



# International American University

## College of Medicine Student Handbook

September 2017 - 2018

## OUR MISSION

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

## OUR GOALS

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

*To build an outstanding academic program with experiences and comprehensive scholarly support within a campus cultural environment that promotes student, faculty and staff engagement along with community participation.*

*To lead an innovative medical education platform programs that includes educational programs for medical students, faculty, and community physicians.*

*To develop research and scholarly programs that emphasize translational approaches to prevent disease, personalize medicine and improve population health.*

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## DIRECTORY

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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:

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: June, 2017

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.

The most up-to-date handbook is available for download at [www.iau.edu.lc](http://www.iau.edu.lc). It is the responsibility of each student to be familiar with the policies and procedures stated within this handbook.

# ACADEMIC CALENDAR

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## Summer 2017

TBA	Tuition Deadline for Incoming Students
TBA	Tuition Deadline for Returning Students
Monday, 1 <sup>st</sup> May	Orientation
Tuesday, 2 <sup>nd</sup> May	Orientation & Registration, Last day to withdraw for a full refund (except seat deposits)
Wednesday, 3 <sup>rd</sup> May	First Day of Classes
Friday, 12 <sup>th</sup> May	White Coat Ceremony for MS2's
Monday, 29 <sup>th</sup> May	Serial Summative Examination 1 (MD)
Monday, 19 <sup>th</sup> June	Serial Summative Examination 2 (MD)
Monday, 10 <sup>th</sup> July	Serial Summative Examination 3 (MD)
Monday, 31 <sup>st</sup> July	Serial Summative Examination 4 (MD)
7 <sup>th</sup> – 11 <sup>th</sup> Aug	MD Finals
Saturday, 12 <sup>th</sup> Aug	School closes for Break

## Fall 2017

TBA	Tuition Deadline for Incoming Students
TBA	Tuition Deadline for Returning Students
Monday, 4 <sup>th</sup> Sept	Orientation
Tuesday, 5 <sup>th</sup> Sept	Orientation & Registration, Last day to withdraw for a full refund (except seat deposits)
Wednesday, 6 <sup>th</sup> Sept	First Day of Classes
Friday, 8 <sup>th</sup> Sept	White Coat Ceremony for MS2's
Monday, 2 <sup>nd</sup> Oct	Serial Summative Examination 1 (MD)
Monday, 23 <sup>rd</sup> Oct	Serial Summative Examination 2 (MD)
Monday, 13 <sup>th</sup> Nov	Serial Summative Examination 3 (MD)
Monday, 4 <sup>th</sup> Dec	Serial Summative Examination 4 (MD)
11 <sup>th</sup> – 15 <sup>th</sup> Dec	MD Finals
Saturday, 16 <sup>th</sup> Dec	School closes for Break

## Spring 2018

TBA	Tuition Deadline for Incoming Students
TBA	Tuition Deadline for Returning Students
Monday, 1 <sup>st</sup> Jan	Orientation
Tuesday, 2nd Jan	Orientation & Registration, Last day to withdraw for a full refund (except seat deposits)
Wednesday, 3 <sup>rd</sup> Jan	First Day of Classes
Monday, 29 <sup>th</sup> Jan	Serial Summative 1 (MD)
Monday, 19 <sup>th</sup> Feb	Serial Summative 2 (MD)
Monday, 12 <sup>th</sup> Mar	Serial Summative 3 (MD)
Monday, 2 <sup>nd</sup> Apr	Serial Summative 4 (MD)
9 <sup>th</sup> – 13 <sup>th</sup> Apr	MD Finals
Saturday, 14 <sup>th</sup> Apr	School closes for Break

## College Terminology

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

## SECTION 1: ADMISSIONS

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International American University College of Medicine (IAUCOM) enrolls students three times per year with classes beginning in January, May and September. The admission committee evaluates students in a holistic manner and is committed to developing a diverse student body. In evaluating students for admission, the committee takes into consideration all components of the application including grades, standardized test scores, and the consistency and progression of achievements. Students may apply for admission to the program at any time throughout the year. Students are encouraged to submit their application as early as possible due to the limited number of seats in each class. Students are encouraged to contact the Office of Admissions at [Admissions@iau.edu.lc](mailto:Admissions@iau.edu.lc) to discuss admission requirements for the program.

IAUCOM encourages applications from bright individuals who are focused on attaining a first rate education and are dedicated, enthusiastic, and well-suited to the rigorous study of medicine, biomedical sciences, pre-health professions, and other fields.

## TECHNICAL STANDARDS

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Each student must possess certain abilities and skills to be enrolled in and to graduate from IAU College of Medicine. Admission is a holistic process based on a student's application, supporting documents, personal interview, and ability to meet IAU's technical standards with or without reasonable accommodation. Our technical standards include attributes that are necessary to successfully complete a rigorous medical education program and ultimately, to provide quality medical care.

**Observation Skills:** Students must have the ability to observe didactic presentations, demonstrations, and laboratory activities in the basic and clinical sciences. Students should have the ability to observe patients and assess findings. Observation includes the use of vision, hearing and touch.

**Communication Skills:** Students must be able to communicate effectively with the faculty, patients and their friends/families, and other healthcare professionals. Communication includes speaking, hearing, reading and writing. Students must be able to interpret written records and document information accurately.

**Motor Function:** Students must be able to perform clinical activities including examination, diagnostics and treatment methods. Motor function encompasses physical ability, coordination of gross and fine motor skills, and equilibrium.

**Cognition:** Students must have the cognitive abilities sufficient to process the information provided during the basic and clinical sciences curriculum. Students must possess intellectual, conceptual, integrative and quantitative abilities. Students must be able to perform measurements, calculations, reasoning, analysis and synthesis. Students must be able to solve complex problems in a timely manner under stress and in diverse settings.



Behavioral and Social Attributes: Students must demonstrate maturity and emotional stability to allow for full use of all intellectual abilities, reliable and timely decision making, and effective relationships with patients and their families, and other healthcare professionals. Students must be able to work effectively under high levels of stress, changing work environments, and the uncertainties of healthcare. Students must have an understanding of and abide by legal and ethical standards in regards to healthcare. Students must be able to work as part of a team and possess integrity, empathy, and the interpersonal skills necessary for medical practice.

Reasonable Accommodation: IAU College of Medicine does not discriminate against qualified applicants with disabilities and will provide reasonable accommodations. Reasonable accommodations are those that will allow each student to function independently and do not lower academic standards or require modification to the academic program.

## ADMISSIONS APPLICATION

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The application is available online at <http://iau.edu.lc/admissions/apply-to-iau/>. Applicants should make sure all fields are complete, including a listing of all colleges and universities attended, before submitting an application. Once submitted, students cannot access their applications to make changes.

In order to be considered for admission to the MD program, the following documents must be submitted to the Office of Admissions at the University's North American Office located at 17950 Preston Road, Suite 460, Dallas, Texas, USA, 75252.

- \$100.00 (US) Application Fee
- Passport picture/ photograph
- Personal statement
- Resume/curriculum vitae
- Official transcripts from all educational institutions attended
- Two signed letters of recommendation
- TOEFL/IELTS score (if applicable)
- MCAT or an equivalent is highly recommended but not required

### Personal Statement

The personal statement is an important aspect of the application as it allows the Admissions Committee to assess a student's level of motivation and background prior to the interview. Applicants should be sure to follow the directions completely.

### Application Fee

Applicants must submit a \$100 application fee online using a credit card or check from a U.S. Bank. Students can also pay application fees using PayPal.

### Letters of Recommendation

If the applicant's prior college or university has a pre-professional advisory committee, then we strongly recommend that applicants obtain a letter of recommendation from this committee. Applicants who

attended a school without a pre-professional advisory committee must submit at least two signed letters of recommendation from faculty members who are familiar with the applicant's academic ability. Additional letters may be submitted by professional healthcare workers who have had direct experience working with the applicant. Letters of recommendation should be on appropriate letterhead, include contact information, signed/dated and be sent directly from the recommender to the Office of Admissions.

### **Official Transcripts**

Applicants must request official transcripts from all universities or colleges previously attended. Unofficial transcripts provided by the applicant will be accepted only for the purposes of an initial evaluation. No application is considered to be complete until official transcripts have been sent directly from the applicant's previously attended universities or colleges.

### **Standardized Tests**

TOEFL: International students whose principal language is not English must take the Test of English as a Foreign Language (TOEFL). At a minimum, IAUCOM requires a score of 600 on the paper-based version, 250 on the computer-based version, or 100 on the internet-based version. IAUCOM uses a holistic approach for evaluating applications. For this reason, the MCAT (although preferred) is not a requirement for admission.

## **TRANSFER STUDENTS**

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Students previously enrolled in a WHO recognized, IMED-listed medical school may apply for admission with advanced standing, provided they meet all the requirements for admission to the College of Medicine. In addition to the application requirements outlined above, transfer applicants must submit the following documents:

- Official transcript(s) from previous medical school(s)
- Official USMLE transcripts (if attempted)
- Score reports for all previous CBSE attempts (if attempted)

Transfer students who were dismissed from their previous medical school are not eligible for admission.

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. 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.

If the transfer student has completed all basic sciences coursework, has achieved a passing score of 68 or above on the CBSE, and otherwise meets all the requirements for admission to IAU, s/he is considered eligible for admission to the bridge term and will be certified to sit for USMLE Step 1. The student must pass Step 1 before being assigned to clinical clerkships at IAU.

Transfer students who have completed all Basic Sciences course work but have not passed the CBSE with a 68 or higher are admitted to the bridge term of the Basic Sciences curriculum. Before IAU College of Medicine will verify a student's enrollment for USLME Step 1, the following conditions must be met:

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

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

- 68 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.
- 67 or less: The student's offer of admission remains valid, but the student is not eligible for Step 1 verification. S/he must retake the CBSE.

Each transfer student application is carefully reviewed by the Admissions Committee. Due to great variability in the academic backgrounds of transfer students, the requirements and deadlines as set forth by the Committee may differ from student to student. Nevertheless, students will *not* be certified take the USMLE Step 1 without passing the CBSE with a score of 68 or above..

