and
- Taking a Long-Term ALOA(s) may adversely impact the student's ability to complete the medical education program within seven academic years; failure to complete the medical education program within seven academic years is grounds for academic dismissal.
- ALOAs are used for internal tracking purposes only and do not comply with the Department of Education determination of a Leave. For Title IV purposes, students are reported as having withdrawn from medical school and may be subject to a return of Title IV funding.

A LOA may be granted for no more than one semester time period at a time. A request for a subsequent period of leave or extension must be made by the student and submitted to the appropriate office at least one month prior to expiration of the current period of ALOA.

A student may not be granted more than three ALOAs for personal or medical reasons during the student's enrollment at AUC. This limit is intended to be a cumulative total over the entire medical education program. Notwithstanding the foregoing, consecutive Long-Term ALOAs granted for personal or medical reasons shall not extend beyond two consecutive semesters. If a student does not return to AUC after the end of an approved ALOA, s/he will be withdrawn from the student roster; with his or her status recorded on the student's transcript will be designated AWOL. Additionally, any student who has completed all required clinical training or will complete less than 8 weeks of rotations in their final semester and is pending a passing USMLE score will require a Leave of Absence. If a student fails to submit the required ALOA to the Office of the Registrar by the provided deadline they will be withdrawn from any registered rotations and designated AWOL.

A student whom AUC has deemed AWOL must reapply to AUC for readmission. Students should not assume that they will be readmitted once withdrawn from enrollment as AWOL. Students should be aware that taking an ALOA does not exempt them from academic requirements of AUC once returning from leave.

Students who fail to register in person by the announced AWOL date and those who are absent without an approved ALOA at any time during a term of enrollment will be considered AWOL and will be immediately and automatically withdrawn from the register of enrolled students. Any student who is AWOL during a term may have his or her course grades for that term recorded as an "F".

TYPES OF LEAVE OF ABSENCE REQUESTS

Academic Leave for Medical Reasons

This may be defined as a leave related to an illness or medical condition sufficiently serious as

to preclude the student from undertaking normal daily activities (special conditions apply to medical science students).

In case of either a voluntary or involuntary medical ALOA, conditions that may be imposed before return is permitted include, but are not limited to, the student:

- Granting permission, via a signed consent, “to allow AUC to send the student’s treating physician a description of the circumstances of the medical problem that arose on Sint Maarten or at a clinical site and a description of the medical infrastructure available at the site to which the student will be returning”;
- Submitting to AUC a letter from the student’s treating clinician that specifically addresses (i) the student’s fitness to return to the stressful environment of a full-time medical student; (ii) the need for continuing care, if any, and whether such care can be provided on Sint Maarten or the applicable clinical site; and (iii) a preventive plan to avoid the student’s relapse if applicable
- Agreeing to an independent formal independent Fitness for Duty (FFD) Evaluation if requested by AUC. AUC will make arrangements directly with the independent provider and cover the cost of the evaluation. The FFD may address (i) the student’s fitness to return to the stressful environment of a full-time medical student; (ii) the need for continuing care, if any, and whether such care can be provided on Sint Maarten or the applicable clinical site; and (iii) a preventative plan to avoid the student’s relapse if applicable.
- Under circumstances involving the health and safety of either the student or others within AUC community and/or the student’s inability to meet [AUC’s Technical Standards](#), AUC may place a student on an involuntary medical ALOA and may impose specific conditions on the student’s return.

Academic Leave for Personal Reasons

Reasons for this type of leave may include a tragedy in the student’s immediate family or an unexpected financial difficulty that renders it unduly difficult for the student to continue his or her medical studies.

Clinical students who intend to apply for an ALOA on medical or personal grounds that will conflict with a scheduled rotation must first obtain the written permission of the relevant Clerkship Director(s) and submit such written approval, if granted, to AUC along with their completed [Leave Request Form](#). Taking leave during clerkships is discouraged and such leave will not be granted unless it is absolutely necessary for the health and well-being of the student. The maximum cumulative time period for Medical or Personal Leave for clinical students is two semesters. An exception to this pathway would be Medical Leave initiated on an emergency basis in which case these procedures would be followed after the Emergency Leave was

converted to a Medical Leave.

