

AMERICAN UNIVERSITY

SCHOOL OF MEDICINE

ARUBA

STUDENT HANDBOOK 2021

ACADEMIC AND NON-ACADEMIC POLICIES FOR BASIC MEDICAL
SCIENCES



AMERICAN UNIVERSITY
SCHOOL OF MEDICINE
ARUBA

Version of September 2021

This handbook assists faculty and students in studying the policies and procedures of the University. Failure to follow these policies and procedures can lead to disciplinary action against the faculty or student on the part of the University.

The President of the University and the Dean of Basic Science of the School of Medicine have final authority in interpreting the policies and procedures in this handbook.

Contents

I.	Welcome message from the Dean.....	4
II.	Maps: Where are we?	5
III.	AUSOMA's Vision, Mission and Educational Competencies	6
IV.	Progression in AUSOMA from Admission to Graduation.....	7
V.	Admission to AUSOMA	8
	A. Admission Requirements.....	8
	B. Admissions Process.....	8
	C. Technical standards for admission of students with disabilities	9
	D. Deferment of Admission.....	10
	E. Readmittance.....	10
	F. For candidates outside US/Canada and non-English speaking countries	11
	G. Transferring into the Basic Science Program.....	11
	H. Transferring into the Clinical Science Program	11
VI.	Tuition and Fees.....	12
VII.	New Student Orientation.....	13
VIII.	AUSOMA Educational Program.....	14
	A. MD Program- Basic Sciences	14
	B. MD Program - Clinical Sciences	15
	C. Pre-Medical Program.....	16
	D. Prerequisite Program.....	17
IX.	Academic Policies and Procedures	18
	A. Policies on classroom and classroom-related activities	18
	1. Class Attendance Policy:	18
	2. Student conduct and discipline in classroom	18
	3. Dress code for AUSOMA students:	19
	4. Student Code of Professionalism.....	19
	5. Withdrawal from Classes	20
	6. Leave of absence	20
	B. Examination policies and procedures.....	21
	1. General guidelines	21
	2. Exam Attendance Policy	21
	3. Examination Content	21
	4. Time Schedule.....	21
	5. Assessment format:	22
	6. Location of Exams & Time Allotment	23
	7. Rules and procedures during Exams.....	23
	8. Students with Learning Disabilities.....	23
	9. Reporting and Hearing Procedures for Academic Dishonesty at exams	23
	10. Policy on dismissal for academic reasons.....	24
	11. Appeal against decision of academic dismissal	24
	C. Grading policies and procedures	25
	1. Minimum Number of Exams.....	25
	2. Non-Exam Activities.....	25
	3. Missed Exams	25
	4. Grade release, grade calculation, grade change and curving policies.....	25
	5. Academic grievances against faculty	26
	6. Grade points assignment policy	26
	7. Academic Probation.....	26
	8. Retake exam policy:	26
	9. Grades of "Incomplete".	26
	D. Transcript Requests	27
	E. Educational records access policy	27
	F. AUSOMA Fifth Term Policies.	27
	G. Registration for USMLE / Licensing examination	27
	H. Graduation policy	27
X.	Non-Academic Policies and Procedures	28
	A. Nondiscrimination Notice and Disclosure Statement	28
	B. Inclusiveness and diversity policy.....	28
	C. Infectious diseases and immunization policy	28

D. Policies on substance abuse	28
E. Policy on sexual harassment of and by students.....	29
F. Policy on Religious Accommodation.....	29
G. Non-Fraternization Policy	29
H. AUSOMA Disabilities and rehabilitation policy.....	29
I. AUSOMA disaster management policy.....	30
XI. Appendices.....	31
A. Appendix A. Book list.....	31
B. Appendix B. Students' Permit Requirements and Application Procedure	33
C. Appendix C. Payment plan contract	35
D. Appendix D. Student accommodations request.....	36
E. Appendix E. Leave of Absence Request Form	38
F. Appendix F. Class withdrawal form	39
G. Appendix G. Readmittance form	40
H. Appendix H. Request for NBME Roster and CBSE Exam.....	41
I. Appendix I. MSPE/ Dean's letter request form	42
J. Appendix J. Transcript request form	43
K. Appendix K. Diploma request form	44
L. Appendix L. Media and photo release form	45

Handbook disclaimer

The policies and procedures appearing in the Student Handbook reflect the most current policies and procedures of the University but are subject to amendment and change without prior notice. AUSOMA reserves the right to change policies, procedures, and programs. Minor changes will be posted directly to the Student Handbook. When major changes occur, a notification will be sent to all medical students. It is the responsibility of each student enrolled in the American University School of Medicine Aruba to understand and abide by the regulations and policies within this handbook and within American University School of Medicine Aruba Publications.

I. Welcome message from the Dean



Dear AUSOMA Medical Student,

Congratulations on taking this next, major step in becoming a physician. Your hard work and perseverance have paid off. The task that you have undertaken here will be arduous, may bring uncertainty and frustration, but it offers many rewards as you progress towards the eventual destination of medical service to others as a physician.

The first phase of this journey is to develop an understanding of the scientific basis for the normal workings of the human body with emphasis on how this can go wrong. The curriculum at AUSOMA is designed to provide this understanding and will be validated by passing the USMLE Step I examination, the exam that is required of all students of medicine regardless of location of their training.

The second stage of your medical training is to navigate the clinical sciences program. There you will learn how to recognize and treat illness in your patients. Again, your training at AUSOMA will be validated by the passing of additional USMLE exams, opening the door to your future as a physician.

We at AUSOMA are here to see that you have every opportunity to meet your goal. We are committed to your success! You have worked hard for the privilege to pursue a medical career, and in many cases, you have needed to make great personal sacrifices.

Aruba will be your home for the next year and more. Living in a foreign cultural environment will not always be easy but will offer much added value to your studies. Remember that you are a guest of the island and its people. It will be your responsibility to honor your hosts. They are welcoming and gracious and will help you as much as they can.

Sincerely,

Dr. Abrar Khan
Dean of Basic Science

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II. Maps: Where are we?



III. AUSOMA's Vision, Mission and Educational Competencies

Vision

To develop culturally diverse individuals into compassionate physicians and leaders in their respective medical fields without the life-long crippling debt.

