



# COURSE CATALOG & STUDENT HANDBOOK

EFFECTIVE: JANUARY 8, 2024



American University of the Caribbean  
School of Medicine

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## **ADDENDUM TO COURSE CATALOG & STUDENT HANDBOOK 2024**

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# FORMS

## Important Student Forms:

[Request for Leave of Absence from Medical Sciences \(SXM Campus\)](#)  
[Request for Leave of Absence from Medical Sciences \(UK Track\)](#)  
[Request for an Excused Absence from Medical Sciences \(SXM Campus\)](#)  
[Request for an Excused Absence from Medical Sciences \(UK Track\)](#)  
[Request to Drop Course \(SXM Campus\)](#)  
[Request to Drop Course \(UK Track\)](#)  
[Request for Leave of Absence from Clinical Sciences](#)  
[Official Withdrawal Form for Medical Sciences](#)  
[Official Withdrawal Form for Clinical Sciences](#)  
[FERPA Form](#)  
[Technical Standards](#)  
[Workflow for Student Academic Concerns](#)  
[Canvas Student User Guide](#)  
[Academic Accommodations Request](#)  
[Guidelines for Student Led Community Engagement Experiences](#)

**Forms Hosted on My AUC Med:** <https://community.aucmed.edu>

[Reinstatement of Medical Insurance Coverage Submission Form](#)  
[Clinical Rotation Cancellation Form](#)  
[Core Clerkship Location Preference Form](#)

## Detailed AUC Policies:

[Student Conduct Complaint and Appeal Policy](#)  
[Sex and Gender-Based Misconduct Response and Prevention Policy](#)  
[Title IX Policy](#)  
[Non-Discrimination Policy](#)  
[Service Animal Policy](#)  
[Accommodations for Pregnant and Parenting Students Policy](#)  
[Testing Center Regulations](#)

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





## WELCOME

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

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

At AUC, we adhere to the following principles of communities of learning<sup>1</sup>:

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

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

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

# AUC PROFILE

## HISTORY

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

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

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

Over the past 40 years, AUC has grown in both size and stature. The university has established partnerships with clinical sites in the United States and United Kingdom and offers global health electives in five countries. With instruction and rigorous training, each day at AUC provides a fresh chance to live our vision of providing a transformative medical school experience for a purposefully diverse group of students who will positively impact health and medicine throughout their training and careers.

## ACCREDITATION

AUC is accredited by the Accreditation Commission on Colleges of Medicine (ACCM, [www.accredmed.org](http://www.accredmed.org)), which is the accreditor used by the country of Sint Maarten.

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

medical education programs in the United States.

## STATE APPROVALS/LICENSURE

### Florida

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

### New York

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

### Texas

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

### International Medical Education Listing

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

AUC students are eligible to obtain U.S. Federal Financial Aid (if qualified) and become active members of the American Medical Student Association (AMSA).

## STATEMENT OF OWNERSHIP

AUC is a part of **Adtalem Global Education**  
500 W. Monroe Street, Suite 28  
Chicago, IL, 60661  
Tel: +1 630-515-7700



## AUC BOARD OF DIRECTORS AND TRUSTEES

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

### Adtalem Board of Directors

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## CHARTER

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

## SINT MAARTEN MEDICAL SCIENCES CAMPUS (SXM)

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

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

**Campus Location**

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

**UK TRACK MEDICAL DEGREE PROGRAM (UKT)**

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

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

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

**UK Track Location**

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

**ADMINISTRATIVE OFFICES**

The administrative office for AUC is in Miramar, Florida. Within the administrative office, there are several student service departments that assist prospective and current students including:

- Admissions
- Office of the Registrar
- Office of Clinical Advising and Clerkships
- Office of Career Advisement
- Hospital Partnerships
- Student Housing

**Administrative Offices**

American University of the Caribbean School of Medicine  
10315 USA Today Way  
Miramar, FL 33025  
Tel: +1 305-446-0600  
Fax: +1 305-444-6791

**Office of Student Finance**

500 W Monroe, Suite 1300  
Chicago, IL 60661

# AUC OBJECTIVES

## INSTITUTIONAL OBJECTIVES

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

## EDUCATIONAL PROGRAM OBJECTIVES

Faculty have 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, the AUC objectives are designed to allow graduates to demonstrate proficiency in the six core competencies as outlined by Accreditation Council for Graduate Medical Education (ACGME) as listed below. All assessment methods and tools within the curriculum are designed to allow students to demonstrate continued progression toward the expected competencies.

### *ACGME Core Competencies*

#### **Interpersonal and Communication Skills**

Demonstrate interpersonal and communication skills that result in the effective exchange of information and collaboration with patients, their families and health professionals

#### **Medical Knowledge**

Demonstrate knowledge of established and evolving biomedical, clinical, epidemiological, and social-behavioral sciences as well as the application of this knowledge to clinical care

#### **Patient Care**

Provide patient-centered care that is compassionate, appropriate and effective for the treatment of health problems and the promotion of health

#### **Practice-based Learning and Improvement**

Demonstrate the ability to investigate and evaluate one's care of patients, to appraise and assimilate scientific evidence and to continuously improve patient care based on constant self-evaluation and life-long learning

#### **Professionalism**

Demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles

#### **Systems-based Practice**

Demonstrate an awareness of and responsiveness to the larger context and system of health care, as well as the ability to call effectively on other resources in the system to provide optimal

health care.<sup>1</sup>

<sup>1</sup>Competencies and their definitions are reproduced or adapted from Accreditation Counsel for Graduate Medical Education, General Competencies and Englander R, Cameron T, Ballard A, Dodge J, Bull J, Aschenbrener C. Toward a Common Taxonomy of Competency Domains for the Health Professions and Competencies for Physicians. Acad Med 2013;88:1088-94.

### *Competency: Interpersonal and Communication Skills*

#### **ACGME Domain: Communication and Information Sharing with Patients and Families**

At the end of the program of study, the student 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 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 with special communication needs such as older persons, those with impaired hearing, and those who speak a language not spoken by the student.

#### **ACGME Domain: Communication with a Medical Team**

At the end of the program of study, the student 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. (EPA 5)
- Document a patient encounter in an organized, accurate and logical manner including reflection of clinical thinking in the assessment and plan. (EPA 6)
- Communicate effectively and respectfully with all members of the inter-professional health care team and health related agencies both orally and in writing. (EPA 9)
- Pose an appropriate clinical question when requesting consultation from other members of the health care team.
- Maintain accurate, timely and legible medical records.
- Function as a collaborative member of the health care team. (EPA 11)



**ACGME Domain: Doctor–Patient Relationship**

At the end of the program of study, the student should be able to demonstrate the ability to:

- Define the components of a therapeutic relationship.
- Establish a relationship with patients and/ or families across a broad spectrum of cultural and socioeconomic backgrounds based on respect and empathy with the patient's wellbeing as the primary goal.

***Competency: Medical Knowledge*****ACGME Domain: Inquiry and Discovery**

At the end of the program of study, the student should be able to:

- Formulate a clinical question or hypothesis and develop a plan of investigation to evaluate the evidence and its application to patient care. (EPA 7)
- Use the principles of biostatistics and research design to analyze the results of scientific inquiry and investigation, including existing and new therapies.

**ACGME Domain: Knowledge for Practice**

At the end of the program of study, the student should be able to:

- Demonstrate knowledge of the structure and function of the human body, from the molecular to the behavioral level, necessary to develop 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. (EPA 2)
- Discuss the principles of prevention and health promotion in the context of socioeconomic diversity and global population health.
- Discuss recommendations for prevention and health promotion in the context of socioeconomic diversity and global population health.
- Discuss the biopsychosocial model as it impacts health care utilization and outcomes.

**ACGME Domain: Problem Solving and Diagnosis**

At the end of the program of study, the student 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.

***Competency: Patient Care*****ACGME Domain: History Taking**

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

- Gather information in a complete or focused history needed to recognize a patient's health problems, develop a differential diagnosis and identify risks. (EPA 1)

#### ACGME Domain: Medical Notes

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

- Document patient encounters in the chart or in consultation reports efficiently and accurately and legibly including assessment and plans.

#### ACGME Domain: Oral Case Presentation

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

- Orally present a patient encounter including relevant information and the development of an assessment and plan of care.

#### ACGME Domain: Patient Management

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

- Use the information gathered including history, physical examination and laboratory or radiological data to develop management plans appropriate for the patient's identified problems.
- Engage a patient and / or their family in patient education and counseling including appropriate use of behavior modification techniques and shared decision making both for the treatment of disease and disease prevention.
- Recognize a patient requiring emergency or urgent care and initiate evaluation and management. (EPA 10)
- Recognize and provide appropriate referral for patients who require specialized care.
- Give or receive a patient handover to transition patient care responsibility. (EPA 8)
- Enter and discuss with patients or other members of the health care team orders and / or prescriptions. (EPA 4)

#### ACGME Domain: Physical Examination

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

- Gather accurate information through the conduction of complete or clinically relevant focused physical examinations. (EPA 1)
- Interpret the results of a physical exam and use these results in the development of a differential diagnosis. (EPA 1)

#### ACGME Domain: Procedure and Skills

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

- Follow universal precautions and sterile procedures in all patient encounters.
- Perform general procedures correctly with attention to patient safety and comfort. (EPA 12)

*Competency: Practice-based Learning and Improvement***ACGME Domain: Evidence Based Medicine**

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

- Identify a critical question in patient care and conduct an efficient literature search, building on the foundation of the basic science curriculum of the first five semesters.
- Analyze the results of the literature and apply the evidence appropriately to individual care.
- Analyze the results of the literature and apply the evidence appropriately to the care of a population.

**ACGME Domain: Information Management**

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

- Use information technology to access medical information, manage the information and assimilate evidence into patient care.

**ACGME Domain: Reflection and Self Improvement**

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

- Critically evaluate and reflect on personal work and use the reflection to guide self-directed learning.
- Incorporate feedback into strategies for personal performance improvement and lifelong professional development.
- Develop improvement goals and seek out opportunities to meet these goals.

*Competency: Professionalism***ACGME Domain: Boundaries and Priorities**

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

- Describe the 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.

**ACGME Domain: Ethical Principles**

By the end of program of study, the student 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. (EPA 11)
- Work with the health care team to develop a plan to respond to medical errors that is consistent with ethical principles.

#### ACGME Domain: Institutional, Regulatory and Professional Society Standards

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

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

#### ACGME Domain: Professional Relationships

By the end of program of study, the student 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 health care team, patients, family and society at large with respect, accountability, honesty, integrity and compassion.

#### ACGME Domain: Work Habits, Appearance and Etiquette

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

- Reliability report for assigned duties and fulfill expected responsibilities.
- Take responsibility for their errors and work to correct them.
- Be clean and neat and adhere to OSHA dress guidelines and institutional requirements.
- Treat all members of the health care team, hospital staff, patients and families with courtesy, dignity, and respect.

#### *Competency: Systems-based Practice*

#### ACGME Domain: Health Care Delivery Systems

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

- Describe basic principles of multiple health care delivery systems, local and national, including infrastructure, determinants of health care costs, how health care is financed and the impact of costs on the delivery of health care and society.

- Discuss current incentives to control costs and their potential impact on health care.
- Use a patient centered, cost effective and efficient approach to patient care in a variety of settings.
- Coordinate patient care within the health care system.
- Work effectively with other members of the health care team to prioritize patient care responsibilities to ensure safe and efficient delivery of patient care.

**ACGME Domain: Systems Improvement**

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

- Identify quality gaps and use a systems approach to find solutions. (EPA 13)
- Identify systems errors and understand how a wide range of potential solutions can be implemented to improve safety for patients and /or the health care team. (EPA 13)
- Advocate for solutions to health care delivery problems for your patients, and society as a whole.

Definitions, competencies, and objectives were reproduced or adapted from several sources including the ACGME General Competencies, University of California San Francisco Learning Objectives and Englander et al. "Toward a Common Taxonomy of Competency Domains for the Health Professionals and Competencies for Physicians" published in Academic Medicine September of 2013.

Updated using Common Program Requirements (Residency) Tracked Changes Copy ©2020 Accreditation Council for Graduate Medical Education (ACGME). ACGME-approved focused revision: February 3, 2020; effective July 1, 2020.



# ADMISSIONS

## REQUIRED COLLEGE CREDIT\*

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

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

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

\*Substitutions and/or exceptions for med school prerequisites are made on a case-by-case basis at the discretion of the Admissions Committee and the Chair of the Admissions Committee.

## ADDITIONAL REQUIREMENTS

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

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

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

- If the applicant's institution uses a Pre-Medical Committee Advisory Letter, that will satisfy

the requirement of an academic reference.

- Exceptions can be made on a case-by-case basis if the student is unable to provide an academic letter. If the exception is approved, a second professional letter of recommendation may be used instead of the academic letter.
- All letters must be signed on official letterhead and should be submitted directly to the AUC Admissions Department by the referee via mail, email, or Interfolio.

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

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

All foreign transcripts must be evaluated by a credentialing service that is a member of the National Association of Credential Evaluation Services (NACES). A listing of credentialing members can be found at [www.naces.org](http://www.naces.org).

**Medical Admissions Test:** As part of the admissions process, AUC requires scores for the Medical College Admission Test® (MCAT®) to be submitted by all US Citizens, US Nationals, and US Permanent Residents prior to interview. Applicants must request that their MCAT scores be sent directly from the testing agency to AUC's Administrative Office. The code for AUC is 907. For MCAT testing information, please contact the MCAT Care Team, Association of American Medical Colleges, Section for Applicant Assessment Services, 2450 N St., NW Washington, DC 20037, Phone: 202-828-0690, [www.aamc.org/mcat](http://www.aamc.org/mcat). Non-US applicants are not required to submit MCAT scores and are expected to sit for the medical admissions exam available in their country of study, which may include the UCAT, NEET-UG, or GAMSAT exams. Waiver of a medical admissions exam is managed on an individual basis and at the sole discretion of the AUC Admissions Committee. Please note that AUC will not consider MCAT, UCAT, and NEET-UG scores that are more than five years old. For GAMSAT, only scores that are less than two years old will be considered.

### English Requirement:

**SXM:** AUC's Admissions Committee reserves the right to request proof of English proficiency for any applicant when deemed necessary to assess success at AUC. The selection will be based

on factors identified by the Admissions Committee, such as graduating from institutions in which the education is not delivered in English or for applicants who are non-native speakers.

Applicants may satisfy the English proficiency requirement by taking one of two examinations and meeting the recommended score:

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

**UKT:** As required for student visa applications to the United Kingdom, proof of knowledge of English for the UK Track is at the discretion of the United Kingdom Visas and Immigrations (UKVI) and the University of Central Lancashire (UCLan). Requirements may vary based on citizenship, passport, and prior education. Applicants should work with the admissions department to determine next steps for satisfying English requirements.

## TECHNICAL STANDARDS

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

## BACKGROUND CHECK POLICY

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

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

## ACADEMIC CALENDAR

A Master Academic Calendar, which includes key dates such as events and examinations, is published each semester for each campus.

January 2024 Semester	May 2024 Semester	September 2024 Semester
<b>January 8</b> – First day of the semester <b>February 2</b> – Last day to drop an A module <b>February 26 - March 1</b> – Module A exam period <b>March 1</b> – Last day to drop a major course or First Module <b>March 4</b> – First day of B modules <b>March 28</b> – Last day to drop a B module <b>April 22-26</b> – Final exam period/Module B exam period <b>April 26</b> – Last day of the medical sciences semester <b>May 5</b> – Last day of the clinical sciences semester	<b>May 6</b> – First day of the semester <b>May 31</b> – Last day to drop an A module <b>June 25-26</b> – Module A exam period <b>June 28</b> – Last day to drop a major course or First Module <b>July 1</b> – First day of B modules <b>July 26</b> – Last day to drop a B module <b>August 20-21</b> – Final exam period/Module B exam period <b>August 23</b> – Last day of the medical sciences semester <b>September 1</b> – Last day of the clinical sciences semester	<b>September 2</b> – First day of the semester <b>September 27</b> – Last day to drop an A module <b>October 21-25</b> – Module A exam period <b>October 25</b> – Last day to drop a major course or First Module <b>October 28</b> – First day of B modules <b>November 22</b> – Last day to drop a B module <b>December 16-20</b> – Final exam period/Module B exam period <b>December 20</b> – Last day of the medical sciences semester <b>January 5</b> – Last day of the clinical sciences semester

## ROLLING ADMISSION

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

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

## ADVANCED STANDING POLICY

AUC neither seeks nor encourages applications from students wishing to apply for advanced standing. Only exceptional candidates will be considered. Only credits earned at medical schools that are recognized by the Liaison Committee for Medical Education (LCME), the Educational Commission for Foreign Medical Graduates® (ECFMG), or an ECFMG-authorized foreign medical school accreditation agency will be considered for possible advanced standing at AUC. Acceptance of transfer credit is dependent upon course comparability and is at the discretion of AUC. AUC does not grant advanced standing to students for work done in schools of Podiatry, Allied Health, or Chiropractic. Requests for advanced standing must be made at the time of initial

application for admission. If credits are accepted for transfer, no less than 50 percent of the course credits required for the entire program of study must be completed while enrolled at AUC. Course credits are not guaranteed to transfer to other schools. Acceptance of credits is subject to the receiving institution's requirements.

### *Missouri Students Only*

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

## WITHDRAWAL

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

Students intending to withdraw must then apply for readmission if they wish to return to AUC and will be subject to the Withdrawal Refund Schedule ([see Student Finance section](#)). Applications will be reviewed by the Admissions Committee. Readmission is not guaranteed. Readmitted students will typically be subject to all academic policies and tuition and fees in effect at the time of re-enrollment, without any "grandfathering" provisions based on their original admission. Student withdrawals are governed by the following policies:

**Application for Withdrawal from Medical Sciences:** Students enrolled in the [discipline-based curriculum](#) and separate courses may not withdraw from or drop a single course beyond the drop deadlines published each semester (which, for major courses on the Sint Maarten campus, is the Friday of Week 8 of the semester); instead, they must withdraw completely from AUC.

Students enrolled in the [organ systems-based curriculum](#) and integrated modules may not drop a module beyond the module drop deadlines published in the Master Academic Calendar each semester. They must withdraw completely from AUC.

Medical sciences students may begin the withdrawal process by completing an [Application for Withdrawal Form](#).

**Processes for Withdrawal from Clinical Sciences:** In contrast to Medical Sciences, Clinical Sciences students are allowed to withdraw from individual clinical rotations. Please see the [Clinical Requirements and Scheduling Section](#) for procedures related to canceling or rescheduling prior to the start of a rotation. Students wishing to withdraw during a clinical rotation must provide email notification, including reason(s) for the request, to the Office of Clinical Advising and Clerkships and the clinical site coordinator. Any applicable late cancellation fees will be charged to the student's account. Students who vacate a rotation without providing appropriate



notification will be declared absent without leave (AWOL) after 72 hours and will be subject to AWOL policies, possibly including involuntary withdrawal from the university. Please see the [Policies and Procedures Section](#) for more information on AWOL policies.

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

## **HEALTH INSURANCE AND WITHDRAWAL FROM AUC**

### *Medical Sciences*

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

- The student of the incoming cohort officially withdraws within the first 30 days of the semester and has not yet used the policy. Health Insurance Fees are non-refundable for returning students.
- Health Insurance card is returned to the Business Office at the time of withdrawal.

### *Clinical Sciences*

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

- The student was approved and waived insurance before the waiver deadline listed in the 2023 - 2024 Plan Design and Benefits Summary available at [www.aetnastudenthealth.com/auc](http://www.aetnastudenthealth.com/auc).
- Non-Usage Confirmation is approved by the school-sponsored health insurance company.

## **TRANSCRIPTS**

### *Medical Sciences*

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

### **READMISSION WITH “W”**

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

# STUDENT FINANCE

## TUITION AND FEES

Effective September 2023 Semester:

Tuition and Fees Rates for Students Enrolled before May 2022	Medical Sciences Semesters 1 – 5 per semester <sup>1</sup>	Clinical Sciences Semesters 6 – 10 per semester <sup>2</sup>
<b>Tuition</b>	\$26,680 flat rate 10 - 21 credits	\$31,328
<b>Student Government Association Fee</b>	\$37 <sup>3</sup>	\$0
<b>Health Insurance Fee per semester</b> (price includes an administrative charge)	\$359 <sup>3</sup>	\$1306 <sup>5</sup>
<b>On-Campus Housing Fees<sup>3</sup></b> (if applicable)	Single: \$5,965 Double: \$5,083	N/A
<b>Malpractice Insurance</b> (Semesters 6 -10)	\$0	\$357
<b>Educational Resource Fee</b>	\$281	\$302
<b>Residency Permit Fee</b>	\$280 <sup>3,4</sup>	N/A
Tuition and Fees Rates for Students Enrolled May 2022 or later	Medical Sciences Semesters 1 – 5 per semester <sup>1</sup>	Clinical Sciences Semesters 6 – 10 per semester <sup>6</sup>
<b>Tuition</b>	\$21,568	\$28,146
<b>Administrative Fees</b>	\$5,430	\$3,841
<b>Health Insurance Fee per Semester</b> (price includes administrative charge)	\$359 <sup>3</sup>	\$1306 <sup>5</sup>
<b>On Campus Housing Fees<sup>3</sup></b> (if applicable)	Single: \$5,965 Double: \$5,083	N/A
<b>Residency Permit Fee</b>	\$280 <sup>3,4</sup>	N/A

<sup>1</sup>If applicable, students enrolled for 8-9 credits pay a tuition rate of 50% of the Medical Sciences tuition rate; students taking fewer than 8 credits will pay a rate of 25% of the Medical Sciences tuition rate. Tuition adjustments will only be made for courses that are dropped before the start of a semester, or before the start of a module for students enrolled in the organ systems-based curriculum and integrated modules.

<sup>2</sup>The rates above represent a full-time, 16 week or per credit schedule each semester. In clinical sciences, tuition will be prorated at \$1,958 per week or per credit, Malpractice Insurance at \$22.31 per week or per credit, and an Educational Resource Fee at \$18.88 per week or per credit. Health Insurance is billed on a periodic basis in September, January and May.

<sup>3</sup>Sint Maarten Campus only (not applicable to UK Track)

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

<sup>5</sup>Includes an administrative charge.

<sup>6</sup>The rates above represent a full-time, 16 week or per credit schedule each semester. In clinical sciences, tuition will be prorated at \$1,759 per week or per credit, and Administrative Fees at \$240 per week or per credit. Health Insurance is billed on a periodic basis in September, January and May.

Please visit <https://www.aucmed.edu/media/12766/cost-of-attendance> for information regarding cost of attendance.