## CONDITIONAL ADMISSION

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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 demonstrating 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 not be included in scheduled courses or clerkships. The Admissions Committee may also require that certain conditions be met by students in a specific timeframe in order to continue in the program.

## DEFERMENT OF ADMISSION

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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 non-refundable 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, an additional \$500 deferment fee is required.

## UNDER REPRESENTED IN MEDICINE AND RURAL AREA CANDIDATES

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The College shall provide special considerations for admissions and retention of qualified candidates from Under-Represented in Medicine (URM) communities and rural areas in an effort to serve such communities against physician shortages in the primary care sector, provided that such candidates intend to return to those communities and serve the local populace.

## NON-DISCRIMINATION POLICY

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The College does not discriminate on the basis of sex, race, color, age, national origin, 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.

## QUALIFICATIONS FOR ADMISSION

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IAUCOM offers a range of entry options for applicants of all ages and academic backgrounds. A prospective medical student is advised to contact the Office of Admissions regarding the application and admissions requirements that pertain to their background.

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### FOR NORTH AMERICAN APPLICANTS

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1. A bachelor's degree or at least 3 years (90 semester credit hours) of undergraduate education from an accredited University is required. Candidates may apply before they complete their undergraduate requirements and may be accepted under the assumption that they will complete them before matriculation into the College of Medicine; a candidate's acceptance will be withdrawn if all prerequisite coursework is not completed.

2. The following undergraduate courses (or their equivalents) are required pre-medical prerequisites for admission:

- One year of General Biology or Zoology with labs
- One year of Inorganic Chemistry (General or Physical) with labs
- One year of Organic Chemistry with labs
  - Or one semester of Organic Chemistry and one semester of Biochemistry
- One semester of Physics with lab
- One semester of math (Calculus, Computer Science, or Statistics)
- One year of English

In addition, the Admissions Committee strongly recommends an additional semester of Physics (one year in total), two semesters in social science courses (Psychology, Sociology, etc), and courses in Biochemistry, Microbiology, and Physiology as preparation for medical school. In today's increasingly technical environment, a basic knowledge in the use of a diversity of computer programs is imperative.

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### FOR BRITISH APPLICANTS

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1. A bachelor's degree or 3 years of undergraduate studies with a strong science background is required.

2. The following undergraduate courses (or their equivalent) are required pre-medical prerequisites for admission:

- One year of General Biology or Zoology with labs

- One year of Inorganic Chemistry (General or Physical) with labs
- One year of Organic Chemistry with labs
- One semester of Physics with lab
- One semester of math (Calculus, Computer Science, or Statistics)
- One year of English

3. If deemed necessary, the Admissions Office may require English language testing: a minimum score of 600 (paper-based), 250 (computer-based), or 100 (internet-based) on the Test of English as a Foreign Language (TOEFL). The University's TOEFL code is 8625.

Applicants with passes at the Advanced Level of the General Certificate of Education will be assessed individually and may be considered for entry into Year 3 of the pre-medical program.

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### FOR APPLICANTS FROM OTHER SYSTEMS OF EDUCATION

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1. Successful completion of secondary school (12 years post-kindergarten, comprising of four years post-primary/elementary that is in itself at least eight years long), preferably in a science curriculum or track.
2. A bachelor's degree or 3 years of undergraduate studies, including a science background and the study of English.

*Students who do not hold a bachelor's degree or 3 years of undergraduate studies are advised to contact the Office of Admissions regarding placement into the 5.5 year pre-medical/Doctor of Medicine program. The College of Arts and Sciences offers up to four terms of pre-medical courses as a foundation for basic medicine to accommodate students from different academic backgrounds. Students presenting secondary school for Advanced Level (A levels) or International Baccalaureate (IB) or CEGEP credentials will be placed into the 5.5 year program depending on their academic backgrounds. Evaluation of prior education background will determine eligibility and appropriate placement into the Doctor of Medicine Program*

3. The following undergraduate courses (or their equivalent) are required pre-medical prerequisites for admission:
  - One year of General Biology or Zoology with labs
  - One year of Inorganic Chemistry (General or Physical) with labs
  - One year of Organic Chemistry with labs
  - One semester of Physics with lab
  - One semester of math (Calculus, Computer Science, or Statistics)
  - One year of English

4. If English is not the principal language, a minimum score of 600 (paper-based), 250 (computer-based), or 100 (internet-based) on the Test of English as a Foreign Language (TOEFL) is required. The University's TOEFL code is 8625.

All Applicants who meet the criteria for admission will be invited for an interview on behalf of the Admissions Committee. Applicants may opt to interview over the phone, via video conference, or in

person depending on circumstance. The interview is used to evaluate the candidate in the following areas:

- Communication skills
- Content of responses
- Preparation for medical school
- Leadership and volunteer experiences

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## MEDICAL EXAM AND REQUIRED IMMUNIZATIONS

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Upon admission, all students are required to undergo a physical examination and submit a medical examination form completed by the student's physician. The following immunizations are required prior to matriculation: rubeola, rubella, mumps, varicella, and polio. Students must have had a tetanus vaccination within the last 10 years. In addition, the series of vaccinations for Hepatitis B must be completed before the start of clinical rotations.

### **Meningococcal Meningitis**

All students are required to show evidence of an initial meningococcal meningitis vaccine or booster (received within the past 5 years) prior to matriculation.

Exemptions:

- Students who will be at least 22 years of age on the first day of the semester
- Students with an affidavit signed by a physician, stating that in the physician's opinion, the vaccination would be injurious to their health and well-being
- An affidavit signed by the student stating that they decline the vaccination for explained reasons of conscience, including a religious belief.

## SECTION 2: ACADEMICS

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### M.D. PROGRAM COMPETENCIES AND OBJECTIVES

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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 basic 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 chief complaint, clinical situation and specific population
	Conduct relevant, complete, and focused physical exams
	Present encounters including oral and written reports of information and development of an assessment and plan, efficiently, accurately and reliably
	Document encounters including reporting of information and development of a reliable 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 during the provision of longitudinal care
	Manage and prioritize patient care tasks for patient group

	Anticipate patients' needs, conduct discharge planning, and create individualized disease management and/or prevention plans including patient self-management and behavior change
<b>Systems-Based Practice</b>	Participate effectively as a member of the inter-professional healthcare team with physicians and other healthcare providers
	Understand basic principles of healthcare delivery, organization and finance, how costs affect healthcare delivery, and incentive methods for controlling costs
<b>Professionalism</b>	Form doctor-patient relationships demonstrating sensitivity and responsiveness to sex, culture, race/ethnicity, age, socioeconomic status, sexual orientation, spirituality, disabilities, and other aspects of diversity and identity, and advocate for care for underserved individuals
	Demonstrate respect, compassion, accountability, dependability, and integrity when interacting with peers, healthcare providers, patients and their friends/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, and their friends/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
<b>Interpersonal and Communication Skills</b>	Establish collaborative and constructive relationships with patients and their friends/families
	Communicate effectively with patients and their friends/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 friends/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
<b>Practice-Based Learning and Improvement</b>	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

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Term	Course	Credits
Term 1 – MS1	Clinical Skills I: Pre-Initial Clinical Experiences (preICE). <i>Professionalism, Communication, Ethics, Physical Examination / Diagnosis</i>	2
	Gross and Developmental Anatomy	16
	Histology and Cell Biology	8
	Evidence Based Medicine & Clinical Outcomes Research	2
	<i>Term Totals:</i>	28
Term 2 – MS2	Clinical Skills II: Initial Clinical Experiences (ICE). <i>Professionalism, Communication, Ethics, Physical Examination / Diagnosis</i>	2
	Public Health	2
	Biochemistry and Genetics	10
	Physiology	10
	<i>Term Totals:</i>	24
Term 3 – MS3	Clinical Skills III: pre-Advanced Clinical Experiences (preACE). <i>Professionalism, Communication, Ethics, Physical Examination / Diagnosis</i>	2
	Neurosciences	6
	Microbiology & Immunology	10
	Behavioral Sciences	8
	Pathology 1	6
	<i>Term Totals:</i>	32
Term 4 – MS4	Patient-Doctor Skills:  Clinical Skills IV: Advanced Clinical Experiences (ACE). <i>Professionalism, Communication, Ethics, Physical Examination / Diagnosis</i>	4
	Pharmacology	8
	Pathology II	8

	<i>Term Totals:</i>	22
<b>Basic Sciences – Total Credits</b>		104

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

Term 5 – MS2	Bridge to Success Program (12 weeks)	
	Step 1 Test Preparation (Systems Based) with CBSE Pre-Post	x
	Patient-Doctor Skills (2 weeks)  Transition to Clerkship	x

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### CLINICAL EXPERIENCE (ICE/ACE/CLERKSHIP TRANSITION)

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The ICE/ACE/Clerkship Transition program provides students the opportunity to gain clinical experience while in the basic sciences. Students, under the guidance of a primary care clinician mentor are placed in clinical sites featuring broad patient exposure to gain familiarity with all aspects of the professional and clinical skills of practicing physicians. This experience allows students to practice and become proficient in foundational clinical skills including: communication, professionalism, ethics, physical examination and diagnosis, in preparation for the immersive clinical learning of clerkship training.

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### CAPSTONE PROGRAM

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Beginning in MD 181 Evidence Based Medicine & Clinical Outcomes Research, students learn about approaches to scholarly inquiry. In addition, starting as early as the first term of the basic sciences or even during the clinical sciences, students can select a topic and begin working with a capstone program mentor. Students may continue working on their capstone project through the 4<sup>th</sup> year in the program. Students who successfully complete the Capstone will graduate with an MD distinction in research.

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### TERM 5- MS5 - “BRIDGE TERM”

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After successful completion of the basic sciences coursework listed above, students must complete the required board review program. Students will receive registration information after they clear tuition for the 5<sup>th</sup> semester (students approved for Sallie Mae or Canadian Loan programs will not be held from registration).