Mission

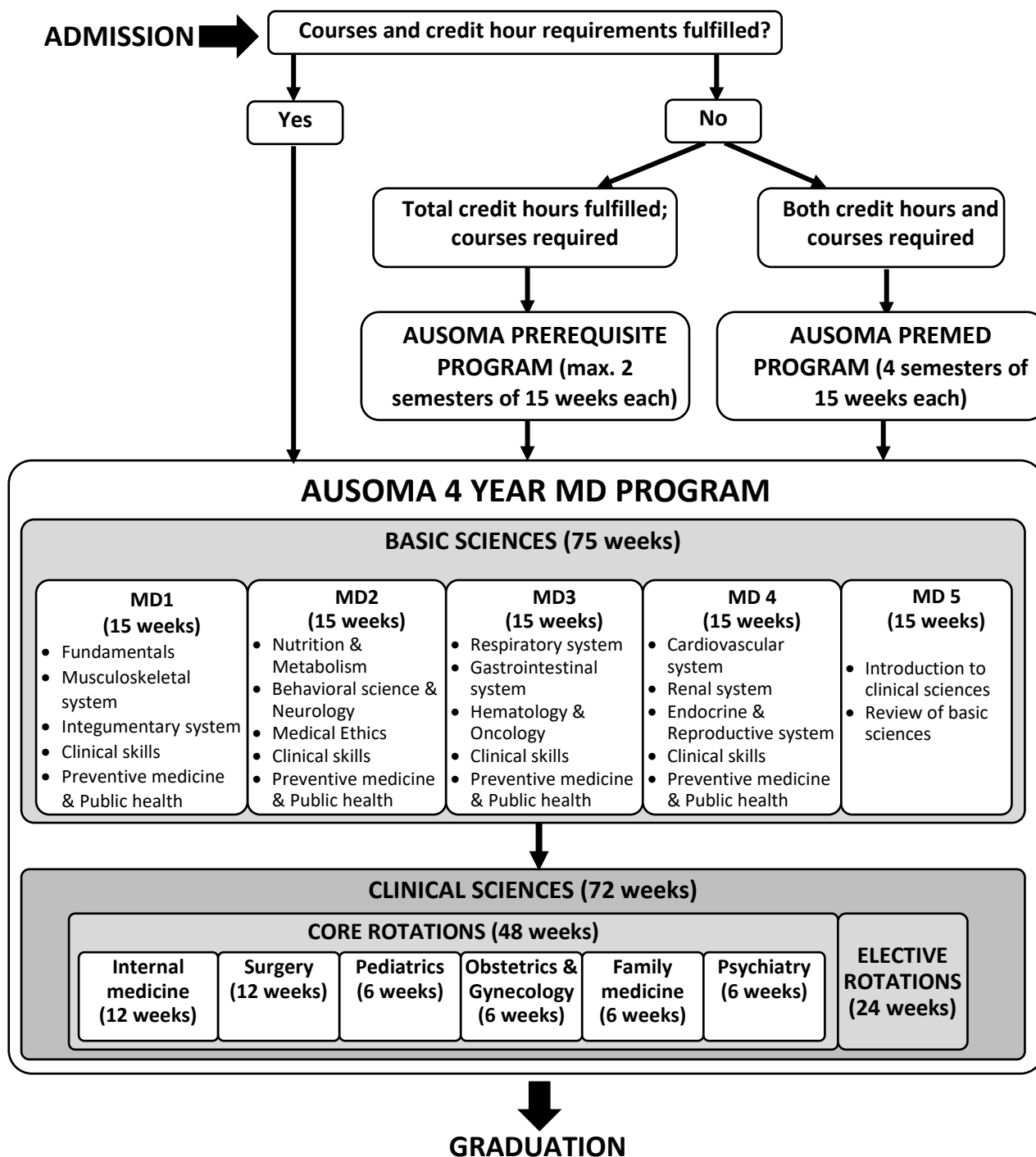
The mission of AUSOMA is to provide high quality cost conscious medical education with cutting edge technology and student friendly learning environment. It aims to provide an educational curriculum to meet the demands of a changing market with ever increasing competitiveness. The AUSOMA trained graduate shall possess sharpened interpersonal clinical oriented communication skills, understand the importance of independence as well as interdependence, be able to integrate acquired pieces of knowledge into an overall whole. He/she shall be able to solve and deal with patient problems in an efficient manner.

Educational competencies

AUSOMA has identified and defined six educational competencies aligned with the six ACGME competencies. The program educational competencies (PEC) and the corresponding program educational objectives (PEOs) of AUSOMA are shown in the following table:

PEC	PEO
	The objective of the AUSOMA MD program is to train students to become physicians with the ability to
PEC 1: Basic Knowledge of medicine	PEO1: Apply medical knowledge to dedicated patient care
PEC 2: Clinical and diagnostic skills	PEO2: Use the acquired knowledge towards right discretion to diagnose and treat patients
PEC 3: Patient centered medicine	PEO3: Understand the influence of socio-economic, behavioral, ethnic, cultural & religious factors on patients during treatment
PEC 4: Interpersonal rapport and communication	PEO4: Effectively and empathetically communicate with patients, patient families and fellow team members for quality healthcare
PEC 5: Medical ethics and professionalism	PEO5: Adhere to the highest ethical standards and professional protocols while dealing with patients
PEC 6: Evidence based practice and lifelong learning	PEO6: Treat newly emerging diseases based on community medical evidences and continue learning till the end of their practicing career

IV. Progression in AUSOMA from Admission to Graduation



V. Admission to AUSOMA

A. Admission Requirements

Admission into the AUSOMA Medical Program requires that students have a minimum of 90 University credits from an accredited US or Canadian University or equivalent. In addition, the following courses are required for admission:

- 8 credits in general biology with lab
- 8 credits in general chemistry with lab
- 8 credits in organic chemistry with lab
- 8 credits in physics with lab
- 6 credits in English
- 3 credits in mathematics

A Bachelor's degree from a US or Canadian University in a science field is preferable. However, students who lack any of these requirements or who have completed these requirements in the "distant past" may apply to the Prerequisite Program and meet these requirements this way.

Practical experience in medical or health care fields, while not required, is beneficial in the admissions process.

B. Admissions Process

The first step of admission is to fill out the basic application on the "[Apply](#)" link found on the AUSOMA web site.