## ACCOUNTS RECEIVABLE

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

Exceptions to the above policy will only be granted under limited circumstances. Hence, a written request addressed to AUC’s Office of Student Finance must be submitted for review and consideration of any requests.

## FINANCIAL AID PROGRAMS

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

Canadian students should contact their provincial government regarding available financial aid resources. AUC also encourages Canadian students to view the [Canadian Financial Planning Guide](#) for more information on funding options.

Most foreign citizens are not eligible for federal student aid from the U.S. Department of Education. Please visit <https://studentaid.gov/understand-aid/eligibility/requirements/non-us-citizens> to learn more. International students should research funding options available through their country’s government to identify additional financial resources.

U.S. Veterans and their dependents may be eligible for funding through the Veteran’s Administration. Please contact the Office of Student Finance at 732-509-9027 for more information or go to [http://www.benefits.va.gov/gibill/post911\\_gibill.asp](http://www.benefits.va.gov/gibill/post911_gibill.asp). GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

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

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

## HOW TO APPLY TO FINANCIAL AID PROGRAMS

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

**AUC's Federal School Code is G22444.**

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

## ELIGIBILITY FOR FINANCIAL AID PROGRAMS

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

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

## FEDERAL DIRECT UNSUBSIDIZED LOANS

Qualified students may borrow a maximum of \$10,250 per semester.

Eligible students may be able to receive Federal Direct Loans to help cover the cost of higher education. The U.S. Department of Education offers eligible graduate students at participating schools Federal Direct Unsubsidized Loans. The current interest rate for Federal Direct Unsubsidized Loans first disbursed on or after July 1, 2023 is 7.05%. Interest will begin to accrue upon disbursement of this loan and will continue paid in full. In addition, there is a 1.057% loan fee on all Federal Direct Unsubsidized Loans first disbursed on or after October 1, 2020. The loan fee will be proportionately deducted from each loan disbursement. Prior federal loans and financial aid history for loans disbursed may be reviewed at the [Federal Student Aid website](#).

Eligibility for the Federal Direct Unsubsidized Loan is not based on need. **The federal**

government does not pay the interest during school attendance or during the six-month grace period. Students may pay the interest while completing their program or allow it to accumulate and be added to the outstanding principal, thereby increasing the amount to be repaid.

The maximum aggregate student loan debt for graduate students from all Direct Loans may not exceed \$138,500 (including all federal loans received for undergraduate study, subsidized and unsubsidized combined).

## FEDERAL DIRECT GRADUATE PLUS LOANS

Eligible students may also be able to apply for Federal Direct Graduate PLUS Loan funds through the U.S. Department of Education, which performs a credit check for each loan to determine creditworthiness. These federal loans are not based on need and have a fixed interest rate of 8.05% for Federal Direct Graduate PLUS Loans first disbursed between July 1, 2023, and June 30, 2024. In addition, there is a 4.228% loan origination fee on all Federal Direct Graduate PLUS Loans first disbursed on or after October 1, 2020. Interest will begin to accrue upon disbursement of this loan and will continue until paid in full. The fee will be proportionately deducted from each loan disbursement. Eligible students may borrow Grad PLUS for each academic year up to the cost of attendance less any scholarships and/or other student loans, including any Federal Direct Unsubsidized Loan. Prior federal loans and financial aid history for loans disbursed may be reviewed at the [Federal Student Aid website](#).

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

## SCHOLARSHIPS

AUC offers the following scholarships. Please refer to Appendix A on page 133 of this Course Catalog and Student Handbook for complete details on eligibility requirements, application, and award information.

- **Medical Scholarship for Canadian Students:** Awarded to qualified applicants who are Canadian citizens permanent residents of Canada. Dual US-Canadian citizens are not eligible.
- **Medical Scholarship for Australia and New Zealand Citizens:** Awarded to qualified applicants who are Australian or New Zealand citizens or permanent residents of those countries.
- **Mississippi College Scholarship:** Awarded to qualified applicants who have graduated from Mississippi College's MS Biology program.
- **International Scholarship:** Awarded to qualified applicants who are residents of a country outside of the United States or Canada.



- **Dean's Academic Scholarship:** Awarded to students with a strong overall undergraduate GPA or MCAT score.
- **Trustee's Academic Excellence Scholarship:** Awarded to students who have performed very well on the MCAT or have a very strong overall undergraduate GPA. This scholarship is automatically awarded to qualified incoming first-semester AUC students.
- **Academic Merit Scholarship:** Awarded to students who have a solid overall undergraduate GPA or MCAT score.
- **MERP Success Scholarship:** Awarded to students who have excelled academically and provided leadership to peers during the Medical Education Readiness Program (MERP).
- **Social Accountability Award:** Awarded to students who have made contributions to the communities of Sint Maarten during their Medical Sciences education. Must be a currently enrolled 1st, 2nd, 3rd, 4th or 5th semester student. (UK Track students are not eligible)
- **Student Engagement Award:** Awarded to students whose activities as part of the campus community have helped to enhance and foster the AUC culture of collaboration. Must be a currently enrolled 1st, 2nd, 3rd, 4th, or 5th semester student. (UK Track students are not eligible)
- **AUC/Sint Maarten Partnership Tuition Scholarship:** Awarded to incoming students who are citizens of Sint Maarten.
- **Thompson Rivers University (Tru) Partner Scholarship:** Awarded to students who have graduated from TRU within the last five 5 years and hold an offer of admission to AUC as a first-semester student.
- **Wilfred Laurier University (WLU) Partner Scholarship:** Awarded to students who have graduated from Wilfred Laurier University (WLU) within the previous five years.

## ENROLLMENT RESERVATION FEE

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

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

## DEFERRALS

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

TEXTBOOK AND SUPPLIES

Book and supply costs vary by semester; averages are:

Medical Sciences (semester 1-5)	\$518/semester (US) \$501/semester (UK)
Clinical Sciences (semesters 6-10)	\$635/semester (US) \$591/semester (UK)

All figures are in U.S. dollars. Additional miscellaneous fees may be required for testing/test registration, background checks, health, and drug screenings. For more information about these fees, please contact the Office of Clinical Advising and Clerkships at [clinical@aucmed.edu](mailto:clinical@aucmed.edu).

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

WITHDRAWAL TUITION REFUND SCHEDULE

AUC’s tuition refund policy in the event of withdrawal is based on the period attended. For Medical Sciences, the tuition refund schedule is as follows:

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

For withdrawal during the first 60 percent of a semester/payment period, student loan awards are federally required to be recalculated on a prorated basis. AUC will return unearned loan funds to the lender(s) based on the federally required calculation. Students may owe a balance on their student account if the portion returned to the lender(s) by AUC is larger than what was owed to the institution. 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.

Federal student loan borrowers should refer to the Return of Title IV Funding section in this

Course Catalog and Student Handbook for information on any impact to loans borrowed for the semester from which withdrawal occurs.

Student Government Association (SGA) fees, the electronic resource fee, and administrative fees 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 must provide notice of cancellation in writing to the Office of Clinical Advising and Clerkships 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 on the notice of withdrawal or from when AUC's Office of the Registrar receives an approved Academic Leave of Absence.

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

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

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

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

*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.

## 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 and a Return of Title IV Funds (R2T4) calculation performed within 30 days of the date AUC determined that they withdrew. R2T4 calculations evaluate whether unearned Title IV aid must be returned to Title IV. In the event a student enrolls and receives Title IV aid for a payment period but never attends, no R2T4 will be performed, as eligibility for funds was not established. In this case, the funds disbursed will be canceled and returned in their entirety. For AUC students, the term “Title IV aid” refers to the following federal financial aid programs: Direct Unsubsidized Loans and Direct Graduate PLUS Loans.

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

- Students who cease attendance from all their courses or registered modules eligible for Title IV aid will be considered to have withdrawn.
- A student is considered to have withdrawn if he or she does not complete all the days in the payment period.
- The effective date of withdrawal is either the date the student notified the institution of the withdrawal or the student’s last academically related event, if available. When a student withdraws, AUC assesses tuition based on the period he or she attended, as reflected in the Withdrawal Refund Schedule section of this Course Catalog and Student Handbook.
- 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 (courses or registered modules), for that class, AUC may presume that the student completed the 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 the date

of the last academically-related event. If they earn all Fail (F) or Withdrawn (W) grades within a semester due to failure to complete the semester, the 50 percent mark will be used for the semester for return of Title IV calculation purposes.

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

## DETERMINING EARNED FINANCIAL AID

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

If the total amount of Title IV aid that a student earned is greater than the total amount of Title IV aid that was disbursed to the student as of the date of determination, the difference between these amounts will be treated as a post-withdrawal disbursement. A post-withdrawal disbursement will be offered to the student within 30 days of the date of determination. The student will have 14 days to accept all, or a portion of the loan funds offered, after which time the funds will be canceled without exception. Upon acceptance, a disbursement payment will be made to the student's account as soon as possible and no later than 180 days from the date that AUC determines the student withdrew, and a notification will be sent by email.

Earned aid is not related in any way to institutional charges. AUC's refund policy and Return of Title IV Funds procedures are independent of one another. A student who withdraws from a course or module 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 followed by Direct Graduate PLUS Loans. AUC is required to return the funds by the 45<sup>th</sup> day after the date the institution determined the student has withdrawn.

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

- The percentage 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 courses or modules which are not scheduled for the entire semester, the payment period only includes those days for the module(s) in which the student is registered.
- The percent unearned is equal to 100 percent minus the percent earned.
- Institutional funds are earned and recalculated based on the pro-rated policy as described for federal financial aid funds. Tuition/fee refunds also affect the recalculation of institutional financial aid.

# REGISTRATION & HEALTH INSURANCE

## REGISTRATION REQUIREMENTS

All students new to AUC are required to attend registration/orientation proceedings beginning on the Friday before the official start of the semester. Newly admitted students who fail to register by the end of the fifth day of class for their first semester will not be allowed to enroll for that semester. Instead, those students will have to petition the Admissions Committee for readmission for a subsequent semester and will be interviewed by a Student Affairs Dean. *By the act of registration, class attendance, or participation in other activities associated with enrollment at AUC, the student accepts financial responsibility for charges assessed to his/her student account. Charges include those for tuition, mandatory fees, clinical charges and penalties (such as late payment fees and fees associated with the cost of collection in the event of a delinquency, among others as outlined in the Tuition and Fees section of the Academic Catalog. This financial responsibility is not relieved until payment has been made for any and all charges incurred.*

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, trainings and seminars.

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

- Any Medical Sciences student who fails to register or complete campus check-in in person on-campus before 5:00 p.m. local campus time of the first day of formal instruction as noted in the Academic Calendar will be charged a \$100<sup>1</sup> late fee. Typically, registration includes electronic registration for classes (courses and modules) as well as physical check in on campus.
- Any Clinical Sciences student who registers after commencement of clinical rotations will be charged a \$100 late fee.
- Any student with a delinquent account will be notified by the second week of the semester that s/he must pay any outstanding balance by the end of the fourth week of the semester.
- 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 of the semester or will be involuntarily withdrawn from enrollment and his or her transcript will reflect a “W” grade for courses undertaken in that semester. AUC’s standard cancellation and refund policies will apply to the balance of any account due; and

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<sup>1</sup> All references to currency in this Course Catalog and Student Handbook shall refer to US 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.

Any student who is indebted to AUC will be required to settle his or her account before receiving graduation clearance diplomas, degrees, 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*

Typically, students will be required to register for the published curricular load each semester. All courses and modules are deliberately sequenced so that they must be successfully completed in a certain order. Please see the Curriculum section for details.

Students in the discipline-based curriculum may add an individual course during the first week of the semester when given permission to do so by the appropriate dean.

Students may drop an individual course within the time frame specified in the Master Academic Calendar 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. In the organ systems-based curriculum and integrated modules, module courses must be dropped during the first four weeks of the module with permission from the appropriate dean.

No student will be allowed to drop any course or module more than once. The Medical Sciences student must complete the dropped course or module within the subsequent enrolled semester.

Students who have failed or dropped a course/module or otherwise obtained written consent from the Associate Dean for Academic Affairs to deviate from the published curricular course load must register for a full-time course load as determined by the Associate Dean for Academic Affairs.

In medical sciences, including both discipline-based courses and organ systems-based modules, full-time enrollment is 10 credit hours or more/semester. Half-time enrollment constitutes a course load of 8-9 credit hours/semester. Less than half-time enrollment constitutes a course load of 7 or fewer credit hours/semester.

- In the discipline-based curriculum, Medical Sciences students may only register for less than full-time status if they have 9 or fewer credit hours remaining to complete the medical sciences curriculum.
- In the organ systems-based curriculum, Medical Sciences students may be registered for half-time status in Semesters 2 – 5, depending on module availability.

Students registered for less than half time enrollment will not qualify for Federal Financial Aid.

Medical sciences students enrolled in the discipline-based curriculum may not register for more than 21 credit hours per semester without the prior written consent of the Associate Dean for Academic Affairs, nor may any student register for two classes that meet simultaneously. Students may not enroll in courses in the curriculum across more than two semesters.

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 or module. A student may audit lectures at the discretion of both the Associate Dean for Academic Affairs and the Course/Module Director.

### *Clinical Sciences*

Clinical Sciences students should be aware that financial aid eligibility during Clinical Sciences is based on the number of weeks enrolled per semester. Students in Clinical Sciences must register for a minimum of 8 weeks of clinical rotations per term of enrollment to be considered full-time. Students registered for 4-7 weeks of clinical rotations per term of enrollment will be considered half-time. Students registered for fewer than 4 weeks of clinical rotations per term of enrollment will be considered less than half-time. Students must be registered for a minimum of 8 weeks for every clinical semester unless they are in the final semester of their clinical rotations. Students registered for fewer than 8 weeks will require an approved short-term leave of absence from the Office of the Registrar. The approval of the leave of absence is not guaranteed.

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

## **HEALTH INSURANCE**

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

### *Medical Sciences*

The government of Sint Maarten requires all Sint Maarten-based students to obtain health insurance from a local agent that offers global coverage. The University offers a student health plan meeting this requirement through [Nagico Student Health](#). Students are charged a health insurance fee at a flat rate each semester at the time of registration. Although it is not required, it is highly recommended that students maintain health insurance coverage while on Long Term Leave of Absence to avoid a lapse in coverage.

UK Track students are required to register with the National Health Service. Students applying for a UK visa will need to pay the healthcare surcharge as part of their visa or immigration application. Additional details are available at [www.gov.uk/healthcare-immigration-application](http://www.gov.uk/healthcare-immigration-application).

### *Clinical Sciences*

Students are required to maintain health insurance coverage while enrolled in clinicals at AUC. The University offers a student health insurance plan with [Aetna Student Health](#) during their clinical sciences semesters. Students may waive coverage if they hold their own health insurance policy that meets the Aetna waiver standards and complete the waiver by the required deadline. More information can be obtained in the benefit's guide at [aetnastudenthealth.com/AUC](https://aetnastudenthealth.com/AUC). Students beginning clinical sciences rotations in January or May will be required to have health insurance and will have the opportunity to waive university-sponsored health insurance upon entering their clinical sciences semester and then again in the Fall following their entry into clinical sciences.

Students who will be undertaking their cores in the UK for a period of at least 6 months and who would require a student visa, will purchase compulsory healthcare cover from the UK's National Health Service [NHS] as a feature of their visa application. Therefore, UK students with insurance coverage from the National Health Service may request to waive Aetna coverage. UK students should submit their Residence Permit Card to the Office of Student Finance at [accounts@aucmed.edu](mailto:accounts@aucmed.edu) during the term they wish to waive. Charges for past term insurance fees will not be refunded for any reason.

AUC requires all enrolled students have adequate health coverage until graduation. To request extended health insurance coverage past graduation and through the end of August, please contact the Office of Student Finance at [accounts@aucmed.edu](mailto:accounts@aucmed.edu).

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

# CURRICULUM

For students who matriculated in the September 2019 semester and since, the medical school curriculum is 10 semesters (160 weeks): 5 semesters (80 weeks) of Medical Sciences taught at either the medical campus on Sint Maarten or Preston, UK and 5 semesters (80 weeks) of Clinical Sciences taught at hospitals affiliated with AUC. For students who matriculated prior to the September 2019 semester, Clinical Sciences is either 4.5 semesters (72 weeks) or 5 semesters (80 weeks).

All instruction and services are provided only in English.

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

AUC is currently in the several-year process of gradually transforming its medical sciences curriculum from a discipline-based curriculum composed of separate basic sciences and clinical medicine courses to an organ systems-based curriculum composed of integrated modules. Both curricula share the same program goals, and both effectively prepare medical students for success on USMLE Step 1.

In addition to their regular course work, students may be required to participate in supplemental instruction or remediation programs or to fulfill additional requirements to help support their academic progress and success.

Throughout medical sciences, each student will be enrolled in either the discipline-based curriculum (separate courses) or the organ systems-based curriculum (integrated modules). **Which curriculum a student is enrolled in is not a choice, but simply a function of when a student started at AUC and on which campus. The organ systems-based curriculum launched on the Sint Maarten campus in September 2021 and in the UK Track in September 2022.**

Students who matriculated in the May 2021 semester or earlier on either campus and in the September 2021, January 2022, and May 2022 semesters in the UK Track are enrolled in the discipline-based curriculum and should reference the [Discipline-based Medical Sciences Curriculum course descriptions](#).

Students who matriculated in or after the September 2021 semester on the Sint Maarten campus and September 2022 semester or after in the UK Track are enrolled in the organ systems-based curriculum and should reference the [Organ Systems-Based Medical Sciences Curriculum module descriptions](#).

After completing either the discipline-based courses or the organ systems-based modules, all

medical sciences students are required to take the USMLE Step 1 exam. Upon successfully passing the exam, they begin Clinical Sciences.

### **Semester Credit Hours\***

#### *Medical Sciences*

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

#### *Clinical Sciences*

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

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

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

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

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

## MEDICAL SCIENCES

### ORGAN SYSTEMS-BASED MEDICAL SCIENCES CURRICULUM (INTEGRATED MODULES)

For students who matriculated in the September 2021 semester or after on the Sint Maarten campus and the September 2022 semester or after in the UK Track, the first 5 semesters at AUC involve concentrated study of the Medical Sciences. Cellular and Molecular aspects of Medical Biochemistry, Histology, Physiology, Pathology, Pharmacology and Genetics are the focus for the first semester. The following semesters explore the organ systems in sequential 8-week modules.

Beginning in the first semester, AUC's organ systems-based curriculum fully integrates clinical medicine into every module. Modules include both basic and clinical sciences content and are deliberately sequenced so that success in one is a prerequisite for the next. This structure allows students to learn clinical skills and apply medical sciences knowledge to clinical cases well before they advance to the clinical portion of the program.

### MEDICAL SCIENCES MODULES

SEMESTER 1	CREDIT HRS
Molecules to Medicine	20

SEMESTER 2	CREDIT HRS
Hematology, Oncology, Attack & Defense	10
Musculoskeletal & Dermatology	10

SEMESTER 3	CREDIT HRS
Cardiovascular	10
Respiratory & Renal	10

SEMESTER 4	CREDIT HRS
Gastrointestinal & Nutrition	10
Endocrinology & Reproduction	10

SEMESTER 5	CREDIT HRS
Brain & Behavior	10
Clinical Reasoning	10

COURSES	CREDIT HRS
Learning Enhancement Course 101	1
Learning Enhancement Course 201	5
Learning Enhancement Course 202	5
Learning Enhancement Course 301	5

Learning Enhancement Course 302	5
Learning Enhancement Course 401	5
Learning Enhancement Course 402	5
Learning Enhancement Course 501	5
Learning Enhancement Course 502	5
Independent Community Engagement Elective 630	1
Independent Community Engagement Elective 631	1
Independent Community Engagement Elective 632	1
Independent Research Elective 601	1
Independent Research Elective 602	1
Independent Research Elective 603	1
Disaster Medicine Elective	1
Service-Learning Elective 620	1
Service-Learning Elective 621	1
Service-Learning Elective 622	1

AUC reserves the right to change the curriculum at any time, without prior notice.

## DISCIPLINE-BASED MEDICAL SCIENCES CURRICULUM (SEPARATE COURSES)

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

AUC's discipline-based curriculum presents clinical medicine beginning in the first semester through a series of Introduction to Clinical Medicine (ICM) courses. This structure allows students to learn clinical skills and apply medical sciences to clinical cases well before they advance to the clinical portion of the program.

## MEDICAL SCIENCES COURSES

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

SEMESTER 2	CREDIT HRS
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SEMESTER 4	CREDIT HRS
Pathology II	7
Medical Pharmacology	6
Neuroscience	5
ICM IV	1
Medical Ethics	1

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

Behavioral Science	5
ICM V	6
ICM VI	3

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

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

ELECTIVES	CREDIT HRS
Independent Research 601	1
Independent Research 602	1
Independent Research 603	1
Independent Community Engagement 630	1
Independent Community Engagement 631	1
Independent Community Engagement 632	1
Learning Enhancement Course 701	1

ELECTIVES	CREDIT HRS
Learning Enhancement Course 702	1
Learning Enhancement Course 703	1
Learning Enhancement Course 704	1
Learning Enhancement Course 705	7
Disaster Medicine Elective	1
Service Learning Elective 620	1
Service Learning Elective 621	1
Service Learning Elective 622	1

ICM I - VI and all Learning Enhancement Courses are graded as Honors/Pass/Fail.

AUC reserves the right to change the curriculum at any time, without prior notice.

## CLINICAL SCIENCES

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

Clerkships are full-time assignments in a clinical setting whereby students perform as active members of a “team” of students, house staff and attending physicians. Under supervision, the

student interviews and examines patients, evaluates laboratory and radiographic data, synthesizes information, and discusses patients with the team. Each student will have a clinical faculty supervisor who assesses his/her performance according to standards set by AUC.

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

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

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

CLINICAL SCIENCES COURSEWORK

CORE ROTATIONS	WEEKS	EXPECTED HOURS/ WEEK
Internal Medicine	12	60 - 80
Surgery	12	65 - 80
Pediatrics	6	50 - 80
Obstetrics & Gynecology	6	60 - 80
Psychiatry	6	40 - 80
ELECTIVES	30/38*	45 - 80

\* For students matriculating beginning in September 2019 or later

Per ACGME guidelines, students should not spend more than 80 hours each week, averaged over a consecutive four-week period, in any core clerkship or elective. Hours are defined as and include 1) all patient care, including inpatient and outpatient as well as on-call and overnight call experiences and 2) all teaching sessions such as rounds, grand rounds, lectures, case conferences, morbidity and mortality conferences, among others. Patient encounters include all patients seen on rounds, any surgeries or procedures, and work with standardized patients, as well as any virtual cases completed in Canvas or cases discussed with healthcare teams. All patient encounters, whether assisted or observed, should be logged daily and will be reviewed by

the Clerkship or Elective Director. Each clinical sciences student is required to engage in and log a minimum of 20 encounters per week.

