



International American University

College of Medicine
Student Handbook

2015-2016

OUR MISSION

To train future physicians to serve selflessly and humbly, while emphasizing strong medical ethics and the appreciation of human worth and dignity.

OUR GOALS

To foster and support a vibrant health science learning community for students, faculty, staff, and community partners.

To build an outstanding academic program and experience, comprehensive scholarly support and a campus culture and environment that promotes student, faculty and staff engagement and community participation.

To lead in innovative medical education programs, including education programs for medical students, faculty, and community physicians.

To develop research and scholarly programs with an emphasis in applied research to prevent disease, personalize medicine and improve population health.

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DIRECTORY

The Office of Admissions, Student Services, Student Records, Finance, and Clinical Affairs are located within our main administrative office in the United States:

North American Office:

17950 Preston Rd, Suite 460

Dallas, Texas 75252

972.484.9700 (phone)

972.484.9970 (fax)

888.440.4474 (toll free)

University Campus:

Daher Building, 3rd Floor

Vieux Fort, Saint Lucia

758.454.3424 (phone)

758.454.3425 (fax)

214.774.2809 (from North America)

Clinical Campus:

Metropolitan Medical Systems, Corp.

13321 Ridgewood Drive

Ellicott City, MD 21042

The student handbook is intended to provide information regarding policies and procedures and does not constitute a contract. Students are responsible for adhering to University policies and are strongly encouraged to read the handbook in its entirety. All information in this handbook, including statements regarding the curriculum, course offerings, admissions, and graduation requirements are subject to change at any time and are applicable to all enrolled students unless otherwise stated. Date of Issue: September 2015

International American University College of Medicine does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, disability, or age in administration of its educational programs and other University administered policies or employment policies.

For the most up-to-date handbook information please visit <http://www.iaumed.com/student-handbook/>. It is the responsibility of each student to be familiar with the policies and procedures stated within this handbook.

ACADEMIC CALENDAR

Fall 2015

Monday, 3 rd Aug	Tuition Deadline for Incoming Students
Thursday, 20 th Aug	Tuition Deadline for Returning Students
Tuesday, 1 st Sep	Orientation & Registration
Wednesday, 2 nd Sep	First Day of Classes
Friday, 4 th Sep	White Coat Ceremony
Monday, 5 th Oct	Internal Mini Exam 1
Monday, 2 nd Nov	Internal Mini Exam 2
Monday, 30 th Nov	Internal Mini Exam 3
Monday, 7 th Dec – Friday 11 th Dec	Finals - NBME Shelf Exams
Saturday, 12 th Dec	School closes for Break

Spring 2016

Tuesday, 1 st Dec	Tuition Deadline for Incoming Students
Thursday, 17 th Dec	Tuition Deadline for Returning Students
Monday, 4 th Jan – Friday 8 th Jan	Orientation & Registration
Friday, 8 th Jan	White Coat Ceremony
Monday, 11 th Jan	First Day of Class
Monday, 15 th Feb	Internal Mini Exam 1
Monday, 14 th Mar	Internal Mini Exam 2
Monday, 11 th Apr	Internal Mini Exam 3
Monday, 18 th Apr – Friday 22 nd Apr	Finals - NBME Shelf Exams
Saturday, 23 rd Apr	School closes for Break

Summer 2016

Thursday, 31st Mar	Tuition Deadline for Incoming Students
Thursday, 14th Apr	Tuition Deadline for Returning Students
Monday, 2 nd May – 6 th May	Orientation & Registration
Friday, 6 th May	White Coat Ceremony
Monday, 9 th May	First Day of Classes
Monday, 13 th June	Internal Mini Exam 1
Monday, 11 th July	Internal Mini Exam 2
Monday, 8 th Aug	Internal Mini Exam 3
Monday, 15 th Aug – Friday 19 th Aug	Finals - NBME Shelf Exams
Saturday, 20 th Aug	School closes for Break

COLLEGE TERMINOLOGY

AAMC:	Association of American Medical Colleges ~ http://www.aamc.org/
ACCM:	Accreditation Commission on Colleges of Medicine ~ http://www.accredmed.org/
ACGME:	Accreditation Council for Graduate Medical Education ~ http://www.acgme.org/
AMA:	American Medical Association ~ http://www.ama-assn.org/
AMSA:	American Medical Student Association ~ http://www.amsa.org/
AOA:	American Osteopathic Association ~ http://www.osteopathic.org
CAAM-HP:	Caribbean Accreditation Authority for Education in Medicine and other Health Professions ~ http://www.caam-hp.org/
CaRMS:	Canadian Resident Matching Service ~ http://www.carms.ca/
CV:	Curriculum Vitae
ECFMG:	Educational Commission for Foreign Medical Graduates ~ http://www.ecfm.org/
ERAS:	Electronic Residency Application Service ~ https://www.aamc.org/services/eras/
FAIMER:	Foundation for Advancement of International Medical Education and Research ~ http://www.faimer.org/
FERPA:	Family Educational Rights and Privacy Act ~ http://www2.ed.gov/policy/gen/guid/fpco/ferpa/
FREIDA:	Fellowship and Residency Electronic Interactive Database ~ http://www.ama-assn.org/ama/pub/education-careers/graduate-medical-education/freida-online.page
FSMB:	Federation of State Medical Boards ~ http://www.fsmb.org/
HIPAA:	Health Insurance Portability and Accountability Act ~ http://www.hhs.gov/ocr/privacy/
IMED:	International Medical Educational Directory ~ https://imed.faimer.org/
IMG:	International Medical Graduate
LCME:	Liaison Committee on Medical Education ~ http://www.lcme.org/
MSPE:	Medical Student Performance Evaluation
NCFMEA:	National Committee on Foreign Medical Education http://www2.ed.gov/about/bdscomm/list/ncfmea.html
NRMP:	National Residency Match Program ~ http://www.nrmp.org/
PGY:	Post Graduate Year
PBL:	Problem-based Learning
USMLE CK:	United States Medical Licensing Exam Clinical Knowledge ~ http://www.usmle.org/
USMLE CS:	United States Medical Licensing Exam Clinical Skills ~ http://www.usmle.org/
WHO:	World Health Organization ~ http://www.who.int/en/

SECTION 1: ACADEMICS

M.D. PROGRAM COMPETENCIES AND OBJECTIVES

Graduates of the International American University College of Medicine (IAUCOM) are expected to demonstrate competency in six areas or domains, adopted by the ACGME and by most U.S. medical schools. The following six tables list each competency and the related objectives you should be meeting along your path towards the MD degree.

General Competency	Educational Program Objective(s) (The graduate will be able to...)
Medical Knowledge	Engage in clinical reasoning to solve clinical problems
	Apply knowledge of fundamental sciences to clinical problems
	Recognize the central importance of discovery and understand the scientific foundations of medicine, and apply that understanding to the practice of evidence-based medicine
Patient Care	Gather complete and focused histories in an organized fashion, appropriate to the clinical situation and specific population
	Conduct relevant, complete, and focused physical exams
	Present encounters including reporting of information and development of an assessment and plan efficiently and accurately
	Document encounters including reporting of information and development of an assessment and plan efficiently and accurately
	Perform common procedures safely and correctly with attention to patient's comfort
	Follow universal precautions and sterile technique
	Demonstrate confidence and efficacy with the primary provider role in the acute and ambulatory settings and the provision of longitudinal care
	Manage and prioritize patient care tasks for a group of patients
	Anticipate patients' needs, conduct discharge planning, and create individualized disease management and/or prevention plans including patient self-management and behavior change

Systems-Based Practice	Participate effectively as a member of the healthcare team with physicians and healthcare providers
	Understand basic principles of healthcare delivery, organization and finance, how costs affect healthcare delivery, and incentives methods for controlling costs
Professionalism	Form doctor-patient relationships demonstrating sensitivity and responsiveness to culture, race/ethnicity, age, socioeconomic status, gender, sexual orientation, spirituality, disabilities, and other aspects of diversity and identity, and advocate for care for the underserved
	Demonstrate respect, compassion, accountability, dependability, and integrity when interacting with peers, healthcare providers, patients, and families
	Be responsive to the needs of patients and society and appropriately balance these needs with one's own
	Show accountability and reliability in interactions with patients, families, and other health professionals
	Practice ethically and with integrity, including maintaining patient confidentiality, obtaining appropriate informed consent, and responding to medical errors
	Adhere to institutional and professional standards and regulation for personal, patient and public safety, adhere to principles of ethical research, and manage conflicts of interest
Interpersonal and Communication Skills	Establish collaborative and constructive relationships with patients and families
	Communicate effectively with patients and families of diverse background and cultures
	Effectively and empathetically discuss serious, sensitive, and difficult topics
	Share information and negotiate treatment plans with patients and their families
	Elicit and address patients' concerns, needs and preferences and incorporate them into management plans
	Communicate effectively with diverse patients and ensure patient understanding

	Present patient information efficiently in an organized, accurate, and logical fashion appropriate for the clinical situation, including assessment and plan
	Communicate oral and written clinical information that accurately and efficiently summarizes patient data
	Communicate effectively and respectfully with all members of the inter-professional team involved in a patient's care
Practice-Based Learning and Improvement	Use information technology to access online medical information, manage information, and assimilate evidence from scientific studies in patient care
	Identify clinical questions as they emerge in patient care activities and identify and apply evidence relevant to answering those questions
	Appraise, assimilate, and apply scientific evidence from the literature to the care of individual patients
	Apply clinical evidence appropriately in patient care
	Critically reflect on one's own performance to identify strengths and challenges, set individual learning and improvement goals, and engage in appropriate learning activities to meet those goals
	Employ strategies for seeking and incorporating feedback from all available resources
	Use a portfolio to document professional and personal development in the IAUCOM MD competencies

BASIC SCIENCES CURRICULUM

IAUCOM has two basic sciences tracks, a five-term basic sciences curriculum and a four-term accelerated basic sciences curriculum. All coursework for both tracks are the same. The admissions committee will determine the proper track for each student at the time of admission.

FIVE-TERM BASIC SCIENCES CURRICULUM:

Term	Course	Credits
Term 1	Patient-Doctor Skills: Professionalism	2
	Gross and Developmental Anatomy	16
	Introduction to Research	2
	Case Study I	0
	<i>Term Totals:</i>	20
Term 2	Patient-Doctor Skills: Communication	2
	Biochemistry and Genetics	10
	Histology and Cell Biology	8
	Case Study II	0
	<i>Term Totals:</i>	20
Term 3	Physiology	10
	Public Health	2
	Microbiology & Immunology	10
	Case Study III	0
	<i>Term Totals:</i>	22
Term 4	Patient-Doctor Skills: Ethics	2
	Neuroscience	6
	Behavioral Sciences	8
	Pathology I	6
	Case Study IV	0
	<i>Term Totals</i>	20

Term 5	Patient-Doctor Skills: Physical Diagnosis	4
	Pharmacology	8
	Pathology II	8
	Case Study V	0
	<i>Term Totals</i>	20
Basic Sciences – Total Credits		104

FOUR-TERM ACCELERATED BASIC SCIENCES CURRICULUM:

Term	Course	Credits
Term 1	Patient-Doctor Skills: Professionalism	2
	Gross and Developmental Anatomy	16
	Histology and Cell Biology	8
	Introduction to Research	2
	Case Study I	0
	<i>Term Totals:</i>	28
Term 2	Patient-Doctor Skills: Communication	2
	Public Health	2
	Biochemistry and Genetics	10
	Physiology	10
	Case Study II	0
	<i>Term Totals:</i>	24
Term 3	Patient-Doctor Skills: Ethics	2
	Neurosciences	6
	Microbiology & Immunology	10
	Behavioral Sciences	8
	Pathology 1	6

	Case Study III	0
	<i>Term Totals:</i>	32
Term 4	Patient-Doctor Skills: Physical Diagnosis	4
	Pharmacology	8
	Pathology II	8
	Case Study IV	0
	<i>Term Totals:</i>	22
<i>Basic Sciences – Total Credits</i>		104

Information regarding grading for the basic sciences is available in [section 4](#) of this handbook.