Please provide the following to be able to schedule an interview with the admission advisor

- Application
- \$100 Application Fee
- Personal Essay
- Resume or CV
- Official Transcripts of previous academic records
- Two Letters of Recommendation

Our Admissions Advisor will call you to assist with the completion of the admission process. You can also call us to schedule a visit with one of our Admissions Advisors in the USA, UK, Canada, Middle East, and India. Our Advisors can provide detailed information about our curriculum and medical program. An entrance interview will be scheduled with prospective students to discuss specific requirements and circumstances with the Admissions Advisor. The Admissions Advisor will review program details pertaining to the prospective student along with recommended courses and schedule.

All applications are first screened for the required academic criteria. Acceptance is at the sole discretion of the Admissions Committee. The Admissions Committee may require additional information and/or schedule interviews, if necessary. The Committee reserves the right to determine the applicability of any special circumstances and whether the candidate demonstrates the personal qualities characteristic of good physicians (e.g., motivation, commitment to a medical career, empathy, compassion, maturity and flexibility in dealing with problems).

All applicants who meet minimum qualifications as determined by the Admissions Office are evaluated by the Admissions Committee and are recommended for admission, recommended for placement on an admittance wait-list or are recommended for rejection. The committee may recommend students for admission into the Pre-Medical or Prerequisite programs if they lack one or more prerequisite courses. The specific courses to be taken in the Pre-Med or Prerequisite programs will be specified by the Committee.

Decision letters will be mailed within one week of the Admissions Committee reaching a decision. Students should forward their registration fees within 14 days of acceptance in order to reserve a place in the upcoming class. The seat deposit is non-refundable. Unsuccessful applicants may reapply by repeating the admissions process but are encouraged to provide additional supporting documentation to reinforce their application.

Selection Criteria includes but is not limited to:

Receipt of all documentation
Personal statement/rationale for wishing to become a physician
Personal Interview
Critical Thinking Skills
Ability to handle physical and mental challenges of the program
Personal integrity
Communication skills
Academic and personal achievements

Students registering in AUSOMA Basic Science courses (i.e., during the first five semesters of study) are required to complete those courses in the prescribed time as outlined in the curriculum, unless otherwise authorized in writing by the Dean of Basic Science. Student performance and success are measured by achievement in each prescribed course or clinical clerkship objective. Students must achieve a passing level established by the faculty of each course or clinical clerkship rotation in order to be promoted from semester-to-semester or rotation-to-rotation. Student performance in the Basic Sciences will be recorded as a percentage.

The Admissions Committee may require additional information and reserves the right to determine the applicability of any special circumstances and whether the candidate demonstrates the personal qualities characteristic of good physicians, for example

- motivation
- commitment to a medical career
- empathy
- compassion
- maturity and flexibility in dealing with problems

Students must be able to relate with medical professionals as well as patients of all genders, ages, races, lifestyles, sexual orientations, and cultural backgrounds, and be able to convey a sense of compassion and empathy. A student must be able to communicate clearly with and observe patients in order to elicit information, accurately describe changes in mood, activity, and posture, and be able to perceive verbal as well as nonverbal communications including speech, reading, and writing. Medical education presents exceptional challenges in the volume and breadth of required reading and the necessity to impart information to others. Students must be able to communicate quickly, effectively, and efficiently in oral and written English with all members of their health care team.

C. Technical standards for admission of students with disabilities

AUSOMA is committed to providing equal opportunities to all its applicants. It recognizes that students with documented disabilities may require reasonable accommodations to meet the general technical standards of admission. During the Admissions process, candidates with a disability are encouraged to discuss their disability with the Admissions committee. This will enable the committee to make a fair decision for acceptance of such candidates to the program by weighing equally two aspects 1. the ethical responsibility of the school for the safety of patients with whom students and graduates will come in contact 2. technological and other facilitating mechanisms necessary for disabled students to train and function effectively as a physician. In addition, upon admission, the Office of Student Affairs is committed to removing potential barriers on the path of medical students with disabilities so as to provide reasonable and accessible opportunities to complete the medical education program.

D. Deferment of Admission

Students may request to defer their admission to a subsequent semester. This is limited to no more than the next two semesters. Those who do not begin enrollment during that period are considered to have deactivated their applications and must re-apply for admission. Requests for deferral must be made to the Office of the Registrar and must include the required seat deposit.

E. Readmittance

If a student has previously attended the university, a Readmittance Request Form is required if the student's absence from the university was in good standing.

Readmittance is applicable to those AUSOMA students who have

- Gone on unauthorized leave of absence
- Exceeded the time period of authorized leave of absence
- Discontinued from the program for personal reasons for indefinite period and want to rejoin AUSOMA

Note: Students who are academically dismissed will not be considered for readmittance. A dismissed student who wishes to come back to AUSOMA is required to start all over with a new application to MD1.

Academically dismissed students whose appeals have been accepted by the promotions committee, are no longer considered dismissed and can continue without readmittance.

The Readmittance Form must be submitted to the Office of the Registrar for processing.

Criteria for readmittance:

- Students approved for readmittance will be assessed the current tuition rate and are responsible for any changes to their program of study that may have occurred during their period of absence. If the break in enrollment exceeds one year or more, the student's program of study may follow the requirements listed in the current year catalog. A review of previously awarded transfer credit will also be conducted and may be adjusted.
- Any readmittance to the university is subject to the university's current admissions requirements.
- Students will not be readmitted into a program that has been discontinued.
- Students requesting readmittance after attending another institution must submit an official college transcript to the Office of the Registrar before the start of semester of their readmittance.
- To submit a request for readmittance, students must complete a Re-Admittance Form and submit to the Office of the Registrar before the requested semester start date.
- Following a completed review, the student will receive notification regarding the status of the request from the Registrar. Please allow up to 10 business days for processing. If approved, the student will receive instructions regarding course registration, non-refundable registration fee, as well as the presence of any holds, which must be cleared prior to being permitted to participate in course registration.