Students contemplating a Leave on personal or medical grounds should note the Criteria for Dismissal located in the Academic Performance section.

Students on leave from clinical rotations may be allowed to take NBME or USMLE examinations with the written permission of the Associate Dean for Student Affairs.

Academic Leave for Military Duty

If a student is called for military duty, he or she will be allowed to withdraw without academic or financial penalty. Once active duty is completed, the student will be restored to the educational status he or she had attained prior to being called to active duty without loss of academic credits earned, scholarships or grants awarded, or tuition and other fees paid prior to the initiation of active duty.

Academic Leave for Academic Reasons

- To study for and take USMLE Step 1 and/or Step 2 CK and/or CS examinations
- To study for and take any NBME core exam, or to cover a gap in scheduled clinical rotations
- To partake in a research project or other academic endeavor of high esteem, such as presentation of research findings at a regional, national or international meeting.

RETURN FROM ACADEMIC LEAVE OF ABSENCE

All students on Medical Leave will be reviewed by the respective Student Affairs Dean. The student will provide a report from the treating physician for the medical condition indicating recovery, and stating the necessity for maintenance treatment and required accommodations, if any. This must be forwarded by verifiable instrument to the respective Student Affairs Dean. Once this information is received, the student will be interviewed either by Skype™ or in-person at the discretion of the respective Student Affairs Dean. If, following completion this review and interview, the respective Student Affairs Dean continues to have concerns about the student's ability to meet [AUC's Technical Standards](#), the dean has the discretion to refer the student for an independent FFD Evaluation to be completed by a qualified licensed psychologist or board-certified psychiatrist and at AUC's expense. If the student is found to be unfit for duty, the results of the FFD will be reported to either the Dean of Medical Sciences or the Senior Associate Dean of Clinical Sciences. Otherwise, the respective Student Affairs Dean will report that the student is fit for duty to the Office of UME Student Services, and the student will be returned to medical or clinical studies as soon as a schedule can be arranged.

In cases of return from non-academic leaves for reasons of conduct or from non-academic leaves for conduct and medical reasons, the appropriate Dean will determine if the student has met the requirements set forth in the administrative review process. The appropriate Dean will

then notify the Office of UME Student Services so a new schedule may be created for the student.

TYPES OF LEAVE OF ABSENCE LENGTHS

Short-Term ALOAs

All student travel should be documented via electronic notification to the appropriate Student Affairs Dean. For unplanned travel, such as due to a medical or family emergency, the appropriate Student Dean should be notified as soon as possible.

For a leave period greater than fifteen days, students are required to complete a [Short-Term LOA form](#). Short-Term LOA for a period of greater than fifteen days may impact Financial Aid status/eligibility, satisfactory academic progress, and academic progression. If a student is on probation and/or an academic plan, taking a short-term leave for the duration of the semester may result in SAP/FA Dismissal, Academic Probation Academic Dismissal.

Long-Term ALOAs

Long-term LOAs are comprised of taking leave for an entire semester. A long-term LOAs must be approved by the appropriate AUC administrator(s) prior to registration (Medical Sciences) or before the commencement of the semester being requested (Clinical Sciences). All students approved for a long-term LOA should note that they will be reported to the National Student Loan Data System (NSLDS) as Withdrawn “W” until such time that they return to part-time or full-time status.

Long-Term ALOA – USMLE Step 2 CK (All Clinical Rotations completed)

Any student who has completed all clinical rotations and is taking an ALOA to sit for the USMLE Step 2 CK must receive approval from the Office of UME Student Services. Upon approval the ALOA will be processed to cover the first 12 weeks of the semester that they are sitting for the exam. At the end of the 12 weeks, all students must submit confirmation of sitting for the USMLE 2 CK exam to the Office of UME Student Services at umestudentservices@aucmed.edu. Once the confirmation has been received and reviewed, the Office of UME Student Services will approve/deny an ALOA extension for the remaining 4 weeks of the semester. If no confirmation is received, the student will be classified as AWOL. All students approved for a long-term LOA should note that they will be reported to the National Student Loan Data System (NSLDS) as Withdrawn “W” until such time that they return to part-time or full-time status.