BASIC SCIENCES COMPREHENSIVE REVIEW & AICM - “BRIDGE TERM”

After the successful completion of the basic sciences coursework listed above, students must complete an approved board review program. Students have 6 months following the completion of the review program to pass the NBME CBSE (Comprehensive Basic Sciences Examination) with a score of 66 or higher. On January 1, 2016 the minimum passing score requirement will increase to 68. After meeting the score requirement for the CBSE, students can sit for USMLE Step 1. *Details on policies regarding USMLE Step 1 certification requirements are provided in [Section 6](#) of this handbook.*

Upon achieving a passing score on USMLE Step 1, students will be registered for the 6 week Advanced Introduction to Clinical Medicine (AICM) course. AICM must be completed in the United States.

CLINICAL SCIENCES CURRICULUM

Promotion to the clinical sciences requires:

- The successful completion of the basic sciences coursework
- The successful completion of AICM
- a passing score on USMLE Step 1
- good academic and financial standing

Clinical rotations (clerkships) are assigned to students by the clinical coordinator based at the Office of Clinical Affairs in Dallas, Texas.

As a student progresses through required rotations, he or she will interact with the respective clerkship director and/or preceptor for each individual rotation. Instruction will include supervised clinical activities, seminars, and lectures.

All clinical rotations are offered on our clinical campus located in Baltimore, Maryland, U.S.A. The Baltimore campus includes Northwest Hospital Center, Union Memorial Hospital, Providence Hospital, Willoughby Beach Pediatrics, Bon Secour Hospital, and Carroll Community Hospital. All rotations on our clinical campus are offered at hospitals that have or are affiliated with ACGME accredited residency programs. For the most recent and complete list of hospitals and rotations available in the U.S and abroad, please contact the Office of Clinical Affairs in Dallas.

CORE ROTATIONS (48 WEEKS)

The respective department chairs will oversee the rotation within their disciplines. The core rotations are:

- Internal Medicine (12 weeks)
- General Surgery (12 weeks)
- Pediatrics (6 weeks)
- Psychiatry (6 weeks)
- Obstetrics / Gynecology (6 weeks)
- Family Practice (6 weeks)

Upon completion of the core rotations, students are eligible to sit for the NBME CCSE (Comprehensive Clinical Sciences Examination). Students must pass the CCSE with a score of 74 or higher to become eligible to sit for USMLE Step 2 CK and CS. Details on USMLE Step 2 CK and CS eligibility are available in [section 6](#) of this handbook.

ELECTIVE ROTATIONS (28 WEEKS)

The 28 remaining weeks are spent in elective clerkships including at least 8 weeks of medicine (general medicine or medical sub-specialties), 8 additional weeks of surgery (general surgery or surgical sub-specialties), 4 weeks of neurology and 8 weeks of free electives. For the given specialty, the core rotation must be taken before the elective rotation is scheduled.

TRANSFER STUDENT POLICIES

POLICY ON TRANSFERRING CREDITS EARNED AT OTHER MEDICAL SCHOOLS

Transfer credit is not automatic and applicants must not assume that courses taken at other institutions will meet the College's requirements. Acceptance of transfer credit is subject to verification and approval by the Promotions Committee and subject to availability of classes. Furthermore, transfer credits may only be allowed for courses taken within seven years from the anticipated date of graduation from the M.D. program (see the [ECFMG Transfer Credit Policy](#) for more details).

Transfer students who have completed part of the basic sciences course work will be placed in the appropriate term of the basic sciences curriculum. The level of placement in the curriculum will be determined by the Promotions Committee.

IAU does not accept transfer credit for clinical sciences coursework.

POLICY ON USMLE STEP 1 CERTIFICATION FOR TRANSFER STUDENTS

If the transfer student has completed all basic sciences coursework, has achieved a passing score of 66 or above on the CBSE (increasing to 68 January 1, 2016), and otherwise meets all the requirements for admission to IAUCOM, he/she is considered eligible for admission to the 6th semester and will be certified to sit for USMLE Step 1. The student must pass Step 1 before being assigned to clinical clerkships at IAUCOM.

Transfer students who have completed all basic sciences course work but have not passed the CBSE with a 66 or higher are admitted to the “bridge” term of the basic sciences curriculum. Before IAUCOM will certify a student for Step 1, the following conditions must be met:

- A score of 66 (68 beginning January 1, 2016) or greater must be achieved on the NBME Comprehensive Basic Science Examination (CBSE). The CBSE must be taken at a Prometric Testing Center in the U.S. or abroad.
- The transfer student must enroll in an IAUCOM-approved preparatory course prior to taking the CBSE.

A student's status following the CBSE will depend on his/her score:

- 66 (68 beginning January 1, 2016) or above: The student becomes eligible for Step 1 certification. The student must send ECFMG Form 186 to the University Registrar no later than 4 weeks following the CBSE test date.
- 65 (67 beginning January 1, 2016) or less: The student's offer of admission remains valid, but the student is not eligible for Step 1 certification. He/she must retake the CBSE. A detailed policy on USMLE eligibility is available in [Section 6](#) of this handbook.

POLICY ON DEFERMENT OF ADMISSIONS

Upon notification of acceptance by the Admissions Committee, students can defer their admission for up to two terms. Students who wish to defer must pay their seat deposit in addition to a deferment fee of \$500 which will be credited towards the cost of tuition after the student matriculates. Should the student decide to defer to an even later semester, another \$500 deferment fee is required.

POLICY ON CONDITIONAL AND PROVISIONAL ACCEPTANCE

The Admissions Committee may grant conditional acceptance to qualified candidates who have not satisfactorily completed all required course work at the time of application. Students who have been conditionally admitted must supply all relevant documentation which demonstrates that the condition has been met. Students who do not supply the required documentation to the University Registrar prior to the first day of courses/clerkships will be dropped from all scheduled courses or clerkships.

The Admissions Committee may grant provisional acceptance to qualified candidates who have missing documents (e.g. a letter of recommendation, official transcript). A student who does not supply the required documentation before the first day of class (or clerkship) will be administratively dropped from

all courses (or clerkships). The student will not be allowed to register until the missing documentation is received by the University Registrar.

POLICY OF NON-DISCRIMINATION

The College does not discriminate on the basis of race, color, age, national origin, gender, religion, sexual orientation, or disability. It is the policy and practice of the University to comply with the *Americans with Disabilities Act* as appropriate and practical in Saint Lucia. A qualified individual with a disability will be granted access and participation to all services, programs, and activities of the College, subject to the limitations imposed by circumstances and availability of facilities.

SECTION 2: REGISTRATION FOR COURSES

NEW STUDENT REGISTRATION

The University Registrar registers all new Saint Lucia-based basic sciences students at the start of the term. The Clinical Coordinator registers all new fifth term students for AICM and/or USMLE preparatory courses and arranges clinical clerkships for clinical sciences students.

CONTINUING STUDENT REGISTRATION

At the time of registration, according to Promotions Committee decisions, students will be registered for the upcoming term. Students are required to retake all failed courses. If a student fails only one course, he/she will be allowed to take one additional course from the upcoming semester along with the failed course, provided they meet the prerequisites and the Promotions Committee approves. This may preclude a student from taking all required courses for the current semester. Any appeal regarding course assignments should be provided in writing to the Dean of Basic Sciences.

COURSE AUDITS

During the basic sciences, students may be permitted to audit courses in addition to taking their regularly assigned courses. A written request must be submitted to the Dean of Basic Sciences. The Dean will approve or deny the request on the basis of scheduling, the student's academic standing, and other reasons as deemed necessary by the Dean. Students are not permitted to audit a course if they are on academic probation.

Students who audit courses are eligible to receive all supporting material for those courses, but are not eligible to take the examinations. Audited courses are not listed on transcripts. While attendance is noted, the student is not subject to the 80% attendance requirement for the course.

SECTION 3: FINANCIAL INFORMATION

TUITION & FEES

Tuition and fees must be paid in full according to the payment schedule listed on the invoice. Tuition not received by the due date will result in a financial hold placed on the student's account. The student will not be able to do the following until all financial holds are cleared:

- Sit for exams
- Receive score reports
- Receive unofficial or official transcripts
- Receive letters of enrollment verification
- Receive letters of good standing
- Graduate

Late payment fees will also be assessed to a student's account if payment is not received by the deadline. All invoices are mailed to the student's permanent address and emailed to the student's University email account. A \$100 late fee will be assessed the first day tuition payment is late, and escalating late fees of \$20 per day will continue to be assessed until tuition payment has been made. Late fees will not be waived solely because the student was not aware of the payment deadlines, did not receive a bill, registered late, or was otherwise not available to make payment. It is the student's responsibility to ensure that they are in good financial standing.

Important note for clinical sciences students: Any student who cancels or changes a clinical clerkship for any reason while it is in progress will be assessed a \$250 fee.