F. For candidates outside US/Canada and non-English speaking countries

1. Applicants (either new or transfer applicants) who have completed coursework outside the U.S. or Canada must have their course work evaluated on a course-by-course basis. If transcripts are not in English, a formal translation must be provided.
2. Applicants whose native language is not English must submit results from one of the following:
 - the Test of English as a Foreign Language (TOEFL). The applicant must have earned a TOEFL score of at least 550 points (written version) and 213 points (computer version).
 - IELTS (a minimum score of 6.5)
 - Cambridge B2 First/ C1 Advanced/ C2 Proficiency (a minimum score of 176)
 - Duo lingo (a minimum score of 95)

G. Transferring into the Basic Science Program

Students may transfer into the AUSOMA Basic Science program at any stage of Basic Sciences training. The exact courses for which transfer credit may be awarded will be determined on a case-by-case basis by the Admissions committee at the time of admission assessment. In general, the following policies apply for transfer credits

1. Students may transfer into the AUSOMA Basic Science program from a previous institute with subject based curriculum or system-based curriculum
2. Follow previously stated application process. All transfer applications will be reviewed by the Admissions Committee.
3. Transfer must be from a medical school registered with World Directory of medical schools at the time of transfer.
4. Student must be in good standing with all previous institutions, **academically and financially**.
5. Credits will only be transferred from ONE medical institution. If transferring credits from multiple schools, only the first institution's credits will be valid.
6. All transfers beyond MD4 must enroll with AUSOMA at MD5 and complete our last term and all rotations (72 weeks) under AUSOMA instruction.
7. AUSOMA adheres to a policy of a maximum of 5 years of validity for credits earned in an earlier institute to transfer to AUSOMA. Exceptional cases can be evaluated by the admission committee on case per case basis
8. Applicant is responsible for compliance with all rules and regulations concerning local government, state and licensing authorities while transferring to AUSOMA.

H. Transferring into the Clinical Science Program

Only applicants who have passed USMLE step 1 successfully are allowed to transfer into clinical science program. All transferees into clinical science program are required to complete all 72 weeks of clinical science program at AUSOMA. No transfer credit for any clinical clerkship at previous institute are acceptable

VI. Tuition and Fees

1. Tuition and fees*:

- Application Fee: \$100 (nonrefundable)
- Registration fee: \$1000 (one time on admission, nonrefundable)
- Tuition Premed: \$4000/semester (4 semesters)
- Tuition Basic Medical Sciences MD1 (including USMLE Step 1 Kaplan review 2 years access): \$7499
- Tuition Basic Medical Sciences MD2 – MD4: \$6500/semester
- Tuition Basic Medical Sciences MD5: \$7900
- Tuition Clinical Medical Sciences: \$9000 /semester (6 semesters)
- Kaplan USMLE Step 1 review (access for 2 years): \$999
- Payment plan fee: \$250/ semester
- Malpractice fee (36 weeks of clinicals): \$1200
- Graduation: \$1000
- Official Transcript fee: \$50
- Immigration Student visa processing fee: \$350
- Immigration Deposit (Aruba Government): \$500-\$2600 (based on citizenship)
- Health Insurance: Based on age. Please contact admission office
- Basic Medical Sciences per credit fee (less than 12 credits): \$350 per credit
- Premedical Sciences per credit fee (Less than 12 credits): \$250 per credit
- Retake or make up examination fee: premed \$300 per exam; MD program \$500 per exam
- Credit card or debit card processing fee: 3% service charge per transaction
- Credit card decline fee: \$100
- Check bounce fee: \$ 100
- Late tuition payment fee: \$ 250 after 1st week of classes
- Leave of absence extension fee: \$ 500 per month (after initial 6 months of leave of absence)
- NBME comprehensive examination fees: \$250 for each exam (CBSE and CCSE)
- School ID replacement fee: \$50
- Readmittance fee: \$500

***Disclaimer: Tuition and fee are subject to change as per the administration. Please review the current updated fee schedule on the school's website www.ausoma.org**

2. Scholarships & Grants:

- Dean's academic scholarship – 20% (External GPA of 3.6 and above or Dean's discretion)
- Academic scholarship – 20% (Internal GPA of 3.6 and above)
- Aruban student scholarship: tuition fees (same amount as specified above) in Aruban florins for semesters held in Aruba

3. Payment Plan:

AUSOMA offers a monthly payment plan. Total tuition and fees are divided into four payments, which will be processed automatically to the credit card on file. Each semester will have a \$250 processing fee. This plan is only valid from Premed to MD5 classes.

4. Loan Provider:

AUSOMA uses Meritize to assist our students. Those interested may apply at apply.meritize.com

5. Tuition Refund:

- 2 weeks or less: 80%
- 3 weeks or less: 60%
- 4 weeks or less: 40%
- After 4 weeks: None

Students must satisfy their balance or have a payment plan setup (\$250 fee) before the first day of classes. All students who have not arranged for the same will have their acceptance or registration retracted. Students who are over one week past due on balances will be dropped.

6. Financial obligation

All students are required to pay full tuition fees and related expenses when they register based on established due dates as listed in the Student Handbook. A student has not officially completed registration until all tuition requirements and applicable fees have been paid or payment plan contract has been signed.

Failure to meet financial obligations as scheduled may result in the following penalties:

- Acceptance will be retracted
- Students who are over one week past due on balance will be dropped.
- Blocked access to classes.
- Participation in finals will not be allowed and courses may be unregistered.
- Late fee payments may be applied.
- Administrative hold on any future registration until debt is settled.
- Academic records held. This includes final grade reports, transcripts and access to grades.
- Participation in the graduation ceremony will not be allowed, and the degree will be held until debt is settled.

The University reserves the right to withhold statements, grade reports, transcripts, diplomas, etc., until all indebtedness to the University has been discharged. No student will be allowed to register if prior balances have not been satisfied.

VII. New Student Orientation

New incoming students attend orientation and activities relating to academic and personal advisement prior to the first day of class. During Administrative Orientation, the AUSOMA Admin Team will assist students with course registration, immigration, student kit purchases, and other necessary pre-term tasks. Additionally, the AUSOMA IT Department will be conducting campus IT overview sessions as well as registering students' laptops for Wi-Fi, class notes, and printer access.

VIII. AUSOMA Educational Program

The AUSOMA educational program is a full-time program that groups 4 academic years of medical education into 42 months of training, board review time and in-between semester breaks, without compromising total number of hours required to graduate from AUSOMA. The 4 Year MD Program is composed of 19 months of basic science courses, followed by 18 months of clinical opportunities. Students are eligible for clinical rotations on successful passing USMLE step 1. All such students are guaranteed clinical rotations at our affiliated hospitals throughout the USA, UK and other sites. As we are always looking to sign new hospitals affiliation agreements, please refer to school website for current affiliated hospital list under clinical sites. The curriculum has sufficient flexibility for students to do extensive research, pursue advanced degrees, participate in special clinical rotation tracks, or explore other avenues of professional growth. The progression of courses/ clerkships through the educational program is shown below:

A. MD Program- Basic Sciences

The 19 months of basic sciences are distributed across 5 semesters and include 11 organ systems (11 courses), Medical ethics course module, 4 course modules of Clinical skills training, 4 course modules of Preventive medicine and are combined with Clinical Board Series utilizing patient and physician educators to maximize the experience for each student. Each semester runs for 15 weeks. The details are presented below:

Basic Science Curriculum (15 weeks/ semester)

MD-1 semester (28 Credit Hours)

MD 1001: Foundational Principles of Basic sciences	13 Credit Hours
MD 1002: Musculoskeletal System	8 Credit Hours
MD 1003: Integumentary system	2 Credit Hours
MD 1004: Clinical Skills-1	2 Credit Hour
MD 1005: Preventive Medicine, Public Health and Quality Health Parameters	3 Credit Hours

MD-2 semester (27 Credit Hours)

MD 2006: Nutrition and Metabolism	6 Credit Hours
MD 2007: Behavioral Sciences and Neurology	13 Credit Hours
MD 2008: Medical Ethics	2 Credit Hours
MD 2009: Clinical Skills-2	2 Credit Hours
MD 2010: Preventive Medicine, Public Health and Quality Health Parameters	4 Credit Hours

MD-3 semester (28 credit Hours)

MD 3011: Respiratory System	9 Credit Hours
MD 3012: Gastrointestinal system	9 Credit Hours
MD 3016: Hematology and Immunology	4 Credit Hours
MD 3014: Clinical Skills-3	2 Credit Hours
MD 3015: Preventive Medicine, Public Health and Quality Health Parameters	4 Credit Hours

MD-4 semester (30 credit Hours)

MD 4016: Cardiovascular System	10 Credit Hours
MD 4017: Renal System	4 Credit Hours
MD 4018: Endocrine and Reproductive System	10 Credit Hours
MD 4019: Clinical Skills-4	2 Credit Hours
MD 4020: Preventive Medicine, Public Health and Quality Health Parameters	4 Credit Hours

MD-5 semester (27 Credit Hours)

MD 5021: Introduction to Clinical Medicine	12 Credit Hours
MD 5022: Review of Basic Sciences	15 Credit hours

B. MD Program - Clinical Sciences

The Clinical Sciences & Rotations portion of the program prepares students to deal directly with patients in real world environments. The AUSOMA Staff will work directly with students to assist full advantage of clinical rotations and placement in residency positions.

CC 1012 Internal Medicine (12 Weeks) Students are exposed to adult patients with a variety of disease processes. Objective components emphasized are medical history taking, physical examination skills, case presentation, differential diagnosis of disease processes, and development of a strong foundation of internal medicine knowledge. Student evaluation is based on the Clinical Component – 80% and the NBME Shelf Exam – 20%.

CC 2012 General Surgery (12 Weeks) Overall goal is to give broad exposure to surgery and understanding of the medicine of surgery. It will not serve as a comprehensive course in surgery, but rather a foundation for the role surgery plays in the care of the hospitalized patient. Students will develop an understanding of the common surgical diseases, as well as develop a framework for self-study. In addition, basic manual skills such as suturing, and knot tying will be emphasized. Student evaluations are based on the Clinical Component – 80% and the NBME Shelf Exam – 20%.

CC 1006 Pediatrics (6 Weeks). Designed to introduce core principles and become familiar with common illnesses of pediatrics, common causes of death in childhood, normal growth and development, concepts of family centered care, and variation in the immunology, biochemistry, pathology, and physiology that occur as a child ages. Student evaluations are based on the Clinical Component – 80% and the NBME Shelf Exam – 20%.

CC 2006 Obstetrics / Gynecology (6 Weeks). Provides a foundation of knowledge and skills through exposure to normal and pathological conditions associated with the female reproductive organs such as menstruation, conception, and pregnancy. Broader concepts of primary care for women with emphasis on preventive care and periodic screening will also be covered. Student evaluations are based on the Clinical Component – 80% and the NBME Shelf Exam -20%.

CC 4006 Family Medicine (6 Weeks). Strengthen basic skills such as interviewing, history taking, physical examination, and physical diagnosis. The assessment and management of both routine and complicated medical conditions will be integrated with the application of the principles of quality, cost-effective health care, patient education, and health promotion. Student evaluations are based on the Clinical Component – 80% and the NBME Shelf Exam – 20%.

CC 3006 Psychiatry (6 Weeks). Emphasis on major psychiatric syndromes. Students will work on a multidisciplinary team and are required to be able to employ bio-psycho-socio-cultural model of assessments and treatments to patients with psychiatric illness. Student evaluations are based on the Clinical Component – 80% and the NBME Shelf Exam – 20%.

Elective Rotations – Student's Choice (24 Weeks). Students can choose their specialty of interest from a list of specialties like Anesthesiology, Dermatology, Gastroenterology, Immunology, Nephrology, Oncology, Rheumatology, Cardiology, Emergency medicine, Hematology, Infectious diseases, Neurology, Pulmonary

C. Pre-Medical Program

The curriculum of the American University School of Medicine Aruba is designed to be highly integrative and clinical based for the student to learn the art and science of medicine, and effectively apply their knowledge in all primary care residencies. Our programs are designed to prepare students to be knowledgeable, skillful, compassionate and dutiful physicians.

A rewarding program for those who have little doubt about the career path they have chosen. Six traditional college semesters packed into four accelerated semesters of pre-medical studies. The initial stages of the 5 Year MD Program will fully prepare medical students for their pre-clinical studies. High school graduates with scholastic achievements that will permit them to be accepted into this program tend to enter residency, and graduate to practice medicine by the age of 26. As a matter of fact, most of AUSOMA's 5 Year MD Program students will benefit from the number of years they will save by not having to secure their position as a medical student by first completing a bachelor's or a master's degree. In addition, once completed, the pre-med courses at AUSOMA will allow graduates to become qualified candidates for medical licensure.