In consultation with their Clinical Advisor in the Office of Clinical Advising and Clerkships, each student selects elective rotations in the US and UK from the list of approved practice areas found under Elective Rotations. Clinical Advisors and Physician Match Advisors (PMAs) will provide students with information on which specialties will be the most competitive. Completion of four to six weeks of family medicine is highly recommended, as this is a condition of licensure in many states.

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

# COURSE DESCRIPTIONS

Detailed course information can be found in AUC's learning management system, Canvas, at <https://auc.instructure.com> for the Sint Maarten campus and UCLan's learning management system, Blackboard at <https://portal.uclan.ac.uk> for the UK Track.

## ORGAN SYSTEMS-BASED MEDICAL SCIENCES MODULES

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

### MOLECULES TO MEDICINE

(20 credit hours) Module Number MTM101

The Molecules to Medicine module will provide students with a current understanding of the intimate interplay between molecular structures and functions, intracellular molecular systems and human pathologies using a systemic approach. As the introductory module in the Medical Sciences curriculum, Molecules to Medicine provides a reliable multidisciplinary source of knowledge that will serve as the fundamental base to current concepts in medicine. Content is provided using evidence-based cases to facilitate critical-thinking and problem-solving skills. Communication, collaborative teamwork and development of skills in systems-based practice are introduced early and practiced with the intention of improving patient outcomes. Students will be able to demonstrate knowledge about the established and evolving core of basic medical sciences, apply knowledge of basic medical sciences to patient care, and develop investigatory and critical thinking approaches.

### HEMATOLOGY, ONCOLOGY, ATTACK AND DEFENSE

(10 credit hours) Module Number HOA201

The Hematology, Oncology, Attack and Defense module provides a comprehensive and in-depth study of normal and abnormal blood physiology, hematological oncology, pharmacology, histology and embryology, pathology, immunology, and microbiology. Clinical aspects of anemia, leukemia, lymphoma, bleeding disorders, immunologic disorders and neoplasms are considered. Various clinical abnormalities of blood and immune systems are discussed. In addition to these topics, aspects of pharmacology, imaging, public health, psychosocial aspects of illness, ethics and health care transformation are presented. This module continues the application of problem solving and analytical thinking skills to clinically integrated problems in basic medical science.

*Prerequisite: Molecules to Medicine (MTM101)*

### MUSCULOSKELETAL AND SKIN

(10 credit hours) Module Number MSD202

Musculoskeletal and Dermatology module aims to examine the organ systems of the skin and the musculoskeletal structures. The students will develop theoretical and clinical skills via lectures, on-line learning, and clinical workshops to develop in depth knowledge of concepts and clinical

skills in the musculoskeletal and dermatology fields. Clinical medicine will foster the development of objective, data driven evaluation skills in the evaluation of scientific and clinical data especially in the medical literature and case studies in the field of musculoskeletal and dermatology fields.

*Prerequisite: Hematology, Oncology, Attack and Defense (HOA201)*

## CARDIOVASCULAR

### (10 credit hours) Module Number CAV301

The Cardiovascular module will provide students with a detailed understanding of the cardiovascular system that integrates knowledge from scientific disciplines and clinical medicine. Development of skills in use and interpretation of clinical investigative techniques and critical and analytical thinking skills in the evaluation of scientific and clinical information as applied to diagnosis of cardiovascular disorders are essential aspects of the module.

*Prerequisite: Musculoskeletal and Skin (MSD202)*

## RESPIRATORY AND RENAL

### (10 credit hours) Module Number RAR302

The Respiratory and Renal module will provide students with a detailed understanding of the respiratory and renal systems that integrates knowledge from scientific disciplines and clinical medicine. Development of skills in use and interpretation of clinical investigative techniques and critical and analytical thinking skills in the evaluation of scientific and clinical information as applied to diagnosis of respiratory and renal disorders are essential aspects of the module.

*Prerequisite: Cardiovascular (CAV301)*

## GASTROINTESTINAL AND NUTRITION

### (10 credit hours) Module Number GIN401

The Gastroenterology-Nutrition module will discuss and integrate the normal anatomy, embryology, histology, and physiology of the gastrointestinal system and the role of nutrition in human health. The normal functioning of the GI system will be compared to pathologies at the molecular, biochemical, cellular, tissue, and whole-organ levels. An evidence-based and patient-centered approach will be applied to the teaching of how to manage and maintain a healthy gastrointestinal system. *Prerequisite: Respiratory and Renal (RAR302)*

## ENDOCRINE AND REPRODUCTIVE

### (10 credit hours) Module Number ENR402

The Endocrine and Reproductive module will concentrate teaching on normal and abnormal male/female reproduction and normal and abnormal endocrine function. A multidisciplinary approach including embryology, anatomy, histology, physiology, pharmacology, and pathology will establish the core medical knowledge required for these organ systems. Module concepts will include normal and abnormal endocrine function and disease states produced from pathologic conditions of the adrenal, thyroid, parathyroid, pancreas, liver, hypothalamus and pituitary glands, adipose tissue, and the reproductive organs. As the basic foundational knowledge is established the clinical medicine component of the module will integrate all aspects of the science and art of medicine. The subject matter will also cover public health, ethics and social disparities and effects

on endocrine and reproductive health.

*Prerequisite: Gastrointestinal and Nutrition (GIN401)*

## BRAIN AND BEHAVIOR

### (10 credit hours) Module Number BAB501

The Brain and Behavior module will integrate and discuss the normal and abnormal anatomy, embryology, histology, and physiology of the central and peripheral nervous system. The etiology and process of development for these systems will be included. The nervous system's functional and behavioral expression will be covered from molecular, biochemical, anatomical, genetic, psychological, psychiatric, psychosocial, geographic, and cultural perspectives. This will be applied in the evidence-based and patient-centered processes of assessing and diagnosing various neurological and psychiatric disorders.

*Prerequisite: Endocrine and Reproduction (ENR402)*

## CLINICAL REASONING

### (10 credit hours) Module Number CLR502

The Clinical Reasoning module serves as a comprehensive review of the medical sciences curriculum. This module also focuses on final preparation for USMLE Step 1. Students are expected to demonstrate competency in clinical skills using a multi-station Objective Structured Clinical Examinations (OSCE).

*Prerequisite: Brain and Behavior (BAB501)*

## LEARNING ENHANCEMENT COURSES

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

### Learning Enhancement Course Number LEC101 (1 credit hour, Semester 1)

LEC101 integrates concepts of the Molecules to Medicine Course. Students repeating Molecules to Medicine will concurrently enroll in LEC101. This 16-week course will be offered in the first semester and will focus on cognitive and non-cognitive factors identified as contributing to a student's struggles with the module content during their first attempt.

### Learning Enhancement Course Number LEC201 (5 credit hours, Semester 2)

The LEC201 course is intended to prepare students that have failed the Hematology, Oncology, Attack and Defense module to succeed in their second attempt. This 8-week course is offered in Weeks 9-16 of Semester 2. The course will focus on cognitive and

non-cognitive factors identified as contributing to a student's struggles with the module content during their first attempt.

#### **Learning Enhancement Course Number LEC202 (5 credit hours, Semester 3)**

The LEC202 course is intended to prepare students that have failed the Musculoskeletal and Skin module to succeed in their second attempt. This 8-week course is offered in Weeks 1-8 of Semester 3. The course will focus on cognitive and non-cognitive factors identified as contributing to a student's struggles with the module content during their first attempt.

#### **Learning Enhancement Course Number LEC301 (5 credit hours, Semester 3)**

The LEC301 course is intended to prepare students that have failed the Cardiovascular module to succeed in their second attempt. This 8-week course is offered in Weeks 9-16 of Semester 3. The course will focus on cognitive and non-cognitive factors identified as contributing to a student's struggles with the module content during their first attempt.

#### **Learning Enhancement Course Number LEC302 (5 credit hours, Semester 4)**

The LEC302 course is intended to prepare students that have failed the Respiratory and Renal module to succeed in their second attempt. This 8-week course is offered in Weeks 1-8 of Semester 4. The course will focus on cognitive and non-cognitive factors identified as contributing to a student's struggles with the module content during their first attempt.

#### **Learning Enhancement Course Number LEC401 (5 credit hours, Semester 4)**

The LEC401 course is intended to prepare students that have failed the Gastrointestinal and Nutrition module to succeed in their second attempt. This 8-week course is offered in Weeks 9-16 of Semester 4. The course will focus on cognitive and non-cognitive factors identified as contributing to a student's struggles with the module content during their first attempt.

#### **Learning Enhancement Course Number LEC402 (5 credit hours, Semester 5)**

The LEC402 course is intended to prepare students that have failed the Endocrine and Reproduction module to succeed in their second attempt. This 8-week course is offered in Weeks 1-8 of Semester 5. The course will focus on cognitive and non-cognitive factors identified as contributing to a student's struggles with the module content during their first attempt.

#### **Learning Enhancement Course Number LEC501 (5 credit hours, Semester 5)**

The LEC501 course is intended to prepare students that have failed the Brain and Behavior module to succeed in their second attempt. This 8-week course is offered in Weeks 9-16 of Semester 5. The course will focus on cognitive and non-cognitive factors identified as contributing to a student's struggles with the module content during their first attempt.



attempt.

### Learning Enhancement Course Number LEC502 (5 credit hours, Semester 5)

The LEC502 course is intended to prepare students that have failed the Clinical Reasoning module to succeed in their second attempt. This 8-week course is offered in Weeks 1-8 of Semester 6. The course will focus on developing Clinical Reasoning skills as preparation for taking USMLE Step 1 and beginning clinical rotations.

## MEDICAL SCIENCES CAPSTONE ELECTIVE

(10 credit hours) Course Number 5010

The Medical Sciences Capstone Elective is an optional 10-week elective taught at the AUC campus in Sint Maarten designed to identify medical knowledge gaps, sharpen clinical reasoning skills, and synthesize key medical sciences content in preparation for the USMLE® Step 1 Exam. The course integrates a weekly organ systems-based curriculum with application of medical knowledge in a patient care vignette format through simulated patient encounters and multiple choice questions.

## DISCIPLINE-BASED MEDICAL SCIENCES COURSES

### INTRODUCTION TO CLINICAL MEDICINE I

(1 credit hour) Course Number 170

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

### MOLECULAR CELL BIOLOGY I

(7 credit hours) Course Number 114

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

conditions.

## GROSS ANATOMY

(7 credit hours) Course Number 140

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

## HISTOLOGY & EMBRYOLOGY

(4 credit hours) Course Number 150

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

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

## PHYSIOLOGY

(5 credit hours) Course Number 221

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

**IMMUNOLOGY AND INFECTION****(5 credit hours) Course Number 237**

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

**MOLECULAR CELL BIOLOGY II****(6 credit hours) Course Number 262**

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

**BIOSTATISTICS / EPIDEMIOLOGY****(1 credit hour) Course Number 270**

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

**INTRODUCTION TO CLINICAL MEDICINE II****(1 credit hour) Course Number 280**

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

cardiac sound simulator, is used to introduce students to the normal heart sounds.

## PHYSIOLOGY II

(5 credit hours) Course Number 323

Physiology II continues to build on the foundation established in Physiology I. Students are required to take Physiology I prior to taking Physiology II. The course continues the study of the function of human body organ systems with a comprehensive analysis of the endocrine and reproductive systems. A comprehensive study of the pulmonary system is followed by the analysis of clinically relevant, common acid-base disorders and their physiological compensation. Fluid and electrolyte balance is studied with a detailed analysis of the renal system. At the end of the course, all medical students will have a firm grasp of body system functions and integration of systems. Students will demonstrate the ability to analyze and identify the impact of disease processes on normal human physiology.

## MEDICAL MICROBIOLOGY

(5 credit hours) Course Number 333

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

## PATHOLOGY I

(7 credit hours) Course Number 346

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

## INTRODUCTION TO CLINICAL MEDICINE III

(1 credit hour) Course Number 371

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

**MEDICAL PHARMACOLOGY****(6 credit hours) Course Number 421**

Medical Pharmacology focuses on how drugs and other chemical agents regulate or modify physiological and pathophysiological functions of the body. The course demonstrates how drugs affect living organisms and contribute to the diagnosis, prevention, treatment and/or cure of diseases. The major emphasis in the first part of the course will be on the general principles of pharmacology (pharmacodynamics, pharmacokinetics, pharmacogenetics, adverse drug reactions, teratogenicity, etc.). Other topics cover how drugs affect the autonomic nervous system, followed by drugs affecting the brain and their use in the treatment of neuropathology. Subsequent topics include the pharmacology and therapeutics of drugs used in cancer chemotherapy, infectious diseases, endocrine disorders, respiratory and cardiovascular disorders, inflammatory and immune disorders, and drugs affecting the gastrointestinal tract. The emphasis will be on prototypical drugs in each class, their mechanism of action, clinical use, side effects and interactions with other drugs. At the end of this course, students will take a comprehensive examination covering all the material presented in Medical Pharmacology.

**NEUROSCIENCE****(5 credit hours) Course Number 430**

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

**PATHOLOGY II****(7 credit hours) Course Number 452**

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

**INTRODUCTION TO CLINICAL MEDICINE IV****(1 credit hour) Course Number 490**

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

**MEDICAL ETHICS****(1 credit hour) Course Number 480**

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

**INTRODUCTION TO CLINICAL MEDICINE V****(6 credit hours) Course Number 543**

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

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

**INTRODUCTION TO CLINICAL MEDICINE VI**

**(3 credit hours) Course Number 538**

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

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

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

Regular USMLE question and answer practice sessions will occur throughout the course. The course will include comprehensive (COMP) exams.

Effective with the start of the September 2022 semester, AUC returned to pre-COVID requirements related to a student's failure of Introduction to Clinical Medicine VI. Students who fail the Introduction to Clinical Medicine VI course are required to retake the course in-person at their enrolled campus (Sint Maarten or Preston). This means that students who fail the September 2022 Introduction to Clinical Medicine VI course are required to retake the course in-person at their enrolled campus (Sint Maarten or Preston) in the January 2023 semester.

**BEHAVIORAL SCIENCE****(5 credit hours) Course Number 521**

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

**LEARNING ENHANCEMENT COURSES**

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

(7 credit hours) Course Number 705

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

Effective with the January 2023 semester, a 7-credit hour LEC 705 is required for students who have failed ICM 6. This course includes facilitated small group case-based sessions, in addition to the cognitive, non-cognitive and wellness sessions.

#### Learning Enhancement Course 701 (1<sup>st</sup>/2<sup>nd</sup> Semesters)

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

#### Learning Enhancement Course 702 (2<sup>nd</sup>/3<sup>rd</sup> Semesters)

LEC2 integrates concepts in Biochemistry, Physiology, and Immunology.

#### Learning Enhancement Course 703 (3<sup>rd</sup>/4<sup>th</sup> Semesters)

LEC3 integrates concepts in Pathology, Physiology, and Microbiology.

#### Learning Enhancement Course 704 (4<sup>th</sup>/5<sup>th</sup> Semesters)

LEC4 integrates concepts in Pathology, Neuroscience, and Pharmacology.

#### Learning Enhancement Course 705 (ICM 6)

The LEC705 course is intended to prepare students that have failed ICM 6 to succeed in their second attempt. This 16-week course is taken concurrently with the repeated ICM 6 course and is also available to students taking ICM 6 for the first time.

## ELECTIVES

Independent Research is available to all medical sciences students in good standing, regardless of whether they are enrolled in the Discipline-based Medical Sciences Curriculum or the Integrated Medical Sciences Curriculum.

### INDEPENDENT RESEARCH ELECTIVE

(1 credit hour each) Course Numbers IRE601, IRE602, IRE603

Enrollment in Independent Research offers an opportunity to initiate and/or participate in a research project that includes use of the scientific method of inquiry. Students work on a research



project as an individual or group with guidance from a faculty mentor/principal investigator and a supervisory committee. Successful completion of the elective credit course requires knowledge of research processes, including writing a research proposal, ethical research conduct, and a report of outcomes written and presented in a formal writing style. Enrollment in Independent Studies in Research is open to full-time students in semesters two through four who are in good academic standing with a cumulative GPA of 80.00% or above and no “major” courses (defined as 4 or more credits) failed in the prior semester. Registration requires a request by the faculty mentor to the Office of the Registrar to enroll a student.

Independent Community Engagement Credit is available for Sint Maarten campus-based students, regardless of when they matriculated and regardless of whether they are enrolled in the Discipline-based Medical Sciences Curriculum or the Integrated Medical Sciences Curriculum.

### **INDEPENDENT COMMUNITY ENGAGEMENT CREDIT – SINT MAARTEN CAMPUS** (1 credit hour each) Course Numbers CEC630, CEC631, CEC632

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

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

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

### **SERVICE-LEARNING ELECTIVE – SINT MAARTEN CAMPUS** (1 credit hour each) Course Numbers SLE620, SLE621, SLE622

AUC students will collaborate with AUC faculty and community partners in planning a community-based health-related service to benefit Sint Maarten by addressing a community priority and contributing to student learning. Activities will involve a project proposal, critical review of literature and application of best practice implementation of community-based, health-related research/service.

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

### **DISASTER MEDICINE ELECTIVE – SINT MAARTEN CAMPUS** (1 credit hour each) Course Number CDM620

The Disaster Medicine elective will prepare students to help manage, plan, and coordinate a potential disaster. The disaster medicine training includes FEMA guidelines, emergency preparedness, and national incident management, as well as other nongovernment organizations roles in disaster relief, management, and recovery.

## CORE CLINICAL ROTATIONS

### INTERNAL MEDICINE

(12 weeks)

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

### SURGERY

(12 weeks)

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

### PEDIATRICS

(6 weeks)

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

### OBSTETRICS & GYNECOLOGY

(6 weeks)

During this core clerkship, students will be assigned patients on the Obstetrics and Gynecology

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

## PSYCHIATRY

(6 weeks)

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

## ELECTIVE ROTATIONS

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

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

## FAMILY MEDICINE

(4-6 weeks)

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

## INTERNAL MEDICINE (IM) ELECTIVE

(2 weeks)

This elective is ideally suited for students to take prior to starting core clerkships, although it may also be beneficial to a student wishing to improve their History and Physical examination, clinical reasoning, and practical procedural skills at any time in their clinical training. There are currently two locations where this elective is available: Cleveland Clinic in Weston, Florida with multiple start dates throughout the year, and Chelsea and Westminster Hospitals in London, UK in

January, May and September each year.

### INTERNAL MEDICINE SUB-INTERNSHIP

(4 weeks)

This sub-internship provides students the opportunity to assume responsibility for patient care at the level of a PGY-1 resident or intern. As a key member of the team, a sub-intern can practice advanced skills in history taking and physical examination, problem formulation, and patient management. Students are responsible for assessing each assigned patient daily, presenting their findings during work rounds, and for accurately recording patient findings, assessments, and management plans.

### PSYCHIATRY SUB-INTERNSHIP

(4 weeks)

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

### EMERGENCY MEDICINE

(4 weeks)

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

### CARDIOLOGY

(4 weeks)

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

### GASTROENTEROLOGY

(4 weeks)

During this elective, the student may observe cases including endoscopies, ERCP, esophageal motility tracings, flexible sigmoidoscopies, colonoscopies, and gastroscopies. Involvement will

include reviewing x-rays with the teaching staff. Students will be expected to present cases logically and concisely and have the experience of first encounter with patients and be able to make supervised clinical decisions.

## NEUROLOGY

(4 weeks)

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

## RADIOLOGY

(4 weeks)

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

## PULMONOLOGY

(4 weeks)

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

## ANESTHESIOLOGY

(4 weeks)

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

# SINT MAARTEN CAMPUS RESOURCES, ACTIVITIES & POLICIES

## ORIENTATION

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

## RESIDENT ADVISORS AND ORIENTATION ADVISORS

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

## CAMPUS ACCESS

The AUC campus is monitored by security personnel. Only AUC faculty, staff, registered students, spouses and authorized visitors who display current ID badges are allowed on campus. AUC reserves the right to ask any visitor, student, or staff member to leave the facility following any disruptive behavior. Spouses and visitors must check in with a security guard and obtain a guest permit. This will enable them to access the campus if the visit is authorized. The campus opens at 7:00 a.m. daily. Students placed on suspension for any reason will immediately lose their access to campus. Students who are dismissed without the right to appeal will have their campus access revoked three days after formal notification of dismissal.

## FACULTY OFFICE HOURS AND ADVISEMENT

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

## COMMUNITY SERVICE

AUC encourages students to become involved in community outreach programs. Students are able to utilize their newly gained knowledge while volunteering to participate in general health care events (i.e., diabetes screening) or teach health education to Sint Maarten residents. Other

community service initiatives include island beautification, rehabilitation programs, aid to children, and animal welfare. Students engaging in community outreach must follow the [Guidelines for Student Led Community Engagement Experiences](#).

## DRESS CODE

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

## ELECTRONIC BOOKS

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

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

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

## LIBRARY SERVICES

In Sint Maarten, the Medical Library, located in Building 1, is open and staffed 7 days a week from 8:00 a.m. until 11:00 p.m. The library provides socially distanced seating in four quiet study rooms including one space with four computer terminals that is open 24/7. In addition, there are 10 small group study rooms in the library, seven in Building 2 and eight on the 5<sup>th</sup> floor of the on-campus apartments that can be reserved on the library website at <https://library.aucmed.edu/library>.

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

The library website, <https://library.aucmed.edu/library>, is available 24/7 both on and off campus. The website provides access to a host of the premier medical resources including, but not limited to, UpToDate, Dynamic, Access Medicine, Case Files Collection, First Aid for the USMLE, Bates' Visual Guide to the Physical Examination, OVID Evidence-Based Medical Reviews, LWW Basic

and Anatomical Sciences Collection, more than 500 medical journals, the library catalog, and the ability to conduct a search that encompasses all of the library's electronic resources in the One Search box. Anything students need to know about the library (check out procedures, overdue fines, library staff, library mission and vision, contact information, etc.) is available on the website.

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

## INSTRUCTIONAL RESOURCE EQUIPMENT

The faculty on the Medical Sciences campuses will utilize a range of practical and procedural skills equipment, including high-fidelity simulation and clinical tools used in diagnosis and treatment.

## LEARNING RESOURCE CENTER

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

## FITNESS CENTER POLICIES

### Use of Fitness Center

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

**Children under the age of 13 are prohibited within the weight room area of the gym.** Children may accompany a parent or guardian within the lounge area and the exercise class area only if they are supervised continuously.