- High performing students moving into the 5<sup>th</sup> semester in May 2017 will be required to complete the [PASS program](#) in Champaign, IL, to become eligible to sit for the CBSE upon successful completion. All CBSE attempts require the payment of a \$200 testing fee. The CBSE can be taken at a [Prometric testing center](#) or on campus.

- Students who have not shown strong performance in completing the basic sciences coursework will transition to completing the 5<sup>th</sup> semester on campus in Saint Lucia starting in May 2017. Subsequently, all students will transition to the on-campus 5<sup>th</sup> semester program in Fall 2017 and beyond. In the 5<sup>th</sup> semester program, on campus in Saint Lucia, students sit for the CBSE on the first day and again on the last day of the 13<sup>th</sup> week. Here, fees for the two CBSE's are included in the 5<sup>th</sup> semester tuition. Weeks 14 and 15 are the Clerkship Transition clinical skills component.

Students must obtain a passing score (68 or higher) on the CBSE in no more than three attempts within six months. Students who fail to pass the CBSE in three attempts or within six months of becoming eligible, are subject to dismissal and will be reviewed by the promotions committee. The Promotions Committee will evaluate the student's complete academic record to determine the best course of action.

After meeting the passing score requirement of 68 for the CBSE, students should immediately register for USMLE Step 1. *Policies and procedures regarding USMLE Step 1 certification are provided in [Section 7](#) of this handbook.*

Upon achieving a passing score on USMLE Step 1 ( $\geq 192$ ), students move directly into the 6<sup>th</sup> semester (core clerkships).

## CLINICAL SCIENCES CURRICULUM

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Promotion to the clinical sciences requires:

- The successful completion of all basic sciences coursework
- A passing score on the CBSE
- 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 department chair and/or preceptor for each individual rotation. Instruction will include supervised clinical activities, seminars, lectures, case study assignments, and NBME shelf examinations (for core rotations and neurology, only).

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.

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## CORE ROTATIONS (48 WEEKS)

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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 24 weeks of core rotations, students are eligible to sit for USMLE Step 2 CS. Students must complete all 48 weeks of core rotations and pass the NBME CCSE (Comprehensive Clinical Sciences Examination) with a score of at least 74 to become eligible to sit for USMLE Step 2 CK. Details on USMLE Step 2 CK and CS eligibility are available in [section 7](#) of this handbook.

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## ELECTIVE ROTATIONS (28 WEEKS)

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Students are required to complete four to six weeks in neurology. The remaining 22-24 weeks are spent in elective clerkships. For a given specialty, the core rotation must be taken before the elective rotation is scheduled.

**External Electives:** Students that are in good academic standing are permitted to pursue electives outside of those offered by IAUCOM with prior approval. The Dean of Academic Affairs and Dean of Clinical Sciences will review the elective and clinical site to ensure the clerkship is sufficiently equivalent to those offered by IAUCOM.

- Students from Canada who are planning to participate in CaRMS are permitted a maximum of four external electives.
- All other students are permitted to take up to two external electives.

Interested students must contact the clinical coordinator to make a request for approval.

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## COURSE DESCRIPTIONS

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### **MD 111 Clinical Skills I. Pre-Initial Clinical Experiences (2 Credits)**

The Pre Initial Clinical Experience (PreICE) course serves to set the foundations of understanding of and experiences with the key elements of Clinical Skills development: 1) Professionalism; 2) Communication (patient interviewing and medical writing); 3) Ethics; and 4) Physical Evaluation / Diagnosis. The complementary nature of the four elements is presented and actively pursued with narrative case-based examples. PreICE involves use of peers acting as standardized patients and coordination with experiences of live patients in the Community Clinics. Themes such as Evidence Based Medicine, Cultural Competency, Narrative Medicine, Collaborative Practice, and Entrustable Professional Activities are initiated.

**MD 144            Histology & Cell Biology (8 credits)**

This course is designed to provide students with a basic understanding of the structural organization of cells, tissues, and organ systems at the microscopic level. It emphasizes the relationships between structure and function. A concise explanation of the structure and function along with gross, electron and light microscopic images is provided. Students observe micro-anatomical structure in the classroom and begin using their knowledge of normal structure and function in clinical problem solving.

**MD 168            Gross & Developmental Anatomy (16 credits)**

The Gross and Developmental Anatomy Course (GDA) is designed to provide students with a fundamental knowledge of normal human gross and developmental anatomy as a basis for the practice of medicine. Although the course is organized around a regional approach links to systemic standpoints are often considered. GDA is divided into four blocks: 1. Back, Upper Limb, Head neck; 2. Thorax, Abdomen-1; 3. Abdomen-2, Perineum; 4. Pelvis, Lower Limb.

Learning sessions introduce topics to present organizational concepts and clarify specific aspects of regional and developmental anatomy. Clinical correlates are included regularly to emphasize relevance. Problem Based Learning introduces students to a systemic approach to differential diagnosis.

Monday through Thursday learning sessions follow with a Friday Laboratory session, where the students identify structural relations on prosections, demonstration specimens and imaging. Throughout GDA, learning sessions on Developmental Anatomy are placed strategically in order to have students learn the normal embryological sequence of events and to familiarize them with developmental anomalies that physicians often encounter.

By the end of the course, the students will have received whole body demonstration on prosections, introduction to radiographic anatomy (X-rays, CTs, and MRIs), Problem Based Learning and Living Anatomy.

**MD 181            Evidence Based Medicine and Clinical Outcomes Research (2 credits)**

Over a twelve week period, FIVE distinct EBM COR based themes are pursued, each over two weeks, with a 2hr learning session per week. All learning sessions are preceded by assigned articles with self-directed learning (SDL) that are guided by a set of Learning Goals and Objectives (LG/LO). The 5 themes pursued are relevant to current essential issues in disease and healthcare and are flexible in order to remain current. Each of the key issues/topics is assigned to one of five basic science faculty members who serve as a content expert in the discipline being pursued.

This EBM COR course also serves as the launch-point of a Capstone research project that is conducted with content expert mentors throughout the entire course of medical college. The dissertation/report submitted in year 4, when reviewed and approved by the Capstone Committee (sub-committee of Research Committee), serves to distinguish the IAUCOM graduate as an MD with Distinction in Research.

**MD 211            Clinical Skills II. Initial Clinical Experiences (2 credits)**

The Initial Clinical Experiences (ICE) course serves to expand the understanding of and hand-on experiences with the key elements of Clinical Skills development. In addition to use of simulated patients and coordination with patient experiences in the Community Clinics, ACE involves employment

of standardized patients. Further, the Physical Evaluation component is pursued at a higher level that is complementary to the advances in clinical skills that have been achieved in the PreICE course.

**MD 220            Public Health (2 credits)**

This course includes the study of epidemiology, biostatistics and preventive Medicine. Epidemiologic principles, measurements, investigations and research designs are discussed in this course. Students will gain experience in applying epidemiologic methods in clinical problem solving and decision making. Principles of biostatistics as they apply to medicine will be covered. Students are expected to build upon and in turn demonstrate their knowledge in the process of testing hypotheses and making inferences from various types of data. Disease trends in human populations and methods of disease prevention will also be explored. Public health systems and medical care organizations will also be reviewed. Students participate in practical instruction through their participation in community health care projects.

**MD 266            Biochemistry & Genetics (10 credits)**

The course aims to comprehensively cover the fundamental concepts needed to understand life processes and pathological states at the molecular level. It focuses on the pathways and mechanisms involved in the diagnosis as well as treatment of diseases. The course also covers basic tenets of genetics which brings to light the manifold and subtle diversity in humans and how this diversity may render certain individuals more susceptible to pathological conditions. Aspects of biochemistry and genetics having little immediate relevance for physicians are de-emphasized but recent progress in the clinical elements are given emphasis.

**MD 277            Physiology (10 credits)**

In this course students will explore the functions of major organ systems and their components in the human body. Topic areas include cellular physiology, various organ systems (cardiovascular, respiratory, renal, gastrointestinal, endocrine systems, reproductive), as well as integrative aspects of human physiology, e.g. acid-base balance and nutrition. Approaches in the classroom will include interactive learning sessions, problem-based learning, and case-study analysis. The course emphasizes mechanistic and integrative functions of normal physiology and explores abnormal function that occurs in a wide array of human diseases. Students will also gain some appreciation of mechanisms underlying pathology along with remediation through pharmacological manipulations.

**MD 311            Clinical Skills III: Pre-Advanced Clinical Experiences (2 credits)**

The Pre Advanced Clinical Experience (PreACE) course serves to expand and advance the understanding of and hand-on experiences with the key elements of Clinical Skills development. All of the pedagogical approaches used in PreICE and ICE will be continued along with level-specific expectations such as “On the Wards” and “Grand Rounds” - style presentation of patients that were experienced in the Community Clinics or SL Hospitals (e.g., St Jude, Tapion).

**MD 341            Medical Microbiology (10 credits)**

Medical Microbiology and Immunology is presented in the form of lectures, medically relevant cases, integrated laboratory exercises, and problem based case studies. The class is divided into five areas: immunology, bacteriology, virology, Fungi and Parasites.

The course addresses the concepts of host-parasite relationships, including pathogenic mechanisms and human immunological responses. Laboratory exercises and group case discussions and are designed to

focus on the process of diagnosis of infectious diseases using culture and staining techniques; laboratory testing for the identification of infectious organisms; and evaluation of host immune parameters.

#### **MD 360            Neuroscience (6 credits)**

Medical neuroscience is the integration of several essential parts such as neuroanatomy, neurophysiology, neuropathology, neuropharmacology, and neurology. It combines the basic science principles with the clinical aspects of the nervous system.

The brain is the most complicated organ of the human body. Even after extensive research and progress, many functional aspects of the brain are unclear and partially understood. The faculty will provide a basic integrated view of the functions of the human nervous system but it is the responsibility of the student to comprehend and establish an integrated idea of how the brain works and its malfunctioning in diseased states.

In the first few weeks of the course, basic structures and involved mechanisms are taught. In the later weeks, the course progresses into a more complex association of integrating the earlier learning sessions. The student is expected to have a working knowledge of the preceding material. Faculty will cover essential clinical and functional areas of the human nervous system for successful completion of NBME subject, CBME and USMLE step 1.