Semester 1 (23 Credits)

- PM1108. General Biology I
- PM1208. General Chemistry
- PM1304. Pre-calculus Math
- PM1403. English

Semester 2 (22 Credits)

- PM2108. Basic Anatomy and Physiology
- PM2208. Organic Chemistry
- PM2308. Physics

Semester 3 (22 Credits)

- PM3107. Introduction to Histology
- PM3204. Behavioral Sciences
- PM3306. Introduction to Biochemistry
- PM3404. Biostatistics
- PM3502. Psychosocial aspects of healthcare

Semester 4 (23 Credits)

- PM4108. Introduction to Anatomy
- PM4208. Introduction to Physiology
- PM4302. Economics of Health Sciences
- PM4502. Introduction to Physical Diagnosis
- PM4602. Medical Terminology

D. Prerequisite Program

The American University School of Medicine Aruba offers prerequisite science courses for applicants who have at least 90 credit hours from an accredited university but who are deficient in one or more of these courses. Applicants are first admitted into the Prerequisite Program and, upon successful completion of all Prerequisite Program requirements, applicants are automatically admitted into the Medical Program of AUSOMA in the absence of academic, disciplinary or behavioral issues on their record or in their student files. In this case the University Admission Committee will evaluate the applicant for admission into the Medical Program. The complete list of Prerequisite courses can be completed in under 8 months. A student may enroll in up to 22 credit hours of Prerequisite courses per semester with advice and consent of the Admissions Committee.

Prerequisite science courses are taught in Aruba by medical school faculty and will satisfy the entrance requirements for science prerequisite courses. All pre-Medical or prerequisite courses must be separate from the Basic Science courses. No prerequisite or Pre-Medical course can be the same course as in the Basic Sciences program.

Please contact the Admissions Office for additional program details. The Admissions Committee will place students in only those courses required to complete their prerequisites or for which there is a grade of D or F or for which the grade is more than 5 years old.

IX. Academic Policies and Procedures

A. Policies on classroom and classroom-related activities

1. Class Attendance Policy:

Lectures begin on the hour and are typically of 2 hours duration. After every 50 minutes of lecture, students will be given a 10-minute break. Lectures will finish 10 minutes before the end of the second hour so that students have another 10-minute break before the next lecture begins.

AUSOMA expects students to attend all classes and to participate in all course activities but recognizes that absences are sometimes unavoidable. AUSOMA has determined that students who have attended less than **80 %** of classes and other activities in a course have not met the basic requirements for that course. No distinction is made between excused and unexcused absences in the **80 %** rule. Attendance will be checked at each class period each day. Anyone who enters the classroom after the roll is checked must see the instructor to ensure credit for attendance. A student who misses the first hour of a two-hour class will be counted absent for the whole class period. Anyone who is habitually or disruptively late to class will be counted absent at the discretion of the instructor. A student who is late to a quiz or exam will not be given extra time.

Students who exceed the number of absences permitted before the final examination will be reported by the faculty member to the Dean who may then:

1. Warn the student verbally that further attendance issues will result in disciplinary action,
2. Warn the student with a letter to the student and the student's file documenting the warning of the violation of the attendance policy,
3. Disallow the student's privilege of taking the final examination and therefore giving the student a failing grade in the course with the requirement of repeating that course.

2. Student conduct and discipline in classroom

Students must become informed of University policies and rules, and to abide by them at all times. University policies, rules, and regulations are made with the view of protecting the best interests of the individual, the general welfare of the entire student body, and the University's educational objectives. Behaviors judged unprofessional, unethical, dishonest, illegal, threatening, or dangerous may be considered examples of misconduct.

Students should address faculty members and staff using their appropriate title (Eg. Dr/Mr/Mrs Ali) whether in or out of class. First name address of faculty and staff members by students is considered inappropriate.

Bringing food into the classroom is not allowed. Water bottles are permissible but other drinks such as coffee or soft drinks are not allowed unless in a closed container, to prevent spills. Exceptions will be made for special occasions (e.g., noon-time lectures, meetings, parties) as long as arrangements are made for proper cleanup after the event.

Any type of photography such as still pictures, video and film recorded or broadcast by any means including storage by electronic media, which occurs in or around the facilities of AUSOMA is permitted as long as it is not used for commercial purposes and that it does not interfere with the educational, scholarly or administrative functions of the institution, or impair any individual's right to privacy. This procedure applies to all visitors, faculty, staff and students. Pictures are not for publication or public distribution unless approved by the Dean of Basic Science. Photography of human specimens or cadavers is strictly forbidden.

The use of Internet by students for personal purposes during class for non-class purposes is unprofessional and a violation of the student code of conduct. Faculty members may therefore choose to restrict Internet access by students during their class.

The Dean of Basic Sciences handles disciplinary referrals. The Dean of Basic Sciences will conduct an initial investigation and may then administer the necessary remedies or refer the case to the University's Disciplinary Committee for more extensive investigation and judicial hearing. When it is determined that a disciplinary violation has occurred, the committee can recommend remedies ranging from a written warning to suspension or dismissal from the University.

3. Dress code for AUSOMA students:

AUSOMA students are expected to maintain standards of attire and modesty consistent with professional expectations in a medical environment. For these reasons, students are expected to adhere to an established dress code.

Clothing should be neat, clean, and relatively free of a tattered and worn look. Shoes or sandals, but not flip-flops, are required to be worn on campus. Tight or form-fitting attire (such as leggings) and garments designed as underwear or sleepwear should not be worn as outerwear. Undergarments should not be visible. Shorts are not allowed. Clothing that is unusual or displays material inconsistent with a medical and professional environment are not allowed. Personal hygiene should reflect cleanliness and neatness. Hair should be neat, clean, and free of extreme styles.

WOMEN: Clothing must not be low-cut and may not reveal cleavage or the midriff. Halter tops are not permitted. Visible piercing is limited to the wearing of earrings and a small nose stud or ring.

MEN: Shirts must always be worn. Tank tops and body shirts are limited to athletic environments only. Caps, hats and do-rags are not permitted in classes or inside academic buildings. Visible piercing is limited to the earlobes and the wearing of small earrings or studs.

4. Student Code of Professionalism

The American University School of Medicine Aruba Code of Professionalism strives to enrich the lives of others by educating students to become excellent patient care providers. A University, like any community, must have regulations and/or standards by which its members abide. It is not possible to formulate a rule for every behavior. Consequently, only certain types of behavior are described herein. However, any behavior that endangers the general well-being of others can be considered a violation of the Code of Professionalism. The university expects all students to live in manner that is above reproach. Paramount is the maintenance of integrity. Any student found guilty of dishonesty in any phase of academic work will be subject to appropriate disciplinary action. Examples include, but are not limited to,

- cheating,
- plagiarism,
- conspiracy to cheat,
- theft,
- destruction of property,
- violation of local law,
- unauthorized or inappropriate use of cadaver materials,
- violence or threats of violence,
- unauthorized entry,
- abuse of university facilities,
- breach of computer security,
- committing any act that endangers the safety of others,
- making false statements,
- forgery of any university document,
- the use of abusive or vulgar language,
- possession of unauthorized exam materials,
- unauthorized dissemination of exam materials,
- possession of ammunition, firearms, or other illegal weapons on university property,
- falsifying data or information or
- bribery.

