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*To access the documents listed in the Appendix, please click on the embedded link and you will be directed to the appropriate form on the American University of the Caribbean School of Medicine (AUC) website.

Application to AUC by a student constitutes agreement to comply with this 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 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).
AUC PROFILE

INSTITUTIONAL OBJECTIVES

The mission of AUC is to provide an excellent medical education to qualified students of diverse backgrounds. This mission is to be accomplished within an atmosphere of academic integrity and scholarship, which fosters the highest standards of professional ethics and competence.

AUC is dedicated to developing physicians who will be socially responsible and clinically superb. To achieve this goal, we have implemented within this 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. 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 risks.

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 Skills

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.

**Clinical Reasoning Skills**

**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 health care 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.
  o Basic Cardiopulmonary Resuscitation Bag,
  o Mask Ventilation.
  o Venipuncture.
  o 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.
REGISTRATION

All students new to AUC are required to attend registration/orientation proceedings beginning on the Sunday 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. 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.

STUDENT FINANCE

REGISTRATION REQUIREMENTS

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 science student who registers after 4:00 p.m. of the first day of formal instruction as noted in the Academic Calendar will be charged a $1001 late fee;
- Any clinical science 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

1 All references to currency in this Student Handbook shall refer to U.S. dollars.
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.

Students are allowed to add an individual course during the first week of the term when given permission to do so by the appropriate dean. Students are allowed to 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. Medical sciences student must complete the dropped course within the next successive semester.

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

Medical science 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. Half-time enrollment constitutes a course load of 8 or 9 credit hours. Quarter-time enrollment constitutes a course load of 7 or fewer credit hours. Students registered for quarter-time enrollment will not qualify for Federal Financial Aid.
No medical science student may register for more than 21 credit hours per term without the prior written consent of the Medical Science Dean, 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 (ICM) course.

**Clinical Sciences**

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 less than 4 weeks of clinical rotations per term of enrollment will be considered less than half-time. However, all clinical sciences students should be aware that financial aid eligibility during clinical sciences is based on the number of weeks enrolled per semester. Please refer to page 21 for AUC’s Satisfactory Academic Progress (SAP) qualitative standards.

**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:

- 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.
- If a continuing student withdraws prior to the start of a semester, no tuition charges are due for that semester.
- 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.
- If a student withdraws after the first 60 percent of a semester, which is after completing Week 10, the full tuition charges remain due.

For withdrawal during the first 60 percent of a semester, student loan awards are federally required to be recalculated, 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.
Health Insurance Fees will be refunded at the rate of 100% given the following conditions are met:

- The student of the Incoming Cohort officially withdraws within the first 30 days of the semester. (Health Insurance Fee is non-refundable for returning students)
- Health Insurance card is returned to the Business Office at the time of withdrawal.
- Completed Health Insurance Non-Usage Confirmation form is submitted to the Business Office at the time of withdrawal.
- 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 at 901 Ponce de Leon Blvd, Ste. 700, Coral Gables, FL 33134; fax: (305) 444-6791.

**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.
- The student has not begun his or her second semester at AUC.

Under the terms of this policy, AUC will refund 100% 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 of their courses eligible for Title IV aid will be considered to have withdrawn
- A student is considered to have withdrawn if the student 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% 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% point of a payment period, only a portion of the student's aid has been earned. A student who remains enrolled beyond the 60% point is considered to have earned all awarded aid. All students who withdraw, including those who remain enrolled beyond the 60% 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 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.

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.
ACADEMIC PERFORMANCE

GRADING SYSTEM

AUC’s 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 National Board of Medical Examiners® (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 National Board of Medical Examiners® (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 absent without leave (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), and that 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

An incomplete for a course can only be assigned with an approved Excused Absence and as a result has missed the final exam and/or block exam(s) for the course. However, a course grade of “F” will be assigned if a student needs a grade of more than 100% on any missed exam to pass the course. 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 Associate Dean for Student Affairs. 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. Make up examinations for students with an approved Excused Absence from the Associate Dean for Student Affairs will be administered on Friday prior to Week 1.

An incomplete for a course can also be assigned if a student has not satisfied the requirements for certification for the United States Medical Licensing Examination® (USMLE) Step 1 exam as set out in the ICM 6 course syllabus. Receipt of an “I” grade in this instance will require the student to take a long-term Leave of Absence and s/he must convert the “I” grade by fulfilling the certification requirement by the end of the next term. Requests for further extension must be approved by the Assistant Dean for Student Affairs. Failure to do so will result in an “F” grade being recorded for the ICM 6 course and the student will be dismissed from AUC on academic grounds. Students have the right of appeal as long as they are eligible to repeat ICM 6 in the subsequent semester and complete the medical sciences within the maximum 7 semesters. Students receiving such an “I” grade for the ICM 6 course should contact the Financial Aid department to discuss the effect of this on their loan status.

Beginning May 2017, for all students regardless of entering semester cohort, a student will receive a final course grade of “I”, if s/he meets the criteria to take a Remediation Comprehensive Exam. The criteria are as follows:

- Student fails one of three major semester courses with a final grade of 65.0% - 69.4% (no rounding).
- 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, student achieves a course grade of 75.0% or higher (no rounding) and passes all other P/F courses.

If the student meets these criteria, s/he will be eligible to take a Remediation Comprehensive Exam, which will be offered on Monday of Week 1. If s/he passed a Remediation Comprehensive Exam with a score of 70.0% or higher (no rounding), s/he can advance to the next semester level. A course grade will be changed to a ‘Pass’ and 70% score grade, regardless of a Remediation Comprehensive Exam score.

Students can forfeit the opportunity to take a Remediation Comprehensive 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 are as follows: passage of subject exam (for core clerkships only), electronic submission of case log(s), and completion of the Clinical Clerkship Evaluation Form. All three 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 Satisfactory Academic Progression (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.
- Three failures of the subject exam for the corresponding clerkship.
- Failure to submit final case logs within 60 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 Dean. Once approved by the Dean of Medical Sciences, the Campus Registrar will record the grade change. Students cannot protest their grade. If they have concerns with exam questions, they have to follow the Flow Chart for 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/her concerns. If the course director is unwilling to accept the student’s appeal, the student has the option of escalating his/her concern about the grade to the relevant US or UK Associate Clinical Dean depending on the location. The Clinical Dean may then discuss the situation with the course director and/or site director. If no satisfactory resolution is achieved, the Clinical Dean can bring the matter to the Council of Clinical Deans for additional input. The determination of the Council of Clinical Deans is not subject to appeal. Please refer to page 33 for more information about the Council of Clinical Deans.

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

SATISFACTORY ACADEMIC PROGRESS

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 language set forth in the federal guidelines [34 CFR 668.34] which specifies the minimum academic progress required of a student to avoid termination of funding provided by federal and state governments. The 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. Your 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. Therefore, the AUC 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 by AUC. 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 science 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 SATISFACTORY ACADEMIC PROGRESS

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 70.00% cumulative grade point average throughout the duration of the medical science 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 per academic year.
- 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 timeframe for completion of the entire medical education program is seven (7) academic years, comprising of 14 semesters of enrollment. The maximum time frame is divided between the two curriculums of the medical education program:

- Students have 7 semesters (less approved long term of absences) to complete the medical sciences curriculum.
- Students have 7 semesters (less approved long term leave of absences) to complete the clinical sciences curriculum.
UNDERSTANDING SATISFACTORY ACADEMIC PROGRESS 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.**

**SAP/FA Dismissal**

- Student fails to meet academic plan, terms of an appeal, remediate and/or appeal SAP dismissal standing, or fails to meet SAP a second time after being placed back into good standing.

**Student 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 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 appeal the determination and request reinstatement on SAP/FA probation based on the guidelines of the academic plan completed.

APPEAL PROCESS

Students that 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 complete an appeal form and submit information 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.
- Students should submit their appeal to the Student Evaluation and Promotion Committee (Medical Sciences) or Council of Clinical Deans (Clinical Sciences).
- 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 Criteria 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 s/he 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 must remediate with the SAP Determination Committee (SAP-D). 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 Student Evaluation and Promotion Committee (SEPC). A copy of the SEPC appeal process is available in the Medical Sciences Office of the Dean. Students matriculating in the September 2017 semester or later will appeal SAP related academic dismissals will appeal to the Medical Sciences Academic Support Board Grievance Committee.