#### **MD 376            Behavioral Sciences (8 credits)**

The Behavioral Sciences course stresses the complex relationship between psychological make-up and experience, by providing a knowledge base for normative and non-normative human development throughout the life cycle. The course also introduces the student to the behavioral basis of clinical medicine by focusing on common behavioral problems and the circumstances that evoke important behavioral / emotional responses. The concept of culturally competent care will be defined. Workshops on realistic clinical problems are an integral part of this course; sexual dysfunction, bereavement, suicide, and sociological disorders receive detailed attention. Additionally, the student should develop increased insight into personal functioning and feelings and develop the skills needed to act as an empathetic and effective interviewer and behavioral change agent. The course also introduces the student to psychopathology, addiction medicine, psychopharmacology, and other therapeutic interventions.

#### **MD 377            Pathology I (6 credits)**

The Pathology course is presented to second year medical students, in conjunction with Microbiology, and, Neuroscience, and Behavioral Sciences. In General Pathology, the main goal is to bridge the gap between pure basic science and disease processes related to clinical medicine. The course also prepares students for the initiation into patient care and combines morphologic and functional changes to determine mechanisms of pathologic processes. In Systemic Pathology, a systems approach to disease is taken. Within each system the basic gross and microscopic changes associated with each disease are stressed, but the course also allows for a review of normal anatomy, pathophysiology, and the clinical aspects of disease.

#### **MD 410            Patient-Doctor Skills IV: Physical Diagnosis (4 credits, replaced with Clinical Skills IV ACE in Fall 2017)**

This course is designed to introduce students to the basic skills they will need to function as effective clinicians. History taking is reviewed to include specific situations (Pregnant patient, Pediatric patient,



and surgical patient) and methods. Physical examination skills are taught in practical classes using the latest technological media, including patient simulators (adult, pediatric, and adolescent). The course addresses a range of clinical skills necessary for future development as a physician, including clinical assessment and plan for the care of patients using library and computer search of evidence-based information for patient care. Didactics are blended with laboratory data interpretation, radiology and other imaging techniques, and electrocardiography, introducing core medical information ready for the third and fourth years of clinical training. Critical emphasis is on the development of ethical standards, specialization, as well as education and licensing requirements in the various states. The formation of small-groups facilitates free discussion and pertinent technique demonstrations.

**MD 411                      Clinical Skills IV. Advanced Clinical Experiences (4 credits)**

The Advanced Clinical Experience (ACE) course serves to continue development and advancement of the understanding of and hand-on experiences with higher-order Clinical Skills. The pedagogical approaches applied in the PreACE setting continue with advanced expectations. Further, along with experience as mentors of clinical skills development for junior IAUCOM students MS1-3. MS4 ACE students will also serve an advisory role in the Community Clinics along with the Clinical Director. The ACE student will experience and have a good understanding of the role of physicians in a team-based collaborative care setting.

**MD 442                      Medical Pharmacology (8 credits)**

The Medical Pharmacology course is presented to 4th Semester medical students in conjunction with Pathology 2 and Physical diagnosis. The lecture series selected for this course should impart to all students a sound knowledge of Medical Pharmacology.

The study of pharmacology requires many years, and significant collaborative input from physicians is necessary for advancement in the areas of drug development and testing. The objective of the course is to acquaint the student with the basic principles of pharmacology, both pharmacokinetic and pharmacodynamics so that the student will understand the therapeutic and adverse effects of drugs and their interactions, as they are used in the practice of medicine.

**MD 477                      Pathology II (8 credits)**

The Pathology course is presented to second year medical students, in conjunction with Pharmacology, and Physical Diagnosis. In Systemic Pathology, a systems approach to disease is taken. Within each system the basic gross and microscopic changes associated with each disease are stressed, but the course also allows for a review of normal anatomy, pathophysiology, and the clinical aspects of disease.

**MD 497                      Bridge to Success Program (8 credits)**

The culminating experience at the St Lucia campus is the new 5th semester Bridge To Success Program. This program represents a hybrid systems based approach with intensive discipline review sessions that are complemented by NBME assessment services ( CBSSA and Pre-Post completion of CBSE in weeks 1 and 14 ), to help students succeed with USMLE Step 1. Students prepare for CBSE-USMLE Step 1, complete practice questions, and work through clinical vignettes to consolidate and apply their knowledge of the scientific underpinnings of health and disease. In addition, there is a series of workshops that are focused on test preparation techniques and dealing with high-risk test anxiety. The last 2 weeks (13, 14) involve a hands-on exposure to advanced clinical skills in a “Transition to Clerkship” sub-program that allows students to develop a set of skills, clinical awareness and a primary understanding of the clerkship culture that lies ahead. This phase also marks the reintroduction of

Entrustable Professional Activities (EPAs) and how students are expected to achieve specific milestones in their training from clerkship throughout residency.

**MD 498            Advanced Introduction to Clinical Medicine (6 credits)**

Taken during the bridge semester, Introduction to Clinical Medicine (ICM), will introduce students to the basic skills essential to the practice of medicine. Some of the skills needed when working with patients includes learning how to conduct a medical interview, performing a physical examination, and organizing the data to reach a diagnosis.

Groups of 2-3 students are assigned to a clinical faculty member for each of the core rotations; Family Medicine, Internal Medicine, Ob/Gyn, Pediatrics, Psychiatry, and Surgery. The group sessions will focus on basic history taking and examination skills. The following is an outline for the weekly sessions: Week 1: Orientation, Lab Procedures; Week 2: Family Medicine, Internal Medicine; Week 3: Psychiatry, General Surgery; Week 4: OB/GYN, Pediatrics.

**MD 499            USMLE Review Course (0 credits)**

All students are required to complete an approved USMLE preparatory program during the bridge semester.

**MD 510            Internal Medicine (12 credits)**

Internal Medicine is a 12-week course for third year medical students during which they are provided with the clinical skills, knowledge, problem solving skills, and professional attitudes necessary to develop a comprehensive approach to the evaluation and care of the adult medical patient under the supervision of the internal medicine faculty especially in the inpatient setting. During the clerkship, students will continue to improve their ability to obtain, record, analyze, and communicate clinical information.

**MD 520            Surgery (12 credits)**

Surgery is a 12-week course for third year medical students during which they are provided with the clinical skills, knowledge, problem solving skills, and professional attitudes necessary in the care of surgical patients with operating room and ambulatory experience under the supervision of the surgical faculty. The student will be given an opportunity to see a diverse population of patients presenting a wide variety of surgical problems, diagnose, and treat common surgical conditions and experience continuity of care by seeing patients at follow-up visits. All students attend a series of core lectures that instruct in the area of the surgical patient and the diagnosis and treatment of surgical emergencies. During the clerkship, students get exposure to care of surgical patients and are provided with instruction in pre-operative and post-operative care, basic surgical principles, asepsis, and handling of tissue.

**MD 530            Pediatrics (6 credits)**

Pediatrics is a 6-week course for third year medical students during which they are provided with the clinical skills, knowledge, problem solving skills, and professional attitudes necessary to develop a comprehensive approach to the evaluation and care of the primary and preventive care for neonates and children. Students will be provided with a solid foundation of knowledge and skills to address the health care needs of the neonates and children under the supervision of the Pediatric faculty both in the inpatient and outpatient settings. During the clerkship, students will continue to improve their ability to obtain, record, analyze and communicate clinical information.

**MD 540            Psychiatry (6 credits)**

The Psychiatry clerkship is a 6-week course for third year medical students. The clerkship will expose students to assessing and treating acute and chronic psychiatric disorders. The course focuses on diagnosis, pathogenesis, and treatment of common psychiatric disorders as well as psychiatric emergencies.

**MD 550            Obstetrics and Gynecology (6 credits)**

Obstetrics and Gynecology is a 6-week course for third year medical students during which they are provided with the clinical skills, knowledge, problem solving skills, and professional attitudes necessary to develop a comprehensive approach to the evaluation and care of the female patient to include primary and preventive care for women's health care needs, with an emphasis on reproductive lifecycle needs. Students will be provided with a solid foundation of knowledge and skills to address gender-specific health care needs under the supervision of the obstetrics and gynecology faculty both in the inpatient and outpatient settings. During the clerkship, students will continue to improve their ability to obtain, record, analyze, and communicate clinical information.

**MD 560            Family Medicine (6 credits)**

Family Medicine is a 6-week course for third year medical students during which they are provided with the clinical skills, knowledge, problem solving skills, and professional attitudes necessary to access and care for patients in the family practice setting under the supervision of family medicine faculty mainly in outpatient settings. The student will be given an opportunity to see a diverse population of patients presenting with a wide variety of problems, diagnose and treat common and undifferentiated medical problems and experience continuity of care by seeing patients at follow-up visits. The students will see patients with chronic medical problems and patients presenting for preventive health visits and attend to patients presenting with a variety of psychosocial issues.

**MD 6\*\*            Elective Clerkships (28 total credits)**

Elective clerkships are generally 4-6 weeks in length. The goal of the elective clerkships is to expose students to specialty variation in the clinical practice in the specified specialty/ subspecialty and to provide diagnostic skills to prepare future physicians for general practice. Students will be exposed to specialty practices and investigations pertinent to the particular specialty. They will also get a chance to experience the specific field helping him/her to choose a specialty if desired.

## SECTION 3: REGISTRATION FOR COURSES

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Students are registered for basic sciences courses according to Admissions and/or Promotions Committee decisions. The Clinical Coordinator will register all clinical sciences courses as students are scheduled for their rotations.

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 related term.

### COURSE AUDITS

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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 4: FINANCIAL INFORMATION

### TUITION & FEES

Tuition and fees must be paid in full according to the payment schedule listed on the invoice.