ACCELERATED TRACK (4-TERM BASIC SCIENCES)

Basic Sciences & Bridge

TERM	TUITION	EXAM	LAB	LIBRARY	SGA	CLINICAL	TOTAL
MD1	\$7500	\$200	\$100	\$50	\$25	\$100	\$8285
MD2	\$7500	\$200	\$100	\$50	\$25	\$100	\$7975
MD3	\$7500	\$200	\$100	\$50	\$25	\$100	\$7975
MD4	\$7500	\$200	\$100	\$50	\$25	\$100	\$7975
MD5/ Bridge	\$9500	\$200	NA	NA	NA	NA	\$10700

Clinical Sciences

TERM	TUITION	NBME CCSE	NBME SHELF	MALPRACTICE	TOTAL
MD6	\$12500	NA	\$250	\$500	\$13250
MD7	\$12500	NA	\$250	\$500	\$13250
MD8	\$12500	\$200	\$250	\$500	\$13450
MD9	\$12500	NA	NA	\$500	\$13000
MD10	\$12500	NA	NA	\$500	\$13000

Additional Fees

-Transport Fee: \$160 (first term only)
 -Student Services Fee: \$150 (first term only)

-Insurance: \$1000 (bridge term only)
 -Graduation Fee: \$500
 -MSPE Fee: \$20 per match agency

REGULAR TRACK (5-TERM BASIC SCIENCES)**Basic Sciences & Bridge**

TERM	TUITION	EXAM	LAB	LIBRARY	SGA	CLINICAL	TOTAL
MD1	\$6000	\$160	\$80	\$40	\$20	\$80	\$6690
MD2	\$6000	\$160	\$80	\$40	\$20	\$80	\$6380
MD3	\$6000	\$160	\$80	\$40	\$20	\$80	\$6380
MD4	\$6000	\$160	\$80	\$40	\$20	\$80	\$6380
MD5	\$6000	\$160	\$80	\$40	\$20	\$80	\$6380
MD6/ Bridge	\$9500	\$200	NA	NA	NA	NA	\$10700

Clinical Sciences

TERM	TUITION	NBME CCSE	NBME SHELF	MALPRACTICE	TOTAL
MD7	\$12500	NA	\$250	\$500	\$13250
MD8	\$12500	NA	\$250	\$500	\$13250
MD9	\$12500	\$200	\$250	\$500	\$13450
MD10	\$12500	NA	NA	\$500	\$13000
MD11	\$12500	NA	NA	\$500	\$13000

Additional Fees

-Transport Fee: \$160 (first term only)
 -Student Services Fee: \$150 (first term only)

-Insurance: \$1000 (bridge term only)
 -Graduation Fee: \$500
 -MSPE Fee: \$20 per match agency

REFUND SCHEDULE

Students who withdraw or fail to return from a leave of absence, are dismissed, or otherwise fail to complete the payment period (term) for which they were charged, will receive a refund of University charges (tuition and other institutional charges) based on a pro rata calculation. The pro rata refund is determined by the student's effective date of separation (withdrawal date) as determined by the University Registrar. All refunds will be made as soon as possible but no later than 45 days from the determination of the student's withdrawal. Tuition will be refunded according to the following schedule:

- I. Prior to the first day of class, 100% of University charges will be refunded with the exception of the \$1000.00 (USD) non-refundable seat deposit.
- II. During the first 60% of the term, the refund of University charges will be pro-rated based on the withdrawal date.
- III. After completion of 60% of the term, there are no refunds of institutional charges.

SCHOLARSHIPS

IAUCOM offers a number of scholarship programs to recognize outstanding performance of applicants in various fields. Scholarships are awarded to new incoming students and are credited to basic sciences tuition (terms prior to bridge). Scholarships are competitive and funds are limited so eligible students are encouraged to as early as possible. Applicants may download the respective scholarship application forms and submit them along with the application materials to the Office of Enrollment Planning. All applications and supporting documentation must be received at least thirty days prior to the start of classes. Please note that there is no guarantee of a scholarship and the number of scholarships awarded per semester may vary. All Scholarship decisions are final and are not open to appeal.

Please address all scholarship applications and materials to:
The Office of Admissions
International American University - College of Medicine
17950 Preston Rd, Ste. 460
Dallas TX 75252

Outstanding Student Scholarship - This scholarship is awarded to students, who have demonstrated strong personal qualities of citizenship, dedication to the community or public service, and academic excellence. The award provides up to \$2000 tuition credit for each semester of the basic sciences program. A minimum undergraduate GPA of 3.7 is required. In order to maintain continued eligibility, students must maintain passing grades in all courses.

Academic Scholarship - This scholarship is for new applicants who have demonstrated academic excellence in their previous coursework. Applicants who have an undergraduate GPA of 3.3 or higher are eligible to apply. The award provides up to \$1500 tuition credit for each semester of the basic sciences program. In order to maintain continued eligibility, students must maintain passing grades in all courses.

US Military Veterans Grant - Veterans of the US Army, Navy, Marines and Air Force are eligible to apply for this scholarship which provides \$500 tuition credit for each semester of the basic sciences program. This scholarship will be awarded to a limited number of U.S. military veterans, who have served in the U.S. Armed Forces on active duty, either currently or with an Honorable Discharge. In order to maintain continued eligibility, students must maintain passing grades in all courses.

Medical Professional Scholarship - Certified EMTs, paramedics, LVNs, RNs and similar licensed medical professionals in the US or Canada may apply. This scholarship provides \$500 tuition credit for each semester of the basic sciences program. Proof of current certification and license must be submitted

along with the application. In order to maintain continued eligibility, students must maintain passing grades in all courses.

Saint Lucian Citizen Scholarship - We provide 100% of tuition for all semesters of basic sciences (prior to the bridge term) to qualifying Saint Lucian citizens. In order to qualify for this scholarship, the student must come recommended by the Saint Lucian Department of Education and Health. Further the candidate must intend to practice medicine in Saint Lucia. The scholarship does not include fees, room, board, transportation, books or supplies. In order to maintain continued eligibility, the student must maintain passing grades in all classes. IAUCOM does not guarantee clinical placement in the United States and applicants are subject to US Immigration laws if they wish to complete rotations in the United States.

LOANS

IAUCOM is approved the U.S. Department of Veterans Affairs to offer veterans, servicepersons, and certain dependents of veterans educational benefits under one of several types of GI Bills.

Chapter 30 Montgomery GI Bill

Chapter 32 Veterans Educational Assistance Program

Chapter 33 Post-9/11 GI Bill

Chapter 35 Dependent's Educational Assistance Program

Chapter 1606 Montgomery GI Bill/ Selected Reserve Educational Assistance Program

Chapter 1607 Reserve Educational Assistance Program

IAUCOM is approved by the Government of Canada and is listed under the CanLearn Master Designated List (MDL). Students from Alberta, New Brunswick, Newfoundland & Labrador Ontario, Northwest Territories, Nova Scotia, Nunavut, Ontario, Prince Edward Islands, Saskatchewan and Yukon can apply for loans under the Canada Student Loan Program

IAUCOM students who are residents of Ontario are eligible for the [Ontario Student Assistance Program \(OSAP\)](#)

Students who are citizens or permanent residents of the United States are eligible to apply for the Smart Option Student Loan Program through Sallie Mae.

SECTION 4: ASSESSMENT AND PROMOTION

ASSESSMENT (BASIC SCIENCES)

During the basic sciences, students are assessed in most courses by their performance on periodic examinations (mini-exams), a comprehensive final examination (NBME subject examination), and case study evaluations. Course syllabi contain specific information on the assessments used for each course.

- Periodic Examinations: 50%-60%
- Laboratory Examinations: 10%, if applicable
- Final Examinations: 30%
- Case Study Evaluations: 10%

PERIODIC EXAMINATIONS

Each course has approximately three periodic examinations per semester. They are administered on the Monday of the fourth, sixth, eighth, tenth, twelfth, and fourteenth week of the semester. For courses without laboratory examinations, periodic examinations count towards 60% of the course grade; for courses with laboratory examinations, periodic examinations count towards 50% of the course grade while laboratory examinations count towards 10% of the course grade.

FINAL EXAMINATIONS

At the end of each course, students must take a comprehensive NBME final examination. This counts towards 30% of the final course grade. Students registered for a course must appear for the final examination.

TESTING ACCOMMODATIONS

Students with certified disabilities are eligible to receive testing accommodations. The purpose of testing accommodations is to enable students with disabilities to participate in assessment programs on an equal basis with their non-disabled peers. Testing accommodations provide an opportunity for students with disabilities to demonstrate mastery of skills and attainment of knowledge without being limited or unfairly restricted due to the effects of the disability. Students should speak to their faculty advisor about testing accommodations within the first three weeks of their first semester.

ABSENCE FROM EXAMINATION

Any student who does not attend an examination will be deemed to have an unexcused absence from that examination, unless:

The student has become ill or injured: In such cases students must provide an official medical certificate from a medical practitioner in the United States or Saint Lucia. Students who are ill or injured immediately prior to the examination and thus unable to study effectively will also be granted an excused absence provided appropriate medical certification is available.

The student has a family emergency: This will be deemed as a legitimate excuse as long as the emergency is verifiable by telephone and in writing.

Due to a major family emergency or illness/injury requiring hospitalization: The student will receive an “Incomplete” grade for the course. The student must complete the final examination by the end of the following semester. Upon completion, his or her final course grade will be calculated and updated. For any unexcused absence, a failing grade will be recorded.

GRADING AND POSTING OF GRADES

Once final examination results are released by the NBME, each course director will compute final course grades according to the following grading scale:

Percent of Possible Points Received	Grade
89.45 % or above	A
79.45 % to 89.44 %	B
69.00 % to 79.44 %	C
68.99 % and below	F

Final grades will be available to students after the Promotions Committee reviews all course grades and makes appropriate recommendations to the Dean of Basic Sciences. All basic sciences grades are posted within Blackboard Coursesites, the online learning management system currently used by the College. Registration for Coursesites can be accomplished by first visiting <http://iaucom.coursesites.com>.

ASSESSMENT (CLINICAL SCIENCES)

During the clinical sciences, student assessment is based on the following:

- Log Book
- Case Write-Ups
- Mid-Clerkship Performance Evaluations
- Clerkship Performance Evaluations
- NBME Shelf Examinations

LOG BOOKS AND CASE WRITE-UPS

Students are required to maintain a log book denoting the daily activities of the clerkship. Activities to note include history taking, physical examination, seminars, lectures, case conferences, or other patient care activities. The log book is intended as a guide for recording practical experience gained during the clerkship. The log book must be approved by the supervising physician (the preceptor).

Students are required to submit one case write-up per week for all clerkships. Case write-ups must be submitted in the proper format and must include the prognosis and treatment plan. Log books and case write-ups are to be submitted in [New Innovations](#)

MID-CLERKSHIP PERFORMANCE EVALUATION (MCPE)

Students are required to meet with their preceptor for a performance review mid-way through the clerkship. The preceptor must complete and sign a Mid-Clerkship Performance Evaluation (MCPE) form. All evaluations must be mailed to the Office of Clinical Affairs in Dallas, Texas or submitted through New Innovations. MCPE forms only need to be submitted for rotations at least 6 weeks in length.

CLERKSHIP PERFORMANCE EVALUATION

Towards the end of the rotation, preceptors are required to complete a final Clerkship Performance Evaluation (CPE) for each student. An original evaluation must be mailed to the Office of Clinical Affairs in Dallas within three (3) weeks of the completion of the rotation unless the CPE is submitted through New Innovations.

CLINICAL EXAMINATIONS

IAUCOM requires web-based NBME subject examinations following each of the core clerkships and neurology. Each examination must be taken at a Prometric Testing Center in the United States or abroad.

GRADING

The total number of points possible in a clerkship is 100. The final grade is weighted, based on the following:

	Weight of Final Grade	
	Core and Neurology	Electives
NBME Subject Examination Score	20% (20 points)	N/A
Performance Evaluations	60% (60 points)	80% (80 points)
Case Write-ups / Clinical Encounters	20% (20 points)	20% (20 points)
Total:	100% (100 points)	100% (100 points)

The subject examination score is not calculated by the preceptor. Rather, it is calculated by the NBME based on results of thousands of examinees nationwide. Scores range from 0 to 100. The preceptor will convert the NBME score to points using the following scale:

NBME Subject Examination Score	Points Granted
85 and above	20
80 to 84	19
75 to 79	18
70 to 74	16
65 to 69	15
60 to 64	14
55 to 59	13
54 and below	0

Students who fail the NBME shelf exam (scoring a 54 and below) will be allowed to repeat the exam one time.