**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 state timeframe needed to meet SAP
  - Student regains FA eligibility

- Student must remediate with SAP-D 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 SEPC or Grievance Committee, depending on matriculation date; and

- Students matriculating prior to September, 2017 may choose whether to have an expedited or non-expedited appeal if SEPC appeal is approved:
• End of semester status is updated to SAP/FA Probation/Readmit after appeal;
• Student must meet with the SAP-D 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 SEPC/Grievance appeal hearing:
  o 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.

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 Council of Clinical Deans. 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:
  o End of semester status updated to SAP/FA probation;
  o Student must appeal and complete an academic plan;
  o Academic plan must specify timeframe needed to meet SAP; and
  o 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
  o End of semester status is updated to good standing.
  o Student retains FA eligibility.
• Student fails to meet SAP but meets the requirements of the academic plan:
  o Status remains SAP/FA Probation; and
  o Academic plan is reviewed for continuation of FA eligibility.
• Student fails to meet the academic plan:
  o End of semester status updated to SAP/FA Dismissal;
  o 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.

ACADEMIC PERFORMANCE PROGRESSION - STATUS

AUC recognizes how vital a successful academic career is for students aspiring to be medical doctors. Moreover, AUC expects all of its students to have a successful academic career while in attendance. Furthermore, pursuant to our mission and performance outcomes, AUC has constructed academic performance policies and procedures to ensure that students are successfully progressing through the program. In the event that a student’s academic performance become deficient, apart from the aforementioned SAP guidelines, academic performance policies and procedures have been created to not only ensure that students are notified of academic deficiencies, but are also provided with appropriate remediation and appeal procedures.

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. 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;
- Failing the same course twice in the medical sciences curriculum;
- Failing ICM 6 in accordance with the course syllabus;
- Failure to meet the terms of an appeal or academic plan;
- 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;
- Any student who does not complete medical sciences within 7 semesters of matriculating (less long term leave of absences).
- Failure of USMLE Step 1 exam after second attempt.
- Students who do not pass USMLE Step 1 exam after three consecutive leave of absences.
- Failure to report the USMLE Step 1 score by the first day of the subsequent semester without an approved extension will result in dismissal.
- Failure to report the USMLE Step 1 score by the end of a granted extension period will result in dismissal.
- 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 SEPC/Grievance 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 SEPC/Grievance Committee more than once.
- Failure of ICM 6 will result in an academic dismissal without the right to appeal.
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;
- Failure of three USMLE Step 2 CK or three Step 2 CS exams;
- Students who are granted an Academic Long Term Leave to take one or more NBME Subject Examinations or a USMLE Step 2 exam who do not sit for the exam during the leave period and do not report a score by the end of the leave period;
- Any student who does not graduate within 7 calendar years of matriculating;
- Any student who does not complete all 72 weeks of clinical rotations within 7 semesters in accordance with the Maximum Time Frame policy;
- Failure to meet the terms of an appeal or academic plan.

UNDERSTANDING ACADEMIC PERFORMANCE STATUSES

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 AW or AD. The information below demonstrates the progression of not meeting academic performance standards. 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, s/he may appeal the dismissal. Upon a successful appeal the student’s performance will once again be monitored throughout the semester and reviewed in full at the end of the semester or until such time that s/he returns to good standing,
meets his/her academic success plan or appeal terms, or is permanently dismissed from AUC.

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 s/he will no longer be eligible for FA and will be dismissed from AUC without right of appeal.

**Medical Sciences**

**AW criteria triggered:**
- End of semester status updated to AW;
- Student is placed on AW; and
- Status remains in effect until student clears medical sciences curriculum.

**AD criteria triggered:**
- End of semester status updated to AD; and
- Student is dismissed from AUC pending appeal to the SEPC/Grievance Committee.
  - If SEPC/Grievance appeal is approved:
    - End of semester status is updated to AA; and
    - Student is provided with academic success plan/appeal terms.
  - If SEPC/Grievance appeal is denied:
    - End of semester status is permanently placed in AD; and
    - Students that fail to appeal will be permanently dismissed from AUC.

**Semester after AA status:**
- If the terms of the SAP requirements and Academic Plan are met and student completed the Medical Sciences curriculum:
  - End of semester status is updated to good standing.
- If the terms of the SAP requirements and Academic Plan are met but student continues to subsequent semesters:
  - End of semester status remains AA
- If the terms of the SAP requirements and Academic Plan are not met:
  - End of semester status is updated to AD; and
  - Student is dismissed from AUC without the right to appeal.

**Clinical Sciences**

**AW criteria triggered:**
- End of semester status updated to AW;
- Student is placed on AW; and
- Status remains in effect until student clears clinical sciences curriculum.
AD criteria triggered:

- End of semester status temporarily updated to AD; and
- Student is dismissed from AUC and may appeal to the Council of Clinical Deans.
- If appeal is approved:
  - End of semester status is updated to AA; and
  - Student is provided with academic success plan/appeal terms.
- If appeal is denied:
  - End of semester status is permanently placed in AD; and
  - Students that fail to appeal will be permanently dismissed from AUC.

Semester after AA status:

- If the terms of the appeal are met:
  - End of semester status is updated to good standing.
- If the terms of the appeal are met but are continuing to subsequent semesters:
  - End of semester status remains AA.
- If the terms of the appeal are not met:
  - End of semester status is updated to AD.

COMMITTEE AND COUNCIL INFORMATION

The SAP-D is comprised of the Associate Dean for Student Affairs, the current Chair of the SEPC, and the Associate Dean for Academic Affairs. The SAP-D reviews students who trigger a negative SAP determination or academic warning and first time USMLE Step 1 failures. Moreover, the SAP-D is charged with delivering dispositions and academic success plans for students that trigger negative SAP determinations and first-time USMLE Step 1 failures.

The SEPC is comprised of a pre-determined amount of faculty members and two honor society students (if requested by the student). SEPC is charged with hearing and delivering dispositions on SAP Dismissal appeals from students that have failed to meet the terms of their academic plan after being placed on SAP Probation. Moreover, SEPC is charged with providing the terms of an appeal which allow students to maintain their enrollment in AUC. SEPC will manage the academic progression of students matriculating to AUC prior to the September 2017 semester.

The MSAS Board manages the academic progress of students matriculating to AUC beginning in the September 2017 semester. The MSAS Board is chaired by the Assistant Dean for Student Affairs and members include the Associate Dean for Academic Affairs, the Assistant Dean for Evaluation, the Course Directors, and the Director of Academic Support.

The Grievance Committee manages the AD appeal process for students matriculating in the September 2017 semester or later. It is chaired by the Associate Dean for Academic Affairs. Members include the Assistant Dean of Evaluation and the Course Directors.
The Council of Clinical Deans is comprised of four 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 - US; and the Clinical Dean - UK. During the clinical science training, the overall progress of the student is heavily dependent on the student’s capacity to function in an interactive clinical setting with patients, faculty and administration in addition to maintaining adequate attendance and academic progression. For this reason, the Council of Clinical Deans was established in 2010 to proactively consider and monitor the academic performance and progress all clinical students. Due to the widely varying schedules of clinical students, the deans 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 deans 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 Campus Registrar or Office of the Registrar at aucregistrar@aucmed.edu.

REQUIREMENTS FOR GRADUATION

To be eligible to receive the M.D. degree, students must have complied with all of the following aspects of the doctor of medicine degree program:

- Satisfactorily completed the medical science curriculum;
- Satisfactorily completed all required 72 weeks of clinical rotations:
  - 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 USMLE Step 1, Step 2 CK and Step 2 CS exams;
- Fulfilled all financial obligations to AUC;
- 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, 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. 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.
CLINICAL REQUIREMENTS & SCHEDULING

PURPOSE

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 Student Services. 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.

OFFICE OF STUDENT PROFESSIONAL DEVELOPMENT

The Office of Student Professional Development (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 National Resident Matching Program® (NRMP), Educational Commission for Foreign Medical Graduates (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 also assists graduates with physician state licensure. Please visit Student Services’ web page for more information.

**THE TRANSITION TO CLINICAL MEDICINE COMMUNITY MENTOR PROGRAM**

In 2014, AUC implemented the Transition to Clinical Medicine Community Mentorship Program (TCM) in response to students’ requests to help continue the sense of community in clinical sciences that has been fostered in medical sciences. TCM includes active participation in virtual student cohorts led by Clinical Education Fellows both before and during their third-year clinical rotations.