- A convenience fee of 1.9% will be assessed on all Visa/Mastercard/Discover card charges. We do not accept American Express.
- Wiring fee charges will be assessed in the amount of \$15 for all Domestic Wires and \$25 for all International Wires

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
- View grades/ 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 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 once it is already scheduled will be assessed a fee of \$500.00 (USD) per week of the clerkship.*

#### Basic Sciences

Term	Tuition	Exam	Lab	Library	SGA	Transport	Stu. Services	Clinical	Insurance	TOTAL
MS1	\$7500	\$200	\$100	\$50	\$25	\$160	\$150	\$100	NA	<b>\$8285</b>
MS2	\$7500	\$200	\$100	\$50	\$25	NA	NA	\$100	NA	<b>\$7975</b>
MS3	\$7500	\$200	\$100	\$50	\$25	NA	NA	\$100	NA	<b>\$7975</b>
MS4	\$7500	\$200	\$100	\$50	\$25	NA	NA	\$100	NA	<b>\$7975</b>
MS5	\$7100	NA	NA	NA	NA	NA	NA	NA	\$500	<b>\$7600</b>

*\*Cost of Uworld not included in MS5 tuition*

-Transportation Fee: \$160 (required for MS1, can add if needed for other terms)

#### Clinical Sciences

Term	Tuition	NBME CCSE	NBME Shelf	Malpractice Insurance	Total
MS6	\$12500	NA	\$250	\$500	<b>\$13250</b>
MS7	\$12500	NA	\$250	\$500	<b>\$13250</b>
MS8	\$12500	NA	\$250	\$500	<b>\$13250</b>
MS9	\$12500	NA	NA	\$500	<b>\$13000</b>
MS10	\$12500	NA	NA	\$500	<b>\$13000</b>

**Additional Fees**

-Graduation Fee: \$500.00

-MSPE Fee: \$20 per match agency

## REFUND SCHEDULE

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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 need up to 45 days from the time the refund is approved by the school. 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 \$100.00 (USD) non-refundable application fee and 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 University charges.

## SCHOLARSHIPS & GRANTS

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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

Details regarding scholarship/grant opportunities and qualifications are available on [IAU's Website](#).

## STUDENT LOANS

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### VETERANS BENEFITS

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IAUCOM is approved by 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

### CANADIAN STUDENT LOANS

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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)

### SALLIE MAE LOANS

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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 5: ASSESSMENT AND PROMOTION

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### ASSESSMENT (BASIC SCIENCES)

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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. Courses with NBME final examinations follow the grading rubric below:

- 50% NBME Final Examinations
- 40% Serial Summative Examinations:
- 10% Laboratory Examinations (if applicable) and Case Study Evaluations

#### *PERIODIC EXAMINATIONS*

Each course has four periodic examinations (Serial Summative) per semester. For courses without laboratory examinations, periodic examinations count towards 40% of the course grade; for courses with laboratory examinations, periodic examinations count towards 40% of the course grade while laboratory examinations count towards 10% of the course grade.

#### *FINAL EXAMINATIONS*

At the end of most courses, students must take an NBME subject final examination. This counts towards 50% of the final course grade (Fall 2017). A passing score of 62% for the NBME subject exam is required.

#### 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 will need to provide medical documentation in order to request accommodations and 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.



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## GRADING AND POSTING OF GRADES

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Beginning Spring 2016, final course grades are determined according to the following grading scale:

Points Received	Grade	
97% or above	A+	
93% - 96.99%	A	
90% - 92.99%	A-	
87% - 89.99%	B+	
83% - 86.99%	B	
80% - 82.99%	B-	
77% - 79.99%	C+	
73% - 76.99%	C	
70% - 72.99%	C-	
67% - 69.99%	D+	remediation required
63% - 66.99%	D	remediation required
Below 63%	F	fail – must repeat course

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.

### FAIL AND REMEDIATION

Students with failing grades will be required to repeat the associated courses the following term. Grades of “D” and “D+” are not considered failing but students are required to complete a structured remediation for the associated courses. All basic sciences grades are posted within [Populi](#).

## ASSESSMENT (CLINICAL SCIENCES)

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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).

Case write-ups must be submitted in the proper format and include the prognosis and treatment plan.

- 4 week elective: 1 case write-up required

- 6 week core: 2 case write-ups required
- 12 week core: 3 case write-ups required

Log books and case write-ups are to be submitted in [New Innovations](#).

#### *MID-CLERKSHIP PERFORMANCE EVALUATION (MCPE)*

MCPE forms only need to be submitted for rotations at least 6 weeks in length. 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 submitted to the Office of Clinical Affairs in Dallas, Texas or submitted through New Innovations.

#### *CLERKSHIP PERFORMANCE EVALUATION*

Towards the end of the rotation, preceptors are required to complete a final Clerkship Performance Evaluation (CPE) for each student. Evaluations must be submitted to the Office of Clinical Affairs in Dallas within three (3) weeks of the completion of the rotation.

#### *CLINICAL EXAMINATIONS*

IAUCOM requires web-based NBME subject examinations for each of the core clerkships and neurology. Each examination must be taken at a [Prometric Testing Center](#) in the United States or abroad during the last week of the clerkship.

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### GRADING

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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
<b>NBME Subject Examination Score</b>	20% (20 points)	N/A
<b>Performance Evaluations</b>	60% (60 points)	80% (80 points)
<b>Case Write-ups / Clinical Encounters</b>	20% (20 points)	20% (20 points)
<b>Total:</b>	100% (100 points)	100% (100 points)

<i>Clerkship</i>	Fail	Pass	High Pass	Honors
<b>Family Medicine</b>	<=58	59	74	78
<b>Internal Medicine</b>	<=57	58	74	78
<b>Obstetrics Gynecology</b>	<=58	59	76	80
<b>Pediatrics</b>	<=58	59	73	77
<b>Psychiatry</b>	<=61	62	76	80
<b>Surgery</b>	<=56	57	72	76

<b>Grade</b>	<b>Grade Point Value</b>
<b>Honors</b>	<b>4.0</b>
<b>High Pass</b>	<b>3.5</b>
<b>Pass</b>	<b>3.0</b>
<b>Fail</b>	<b>0.0</b>
<b>Incomplete</b>	<b>0.0</b>

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. NBME scores are converted 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

Any student who fails the NBME shelf exam according to the guidelines for each clerkship listed on the previous page, will be required to retake the exam. The student may be held from continuing subsequent clerkships until the failure is remediated.

All students who started the clinical sciences prior to May 1, 2015 are graded pass/fail. Students who earn at least 70 points will receive a pass ("P") grade. Students who earn 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 and beyond will receive final grades according to the standard letter grade scale in place for the respective semester.

Beginning Spring 2016, final course grades are determined according to the following grading scale:

Points Received	Grade
97% or above	A+
93% - 96.9%	A
90% - 92.9%	A-
87% - 89.9%	B+
83% - 86.9%	B
80% - 82.9%	B-
77% - 79.9%	C+
73% - 76.9%	C
70% - 72.9%	C-
Below 70%	F

Grades below a C- are considered failing. 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 **mandatory** and 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](#).

## GRADE APPEALS

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#### *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 a course-related concern. If a resolution 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. 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 5 business days 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 Promotions Committee will examine the evidence and identify a resolution that will promote the overall academic integrity of the College's educational process. If the student feels the Promotions Committee decision is not justified, he/she may escalate the issue in writing to the Chief Academic Officer within 3 business days of receiving the decision. The decision of the Chief Academic Officer is final.

## SECTION 6: ATTENDANCE

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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.

Students are expected to be on campus from the day of registration. Students that are late to start a term will be charged a fee of \$100.00 each day to a maximum of \$500.00 (5 days). Students that miss more than 5 days may not be allowed to start classes. Students that arrive on campus on day 6 will be referred to Drs. Villaneuva and Agboola.

For example:

For Spring 2017, Registration is January 3<sup>rd</sup> and classes start January 4<sup>th</sup>.  
Any student registering on the 4th will pay a late registration fee of \$100.  
Any student registering on the 5th will pay a late registration fee of \$200.  
Any student registering on the 6th will pay a late registration fee of \$300.  
Any student registering on the 7th will pay a late registration fee of \$400.  
Any student registering on the 8th will pay a late registration fee of \$500.  
NO REGISTRATIONS ARE ACCEPTED AFTER January 8th.

The International American University College of Medicine expects 100% attendance from all of its students. 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 and course instructor.

Students who miss a scheduled examination will receive a "0" for that examination. In the rare case of an emergency, 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 five days 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 7: USMLE, MSPE, AND NRMP

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### USMLE STEP 1 CERTIFICATION REQUIREMENTS AND ELIGIBILITY

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To qualify for USMLE Step 1 certification, students must satisfy all of the following:

- Successful completion of the Basic Sciences curriculum
- Completion of an IAUCOM approved USMLE preparatory program
- A score of 68 or higher on the CBSE
- Good financial standing

Upon passing the CBSE, students must apply for an [ECFMG/USMLE ID](#) and then [apply for USMLE Step 1](#) through [ECFMG's online application service](#). Students can select a three month window in which to sit for the examination. Please note, IAUCOM requires students to select the first three month window available. At the end of the Step 1 application, students will download and print form 186. Students must attach a passport sized photograph, sign and mail this form to the Registrar's office at:

Registrar  
International American University  
17950 Preston Rd. Suite 460  
Dallas, TX 75252

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

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To qualify for USMLE Step 2 CS certification students must satisfy all of the following:

- Completion of 24 weeks of core clinical clerkships
- Good financial standing

To qualify for USMLE Step 2 CK certification students must satisfy all of the following:

- Completion of all 48 weeks of core clinical clerkships
- A score of 74 or higher on the NBME Comprehensive Clinical Sciences Examination (CCSE)
- Good financial standing

Students must register to sit for USMLE Step 2 CK and USMLE Step 2 CS through [ECFMG's online application system](#). Like Step 1, students get a 3 month window during which they may sit for the Step 2 CK exam and a one year window during which they can sit for the CS exam.