All students who started the clinical sciences prior to May 1, 2015 are graded pass/fail. Students who receive at least 70 points will receive a pass ("P") grade. Students who receive less than 70 points will

receive a fail ("F") grade, and will have to repeat the clerkship to receive credit. Students beginning clinical sciences from May 1, 2015 will receive final grades according to the scale below:

Percent of Possible Points Received	Grade
89.45 % or above	A
79.45 % to 89.44 %	B
69.00 % to 79.44 %	C
68.99 % and below	F

Final grades are submitted by preceptors to the respective Clerkship Director who will forward them to the University Registrar.

Credit will not be given for a clerkship until all applicable documents have been received. Any student who fails a clinical rotation twice is subject to dismissal from the program. Students have the right to appeal grades, as outlined in the next section.

STUDENT EVALUATION OF FACULTY AND CLINICAL ROTATION

Towards the end of each rotation, students complete evaluations of faculty and the rotation. Student evaluations are very important as they serve as the primary means by which the quality of faculty and rotations are measured. Student evaluation forms are to be submitted through [New Innovations](#).

NOTE: It is important that all clinical documents be submitted in a timely manner. Anything not submitted through the forms in New Innovations must be mailed to the Office of Clinical Affairs in Dallas within three (3) weeks of completing the rotation. Original copies are required. Incomplete clinical files will result in a delay in the graduation process.

GRADE APPEALS

CAPRICIOUS GRADING

Students are responsible for meeting the standards of academic performance established for each course/clerkship in which they are enrolled, as established by the University. The grade-appeal procedure is available only for the review of allegedly capricious grading and not for review of the instructor's evaluation of the student's academic performance. Capricious grading, as that term is used here, comprises any of the following:

- The assignment of a grade to a particular student on some basis other than the performance in the course/clerkship
- The assignment of a grade to a particular student according to more exacting or demanding standards than were applied to other students in the course/clerkship.
- The assignment of a grade by a substantial departure from the instructor's previously announced standards.

APPEAL PROCEDURES

A student has the right to appeal a grade received in an individual examination, project or paper, or any other grade given by a course or clerkship instructor based upon work that is submitted as part of a grade in a course. The appeal process has several stages that must be completed in their entirety in

order for the appeal to be considered properly completed and appropriate for submission as a grievance. The number of stages is dependent on whether the appeal is submitted during the term for course examinations, or at the end of the term, when the appeal is being made regarding a final grade in a course.

While a course or clerkship is in progress, the student or students shall present a written petition to the instructor with the intent to clarify to the instructor a course-related concern. If a resolution of a student(s) concern is not reached after submitting the concern directly to the instructor, the student(s) may submit a written petition to the Dean of Basic Sciences or Clinical Sciences. After reviewing the case along with all evidence presented, the Dean shall render a decision as to whether due process was followed in the original case. If necessary, a new review may be conducted if the Dean finds in favor of the student(s) making the appeal based on lack of due process.

For appeals made at the end of the semester for a final grade, the student shall present the appeal in writing to the Promotions Committee within one week after receiving the course or clerkship grade. The appeal must specify the exact nature of the appeal and suggest mutually beneficial ways to resolve the appeal. The Promotions Committee will only hear appeals presented in writing that include the names of the aggrieved student(s). If the appeal involves issues of a general nature to an entire class, then the aggrieved student or students may select a representative to bring the matter before the Promotions Committee.

The objective of the Promotions Committee shall be to examine the evidence and identify a resolution that will promote the overall academic integrity of the College's educational process. The Promotions Committee will determine a resolution to the appeal in accord with this objective, and present this resolution in the form of a recommendation to the Chief Academic Officer. Upon receipt of this recommendation, the Chief Academic Officer shall render a decision and report the decision to the student(s) concerned. The decision of the Chief Academic Officer shall be final regarding the form and substance of the resolution.

SECTION 5: ATTENDANCE

International American University College of Medicine students have entered a profession in which full participation in the learning environment is an essential component of life-long learning. As part of professional development, as physicians-in-training, students are expected to make their medical school schedule their highest priority. We expect each student to contribute to learning by being an integral part of the group approach to sharing expertise and problem solving.

The International American University College of Medicine expects 100% attendance from all of its students. Attendance in classes is expected to enhance academic performance. Attendance in all classes will be monitored by the faculty. Since full attendance is expected of students, a student who misses over 20% of class time in a given course has not fulfilled the requirements of the course. Thus, once this limit has been exceeded, the student's attendance record will be reviewed by the Dean.

It is the responsibility of students to keep track of their own attendance. Faculty, administration, and staff are not responsible for notifying students of their attendance record within a class, but may do so as a courtesy.

Students who are absent for more than 20% of class time will not be permitted to take the final examination for that course. Students who miss over 20% of class time face possible course withdrawal and/or other actions as determined by the Dean of Basic Sciences in consultation with the professor of the course.

Students who miss a scheduled examination will receive a "0" for that examination. In the rare case of an emergency, only the Dean may override this policy. Students who are absent from class will receive a "0" for any assignment or exams scheduled on that day, whether or not these were announced prior to the class period.

Students who are absent from all courses during the first two weeks of the semester are subject to administrative withdrawal from the College. Students are therefore highly encouraged to seek approval from the Deans of Basic or Clinical Sciences if they anticipate difficulties in beginning their courses or clerkships on time.

SECTION 6: ECFMG CERTIFICATION, MSPE, AND NRMP

USMLE STEP 1 CERTIFICATION REQUIREMENTS AND ELIGIBILITY

Students become eligible for USMLE Step 1, once they have satisfied all of the following:

- Successfully completed the four or five semesters of the Basic Sciences curriculum;
- Completed an IAUCOM approved USMLE preparatory program;
- Achieved a score of 66 or higher (68 or higher starting January 1, 2016) on the CBSE. The student must then register for USMLE Step 1 exam and send ECFMG Form 186 to the University Registrar within four weeks of the CBSE test date

Students must register for a three-month window during which he/she will select a date to sit for the USMLE Step 1 Examination.

Effective April 1, 2015, students will have six months following the completion of a formal Board Review program to pass the CBSE. If the student is unsuccessful on the first two attempts, he/she will be counseled regarding a 3rd or 4th attempt. Any student who has not achieved a minimum passing score on the CBSE after 5 attempts will be counseled as to any options he/she may have regarding a continuation of the medical program at IAUCOM.

Students who fail Step 1 on their first attempt are required to repeat the CBSE with a score of at least 68, before they are re-certified. Students who fail Step 1 on their second attempt will be required to enroll in an IAUCOM-approved USMLE review program that has not already been completed. Additionally, students who fail Step 1 on their second attempt must pass the CBSE with a score of 70 or above, before they are re-certified.

Please review the section on [satisfactory academic progress](#) since it is closely related to USMLE Step 1 eligibility.

USMLE STEP 2 CK & CS CERTIFICATION REQUIREMENTS AND ELIGIBILITY

Students become eligible for USMLE Step 2 CK and CS once they've met the following:

- Have successfully completed the 48 weeks of core clinical clerkships
- Achieved a score of 74 or higher on the NBME Comprehensive Clinical Sciences Examination (CCSE)

Students must register to sit for USMLE Step 2 CK and USMLE Step 2 CS. Like Step 1, students get a 3 month window during which he/she may sit for the Step 2 CK exam and a one year window during which he/she can sit for the CS exam.

If a student takes USMLE Step 2 CK and/or CS and doesn't pass, he/she will need to retake the CCSE and score at least a 78 to be certified to repeat the exam.

If a student is unsuccessful on three successive attempts, he/she will be counseled regarding next steps necessary before making another attempt. Students must pass all three USMLE Step exams – Step 1, Step 2 CK, and Step 2 CS before they will be cleared for graduation and/or participation in the NRMP.

Please review the section on [satisfactory academic progress](#) since it is closely related to USMLE Step 2 CK and CS eligibility.

MEDICAL SCHOOL PERFORMANCE EVALUATION (MSPE)

The MSPE (or Dean's Letter) is an important part of a student's application for residency training. It describes, in a sequential manner, a student's performance as compared to that of his or her peers during medical school from the first matriculated semester through the most recently completed clerkship. The MSPE includes an assessment of both the student's academic performance and professional attributes.

The process of creating an MSPE takes at least three months and begins in June of each year for all prospective graduates. All MSPE's are sent to the ECFMG in September to ensure they can be processed in time to be released to residency programs on October 1. Before work can begin on an MSPE, students must submit an MSPE application packet to the Office of Graduate and Alumni Affairs.

All students should review the Residency Preparation Manual for NRMP eligibility requirements before submitting the MSPE application packet. This manual and application is updated and distributed each year. The manual includes step-by-step instructions, a timeline for the residency process, and other resources.

NATIONAL RESIDENT MATCHING PROGRAM (NRMP)

The National Resident Matching Program ([NRMP](#)), also known as "the Match," matches applicants with available residency positions in [ACGME](#)-accredited programs to which they have applied. When students wish to participate, they must register with the NRMP.

The official list of ACGME-accredited graduate medical education programs is located in the Fellowship and Residency Electronic Interactive Database, or [FREIDA Online](#). For each medical specialty, FREIDA Online provides general and special requirements and specific information on each program in that specialty. (Note that FREIDA Online has replaced the *Graduate Medical Education Directory*, known as the "Green Book," which was published by the American Medical Association.)

Most programs require applicants to submit their applications using the Electronic Residency Application Service ([ERAS](#)). ERAS was developed by the Association of American Medical Colleges (AAMC) to transmit residency applications via the Internet. The ECFMG coordinates the ERAS application process for students of International American University College of Medicine.

For an interactive timeline for IMG residency applicants, visit <http://www.ecfm.org/echo/eras-timeline.html>.

For more details on the match process please review the Residency Preparation Manual available from the Office of Graduate and Alumni Affairs.

SECTION 7: GRADUATION AND COMMENCEMENT

To be a candidate for graduation and receive a diploma and/or final transcripts, students must meet the following requirements:

- Successful completion of all basic sciences courses as dictated by the basic sciences curriculum
- Successful completion of all required clinical clerkships, consisting of core and elective clerkships as dictated by the clinical sciences curriculum (includes the submission of all required documents e.g. case books, log books, evaluations, etc.)
- Passing scores on the USMLE Step 1, Step 2 CK and Step 2 CS (score reports or a USMLE certified transcript must be submitted to the Office of the Registrar)
- Payment of all outstanding balances, including library dues or any other dues
- Completion of the graduation application and payment of graduation fees six (6) weeks before the expected graduation date

There are five graduation dates in a year: March 31st, the May Commencement Ceremony date, June 30th, September 30th and December 31st. It is at this point that students may obtain their diplomas and their final transcripts.