Clinical Education Fellows (Fellows or CEFs) are senior AUC students or recent AUC graduates who lead virtual TCM sessions for cohorts of new clinical science students. Every five weeks, each Fellow is assigned a new student cohort of 8-10 students who have recently passed their USMLE Step 1 exam and are preparing to begin their clinical clerkships. Fellows facilitate weekly, synchronous, two-hour online sessions to build a sense of community and develop clinical skills among students. Meetings take place using cloud-based videoconferencing technology that is easily accessible on laptops, tablets and smartphones. During online meetings, Fellows lead students in theory-based curricular activities designed to foster a sense of virtual community. Additionally, Fellows teach students how to use asynchronous learning tools such as the Millennium Program and discuss strategies for excelling during clinical training and with preparation for USMLE examinations. After the initial 5-week TCM program, the Fellows continue to engage their student cohorts for one hour each month in a longitudinal continuity program, providing information, leading reflection, and continuing to maintain a robust virtual community.

Although participation in the TCM Program is a graduation requirement, it is a virtual community / support network and not a course per se. As such, students will not receive a grade for TCM on their transcripts.

**TCM Attendance**

Attendance is required at all TCM meetings including weekly 2-hour sessions and monthly 1-hour sessions. Exceptions include Academic Leave of Absence (ALOA), illness, or unexpected 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 Fellow in writing prior to the absence. A student is responsible for contacting his/her 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 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 Associate Dean for Student Affairs for further investigation and intervention.

More detailed information regarding the TCM program may be found in the TCM Student Guide.

**REQUIRED TOTAL CLINICAL WEEKS: CORE CLERKSHPs AND ELECTIVES**

A total of 72 weeks of clerkships are needed to complete the clinical sciences requirements. Total clinical weeks cannot exceed 72 weeks. To meet physician licensure requirements, a minimum of 54 clinical weeks (including all core clerkships) must 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 in the same subject area.

**REQUIRED CORE CLERKSHPs**

A minimum of 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 must be taken in AUC-affiliated institutions in the US or UK.

**RECOMMENDED ELECTIVES**

AUC highly recommends that all students take the following elective rotations: Family Medicine, Emergency Medicine, and Neurology. The only residency licensure requirement for elective rotations is Family Medicine which does vary by state. 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.™ 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 Diagnosis and Procedure Log reports from the E*Value PxDx module, saving them in PDF format, and submitting them to the Office of the Registrar at aucregistrar@aucmed.edu. 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. Failure to submit a case log within 30 days of completing a rotation will automatically result in an “I” grade for the clerkship. Refer to Grading System section for more information on “I” grades.

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. Three or more delinquent case logs 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 60 days from the end of 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 AUC Student Handbook 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. All core and elective clerkship weeks that span across two semester will receive one Medical Student Clinical Assessment form. Clinical sites have 30-45 days from the end of a core or elective rotation to submit the completed Summary Medical Student Clinical 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 one 2-week elective is permitted per student during the clinical
years, unless a request for an exception is submitted to the Office of Student Services and approved by the Associate Clinical Dean - US. The maximum length of time that a student may take any elective clerkship in any one subject area is eight weeks. The maximum number of non-internal medicine related electives is 8 weeks, unless a request for an exception is submitted to Student Services and approved by the Associate Clinical Dean - 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 Student Services at advisors@aucmed.edu. No student may take more than two electives, with a combined total duration of 8 weeks, at any one unaffiliated institution.

- An elective clerkship may be taken through a non-affiliated institution in the US that is ACGME accredited in the elective subject area after approval by Student Services. The student may be required to pay the site directly and will be reimbursed at the rate notified by Student Services (rates subject to change).

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 eight 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 Student Services.

Requests for specialty rotations, such as International Rotations, will be considered on an individual basis after supporting material is reviewed and approved by 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 Summary Medical Student Clinical 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 Student Services (rates subject to change).
SCHEDULING CORE CLERKSHIPS AND ELECTIVES

When a student secures their Prometric testing window through USMLE, they will be required to upload the Prometric appointment to the AUC website. When uploading their PDF document, they will be allowed to select their geographic core location preference on the form: http://www.aucmed.edu/student-services/forms-and-resources/core-location-preference.aspx

Upon receiving a passing USMLE Step 1 score, students are responsible for sending in their score reports in PDF format to the following two email addresses: aucregistrar@aucmed.edu which is responsible for clinical science promotions and handles the merging of documentation. Students should also send their score reports to advisors@aucmed.edu which alerts the Office of Student Services that their USMLE Step 1 score was received.

AUC students who are not US citizens nor lawful permanent residents of the US must obtain a B-1 Nonimmigrant Visa from a US Embassy or Consulate prior to entering the US 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.

Student Services contacts the student to acknowledge receipt of the student’s passing USMLE Step 1 score and arrange a core clerkship schedule based on rotation availability. 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.

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 Student Services receives official written confirmation from the student sent to coordinators@aucmed.edu that s/he is accepting the proposed schedule.

Every student who has passed their USMLE Step 1 examination and will be traveling to the UK for completion of three or more 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 for the cost of air travel. 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,
s/he will be charged a late cancellation fee of $500 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 accepted a fully-or-partially-tracked (all or some rotations at the same site) core clinical clerkship schedule, s/he must complete the acknowledgement and agreement in its entirety and supply the required documentation. If at any point after accepting the tracked schedule, the student should wish to change any part of it, they 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 clinical students are required to submit hospital clearance documentation to Castle Branch, however if they have any issues they are to connect with the hospital coordinators directly via email at coordinators@aucmed.edu at least 60 days prior to their scheduled core or elective rotation. For core rotations, students should upload hospital clearance documentation to Castle Branch 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, 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 $500 per week cancelled plus any additional fees charged by the hospital site.

**Students may not request to have the start of their clinical rotations delayed beyond 60 calendar days from the receipt of their Step 1 score.**

Prior to each clerkship start date, 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 Student Services and not the hospital to verify their rotation schedule.

**Documentation provided to the hospital site by 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.

Thereafter, the hospital will acknowledge receipt of the student roster and confirm the core or elective assignment(s) by email to AUC.

After receiving confirmation from the hospital, 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 expected to acknowledge the confirmed assignment by return email.

**SCHEDULING ELECTIVE ROTATIONS**


A list of hospitals affiliated with AUC for elective rotations is disseminated by Student Services to 3rd- and 4th-year students once each semester. 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.

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 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, s/he will be charged a late cancellation fee of $500 per week 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 hospital, Student Services will confirm the clerkship assignment with the student by email. Students are expected to check their AUC email account on a daily basis. The student is expected to acknowledge the confirmed elective assignment by return email.

STATE SPECIFIC REGULATIONS

AUC students are ineligible to engage in clinical rotations in the following states due to state-level restrictions: Massachusetts, Nevada, New Hampshire, New Jersey, New Mexico, North Carolina, Oregon, Pennsylvania, Rhode Island, Texas, Washington, D.C., Washington, and Wyoming.

- **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 advisors@aucmed.edu. We will inform our Manager of Clinical Affiliations, 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 connect with the Student Services at advisors@aucmed.edu.

- **New York:** AUC students engaging in elective rotations at a non-affiliated site in the state of New York are required to apply for a letter of short-term eligibility through the New York State Education Department (NYSED). Students will be responsible for providing the Student Services with a $30 check or money order addressed to the NYSED to process the letter of short-term eligibility once the student has received a written confirmation from the hospital that they have been accepted for the elective rotation. For more information or assistance with this process students can email the Student Services at advisors@aucmed.edu.

SUPPORT SERVICES AVAILABLE THROUGH THE OFFICE OF STUDENT AFFAIRS

The Associate Dean for Student Affairs serves as an ombudsman and counselor for any academic or non-academic challenges which occur during the course of the clinical sciences
counseling routine...available counseling. Assistance is also available in identifying and being referred for tutorial or mental health services to outside sources which will preserve the student’s confidentiality and not be involved in direct clinical or didactic supervision.

Students who have failures on NBME or USMLE exams or preparations are referred or may self-refer to the Associate Dean for Student Affairs for counseling and assistance in developing study plans or finding resources in mastering didactic problems and difficulties in medical thinking.

Students who are experiencing difficulties in understanding issues in meeting the social interactive and professional demands inherent in the clinical rotations may be referred or self-refer to the Associate Dean for Student Affairs.