SPECIFIC PROVISIONS FOR MEDICAL SCIENCES AND CLINICAL SCIENCES STUDENTS

Medical Sciences

A medical sciences student who is granted a Long-Term ALOA prior to registration for a semester will be considered to be on an approved Long-Term ALOA for purposes of measuring SAP. He or she will not be liable for tuition and fees for that term and will not be eligible to receive Financial Aid.

When a student takes an approved Long-Term ALOA, the leave term will **not** count toward the maximum time frame for completion of the academic program. The semester in which a student is granted a Short-Term ALOA for a period of greater than fifteen days will count toward the maximum timeframe for completion of the academic program for the purposes of SAP.

The Student Finance section set out above will apply regarding refunds of tuition and fees to students that are granted a Short-Term ALOA for a period of greater than fifteen days. Additionally, the student's course grades for the semester will be recorded as an "I," or a "W." "W" grades will affect a student's SAP as described in the Academic Performance section, which could result in SAP/FA Dismissal. An "I" must be converted to an "H", "P" or "F" grade during the next term of enrollment as set out in the Academic Performance section. The maximum consecutive time period for medical science students taking Academic Leave is two semesters.

Medical Sciences students are required to submit an ALOA request on the correct form to the office of the Dean of the Medical Science. All requests for Leave must be in writing and contain the student's printed name, student number, reason for the request, dates of the proposed leave period and student's signature.

A medical science student must meet the following Special Conditions before an Academic Leave request will be granted on medical grounds:

- A request for a medical leave must be delivered to the Associate Dean for Student Affairs prior to any missed exams, unless the medical illness or condition was of a truly exigent nature and caused the student to miss an exam;
- The request and supporting documentation will be reviewed by the Associate Dean for Student Affairs, and if deemed necessary, a physician of AUC's choice;
- The request must be accompanied by the student's signed consent for release of medical records which the student contends establish the existence of the qualifying medical condition; and

Students will not be allowed to take any exam or attend classes during an approved academic leave of absence for medical reasons.

Clinical Sciences

Clinical students receive federal financial aid based on confirmation of scheduled rotations. If there is a break in the student's scheduled rotations, the clinical student must complete an [Academic Leave Request Form](#) in advance, so that his or her current enrollment status may be tracked and reported to federal financial aid authorities. Therefore, it is essential for all clinical students to request and obtain approval for an Academic Leave prior to any break in their rotation schedule. Any Academic Leaves undertaken during clinical years should preferably be Short-Term. Students will be granted a maximum of two Long-Term ALOAs to take and pass all of their NBME Subject Examinations as required unless special dispensation has been granted by the Council of Clinical Deans.

LEAVE OF ABSENCE POLICY FOR USMLE TESTING

Students who have been approved for an Academic Leave of Absence for the purpose of preparing and sitting for a USMLE exam must ensure that their scores are received by the end of their approved ALOA. Failure to submit a score by the end of an approved ALOA will automatically trigger an academic dismissal. Please review the academic performance section for additional information on dismissal criteria.

USMLE Step 1 ALOA

Every medical sciences student needs to take a Long-Term Academic Leave of Absence to study and sit for the USMLE Step 1 Examination. To be approved for this LOA, students who have completed the Medical Sciences curriculum of the educational program must submit a completed [Academic Leave Request Form](#) and the required supporting documentation (see below) to the Office of the Registrar via email aucregistrar@aucmed.edu.

Requests for a 2nd Step 1 LOA will only be considered in cases of documented serious medical and/or family emergency. These situations are considered on a case-by-case basis and approval is not guaranteed. Step 1 LOA students experiencing such an emergency should contact the Associate Dean for Student Affairs as soon as possible to discuss their situation. If approved, students must sit for USMLE Step 1 on their 3rd term Academic Leave. Failure to report the USMLE Step 1 score by the first day of the subsequent semester after the approved Academic Leave will result in dismissal with the right to appeal.