Students who are accused of breaches of the Code of Professionalism will be reported to the Dean of Basic Science who will then determine if the alleged behavior has sufficient merit to justify the formation of a Disciplinary committee. A Disciplinary Committee will then be convened to hear the evidence for the alleged misconduct and will recommend the appropriate actions against the student. The action recommended by the Committee may range up to dismissal from the University.

5. Withdrawal from Classes

If a student withdraws from a course before the end of the second week of the semester, the withdrawal will not be listed on the transcript and will get tuition refund as per school policy. Although the application fee and the registration fee are both nonrefundable, AUSOMA offers tuition refunds, as follows:

- 2 weeks or less: 80%
- 3 weeks or less: 60%
- 4 weeks or less: 40%
- After 4 weeks: None

Students withdrawing from a course after the end of the second week of classes (last day of withdrawal as per academic calendar), will receive a grade of “W” for that course and get tuition refund as per school policy. If a student withdraws from a course after the first block examination, they will receive a WP if they are passing the course or a WF if they are failing the course and they will NOT receive a tuition rebate. Any student who fails or withdraws from a course will be required to repeat that course the next semester in which he/she is registered. If a student withdraws from a course after the 10th week, a grade of F will be recorded.

6. Leave of absence

Emergency leave of absence: Students may have unavoidable, non-academic reasons for interrupting their enrollment during a semester. With the approval of the respective Dean, a student may be temporarily excused from classes during a semester due to documented emergency circumstances, such as severe illness or major injury to the student himself, or a similar emergency or death in the student’s immediate family. Such a brief absence, wherein a student intends to (and can) return within two weeks to complete all coursework for that semester and remain within the 80% attendance rule, constitutes an emergency absence and has no effect on the student’s enrollment status. Documentation of the emergency is required. A student who finds it impossible to return from an emergency absence within two weeks may request an academic or medical leave of absence extending for the remainder of the semester. The interrupted semester will not be counted when determining time limits for satisfactory academic progress. Failure to request a leave of absence will result in administrative withdrawal. The student will be shown as “Withdraw fail” in the transcript for that semester and must reapply to the program if he/she wishes to return to the program.

Academic leave of absence- Basic Science: A student who needs a long break between semesters for personal reasons may request an academic leave of absence, outlined as follows. As a general policy an academic leave of absence will be granted for only one semester (15 weeks), and the student must return in the following semester. An academic leave of absence can begin only after the completion of a semester, and the student must return at the beginning of the next semester following the completion of the student’s academic leave of absence. An academic leave of absence must be requested in writing, stating specific reasons and return date, and must be approved by the Dean of Basic Science.

Academic leave of absence-Clinical science: During the Clinical clerkship phase, an academic leave of absence for personal reasons can be taken at the end of a clinical segment or clerkship but not while the clerkship is in progress and the student must return to resume clinical clerkships at the time specified. As a general policy an academic leave of absence will be granted for only one semester (12 weeks), and the student must return in the following semester.

Return from an authorized leave of absence: All students returning from an authorized absence must pursue the curriculum then in effect. They are subject to all policies that are in force at that time and must pay the current tuition fees. Similarly, students who defer their enrollment or are readmitted or reinstated to the University after any period of absence are also subject to all policies, tuition and fees then in effect.

Unauthorized leave of absence: Except for approved emergency absences outlined above, students who leave during a semester or a scheduled clinical clerkship are considered to be on unauthorized leave of absence and will be academically withdrawn. Students on unauthorized leave of absence are not eligible for financial aid, letters of enrollment or completion of deferment request forms by the Department of Financial Aid. The student will be shown as “Withdraw fail” in the transcript for that semester and must reapply to the program if he/she wishes to return to the program. The past performance of these students will be reviewed by the Dean to determine whether they can be readmitted and, if so, under what conditions, including academic probation.

Leave of absence for exam preparation: A student who has completed the five semesters of Basic Science course is authorized for a maximum of 6 months of leave of absence to take and pass the USMLE Step 1 exam. A student in the clinical phase is authorized for a maximum of 6 months of leave of absence to take and pass the USMLE Step 2 exam. Students wishing to avail the leave of absence of 6 months need to file a leave of absence form. A student wishing to extend the leave of absence beyond the permitted 6 months, must file for an extension (maximum of 6 more months). For every month of extended leave of absence, the student will be charged a fee of \$500. Leave of absence exceeding 12 months will result in academic withdrawal. The student must reapply to the program if he/she wishes to return to the program.

B. Examination policies and procedures

1. General guidelines

- Final Examinations are held in Finals Week according to the published examination schedule.
- No student shall be obliged to take more than two final examinations on the same day, in courses where there is (are) regularly scheduled lab period(s), the combined lecture examination and laboratory examination are counted as one examination
- Faculty members are not permitted to give a final examination prior to or after the Dean's scheduled date and time, or in a different location than that approved by the Dean of Basic Science
- Students are not exempt from any final examination.
- Any change in time or location from the published schedule requires prior approval by the Dean of Basic Science

2. Exam Attendance Policy

If a student misses a scheduled block examination due to a medical illness, he/she will be permitted to write a makeup examination for full credit provided that the student submits a certified medical statement from a hospital physician to the Dean of Basic Sciences or the Dean of Basic Science.

Students who know in advance that they will be absent from an exam due to an emergency (e.g., a death in the family necessitating departure from the island) must submit a letter to the Dean of Basic Sciences explaining in detail the nature of the emergency and the justification for missing the exams). Evidence of the emergency (e.g., a copy of the family member's death certificate) may be requested.

Students who unexpectedly miss an examination (e.g., due to the onset of a serious illness) must make every effort to notify a Dean of their illness as soon as possible. Once able, the student must provide documentation of the seriousness of their condition (e.g., a note from the local physician documenting an emergency visit, etc.). If a missed exam is excused, a Dean will inform the relevant Professor(s) in writing. Until the Professor receives a note from a Dean stating otherwise, the absence will be considered unexcused and the student will receive a zero for the missed exam.