Students who request or are placed on academic leave for personal or medical reasons, confer with the Associate Dean for Student Affairs who will serve as liaison in the establishment of the leave and the terms of such leave. The Associate Dean for Student Affairs may require and coordinate an independent Fitness for Duty (FFD) Evaluation prior to the student’s return from an academic leave for personal or medical reasons. The Associate Dean for Student Affairs will also place students on emergency leave if there is a situation that arises in a clinical rotation which threatens the safety of the student or patients under the student’s care or in which the student does not appear to meet AUC’s Technical Standards. Please refer to the Section on Academic Leave of Absence for additional information on emergency, personal and medical leaves of absence.
POLICIES & PROCEDURES

ACCREDITATION QUESTIONS

If a student complaint is associated with the institution’s compliance with academic program quality and accrediting standards, you may file a complaint with the Accreditation Commission on Colleges of Medicine, the agency that accredits AUC’s academic program. 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

The provisions of this Student Handbook and associated materials and policies may be modified, amended or revised from time to time by AUC and any changes will be binding on students from the effective date.

ACCOMMODATIONS 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 Associate Dean for Student Affairs on the medical sciences campus serves as the Accommodation Administrator for medical science 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 Science 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.

EXAMINATIONS

Medical Sciences

The responsible faculty member, with approval of the Dean, shall determine the type, content and frequency of examinations, subject to any AUC applicable policies in effect at the time.

Conduct of Examinations:

- Only students who are eligible to take the examination for credit shall be allowed to take an examination.
- Students shall not be permitted to re-enter the examination room after leaving the examination room if the student did not obtain permission and was not accompanied by a proctor.
- Any student leaving his or her seat during an examination without permission may be deemed to have completed the examination.
- A proctor must accompany any student who leaves the examination room during an exam. Permission to leave the examination room will only be granted for emergencies or personal exigent circumstances.
Clinical Sciences – Course Requirements and Clinical Assessment

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 Transition to Clinical Medicine 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.
- At any time, students who have doubts about their performance should actively seek such feedback from their supervising clinical faculty early on in the rotation. Clinical students should feel free to consult their clinical advisors at AUC 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 in writing to students after two to three weeks in a four- or six-week clerkship and after three to four weeks in a twelve-week clerkship. This routine process is for the purpose of identifying and formally notifying any student who is having difficulty so s/he 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 Association of American Medical Colleges (AAMC) guidelines, the full summative comments as they appear in each Summary medical Student Clinical 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 science students must also pass a written 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 should be taken during the final week of the clerkship. This will require students to travel to a Prometric testing site at the appropriate examination appointment time within an examination window arranged for them by Office of the Registrar. Once the testing windows are arranged by the Office of the Registrar, the student will receive a scheduling permit. Then the student must schedule their exam on an exact date within the window, confirmation of which is sent to their AUC student email address. All students are expected to sit for the applicable NBME subject exam 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 subject exam must be approved by the Associate Dean for Student Affairs.

- If the student does not pass the NBME Clinical Subject Examination on the first attempt, then s/he 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 have the opportunity to work directly with the Associate Dean for 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 a NBME Clinical Subject Exam is currently enrolled in another clerkship, upon consultation with the Associate Dean for Student Affairs, s/he may be granted an extension until after the completion of other core clerkships. Once the student successfully passes the exam, then his/her 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 fifth failure on an NBME Clinical Subject Examination in the same specialty will constitute grounds for academic dismissal with the right to appeal.

- The student will receive a 7-day window of opportunity to schedule the examination within the last week of the core and must schedule and take the examination within that window. The 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 examination for other reasons will be reported to the Associate Dean for Student Affairs and may result in an administrative fee 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 breaches 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 examination, performance
of the examination and return. The student will be required to notify his/her clerkship director of the necessity for a leave to complete an 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.

- Students who fail any NBME exam (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 exams and who does not sit for the exams during the leave period will be subject to dismissal on academic grounds.

- 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 Associate Dean for Student Affairs who will refer the matter to the Council of Clinical Deans for review resulting in remediation or dismissal from the school.

- 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 Council of Clinical Deans in response to breaches of test security up to and including immediate and permanent dismissals.

**AUC USMLE STEP 2 CK POLICY**

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

**Timing**

Students must contact the Office of the Registrar at aucregistrar@aucmed.edu to schedule testing windows for the COMP. Testing windows are seven 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 by the Office of the Registrar. 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 core clerkships prior to taking the COMP. However, students may elect to sit for their first attempt at 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 the Registrar to take USMLE Step 2 CK 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. A passing score for the COMP is 74 or above.

Students who have completed all five core clerkships when they take the COMP are required to obtain a passing score of 74 or above before taking USMLE Step 2 CK.

Students who have not completed all five 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 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.

**Remediation**

Borderline scores: Students who have completed their five core clerkships and achieve a borderline COMP score ranging from 74 -78 are encouraged to contact the Associate Dean for Student Affairs for feedback and guidance before taking USMLE Step 2 CK.

Failing scores: Students who fail the COMP examination with a score of 73 or below are required to contact the Associate Dean for Student Affairs for counseling and to assist with addressing issues related to the examination and development of an individualized study plan before taking USMLE Step 2 CK.
Students who receive a score of 73 or below on the COMP may continue to retake the examination until they receive a passing score.

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 the Registrar with questions about these requirements.

MEDICAL SCIENCE PROMOTIONS

In addition to the requirements for Educational Commission for Foreign Medical Graduates® (ECFMG) certification, the criteria for certification of an application to take USMLE Step 1 is that a student must complete the medical science portion of the curriculum with an AUC cumulative GPA greater than or equal to 70%.

All students are required to pass USMLE Step I before proceeding to clinical rotations. Any student who has failed the USMLE Step I on his or her first attempt must meet with the Associate Dean for I Student Affairs upon proceeding to clinical rotations. Upon receiving a score, students are responsible for sending in their score reports in PDF format to the Office of the Registrar at aucregistrar@aucmed.edu.

Students are advised that the medical science administrators and faculty may communicate with clinical administrators and/or faculty regarding any student 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.

ADMINISTRATIVE REVIEW AND GRIEVANCE PROCEDURE

The Administrative Review and Grievance Procedures 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.

ANTI-BULLYING POLICY

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 apply to an electronic act, whether or not it originated on AUC property or with AUC equipment, if it 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.

Any complaints of bullying conduct by a student or colleague of AUC will be addressed in accordance with the published Administrative Review and Grievance Procedures, which are available from the office of the Dean, the Office of the Registrar, or Student Services. This is also available for students to download from AUC’s website.

Bullying conduct that comes to the attention of AUC may also be considered for potential violations of AUC’s Non-Discrimination Policy.

**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.

Hazing includes but is not limited to any brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance or any other forced physical activity which could adversely affect the physical health or safety of the individual and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment or any other forced activity which 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

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.

ATTENDANCE

Students are expected to attend all required lectures, conferences, laboratories and clinical clerkship programs on the date those courses and clerkships are scheduled. No student shall take leave of AUC during the term without a written ALOA application being approved by the appropriate Dean’s office. Each professor or director of a teaching program at AUC must enforce attendance requirements, including imposing minimum requirements for all lectures, conferences, laboratories and clinical rotations.

Please note that medically excused absences or absences approved for any other reason still count towards Attendance requirements.

Absences as a result of health or other emergencies must be documented within 48 hours with valid proof of emergency and approved by the Dean (an “Excused Absence”). Any student who has received an approved Religious Accommodation Request will be granted an Excused Absence accordingly. If an absence is deemed to be unexcused by the appropriate Dean, a grade of zero, for any examinations missed shall be recorded. Students are discouraged from making plans to leave the medical science campus on the day of their last scheduled final exam. If an exam must be postponed or rescheduled by AUC for any reason, a student’s prior travel plans will not constitute the basis of an Excused Absence.

Students who miss an examination due to an Excused Absence approved by the Associate
Dean for Student Affairs must take the next regularly scheduled make-up exam. Make-up mid-term exams are administered prior to final exams and make-up final exams are administered the day prior to registration for the next term. A student who misses a final exam due to an Excused Absence shall receive an “I” grade in accordance with the Academic Performance section.

AUC reserves the right to schedule lectures, laboratory sessions, conferences and examinations at any time and on any day of the week including holidays and weekends.