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

## USMLE WAIVER FOR INTERNATIONAL STUDENTS

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Students who are citizens of a country other than the United States and Canada may seek approval to complete the MD program without sitting for USMLE Step 1, Step 2 CK and Step 2 CS. If approved, students will be able to move forward to AICM/clerkships after passing the NBME's CBSE (68%). Please note, students will not be able to pursue clerkships in the United States without achieving a passing USMLE Step 1 score.

As an alternative to Step 2 CK and Step 2 CS, students will be required to pass the NBME CCSE and an IAUCOM administered OSCE. This option is only available for students who do not intend to apply for residency in the United States and/or Canada and plan to return to their home countries, where USMLE is not required, to practice.

To request a waiver of the USMLE, students must contact the Registrar ([registrar@iau.edu.lc](mailto:registrar@iau.edu.lc)) with a detailed written request including reasons for the request. An ad-hoc committee will convene to review the request and issue a decision. The committee will carefully review the reasons for the student's request and the student's career goals to determine the best course of action. This waiver is not an option for students who are seeking a way to graduate while struggling to pass the USMLE.

## MEDICAL SCHOOL PERFORMANCE EVALUATION (MSPE)

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The MSPE 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.

IAUCOM will only process MSPE applications after students achieve a passing score on USMLE Step 2 CK and USMLE Step 2 CS.

## NATIONAL RESIDENT MATCHING PROGRAM (NRMP)

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The National Resident Matching Program ([NRMP](https://www.nrmp.org/)), also known as "the Match," matches applicants with available residency positions in [ACGME](https://www.acgme.org/)-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](https://freida.aacred.org/). 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 ([alumni@iau.edu.lc](mailto:alumni@iau.edu.lc)).

## SECTION 8: GRADUATION AND COMMENCEMENT

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There are five graduation dates in a year: March 31<sup>st</sup>, the May Commencement Ceremony date, June 30<sup>th</sup>, September 30<sup>th</sup> and December 31<sup>st</sup>. Degrees will be conferred as of these dates.

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 for all attempts must be submitted to the Office of the Registrar) *\*Non U.S. or Canadian citizens who do not intend to seek residency and/or practice in the United States or Canada may receive waivers for the USMLE requirements. Please see the [USMLE Waiver for International Students](#) section of this handbook for more information.*
- 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

## TRANSCRIPT REQUESTS

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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 and official University seal. (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 (student copies) are printed on plain paper and are marked as a "student copy." They are not stamped with the Registrar's seal. Students who do not have any holds will be able to [obtain an unofficial transcript](#) through the student information system, [Populi](#).

Official transcript requests will not be processed without required payment and transcripts will not be issued to students who are not in good financial standing. Generally, transcripts are sent out within 5 business days from the day of request.

## SECTION 9: WITHDRAWALS AND LEAVE OF ABSENCES

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### COURSE WITHDRAWAL

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#### *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 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.

### WITHDRAWAL FROM THE COLLEGE

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Withdrawal from the College may result for the following reasons:

- By student request
- Failure to pay required fees
- Failure to attend the first five days of a course
- Administrative emergency mandatory withdrawal

#### *STUDENT REQUEST FOR WITHDRAWAL*

Students needing to withdraw must 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 A COURSE OR CLERKSHIP*

A student may be withdrawn from the College for failure to attend the first 5 days of all courses/ clerkships. If a withdrawn student decides to attend class after missing 5 days, 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.

#### *WITHDRAWAL AND STUDENT LOANS*

Students using loan programs to finance their education must contact their loan providers for information regarding repayment after withdrawal. *Sallie Mae loans go into repayment 6 months after students graduate, withdraw, or take a break from enrollment.*

### **LEAVE OF ABSENCE (LOA)**

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IAUCOM recognizes that unforeseen circumstances 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 (LOA).

#### *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 must make any effort possible to continue with any coursework missed during this time.

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 administrative withdrawal from the College.

#### *AUTHORIZED LEAVE OF ABSENCE*

For basic sciences students, an authorized LOA may be granted for the duration of one semester. Clinical sciences students must apply for a LOA if they are going to be on break from clerkships for four or more

weeks. 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 Deans base 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 begin a LOA in the middle of a semester will be withdrawn from their classes. Their transcripts will show a grade of "W" for these courses.

Students who are not granted a LOA and as a result are withdrawn from the University 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 withdrawal from the College. Thereafter, students must reapply for admission if they wish to return to the MD Program.

#### *WITHDRAWAL AND STUDENT LOANS*

Students using loan programs to finance their education must contact their loan providers for information regarding repayment after an extended break. *Sallie Mae loans go into repayment 6 months after students graduate, withdraw, or take a break from enrollment.*

## **SECTION 10: STUDENT RECORDS**

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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

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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. If the student would like to challenge the contents of his/her records he/she must contact the Registrar in writing with specific details of his/her request. The Registrar will examine the student's records for accuracy and consult with any applicable parties to determine if the concern is valid and how it should be resolved. If determined necessary, the student's record will be amended. If the decision is not in agreement with the student's request, the student will be notified of the right to a formal hearing.

If the student requests a formal hearing, the student will be informed of the time, date and place at least 5 working days before the hearing. The Committee will consist of at least three university officials with no interest in the outcome of the hearing. At the hearing the student can present his/her arguments and any supporting evidence. The student is allowed to bring assistance/representation by anyone they deem necessary to explain and defend his/her claim. If the student wishes to be represented by an attorney, he/she may do so at his/her own expense. The decision will be communicated in writing and based solely on the evidence presented at the hearing. The written decision will contain a summary of the evidence and reasons for the decision, and it will be sent to all individuals with a legitimate educational interest. Any necessary correction and/or amendment of the record will be processed within 10 working days of the decision of the hearing committee.

## DISCLOSURE OF STUDENT EDUCATIONAL RECORDS

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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

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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 11: STUDENT SUPPORT SERVICES

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### ACADEMIC ADVISING

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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 file.

During the clinical sciences, Students receive advising informally through their preceptors and Department Chairs. The Dean of Academic Affairs and Dean of Clinical Sciences oversee the clinical program and schedule advising sessions with at-risk students. In addition, a Graduate Advisor is available to all students from the time of initial enrollment 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.

### MENTAL HEALTH COUNSELING

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The Acting Interim Associate Dean of Student (clerkship) Affairs, Dr. Nancy Kheck ([nkheck@iau.edu.lc](mailto:nkheck@iau.edu.lc)) is available to Clinical Sciences students to help them seek out external providers that are covered under their health insurance.

The Dean of Student Affairs, Dr. Rasheed Agboola meets with students to address any concerns. If students are in need of mental health counseling, Ms. Janey Joseph, a licensed counselor is available on campus three days a week. If students need additional assistance they are referred to Dr. R. G. Swamy, MBBS, MD, a local psychiatrist, for further care.

On the clinical campus, Dr. Mehdi, Student Counselor, is available for initial assistance and will help students determine if they should seek further care through a provider covered under the student's insurance policy.

### HEALTH INSURANCE

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All students are required to carry basic health insurance coverage. Students on the St. Lucia campus must purchase a local health insurance plan as well as emergency evacuation insurance. Emergency evacuation insurance is required in case a student needs to be transported to the closest U.S. hospital. Students will be provided insurance options during orientation.

Clinical sciences students must provide proof of insurance coverage prior to beginning clerkships. Students are strongly encouraged to research insurance options regarding access to local providers. IAU does not offer a group policy but students needing coverage may contact insurance agent, Babu Varghese.



Email: [agency.bv@gmail.com](mailto:agency.bv@gmail.com)

Phone: 972-503-3400

Mr. Varghese works with major health insurance companies including United Health Care, Aetna, Blue Cross Blue Shield, and Obamacare options and is available to help students secure coverage.

## HOUSING

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Prior to matriculation to the Basic Sciences, the Student Services department 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.

## FINANCIAL AID SERVICES

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The Office of Student Services is available to help students determine options to finance their education, offer assistance with debt management, and address any concerns regarding the administration of Sallie Mae loans.

## SECTION 12: SATISFACTORY ACADEMIC PROGRESS, PROBATION, DISMISSAL & DISCIPLINARY ACTIONS

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### SATISFACTORY ACADEMIC PROGRESS

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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
- Start the USMLE review course on the date specified by the University
- Pass the NBME CBSE in no more than three attempts, within six (6) months of becoming eligible
- 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 7](#).
- 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

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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

## DISMISSAL AND DISCIPLINARY ACTIONS

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### *ACADEMIC DISMISSAL*

Grounds for dismissal include:

- Failing a course during probationary semesters
- Failing three or more basic sciences courses
- Failure to pass CBSE in no more than three attempts
- Failure to pass CBSE within six months of becoming eligible
- 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 7](#).
- 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
- 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 the 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.

## Section 13: Professionalism & Grievances

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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.

## HONOR CODE

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### Purpose

Medical students are physicians-in-training from the very first day. As such, they should manifest and uphold the highest standards of integrity and professionalism. International American University College of Medicine strives to foster integrity and professionalism, both in the behavior of individuals as well as interactions among members of the community as a whole. The *Honor Code* informs students who may encounter difficult moral and ethical issues. The *Standards of Conduct* promote acceptable behaviors, penalize unprofessional behaviors, and educate students on how to manage these issues.

It is the responsibility of the entire community to uphold the integrity and ethical standards set forth in the Honor Code. The following guidelines are enforced:

### Community Responsibilities

#### Students:

1. The standards of conduct listed here set forth general expectations of students as integral members of an ethical community. Since the full range of responsible conduct are not captured fully in a policy document, students should consider carefully the expectations listed below as an illustration and strive to comply with both the letter and the spirit of the Honor Code. In instances where the

expectations are unclear, the burden rests on the student to seek out clarity from the appropriate faculty member(s) or Dean(s).