Those students who do not pass the USMLE Step 1 on their first attempt will receive a letter of warning and will be referred to the Associate Dean of Academic Affairs. Those students and the Dean will work jointly to develop an academic plan for the USMLE Step 1 examination for a second time, and the student must take a second academic leave for an additional semester. If a student fails the USMLE Step 1 for a second time, they will be academically dismissed with

the right to appeal to the Appeal Committee. Should they be reinstated, a third academic leave may be required. Under no circumstances can a student take more than three academic leaves.

A student who intends to request a Long-Term Academic Leave for a second term to study or to sit for the USMLE Step 1 must also submit the following documentation with the [Academic Leave Request Form](#):

- A copy of the USMLE receipt as proof of attendance and completion of each USMLE Step 1 exam taken during the prior Academic Leave period;
- A copy of the USMLE result sheet, front and back, for each USMLE Step 1 exam taken during the prior Academic Leave period; and
- A detailed action plan with timeline setting out the student's strategy for passing USMLE Step 1.

Students who have been approved for a USMLE Step 1 ALOA extension for medical reasons as selected on the leave form, are still eligible to sit for the USMLE Step 1 examination. Please note this is only for students with an approved Step 1 extension.

A student who intends to request a Long-Term Academic Leave for the **third term** to study or sit for the USMLE Step 1 must also submit the following documentation with the Academic Leave Request Form:

- A copy of the USMLE receipt as proof of attendance and completion of each USMLE Step 1 exam taken during all prior Academic Leave periods;
- A copy of the USMLE result sheet, front and back, for each USMLE Step 1 exam taken during all prior Academic Leave periods; and
- Any other records confirming compliance with the prior Academic Leave action plan.

The student's agreement to comply with an approved action plan will become a condition of the Academic Leave, if approved. Failure to comply with any condition may result in denial of a further leave request and, if the student has not taken the USMLE Step 1 exam as agreed or otherwise not complied; the student will be subject to dismissal. The procedure for appealing such a dismissal is set out in the Academic Performance section.

Academic, Medical and Personal leaves all count towards Long-Term Academic Leaves. Students contemplating an Academic Leave on personal or medical grounds should note the Criteria for Dismissal located in the Academic Performance section.

USMLE Step 2 ALOA(s)

Students who are requesting to take a leave to study and sit for a USMLE Step 2 examination must submit a completed [Academic Leave Request Form](#) and required supporting documentation (see below) to the Office of UME Student Services. Students should anticipate

that two weeks may be necessary to process an Academic Leave Request and should therefore allow sufficient time for approval to be granted to avoid becoming AWOL. The approval or denial of the student's Academic Leave Request will be confirmed by email from the Office of UME Student Services.

A student who intends to submit a first-time request for a Long-Term Academic Leave to study or sit for a USMLE Step 2 examination must also submit the following documentation with the Academic Leave Request Form:

- An email recording his or her agreement to take USMLE Step 2 at least one month before his/her leave expires; and
- A copy of his/her Prometric final test date confirmation for taking USMLE Step 2 within the proposed leave period.

Agreement to take a USMLE Step 2 examination on or before the date specified will become a condition of the student's Long-Term Academic Leave, if approved. Failure to comply with this condition will result in denial of any further leave request and the student will be subject to academic dismissal. The procedure for appeal of such a dismissal is set out in the Academic Performance section. It is required that if the student receives a failing USMLE Step 2 score, s/he contact the Assistant Dean for Academic and Student Affairs to discuss a study plan and the timing for retaking the examination.

A student who intends to request a Long-Term Academic Leave for a **second term** to sit for a USMLE Step 2 examination must also submit the following documentation with the Academic Leave Request Form at least one month prior to expiration of the current Academic Leave period:

- A copy of the USMLE receipt as proof of attendance and completion of each USMLE Step 2 exam taken during the prior Academic Leave period;
- A copy of the USMLE result sheet, front and back, for each USMLE Step 2 exam taken during the prior Academic Leave period;
- A copy of the Prometric final test date confirmation for taking USMLE Step 2 before the end of the leave period;
- A detailed action plan developed in coordination with the Assistant Dean for Academic and Student Affairs with timeline setting out the student's strategy for passing USMLE Step 2 examinations; and
- An official ECFMG transcript must be provided to the Office of UME Student Services prior to expiration of the second leave period, **if approved**.