Students are expected to remain on campus or at their clerkship location until the end of the term or clerkship assignment. Regardless of their time of departure, students are responsible for knowing their academic status at the end of each term. Please refer to attendance policy below.

**AUC Medical Sciences Attendance Policy (Semesters 1-5)**

Faculty members expect that most students will attend classes, because that helps students learn the material. Attending classes facilitates understanding the subject matter, through participation in discussion. It is the student’s responsibility to be aware of the attendance expectations published in the syllabus for each course.

Expected attendance sessions are defined in the Attendance Requirements Section of each course syllabus. The expected attendance sessions can include, but are not limited to, team-based learning, quizzes and exams that factor into final grades, group discussions, skill building workshops and simulations and labs.

If a student anticipates missing an expected class session, he/she must communicate and receive approval from the Assistant Dean for Student Affairs and the Course Director at a minimum of two weeks in advance. In cases involving illness and unexpected emergencies, students should notify their Course Directors as soon as possible and submit a notification form to the Assistant Dean for Student Affairs thereafter. The Assistant Dean for Student Affairs must approve all absences. At the discretion of the Course Director, a student may be required to complete any missed assignment for any absences, excused or unexcused. The timeframe for completing the assignment will be determined by the appropriate Director. Each Course Director will decide on the consequences of missing a required group discussion. It is the student’s responsibility to check with the Course Director.

Under no circumstances will an absence relieve a student of meeting all of the academic requirements of the course. If the absence request conflicts with a session or sessions that cannot be otherwise made up or completed, the student is advised that the absence may affect his or performance evaluation in the course.

Failure to communicate with the Course Director or an unusually high number of absences across courses may also be considered professionalism issues and may result in a disciplinary action.
Absences and Make-Up Work

Students are responsible for all work missed during an absence and must contact the professor for makeup work. Students who anticipate an absence should notify the professor prior to the absence.

Last Date of Attendance (LDA)

When a medical sciences student stops attending required class activities, the university must determine whether the student has withdrawn from the course(s) no later than 14 consecutive calendar days after the student's LDA of an expected attendance event. The LDA must be established within specific time limits when students stop attending expected attendance course activities but have NOT formally withdrawn from their course(s) or from the University.

AUC Clinical Sciences Attendance Policy (Semesters 6-9.5)

Students engaging in clinical rotations are expected to maintain 100% attendance and must abide by the holiday and/or time off policy set by the rotation site. Failure to attend a clinical rotation may result in a failing grade. If a student wishes to request personal time off including time off for residency interviews, s/he must seek approval from the attending physician, clerkship director, and the AUC clinical dean with the understanding that any missed time must be made up at the attending physician’s discretion. 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 at http://www.aucmed.edu/AUC/media/PDF/student-services/OCSA-absence-request-form.pdf.

Students are required to arrange make-up time for any absences directly with their attending physician.

Acceptance of a student’s work for presentation at a conference does not result in automatic approval of time off from a clinical rotation. Students accepted to present their work at an academic conference should seek permission for absence from their clinical responsibilities from their clerkship and/or site director as soon as they are aware that their work was accepted (which is typically months to weeks in advance of the academic event). These requests can then be coordinated and approved by the Associate Clinical Dean for Student Affairs.
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 US 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 Administrative Review and Grievance Procedure.

**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/her AUC email account should send a message to postmaster@aucmed.edu or call the IT department on campus 1-721-545-2298 or in Coral Gables (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 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](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. In particular, 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 well-being 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.

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. In light of 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. 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 Administrative Review and Grievance Procedures. Students who cause damage to AUC property in violation of the smoking policy will be charged for necessary repairs including refinishing, repainting and reupholstering.

CLASS SCHEDULING AND CLASS SIZE

AUC reserves the right to schedule lectures, laboratory sessions, conferences and examinations at any time and on any day of the week, including holidays and weekends.
Average lecture class sizes range from 85 – 240; small group sessions are also held, which accommodate from 8 – 12 students. Students are provided with class scheduling, room number, and instructor upon registration.

**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 administrative review and grievance policy. Additional information on clothing requirements and appropriate attire for the local climate is found in the student orientation guide. At clinical sites, students should adhere to the dress code for the site which is typically reviewed during orientation.

**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. Students should be aware that all AUC clinical sites perform random urine screening tests. Any 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.

AUC is required to report all such leaves to the EFCMG 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. 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.

**ECFMG CERTIFICATION**

The Educational Commission for Foreign Medical Graduates® (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 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 in disciplinary action or dismissal from AUC. Students have the right to appeal the decision.

**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/](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, s/he may regain eligibility by passing two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the US Department of Education.

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

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 have an AUC Identification Card available at all times for easy verification by AUC staff.

Users of the Fitness Center will be expected to comply at all times 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.

**HEALTH INSURANCE**

**Medical Sciences**

The government of St. Maarten requires all students to obtain locally global health insurance coverage to obtain a student visa. In addition, AUC’s hospital affiliation agreements require students to maintain health insurance coverage during clinical rotations. AUC has negotiated health insurance policies to cover medical science students (Nagico) and clinical science students (Aetna).

A flat rate health insurance fee will be charged per semester at the time of registration. Students exempt from AUC’s health insurance coverage will receive a reversal of the charge on their account. 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**

All students in the clinical science program are required to have, and maintain an active medical insurance policy. AUC provides all clinical students a health plan administered by Aetna Student Health. For information on the plan and for benefit information please visit [www.aetnastudenthealth.com](http://www.aetnastudenthealth.com) and search “Adtalem” to locate AUC.

Students who have their own coverage, are rotating in the UK for 6 months or more and have a
UK Visa, or on approved leave of absence are not required to have the AUC school sponsored insurance coverage. Students who meet these criteria may opt out of the Aetna Student Health plan by completely filling out an electronic insurance waiver or an Academic Leave of Absence Form. Please read the Waiver section for more information.

The Insurance coverage year is from August 25th of the current year to August 25th of the following year. The coverage year is broken into three trimesters for the purpose of billing and to allow newly enrolled clinical students coming into the plan and incoming students the opportunity to enroll or waive health insurance.

Insurance is automatically billed to all students at the start of each semester. The billing periods are as follows:

- Billed in August - Coverage for August 25th through December 25th
- Billed in December - Coverage for December 26th through April 23th
- Billed in April - Coverage for April 24th through August 24th

The insurance rate is $695 per semester for the 2016-2017 plan year. Insurance rates include an administration fee.

**Waiving Coverage**

Students who waiver the school sponsored coverage are responsible for payments of their own premiums, deductibles, and medical expenses.

Students returning from a Leave of Absence are automatically re-enrolled into the school sponsored health insurance plan. Continuing students (which includes students returning from leave), may waive coverage only once per year during the initial enrollment period which is from August 25th to October 1st.

Students who meet the waiver criteria may waive the AUC University provided insurance during the open waiver period only as stated above. Students must fill out an electronic waiver form with supporting documentation. The Aetna and U.K. Waiver forms can be found at [www.aucmed.edu](http://www.aucmed.edu) under: OCSA/Forms & Resources. Once a waiver is applied to a student’s account, the waiver remains in effect until the following August or until a student requests to be reinstated in the University sponsored insurance plan. There is no need to file additional waivers for the academic year, unless the student changes insurance plans. Waivers will be accepted prior to the start of the annual coverage period (August 24th) up until the waiver deadline (October 1st). Waivers received after the deadline cannot be accepted. Incomplete or late waivers received by the Office of Student Finance will not be processed and students will be billed insurance for the remainder of the academic year. (The academic year is from August to August).
Newly Transferred Clinical students to AUC who are beginning rotations for the first time during the academic year, (January or May semesters), will be able to waive insurance only 30 days after becoming enrolled.

Example: If you are a new enrollment in January, you have until Feb 1st to request a waiver of the insurance. If you are a new enrollment in May, you have until June 1st to request a waiver of the insurance.

Important: If you were enrolled in September and did not waive your insurance by the October 1st deadline, your insurance can no longer be waived for the entire academic year. Your next opportunity to waive insurance will be for the next Fall Term semester enrollment period.

Reinstatement of Coverage

Students who have previously waived the University sponsored insurance may re-enroll at any time in the Aetna Student Health plan by filling out the Reinstatement Form which is located at ww.aucmed.edu/ins_reinstatement.html. Requests must be submitted in a timely manner to avoid any gaps or lapses in insurance coverage.