2. Statement on Graded Assignment Conduct:

The International American University defines *cheating* as any effort on the part of a student who willfully misrepresents themselves in an exam or other graded assignments of required academic activities. These include, but are not limited to,:

- a) Copying or discussing answers during examinations, including take-home exercises
- b) Use of non-permitted materials, such as notes, books, or electronic devices, during an exam or other graded exercise, including on-line or take-home closed book exercises
- c) Collaborating with others for on-line or take-home exercises when not permitted
- d) Copying another person's written or presented work and representing it as one's own (*plagiarism*)
- e) Falsifying: 1) clinical reports; 2) experimental results; 3) patient write-ups; and 4) any other kind of written or presented material
- f) Providing assistance to other students on a graded exercise
- g) Preventing equal access to educational resources
- h) Engaging in behavior/s construed as violating exam conduct principles (e.g., viewing confidential test information before an examination, looking at other students answer sheet or talking during an examination, using non-permitted materials, using an excused break during an examination to secretly view information related to the examination)

3. All members of the community must be active participants in the enforcement of this code.

- a) Students who witness or perceive a violation of the code should *always* take action (to tattle tale is commendable).

4. Prior to attending IAUCOM all students are provided a copy of the Honor Code and are required to sign an accompanying statement that affirms adherence to the principles of the Honor Code while enrolled.

**Faculty:**

As members of the medical community faculty are required to participate in and enforce the Honor Code to the fullest extent possible.

1. This includes but is not limited to:

- a) Clearly define the appropriate types of aid or collaborations on any academic exercise.
- b) Avoid situations in academic settings or with academic exercises that may increase the likelihood of Honor Code violations.
- c) Articulate the Honor Code to students to uphold its integrity and purpose.
- d) During Examinations, proctors are responsible for ensuring enforcement of academic policies.
  - I. Proctors who observe violations of the *Statement on Exam Conduct* will move a student to another area of the room or take other appropriate action as deemed necessary.

- II. Students should never question or challenge a proctor during the examining period but: 1) should discuss the incident afterwards; or 2) make a formal complaint to the Dean for Student Affairs.

2. Students alleged to be violating the *Statement on Graded Assignment Conduct* will be subject to IAUCOM's Code on Student Discipline (See Student Handbook 11.3).

### **Implementation**

In order for an Honor Code to function, members of the IAUCOM Community must hold themselves and others to strict adherence of it. IAUCOM community members will use any or all of the following options to address suspected Honor Code violations:

- a) A student or faculty member may speak directly to his/her classmate or colleague about the perceived infraction to share the experience and obtain an explanation to help determine if an Honor Code violation occurred.
  - i. This approach is likely to result in the most significant changes in attitude and behavior.
  - ii. If a satisfactory explanation is *not* provided, the student or faculty member should take further action, as described below.
- b) In cases of academic misconduct, a student may choose to approach the professor of the class in which the alleged misconduct occurred
  - i. The professor then proceeds according to the nature of the incident along with awareness of University policies.
- c) A student or faculty member may choose to make a formal report to the Dean of Student Affairs for determination of the appropriate administrative action as described below (*including informal resolution or resolution through the formal disciplinary process*).

### **Jurisdiction**

IAU's "Rules for the Maintenance of Public Order" and "Statement of Policy on Student Conduct" as elaborated in the Student Handbook, apply to students of the College of Medicine as they do to students of other schools of the University. However, given the unique role of physicians-in-training, the potential impact on a student's future career as a physician, and various guidelines regarding licensure, the IAUCOM augments the University's "Student Disciplinary Procedures" with its own disciplinary guidelines (See Student Handbook 11.3). Also, at IAUCOM, the following University guidelines are followed: "Guidelines for the Use of Facilities", "Policy on Photocopying Copyrighted Materials", "Family Educational Rights and Privacy Act", and "Policies on Substance Abuse and Alcoholic Beverages" (see Student Handbook).

In accordance with these policies, the following student disciplinary procedures at IAUCOM are used.

#### **1. Filing a Notice of Complaint**

- a. Any member of the University's faculty, administration, staff, or student body may file a complaint to the Dean for Student Affairs against any student of the College of Medicine for an alleged student offense or violation of the Honor Code.



- b. Complaints initiated by the Dean for Student Affairs are then referred to the Dean for Academic Affairs or his/her designee. In those instances, all references in this policy to the Executive Dean shall read “Dean for Academic Affairs”.
- c. All such complaints should be in writing, signed by the complainant and submitted as soon as possible after the alleged event takes place.
- d. In instances where there is no written complaint, or the complaint is unsigned, disciplinary action may still proceed. However, the Dean for Student Affairs or the Honor Council will take into consideration the absence of a written complaint, or an anonymous complaint, in their deliberations.
- e. Notice of the filing of the complaint is mailed to the student promptly after the Dean for Student Affairs receives the complaint.
- f. While offenses that may be subject to disciplinary proceedings are listed in Student Disciplinary Procedures of IAUCOM, it is intended to be representative, and not exclusive, in nature.

## **2. Informal Resolution of Complaints**

Upon the filing of a complaint, or notification of alleged violation, the Dean of Student Affairs or designee(s) shall meet with the student complained against (the respondent) and attempt to resolve the complaint informally, with the consent of the respondent, by such means as the Dean of Student Affairs deems appropriate. If informal resolution by consent fails, the matter may be referred to the IAUCOM *Honor Council* (a sub-committee of the Disciplinary Committee), which shall conduct a hearing on the complaint.

Informal Resolution by consent may be determined to have failed when:

- The respondent is unwilling to accept the resolution.
- Dean of Student Affairs determined that informal resolution is inappropriate or insufficient given the alleged violation or any other factor as determined by the Executive Dean.
- The complainant submits a written request to refer the matter for formal resolution.

The term “respondent” reads “respondents” in cases where multiple students are accused of a complaint. Similarly, “complainant” reads “complainants” in cases where multiple individuals are involved with the complaint.

## **3. Interim Suspension**

The Executive Dean may suspend a student (1) pending consideration of the complaint against him / her by the Honor Council, or (2) Upon recommendation by the Dean of Student Affairs.

Such summary suspension may be made for reasons relating to the:

- a) student’s physical or emotional well-being
- b) safety and well-being of students, faculty or staff
- c) University’s property
- d) maintenance of public order
- e) effective continuation of the education process

When such a suspension occurs, students have an opportunity to request expedited disciplinary proceedings. This must occur within 48 hours of the student’s request for expedition.

## **4. Honor Council**

- a. The Honor Council of IAUCOM comprises seven individuals, including:
  - Four faculty, including a Chair, chosen by the Executive Dean
  - Three students selected by the Honor Council, in consultation with the Executive Dean and Student Council.
- b. Membership of The Honor Council is permanent except in cases of natural attrition (i.e. graduation, withdrawal of membership) or by decision of the Executive Dean.
- c. Each complaint brought before the Honor Council shall be heard by the minimum of a three member Hearing Panel, chosen by the Chair, comprising two faculty and one student.

### ***5. Proceedings of the Honor Council***

- a. *Pre-Hearing:* If a complaint is not resolved informally, the Dean for Student Affairs may refer the case to the Honor Council for a hearing.
- b. The Dean for Student Affairs will inform the Executive Dean and the Honor Council of the basic nature of the alleged offense including any relevant School of Medicine or University policies related to the alleged offense, for purposes of charging the council and selecting the three-person Hearing Panel. The Charging of the Honor Council will occur as soon as possible after informal resolution by consent fails.
- c. Promptly thereafter, the Honor Council Chair shall send the respondent a written notice via the Dean for Student Affairs explaining that the Honor Council is aware of the details and has activated a hearing date (which shall take place not less than seven days after the sending of such notice, except upon the consent of the respondent).
- d. If a complaint involves more than one respondent, the Chair of the Honor Code Hearing Panel may at his or her discretion, permit a separate hearing for individual respondent/s.
- e. The Honor Code Hearing Panel may dismiss the complaint without a hearing if it is determined that there would be no violation of University policy even if the events alleged by the complainant were true or if there is insufficient evidence to warrant further review.

***A. Investigation:*** The Hearing Panel shall conduct a fact gathering process that includes interviews and review of documents, including medical and academic records, as the Panel deems necessary or helpful in its conduct of the investigation. The Panel may also require a physical and/or mental evaluation of the respondent(s) in any case where the Panel has reason to consider the physical or mental competency of the respondent(s). Qualified consultants shall carry out such evaluation, and a report of the evaluation shall be forwarded to the Hearing Panel. The chair of the hearing panel may designate an employee of the University to undertake any such investigatory actions on its behalf.

***B. Quorum:*** All three members of the panel shall be present at the hearing. All actions shall be by majority vote. When the Council's Chair is not a Hearing Panel member, the participating members shall designate the Chair of the Hearing Panel.

***C. Assistance:*** The respondent has the right to be accompanied at the hearing by legal counsel or an advisor. If the respondent wishes, the advisor may be a medical school student, staff member, or faculty member. The role of the advisor/counselor shall be limited to: 1) Providing advice or counsel to the

respondent(s); and 2) addressing the members of the Hearing Panel. The role of the advisor or counsel shall not include the questioning of witnesses. The Hearing Panel may, in its discretion, further define, expand, or limit the role of any such an advisor or counsel.

**D. Closed hearing:** Hearings are conducted in private. Interviews by the hearing panel of the respondent(s), witnesses, or the complainant(s) shall be conducted separately. Admission of any person to the hearing or combined interviews of respondents, witnesses, and/or complainants shall be at the sole discretion of the Hearing Panel.

**E. Failure to appear:** If the respondent(s) fails to appear or refuses to testify, the hearing(s) may nonetheless proceed.

**F. Evidence and testimony:** The rules of evidence are not binding on the Hearing Panel. Written and oral evidence may be presented. The Hearing Panel will determine who may testify, the order of testimony, what documents and written statements to accept into evidence, and all other matters pertaining to the conduct of the hearing. Each member of the Hearing Panel may examine any witness or respondent.

The Hearing Panel will determine which documents or other information and the relevance of such information to the current charge(s), to accept into evidence as part of its official deliberations. Information not accepted into evidence will not become part of the official Disciplinary record.

Given that documents or evidence reviewed by the Hearing Panel may occur at any point during the investigation and that some information may, ultimately, not be part of the official deliberation, respondents will have access to such evidence only after the compilation of the official Disciplinary Record, and only upon written / signed request. The Hearing Panel may consider requests by the respondent to view specific evidence during its deliberations and fact gathering. However, these requests must be in writing / signed and specify the evidence being requested (i.e. the initial complaint, etc). The Hearing Panel will determine the scope of access (i.e. whether an individual will be provided copies of documents) depending on the nature of the documentation.