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

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



## Assumption of Risk

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

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

## Fitness Center Rules & Regulations

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

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

## STUDENT VEHICLES ON CAMPUS

If a student wishes to bring a vehicle to the Sint Maarten campus, or if a student purchases a vehicle while attending the Sint Maarten campus, he or she will be required to register that vehicle with AUC. The student will also be required to sign an agreement with AUC acknowledging that if the student leaves the vehicle in Sint Maarten after the student graduates or otherwise leaves Sint Maarten permanently or for a period of more than six months, AUC will remove and dispose of these vehicles as outlined in the Abandoned Vehicle Section of the Parking Rules &

Regulations.

## CAMPUS SMOKE-FREE POLICY

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

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

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

## SAFETY INFORMATION

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

## SURVEILLANCE CAMERAS

The Sint Maarten 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. UK Track students should consult the following information: <https://www.uclan.ac.uk/legal/privacy-notice/students>.

TIMELY NOTICE / CRIME ALERT

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

EMERGENCY CONTACTS

<b>Dean’s Office / Chief Academic Officer</b> +1 305-569-8853	<b>Sint Maarten Campus Administrator</b> +1 721-545-2298 ext. 4041258
<b>Sint Maarten Campus</b> +1 721-545-2298	<b>Sint Maarten Campus Security</b> +1 721-545-2298 ext. 4041257
<b>Miramar Administrative Offices</b> +1 305-446-0600	
<b>UK Track – Associate Dean for Academic Affairs</b> 01772 894920	<b>UK Track / UCLan Campus Security</b> 01772 892068

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

# STUDENT WELLBEING

## WELLNESS COUNSELING

AUC offers wellness counseling and wellness coaching throughout its 4-year program to help all AUC students achieve and maintain balance in life during medical school. Services are complimentary and include individual, group, and family counseling; assessment and referral; preventative education; and crisis intervention. On the Sint Maarten Campus, the Wellness Counseling Center is in Building 1 behind Chertok Hall. For clinical sciences, remote AUC wellness counselors are available for virtual counseling sessions and outreach. Any AUC student, whether on the Sint Maarten Campus, the UK Campus, or clinical rotations may request a confidential appointment by emailing [sxmwellness@aucmed.edu](mailto:sxmwellness@aucmed.edu).

## AUC THRIVE WELLNESS AND HEALTH PROMOTION PROGRAM

Created in 2019, the mission of the AUC THRIVE Wellness and Health Promotion Program is to develop, implement, and assess ongoing, comprehensive 4-year initiatives designed to decrease burnout and promote a culture of wellbeing at AUC. Students may access more information and learn how to participate in their cohort's THRIVE Wellness Committee by emailing [thrive@aucmed.edu](mailto:thrive@aucmed.edu).

# CONFERENCE STIPENDS

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

## MEDICAL SCIENCES

Medical Sciences students who are participating in research with faculty members and have received an invitation to present their original research at a conference may contact the Associate Dean for Academic Affairs for approval prior to the start of the conference. A limited number of conference stipends for Medical Sciences students are available and must be approved prior to attendance at a conference. If approved, the relevant Associate Dean for Academic Affairs will provide reimbursement information. All Sint Maarten on-campus research proposals must be reviewed and approved by AUC's Institutional Review Board (IRB) before initiation.

## CLINICAL SCIENCES

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

# CLINICAL SCHEDULING REQUIREMENTS & ROTATIONS

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

## TRANSITION TO CLINICAL MEDICINE PROGRAM

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

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

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

### *TCM Participation*

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

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

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

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

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

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

## **REQUIRED TOTAL CLINICAL WEEKS: CORE CLERKSHIPS AND ELECTIVES**

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

## **REQUIRED CORE CLERKSHIPS**

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

## **RECOMMENDED ELECTIVES**

The only residency and licensure requirement for elective rotations is Family Medicine which does vary by state. As such, AUC strongly recommends that all students take at least one Family Medicine elective. Students are strongly encouraged (but not required) to take the two-week Internal Medicine elective that AUC has made available to students beginning with the September

2021 semester at US and UK locations. The Internal Medicine Elective prior to starting core clerkships, and the Emergency Medicine and Neurology electives after core clerkships are also highly recommended. If interested, students can consult their Clinical Advisor for details.

## CLINICAL ROTATION REQUIREMENTS

Clinical Sciences students are required to log every patient encounter and procedure electronically in each core clerkship and elective. Case logs serve as a record of encounters and activities that students have completed throughout clinical sciences. It is a form of professional development in timely and accurate documentation that is an important skill for residency. Patient encounters include all patients seen on rounds, individually or in teams, any surgeries or procedures whether assisted or observed, work with standardized patients, and any virtual cases completed in Canvas. Students are required to log a minimum of 20 case logs per week. For both medical school accreditation and medical student self-directed learning purposes, students are required to submit completed case log reports for every core and elective rotation through Medtrics. Students should also print a copy of their case logs for review as part of their mid-clerkship feedback sessions during each rotation. Timely completion of case logs is a requirement for each rotation and therefore also a graduation requirement.

Students with delinquent case logs (case logs which have not been submitted to the registrar within 14 days after the end of a completed clerkship) will be referred to the Senior Associate Dean for Student Affairs for review and will result in a registration hold until all case logs are completed for the rotation. Failure to submit final case logs within 30 days from the end date of the clerkship will result in a final and permanent grade of “F” and the student will be required to repeat the entire rotation. The “F” grade from the initial rotation will remain on the student’s transcript and be factored into the cumulative average of clerkship grades.

Students are required to complete a Clinical Clerkship Evaluation Form in Medtrics for every core and elective rotation. Failure to submit a Clinical Clerkship Evaluation Form within 30 days of completing a rotation will result in a final and permanent grade of “F” and the student will be required to repeat the entire rotation. The “F” grade from the initial rotation will remain on the student’s transcript and be factored into the cumulative average of clerkship grades.

A Clinical Student Assessment Form indicating a student’s clinical performance will be submitted at the end of every core and elective rotation by the clinical sites using Medtrics. For any core clerkship or elective rotation that spans across two semesters, students will receive one Clinical Student Assessment Form. Clinical sites have 30 days from the end of a core or elective rotation to submit the completed Clinical Student Assessment Form to AUC. Completed Clinical Student Assessment Forms are submitted to the Office of the Registrar via email ([aucregistrar@aucmed.edu](mailto:aucregistrar@aucmed.edu)).



## ELECTIVE ROTATIONS

A total of 30 or 38 weeks of elective rotations must be taken. Each elective should be at least 4 weeks in duration. Only four 2-week electives are permitted per student during the clinical years, unless a request for an exception is submitted to the Office of Clinical Advising and Clerkships and approved by the relevant Associate Clinical Dean (US or UK). The maximum length of time that a student may take any elective clerkship in any one subject area is 12 weeks. The maximum number of non-internal medicine related electives is 12 weeks, unless a request for an exception is submitted to the Office of Clinical Advising and Clerkships and approved by the Associate Clinical Dean (US or UK). Internal medicine related electives include Family Medicine, Neurology, Emergency Medicine, Radiology, Ophthalmology, Behavioral Medicine, Sports Medicine, Critical Care, Dermatology, Physical Medicine & Rehabilitation, as well as all the traditional internal medicine subspecialties.

AUC's affiliated institutions are listed on the school's website. Students may also verify an institutional affiliation and the rotations that are available by contacting the Office of Clinical Advising and Clerkships at [clinical@aucmed.edu](mailto:clinical@aucmed.edu). No student may take more than two electives, with a combined total duration of 8 weeks, at any one unaffiliated institution.

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

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

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

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

## SCHEDULING CORE CLERKSHIPS AND ELECTIVES

When a student secures their Prometric testing window through USMLE, he or she will be required to upload the Prometric appointment to My AUC Med. Upon receiving a passing USMLE Step 1 score, students are responsible for sending in their score reports in PDF format to the Office of the Registrar ([aucregistrar@aucmed.edu](mailto:aucregistrar@aucmed.edu)) which is responsible for managing students' promotion to clinical sciences and to the Office of Clinical Advising and Clerkships ([clinical@aucmed.edu](mailto:clinical@aucmed.edu)) which is responsible for scheduling clerkship rotations.

AUC students who are not U.S. citizens nor lawful permanent residents of the United States must obtain a B-1 Nonimmigrant Visa from a U.S. Embassy or Consulate prior to entering the United States to sit for their USMLE Step 1 examination and to complete their Clinical Sciences training. AUC will provide documents in support of a B-1 Visa application. It is our strong recommendation that students apply for the visa in the country of which they are a citizen. AUC is not responsible for obtaining B-1 Visas for students and does not guarantee that every student who applies for a B-1 Visa will be granted one. It is the student's responsibility to plan accordingly and to consult with an immigration attorney if necessary. Students undertaking core clinicals or clinical electives in the UK may be required to apply for and purchase an appropriate student visa. Such students are advised to contact the [Senior Regional Coordinator-UK](#) to discuss.

The Office of Clinical Advising and Clerkships schedules the student for one or more available clerkships and sends a tentative schedule summary to the student in advance of a clerkship start date. Students should note that their schedule is subject to change until the office receives official written confirmation from the student sent to [clinical@aucmed.edu](mailto:clinical@aucmed.edu) that he or she has received a schedule. **Should a student choose to decline their initial core schedule options, they will be reassigned to the bottom of the scheduling priority list. The Office of Clinical Advising and Clerkships will always attempt to match a student's clinical rotations to their preferred geographical preferences, but there is no way to guarantee that match.** Students considering core clinical clerkships or clinical electives in the UK are advised to contact the [Associate Clinical Dean-UK](#) and/or the [Senior Regional Coordinator-UK](#) to discuss such placements. A welcome guide for UK clinicals is available on request. 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.

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

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

Once a student has received a fully-or-partially-tracked (all or some rotations at the same site) core clinical clerkship schedule, he or she must complete the acknowledgement and agreement in its entirety and supply the required documentation. If at any point after receiving the tracked schedule, the student should wish to change any part of it, he or she may incur associated fees including applicable late cancellation fees, a \$2,000 administrative fee, and any additional fees or penalties imposed by the clinical 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 start within 45-days of their removal from the site.

All new clinical sciences students are required to submit hospital clearance documentation to American Data Bank (Complio). Any student experiencing difficulty with this process should contact [clinical@aucmed.edu](mailto:clinical@aucmed.edu) at least 60 days prior to their scheduled core or elective rotation. For core rotations, students should upload hospital clearance documentation to American Data Bank (Complio) during their USMLE Step 1 LOA. 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, proof of vaccination, HIPAA certificates, BLS certification through the American Heart Association (or UK equivalent of Resuscitation Council UK BLS certification), infection control certificates, background screenings, and drug screenings as required by their assigned clinical sites. Failure to provide required and updated documentation at least 45 days prior to the start of a rotation will result in cancellation of the core or elective rotation with a penalty fee of \$600 per week cancelled plus any additional fees charged by the clinical site.

**Students must start their clinical rotations within 60 calendar days from the receipt of their USMLE Step 1 score. Where a student is accepted into an affiliate program that requires an application, interview process and acceptance, the 60 day start deadline may be waived by the Director of the Office of Clinical Advising and Clerkships. Any other student requests to delay this start will not be considered.**

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

**Documentation provided to the hospital site by the Office of Clinical Advising and Clerkships is listed below:**

- Letter of Good Standing
- Malpractice Insurance Certificate

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

After receiving confirmation from the hospital, the Office of Clinical Advising and Clerkships will confirm the assignment with the student by email. Students are expected to check their AUC email account daily. The student is also expected to acknowledge the confirmed assignment by email.

## SCHEDULING ELECTIVE ROTATIONS

Effective September 1, 2021, all core clerkships must be completed before taking an elective rotation, with the exception of up to two specific approved electives which may be taken prior to starting core clerkships. The specific approved electives that fall under this policy are found in the table below.

Elective	Length	Location	Eligibility
Internal Medicine	2 weeks	Cleveland Clinic Florida (US) Chelsea & Westminster Hospital, London (UK)	All clinical students
Ambulatory Medicine	2 weeks	Ascension Providence Hospital (APH), Michigan (US)	Only students in fully tracked cores at APH
Ambulatory Medicine	2 weeks	Chelsea & Westminster Hospital, London (UK)	All clinical students
Radiology	4 weeks	Nassau University Medical Center (NUMC), New York (US)	Only students in fully tracked cores at NUMC

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

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

While a student may request an elective rotation at an unaffiliated institution, students are

advised that such a request may take several months to evaluate, and AUC may not be able to accommodate the request. Occasionally, an unaffiliated institution site will require that AUC enter into a formal affiliation agreement prior to scheduling a student for electives. In that case, AUC and the institution will enter into contract negotiations, which may take months and is not guaranteed to result in an agreement. Students should take these complexities into consideration when requesting an elective rotation at an unaffiliated institution. Because of such possible restrictions, AUC requires all requests for unaffiliated electives be submitted no less than 90 days prior to the requested start day. Even with this 90-day window, there is no guarantee the rotation will be approved.

Students considering electives in the UK should contact either the [Associate Clinical Dean, UK](#) or the [Senior UK National Coordinator](#) with details of their desired elective specialty and dates.

AUC requires all students to complete a minimum of 54 weeks of their rotations at hospitals that participate in or sponsor an ACGME-accredited residency or fellowship program in the same subject area of the requested rotation. These 54 weeks must include all 5 core clerkship rotations. **In addition, for students interested in future licensure in Texas, 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 18-26 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 45 days or less notice before the scheduled start date, he or she will be charged a late cancellation fee of \$600 per week by AUC for the total number of weeks cancelled. This fee will be in addition to any penalty fee charged by both affiliated and non-affiliated sites.

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

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

## STATE SPECIFIC CLINICAL REGULATIONS

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

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

## POLICIES FOR ROTATIONS IN THE UNITED KINGDOM

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

- Some students may need a visa to study in the UK. Students who are US or Canadian citizens studying in the UK for less than 26 weeks do not currently need a visa.
- For more information about all UK core clerkships and elective rotations, please contact the [Associate Clinical Dean-UK](#) or the [Senior Regional Coordinator-UK](#).
- Students are not allowed to take time off in the UK prior to the beginning of core rotations.
- Students are not permitted to take any time off during the first three days of a core rotation.
- The UK Border Agency (UKBA), also known as the UK Visa and Immigration Authority (UKV&I) has strict rules for students issued a student visa. The UKBA must be notified, through the AUC UK Dean's Office of all students' travel details (including dates of return and departure; flight, ferry or train numbers; as well as destination).

- The UK Dean's Office is responsible for notifying the UKBA of students' ALOA from any of AUC's seven clinical sites in the UK. Students travelling abroad who have not notified the UK Dean's Office prior to their travel may be denied re-entry into the UK by the UKBA. The UKBA liaises with the UK Dean's Office for all students returning to the UK upon the student's passport swiping at the border. It is extremely important that students give the UK Dean's Office three working days' notice of all travels abroad (even if it does not involve taking a working day off on leave).
- Students in possession of a UK passport do not need to be concerned about the UKBA notification but are still required to adhere to the leisure time limits and notify their site coordinator.
- Students must follow the leave policy for all leaves, including holiday leaves, such as Christmas and New Year.
- Any breach of these AUC Rules will constitute grounds for the student's immediate dismissal from AUC.
- Any breach of the UK's immigration laws means the UK Home Office may revoke a student's permission to be in the UK, detain a student, prosecute a student in the criminal courts and then remove or deport a student from the UK. This will count as an adverse UK immigration history and will impact on a student's ability to return to the UK or enter or obtain visas for other countries.
- Requests for leave should be submitted to the UK Dean's Office via the hospital site coordinator, director or deputy, and not directly to the UKBA from the student.
- Leave for emergencies will always override these rules and when such an instant arises, students should contact their site coordinator immediately to oversee the logistics and liaise with the UK Dean.



# ASSESSMENT POLICIES & PROCEDURES

## MEDICAL SCIENCES COURSE EXAMINATIONS AND USMLE STEP 1 EXAM

The responsible Course or Module Director shall determine the type, content, and frequency of examinations, subject to any AUC applicable policies in effect at the time.

In the Discipline-based Curriculum, the examination structure is detailed in each course syllabi.

In the Integrated Curriculum, the examination structure is detailed in each module syllabi. To pass any module and advance to the next module requires meeting expectations in each of three key competencies: medical knowledge, clinical skills, and the art of medicine.

### *“Fit to Sit” Policy*

**By sitting for an exam or submitting coursework (e.g., quiz), a student is declaring that they are fit to do so and that the grade they achieve should stand.** Once a student chooses to sit for an exam, quiz, or other coursework, additional consideration due to illness or other personal concerns relating to that assessment is prohibited. The responsibility is on students to decide whether they are well enough to sit for an exam or submit coursework. Students are required to declare that they are not “fit to sit” before the exam starts. Students who do not feel “fit to sit” on the day of the exam or mandatory coursework must submit an [Excused Absence Form](#) and required supporting documentation in accordance with the excused absence policy.

The excused absence and make-up examination approval process is managed through the Associate Dean for Academic Affairs, UK Track in the UK or the Assistant Dean for Student Affairs for the Sint Maarten Campus. Students who miss an examination (but not a quiz) due to an excused absence must take the make-up examination as scheduled in the Master Academic Calendar. There are no make-up examinations for missing a scheduled make-up exam regardless of the circumstances. Therefore, a student who is unable to complete a scheduled make-up exam will receive a “0” (zero) grade for that exam.

### *Withdrawing a “fit to sit” declaration during course examinations*

AUC is committed to maintaining the highest level of academic and examination integrity. Therefore, a student who begins an examination will, except in rare circumstances, be held accountable for taking the examination and will be assigned a grade based on the work completed on that examination; therefore, students are encouraged to complete any examination they begin.

In exceptional cases in which during an examination a student experiences an acute condition that is so serious that it requires urgent medical attention:



**SXM students must:**

- Immediately notify a Testing Center proctor who will notify the Assistant Dean for Student Affairs for the SXM campus.
- Seek immediate direct medical care by presenting in-person to a local medical provider.
- If the student is too incapacitated to travel to a medical clinic, the Assistant Dean for Student Affairs for the SXM campus will coordinate emergency medical (ambulance) service.
- As soon as possible and within two business days of the event, SXM students must provide the University with verifiable documentation of the treatment received in accordance with the excused absence policy.

**UK Track students must:**

- Immediately notify a Testing Center proctor. The proctor will summon a UCLan-registered “First Aider” or UCLan Security.
- As soon as possible and within 72 hours of the event as dictated by UCLan policy, UK Track students must submit a Fit note (sometimes referred to as medical statements or doctor’s notes) signed by an appropriately qualified medical practitioner, giving dates affected by illness and containing a medical opinion on how the student would have been affected.

Given the risk to examination integrity, students should be aware that falling ill during an exam will be closely reviewed by the University administration and such instances may not be approved for a make-up examination. Additional documentation of the illness may be required by the University on a case-by-case basis. If a make-up examination is authorized, the make-up examination must be completed on the date designated by the course director and, where applicable, the Master Academic Calendar regardless of the circumstances.

These policies do not apply to national examinations taken in Prometric Centers which have their own policies and procedures.

***EXAMINATION POLICY – Lateness*****SXM Students:**

Doors close two (2) minutes before the exam start time. If a student arrives within the first 15 minutes after an exam has commenced, they will be permitted to join the exam 15 minutes after the official start time. The late arrivals will not receive any time extension; their exam will conclude at the same time as the other participants. The time lost due to late arrival will not be compensated. Testing Center Assistants (TCA) will inform students of the exact end time based on the Testing Center's clocks, regardless of a student’s personal examination timer. No exceptions will be made for this policy regarding punctuality. Furthermore, security will cease scanning student IDs 15 minutes after the exam begins, barring any late-comers from entering the Testing Center. To illustrate, a student who arrives at 8:46 for an 8:30 exam will be denied

admission.

UK Track Students:

Students should arrive at an examination room no later than 15 minutes before the start of an examination and wait quietly outside until admitted by an invigilator. No student will be allowed to enter the examination room after the first 30 minutes of the examination.

Students may not leave the examination room during the first 30 minutes or last 30 minutes of the examination unless the reason relates to visiting the toilet, illness or emergency. At the end of the examination, students must remain seated and silent until they are informed by an invigilator that they can leave the room.

### ***QUIZ POLICY – Lateness***

SXM Students:

If a student arrives late for a quiz, regardless of the delay duration, they will not be permitted to participate. Doors close two (2) minutes before the quiz start time. This strict policy regarding punctuality for quizzes is non-negotiable.

UK Track Students:

The UK Track students Examination Lateness Policy applies to students taking quizzes in classrooms.

### ***UK TRACK POLICY FOR LATE SUBMISSIONS FOR COURSEWORK***

Students are subject to submission deadlines for all forms of assessment. Students should ensure they are aware of all required assessment submission deadlines. A penalty will be applied in relation to unauthorized late submission of work.

Students who submit work within seven (7) calendar days after the published submission date without an authorized extension can only receive a grade up to the minimum pass mark for that element of the assessment (i.e., 70%), including work graded as a pass/fail where the minimum grade is pass. All work submitted later than seven (7) calendar days after the published submission date without an authorized extension granted will be awarded a mark of 0% for that element of the assessment (work graded as pass/fail will receive a fail). Unauthorized late submission at resubmission will automatically be awarded a mark of 0% for that element of the assessment.

### ***USMLE Step 1 Exam***

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

includes passing an approved medical sciences comprehensive examination with a minimum passing score set by AUC.

At AUC, all students are required to pass USMLE Step 1 before proceeding to clinical rotations. As of January 26, 2022, the USMLE program changed score reporting for USMLE Step 1 from a three-digit numeric score to reporting only a **pass/fail** outcome. More information regarding USMLE Step 1 may be found at [www.usmle.org/step-1/](http://www.usmle.org/step-1/), and information regarding results and scoring may be found at [www.usmle.org/scores-transcripts](http://www.usmle.org/scores-transcripts).

Upon receiving a score, students are responsible for sending in their score reports in PDF format to the Office of Clinical Advising and Clerkships at [clinical@aucmed.edu](mailto:clinical@aucmed.edu).

## CLINICAL SCIENCES COURSE REQUIREMENTS AND USMLE STEP 2 CLINICAL KNOWLEDGE (CK) EXAM

Formal written assessments from core clerkships and electives include an assessment of the student's knowledge, clinical skills, and professionalism.