Continuation of Coverage for Graduating Students

Students who will be graduating and are currently enrolled in the AUC school sponsored health insurance plan may elect to continue their health insurance coverage. However, full insurance payment for these terms will be due and must be paid before graduation for financial clearance. Your student account cannot be financially cleared for your graduation if you have a balance. If you need to continue coverage, please email accounts@aucmed.edu with “Continuation of Coverage” in the subject line and state the term(s) you require coverage, and when you will participate in the MATCH. Your AUC student account will be billed at the current insurance rate for each semester of insurance needed (a one-time billing), and must be paid in full before your graduation date.

Spouse and Dependent Enrollment

In the September Semester of each year, students, at their own cost, may elect additional coverage for their legal spouse and/or dependent(s). For this additional coverage, students must fill out the online Enrollment Form available from Aetna Student Health. All premiums for spouse or dependent coverage must be made directly to Aetna Student Health. For further information on spouse and dependent coverage, including application due dates please visit the Aetna Student Health website or call 1-877-381-3551.

Other insurance information

You are highly encouraged to create an Aetna Navigator account to easily access your personal
information, print and request ID cards and review your claims. Students can also enroll in voluntary term life insurance, dental and vision discount programs for an additional cost at www.aetnestudenthealth.com.

For information on claims, coverage benefits, or to obtain a new insurance card please contact Aetna Student Health at 1-877-381-3551.

For information on emergency evacuation services and other travel benefits, please visit On Call International.

INSTRUCTIONAL RESOURCE EQUIPMENT (MEDICAL SCIENCES CAMPUS)

The following information is provided to detail the instructional resource equipment that is utilized by faculty on the medical sciences campus. The faculty will utilize as appropriate: high tech human simulaters (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.

ACADEMIC LEAVE OF ABSENCE (ALOA)

GENERAL PROVISIONS APPLICABLE TO ALL STUDENTS

An ALOA may be granted for only the reasons set out below. Students should be aware that approval of a request for an ALOA is not automatic and proof of the asserted justification may be required. 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. 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 (a Short-Term ALOA) or, if approved prior to registration, for an entire semester (a Long-Term ALOA). 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.

Any student contemplating an ALOA should consult with a FA officer to determine whether his or her student loan status will be affected by the ALOA. Students should be aware that:
• Taking a Short-Term ALOA for a period of greater than fifteen days may adversely impact the student’s 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.

• A student taking an ALOA will be considered withdrawn for FA purposes and will be subject to a Return of Title IV Funding as stated above.

No ALOA may be granted for 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. No student will 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. 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”.

Under exigent circumstances involving the health and safety of either the student or others within AUC community, AUC may place a student on an involuntary medical ALOA and may impose specific conditions on the student’s return. 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 St.
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 St. Maarten or the applicable clinical site; and (iii) a preventive plan to avoid the student’s relapse if applicable; or

- Agreeing to an independent Fitness for Duty (FFD) Evaluation if requested by AUC. 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 St. Maarten or the applicable clinical site; and (iii) a preventative plan to avoid the student’s relapse if applicable.

TYPES OF LEAVE OF ABSENCE REQUESTS

Academic Leave for Medical Reasons

An illness or medical condition sufficiently serious as to preclude the student from undertaking normal daily activities (special conditions apply to medical science students).

Academic Leave for Personal Reasons

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.

Academic Leave for Military Duty

If a student is called for military duty, s/he will be allowed to withdraw without academic or financial penalty. Once active duty is completed, the student will be restored to the educational status s/he 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.
TYPES OF LEAVE OF ABSENCE LENGTHS

Long-Term ALOAs

Long-term LOAs are comprise 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 – Step 2 CK (72 weeks of Clinical Rotations completed)

Any student who has completed all 72 weeks of Clinical Rotations and taking an ALOA to sit for the USMLE Step 2 CK must receive approval from the Associate Dean for Student Affairs. 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 Step USMLE 2 CK exam to the Office of the Registrar at aucregistrar@aucmed.edu. Once the confirmation has been received and reviewed, the Associate Dean for Student Affairs 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.

Short-Term ALOAs

There are two types of Short-Term LOAs. The first type is the Short-Term LOA for a period not to exceed fifteen cumulative days of the semester in which the student is expected to return to Campus to complete the courses in which s/he is enrolled. Students taking this type of Short-Term LOA are not exempt from attendance requirements. For Short-Term LOA’s that are less than 15 days, documentation should be submitted and approved before the leave is taken for travel that is planned in advance. For unplanned travel, such as due to a medical or family emergency, the leave form should be completed and submitted as soon as possible.

The second type of Short-Term LOA is for a period of greater than fifteen days in which the student does not intend to return to complete the courses in which s/he is enrolled. The Short-Term LOA for a period of greater than fifteen days may impact FA 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.
SPECIFIC PROVISIONS FOR MEDICAL SCIENCES AND CLINICAL SCIENCES STUDENTS

Medical Sciences

A medical science student who requests and is granted a long-term ALOA prior to registration for a semester will be considered to be on an approved Long-Term ALOA for SAP purposes. S/he will not be liable for tuition and fees for that term and will not be eligible to receive FA.

When a student takes an approved Long Term ALOA, the leave term will not count toward his or her 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 in which the student’s intent is to not return to complete the courses that s/he was enrolled in 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 science 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 FA 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 FA 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 AND ATTENDANCE POLICY FOR ROTATIONS IN THE UNITED KINGDOM (UK)**

For AUC students in the UK requesting leave during a core clerkship:

• 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 (UKVI) has strict rules for students, either in possession of a student visa (i.e., students rotating in the UK for six months or longer), or Confirmation of Acceptance for Studies (CAS) letter (i.e., students rotating in the UK for under six months). The UKBA must be notified, through the AUC UK Dean’s Office at Ealing Hospital, 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 at Ealing Hospital is responsible for notifying the UKBA of students’ Academic Leave of Absence (ALOA) from any of AUC’s eight clinical sites in the UK. Students travelling abroad who have do not follow policy 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 know 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.

- Requests should be submitted to the UK Clinical Dean’s Office at Ealing Hospital via the hospital site coordinator, director or deputy, and not directly from the student.

- The AUC ALOA request form must be used for all requested time off and leaves.

- Faculty members are authorized to sign the ALOA form. A faculty member can be an attending physician involved in the student’s teaching, as well as the site coordinator. Junior doctors (“residents”) are excluded.

- A record of attendance is required of all AUC students rotating in the US and UK. The UKBA has this as a requirement, and it is also an educational governance issue for AUC. Each student will have a booklet for each core, and at each attendance the student should have a member of staff (junior or senior doctor, senior nurse, site administrator) sign, print name and position and time for each day. The booklet is then handed in to the site administrator at the end of the core.

- Leaving the hospital on a working day after 1 pm but before 5 pm counts as a half-day. Similarly, returning to the hospital on a working day after 9 am but before 1 pm counts as a half-day. Leaving the hospital before 1 pm counts as a full-day off, as does returning to the hospital after 1 pm.

- Saturdays, Sundays, and public holidays do not count as working days.

- All time missed should be made up, and the means to do this discussed with the Clerkship Director. The compensatory days should be scheduled within the core start and finish dates, and not during another core.

- Prior to taking any time off, students are required to discuss how to make up the time with the lead consultant/attending.

- Students will be issued a “Letter of Authorized Leave” if the leave is approved. Students should always take the hard copy of their “Letter of Authorized Leave”, as well as the hard copy of the CAS letter with them at all border crossings.

- Students taking leave without authorization and violation of the leave policy will be marked Absent Without Leave (AWOL), and will be subjected to disciplinary action.

- Students staying in the UK for leave must still fill out an ALOA form (NB: Ireland is not in the UK).

- Students must provide an exam appointment confirmation in addition to the ALOA request form for all Leave requests for examinations. If extra days of leave are required to attend the exam, students must request these on a separate ALOA request form.
• 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’s Office at Ealing.

*Failure to abide by the regulations may result in disciplinary action up to, and including, suspension and dismissal.*

**LEAVE OF ABSENCE POLICY FOR USMLE TESTING**

All students that 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.

**Students Taking USMLE Step 1**

A student can take one Long-Term Academic Leave of Absence to study and sit for the USMLE Step 1 upon completion of medical sciences curriculum.