Compliance with the approved action plan will be a condition of the Academic Leave, if granted. Failure to comply with any condition may result in denial of a further leave request. If the student has not taken the USMLE Step 2 exam or otherwise does not comply as agreed, the student will

be subject to dismissal with the right to appeal. The procedure for appeal of such a dismissal is set out in the Academic Performance section. It is highly recommended that if the student receives a failing USMLE Step 2 score for the second time, he/she immediately enroll in a formal USMLE Step 2 preparation program.

A student who intends to request a Long-Term Academic Leave for the **third term** to study or sit for a USMLE Step 2 examination must also submit the following documentation with the Academic Leave Request Form at least one month prior to expiration of the current leave period:

- A copy of the USMLE receipt as proof of attendance and completion of each USMLE Step 2 exam taken during all prior Academic Leave periods;
- A copy of the USMLE result sheet, front and back, for each USMLE Step 2 exam taken during all prior Academic Leave periods;
- A copy of the receipt for payment for a USMLE Step 2 prep program confirming current or scheduled enrollment during the proposed leave period;
- A copy of the Prometric final test date confirmation for USMLE Step 2 within the proposed leave period;
- Any other records confirming compliance with the prior Academic Leave action plan;

A further detailed action plan with timeline setting out the student's strategy for passing the USMLE Step 2 during the third requested leave period; and

An official ECFMG transcript must be provided to the Office of UME Student Services prior to expiration of the third leave period, **if approved**.

The student's agreement to comply with an approved action plan will become a condition of the Academic Leave, if approved. Failure to comply with any condition may result in denial of a further leave request and, if the student has not taken the USMLE Step 2 exam as agreed or otherwise not complied; the student will be subject to dismissal. The procedure for appealing such a dismissal is set out in the Academic Performance section.

If a student needs more than one Long-Term Academic Leave of Absence, he or she must obtain approval from the Office of the Registrar. The maximum number of Long-Term ALOAs is limited to three for taking the USMLE Step 2 Exams. If a student has not reported a passing USMLE Step 2 score(s) by the end of the third semester of a Long-Term ALOA, he or she will be dismissed per the academic dismissal policy. Academic, Medical and Personal leaves all count towards the long-term academic leaves. Students contemplating an ALOA on personal or medical grounds should note the Criteria for Dismissal located in the Academic Performance section.

Emergency

The Emergency Leave status will be converted to a Non-Academic Leave, a Non-Academic Medical Leave, or an Academic Medical Leave by the Associate Dean for Student Affairs as soon as the appropriate classification is determined. The student, unless incapacitated, will be required to request and complete the administrative details of the assigned leave within 30 days. Students, whose status cannot be determined because they have not responded within a month to electronic communications sent to their AUC email, will be declared AWOL and further proceedings will be handled according to AWOL provisions.

STUDENT RECORDS AND TRANSCRIPTS

STUDENT RECORDS

Permanent student records are maintained, including admission information, academic transcripts and other relevant information. Students may review the contents of their record by notifying the Office of the Registrar in writing. Materials submitted in support of students' applications, including transcripts from other institutions, letters of reference and related documents, become the property of AUC. Except as required by applicable law, information regarding attendance, grades or any other aspect of students' academic standing will not be released without written student consent.

NOTIFICATION OF STUDENT RIGHTS REGARDING THEIR EDUCATIONAL INFORMATION

AUC respects the rights and privacy of its students and acknowledges the responsibility to maintain confidentiality of personally identifiable information (PII).

Family Educational Rights and Privacy Act (FERPA) is a federal law that affords students the following rights with respect to their education records, including:

1. The right to inspect and review the student's education records

Students have the right to review their education records within 45 days of the day the institution receives their request. Students should submit to the Office of the Registrar, dean, or head of the academic department written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the official to whom the request is submitted does not maintain the records, that official will advise the student of the correct official to whom the request should be addressed.