### Student responsibilities:

- At the middle of each rotation, students complete a mid-clerkship self-assessment, which includes learning goals in Medtrics.
- Students are routinely encouraged to share and discuss their strengths, weaknesses, and learning goals with their clerkship or elective director at the start of the rotation and during a mid-clerkship feedback session.
- Students are required to watch a Shelf Exam, Clinical COMP, and USMLE Step 2 CK Webinar before their first NBME Shelf Exam. Failure to comply with this requirement could result in an honor code violation. A webinar covering the OET is also available. Recorded webinars are available in the Transition to Clinical Medicine (TCM) course in Canvas. To watch a webinar:
  - Navigate to the TCM Canvas course
  - Select ECHO 360 Classroom from the left-hand menu
  - Select the webinar you would like to watch
- Students who have concerns about their performance should immediately seek feedback and guidance from their supervising clinical faculty. Clinical students should proactively consult their Clinical Advisors and clerkship and site directors at their clinical site to address any performance concerns prior to it impacting their evaluations.

### Faculty responsibilities:

- Each core Clerkship Director must provide formal mid-clerkship feedback to students after 2 to 3 weeks in a 4 or 6-week clerkship and after 5 or 6 weeks in a 12-week clerkship. This

routine process is for the purpose of identifying and formally notifying any student who is having difficulty so he or she has an opportunity to improve his or her performance during the remainder of the course.

A summary assessment is made of the student's overall performance in the clerkship on the Clinical Student Assessment Form. 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 in the summative and formative comment sections of the form.

Per the Association of American Medical Colleges (AAMC) guidelines, the full summative comments as they appear in each Clinical Student Assessment Form will be included in every student's Medical Student Performance Evaluation (MSPE) letter. The MSPE letter is a summary and evaluation of a student's performance while in medical school and is required for all residency program applications. While every student will be permitted to review their MSPE letter prior to its submission, students may only submit requests to change or correct factual errors, such as spelling of names, punctuation, etc. Students with questions or concerns about the comments in clerkship evaluations should address them directly with the comment author(s). As such, it is strongly suggested that students read all Clinical Student Assessment Forms as they are submitted and contact comment author(s) as soon as possible to discuss any questions or concerns with evaluation content. Author(s) who agree to change comments must submit a new evaluation to the Office of the Registrar.

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

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

The student will receive a 7-day window of opportunity to schedule the NBME Clinical Subject Examination within the last week of the core and must schedule and take the NBME Clinical Subject Examination within that window. The NBME Clinical Subject Examination may not be postponed except for personal illness or an emergency situation within one's immediate family, an emergency situation in the environment which prevents its completion, or a change enforced

upon AUC due to factors outside of the student's control. Failure to complete an NBME Clinical Subject Examination for other reasons without approval by the Associate Dean for Academic Affairs, Clinical Sciences will result in that student being ineligible for honors in the clerkship. **Students who do not complete their NBME subject exams during the last week of clerkship will be reported to the Associate Dean for Academic Affairs, Clinical Sciences** and may result in administrative fees being assessed by the school or the testing facility, possible failure of the clerkship, and will be noted as a breach of professional conduct in the student's file. An accumulation of three or more such breaches may trigger a formal administrative review (see [Student Conduct Complaint and Appeal Policy](#) for details). Students will be granted leave from their current clinical activity sufficient to cover adequate time for travel to the site of their NBME Clinical Subject Examination, performance of the NBME Clinical Subject Examination and return. The student will be required to notify his/her clerkship director of the necessity for a leave to complete an NBME Clinical Subject Examination.

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

Students who do not pass the NBME Clinical Subject Examination with a minimum score of 66 on the first attempt (for rotations that started on or after January 1, 2022) will receive a temporary grade of "I" for the clerkship and may retake the examination up to three more times. Any student who fails an NBME Clinical Subject Examination will be required to work directly with the Associate Dean for Academic Affairs, Clinical Sciences as well as the relevant Clinical Chair to arrange remedial clinical instruction and personalized advising with respect to preparation and scheduling a subsequent attempt. If a student who failed an NBME Clinical Subject Examination is currently enrolled in another clerkship, upon consultation with the Associate Dean for Academic Affairs, Clinical Sciences, he/she may be granted an extension until after the completion of other core clerkships to retake the NBME Clinical Subject Exam. Once the student successfully passes the relevant NBME Clinical Subject Examination with a minimum passing score of 66 (or whatever the current minimum passing score at the time of the exam), then his/her core clerkship grade will be changed to "P." If a student fails the NBME Clinical Subject Examination for a fourth 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.

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

Students who fail an NBME Clinical Subject Examination on the first attempt are required to watch a webinar on Shelf Exams as remediation prior to their 2<sup>nd</sup> attempt. Students may locate the recorded webinar in the TCM course of Canvas under the Echo360 classroom. Students who fail the NBME Subject Examination for a clerkship twice will be required to meet with the Clinical Chair of that specialty for remediation by contacting Clinical Exam Prep at

[clinicalexamprep@aucmed.edu](mailto:clinicalexamprep@aucmed.edu) before reattempting the exam. If a student fails any NBME Clinical Subject Exam 3 or more times will be required to contact Clinical Exam Prep for further remediation.

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

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

Any incidents pertaining to breaches of test security will be investigated. No one is allowed to duplicate or retain any portion of any administered examination. This includes NBME examinations, course quizzes, and examinations. AUC adheres to the policies and procedures detailed in the NBME Executive Chief Proctor's Manual. No one is allowed to have any unauthorized personal items and/or devices in the testing room, such as cellular phones, iPad®/iPod® and recording/filming devices. Any reported incident of breach of NBME policies or procedures will be referred to the appropriate Dean for Student Affairs for an Administrative Review proceeding under AUC's [Student Conduct Complaint and Appeal Policy](#). Breach of NBME policies or procedures may result in administrative sanctions up to and including dismissal from the University.

## AUC CLINICAL COMP AND USMLE STEP 2 CK POLICIES

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

### Timing

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

Ideally, students should complete all five (5) core clerkships prior to taking the Clinical COMP. However, students may elect to sit for their first attempt of the Clinical COMP at their own discretion. Students who take the Clinical COMP prior to completing all core clerkships are permitted only one early attempt at the Clinical 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 from the Office of the Registrar to take the **USMLE Step 2 CK** exam before all core clerkships are completed:

- Passed all Medical Sciences courses on the first attempt
- Passed USMLE Step 1 as follows:
  - For those whose first attempt was prior to January 26, 2022, passed with a first attempt score of 229 or above, and
  - For those whose first attempt was after January 26, 2022, passed USMLE Step 1 on the first attempt
- 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 Clinical COMP on the first attempt with a score of 222 or above

### Scoring of the COMP Examination

The Clinical COMP is a pass/fail examination that also provides students with a numeric grade. Students who have completed all five (5) core clerkships when they take the Clinical COMP are required to obtain a passing score of 216 or above before taking USMLE Step 2 CK.

Students who have not completed all five (5) core clerkships when they take the Clinical COMP are required to achieve a passing score of 227 or above and meet the following requirements described below before taking USMLE Step 2 CK:

- Passed USMLE Step 1 as follows:
  - For those whose first attempt was prior to January 26, 2022, passed with a first attempt score of 229 or above, and
  - For those whose first attempt was after January 26, 2022, passed USMLE Step 1 on the first attempt
- Passed at least three core clerkships including Internal Medicine on the first attempt
- Passed all attempted NBME Clinical Subject Examinations on the first attempt for the core clerkships taken

Students who have not completed all five (5) core clerkships when they take the Clinical COMP and achieve a passing score ranging from 216 – 226 must wait until the completion of their core clerkships before taking USMLE Step 2 CK. For those who did not obtain a passing score of at least 216, when retaking the Clinical COMP, these students are required to obtain a passing score of 216 or above before taking the USMLE Step 2 CK.



AUC students who have not taken the Clinical COMP exam prior to August 1, 2023 will be allowed six (6) attempts in total with two (2) attempts per semester to pass this exam. Failure to pass the Clinical COMP after six (6) attempts will result in an academic dismissal with the right to appeal if eligible.

AUC students who have taken their first Clinical COMP exam on or after August 1, 2023 will be allowed five (5) attempts in total with two (2) attempts per semester to pass this exam. Failure to pass the Clinical COMP after five (5) attempts will result in an academic dismissal with the right to appeal if eligible.

### Remediation

Students who fail the Clinical COMP examination three or more times are **required** to contact Clinical Exam Prep ([clinicalexamprep@aucmed.edu](mailto:clinicalexamprep@aucmed.edu)) to set up a meeting with a Clinical Chair for counseling and to assist with addressing issues related to the examination and development of an individualized study plan before reattempting the Clinical COMP examination.

### General

Students who take the USMLE Step 2 CK Examination prior to taking and passing the Clinical COMP will be considered to have violated the [Student Honor Code](#) and will be referred to the Senior Associate Dean for Student Affairs for appropriate disciplinary action. Students may contact the Office of the Registrar with questions about these requirements. Effective July 1, 2022, the current passing score for the USMLE Step 2 CK is 214 for all examinations occurring on or after July 1, 2022.

## ACCOMMODATION OF STUDENTS WITH DISABILITIES

**All requests for student disability accommodations must be submitted to the Office of Student Disability Services (OSDS). The OSDS is a division of the Office of Equity and Access (OEA). The OSDS serves undergraduate, graduate, professional and health sciences students across the globe.**

If you are looking to receive services through the Office of Student Disability Services, we want to support you during this time. To start the process, email the address in the Contact Information section below. We will provide you with the information to begin the interactive process of accommodation and may then also request a phone call for questions and introduction. If you need to speak over Teams, we will provide a link. If you require other accessibility needs to experience the call, please indicate that in your email.

### Contact Information

OSDS Email: [aucosds@adtalem.com](mailto:aucosds@adtalem.com)

OSDS Phone: 855-229-0848



OSDS Fax: 630-596-1651

### Rights and Responsibilities

Adtalem and its institutions and programs are committed to providing equal access to educational opportunities for qualified students with disabilities in accordance with government, state, and local laws as applicable to the student's program, institution, and location. All accommodations requested are reviewed on an individual basis to determine what is reasonable and appropriate. The student should understand this process is an interactive one that takes time.

Timeframe: Students should apply as early as possible as there may be some situations where a request for accommodation is made at a point where appropriate arrangements cannot practicably or reasonably be made. **Reviews may take a minimum of 10 business days once the file is determined complete**, and status updates are available in the student's email. Accommodations are not applied retroactively.

### Students Have the Right to:

- An equitable experience to participate in their program
- An opportunity to learn and receive applicable accommodations, adjustments, aids, and services
- Confidentiality of records – except where required/permitted by law
- Information available in formats that are accessible for their needs

### Students Have the Responsibility for:

- Meeting technical standards with or without accommodations
- Self-identifying when:
  - An accommodation is needed
  - When a concern arises with accommodation
- Providing documentation from a licensed physician or clinician in a field appropriate to opine on the disability in question. More specifically, the existence of a disability, how that disability limits a major life activity, and how it affects participation in the program and the activity for which you are applying for accommodation
- Following the OSDS published procedures for obtaining services and reasonable accommodations
- Respectfully interacting with colleagues in all exchanges

### Accommodation Request Process

1. Email the OSDS with intent to apply for an accommodation.
2. Indicate first and last name, institution, program, term, and your preferred method of contact (listed below) and any supports required.

- a. Phone
  - b. Email
  - c. Teams
  - d. Other – describe
- 3. Obtain and fill out the Student Accommodation Request Form.
- 4. Gather the information from your physician or clinician applicable to the diagnoses for which you are applying. If there are multiple diagnoses, there may also be paperwork required from multiple specialists.
  - i. The OSDS will determine if the request is applicable to the office and its services.
    - 1. If yes, OSDS will proceed with interactive process and review.
    - 2. If no, OSDS will refer the student to the appropriate supports and services available.
  - ii. Through an interactive process, the OSDS will work with the student to determine if they meet the criteria for accommodations, discuss potential accommodations to address barriers in the academic or clinical setting, and ensure that requested accommodations are reasonable and do not fundamentally alter the nature of the program or technical standard.
  - iii. During the interactive process, the student can expect to get updates on status, such as:
    - 1. In Review – the file is being reviewed by the Accommodation Coordinator.
    - 2. Incomplete – the student has not provided enough information for the Accommodation Coordinator to make a determination or there are issues that need to be corrected on the request form. If the request is Incomplete, OSDS will request additional information and/or inform the student of missing items.
  - iv. Accommodation requests are concluded in one of the following ways:
    - 1. Approved – either as requested or with alternative accommodation. If the request is Approved, OSDS will send the student a notification letter.
    - 2. Denied – based on available information. If the request is Denied based on available information, OSDS will send the student a notification letter and will reach out to the student to set up a phone call for additional assistance.
    - 3. Closed – based on the requested accommodation being available to all matriculated students regardless of disability status. If the accommodation request is closed on this basis, OSDS will send the student information on how to access this resource.

**Documentation Expectations****OSDS Request Form:**

- The request form contains 1) a self-report form and 2) a physician/clinician form.
- The physician/clinician form must be completed by a licensed physician or clinician who has expertise applicable to the student's diagnosis and is familiar with the student's personal diagnosis and history. The physician/clinician form includes information about:
  - Diagnostic codes
  - Physician/Clinician license numbers and credentials
  - Explanation of how the student's disability affects a major life activity and is relevant to the student's need in an academic setting
  - Specific recommendations for accommodation

**Supporting Documentation:**

Along with the request form, students should submit supporting documentation from their physician/clinician, dated within the last five years which, at a minimum, verifies: 1) the presence of the diagnosed medical condition and 2) the current impact of the diagnosed medical condition. However, if the documents listed below are unavailable to the student, OSDS encourages students to submit documentation available to them along with the request form to help facilitate the process.

If a student does not have supporting documentation or is having difficulty obtaining supporting documentation from their physician/clinician, or a student is unsure what type of supporting documentation to provide with the request form, OSDS encourages and welcomes the student to schedule an appointment with an OSDS Accommodation Coordinator to further discuss.

Examples of supporting documentation that may be requested included, but are not limited to:

- Audiology Report
- Ocular Assessment
- Formal Diagnostic Interviews
- A Formal Assessment to include:
  - Intellectual functioning
  - Academic achievement
  - Information processing
- Neuropsychological Assessment
- A signed and dated clinical summary on letterhead

Note: Some requested accommodations may require more detailed documentation to illustrate a connection between the impact of the disability on a major life activity, the described barrier in the academic or clinical setting, and the requested accommodation.

## Additional Information and Guidance

For further information regarding FAQs and documentation expectations, please refer to [Adtalem's Office of Student Disability Services Guide](#).

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 OSDS is available to clinical students, clinical site directors, and administrators if needed to facilitate those discussions between the student and the site.

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

## RELIGIOUS ACCOMMODATIONS

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

It is the responsibility of each student to file his or her own Religious Accommodation Request by completing an [Excused Absence Form](#) for the requested dates of absence. 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.

### *Medical Sciences*

On the Medical Sciences campus, a student requesting religious accommodation must make a formal request to the Office of Student Affairs by submitting an Absence Request Form within the timeframe detailed in the Excused Absence Policy .

The student requesting 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.

If a student's religious observance results in an inability to complete required participation, the inability to participate may be excused on approval of a formal Excused Absence Request Form by the Assistant Dean for Student Affairs. A student unable to participate on the day of a scheduled exam will be expected to take the make-up exam on the normal make-up date for the course or module.

### *Clinical Sciences*

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

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

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

### **Duration of the Granted Religious Accommodation**

In the Medical Sciences, students should submit an Excused Absence Request form for each requested religious accommodation each course or module.

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

### **Recognized Religious Holidays**

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

occurrences beyond the control of AUC resulting in power or internet outages.

Approval of a Religious Accommodation Request will excuse a student's participation from classes and/or exams for observance of religious holidays. Students requesting religious accommodation for holidays and/or holy days not recognized should specify exactly what holidays/holy days they observe on the Excused Absence Form and be prepared to demonstrate to the appropriate Dean for Student Affairs as to 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 religious accommodation constitutes an excused participation. All Medical Sciences students who are excused from participation must make up exams during the regularly scheduled make-up date/time indicated on the master academic calendar. An inability to participate in classes or examinations for religious reasons does not relieve students of responsibility for any part of the coursework required. Religious accommodation in the Clinical Sciences curriculum will have to be arranged in advance at those clinical sites. Clinical sites will make or deny such accommodations according to the site's own policies.

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

## **RELIGIOUS ACCOMMODATION APPEAL OF DENIAL**

In those cases where a request for a religious accommodation is denied, the student may request a review by AUC's Office of Equity and Access at [Equity@adtalem.com](mailto:Equity@adtalem.com). When a request for religious accommodation was made by the student but denied, the review process shall be expedited as much as reasonably possible to ensure that a student pursuing a religious accommodation is not unduly disadvantaged by the passage of time.

## **ECFMG REGISTRATION**

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

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

Students who meet ECFMG requirements will be certified to take the USMLE Step 2 CK examination prior to satisfying the AUC USMLE Step 2 CK Policy. Certification will allow clinical students an appropriate length of time to select an examination date with the Prometric Test Centers.

# RESIDENCY MATCH PREPARATION

## OFFICE OF CAREER ADVISEMENT

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

## PHYSICIAN MATCH ADVISOR PROGRAM

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

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

## STUDENT PLACEMENT RESOURCES

AUC graduates awaiting residency placement may take part in Medical/Clinical Sciences research portfolio or fellowship opportunities based on availability. Medical/Clinical Sciences research opportunities including supervised experiences in disciplines such as Anatomy, Molecular & Cellular Biology, Physiology, Microbiology/Immunology, Pathology, Behavioral Sciences/Clinical Medicine and Public Health may be available. A research section for clinical students is available in the modules section of the clinical courses on Canvas to aid students on



types of research, starting research projects, writing and publication resources.

A limited number of fellowship positions are available for the UK Track, St. Maarten campus and clinical sciences. These fellowship positions will provide recent AUC graduates training and experience in the following areas: clinical education, clinical research, academic support and Step 1 LOA, clinical teaching, and the transition to clinical medicine among others. Fellows will work closely with faculty and deans to help mentor and teach students, as well as support their applications to residency through AUC resources and departments. For more information about available fellowship positions, please check the Careers section of the AUC website.

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

## **ALUMNI CONTACT NETWORK**

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

# PROFESSIONAL CONDUCT POLICY

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

## SCOPE

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

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

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

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

## STUDENT HONOR CODE

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

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

## CONDUCT VIOLATIONS

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

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

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

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

## ANTI-HAZING POLICY

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

Participation in the activity of "hazing," defined as any action taken or situation created which, regardless of intent or consent of the participants: may reasonably produce bodily harm or danger, mental or physical discomfort, embarrassment, harassment, fright, humiliation or ridicule, or

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

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

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

## APPROPRIATE CONDUCT OF VISITORS

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

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

## COMMITMENT TO NON-DISCRIMINATION & NON-HARASSMENT POLICY

Since its inception over 40 years ago, the AUC culture has been one of inclusion, where all people are treated with kindness and respect, and in which the community acts to uphold the integrity of the medical profession. This document is designed as a reminder to AUC community members to think before you speak, send an email, or text, or make a social media post, to ensure that your interaction reflects the AUC culture and commitment to non-discrimination and non-harassment.

AUC is committed to providing an education conducive to the personal and professional development of each individual and to maintaining an academic environment free of discrimination and harassment based on race, color, religion, national origin, sex, age, ancestry, disability, veteran status, sexual orientation, gender identity, pregnancy or parental status, gender, or political affiliation. This list is not exhaustive and is meant to ensure the fair and unprejudiced treatment of **all** collective groups of people and all individuals within those groups. To be clear, AUC is firmly **against** racial inequity and **for** social justice; for example, we wholeheartedly affirm that black lives matter. AUC will not tolerate, condone, or allow discrimination or harassment, whether engaged in by fellow students, faculty members, or non-faculty colleagues.

AUC's detailed Non-Discrimination & Non-Harassment Policy may be found [here](#).

## SEX & GENDER-BASED MISCONDUCT RESPONSE & PREVENTION POLICY AND TITLE IX POLICY

AUC expressly prohibits sex and/or gender-based misconduct, which includes sexual harassment, sex discrimination, sexual assault, rape, domestic violence, dating violence, stalking, sexual exploitation, and gender-based harassment. Any acts that meet these policies' definitions of sex and/or gender-based misconduct are a violation of AUC's Policy. AUC is committed to fostering an environment where any alleged violation of these policies is promptly reported, and complaints are resolved in a fair and timely manner. Creating a safe environment is the responsibility of all members of the community. Anyone who believes they are a victim of sex and/or gender-based misconduct should report the incident as soon as possible to the [Sexual Misconduct Response Coordinator](#) if not in the US and to the [Title IX Coordinator](#) if in the US and seek safety.

For students on the SXM Campus, please refer to the detailed Sex & Gender Based Misconduct and Prevention Policy found [here](#). For students in the UK Track, please refer to [UCLan policies](#). For students on clinical rotations, please refer to the detailed Title IX policy found [here](#).

## 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.

AUC expects its students to maintain an environment that is safe and healthy. The unlawful possession, use, or distribution of alcohol and/or illegal drugs by students on AUC property or as a part of a student-sponsored AUC activity are violations of university rules. Possession, use, or distribution of certain nonprescription drugs, including marijuana, amphetamines, heroin, cocaine, and nonprescription synthetics; procurement or distribution of alcohol by anyone under 21 years of age; and provision of alcohol to anyone under 21 years of age are also violations of the law and of AUC policy. Regardless of any local laws related to the possession and consumption of marijuana under certain circumstances, AUC prohibits the possession, use, or distribution of marijuana, including for medical purposes, at any point during enrollment at the University. Thus, even if possession or use of marijuana would be permitted under local law, it remains prohibited by AUC.

AUC's policies and procedures also reflect additional expectations for student conduct based on our concerns about high-risk drinking behaviors, such as binge drinking and the rapid or competitive consumption of alcohol, and their many adverse consequences for students' health and lives. All students are expected to comply with local laws and AUC rules governing possessing or serving alcohol. The University holds its students responsible for the consequences of their decisions to use or distribute illicit drugs or to serve or consume alcohol. Additionally, the misuse of prescription drugs (sharing, buying, or using in a manner different than prescribed) is a violation of university policy.

The University expects students to make responsible choices and create safe social environments. AUC will take serious action, up to and including dismissal from the University, in any case involving the possession in quantity or the sale or distribution of drugs, or when cases of drug and alcohol use create a danger to individuals or to the community at large. If a person was seriously harmed, or could have been seriously harmed, as a result of consuming drugs or alcohol provided by another person, then AUC may take disciplinary action against the person who provided the drugs or alcohol, up to and including requirement to withdraw. AUC has adopted a Help-Seeking Policy, as set forth below.