Students who have completed the medical sciences curriculum of the educational program and intend to take a leave to study and sit for the USMLE Step 1 must submit a completed Academic Leave Request Form and required supporting documentation (see below) to the Office of the Registrar on the medical sciences campus. Students should submit the leave form to the Campus Registrar by the Step 1 AWOL deadline for the Medical Sciences Campus.

Students contemplating an extension of 2nd term Academic Leave on personal or medical grounds should contact Associate Dean for Student Affairs. If Associate Dean for Student Affairs approves a 2nd term extension request for the USMLE Step 1, students must sit for 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.

Every medical sciences student needs to take a Long Term Academic Leave to sit for the USMLE Step 1 examination. 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 SAP-D Committee. In that event the SAP-D Committee and students 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.

A student who intends to request a Long Term Academic Leave for a second 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 Step 1 exam taken during the prior Academic Leave period;
- A copy of the USMLE result sheet, front and back, for each 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 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.

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 or otherwise does not comply as agreed, the student will be subject to dismissal. The procedure for appeal of such a dismissal is set out in the Academic Performance section.

If a student fails the USMLE Step 1 for the second time, they will be academically dismissed with the right to appeal to the SEPC 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 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 Step 1 exam taken during all prior Academic Leave periods;
- A copy of the USMLE result sheet, front and back, for each 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.
A student must obtain approval from Assistant/Associate Dean for Student Affairs, if s/he needs more than one Long-Term Academic Leave of Absence. The maximum number of Long-Term Leaves of Absence is limited to three for taking the USMLE Step 1 Exam. If a student has not reported a passing USMLE Step 1 score by the end of the third semester of a Long-Term ALOA, s/he will be dismissed from AUC on academic grounds without the right to appeal. 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. Students Taking USMLE Step 2 examinations, Clinical Knowledge (CK) and Clinical Skills (CS)

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 the Registrar. Upon receipt, the student’s completed Academic Leave Request Form and supporting documentation will be forwarded to the Associate Dean for Student Affairs for review. 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 the Registrar.

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.

The student’s 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 recommended that if the student receives a failing USMLE Step 2 score, s/he contact the Associate Dean for 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 Step 2 exam taken during the prior Academic Leave period;
- A copy of the USMLE result sheet, front and back, for each 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 Associate Dean for 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 the Registrar prior to expiration of the second leave period, if approved.

The student’s 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. 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, s/he 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 Step 2 exam taken during all prior Academic Leave periods;
- A copy of the USMLE result sheet, front and back, for each 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 the Registrar 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, s/he must obtain approval from the Associate Dean for Student Affairs. 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, s/he 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.

Medical & Personal Leave

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. Students should note that 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.

RETURN FROM ACADEMIC LEAVE OF ABSENCE

All students on Medical Leave including those who will be returning to the island 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 Fitness for Duty (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, Clinical Sciences. Otherwise, the respective Student Affairs Dean will report that the student is Fit for Duty to the Office of the Registrar and to 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 the Registrar who will notify the Office of Student Services so a new schedule may be created for the student.

**LIBRARY SERVICES**

The Medical Library subscribes to the following databases: Up to Date; Access Medicine; Ovid’s Evidence Based Medicine; Academic Search Complete and Psychology and Behavioral Sciences Collection. Our Access Medicine subscription includes semesters 6-9.5 and is available off campus as well. As part of an initiative led by the Educational Resource Committee to expand access through the clinical semesters, Up to Date and other clinical resources will also be upgraded this year to include access for clinical science students in semesters 6-9.5 and will also be available off campus.

The Medical Library seats 237 students, including three group study rooms. The library is open and staffed from 8am to 11pm Monday through Sunday. Hours are extended to 2am prior to block exams, and during Finals week. There is always someone available at the circulation desk to assist students. The computer lab is located next to the library, but there are an additional 4 computers available to students in the library.

The Medical Library houses 6,164 monographs including 2,449 unique titles. The library subscribes to 47 online journals. The library has a very active interlibrary loan service and the turnaround time is 24-48 hours on ILL requests and fills. The library also has several career exploration resources available on how to choose a medical or surgical specialty.
NON-ACADEMIC STANDARDS OF CONDUCT

A student enrolling at AUC assumes an obligation to conduct him or herself in a manner compatible with AUC’s function as an institution of higher education preparing its students to enter into a profession with high standards of conduct. Each student:

- Is expected to make choices and conduct him/herself in a manner that fosters and preserves a safe and secure environment in which students, faculty and staff are able to pursue their academic endeavors without unreasonable risk to their health, safety and wellbeing.
- Is expected to practice responsible citizenship and to respect the rights of others.
- Is responsible for his or her own actions.
- Is responsible for the conduct of his or her guests. All guests are required to sign in with the security services at the gate on arrival at AUC and sign out when leaving. When signing in, each guest must provide valid photo identification (driver’s license or passport) to security services and provide the name of the occupant whom s/he is visiting. Guests are required to wear their visitor nametag at all times when on campus. No guests are allowed to attend classes, lectures or labs without prior permission of the professor and/or administrator concerned.

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 Student Honor Code.
- 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 Administrative Review and Grievance Procedures. Failure to uphold AUC policies, procedures, or standards of conduct or violation of the laws of any applicable jurisdiction may result in disciplinary action pursuant to the AUC Administrative Review and Grievance Procedures. The health and safety interests of the AUC community will be considered an important factor in any such action.

NONDISCRIMINATION POLICY

AUC maintains a policy of non-discrimination regardless of race, color, religion, age, gender, disability, national origin, sexual orientation or gender expression.

Because AUC places such importance on its Nondiscrimination Policy, separately published procedures have been developed, which are incorporated by reference in this Student Handbook. The Nondiscrimination Policy is available from the office of the Dean, the Office of the Registrar, or the Office of Student Services.

To assist a prompt and appropriate response, complaints alleging violation of the Non-Discrimination Policy should be made in accordance with AUC’s published Administrative Review and Grievance Procedures (ARGP) which are available from the office of the Dean, the Office of the Registrar, or the Office of Student Services.

Any questions concerning AUC’s Non-Discrimination Policy or ARGP should be directed to the appropriate designated Student Affairs Dean. On the medical science campus, questions should be directed to the Associate Dean for Student Affairs and at clinical sites, questions should be directed to the Associate Dean for Student Affairs. If a student is not comfortable bringing a
complaint or concern forward through the Administrative Review and Grievance Procedure, anonymous reporting is available.

For any allegation made that a student has violated a provision of this Student Handbook that is subject to the Administrative Review and Grievance Procedures, the Administrative Review Committee’s and the Grievance Committee’s determination shall be made on the basis of whether it is more likely than not that the accused party violated the applicable Student Handbook provision or other rule or requirement.

AUC may be required to report incidents of discrimination to the US Department of Education’s Office for Civil Rights. This may include complaints, investigative reports, hearing transcripts, decisions and appeals.

**RANDOM DRUG TESTING AND CRIMINAL BACKGROUND CHECKS**

Students should be aware that hospitals require current criminal background checks and drug screenings prior to accepting them for clinical rotations. If a student does not meet a hospital’s background check and drug screening policy, and is therefore unable to progress through the medical education program, this may constitute grounds for dismissal. Students should review AUC’s Administrative Review and Grievance Procedures as well as Technical Standards.

Additionally, the AUC Medical Sciences Campus and the clinical rotation sites routinely require students enrolled in Medical Sciences courses or clinical clerkships to consent to random drug tests. Failing or refusing a random drug test may result in disciplinary action, up to and including dismissal from the medical education program.

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.

**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 Requests 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 involves an absence from classes or examinations, the absence may be excused on approval of a formal Religious Accommodation Request. A student receiving an Excused Absence on the day of a scheduled exam will be expected to take the next make-up exam administered by AUC.

Students should be aware that the approval of a Religious Accommodation Request does not exempt them from the minimum attendance requirements of AUC.

**Medical Sciences**

On the medical sciences campus, a student requesting the religious accommodation must make a formal request to the Associate Dean for Student Affairs within four 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, s/he should contact the Associate 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% attendance 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 their 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, s/he 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 Absence for all of the recognized holidays for the student’s particular religion and cover his or her entire course of enrollment in the medical education program. Therefore, once a student is granted a Religious Accommodation, s/he will be scheduled to take make-up exams for all exams falling on the 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 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 absence from classes and / or exams for observance of religious holidays. Students requesting an accommodation for holidays and / or holy days not recognized should specify exactly what holidays / holy days they observe on the Request for Religious Accommodation and be prepared to demonstrate to the appropriate student affairs dean 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 Absence. All students given an
Excused Absence must make up exams and assignments during the regularly scheduled make-up date/time. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. With respect to class attendance in the medical sciences curriculum, the student still must maintain a minimum of 80% attendance or they will receive an “F” grade. 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.