TRANSCRIPT REQUESTS

A transcript is a complete account of each student's academic history at the College of Medicine. Courses and grades are listed for all periods of time when students have been registered.

Official vs. Unofficial copies

Official transcript copies are printed on security paper and marked with the Registrar's signature, official University seal, and date. (Most applications for academic programs, scholarship programs, etc. require an official copy of your transcript). There is a \$25 (USD) fee for each official transcript.

Unofficial transcripts are printed on plain paper and are marked as a "student copy." They are not stamped with the Registrar's seal. They are given directly to students for their use.

Official transcript requests will not be processed without the required payment. Generally, transcripts are sent out within 5 business days from the day of request.

SECTION 8: WITHDRAWAL OR DISMISSAL FROM THE COLLEGE

COURSE WITHDRAWAL

BASIC SCIENCES

Students who wish to withdraw from a course during the basic sciences must submit a request in writing to the Dean of Student Affairs. The Dean of Student Affairs will meet with the student and make a recommendation to the Dean of Basic Sciences who may grant permission to withdraw from courses at his or her discretion based upon the situation and the student's academic performance.

Students who withdraw from a course may be required to take that course in the following term. Students should bear in mind that this may preclude them from taking certain courses in the following term due to prerequisite requirements.

Students may request to withdraw from courses at any time during the term. Students who withdraw after the ninth week will be recorded as "Withdrawn Pass" or "Withdrawn Fail" based on their performance at the time of withdrawal. Students must gain prior approval to withdraw from a course before choosing not to take the final NBME examination. Failure to do so will result in a failing grade for the course due to lack of course attendance and the weight placed on the final NBME examination.

CLINICAL SCIENCES

Students who wish to withdraw from a clerkship must submit a request in writing to the Dean of Clinical Sciences. The Dean may grant permission to withdraw from a clerkship at his or her discretion based upon the situation and the student's academic performance.

COLLEGE WITHDRAWAL

Withdrawal from the College may result for the following reasons:

- By student request
- Failure to pay required fees
- Failure to attend the first two weeks of a course or clerkship
- Administrative emergency mandatory withdrawal

STUDENT REQUEST FOR WITHDRAWAL

A student wishing to withdraw from the College should submit a signed request to the Registrar's Office in Dallas. A portion of the student's fees may be refunded upon withdrawal according to the [refund schedule](#).

WITHDRAWAL FOR FAILURE TO PAY FEES

Students that are withdrawn for failure to pay fees may not attend class or sit for exams, and they will not receive a final grade. Students have 3 months from the withdrawal date to reactivate their student status. Students who have been withdrawn for longer than 3 months and wish to continue in their

programs will be required to reapply and to meet the admission requirements in effect at the time of reenrollment.

WITHDRAWAL FOR FAILURE TO ATTEND THE FIRST TWO WEEKS OF A COURSE OR CLERKSHIP

A student may be withdrawn from the College for failure to attend the first two weeks of all courses on the campus or for failure to attend the first two weeks of a scheduled clerkship. If a withdrawn student decides to attend class after missing 2 weeks, he/she may only audit the course; he/she will not be able to take exams or receive a final grade in the course. Students are encouraged to seek approval from the Dean of Basic or Clinical Sciences if they anticipate difficulties in beginning their courses or clerkships on time.

EMERGENCY MANDATORY WITHDRAWAL

If, in the opinion of a staff member of International American University College of Medicine, a student exhibits behavior that creates or presents unreasonable risk to the physical or mental health of himself/herself or others, the Dean of the academic program (Basic or Clinical Sciences) may recommend to the Chief Academic Officer an emergency mandatory withdrawal from the College.

An emergency mandatory withdrawal will be ordered if it would be in the best interest of the student, other students, staff, or others directly affected by the student's behavior. Such an emergency mandatory withdrawal will be temporary, until such time as the incident that precipitated the leave can be fully investigated.

After such an investigation, the student will either be reinstated or permanently dismissed.

Students withdrawn from the College for these reasons are eligible to reapply and reenroll if they meet the admission criteria in place at the time of reapplication.

COLLEGE DISMISSAL AND DISCIPLINARY ACTIONS

ACADEMIC DISMISSAL

Grounds for dismissal include:

- Failing a course during probationary semesters
- Failure to take USMLE Step 1, Step 2 CK, or Step 2 CS for the first time within six (6) months of becoming eligible. Eligibility for all three exams is outlined in [section 6](#).
- Failure to take USMLE Step 1, Step 2 CK, or Step 2 CS for the second time within nine (9) months of the first attempt if a second attempt is necessary
- Failure to take USMLE Step 1, Step 2 CK, or Step 2 CS for the third time within twelve (12) months of the first attempt if a third attempt is necessary
- Failure to pass USMLE Step 1, Step 2 CK, or Step 2 CS in no more than three attempts each
- Failure to return to the College before or on the expiration date of an authorized leave of absence
- Failing a clinical rotation twice

If the Promotions Committee concludes that a student should be dismissed because he/she did not satisfactorily meet academic requirements, a recommendation for dismissal will be sent to the Chief Academic Officer of the College of Medicine.

After review, the Chief Academic Officer must choose either (1) to uphold the dismissal as recommended, or (2), if extenuating circumstances warrant, to reconvene the committee and investigate the student's record further.

A student dismissed from the College of Medicine has the right to appeal the decision of the Chief Academic Officer, provided such appeals occur within 15 calendar days of notification of dismissal. Unless otherwise instructed, the student may appeal the decision for dismissal directly to the Chief Academic Officer. The Chief Academic Officer may reconvene the Promotions Committee if new information, not previously considered by the committee is revealed. At that meeting the student may call upon a faculty advocate to support his or her case. At the conclusion of that meeting the Promotions committee refers its recommendation to the Chief Academic Officer for a final decision. In other cases the Chief Academic Officer may seek counsel from a faculty committee. The student is given the opportunity to appear before a committee of three faculty members, one chosen by the Chief Academic Officer, one chosen by the student, and a third chosen by the first two. This committee gathers and evaluates the facts of the case and recommends an action to the Chief Academic Officer, whose decision is then final. The decision on the appeal by the Chief Academic Officer represents the highest level of due process available in the College of Medicine.

DISCIPLINARY ACTION

For a student who has engaged in cheating, unprofessional conduct, or other improper behavior, occurring within or outside the confines of the teaching programs, dismissal or other specified disciplinary action may be recommended after a review by the Grievance/Disciplinary Committee.

Accusations against students are to be submitted in writing to any member of the Grievance/Disciplinary Committee. If the committee finds the accused guilty, the Chief Academic Officer, following review of the case, specifies the action to be taken.

The student has the right to appeal a decision of the Chief Academic Officer, provided the appeal occurs within five days of receiving notification of the disciplinary action. In cases of appeal, the student is given the opportunity to appear before a Student Faculty Appeals Committee of four, including: the SGA president, a faculty member chosen by the student initiating the appeal, a faculty member chosen by the Chief Academic Officer, and a faculty member chosen by the three other members of the committee who serves as Chairman. The Appeals Committee reviews the transcripts of the Grievance/Disciplinary Committee and may hear further arguments by the parties involved. The committee submits its recommendation to the Chief Academic Officer. The decision of the appeal reached by the Chief Academic Officer represents the highest level of due process available in the College of Medicine.

LEAVE OF ABSENCE (LOA)

IAUCOM recognizes that there are unforeseen circumstances which can disrupt a student's education. When such disruptions persist, the College understands that it may be necessary for students to take a leave of absence from any component of the MD Program.

EMERGENCY ABSENCE

Students may have unavoidable non-academic reasons for interrupting their coursework during a term or clerkship. Students must notify the Dean of Basic Sciences or the Dean of Clinical Sciences at the earliest available time, before leaving. The Dean may grant permission for an emergency leave at his/her discretion based upon the situation and the student's academic performance.

Students who find it impossible to return from an emergency absence must request an authorized leave of absence (LOA). Failure to request a LOA may result in academic dismissal from the College.

AUTHORIZED LEAVE OF ABSENCE

An authorized LOA may be granted for the duration of one semester at most. A student is allowed to take two leaves during the MD program. The Deans of Basic or Clinical Sciences will consider all requests for an authorized leave of absence by students who:

- Suffer an illness or injury, or have a family member who suffers an illness or injury that requires the student's presence

Students are required to provide medical documentation along with the LOA request.

- Need limited time off to take advantage of an educational opportunity to travel, conduct research, or attend classes elsewhere

Each LOA request is subject to the approval of the Deans of Basic or Clinical Sciences. The Dean bases decisions on whether an absence is likely to allow the student to resolve a situation, and whether the student's performance and behavior suggest a reasonable chance of success upon his/her return. Students must be in good financial standing to be considered for a leave of absence.

Students who are not granted official leaves may apply for readmission when they are ready to resume their education. Students may be required to begin paying any outstanding debt to International American University College of Medicine if they fail to enroll for the next term or take an unapproved leave.

UNAUTHORIZED LEAVE OF ABSENCE

With the exception of an approved emergency, students may not take a break from their studies. Students who take leave without the required documentation will be subject to administrative dismissal from the College. Thereafter, students must reapply for admission if they wish to return to the MD Program.

SECTION 9: STUDENT RECORDS

The Federal Educational Rights and Privacy Act of 1974 (FERPA) is a federal U.S. law that grants students certain rights in regards to their education records and governs the disclosure of those records. International American University College of Medicine adheres to this law in the interests of protecting the privacy of future, present, and past students.

Under FERPA, students have the right to do the following:

- Inspect and review their education records
- Seek changes to their education records if information is inaccurate, misleading or in violation of privacy rights
- Consent to disclosures of personally identifiable information contained in the their education records, except to the extent that the Act authorizes disclosure without consent
- File a complaint with the U.S. Department of Education concerning alleged failures by the educational agency to comply with requirements of the Act.

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

ACCESS TO STUDENT EDUCATION RECORDS

The University Registrar is the custodian of all student records including all official academic records. The Dean of Student Affairs is the custodian of disciplinary records. Students may inspect and review their records upon submitting a written request to the Registrar. This request should identify, as precisely as possible, the record or records he or she wishes to inspect.

Copies of all student records are located in the Registrar's Office in Dallas, Texas and in our campus in Saint Lucia. For procedures on students' rights of inspection, review, and correction of educational records, students should contact the Registrar's Office in Dallas, Texas.

DISCLOSURE OF STUDENT EDUCATIONAL RECORDS

International American University College of Medicine will disclose information from a student's education records with the student's prior written consent or as permitted by FERPA. Examples of disclosures not requiring a student's prior written consent include the following:

- to school officials who have a legitimate educational interest in the records
- to other schools to which a student is transferring
- to certain officials of the United States Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs

- in connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid
- to organizations conducting certain studies for or on behalf of International American University
- to accrediting organizations to carry out their functions
- to comply with a judicial order or a lawfully issued subpoena
- to appropriate parties in a health or safety emergency
- results of disciplinary hearing to alleged victim of a crime of violence

DIRECTORY INFORMATION

In compliance with FERPA, information classified as directory information may be released to the general public without the student's consent. Directory information is defined as:

- student name
- student address
- telephone listing and email address
- program of study
- dates of attendance/enrollment
- most recent previous educational institution attended
- degrees and awards received
- photo/visual likeness and/or voice

A student may request that directory information not be disclosed by completing an Authorization to Withhold Directory Information form, available from the Registrar's Office in Dallas, TX. If no authorization form is filed, directory information will be released in accordance with FERPA. A filed authorization is valid until revoked by the student in writing.