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

Any student that is the subject of disciplinary proceedings while enrolled at AUC may be subject

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

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

**HELP-SEEKING POLICY:** AUC expects students to abide by the law and AUC policy on the use of drugs and alcohol. The University is not a sanctuary from the existing laws of the local, city, state, or federal government, and students must recognize the consequences of their personal decisions as well as the impact those decisions can have on themselves, others, and the wider AUC community. However, in cases of active drug or alcohol intoxication, health and safety are the University's primary concerns, and this policy is intended to encourage students to seek help. Students seeking medical treatment for themselves, or another person related to an active intoxication from drug or alcohol use will not be subject to disciplinary action from AUC for violations pertaining to the use of drugs or alcohol related to the active intoxication. Sources of help might include wellness counselors or other medical providers; resident assistants; and AUC Safety and Security officers. This policy does not provide immunity from disciplinary action relating to any other conduct violations, including, without limitation, assault, property damage, or the possession in quantity or the sale or distribution of drugs.

## ACADEMIC INTEGRITY

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

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

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

- The discussion, distribution, and/or use of any materials that specifically reference past or current exams



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

## INTERNET, EMAIL ACCEPTABLE USAGE & OFFICIAL COMMUNICATION POLICY

### Acceptable Usage Policy

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

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

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

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

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

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

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

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

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

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

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

### Official Communication

Upon 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 and that filters are appropriately configured.**

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

## ELECTRONIC INFORMATION RESOURCE USAGE POLICY

### Introduction

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

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

### Academic Purpose

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

### Responsibilities

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

- Using the AUC electronic information resources for unauthorized, illegal or criminal purposes. For clarification, visiting pornographic websites or other URLs that are inconsistent with the educational objectives of AUC or which pose a risk to the school's systems are not an authorized use of the electronic resources.
- Copyright infringement or other violation of law. Unauthorized reproduction of copyright material is prohibited and constitutes infringement that carries the risk of civil and criminal liability to both AUC and the student, as set out in Title 17 United States Code Chapter 5: <https://www.copyright.gov/title17/92chap5.html> This includes unauthorized electronic distribution of copyrighted material such as textbooks or study guides.

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

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

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

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

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

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

### **Privacy and Security**

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

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

### **Due Process: Complaints and Sanctions**

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

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

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

### **Open Access**

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

### **Evolving Policy**

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

## **SOCIAL MEDIA POLICY**

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

### **Student Web Pages**

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

### **Student Responsibilities**

It is important that all students understand their responsibilities when using social media. Students can have no reasonable expectation of privacy in material that they choose to place online or

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

### **General Rules of Social Media Engagement:**

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

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

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

## **SOCIAL MEDIA FOR STUDENTS IN A CLINICAL SETTING**

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

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

The fact that a patient may initiate contact with the student does not permit the student to engage in a personal relationship with the patient.

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

Violations of this policy may result in disciplinary actions or terminations pursuant to AUC's [Student Conduct Complaint and Appeal Policy](#).

## **NON-ACADEMIC PROBATION, SUSPENSION, AND DISMISSAL CRITERIA**

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

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

A student's criminal background may impact the student's standing in a number of ways. For example, a student's criminal conviction may result in dismissal. Pending charges may prevent a student from completing the clinical portion of the curriculum. A student may be required to take a personal leave of absence 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 [Student Conduct Complaint and Appeal Policy](#).

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.

## **STUDENT CONDUCT COMPLAINT AND APPEAL POLICY**

The [Student Conduct Complaint and Appeal Policy](#) 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.



# ACADEMIC POLICIES AND PROCEDURES

## ACADEMIC SUCCESS

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

## LEARNING MANAGEMENT SYSTEM

Sint Maarten-based and clinical sciences students may access class scheduling, lecture materials and resources on Canvas, the learning management system. UK Track students use Blackboard as their learning management system.

## ATTENDANCE

### *Medical Sciences Course Participation Policy (Semesters 1-5)*

This medical sciences course participation policy reflects AUC's commitment to ensuring that students have every opportunity to engage actively with the curriculum and to receive the support necessary to achieve their academic goals. The policy is designed to promote a culture of commitment, participation, and academic excellence.

As an institution (unrelated to the Covid-19 pandemic), AUC does not provide remote or distance learning. Under normal circumstances, at the start of each semester, all enrolled students must check in on campus in person before the AWOL (absent without official leave) date provided.

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

At the end of each semester, students must remain on campus until the completion of final examinations. Students are discouraged from making plans to leave the Medical Sciences campus before the designated end of the semester. If an exam must be postponed or rescheduled by AUC for any reason, a student's prior travel plans will not be considered a sufficient reason to miss the exam. Students are responsible for knowing their academic status at the end of each semester. Likewise, students are expected to be on-campus in Sint Maarten and Preston by the first day of every semester. Anyone who may be delayed in their return must request an excused

absence.

### *Academic Engagement Standards*

Students are strongly encouraged to actively engage in all scheduled activities. To ensure equitable monitoring, engagement will be tracked for all events listed on the Canvas calendar. This includes but is not limited to lectures, integrated cases, Q and A sessions, small groups, workshops, morning rounds, laboratory sessions, and special events. The responsibility for accurately recording engagement will rest with the faculty and administrative staff responsible for each activity. For the majority of activities, engagement will be recorded 20 minutes prior to the beginning of the activity and will cease promptly at the start of the class. Students arriving after the activity has commenced will not have their engagement documented.

### *Eligibility for Remediation (RemCOMP) Based on the Academic Engagement Standard Record*

Students who actively participate in at least 85% of the scheduled activities in person will be eligible for remediation opportunities, even if their final module grade falls below the threshold of 64.5%. The percentage of total engagement in scheduled activities will not be reduced if the absence is the result of an excused absence.

Students are encouraged to reach out to the appropriate faculty or administrative staff for any clarifications or inquiries regarding engagement and remediation.

### *Absences from Medical Sciences Campuses*

Medicine is an intensive program of study in which student engagement is mandatory. Absences have the potential to negatively impact student success. Excused absences are granted by AUC for compelling, emergent circumstances beyond the student's control. Excused absences do not excuse, relieve, or discharge the student from learning the course material or submitting work by deadlines to fulfill the course requirements. Unexcused absences are those which do not meet the excused absence criteria set forth in the Excused Absence Policy.

AUC shall excuse a student from required activities, including examinations, for the observance of a specified [religious holiday](#), including travel for that purpose. Questions about religious holidays should be directed to the Office of Student Affairs and requests for religious accommodations must be requested by completing this form as soon as possible and within two business days of the initiation of the absence. A student whose absence is excused under this subsection may not be penalized for that absence. The instructor will provide an opportunity for make-up of missed activities. Any missed examination must be completed on the make-up date as scheduled in the Master Academic Calendar. There are no make-up examinations for missing a scheduled make-up exam regardless of the circumstances. Students may be penalized if they fail to satisfactorily complete the make-up activities by the prescribed deadline..

**Notification of Absences from Mandatory Activities**

Notification of absence should be submitted as soon as possible, ideally prior to the absence. To be considered for an excused absence, Sint Maarten students must contact their Student Care Advisor (SCA) within two business days of the initiation of their absence and submit an excused absence request form. The SCA will work with students to ensure the appropriate documentation is obtained and timelines are met. The SCA will work collaboratively with the Assistant Dean for Student Affairs for approval or denial. UK Track students must submit an excused absence request within 72 hours of the initiation of the absence to the Associate Dean for Academic Affairs, UK Track.

**Absence Documentation and Verification**

Students are responsible for providing appropriate documentation substantiating the reason for the absence. Students on the SXM campus must provide this information within two business days of the first date of the absence, unless otherwise stated. Students in the UK Track must provide this information within 72 hours of the first date of the absence. Students who furnish false information may be found in violation of the Student Professional Code of Conduct.

**An absence for a non-acute medical service may not constitute an excused absence. Non-acute medical services are elective or routine procedures (e.g., elective surgery or non-acute wellness check-up) or virtual medical appointments. Non-acute medical services should be scheduled on a date that does not coincide with an activity.** Absences for non-acute medical services may not be approved for a make-up or alternative assignment.

*AUC Excused Absence Criteria*

AUC’s Excused Absence Policy is designed to provide fair and equitable treatment of all students who, because of serious situations as detailed below, must miss activities or examinations. The review of Excused Absence Requests is managed collaboratively between the Student Care Advisors (SCAs) and the Office of Student Affairs. Required personal medical information provided for absence verification will be kept strictly confidential with the SCAs and the Office of Student Affairs and will not be shared with faculty or other administration.

Form: Request for an Excused Absence from Medical Sciences

- Form must be submitted as soon as possible. For SXM students, the form and supporting documentation must be submitted within two business days of the start of the absence. UK Track students must provide the absence request form and supporting documentation within 72 hours of the start of the absence.

Qualifying Events	Documentation Required
<b>Student Acute Medical Illness or Injury</b> requiring in-person medical attention that is too severe or contagious for a	<ul style="list-style-type: none"><li>• A medical confirmation note documenting a completed <b>in-person appointment with a local medical provider to assess the student’s condition within 24 hours of the initial absence. Virtual medical appointments</b></li></ul>

student to attend class, an activity, or an exam	<p><b>are not acceptable.</b></p> <ul style="list-style-type: none"> <li>The medical confirmation note must: <ul style="list-style-type: none"> <li>Be completed by <u>a local, in-person provider</u>.</li> <li>Indicate the date and time of the medical assessment.</li> <li>Indicate the date at which the student may return to activities.</li> <li>Provide the signature and contact information of the provider.</li> </ul> </li> </ul>
<b>Acute Medical Illness or Injury of Student's Immediate Family Member or Dependent</b> requiring in-person medical attention	<ul style="list-style-type: none"> <li>A medical confirmation note from the medical provider involved in the acute care of the student's immediate family member or dependent</li> <li>Details regarding the student's role in the care of the family member.</li> </ul>
<b>Death of an Immediate Family Member</b>	<ul style="list-style-type: none"> <li>Death notice, obituary, or death certificate for a student's immediate family member</li> </ul>
<b>Participation in legal or governmental proceedings that require a student's presence and that cannot be rescheduled</b>	<ul style="list-style-type: none"> <li>Documentation regarding the scheduling of legal or governmental proceedings that require a student's presence that cannot be rescheduled (e.g., naturalization and citizenship meetings)</li> </ul>
<b>Presentation of Research or Scholarship of which the Student is the Author or Co-author</b> at a professional conference related to the student's academic program	<ul style="list-style-type: none"> <li>Documentation regarding the scheduling of presentations of research or scholarship</li> <li>Documentation for professional conference presentations must include confirmation of the student's role as a presenter. Documentation must be provided five business days in advance of the start of the absence.</li> </ul>

### Non-Qualifying Events (Unexcused Absences)

Non-qualifying events are events not covered in the qualifying events listed above and lead to a student's absence from the classroom, activity, or examination.

- Absences for non-qualifying events will result in an unexcused absence.**
- Students who miss exams during an unexcused absence will not be provided with a make-up exam opportunity.
- Repeated unexcused absences may be considered unprofessional behavior.

### Non-Acute Medical Treatment, Routine Medical or Dental Care, Elective Surgery or Other Medical Procedure, and Virtual Medical Appointments

- Non-acute medical services should be scheduled on a date and time that does not coincide with an activity or examination.

### Weddings

- Wedding related activities, whether of the student, their family member, or friend, does not qualify for an excused absence.

#### **Family Vacations or other Planned Non-Essential Travel**

- Non-essential travel for any reason does not qualify as an excused absence.

### **Other Serious Adverse Events Not Covered by the Excused Absence Policy**

AUC realizes that the Excused Absence Policy does not encompass the full spectrum of serious adverse and unavoidable events that may limit a student's participation in an activity or examination. Students experiencing situations beyond those covered here should follow the procedure for requesting an excused absence and provide details of their situation on the Request for Excused Absence Form along with any relevant documentation. The student will be contacted by their SCA or the Office of Student Affairs if further information is needed.

Students are encouraged to be proactive in reaching out to their SCA when they become aware of situations that may impact their mandatory participation and work collaboratively with the SCA and the Office of Student Affairs in creating a plan of action that supports their needs while remaining in compliance with University policies and procedures.

Unexcused absences are considered unprofessional behavior. Students with unexcused absences will not be permitted to make-up missed activities or examinations and will score a grade of zero (0) for the coursework and examinations missed.

### **Make-Up Mandatory Activities**

If a student's absence is excused, the instructor typically provides the student an opportunity to make up the missed activity including quizzes, exams, or other work that contributes to the final grade or provide a satisfactory alternative, noting that there are some situations in which a make-up opportunity is not possible. Students should work with instructors to complete make-up work in advance of known scheduled absences (interviews, administrative proceedings, etc.).

### **Make-Up Examinations and Missed RemCOMP Examination**

Students should carefully note the make-up examination policy as follows:

- Students must complete the make-up exam on the assigned make-up exam date and time as indicated on the Master Academic Calendar.
- There are no make-ups of make-up exams.
- RemCOMP Examinations are optional examinations which students whose course average falls within a specified range (see RemCOMP policy for details) are invited to complete. Students who actively participate in at least 85% of the scheduled activities in person will be eligible for remediation opportunities, even if their final module grade falls below the threshold of 64.5%. **Because RemCOMP exams are not mandatory examinations, make-up RemCOMP examinations are not offered, even with an excused absence.**

## Extended Absences

For the discipline-based curriculum, students requiring absences for more than 15 semester days (including weekends) must withdraw from the course and request a Leave of Absence (LOA). For the organ systems-based curriculum, students requiring absences for more than 10 semester days (not including weekends) during Semester 1 and for more than 5 semester days (not including weekends) during an 8-week module must withdraw from the course and request an LOA. Students initiating an LOA date beyond the LOA deadline found in the Master Academic Calendar will be required to withdraw from the semester.

Students repeating a failed module or retaking a module from which they have previously withdrawn must successfully complete the module during their second enrollment in the module. An LOA from a repeated or previously withdrawn module will result in an “F” grade for the module and trigger an academic dismissal in accordance with AUC’s academic policies.

Whenever a student is absent for unknown reasons for an extended period, the instructor may initiate a check on the welfare of the student by reporting to the Assistant Dean for Student Affairs or designee.

### *AUC Clinical Sciences Participation Policy (Semesters 6-10)*

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

Students seeking observance of a religious holiday are required to review and comply with the requirements set by the rotation site.

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

## Conferences

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

Director's discretion.

## MEDICAL SCIENCES ACADEMIC SUPPORT BOARD (MSAS)

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

## STUDENT ACADEMIC STATUS CLASSIFICATION

AUC recognizes the following academic status classifications:

GS = Good Standing

AP = Academic Probation

NP = Non-Academic Probation

AW = Academic Warning

SP = Suspended

AD = Academic Dismissal

RA = Readmitted after Appeal

ND = Non-Academic Dismissal

SF = SAP/FA Probation/Readmit after appeal

SD = SAP/FA Dismissal

MT = Exceeds Max Time Frame

AA= Academic Probation/Readmit after appeal

WNS= Withdrawn No Show

## UNDERSTANDING ACADEMIC PERFORMANCE STATUS

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

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

**Readmit after appeal (RA)** = Medical Sciences student triggered academic dismissal criteria and has successfully appealed for reinstatement into AUC. \*

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

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

\*Student is placed on academic plan/given appeal terms in order to remain enrolled in AUC. Academic performance is reviewed throughout the duration of the portion of the program.

## ACADEMIC STATUS CRITERIA

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

**Students are allowed a maximum of seven years of enrollment from matriculation, including Leaves of Absence, to complete the program.** If, after reviewing a student's academic progression, AUC determines that a student cannot complete the relevant curriculum of the medical education program within the seven academic years, then he or she will no longer be eligible for FA and will be dismissed from AUC without right of appeal.

## SATISFACTORY ACADEMIC PROGRESS (SAP)

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



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

The medical education program is divided into increments of academic years to evaluate students' academic progress. An academic year comprises two semesters of 16 weeks. Therefore, the AUC Medical Sciences curriculum encompasses one and one-half academic years in a calendar year. Each student's academic progress is evaluated at the end of each completed academic year during the medical sciences and clinical sciences curricula. SAP evaluation will also occur on an every 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, as well as courses containing a grade of "I" will count in the pace of progression metrics, and will be included as attempted, but unearned.

Transfer course credits accepted by AUC toward a student's completion of the Medical Sciences curriculum of the program will count as both credits attempted and credits completed when computing the pace of progression. The number of course credits accepted will 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. Grades of "W" or "I" do not factor into the qualitative measure.

## DEMONSTRATION OF SAP

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

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

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

### **Pace of Progression**

- Students must successfully complete at least 67% of all attempted credits accumulated throughout the medical sciences and clinical sciences curriculum.
- Successful attempt in the Medical Sciences curriculum is considered passing with a grade of 70% or higher.
- Successful attempt in the Clinical Sciences curriculum is considered passing with a “Pass” or higher.

### **Maximum Time Frame**

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

## **UNDERSTANDING SAP STATUSES**

SAP represents an acceptable level of performance in meeting degree requirements within specified time periods. It is used in both academic evaluation and in the 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.<sup>1</sup>

### **SAP/FA Dismissal**

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

<sup>1</sup>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 financial aid (FA) if applicable. If the result of the SAP evaluation indicates that a student has not met either one of the qualitative or quantitative measures or is not meeting the terms of the academic plan, the student will be notified in writing that s/he is no longer eligible for federal FA and is subject to dismissal from AUC. A student receiving such notification may grieve the determination and request reinstatement on SAP/FA probation based on the guidelines of the academic plan completed.

Students in the organ systems-based curriculum who fail a module and then also fail the associated LEC must remediate LEC prior to returning to the original module, which will delay the pace of progression by an entire semester.

## 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. Students with an AW status are required to complete an academic plan with an advisor as specified in the notification of academic warning. Upon triggering an AW, the student's performance will be monitored throughout the semester and reviewed in full at the end of the semester and remedial interventions may be mandated. AW status is not reported on student's transcript.

### *Medical Sciences*

- Students who have failed 10 or more credit hours in the Medical Sciences curriculum, in either the discipline-based separate courses or the organ systems-based integrated modules.
- Failure of the 20-credit Molecules to Medicine module in Semester 1 of the Medical Sciences organ systems-based curriculum (modules).
- Failure of 15 credit hours including 1 module and its Learning Enhancement Course (a 10-credit module and a 5-credit LEC) in Semesters 2 – 5 of the Medical Sciences organ systems-based curriculum (modules).
- Failure of USMLE Step 1 exam on the 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 on the first attempt.

## ACADEMIC DISMISSAL

Students will trigger an academic dismissal based on one or more of the criteria below. Students triggering an academic dismissal 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.

### *Medical Sciences*

- Failure of 17 or more credit hours in the Medical Sciences discipline-based curriculum (courses) or 40 or more credit hours in the Medical Sciences organ systems-based curriculum (modules);
- A second failure of the 20-credit Molecules to Medicine module in the Medical Sciences organ systems-based curriculum (modules);
- Failure of three different 10-credit modules in the Medical Sciences organ systems-based curriculum (modules) in Semesters 1-5;
- Students who fail the same course or module for the second time. This includes students who fail a course or module for the first time and upon subsequent enrollment in the next semester are unable to pass the repeated course or module for any reason, including but not limited to, an approved voluntary leave of absence;
- Failure to report the USMLE Step 1 score by the first day of the subsequent semester without an approved extension;
- Students who do not sit for the USMLE Step 1 exam after two consecutive leaves of absence;
- Students who do not pass the USMLE Step 1 exam after three consecutive leaves of absence or a fourth consecutive leave of absence if granted by the Appeal Committee or approved by the Associate Dean of Academic Affairs, Clinical Sciences;
- Failure of the USMLE Step 1 exam on the third attempt;
- Failure to meet the terms of an appeal or academic plan; or
- A student who has been dismissed and reinstated by the AUC Appeal Committee will be dismissed without the right to appeal should they fail any other course/module or clerkship or meet any of the dismissal criteria outlined above. **No student can appeal to the AUC Appeal Committee more than once.**

### *Clinical Sciences*

- Failure of two or more core clinical clerkships or elective rotations;
- A fifth failure on an NBME Clinical Subject Examination in the same specialty;
- A sixth failure on the Clinical COMP (or 5<sup>th</sup> failure if the first attempt on the Clinical COMP was on or after August 1, 2023).
- A fourth failure on the USMLE Step 2 CK Examination. AUC students should be aware that multiple attempts on any USMLE examination may have long-term consequences with respect to eligibility for licensure in certain states as many state medical licensing authorities limit the number of attempts allowed to pass each USMLE Step Examination.
- Any student who has completed all their course work but who is delayed by the USMLE for registering for the Step Exam for more than 6 months from their previous exam date will be dismissed. These students must re-apply to AUC and be reinstated by AUC's Admissions Committee before registering and sitting for the exam(s).
- Failure to meet the terms of an appeal or academic plan.
- Any student who does not graduate within 7 calendar years of matriculating.
- A student who has been dismissed and reinstated by the AUC Appeal Committee will be dismissed without the right to appeal should they fail any other course/module or clerkship or meet any of the dismissal criteria outlined above. **No student can appeal to the AUC Appeal Committee more than once.**

## APPEAL PROCESS

A student who has been dismissed and reinstated by the AUC Appeal Committee will be dismissed without the right to appeal should they fail any other course/module or clerkship or meet any of the dismissal criteria outlined above. **No student can appeal to the AUC Appeal Committee more than once.**

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

- Students making an appeal must submit a request to the applicable Associate Dean for Academic Affairs on why s/he failed to make SAP and what has changed that will allow him or her to demonstrate SAP at the next evaluation.

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

### *Medical Sciences*

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

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

- Student is placed on SAP/FA probation:
  - A successful appeal is required to receive federal Title IV aid under SAP/FA probation status
  - End-of-semester status updated to SAP/FA probation
  - Student must appeal and complete an academic plan
  - Academic plan must state timeframe needed to meet SAP
  - Student regains FA eligibility
- Student must remediate with the Associate Dean for Academic Affairs to collaboratively determine an academic plan.

- Student's SAP is reviewed at the end of the semester.
- Student meets requirements of SAP:
  - 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 within max timeframe:
  - End-of-semester status updated to SAP/FA Dismissal:
  - Student is dismissed from AUC pending appeal to the Appeal Committee
- End of semester status is updated to SAP/FA Probation/Readmit after appeal;
- Student must meet with the Associate Dean for Academic Affairs to collaboratively determine the academic plan/appeal terms: and
- Student will forfeit FA eligibility until SAP status is regained.
- If the student is not eligible for an appeal hearing:
  - End-of-semester status is permanently placed in SAP/FA dismissal.
- Student that fails to appeal within the given timeframe will be permanently dismissed from AUC.

## SYNCHRONIZATION PLAN

### For Discipline-Based Medical Sciences Separate Courses

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

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

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

- Failures in a single semester.