2. The right to seek an amendment of inaccurate or misleading information

Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write to the official responsible for the record, clearly identify the part of the record they believe should be changed and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when they are notified of the right to a hearing. Following the hearing, if the institution still decides not to amend the record, the

student has a right to place a clarifying statement in the record.

3. The right to limit disclosure of personally identifiable information

Students have the right to consent to disclosure of personally identifiable information contained in their educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to a school official who has a legitimate educational interest. A school official is a person employed by the institution in an administrative, supervisory, academic, research, or support staff position (including campus security, incident commanders and health staff) or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include an Adtalem Global Education colleague, a volunteer, or contractor outside of the institution who performs an institutional service or function for which the institution would otherwise use its own employees and who is under the direct control of the institution with respect to the use and maintenance of PII from education records, such as an attorney, auditor, intern or collection agent or a student volunteering to assist another school official in performing their tasks. School officials have a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for the institution.

Another exception that permits disclosure without consent is disclosure of directory information. Directory information is not considered to be harmful or an invasion of privacy if disclosed. See the Directory Information section for additional information.

4. The right to file a complaint with the U.S. Department of Education if the institution fails to comply with FERPA requirements

Complaints regarding disclosure of educational information should be directed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
Tel: +1 800 USA LEARN (+1 800 872 5327)

DIRECTORY INFORMATION

The FERPA designates certain student information as “Directory Information” and gives the institution the right to disclose such information without having to ask students’ permission. The items listed below as “Directory Information” may be released for any purpose at the discretion of the institution. Under the provisions of FERPA, students have the right to withhold the disclosure of any or all of the categories of information listed below. The following information

will be released unless students specifically request that their information be withheld:

- **Directory Information:** Name, address, telephone number, email address, date and place of birth, dates of attendance, previous institution(s) attended, major field of study (program), enrollment status, degrees and awards, past and present participation in officially recognized activities, residency obtained.

To Withhold Information

To have directory information withheld, students must submit a written request to the Office of the Registrar. Once filed, this request becomes a permanent part of the student's record and no information may be released until the student instructs the institution otherwise.

TRANSCRIPTS

AUC understands the importance of providing our students with effective and efficient transcript services. Important events in the students' lives depend on the prompt and secure delivery of transcripts and AUC wants to keep students informed of their order and delivery status. Transcript requests will be processed within one business day and sent to the receiver within minutes. However, students should allow additional time for mailing if requesting a paper copy.

Please note: Transcript requests to be uploaded to ECFMG/Match are free of charge and should be requested through the Office of Student Professional Development.

AUC charges \$5.00 for each transcript requested and there is an online convenience fee of \$3.00 for each receiver of the transcript (regardless of the number of copies being sent). During the online ordering process a major credit card will be required to pay these fees. In addition, other fees may apply if the student chooses to have their transcript sent via postal service rather than electronically.

Please note: Transcripts will not be sent if there are outstanding financial obligations associated with the student's account.

ORDERING PROCESS

- During the online ordering process, students will be instructed to identify the recipient of the transcript.
- AUC recommends electronic delivery of transcripts. Transcripts will be delivered as PDF documents through a secure web application.
- Students will be notified via email when the transcript is sent and also when it is received.

DELIVERY METHODS

- Electronic delivery is the preferred method and is possible to a network of over 1,800 receivers or to any individual if students provide their email address.
- Before sending an electronic transcript to an individual, please verify that the individual is willing to accept this secure PDF transcript. To ensure proper notification, request the individual to add @credentialssolutions.com to their safe sender email list.
- If a student's transcript cannot be delivered electronically, it will be sent by U.S. first class mail.

UNOFFICIAL TRANSCRIPTS

- Students can log into the student portal at any time and view unofficial transcripts. Additionally, when registering for a clinical rotation, every student receives a summary sheet with previous rotations taken and USMLE, COMP, leave of absence information, and NBME exam scores.
- As part of the residency application process, students are encouraged to review their unofficial transcript via the student portal prior to the upload of their transcript to ERAS. Students can request updates to their transcript via email to umestudentservices@aucmed.edu.

INSTITUTIONAL COMPLAINTS

Students are encouraged to address complaints that they may have concerning AUC through a personal meeting with AUC personnel directly involved with the issue that is the subject of the complaint.