SECTION 10: STUDENT SUPPORT SERVICES

ACADEMIC ADVISING

A faculty advisor is assigned to each new student. Students are required to meet with their advisor at least three times during the term. Students who are on academic probation must meet with their advisor at least four times during the term. Each advising session is documented by the advisor and becomes a permanent part of the student's academic file.

During the clinical sciences, a clinical advisor is assigned to each student during the sixth term (transfer students are assigned advisors upon enrollment). Students must make contact (meet/call/email) with their clinical advisor at least once during each clerkship rotation and additionally as needed.

A Graduate Advisor is available to all students from the first term through to graduation. Graduate advisors work with students from the first term of the basic sciences to help them make plans and focus on the steps necessary to reach career goals. Counseling focuses on all elements that will result in successful residency placements including developing study plans, elective selection, residency program selection, and progressing through the curriculum.

HEALTH INSURANCE

All students are required to carry health insurance and emergency evacuation insurance. Emergency evacuation insurance is required in case a student needs to be transported to the closest U.S. hospital. Students without insurance will be provided options upon matriculation.

HOUSING

Prior to matriculation to the Basic Sciences, the Office of Enrollment Planning works with students to secure housing on Saint Lucia. When students move to the United States for the clinical sciences, housing assistance is available as well. Although housing is not currently secured through the University, the University can provide a listing of housing accommodations near the clinical campus.

SECTION 11: ACADEMIC PROGRESS AND PROBATION

SATISFACTORY ACADEMIC PROGRESS

Satisfactory academic progress represents an acceptable level of performance in meeting degree requirements within specified time periods. Students maintain satisfactory academic progress by meeting the following requirements:

- Pass all coursework during probationary semesters
- Must start the USMLE review course on the date specified by the University
- Attempt USMLE Step 1, Step 2 CK, or Step 2 CS for the first time within six (6) months of becoming eligible. Eligibility requirements are explained in [section 6](#).
- Attempt USMLE Step 1, Step 2 CK, or Step 2 CS for the second time within nine (9) months of the first attempt
- Attempt USMLE Step 1, Step 2 CK, or Step 2 CS for the third time within twelve (12) months of the first attempt
- Pass USMLE Step 1, Step 2 CK, or Step 2 CS in no more than three attempts
- Return to the College before or on the expiration date of an authorized leave of absence

Students who do not maintain satisfactory academic progress will be subject to academic dismissal from the College. Thus, it is imperative that students keep the Dallas-based Office of the Registrar updated if any difficulties are anticipated.

ACADEMIC PROBATION

Fundamental to the College of Medicine's mission to provide educational opportunity with efficiency and academic excellence is the need to support students as they progress toward earning their MD degree. The College is responsible for ensuring that students are provided with options that can lead to academic success while maintaining academic rigor. Therefore, a policy on academic probation exists in order to:

- Identify students whose academic performance places them in jeopardy of not achieving passing scores on USMLE Step 1 and Step 2 which is required to earn an MD degree
- Assist and support those students in their efforts to regain academic good standing

Students will be placed on academic probation if they fail one or more courses during any semester.

During the probationary period, the following conditions apply:

- Faculty advisors will initiate contact with students who have been placed on academic probation to encourage persistence and discuss strategies for success in meeting the requirements in order to be removed from probation. Students on academic probation must meet with their advisors after every local exam.

- During the successive semester, at the discretion of the Promotions Committee students may not be permitted to enroll in any other course(s) besides the failed course(s).
- Failure of any course while on probation may result in academic dismissal from the College.

A student is eligible for removal from probation when the following condition(s) related to being placed on probation has/have been met:

- Satisfactory remediation of all failed coursework
- Satisfactory completion of one term of full-time coursework
- Absence of any other issues of concern being considered by the Promotions Committee

Section 12: Professionalism & Grievances

The development of ideal professional values, attitudes, skills, and behaviors during the passage from medical student to practicing physician involves a number of processes that begin on the first day of medical school and continue throughout a physician's career. The processes that shape a medical student's professional growth are numerous. Some are explicit, and others implicit; they include aspects of the formal and informal curricula of medical school. Specific contributing factors include both positive and negative role models, classroom learning, and complex interactions with faculty, residents, patients, patients' families, other health care providers, clerical personnel, and peers. All of these factors influence students who enter medical school in addition to their diverse personal and cultural backgrounds. Although these multiple influences are complex, the academic environment, which defines a medical school, must attempt to control them so as to positively direct medical students' professional development.

International American University College of Medicine must create an environment that fosters the professional development of its students, correcting and remediating behaviors deemed to be unprofessional. Appropriate, mature behavior is expected by the student both on and off campus. Activities resulting in a misdemeanor or felony could result in denial of a medical license in many states.

Appropriate, law-abiding behavior is expected, as is adherence to the general policies regarding behavior and conduct enumerated elsewhere by International American University. Listed here are the values and attributes that are at the core of professionalism at the College of Medicine:

- **Professional Responsibility:** Sound medical practice and good medical care of patients are the student's and the physician's highest priority. The student shall be internally motivated at all times and in all settings to place the patient's concerns before his or her own. He or she will always help to create a positive learning environment, be appropriately dressed, punctual and prepared, and attend all required activities in their entirety. The student is to be reliable and honest in completing all tasks.
- **Competence and Self-Improvement:** It is the expectation that students will be committed to the learning and mastery of medical knowledge, skills, attitudes, and beliefs. The motivation for this learning is the optimal care of future patients. The student will know the limits of his or her abilities and appropriately seek help to improve the care of patients while continuously expanding his or her knowledge base. This commitment extends to life-long learning; an acknowledgement that what begins in the university community never ends as long as the physician is committed to the practice of medicine.
- **Respect for others and professional relationships:** Medical students always respect their patients as individuals. Student-patient interactions are guided by the "golden rule". That is, do unto others as you would have them do unto you and your family. There is respect for the patient's dignity, privacy, cultural values, and confidentiality. Students demonstrate sensitivity, respect, compassion, emotional support, and empathy at all times to patients, patients' families, other health care team members, and peers. In this context, a fundamental component of professionalism is altruism; putting the best interests of patients and colleagues over self-interest. Respect and altruism are attributes that must extend

outside of the classroom or clinical setting as the student is a constant representative of the College of Medicine and of the profession itself.

- **Honesty:** Medical students are committed to honesty at all times. This commitment extends from the classroom or laboratory in the preclinical curriculum, to the ward, office, examination room, or operating room in his or her clinical clerkships. Absolute honesty in written notes entered into patient records and in oral presentation of findings. Honesty during test-taking is required for both written and practical examinations. This attribute includes the responsibility for reporting the dishonesty of others. As with other core values, honesty is not limited to the College of Medicine and its teaching affiliates. The public expects honesty in its physicians as much as the College of Medicine expects it in its students.
- **Personal responsibility:** The student is responsible for maintaining his or her own health and wellness. Drug and alcohol abuse are prohibited. Tobacco use is strongly discouraged. Students are expected to seek care as needed to maintain physical and mental health. The student should freely access his or her counselor for help in managing academic, health, or personal issues that are negatively impacting performance in medical school. Students need to be proactive in recognizing peers who are affected by drug abuse, alcohol abuse, or other personal issues detrimental to health, well-being, and/or safety, their safety, or the safety of patients. Students with concerns about their peers should notify their advisor.
- **Social responsibility:** Societies place physicians in positions of power and authority. The students must always conduct themselves in a manner to be worthy of that trust. Medical students must demonstrate concern for and responsiveness to social ills, and other factors that detract from the medical, cultural, spiritual, and emotional health of society.

DRESS CODE

Students will encounter patients from diverse groups and personal appearance plays an important part in establishing rapport with each patient. The College's dress code is described below.

CLASSROOMS AND CLINICS

The following attire is NOT permitted on the main campus while attending lectures: short pants, slippers/flip flops, low waist jeans, cut-up jeans, or any clothing which exposes the midriff. All shirts must have collars, and shirts and blouses must have covered shoulders.

In clinical practice settings with patients present, students are required to wear a clean white coat with a name tag identifying that they are medical students. The following guidelines should also be followed:

- A watch with a second hand should be worn at all times when providing direct patient care.
- Shoes must have closed toes and not have high heels or built up soles such that it could endanger interns or patients.
- Shorts, T-shirts, and tank tops are not permitted. Collared shirts with pockets are acceptable.
- Sweatshirts are not suitable in direct patient care areas.

- Tops need to be long enough and high enough to provide adequate coverage of abdomen, back, and chest.
- Fragrances should be avoided in clinical settings.
- Long hair should be tied back during patient treatment or when operating machinery.
- Jewelry must be discrete and provide no risk to the wearer or patient.
- No artificial nails are permitted.
- Any visible tattoos must be covered at all times.

LABORATORIES

Students must wear appropriate clothing in the laboratories. Scrubs and/or long pants with a lab coat and closed shoes are required. Gloves and lab coats must be worn while in the dissecting area. Hats, loose-flowing sleeves or blouses, bulky jewelry, scarves, shorts, miniskirts, bare feet, sandals and other open toe shoes are not allowed in the laboratories at any time. Long hair should also be pulled back.

DRESS CODE VIOLATIONS

A student in violation of the dress code will be issued a warning. The violation will be recorded and signed by the student. After the first violation, the student may be dismissed from the activity and marked absent for the day. Any additional violations to the dress code will be forwarded to the Disciplinary Committee for review.

COMPACT BETWEEN TEACHERS AND LEARNERS OF MEDICINE

Standards of conduct for the faculty student relationship are based on the AAMC's "Compact between Teachers and Learners of Medicine" which is reprinted in its entirety below.

Preparation for a career in medicine demands the acquisition of a large fund of knowledge and a host of special skills. It also demands the strengthening of those virtues that undergird the doctor/patient relationship and that sustain the profession of medicine as a moral enterprise. This Compact serves both as a pledge and as a reminder to teachers and learners that their conduct in fulfilling their mutual obligations is the medium through which the profession inculcates its ethical values.

GUIDING PRINCIPLES

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| Duty | Medical educators have a duty, not only to convey the knowledge and skills required for delivering the profession's contemporary standard of care, but also to inculcate the values and attitudes required for preserving the medical profession's social contract across generations. |
| Integrity | The learning environments conducive to conveying professional values must be suffused with integrity. Students learn enduring lessons of professionalism by observing and emulating role models who epitomize authentic professional values and attitudes. |

Respect Fundamental to the ethic of medicine is respect for every individual. Mutual respect between learners, as novice members of the medical profession, and their teachers, as experienced and esteemed professionals, is essential for nurturing that ethic. Given the inherently hierarchical nature of the teacher/learner relationship, teachers have a special obligation to ensure that students and residents are always treated respectfully.