- Students failing two or more major courses (or failing one major course and dropping another) in a semester are considered to be at serious academic risk. These students are placed on a full academic stop, meaning they will not be allowed to enroll in any courses in subsequent semesters until they successfully complete all of the requirements of the current one. Instead, these students will repeat the failed/dropped courses and complete a Learning Enhancement Course (LEC) before advancing to the next semester.
- Students failing (or dropping) one major course will be placed on an academic slow-down. They take the failed (or dropped) course over, the LEC, and one 5-credit hour course from the next semester.
  - If successful, they complete the remaining courses in the upper semester, including the ICM course, in the following semester.
  - Students are eligible to participate in semester integrated activities (e.g., simulation activities, activities involving two or more semester courses) only when they have completed or are enrolled in all of the participating courses. For graded integrated activities, off track students will be given an alternate assignment.
- After successfully completing two semesters at a decelerated pace, these students are then back on track and expected to enroll in a full course load in the next semester.
- These students will require at least 6 semesters to complete medical sciences.
- Failures in two different semesters.
  - Students failing (or dropping) two courses in a second semester that have not reached the 17 credit hour criteria for dismissal will be placed on a full academic stop, meaning they will not be allowed to enroll in any courses in subsequent semesters until they successfully complete all of the requirements of the current one. These students will repeat the failed courses and complete a Learning Enhancement Course (LEC) before advancing to the next semester.
  - Students failing (or dropping) a single course in a second semester will repeat the failed (or dropped) course, take the LEC, and one 5-credit course from the next semester.
  - Students who fail courses in two different semesters could get back on track or remain off track for the duration of medical sciences, depending on in which semesters the failures occur.
  - These students will require at least 7 semesters to complete medical sciences.

### **For Organ Systems-Based Medical Sciences Integrated Modules**

- Within semesters, modules include both basic and clinical sciences content and are deliberately sequenced so that success in one module is a prerequisite for the next.



- Different Learning Enhancement Courses (nine LECs, one associated with each of the nine integrated modules) are available for students who have challenges with the organ systems-based curriculum.
  - In Semester 1, a 1-credit LEC will run simultaneously with Semester 1's 20-credit MSM module. This module-specific LEC will begin immediately after the first exam and concentrate on learning strategies and techniques for academic success.
  - In Semesters 2-5, 5-credit, 8-week LECs will run independently of modules, meaning that a student will be enrolled only in a LEC for the first or the second half of the semester. These module-specific LECs will have some content-specific materials drawn from the relevant module as well as common material and sessions on learning.
- A student who fails a module is required to take, and pass, the relevant LEC.
  - If a student fails the 16-week, 20-credit M2M module in Semester 1, they will be placed on Academic Warning (see Academic Warning for further details). When they repeat Semester 1 / M2M, they will be required to take the relevant 1-credit LEC simultaneously.
  - If a student fails an 8-week module in Semesters 2-5, then they will be required to take only the relevant 5-credit LEC in the next 8 weeks, in preparation for and prior to repeating the original module the next time that it is offered.
- All LECs are honors/pass/fail. A student who does not pass a required 5-credit LEC must successfully remediate the LEC before they can return to the original 10-credit module for a second time. Students should be aware that failing a 5-credit LEC will add an additional semester to their medical sciences timeline.
- A student who drops or withdraws from a module will need an additional semester to complete medical sciences. In Semesters 2-5, a student could choose to take the relevant LEC as a stand-alone, 5-credit elective during the half-semester gap. Alternatively, a student could choose to take an LOA until the relevant module in the sequence is available for re-enrollment the subsequent semester.
- If a student takes an LOA in the final eight weeks of Semesters 2-5, they will receive academic credit for a successfully completed A module.

### *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 Senior Associate Dean for Student Affairs. Students who trigger an academic dismissal and wish to appeal their dismissal (if eligible) or fail to meet the terms of an academic plan may appeal in writing to the Clinical Sciences Leadership Committee. Students seeking additional information are encouraged to contact the Office of the Registrar.

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

- Student is placed on SAP/FA probation:
  - End-of-semester status updated to SAP/FA probation;
  - Student must appeal and complete an academic plan;
  - Academic plan must specify the timeframe needed to meet SAP; and
  - Student regains FA eligibility
- Student must remediate with the Senior Associate Dean for Student Affairs to collaboratively determine academic plan.
- Student SAP is reviewed at the end of the semester or by the timeframe stated on the academic plan.
- Student meets requirements of SAP and the academic plan; and
  - End-of-semester status is updated to good standing.
  - Student retains FA eligibility.
- Student fails to meet SAP but meets the requirements of the academic plan:
  - Status remains SAP/FA Probation; and
  - Academic plan is reviewed for continuation of FA eligibility.
- Student fails to meet the academic plan within max timeframe:
  - End-of-semester status updated to SAP/FA Dismissal;
  - Student is dismissed from AUC pending appeal to the Council of Clinical Deans; and
  - Student can choose whether to appeal;
  - If appeal is approved:
    - End-of-semester status is updated to SAP/FA Probation/Readmit after appeal;
    - Student must meet with the Senior Associate Dean for Student Affairs to collaboratively determine the Academic Plan/Appeal Terms; and
    - Student will forfeit FA eligibility until SAP status is regained.
  - If appeal is denied:
    - End-of-semester status is permanently placed in SAP/FA dismissal.
  - A student who fails to appeal within the given timeframe will be permanently dismissed from AUC:

- Student forfeits FA eligibility.

## COURSE GRADING SYSTEM

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

Each Medical Sciences course or module final average grade is based on students who complete all course or module requirements. Students who withdraw, take a leave of absence, or otherwise do not complete all requirements will not be included in the course or module final average grade.

### H (Honors)

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

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

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

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

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

### P (Pass)

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

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

## I (Incomplete)

### *Medical Sciences*

#### **Remediation Comprehensive Exam (RemCOMP)**

In the **discipline-based curriculum of separate courses**, students are eligible to participate in a Remediation Comprehensive Exam (RemCOMP) only if they meet all of the following criteria:

- A student fails no more than two major semester courses with a final course grade from the Office of the Registrar of 65% - 69%.
- For the other course(s) that student is enrolled in for that semester, excluding all ICM courses, Biostatistics/Epidemiology, and Medical Ethics, the student achieves a final

course grade from the Office of the Registrar of 70% or higher and passes all other P/F courses.

In the **organ systems-based curriculum of integrated modules**, students will be eligible to participate in a Remediation Comprehensive Exam (RemCOMP) if they meet the following criteria:

- A student fails a module with a final grade from the Office of the Registrar of 65% - 69%, or
- A student who scores below the threshold of 64.5% and has 85% engagement in academic activities for the module.

Only students who meet these criteria are eligible to sit for a RemCOMP. Students who are unsure of their RemCOMP eligibility due to a delay in final grade posting should prepare as if to take the exam on the date scheduled in the Master Academic Calendar. The RemCOMP is offered as an additional benefit to students, and neither eligibility nor participation is guaranteed, regardless of the criteria set forth above.

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

Students are notified of the exact RemCOMP dates at the beginning of each semester on the Master Academic Calendar. Students should note that the RemCOMP for discipline-based courses and organ systems-based B modules are scheduled on the last day of the semester and will be held on-campus. Students must take these dates into consideration when making travel arrangements as AUC cannot offer RemCOMP on a different date for students who are off-campus on the scheduled date.

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

### *Clinical Sciences*

The requirements to receive a final grade in any rotation, core clerkship or elective, are as follows: passage of the NBME subject exam (for core clerkships only), timely electronic submission of case log(s), and the Clinical Clerkship Evaluation Form. Faculty must complete and submit a Clinical Student Assessment Form. Until the student has fulfilled the requirements to receive a final grade, an incomplete (“I”) for a clerkship/rotation will be assigned. Final “F” grades assigned to a clerkship due to untimely case logs or clinical clerkship evaluation forms will supersede all

other grading requirements for that clerkship.

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

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

- Failure to pass a subject exam within 150 days of completion of a clerkship.
- Four failures of the subject exam for the corresponding clerkship.
- Failure to submit final case logs within 30 days from the end date of the rotation.
- Failure to submit a Clinical Clerkship Evaluation Form within 30 days from the end date of the rotation.

## W (Withdrawn)

### *Medical Sciences*

For students enrolled in discipline-based curriculum and separate courses, any student who obtains an approved Leave of Absence from AUC prior to the end of the 12th week of classes shall receive a grade of “W” in all enrolled courses for the semester. 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 semester of enrollment will result in an “F.”

For students enrolled in organ system-based curriculum and integrated modules, any student who obtains an approved Leave of Absence from AUC prior to the end of the 12<sup>th</sup> week of classes for the First Module, the end of Week 6 for an A Module, or the end of Week 14 for a B Module shall receive a grade of “W” in that module. Failure to successfully pass the module by the end of the next semester of enrollment will result in an “F.”

## GRADE CHANGES

### *Medical Sciences*

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

assessment, they should refer to the [Flow Chart for Student Academic Concerns](#).

### *Clinical Sciences*

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

## ACADEMIC COMMITTEES

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

The **Clinical Science Leadership Committee (CSL)** is comprised of the following people: The Senior Associate Dean for Academic Affairs; the Senior Associate Dean for Student Affairs, who also serves as University Conduct Officer; the Associate Clinical Dean for the US; the Associate Clinical Dean for the UK; and the Associate Dean for Academic Affairs, Clinical Sciences, as well as representatives from AUC's clinical operations department. During the clinical science training, the overall progress of the student is heavily dependent on his or her capacity to function in an interactive clinical setting with patients, faculty and administration in addition to maintaining adequate participation and academic progression. For this reason, the CSL was established to proactively consider and monitor the academic performance and progress of all clinical students.

The CSL meets twice a month to consider the progression of students who are falling below normal criteria with respect to clinical and academic performance as well as professionalism. Ad hoc meetings of the CSL are initiated by the Senior 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 Senior Associate Dean for Student Affairs who will then schedule meetings as required.

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

## REQUIREMENTS FOR GRADUATION

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

- Satisfactory completion of the medical science curriculum;
- Satisfactory completion of all required 72 weeks of clinical rotations. For students matriculating beginning in the September 2019 Semester or later, 80 weeks of clinical rotations are required:
  - Completion of each rotation includes all of the following:
    - Submission of Clinical Student Assessment Forms;
    - Submission of case logs; and
    - Submission of Clinical Clerkship Evaluation Forms;
- Passed all Comprehensive and NBME Subject exams;
- Passed and self-reported scores for the USMLE Step 1 and Step 2 CK;
- Have an approved ECFMG Pathway (3 or 6) in order to obtain ECFMG Certification;
- Fulfilled all financial obligations to AUC;
- Completed and submitted AUC Graduation Survey;
- Completed and submitted all required forms for graduation as requested by the Office of the Registrar; and
- Fulfilled all attributes of professionalism such as integrity, altruism, and working for the public good.

To be eligible to participate in the graduation commencement ceremony which takes place in May of each year, students must successfully complete the aforementioned requirements of the Doctor of Medicine degree program. Students that do not fulfill all requirements, with the exception of pending student assessments by faculty, will not be allowed to participate in the commencement ceremony without seeking conditional approval from the Senior 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 Senior Associate Dean for Student Affairs for review. Students who are granted approval will be provided with conditional terms of approval that must be met per the specified date. Students who cannot report a passing score by the date of the commencement ceremony will not be awarded conditional approval. Failure to meet the terms of a conditional approval will result in the student being removed from the ceremony RSVP and all ceremony bulletins. Students will also not be refunded for any expenses incurred should they not meet the conditional terms of approval.



# ACADEMIC LEAVES OF ABSENCE

## GENERAL PROVISIONS APPLICABLE TO ALL STUDENTS

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

The length of an ALOA may be for less than an entire semester of enrollment (Short-Term ALOA) or for an entire semester (Long-Term ALOA). ALOA request forms are accessible online at <https://www.aucmed.edu/academics/student-forms>.

With approval from the Office of Student Affairs, students in the discipline-based curriculum are permitted a maximum Excused Absence of 15 total days (including weekends) per semester. More than 15 days away from campus in the discipline-based curriculum impacts the student's enrollment status and requires a Short-Term ALOA for the remainder of the semester. With approval from the Office of Student Affairs, students in the organ systems-based curriculum are permitted the following maximum excused absences: 10 semester days (not including weekends) for the Molecules to Medicine (MTM) module or 5 semester days (not including weekends) for all 8-week modules. Exceeding these maximum absences in the organ system-based curriculum impacts the student's enrollment status and requires a Short-Term ALOA for the remainder of the semester. Please reference the Excused Absence Policy for more information. Students choosing to be away from campus without submitting an Excused Absence or ALOA request are considered in violation of AUC's Professional Conduct Policy.

AUC administration will determine the proper characterization and treatment of an ALOA 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 Financial Aid (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 an FA officer to determine whether his or her student loan status will be affected. Students should be aware that:

- Taking a Short-Term or Long-Term ALOA may adversely impact the student's rate of academic progress (SAP), which may in turn result in loss of FA eligibility or SAP/FA dismissal;
- Taking consecutive ALOAs of more than one term in duration may result in the student's FA obligations going into repayment status; and

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

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

A student may not be granted more than three ALOAs for personal or medical reasons during the student's enrollment at AUC. This limit is intended to be a cumulative total over the entire medical education program. Notwithstanding the foregoing, consecutive Long-Term ALOAs granted for personal or medical reasons shall not extend beyond two consecutive semesters.

### **ABSENCE WITHOUT LEAVE (AWOL)**

If a student does not return to AUC after the end of an approved ALOA, s/he will be withdrawn from the student roster; with his or her status recorded on the student's transcript will be designated AWOL. Additionally, any student who has completed all required clinical training or will complete less than 8 weeks of rotations in their final semester and is pending a passing USMLE score will require a Leave of Absence. If a student fails to submit the required ALOA to the Office of the Registrar by the provided deadline they will be withdrawn from any registered rotations and designated AWOL.

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

Students who fail to complete online acceptance of their registered courses and/or fail to check-in 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 medical school. Any student who is AWOL during a term may have his or her course grades for that semester recorded as an "F".

## TYPES OF LEAVE OF ABSENCE REQUESTS

### Academic Leave for Medical Reasons

This may be defined as a leave related to an illness or medical condition sufficiently serious as to preclude the student from undertaking normal daily activities (special conditions apply to medical science students).

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

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

### Academic Leave for Personal Reasons

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

Clinical students who intend to apply for an ALOA on medical or personal grounds that will conflict with a scheduled rotation must first obtain the written permission of the relevant Clerkship Director(s) and submit such written approval, if granted, to AUC along with their completed [Leave](#)

[Request Form](#). Taking leave during clerkships is discouraged and such leave will not be granted unless it is absolutely necessary for the health and well-being of the student. The maximum cumulative time period for Medical or Personal Leave for clinical students is two semesters. An exception to this pathway would be Medical Leave initiated on an emergency basis in which case these procedures would be followed after the Emergency Leave was converted to a Medical Leave.

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

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

### **Academic Leave for Military Duty**

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

### **Academic Leave for Academic Reasons**

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

## **RETURN FROM ACADEMIC LEAVE OF ABSENCE**

All students on Medical Leave will be reviewed by the relevant 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 Office of Student Affairs at least 30 days in advance of desired re-enrollment date. Once this information is received, the student will be interviewed either virtually or in-person at the discretion of the respective Student Affairs Dean. If, following completion of this review and interview, the respective Student Affairs Dean continues to have concerns about the student's ability to meet, the Student Affairs Dean has the discretion to refer the student for an independent FFD Evaluation to be completed by a qualified licensed psychologist or board-certified psychiatrist and at AUC's expense. If the student is found to be unfit for duty, the results of the FFD will be reported to the Chief Academic Officer. Otherwise, the respective Student Affairs Dean will report that the student is fit for duty to the Office of the Registrar, 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 so a new schedule may be created for the student.

## TYPES OF LEAVE OF ABSENCE LENGTHS

### Short-Term ALOAs

For students on the Sint Maarten campus, all student travel should be documented via electronic notification to the Assistant Dean for Student Affairs. For unplanned travel, such as due to a medical or family emergency, the appropriate dean should be notified as soon as possible, within two business days from the initiation of absence for Sint Maarten campus students and within 72 hours from the initiation of absence for UKT students.

For a leave period greater than the maximum Excused Absence but less than the entire semester, students are required to withdraw from the module and take a short-term LOA in accordance with LOA policies.

### Long-Term ALOAs

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

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

Any student who has completed all clinical rotations and is taking an ALOA to sit for the USMLE Step 2 CK must receive approval from the Associate Dean, Academic Affairs, Clinical Sciences. Upon approval the ALOA will be processed to cover the first 12 weeks of the semester that they are sitting for the exam. At the end of the 12 weeks, all students must submit confirmation of sitting for the USMLE 2 CK exam to the Office of the Registrar at [aucregistrar@aucmed.edu](mailto:aucregistrar@aucmed.edu). Once the confirmation has been received and reviewed, the Associate Dean, Academic Affairs, Clinical Sciences 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 and administratively withdrawn. All students approved for a long-term LOA should note that they will be reported to the National Student Loan Data System (NSLDS) as Withdrawn “W” until such time that they return to part-time or full-time status.

## SPECIFIC PROVISIONS FOR MEDICAL SCIENCES AND CLINICAL SCIENCES STUDENTS

### *Medical Sciences*

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

When a student takes an approved Long-Term ALOA, the leave term will **not** count toward SAP but will count toward the maximum seven-year length of enrollment from matriculation. The semester in which a student is granted a Short-Term ALOA will count toward the maximum time frame 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. Additionally, the student's course grades for the semester will be recorded as an "I," or a "W." "W" grades will affect a student's SAP as described in the Academic Performance section, which could result in SAP/FA Dismissal. An "I" must be converted to an "H", "P" or "F" grade during the next term of enrollment as set out in the Academic Performance section. The maximum consecutive time period for medical science students taking Academic Leave is two semesters.

Medical Sciences students are required to submit an ALOA request on the correct form to Office of Student Affairs. 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 Assistant Dean for Student Affairs for Sint Maarten students or the Associate Dean for Academic Affairs, UK Track for UK Track students 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 Assistant Dean for Student Affairs for Sint Maarten students or the Associate Dean for Academic Affairs, UK Track for UK Track students, 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 personal or medical ALOA.

### *Clinical Sciences*

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

## **LEAVE OF ABSENCE POLICY FOR USMLE TESTING**

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

### **USMLE Step 1 ALOA**

Every medical sciences student needs to take a Long-Term Academic Leave of Absence to study and sit for USMLE Step 1. To be approved for this ALOA, students who have completed the Medical Sciences curriculum of the educational program must submit a Step 1 Leave of Absence Form, as well as any required supporting documentation.

[Request for Leave of Absence for USMLE Step 1 \(SXM Campus\)](#)

[Request for Leave of Absence for USMLE Step 1 \(UK Track\)](#)

Please note that during the Step 1 ALOA, students are required to maintain communication and engagement with AUC. Students are required to meet with their assigned Step 1 Fellow on a regular basis (at least twice per month) and engage in a study plan to prepare for USMLE Step 1. Step 1 Fellows will advise students throughout the Step 1 ALOA and assess progress and readiness for USMLE Step 1. Failure to adhere to these requirements will result in a Code of Conduct violation which may result in withdrawal from the University or the rejection of an ECFMG

Step 1 permit during the approval process.

Requests for an additional USMLE Step 1 LOA will only be considered in cases of documented serious medical and/or family emergency or academic issue. USMLE Step 1 LOA students experiencing such an emergency or issue should schedule an appointment with the Associate Dean of Academic Affairs, Clinical Sciences. These situations are reviewed on a case-by-case basis and approval is not guaranteed.

On rare occasions, students may need to request an additional Step 1 LOA using the same process as for the second LOA. If their original USMLE Step 1 permit expires, they will need to purchase another one. Students will be wholly responsible for the permit costs.

Those students who do not pass the USMLE Step 1 on their first attempt will receive a letter of warning and will be referred to the Associate Dean of Academic Affairs, Clinical Sciences. Those students and the Dean will work jointly to develop an academic plan for the USMLE Step 1 examination for an additional attempt, and the student must take an additional academic leave for an additional semester. If a student fails the USMLE Step 1 for a third time, they will be academically dismissed and may be eligible to appeal to the Appeal Committee. Should they be reinstated, a third or fourth academic leave may be required. A fourth leave of absence is only granted by the Appeal Committee or at the sole discretion of the Associate Dean of Academic Affairs, Clinical Sciences. Under no circumstances can a student take more than four consecutive academic leaves. Taking additional leaves may affect a student's max timeframe. Students should refer to the Satisfactory Academic Progress (SAP) policy for additional information.

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

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

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

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



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

The student's agreement to comply with an approved action plan will become a condition of the Academic Leave, if approved. Failure to comply with any condition may result in denial of a further leave request. If the student has not taken the USMLE Step 1 exam as agreed, or otherwise not complied, the student will be subject to academic dismissal. This includes students who do not sit for the USMLE Step 1 exam within two consecutive leaves of absence and students who do not report a passing score on the USMLE Step 1 exam within three consecutive leaves of absence or four consecutive leaves of absence if approved by the Associate Dean of Academic Affairs, Clinical Sciences or after reinstatement through the Appeal Committee. The procedure for appealing such a dismissal is set out in the Academic Performance section.

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

### **USMLE Step 2 ALOA(s)**

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

Agreement to take a USMLE Step 2 examination on or before the date specified will become a condition of the student's Long-Term Academic Leave, if approved. Failure to comply with this condition will result in denial of any further leave request and the student will be subject to academic dismissal. The procedure for appeal of such a dismissal is set out in the Academic

Performance section. It is required that if the student receives a failing USMLE Step 2 score, s/he contact the Associate Dean for Academic Affairs, Clinical Sciences by emailing [clinicalexamprep@aucmed.edu](mailto:clinicalexamprep@aucmed.edu) to set up a meeting to discuss a remediation plan and the timing for retaking the examination.

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

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

Compliance with the approved action plan will be a condition of the Academic Leave, if granted. Failure to comply with any condition may result in denial of a further leave request. If the student has not taken the USMLE Step 2 exam or otherwise does not comply as agreed, the student will be subject to dismissal with the right to appeal. The procedure for appeal of such a dismissal is set out in the Academic Performance section. It is highly recommended that if the student receives a failing USMLE Step 2 score for the second time, he/she immediately enroll in a formal USMLE Step 2 preparation program.

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

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

- Any other records confirming compliance with the prior Academic Leave action plan;

A further detailed action plan with a 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 the expiration of the third leave period, **if approved**.