In the event the student is unable to resolve their complaint in this manner, the student may submit a written complaint to the Assistant Dean for Student Affairs if the complaint is campus based, and the Associate Dean for Student Affairs if the complaint is during clinical rotations. The respective deans will respond to written complaints generally within ten days.

In the event a student has a complaint that has not been resolved by the University through use of the Administrative Review or Grievance Process, he/she may contact the state in which s/he resides. A complete list of state agencies, may be found on the AUC website through the Contact Information for Student Complaint Process:

https://www.aucmed.edu/content/dam/dmi/www_aucmed_edu/PDFs/auc-contact-info-for-student-complaint.pdf

If a student complaint is associated with the institution's compliance with academic program quality and accrediting standards, he/she may file a complaint with the Accreditation Commission on Colleges of Medicine, the agency that accredits AUC's academic program. The ACCM will only consider complaints which have not been resolved satisfactorily at the institutional level. The contact information for ACCM is:

ACCM Secretariat

131 Belmont, Southern Cross Road,
Bray, Co. Wicklow, Ireland
Tel: +353 87 238 8502
Email: office@accredmed.org
Website: www.accredmed.org

Missouri Students Only

If a Missouri resident's complaint has not been remediated by AUC, then the student may log a complaint against the school to the Missouri Department of Higher Education. The contact information is as follows:

Missouri Department of Higher Education

205 Jefferson Street
P.O. Box 1469
Jefferson City, MO 65102-1469
Email: info@dhe.mo.gov

ADMINISTRATION AND FACULTY

ADMINISTRATION

Provost – Heidi Chumley, MD, MBA

Chief Academic Officer and Senior Associate Dean, Academic and Student Affairs – Julie S. Taylor, MD, MSc

Senior Associate Dean, Medical Education – Mark Quirk, EdD

Senior Associate Dean, Sint Maarten Campus – Pedro L. Delgado, MD

Associate Dean, Student Affairs – Kimberly A. Kirkland, PsyD

Associate Dean, Academic Affairs – Andy Ginty, BSC, PGCE, PGCLTHE, PhD

Associate Clinical Dean (US) – Robert M. Hecht, MD, FACOG

Associate Clinical Dean (UK) – Stephen Ash, MD

Assistant Clinical Dean (UK) – Ian Scobie, MD

Assistant Dean, Service-Learning and Community Affairs – Golden Jackson, PhD

Assistant Dean, Academic and Student Affairs – Joy Checa, MD, MSc, MBA

Assistant Dean, Student Affairs – L. Scott Rinker, PhD

Assistant Dean, Academic Affairs – Mary Lucero, PhD

University Registrar – Rodney C. Bowen Jr., MEd

Senior Administrator, Campus Operations – Hazarie Ramoutar, MBA, FCCA

Immigration Officer – Sumita Ellis

MEDICAL SCIENCES FACULTY

Dr. David Adelstein

Dr. Athena Andreadis

Dr. Mohamed Aziz

Dr. Ravindra Beedimani

Ms. Teri Boese

Dr. Douglas Burns

Dr. Mary Cashman-Lucero

Dr. Naira Chobanyan

Dr. Margaret Colden

Dr. Cecil Cone II

Dr. Saleem Farooqi

Dr. Beatriz Finkel-Jimenez

Dr. James Gannon

Dr. Bill Hayden

Dr. Natalie Humphrey

Dr. Maryna Kornieieva

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Dr. Lance Miller

Dr. Phillip Pearson

Dr. Gregory Plochocki

Dr. Daniel Quinn

Dr. Charlotte Rhodes

Dr. David Rodda

Dr. Erica Rushing

Dr. Jacqueline Stanley

Dr. Gautam Ullal

Dr. Albert van der Waag



Medical Sciences Campus

American University of the Caribbean School of Medicine

#1 University Drive at Jordan Road

Cupecoy, Sint Maarten

Tel: +1 721 545 2298

Administrative Offices

American University of the Caribbean School of Medicine

880 SW 145th Avenue, Suite 202

Pembroke Pines, FL 33027

Tel: +1 305 446 0600

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