Clinical students are expected to maintain 100% attendance. 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 PROCEDURES

In those cases where a request for a religious accommodation is denied, the student may request an Administrative Review pursuant to AUC’s Administrative Review and Grievance Procedures. 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.

SEXUAL HARASSMENT

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

SOCIAL MEDIA POLICY

Standards of Professionalism in the Use of Social Media

The Internet has created the ability for medical students to communicate and share information quickly and to reach millions of people easily. Participating in social networking and other similar Internet opportunities can support students’ personal expression, enable individual students to have a professional presence online, foster collegiality and camaraderie within the medical school and professional network, and provide opportunity to widely disseminate public health messages and other health communication. Social networks, blogs, and other forms of communication online also create new challenges to the confidential patient-physician relationship. Medical students, as future physicians, should weigh a number of considerations
when maintaining a presence online.

- Students should be cognizant of standards of patient privacy and confidentiality that must be maintained in all environments, including online, and must refrain from posting identifiable patient information online.

- When using the Internet for social networking, students should use privacy settings to safeguard personal information and content to the extent possible, but should realize that privacy settings are not absolute and that once on the Internet, content is likely there permanently. Thus, students should routinely monitor their own Internet presence to ensure that the personal and professional information on their own sites and, to the extent possible, content posted about them by others, is accurate and appropriate.

- Students should not interact with current or former patients on the internet, nor should students accept Facebook friend requests from current or former patients.

- It is generally improper to post informal, personal, or derogatory comments about patients or colleagues on the Internet. Remember that the principles of defamation apply to professional or personal Internet posts equally in social media as in other contexts. The obligation to disclose perceived or actual conflicts of interest also applies equally in the social media context; when posting content in which it might be said that the student has a personal or professional interest, that interest should be disclosed.

- When students see content posted by colleagues that appears to be unprofessional, they have a responsibility to bring that content to the attention of the individual, so that s/he can remove it and/or take other appropriate actions. If the behavior significantly violates professional norms and the individual does not take appropriate action to resolve the situation, the student should report the matter to appropriate authorities. If a reporting student wishes to remain anonymous, s/he may do so by sending an unsigned written notification of the unprofessional conduct to the Associate Dean for Student Affairs.

- Students must recognize that actions online and content posted may affect their reputations negatively among patients and colleagues, may have consequences for their medical careers, and can undermine public trust in the medical profession.

*Adopted from the American Medical Association’s Professionalism in the Use of Social Media policy, December 2011.*

**Guidelines for Use of Social Media by AUC Students**

All behavior by students in social media is subject to the Student Non-Academic Standards of Conduct, the honor code, and all other applicable AUC policies. Misconduct in social media may result in discipline by AUC, including but not limited to proceedings under the Administrative Review and Grievance Procedure.
AUC reserves the sole right to approve and publish all social media content containing information about its educational programs, services, recruiting, activities, student body, recognized student organizations, and alumni body.

AUC’s intellectual property is AUC’s exclusive property and shall not appear on individual or student group social media outlets without prior permission. Students should have no expectation of privacy in social media or regarding information sent or posted through resources provided by AUC.

Students must ask permission to publish or report on conversations that were meant to be private or internal to AUC, including conversations with other students and AUC employees. Any statements made about AUC in social media must be true and not misleading, and all claims made must be substantiated and approved.

If a student mentions AUC in any social media posts or other communications, the student must make it clear that s/he is not speaking on behalf of AUC by including a disclaimer substantially similar to: “The postings on this site are my own and don’t necessarily represent the positions, strategies, or opinions of American University of the Caribbean School of Medicine.”

STUDENT COMPLAINTS

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, s/he 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 link. A student may also contact American University of the Caribbean School of Medicine’s accredditor at:

The Accreditation Commission on the Colleges of Medicine (ACCM)
201 Ardmore Par Brayk, Co,
Wicklow, Ireland
Tel: +35387 2388502.
Fax: +3531 2868660
Email: office@accredmed.org.
Website: www.accredmed.org

Missouri Students Only

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.

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

**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.

**STUDENT PLACEMENT RESOURCES**

Clinical Medicine fellowship positions are for AUC M.D. 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 Transition to Clinical Medicine 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. The department offers specialized resources to help students learn about requirements for different specialties and residency programs. OSPD also assists graduates
with physician state licensure, hospital staff privileges and any official documentation required from AUC.

**NOTIFICATION OF STUDENT RIGHTS REGARDING THEIR EDUCATIONAL INFORMATION**

AUC respects the rights and privacy of its students and acknowledge the responsibility to maintain confidentiality of personally identifiable information.

FERPA is a federal law that affords students the following rights with respect to their education records:

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 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. The institution is not required to consider requests for amendment to grades or disciplinary decisions.

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. An exception that permits disclosure without consent is disclosure to school officials who have legitimate educational interests, and the disclosure of directory information. Directory information is not considered to be harmful or an invasion of privacy if disclosed. See additional information on next page.

4. **The right to file a complaint with the U.S. Department of Education if the institution fails to comply with FERPA requirements**
Complaints should be directed to:

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

STUDENT VEHICLES ON CAMPUS

If a student wishes to bring a vehicle to the St. Maarten campus, or if a student purchases a vehicle while attending the St. Maarten campus, s/he 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 St. Maarten after the student graduates or otherwise leaves St. 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.

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.

TRANSCRIPTS

AUC understands the importance of providing students with effective and efficient transcript services. Important events in your life depend on the prompt and secure delivery of your transcript and we want to keep you informed of your order and delivery status. AUC and Scrip-Safe International are partnering to provide twenty-four hour access to transcript ordering (for both paper and electronic transcripts) through a secure website. With this change comes the additional ability to send electronic transcripts. In addition, order updates will be emailed to you and you will be able to check your order status and order history online. Transcript requests will be processed within one business day and sent to the receiver within minutes, rather than days, of processing. However, please allow additional time for mailing if requesting a paper copy.

As of January 1, 2015, a new student service is available for online transcript ordering and electronic transcript delivery and tracking. This service allows students to request transcripts as quickly and efficiently as possible.

Please note: Transcript requests to be uploaded to ECFMG/Match are free of charge and
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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 for each receiver of your 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 you choose to have your transcript sent via postal service rather than electronically.

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

As of January 1, 2015, the Office of Registrar will require all transcript requests to be processed through this online service.

Ordering Process

- During the online ordering process, you will be instructed to identify the recipient of your transcript.
- AUC recommends electronic delivery of your transcript. Transcripts will be delivered as PDF documents through a secure web application.
- You 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 you provide us with 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 @escrip-safe.com to their safe sender email list.
- If your transcript cannot be delivered electronically it will be sent by US first class mail.

WITHDRAWAL

Students may voluntarily withdraw from enrollment. 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 appendices of the 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).
Readmission is not guaranteed but applications will be reviewed by the Admissions Committee.
Readmitted students will typically be subject to all academic policies and tuition and fees in
effect at the time of re-enrollment, without any “grandfathering” provisions based on their
original admission. Student withdrawals are governed by the following policies:

Medical Sciences

Student may not withdraw from a single course/block during a semester; they must withdraw
completely from AUC. Within the medical sciences curriculum, student may begin the
withdrawal process by completing an Application for Withdrawal form at
www.aucmed.edu/auc/media/pdf/student-services/A-6-Official-Withdrawal-Form-Medical-
Sciences.pdf.

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 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 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 s/he has been formally
withdrawn from AUC. Any applicable late cancellation fees will be charged to the student’s
account.

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 Campus 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 US 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.
Medical Sciences Campus
American University of the Caribbean School of Medicine
#1 University Drive at Jordan Road
Cupecoy, St. Maarten
721-545-2298

Administrative Offices
American University of the Caribbean School of Medicine
Administrative Office
901 Ponce de Leon Blvd Suite 700
Coral Gables, FL 33134
305-446-0600

Adtalem Shared Operations
630 US Highway 1, Suite 2001
North Brunswick, NJ 08902
732-509-3051

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Important information about the educational debt, earnings, and completion rates of students who attended this program can be found at http://www.aucmed.edu/Gainful-Employment.htm.