**G. Standard of proof:** It is a rare occurrence where there is incontrovertible evidence of policy violations or admission/s of guilt. As such, the standard of proof set for the Hearing Panel is a preponderance of evidence. The Hearing Panel's determination shall be made on the basis of whether it is more likely than not that the respondent(s) committed the alleged offense.

**H. Record of proceedings:** The hearing(s) shall be recorded on audio tape or by such other method (including videotape or stenographic record) as the Hearing Panel may direct. After the report of the hearing has been prepared, the recording shall be forwarded to the Office of the Executive Dean where it will be preserved until all appellate proceedings have been completed. The recording is the property of the University.

**I. Report of the hearing panel:** The Hearing Panel shall prepare a written final report after the completion of the hearing(s). Copies of this report, with all supporting documentation, are submitted to the Executive Dean and the Dean for Student Affairs for review and approval. The Dean (or appellate officer or board, if appointed by the Dean), may affirm the Hearing Panel's action, modify it in any

respect (including by imposing a more severe sanction), or reverse it, or may remand the case for further proceedings by the Honor Council.

Once approved, the report, with all supporting documentation, shall be entered into an official Disciplinary Record. The Executive Dean, or his/her designee, shall forward a copy of the Final Report to the respondent(s).

The final report shall include the following: 1) Procedures of the Panel; 2) Charge to the Hearing Panel (i.e. statements regarding the policies or ethical codes alleged to have been violated); 3) summaries of documents entered into evidence and interviews conducted; 4) the Hearing Panel's assessment and justified conclusions as to the facts of the case; 5) any sanctions, if any are imposed; and 6) a statement advising the respondent(s) of the right to appeal.

**J. Sanctions:** If the charge(s) are sustained in any respect, the Hearing Panel's report states if sanction/s, shall be imposed on the respondent(s). Available sanctions include, but are not limited to:

1. Verbal warning
  2. Written Warning
  3. Censure
  4. Educational or Performance sanctions
  5. Restrictions on eligibility for awards or honors
  6. Suspension of Privileges
  7. Disciplinary Probation
  8. Restitution
  9. Monetary fine
  10. Suspension
  11. Dismissal
- More than one sanction may be imposed for a single offense.
  - If a student is suspended, readmission conditions are specified.
  - If the Hearing Panel imposes a sanction, its report shall also state what entry, if any, of that sanction shall be made in the respondent's official Academic File.

## **6. Appeals of Disciplinary Action**

All appeals from the Hearing Panel's action after a hearing shall be to the Executive Dean. The Executive Dean may appoint an appellate officer or board to consider the appeal on his or her behalf. The respondent may appeal any adverse determination, but only based on the grounds that: 1) the proceedings at the hearing were flawed in a way that created significant risk to an erroneous outcome, or 2) the evidence in the record taken as a whole does not substantially support the Hearing Panel's action. The appeal must be in writing / signed, must state the basis for the appeal, and must be filed with the Executive Dean within seven days of the date on which the final report of the Hearing Panel was submitted to the respondent. The appeal shall be limited only to a review of the record of the hearing and of any materials accepted into evidence at the hearing.

The Executive Dean shall have the power to stay the sanction imposed by the Hearing Panel pending the appeal.

The Executive Dean (or appellate officer or board, if appointed by the Executive Dean), may: 1) affirm the Hearing Panel's action, 2) modify it in any respect (including imposition of a more severe sanction/s), 3) reverse the Hearing Panel's action, 4) remand the case for further proceedings by the Honor Council.

Any decision by the Executive Dean (or appellate officer or board, if appointed by the Executive Dean), other than a remand, shall be final and binding.

### **7. Record-keeping**

IAUCOM shall retain a permanent full record of the complaint, any amended complaint, any decision of the Hearing Panel, any documentation admitted as evidence by the Hearing Panel, and any decision of the Executive Dean in an official Disciplinary File.

Documentation placed into a student's official academic record with the Office of Registration and Student Records cannot be removed, at any time, for any reason.

## **DRESS CODE**

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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.

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## **CLASSROOMS AND CLINICS**

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The following attire is NOT permitted on the main campus while attending lectures: short pants, Short dresses / skirts (no more than 1 inch above the knee), 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 and a modest chest exposure.

In clinical practice settings with patients present, including the student-run clinic, students are required to wear a clean long white coat with a name tag identifying that they are medical students. Scrubs should not be worn in these settings. 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, Short dresses / skirts (no more than 1 inch above the knee), 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.
- Tattoos must be covered at all times.

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## LABORATORIES

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Students must wear appropriate clothing in the laboratories. Long pants with a lab coat and closed shoes are required. Scrubs should not be worn in labs since their use is reserved for clinical settings such as the wards and emergency or operating rooms. 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 groomed and pulled back.

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## DRESS CODE VIOLATIONS

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A student in violation of the dress code will be issued a warning by the faculty who will notify the Dean of Students Affairs. The violation will be recorded and signed by the student. After the first violation, if it is repeated in any way, the student may be dismissed from the activity and marked absent for the session. Any additional violations to the dress code will be forwarded to the Disciplinary Committee for review.

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## COMPACT BETWEEN TEACHERS AND LEARNERS OF MEDICINE

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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*

<b>Duty</b>	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.
<b>Integrity</b>	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.
<b>Respect</b>	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**

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### **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

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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

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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.

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## VIOLATIONS

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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.

## COMMUNICATIONS AND SOCIAL MEDIA

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According to University Communications Policies, all communications (both internal and external) need to be vetted and approved by the Office of University Communication and Publications. These communications include but are not limited to newsletters, blogs, messages to the University community, brochures, social media and other publications, etc. Use of the University logo is limited to certain instances and documents.

## COMPUTER USE

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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.

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## INAPPROPRIATE COMPUTER USE

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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.

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## OWNERSHIP AND ACCESS TO EMAIL, INTERNET, AND COMPUTER FILES

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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.

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### CONFIDENTIALITY OF ELECTRONIC MAIL

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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.

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### SOCIAL NETWORK PROFESSIONALISM

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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.

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### DISCIPLINARY ACTIONS RELATED TO COMPUTER POLICY

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

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### PROPERTY DAMAGE TO COMPUTER EQUIPMENT AND FURNITURE

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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 14: RELIGIOUS TOLERANCE

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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)

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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)

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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 15: LIBRARY POLICIES

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### CIRCULATION PROCEDURES

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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

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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)

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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

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Reference books are not allowed to leave the Library.

### PERIODICALS

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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

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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

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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 16: STUDENT DUTY HOURS POLICY

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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

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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

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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

## SECTION 17: INFECTIOUS DISEASE POLICY

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The health and safety of students is a priority for IAU. Education regarding proper safety protocols in clinical environments begins at orientation and is reemphasized throughout the Basic Sciences prior to clinical activities. In addition, infection control is addressed during orientation of each of the core clinical clerkships.

The Dean of Clinical Sciences in consultation with the Department Chairs will determine the extent of student participation in academic activities when there is a substantial potential for exposure to infectious or environmental hazards. The educational potential of these activities will be weighed against safety concerns to determine if and to what extent students will participate. Students will only be involved according to their level of clinical competence.

Students may not volunteer for clinical activities for which there exists a substantial potential for exposure to infectious or environmental hazards without the written approval of the Dean of Clinical Sciences.

Faculty, staff and students are required to notify, in a timely manner, the Dean of Clinical Sciences of any hazardous environment affecting medical students.

In the event of exposure, students must notify the Dean of Basic Sciences or Clinical Sciences as soon as possible and seek any necessary medical attention. The Deans of Basic/Clinical Sciences in consultation with the Executive Dean will determine the student's future plan of action regarding course absences and the completion of coursework.

Students are required to carry health insurance and are responsible for any financial responsibilities related to evaluation and treatment following exposure.

## SECTION 18: IMPORTANT CONTACTS

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### North American Office

Phone: 972-484-9700

Office of Admissions	<a href="mailto:admissions@iau.edu.lc">admissions@iau.edu.lc</a>
Student Services	<a href="mailto:studentservices@iau.edu.lc">studentservices@iau.edu.lc</a>
Office of the Registrar	<a href="mailto:registrar@iau.edu.lc">registrar@iau.edu.lc</a>
Office of Graduate and Alumni Affairs	<a href="mailto:alumni@iau.edu.lc">alumni@iau.edu.lc</a>
Office of Clinical Affairs	<a href="mailto:clinicals@iau.edu.lc">clinicals@iau.edu.lc</a>
Student Finance/Bursar	<a href="mailto:finances@iau.edu.lc">finances@iau.edu.lc</a>

### Saint Lucia Campus

Phone: 758-454-3424

Executive Dean / Chief Academic Officer	Dr. Patrick Gannon	<a href="mailto:pgannon@iau.edu.lc">pgannon@iau.edu.lc</a>
Dean of Student Affairs	Dr. Rasheed Agboola	<a href="mailto:ragboola@iau.edu.lc">ragboola@iau.edu.lc</a>
Dean of Basic Sciences	Dr. James Villaneuva	<a href="mailto:jamesv@iau.edu.lc">jamesv@iau.edu.lc</a>
Student Services Coordinator	Bernadette Stephens	<a href="mailto:bstephens@iau.edu.lc">bstephens@iau.edu.lc</a>
Assistant Registrar/Exam Coordinator	Sophia Herbert	<a href="mailto:sherbert@iau.edu.lc">sherbert@iau.edu.lc</a>

### Clinical Campus

Dean of Clinical Sciences	Dr. Stephen Katz	<a href="mailto:skatz@iau.edu.lc">skatz@iau.edu.lc</a>
Dean of Academic Affairs / Acting Interim Assoc. Dean of Student Affairs	Dr. Nancy Kheck	<a href="mailto:nkheck@iau.edu.lc">nkheck@iau.edu.lc</a>