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

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

### Emergency

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

# STUDENT RECORDS AND TRANSCRIPTS

## STUDENT RECORDS

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

## NOTIFICATION OF STUDENT RIGHTS REGARDING THEIR EDUCATIONAL INFORMATION

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

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

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

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

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

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

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

### **3. The right to limit disclosure of personally identifiable information**

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

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

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

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

**Complaints regarding disclosure of educational information should be directed to:**

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

## **DIRECTORY INFORMATION**

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

unless students specifically request that their information be withheld:

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

### To Withhold Information

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

## TRANSCRIPTS

**AUC** understands the importance of providing our students with effective and efficient transcript services. Important events in the students' lives depend on the prompt and secure delivery of transcripts and AUC wants to keep students informed of their order and delivery status. Transcript requests are processed within two business days. Students may request a transcript online using Parchment, which is available at <https://www.parchment.com/u/registration/35412461/institution>.

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

AUC charges \$12.00 for each transcript requested plus any additional fees for shipping. During the online ordering process a major credit card will be required to pay these fees. In addition, other fees may apply if the student chooses to have their transcript sent via postal service rather than electronically.

### ORDERING PROCESS

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

### DELIVERY METHODS

- Electronic delivery is the preferred method and is possible to a network of over 1,800 receivers or to any individual if students provide their email address.
- Before sending an electronic transcript to an individual, please verify that the individual is willing to accept this secure PDF transcript.

- If a student's transcript cannot be delivered electronically, it will be sent by U.S. first class mail.

### UNOFFICIAL TRANSCRIPTS

- Students can log in to My AUC Med at any time and view their unofficial transcript. Additionally, when registering for a clinical rotation, every student receives a summary sheet with previous rotations taken and USMLE, Clinical COMP, leave of absence information, and NBME exam scores.
- As part of the residency application process, students are encouraged to review their unofficial transcript via My AUC Med prior to the upload of their transcript to ERAS. Students can request updates to their transcript via email to [aucregistrar@aucmed.edu](mailto:aucregistrar@aucmed.edu).

# INSTITUTIONAL COMPLAINTS

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

In the event the student is unable to resolve their complaint in this manner, the student may submit a written complaint.

- Sint Maarten campus: Assistant Dean for Student Affairs
- UK Track: Associate Dean for Academic Affairs, UKT
- Clinical Sciences: Senior Associate Dean for Student Affairs if the complaint is during clinical rotations.

The relevant dean will respond to written complaints within ten business days.

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

<https://www.aucmed.edu/media/5346/contact-information-for-student-complaint-processes.pdf>

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

## **ACCM Secretariat**

6-9 Trinity Street,

Dublin D02 EY47, Ireland

Tel: +353 87 238 8502

Email: [office@accredmed.org](mailto:office@accredmed.org)

Website: [www.accredmed.org](http://www.accredmed.org)

## **Missouri Students Only**

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

## **Missouri Department of Higher Education**

301 W. High Street

P.O. Box 1469



Jefferson City, MO 65102-1469

Email: [info@dhe.mo.gov](mailto:info@dhe.mo.gov)

# ADMINISTRATION AND FACULTY

## ADMINISTRATION

Dean/Chief Academic Officer – Pedro L. Delgado, MD  
 Senior Associate Dean, SXM Campus – David S. Pryluck, MD, MBA  
 Senior Associate Dean, Academic Affairs – Nurry Pirani, MD, FACP  
 Senior Associate Dean, Student Affairs – Kimberly A. Kirkland, PsyD  
 Associate Dean for Academic Affairs, Sint Maarten Campus – Ángel Matos, MD  
 Associate Dean for Academic Affairs, UK Track – Andy Ginty, PhD  
 Associate Dean, Medical Sciences Curriculum – Magdalena Kwiatkowska, MD, PhD  
 Associate Dean, Academic Affairs, Clinical Sciences – Joy Checa, MD, MSc, MBA  
 Associate Clinical Dean (US) – Erika Regalado, MD  
 Associate Clinical Dean (UK) – Stephen Ash, MD, FRCP  
 Assistant Clinical Dean (UK) – Ian Scobie, MD, FRCP  
 UCLan Program Lead (UK Track) – Susan Jamieson, BSc, PhD  
 Interim Assistant Dean, Student Affairs – Angela Walden Weaver, PhD  
 Assistant Dean, Service-Learning and Community Affairs – Natalie Humphrey, PhD  
 Assistant Dean, Diversity, Equity, and Inclusion – Cecil W. Cone II, MD  
 Chair, Basic Medical Sciences, Sint Maarten campus – Gautam Ullal, MBBS, PhD, MAMS  
 Chair, Clinical Medical Sciences, Sint Maarten campus – Magdalena Kwiatkowska, MD, PhD  
 Sint Maarten Campus Administrator – Gerard Lake  
 University Registrar – Ologa Iopu  
 Immigration Officer – Sumita Ellis  
 Director of UK Track Operations – Catherine Rankin

## MEDICAL SCIENCES FACULTY ON THE SINT MAARTEN CAMPUS

Dr. Maryna Al-Fauri	Dr. Cecil Cone II	Dr. Brian Patson
Dr. Torik Ayoubi	Dr. Jennifer Douglin	Dr. Gregory Plochocki
Dr. Ravindra Beedimani	Dr. Ryan Downey	Dr. Alexey Podcheko
Dr. Kalkidan Bekele	Dr. Beatriz Finkel-Jimenez	Dr. Daniel Quinn
Dr. Earl Best	Dr. Gregory Frederick	Dr. Dipali Rinker
Ms. Teri Boese	Dr. Shorma Houston	Dr. David Rodda
Dr. Jalika Breaux	Dr. Natalie Humphrey	Dr. Jacqueline Stanley
Dr. Alisa Chebotarova	Dr. Magdalena Kwiatkowska	Dr. Gautam Ullal
Dr. Ivegen Chebotarov	Dr. Marcin Kwiatkowski	Dr. Maria Teresa
Dr. Naira Chobanyan	Dr. Mary Lucero	Villagomez-Montero
Dr. Raymond Colello	Dr. Wandikayi Matowe	

**MEDICAL SCIENCES FACULTY IN THE UK TRACK**

Dr. Mazin Al-Salihi  
Dr. Abass Alhassan  
Jennifer Blakelidge  
Dr. Lawrence Nike Barrero  
Briceno  
Dr. Peter Chovanec  
Dr. Sujit Ralin Daniel  
Dr. Zsolt Fabian

Dr. Eric Gyan  
Rosanne Holden  
Dr. Vaishali Khatri  
Claire McKenna  
Dr. Michelle Monteil  
Dr. Sirina Muntaka  
Dr. Sareesh Naduvil  
Dr. Darren Ó hAilín

Dr. Sreeshma Padiyath  
Dr. Pinkesh Rao  
Dr. Mohammed  
Shamssain  
Dr. Eshita Sharmin  
Dr. Gargi Soni  
Dr. Steven Thomson  
Dr. Jenny Watts

# APPENDIX A: AUC SCHOLARSHIPS

## ACADEMIC MERIT SCHOLARSHIP

This \$15,000 scholarship is awarded to students who have a solid overall undergraduate GPA or MCAT score. This scholarship is automatically awarded to qualified, incoming first-semester AUC students only. (The award amount was updated for students accepted on or after May 8, 2023. Previously awarded amounts for current students will not change).

### ELIGIBILITY REQUIREMENTS (BEGINNING IN THE MAY 2021 SEMESTER):

- Minimum undergraduate overall GPA of 3.00\* or a minimum MCAT score of 490 (current version of the MCAT).
- Hold an offer of admission to AUC as a first-semester student

### AWARD DETAILS

- \$1,500 will be awarded for each semester of enrollment of the MD program, during the first ten (10) semesters of enrollment where tuition charges are applied in the semester, with a maximum lifetime value of \$15,000.
- In the event the total tuition assessed is less than the scheduled semester award amount of all eligible scholarships, the total semester award is prorated to match total tuition assessed for the term. This does not impact the lifetime maximum of the scholarship, any remaining amount from the award would be carried forward until the lifetime maximum is met.
- If you qualify for more than one scholarship, you must choose one.

For incoming student admitted **prior to the May 2021 semester**, the eligibility requirements were a minimum undergraduate overall GPA of 3.30\* or a minimum MCAT score of 500 and hold an offer of admission to AUC as a first-semester student.

\*Undergrad/Bachelor's GPA

## DEAN'S ACADEMIC SCHOLARSHIP

This \$25,000 scholarship is awarded to students who have a solid overall undergraduate GPA or MCAT score. This scholarship is automatically awarded to qualified, incoming first-semester AUC students only. (The award amount was updated for students accepted on or after May 8, 2023. Previously awarded amounts for current students will not change).

## ELIGIBILITY REQUIREMENTS

- Minimum undergraduate overall GPA of 3.50\* **or** a minimum MCAT score of 505 (current version of the MCAT).
- Hold an offer of admission to AUC as a first-semester student

## AWARD DETAILS

- \$2,500 will be awarded for each semester of enrollment of the MD program, during the first ten (10) semesters of enrollment where tuition charges are applied in the semester, with a maximum lifetime value of \$25,000.
- In the event the total tuition assessed is less than the scheduled semester award amount of all eligible scholarships, the total semester award is prorated to match total tuition assessed for the term. This does not impact the lifetime maximum of the scholarship, any remaining amount from the award would be carried forward until the lifetime maximum is met.
- If you qualify for more than one scholarship, you must choose one.

\*Undergrad/Bachelor's GPA

## TRUSTEES ACADEMIC EXCELLENCE SCHOLARSHIP

This \$45,000 scholarship is awarded to students who have a solid overall undergraduate GPA or MCAT score. This scholarship is automatically awarded to qualified, incoming first-semester AUC students only. (The award amount was updated for students accepted on or after May 8, 2023. Previously awarded amounts for current students will not change).

## ELIGIBILITY REQUIREMENTS

- Minimum undergraduate overall GPA of 3.70\* **or** a minimum MCAT score of 510 (current version of the MCAT).
- Hold an offer of admission to AUC as a first-semester student

## AWARD DETAILS

- \$4,500 will be awarded for each semester of enrollment of the MD program, typically the first ten (10) semesters of enrollment where tuition charges are applied in the semester, with a maximum lifetime value of \$45,000.
- In the event the total tuition assessed is less than the scheduled semester award amount of all eligible scholarships, the total semester award is prorated to match total tuition assessed for the term. This does not impact the lifetime maximum of the scholarship, any remaining amount from the award would be carried forward until the lifetime maximum is met.

- If you qualify for more than one scholarship, you must choose one.

\*Undergrad/Bachelor's GPA

MERP SUCCESS SCHOLARSHIP

The MERP Success Scholarship is awarded to incoming students that have successfully completed the MERP program.

ELIGIBILITY REQUIREMENTS

- Completion of MERP with a 70% grade or higher (\*refer to benefit tier table)
- Matriculation to AUC for the MD program

AWARD DETAILS

- Scholarship awards ranging from \$15,000 to \$45,000
- Actual award amount determined by MERP grade (\*refer to benefit tier table)
- Allocation of scholarship money will be spread out evenly between semesters 3-10 of the MD program
- In the event the total tuition assessed is less than the scheduled semester award amount of all eligible scholarships, the total semester award is prorated to match total tuition assessed for the term. This does not impact the lifetime maximum of the scholarship, any remaining amount from the award would be carried forward until the lifetime maximum is met.

*BENEFIT TIERS	
MERP GRADE	TUITION AMOUNT
70-79%	\$15,000
80-89%	\$25,000
90%+	\$45,000

MEDICAL SCHOLARSHIP FOR CANADIAN CITIZENS

This \$80,000 USD scholarship is awarded to qualified applicants who are Canadian citizens, permanent residents of Canada. Dual US-Canadian citizens are not eligible.

## ELIGIBILITY REQUIREMENTS

- Canadian citizenship, Canadian permanent resident status
- Students who hold dual US-Canadian citizenship are not eligible for this scholarship.
- Incoming first-semester students and transfer students are eligible for this scholarship
- Hold an undergraduate degree (bachelor's level)
- Applicants must hold an offer of admission to AUC for the scholarship to be awarded
- If a transfer student is accepted, granted advanced standing, and scholarship-eligible, that student's maximum award amount is dependent on his/her semester of placement and the lifetime maximum award will be prorated.

## AWARD DETAILS

- \$8,000 will be awarded each semester of enrollment of the MD program, during ten (10) semesters of enrollment, where tuition charges are applied in the semester, with a maximum lifetime value of \$80,000.
- In the event the total tuition assessed is less than the scheduled semester award amount of all eligible scholarships, the total semester award is prorated to match total tuition assessed for the term. This does not impact the lifetime maximum of the scholarship, any remaining amount from the award would be carried forward until the lifetime maximum is met.

*\*For incoming students beginning January 2021 onward. Previous Canadian Scholarship recipients should refer to their original award letter for award amounts.*

**How to Qualify:** This scholarship will be awarded to qualified applicants during the enrollment process, after submission of a completed application to AUC.

## MISSISSIPPI COLLEGE SCHOLARSHIP

A \$5,000 scholarship awarded to qualified applicants who have graduated Mississippi College M.S. Biology (Medical Sciences) program. This scholarship is renewable for one additional semester.

## ELIGIBILITY REQUIREMENTS

- Graduate of Mississippi College M.S. Biology (Medical Sciences) program
- Minimum of 3.0 GPA in at least 3 of the 5 medical courses outlined below in the M.S. Biology (Medical Sciences) program at Mississippi College:
  - Human Gross Anatomy
  - Medical Physiology
  - Histology

- Human Neuroanatomy
- Human Embryology
- "Recommendation without reservation" letter from Program Director at Mississippi College's M.S. Biology (Medical Sciences) program
- Hold an offer of admission to AUC
- This scholarship is open to incoming students only

## AWARD DETAILS

- Award Amount: \$5,000 will be awarded for each semester of enrollment of the MD program, during the first two (2) semesters of enrollment, where tuition charges are applied in the semester, with a maximum lifetime value of \$10,000.
- In the event the total tuition assessed is less than the scheduled semester award amount of all eligible scholarships, the total semester award is prorated to match total tuition assessed for the term. This does not impact the lifetime maximum of the scholarship, any remaining amount from the award would be carried forward until the lifetime maximum is met.

Required documentation can be provided via email at [scholarships@aucmed.edu](mailto:scholarships@aucmed.edu) or mailed directly to AUC (with attention to the Scholarship Committee) at this address:

American University of the Caribbean School of Medicine  
10315 USA Today Way  
Miramar, FL 33025

## INTERNATIONAL SCHOLARSHIP

This \$80,000 scholarship is awarded to applicants who are citizens or permanent residents of a country outside of the United States or Canada.

## ELIGIBILITY REQUIREMENTS

- This scholarship will only be awarded to citizens/permanent residents of countries outside the United States or Canada
- Students who hold dual US-Canadian citizenship are not eligible for this scholarship
- Incoming first-semester students and transfer students are eligible for this scholarship
- Hold an undergraduate degree (bachelor's level)
- Applicants must hold an offer of admission to AUC for the scholarship to be awarded
- If a transfer student is accepted, granted advanced standing, and scholarship-eligible, that student's maximum award amount is dependent on his/her semester of placement and the lifetime maximum value will be prorated.



## AWARD DETAILS

- \$8,000 will be awarded each semester of enrollment of the MD program, during ten (10) semesters of enrollment, where tuition charges are applied in the semester, with a maximum lifetime value of \$80,000.
- In the event the total tuition assessed is less than the scheduled semester award amount of all eligible scholarships, the total semester award is prorated to match total tuition assessed for the term. This does not impact the lifetime maximum of the scholarship, any remaining amount from the award would be carried forward until the lifetime maximum is met.

**HOW TO QUALIFY:** This scholarship will be awarded to qualified applicants during the enrollment process, after submission of a completed application to AUC.

## SOCIAL ACCOUNTABILITY AWARD

The AUC Social Accountability Award recognizes students who have made contributions to the communities of St. Maarten during their medical sciences education.

### ELIGIBILITY REQUIREMENTS

- Must be a currently enrolled 1st, 2nd, 3rd, 4th or 5th semester student (UK Track students are not eligible)
- Complete the award application
- Personal essay: Please describe contributions you have made to the communities of St. Maarten, what you have learned about the community and yourself through community engagement, how the experiences have contributed to your personal and professional development, and your plan for continued engagement during your enrollment at AUC.

Award application is sent to the scholarship committee for review, and selection is based on the essay.

**AWARD AMOUNT:** \$5,000 one-time award towards tuition (applied the following semester)  
For application deadline visit [www.aucmed.edu/admissions/scholarships](http://www.aucmed.edu/admissions/scholarships)

## THOMPSON RIVERS UNIVERSITY (TRU) PARTNER SCHOLARSHIP

This one-time \$7,500 scholarship is awarded to students who have graduated from Thompson Rivers University (TRU) within the last 5 years.

### ELIGIBILITY REQUIREMENTS

- Students must have graduated from TRU within the last five 5 years
- Hold an offer of admission to AUC as a first-semester student

**AWARD AMOUNT:** \$7,500 one-time scholarship is awarded for the first semester of enrollment at AUC.

## STUDENT ENGAGEMENT AWARD

The AUC Student Engagement Award recognizes students whose activities as part of the campus community have helped to enhance and foster the AUC culture of collaboration.

### ELIGIBILITY REQUIREMENTS

- Must be a currently enrolled 1st, 2nd, 3rd, 4th or 5th semester student (UK Track students are not eligible)
- [Complete the award application](#)
- Personal essay: Please describe your involvement with the AUC campus community, including contributions to campus leadership, how your engagement with the campus community has supported your development and your peers' development as future physicians, and your plan for continued engagement during your enrollment at AUC.

Award application is sent to the scholarship committee for review, and selection is based on the essay.

**AWARD AMOUNT:** \$5,000 one-time award towards tuition (applied the following semester)  
For application deadline visit [www.aucmed.edu/admissions/scholarships](http://www.aucmed.edu/admissions/scholarships)

## AUC/SINT MAARTEN PARTNERSHIP TUITION SCHOLARSHIP

AUC Application form submitted to the Ministry of Education, Culture, Youth and Sports:  
Antonio Aventurin, Division Head  
Division of Study Financing: Ministry of Education,  
Vlaun Building, N. De Brot Street 3, Philipsburg, Sint Maarten

### ELIGIBILITY REQUIREMENTS

- Incoming first semester students
- Citizen of Sint Maarten

### CRITERIA FOR SELECTING RECIPIENTS FROM THE GROUP OF ELIGIBLE APPLICANTS

- The Ministry of Education, Culture, Youth and Sports selects from eligible applicants

## AWARD CRITERIA

The criteria for determining the amount of a student's award: Maximum of 4 awarded per year. Covers tuition for semesters 1-10.

## MEDICAL SCHOLARSHIP FOR AUSTRALIA AND NEW ZEALAND CITIZENS

This \$80,000 USD scholarship is awarded to qualified applicants who are Australian or New Zealand citizens or permanent residents of those countries.

### ELIGIBILITY REQUIREMENTS

- Australian or New Zealand citizenship or permanent resident status
- Incoming first-semester students and eligible transfer students
- Hold an undergraduate degree (bachelor's level)
- Hold an offer of admission to AUC
- If a transfer student is accepted, granted advanced standing, and scholarship-eligible, that student's maximum award amount is dependent on his/her semester of placement and the lifetime maximum award will be prorated.

### AWARD DETAILS

- \$8,000 will be awarded during each of the first 10 semesters of enrollment of the MD program, with a maximum lifetime value of \$80,000.
- In the event the total tuition assessed is less than the scheduled semester award amount of all eligible scholarships, the total semester award is prorated to match total tuition assessed for the term. This does not impact the lifetime maximum of the scholarship, any remaining amount from the award would be carried forward until the lifetime maximum is met.
- Scholarship is not transferable.

**HOW TO QUALIFY:** This scholarship will be awarded to qualified applicants during the enrollment process after submission of a completed application to AUC.

## WILFRED LAURIER UNIVERSITY (WLU) PARTNER SCHOLARSHIP

This one-time \$7,500 scholarship is awarded to students who have graduated from Wilfred Laurier University (WLU) within the previous five years.

### ELIGIBILITY REQUIREMENTS

- Students must have graduated from WLU within the last five years.
- Hold an offer of admission to AUC as a first-semester student

### AWARD DETAILS

- \$7,500 scholarship is awarded for the first semester of enrollment at AUC.
- Scholarship is not transferable.

# ADDENDUM TO COURSE CATALOG & STUDENT HANDBOOK 2024

Policy	Current Policy	New Policy	Effective Date
<b>REGISTRATION &amp; HEALTH INSURANCE</b>  <b>HEALTH INSURANCE</b>  <i>Clinical Sciences</i>	<p>Students who will be undertaking their cores in the UK for a period of at least 6 months and who would require a student visa, will purchase compulsory healthcare cover from the UK's National Health Service [NHS] as a feature of their visa application. Therefore, UK students with insurance coverage from the National Health Service may request to waive Aetna coverage. UK students should submit their Residence Permit Card to the Office of Student Finance at <a href="mailto:accounts@aucmed.edu">accounts@aucmed.edu</a> during the term they wish to waive. Charges for past term insurance fees will not be refunded for any reason.</p>	<p>Students who will be undertaking their cores in the UK for a period of at least 6 months and who would require a student visa, will purchase compulsory healthcare cover from the UK's National Health Service [NHS] as a feature of their visa application. Therefore, UK students with insurance coverage from the National Health Service may request to waive Aetna coverage. UK students should submit their Residence Permit Card to the Office of Student Finance at <a href="mailto:accounts@aucmed.edu">accounts@aucmed.edu</a> during the term they wish to waive. Charges for past term insurance fees will not be refunded for any reason. If the student has rotations outside of the UK any time during the approved coverage period, they will be charged for Aetna health insurance unless their waiver is approved during the annual waiver period or the semester they are to return from the UK.</p>	4/10/2024



## **Medical Sciences Campuses**

### **American University of the Caribbean School of Medicine**

#1 University Drive at Jordan Road

Cupecoy, Sint Maarten

Tel: +1 721 545 2298

### **UK Track Location**

University of Central Lancashire

Vernon Building

Preston, Lancashire

PR1 2HE

Tel: +44 (0)1772 201 201

## **Administrative Offices**

### **American University of the Caribbean School of Medicine**

10315 USA Today Way

Miramar, FL 33025

Tel: +1 305 446 0600

This document is current as of the date of publication. From time to time, it may be necessary or desirable for AUC to make changes to this Course Catalog and Student Handbook due to the

requirements and standards of AUC's accrediting body, state licensing agencies or U.S. Department of Education or other reasons. AUC reserves the right to make changes at any time to any provision of this Course Catalog and Student Handbook, including the amount of tuition and fees, courses, school policies and procedures, faculty and administrative staff, the school calendar and additional dates, and other provisions. Students will be notified of changes on the campus website.

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