COMMITMENTS OF FACULTY

- We pledge our utmost effort to ensure that all components of the educational program for students and residents are of high quality.
- As mentors for our student and resident colleagues, we maintain high professional standards in all of our interactions with patients, colleagues, and staff.
- We respect all students and residents as individuals, without regard to gender, race, national origin, religion, or sexual orientation; we will not tolerate anyone who manifests disrespect or who expresses biased attitudes towards any student or resident.
- We pledge that students and residents will have sufficient time to fulfill personal and family obligations, to enjoy recreational activities, and to obtain adequate rest; we monitor and, when necessary, reduce the time required to fulfill educational objectives, including time required for “call” on clinical rotations, to ensure students’ and residents’ well-being.
- In nurturing both the intellectual and the personal development of students and residents, we celebrate expressions of professional attitudes and behaviors, as well as achievement of academic excellence.
- We do not tolerate any abuse or exploitation of students or residents.
- We encourage any student or resident who experiences mistreatment or who witnesses unprofessional behavior to report the facts immediately to appropriate faculty or staff; we treat all such reports as confidential and do not tolerate reprisals or retaliations of any kind.

COMMITMENTS OF STUDENTS AND RESIDENTS

- We pledge our utmost effort to acquire the knowledge, skills, attitudes, and behaviors required to fulfill all educational objectives established by the faculty.
- We cherish the professional virtues of honesty, compassion, integrity, fidelity, and dependability.
- We pledge to respect all faculty members and all students and residents as individuals, without regard to gender, race, national origin, religion, or sexual orientation.
- As physicians in training, we embrace the highest standards of the medical profession and pledge to conduct ourselves accordingly in all of our interactions with patients, colleagues, and staff.
- In fulfilling our own obligations as professionals, we pledge to assist our fellow students and residents in meeting their professional obligations, as well.

The reporting of incidents that violate appropriate teacher-student relationships will be strictly confidential and are dealt with accordingly by the Dean of Basic Sciences and Dean of Clinical Sciences. Persons who violate such policy will be subject to sanctions ranging from verbal warnings to either dismissal or termination.

STUDENT MISTREATMENT POLICIES AND PROCEDURES

I. Standard of Conduct

All members of the educational community in the International American University College of Medicine have the right to function in a respectful educational environment. This environment will be conducive to learning, respecting diversity of opinion, race, gender, religion, sexual orientation, age, disability and socioeconomic status. The environment will be free of belittlement, humiliation, or hostility.

II. Purpose of Policy

The College of Medicine is committed to addressing the issue of mistreatment of students by residents and faculty. The purpose of this policy is to provide mechanisms and procedures for students to report mistreatment against them or mistreatment that students observe against others. This policy also informs students of what happens to their reports of mistreatment.

III. Definition of Mistreatment against Students

Mistreatment is defined on the Association of American Medical Colleges Graduation Questionnaire as follows: "Mistreatment arises when behavior shows disrespect for the dignity of others and unreasonably interferes with the learning process. It can take the form of physical punishment, sexual harassment, psychological cruelty, and discrimination based on race, religion, ethnicity, sex, age or sexual orientation".

Specific examples of mistreatment include (but are not limited to) being:

- belittled or humiliated
- spoken to in a sarcastic or insulting manner
- intentionally neglected or left out of the communications
- subjected to offensive sexist remarks or names
- subjected to racist or ethically offensive remarks or names
- required to perform personal services (i.e. babysitting, shopping)
- threatened with physical harm (e.g. hit, slapped, kicked)

IV. Procedures for Reporting Mistreatment

A. Evaluation Procedure to Report Mistreatment

Students evaluate faculty and residents with whom they have worked through either the faculty and course evaluation form (basic sciences) or clerkship review form (clinical sciences). The mechanism for medical students to report mistreatment is available through the two "Respect" questions below, which are embedded in each evaluation:

1. Respect and concern for me.
2. Respect and concern for others.

The Dean of Student Affairs (basic sciences) or the Dean of Clinical Sciences receives the low "Respect" responses, which are defined as "Poor" or "Fair."

The Deans monitor those that receive low marks ("Poor" and "Fair") on the two respect questions. These low marks are brought to the attention of the departments in order to provide feedback to

individual faculty and residents to determine whether these teachers are the appropriate individuals to be interacting with medical students.

B. Informal Procedure to Report Mistreatment

Students can report concerns about mistreatment or their learning environment to any of their instructors, faculty, mentors, the Dean of Student Affairs, or the Assistant Deans of Clinical Sciences. Students may also make reports confidentially or anonymously via the student representatives to curriculum committees or the student government association (SGA); the student representatives will then take these reports to the Dean of Student Affairs or Assistant Deans of Clinical Sciences.

Students may also submit the anonymous incident report available in New Innovations.

C. Administrative Procedure for Reporting Mistreatment

The Dean of Student Affairs and the Assistant Deans of Clinical Sciences are the academic administrators responsible for the oversight of a respectful learning environment for medical students. Basic sciences students (i.e. those in Saint Lucia) may report mistreatment directly to the Dean of Student Affairs and clinical sciences students may report mistreatment directly to the regional Assistant Dean of Clinical Sciences should they choose not to use the reporting mechanisms described in A or B above or in addition to using those reporting mechanisms. The Dean of Student Affairs, Assistant Deans of Clinical Sciences, and/or the student can also report mistreatment directly to the Dean of Academic Affairs and request an evaluation for investigation of faculty misconduct.

V. Mechanism for Investigating Mistreatment

The Dean of Student Affairs and the regional Assistant Deans of Clinical Sciences are responsible for the oversight of mistreatment against students. They will monitor trends by departments, as well as by individual faculty and residents. They will report trends to the appropriate department chairs (or their designee) and/or to the associate deans at the involved sites so that the departments or deans can investigate the issues and decide if and what action is warranted. The Dean of Student Affairs and the regional Assistant Deans of Clinical Sciences will also report individual reports of mistreatment that come through mechanisms other than the “respect” evaluation tool described above to the appropriate department chairs (or their designee) and/or to the associate deans at the involved sites.

STUDENT GRIEVANCES

A grievance is a complaint one party has against another party for an alleged wrongdoing. One party may be a student, and the other a faculty member or university administrator. At International American University College of Medicine, students have the right to present grievances formally to the Disciplinary/Grievance Committee. The Disciplinary/Grievance Committee has the authority over all matters referred by the Dean, Student Government Association, or any individual student or faculty member, wishing to file a grievance.

A student grievance form must be submitted to the Chair of the Disciplinary/Grievance Committee. Students may also submit an anonymous complaint using the incident report form through New Innovations.

Once a grievance has been received, the committee will meet to discuss the complaint and will conduct an investigation. The investigation will include a hearing with all parties involved in the complaint and may require further written statements and interviews. A friend, colleague, or lawyer will be allowed during the hearing only with prior permission. After the investigation is complete, the Committee Chair will issue a written findings report along with a recommendation for resolution to the respective Dean (Dean of Basic Sciences or Dean of Clinical Sciences). All parties involved will be notified of the Committee findings and recommendations. The Dean will take appropriate action, in accordance with the recommendation, and issue a written notification to all parties involved of the proposed action.

Appeals can be made in writing to the Chief Academic Officer of the College of Medicine within 10 days of receiving notice from the respective Dean's office. The Chief Academic Officer will investigate the complaint with an ad-hoc committee. All decisions made by the Chief Academic Officer are final.

DRUG AND ALCOHOL POLICY

Unauthorized purchase, manufacture, distribution, possession, sale, storage or use of an illegal drug or controlled substance while on campus, while in or on premises or property owned or controlled by the University, or while in vehicles used for University business are prohibited. The unauthorized use or possession of alcohol or inhalants while on campus or while in vehicles used for University business is also prohibited.

Use of alcohol, inhalants, or an illegal drug or controlled substance while not on campus which adversely affects class performance or may adversely affect the health or safety of other students, employees, visitors, or patients is prohibited.

Use of alcohol at an authorized University function, in the course of official University business, or at an authorized University site which adversely affects performance or may adversely affect the health or safety of any other person is prohibited.

Warnings about prescribed or over-the-counter medication and its impact on class performance or safety must be heeded. An advisor's advice and assistance may be necessary when adjustments are required to ensure a student's ability to perform assigned work in a safe manner due to the use of such medications.

Distribution to others of a drug or controlled substance obtained pursuant to a prescription, except by duly licensed and certified persons, while on campus or on premises or property controlled by the University is prohibited.

Students who use illegal drugs or abuse controlled substances or alcohol are encouraged to seek help from available resources.

VIOLATIONS

A student who violates the above policy may be subject to disciplinary action, including dismissal from the University. At the discretion of the University, the student may be referred to an assistance program and/or may be required to participate in and satisfactorily complete a chemical abuse rehabilitation program.

COMPUTER USE

Information technology is a rich resource at International American University. However, with this technology comes an increase in risks of actions, deliberate or not, that can be harmful in various ways, including:

- interference with the rights of others
- violation of the law
- interference with the mission of the University
- endangering the integrity of the University's information computer network

These guidelines therefore call for respectful and responsible use of the computer networks. Users within the community must understand the perils of illegal use, exchange, or display of copyrighted, deceptive, defamatory, or obscene materials on a web page or through other electronic communication channels.

When individuals misrepresent either themselves or the University, or when they act by computer in a manner that is unacceptable within the University or in the larger community, the integrity and mission of the University itself is endangered.

Finally, the guidelines seek to protect the integrity of the University information systems themselves. The usurpation of these resources for personal gain, commercial gain or without authorization is unacceptable.

INAPPROPRIATE COMPUTER USE

Use of the University's computers, networks, and internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate University purposes
- Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms (see below)
- Misrepresenting oneself or the University
- Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way
- Engaging in unlawful or malicious activities

- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the University's networks or systems or those of any other individual or entity
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages
- Sending, receiving, or accessing pornographic materials
- Becoming involved in partisan politics
- Causing congestion, disruption, disablement, alteration, or impairment of the University's networks or systems
- Maintaining, organizing, or participating in non-University-related web logs ("blogs"), web journals, "chat rooms", watching of movies/shows, or private/personal/instant messaging
- Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended
- Using recreational games
- Defeating or attempting to defeat security restrictions on the University's systems and applications

The University will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual internet activities, e-mail use, and/or computer use. Use of the University's resources for illegal activity can lead to disciplinary action, up to and including dismissal and criminal prosecution.

OWNERSHIP AND ACCESS TO EMAIL, INTERNET, AND COMPUTER FILES

International American University owns the rights to all data and files in any computer, network, or other information system used in the University. Students must be aware that the electronic mail messages sent and received using University equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by University officials at all times.

The University also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use of the internet and of computer equipment used to create, view, or access e-mail and internet content.

The University has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with policy and state and federal laws.

The University has a right to expect that computer users will properly identify themselves. Computer accounts are assigned and identified to individuals. Don't misrepresent yourself.

Avoid excessive use of computer resources. They are finite and others deserve their share. "Spamming" and similar inappropriate uses of University resources are not acceptable. Web pages that are accessed to an excessive degree can be a drain on computer resources and, except where significant to the University's mission, may require the University to ask that they be moved to a private internet provider.

The University has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software.

Violation of this policy can lead to disciplinary action, up to and including dismissal.

CONFIDENTIALITY OF ELECTRONIC MAIL

As noted above, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable state and federal laws in addition to the University's rules, policies, and procedures on confidentiality. Existing rules, policies, and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software.

It is a violation of University policy for students, system administrators and supervisors, to access electronic mail and computer system files to satisfy curiosity about the affairs of others.

Students found to have engaged in such activities will be subject to disciplinary action.

Electronic mail messages received should not be altered without the sender's permission, nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments placed on another's electronic mail message.

SOCIAL NETWORK PROFESSIONALISM

Weblogs and online social networks such as Twitter, Google+, and Facebook have become popular communications tools over the past several years. These forums offer unique opportunities for people to interact and have great potential to augment friendships and professional interactions. As professionals with a unique social contract and obligation, medical students must be cognizant of the public nature of these forums and the permanent nature of postings therein. While these sites offer immense potential to bolster communication with friends and colleagues, they are also a potential forum for lapses in professionalism. These sites may give the impression of privacy, but postings and other data should be considered in the public realm and freely visible by many people. International American University has adopted the following guidelines to assist students in using these sites safely and responsibly.

The following guidelines are "best practice guidelines" for medical professionals-in-training at the College of Medicine. They apply to all students accessing social networking sites or weblogs on their personal devices or on the College's computers.

- Postings within social network sites are subject to the same professionalism standards as any other personal interaction. The permanence and written nature of these postings make them even more subject to scrutiny than most other forms of communication. Students may be

subject to disciplinary actions within the school for comments that are either unprofessional or violate patient privacy.

- Statements made by you within online networks will be treated as if you verbally made the statement in a public place.
- Do not violate copyrighted or trademarked materials. If you post content, photos, or other media, you are acknowledging that you own or have the right to use these items.
- In online social networks, the lines between public and private, personal and professional are blurred. Simply by identifying yourself as a student of the University, you are creating perceptions about the University by those who have access to your social network profile or weblog. Be sure that all content associated with you is consistent with your position at the school and with the University's values and professional standards.
- University logos may not be used on any social media site without the prior approval of the Administrative Office in Dallas, Texas. Any medically-oriented weblogs should contain the disclaimer: "The posts on this site are my own and do not necessarily represent the positions, strategies, or opinions of International American University School of Medicine."
- Use of these social networking sites or weblogs can have legal ramifications. Comments made regarding care of patients or that portray you or a colleague in an unprofessional manner can be used in court or other disciplinary proceedings by entities such as state medical licensing boards.
- Unprofessional postings by others on your page reflect very poorly on you. Please monitor others' postings on your profile and work to ensure that the content would not be viewed as unprofessional. It may be useful to block postings from individuals who post unprofessional content.
- Students are encouraged to alert colleagues to unprofessional or potentially offensive comments made online to avoid future indiscretions and refer them to this document.
- Keep in mind that statements and photos posted within these sites are potentially viewable by future employers, and even if deleted can be recovered under certain circumstances. Be aware too, that images can be downloaded by and forwarded to others. It is not uncommon for potential employers to search for the social network profiles of potential hires, and there are many examples of people not being offered a job because of findings on social networking sites.
- Relationships online with attending physicians, fellows, supervising residents, interns, and other medical students are all governed by the University policy against sexual harassment. Cyber stalking, requests from those who you supervise to engage in activities outside of work, and inappropriate postings to social networking sites while supervising trainees can all be considered forms of sexual harassment.
- Avoid giving specific medical advice.
- Due to continuous changes in these sites it is advisable to closely monitor the privacy settings of your social network accounts to optimize their privacy and security.
- It is advisable that you set your privacy profile so that only those people whom you provide access may see your personal information and photos.
- Avoid sharing identification numbers on your personal profile. These would include address, telephone numbers, social security, passport numbers or driver's license numbers, birth date, or any other data that could be used to obtain your personal records.
- Others may post photos of you, and may "tag" you in each of the photos. It is your responsibility to make sure that these photos are appropriate and are not embarrassing or professionally

compromising. It is wise to “untag” yourself from any photos as a general rule, and to refrain from tagging others unless you have explicit permission from them to do so.

- Maintain the privacy of colleagues, doctors, and other IAUCOM or hospital employees when referring to them in a professional capacity unless they have given their permission for their name or likeness to be used.
- Make sure that you differentiate medical opinions from medical facts. The world of medicine is foreign to many, so readers may take your words at face value. Try to make clear what statements reflect your personal beliefs.
- HIPAA regulations apply to comments made on social networking sites, and violators are subject to the same prosecution as with other HIPAA violations.
- Patient privacy measures taken in any public forum apply to social networking sites as well.
- Online discussions of specific patients should be avoided, even if all identifying information is excluded. It is possible that someone could recognize the patient to which you are referring based upon the context.
- Under no circumstances should photos of patients or photos depicting the body parts of patients be displayed online unless specific written permission to do so has been obtained from the patient. Remember, even if you have permission, such photos may be downloadable and forwarded by others.
- Interactions with patients within these sites are strongly discouraged. This provides an opportunity for a dual relationship, which can be damaging to the doctor-patient relationship, and can also carry legal consequences.
- Private patient information obtained on a social networking site should not be entered in the patient’s medical record without the patient’s knowledge and consent.
- Be aware of social networking policies in each of the College’s affiliated hospitals.
- Refrain from accessing personal social networking sites while at work or in clinical work areas.

DISCIPLINARY ACTIONS RELATED TO COMPUTER POLICY

A student who violates the above policy can be subject to disciplinary action up to and including dismissal from the University.

PROPERTY DAMAGE TO COMPUTER EQUIPMENT AND FURNITURE

Any student who intentionally damages any University equipment including but not limited to projectors, computers, computer accessories, desks, or chairs, will be held financially responsible for all damage incurred, including replacement of the damaged item(s).

SECTION 13: RELIGIOUS TOLERANCE

If a student's religious observance involves an absence from class, the absence may be excused on approval of a formal written religious accommodation request. Students should be aware that the approval of a religious accommodation request does not exempt them from the minimum attendance requirements of the University. No accommodation can be made for regularly scheduled exam days.

ACCOMMODATIONS (BASIC SCIENCES)

Written requests for accommodation must be submitted to the course instructor within the first three (3) weeks of the term. The request must contain a list of any days during the semester of high religious significance.

ACCOMMODATIONS (CLINICAL SCIENCES)

For students in clinical rotations, which may include being on call, patient care must always take precedence. Although supervised, third and fourth year medical students have direct patient care responsibilities during clinical clerkships and cannot refuse their clinical responsibility for religious reasons. The College of Medicine expects all clinical students to have 100% attendance unless they have obtained an excused absence in advance from the clerkship preceptor.

SECTION 14: LIBRARY POLICIES

CIRCULATION PROCEDURES

Books must be stamped and signed upon issue and signed by the Librarian upon return. Books can be deposited through the book return slot in the absence of the Librarian. Students who have outstanding balances may be subject to the following consequences:

- Their examination results will not be released
- They will not be permitted to take periodic or NBME examinations
- They will not be certified for any Step of the USMLE
- They will not receive a diploma

GENERAL COLLECTION

Students may borrow up to three books from the library at any given time. Books may be kept for a period of 14 days and can be renewed for 14 more days only if the book is not on request.

A fine of \$2.00 (US Dollars) per book will be charged for each day that the books are kept after the due date. If a book is overdue for 28 days or more it will be considered lost, and students will be required to pay the cost of replacement. A penalty of 50% of the book cost will be imposed for any books marked or highlighted.

RESERVE COLLECTION (RED LABEL)

Students may borrow one book from the reserve collection for one day or overnight with the following restrictions:

- Books on overnight loan are issued after 2:00 pm and must be returned by 10:00 am on the following day
- Books issued after 2:00 pm on Friday must be returned by 10:00 am on the following Monday
- Books on one day loan must be returned by 6:00 pm on the same day
- A fine of \$1.00 per hour will be imposed for the late return of each book that is issued for overnight or one day loan

REFERENCE COLLECTION

Reference books are not allowed to leave the Library.

PERIODICALS

The library subscribes to over 1200 full text journals in electronic format through the EBSCO Database, and to MEDLINE with Full Text. There are major general and specialty medical and health journals also available in print in the LRC.

AUDIOVISUALS

The library currently has over 100 interactive CD/DVD titles in its audio-visual collection. All titles are issued upon request. Our collection includes a number of OB/GYN audio CDs.

COPYRIGHT RESTRICTIONS

The copyright law of the United States (title 17, United States Code, The US copyright act of 1976) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. The institution reserves the rights to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law. Under the purview of said law, the school restricts bulk copying of books or copying a major portion of a book.

SECTION 15: STUDENT DUTY HOURS POLICY

This duty hour policy is created to parallel ACGME standards, with the understanding that medical students are supervised in all patient care activities and do not make independent patient care decisions.

POLICY

1. Duty hours for medical students must be limited to 80 hours per week, averaged over the clerkship period, inclusive of all in-house call activities.
2. Duty periods of students may be scheduled to a maximum of 24 hours of continuous duty in the hospital.
3. Assistant Clerkship directors must encourage residents to use alertness management strategies in the context of patient care responsibilities. Strategic napping, especially after 16 hours of continuous duty and between the hours of 10:00 p.m. and 8:00 a.m., is strongly suggested. It is essential for patient safety and medical student education that effective transitions in care occur. Students may be allowed to remain on-site in order to accomplish these tasks; however, this period of time must be no longer than an additional four hours.
4. Students must not be assigned additional clinical responsibilities after 24 hours of continuous in-house duty, but may remain for required formal learning activities such as noon conferences, scheduled didactic sessions, etc.
5. Medical students must have eight hours between scheduled duty periods. They must have at least 14 hours free of clinical duty after 24 hours of in-house duty.
6. Medical students must be scheduled for in-house call no more frequently than every-fourth night (when averaged over the clerkship period).
7. Medical students must be scheduled for a minimum of one day free of all duty every week. At-home call cannot be assigned on these free days.

DOCUMENTING DUTY HOURS

Students are expected to record their duty hours.

1. Students must complete the recording of duty hours by the last day of the clerkship.
2. Assistant Clerkship directors or the Clinical Coordinator will routinely review cumulative duty hours and correct any systemic problems that prevent compliance with the stated duty hours policy. Where students report a violation of duty hour limits, they will indicate the reason for that violation with the report.
3. Students will not be penalized for accurate reporting, nor will duty hours information be used to determine grades or for student evaluations.
4. Duty hours reports will be retained by the Office of Clinical Affairs in Dallas, TX.
5. Grades will not be released until duty hours are reported by the student.
6. Clerkship directors/ the Clinical Coordinator will be asked annually by the Curriculum Committee to report on compliance with the duty hour policy