3. Examination Content

- *Match your test questions to your objectives for each lecture.*
Consequently, Professors must create examinations that fairly, adequately and accurately test important material from their course. Exam question must derive from the specific learning objectives that faculty members developed for their lectures.
- *Professors should avoid testing students on topics that have not been discussed at all in class.*
If an exam question is derived from sources other than the contents of the lecture and/or class notes, the professor is obliged to indicate to students precisely what material will be examined, where the information is to be found, and to what level of detail the student should know the material.
- *Test questions should be of sufficient complexity and appropriate style to prepare students for the USMLE and for professional medical practice.*
Tests should not be too easy such that grades misrepresent students' actual knowledge level.

4. Time Schedule

- *Regular Exams (i.e., Block Exams).*
Exams are typically held during the same time slot as the lectures for the course. Block examinations may NOT be given on any other day than those listed in the approved examination schedule, unless approved by the Dean. Professors are not free to change the time of day of their exams on a particular date. Under rare circumstances when a change is necessary, a re-scheduling may occur only with prior approval by the Dean.

- *Laboratory Exams.*
Faculty members may opt to give lab exams in courses with a laboratory component. If given, lab exams generally are held the week preceding the week in which the paper exam for the course is given.
- *Short Quizzes.*
Short quizzes may be given at the discretion of the faculty member. Short quizzes may not count for more than 10 % of the final course grade nor more than 5% for any one quiz.
- *Final Exams.*
Final exams in all major Basic Sciences courses shall be either NBME subject exams or written, paper exams that will be held during the appropriate week of each term. The specific final exam schedule typically varies from term to term. Final examinations may NOT be given on any other day than those listed in the approved examination schedule, unless approved by the Dean.

5. Assessment format:

- *Regular (Block) and Final Exams*
Professors will use paper exams until computerized exam software becomes available. Final exams in courses must be comprehensive (i.e., cover material from the entire term). It is at the discretion of each faculty member whether any of the regular exams are also cumulative. No more than 20% of a Block Exam can be from a previous block. Final exams should also cover in a reasonably equitable fashion the material across the entire course.
The following are guidelines regarding test construction:
 1. All exams should conform to the multiple-choice format. The minimum number of possible answers for multiple-choice questions is four (i.e., choices "A" through "D").
 2. Given the present style of USMLE Step 1 questions, professors should endeavor to include problem-solving questions, for example, clinical vignettes (e.g., "A 29-year-old patient presents with...") on each exam rather than using exclusively fact-based questions. If problem-solving questions are to be used on exams, then problem-solving activities should also be included in the lectures. Questions should be medically relevant.
 3. Professors should not plagiarize their exam questions from other sources (e.g., Internet sites, textbooks). The questions should be original questions constructed by the faculty member. However, faculty may use other sources as a *guide* to how to write appropriate USMLE-style questions.
 4. Appendix H presents guidelines for constructing high quality multiple-choice questions.
 5. Several types of multiple-choice questions are prohibited due to their lack of use on the USMLE Step Exams. These include:
 - i. "Which of the following statements is FALSE?" (Or "Which of the following statements is NOT true?")
 - ii. "All the following are true EXCEPT:"
 - iii. Questions that have more than one correct answer (e.g., "a and b are true")

Professors must assume that questions from previous exams have been circulated amongst the students through unsanctioned tape recording, videoing, or photographing of exam debriefing sessions. Thus, professors are responsible for generating new questions each exam. It is the professor's responsibility to prove to Administration that exams are indeed sufficiently different as to obviate claims of unfairness. Otherwise, Administration has the right to intervene and impose a remedy.

An effective way of dealing with the fact that a select group of students may have access to former exam questions is to write a set number of new questions (minimum 25%) on each examination. New tests must also be of sufficient breadth so that students do not just study material restricted to the known test items.
- *Lab Exams*
Professors who opt to give lab exams are permitted to ask multiple choice, short-answer, or fill-in-the-blank questions. Essay questions are not allowed.

6. Location of Exams & Time Allotment

Lab exams are typically administered in the room in which labs or lectures are held. Students are given approximately 72 seconds per question (e.g., 60 minutes for a 50-question exam). More time may be allotted at the discretion of the professor.

7. Rules and procedures during Exams

Faculty members are expected to convey the following instructions to students at exams:

- The only items permitted at students' workstations are the piece of scratch paper with login information and a pen or pencil.
- Students are not allowed to talk during the examination.
- During the examination, faculty members are not allowed to answer any questions concerning the contents of the examination (including definitions of words) due to potential bias and the disruption clarification causes.
- If a student encounters a flawed question, then the student should answer the question as best as possible, document the precise problem with the question on the scratch sheet and move on with the next question. The student should alert a faculty member in the event of a computer failure.

8. Students with Learning Disabilities

Students who request extra time for computer exams due to a learning disability must provide appropriate documentation of their disability to the Registrar's office at least 2 weeks prior to the first exam in which extra time is to be granted. Professors cannot grant extra time until the Dean has provided written approval of the student's request. If approved by a Dean, the student must receive 50% extra time for computer exams. When possible, the student will be placed in a private location so that noise and other distractions are minimized. No extra time is given for practical exams.

9. Reporting and Hearing Procedures for Academic Dishonesty at exams

The most sacred facet of the academic process is the integrity behind it. Academic dishonesty should be confronted immediately whenever and wherever it occurs. If a student observes dishonest behavior on the part of a fellow student, that student should report it to the instructor. The instructor then will decide whether to confront the accused student. If there is enough evidence, the instructor will then report the accused student's behavior to the Dean of Basic science. Evidence that consists only of one student looking occasionally onto another person's exam paper is insufficient to advance an accusation to a higher level. This level of cheating can be minimized by random assigned seating on each exam and by making various forms of the same exam. An instructor cannot move a student during an exam as this could be construed as a tacit accusation of cheating.

If evidence warrants, the Dean of Basic Sciences will initiate a hearing by a Disciplinary Committee. The Disciplinary Committee will meet with the student and present in writing the specific charges against the student, the evidence in support of the charge and a partial list of witnesses who will testify. The student will be informed of the hearing date, which will be set within three days of the presentation of charges. The student will be provided with an opportunity to ask questions about the hearing procedures at this time. Because this is an internal investigation by the University, legal representation by either side is discouraged. If the student fails to appear the investigation, hearing will still proceed. Meetings will be closed. When all evidence has been heard, the committee will deliberate the evidence and decide the outcome of the case. The exact proceedings will be determined by the chairman of the committee. The committee will then consider the evidence and will determine guilt based on the preponderance of the evidence. The decisions and recommendations of the committee are forwarded to the Dean in writing. The Dean will then relay the decision in writing to the student.

If the student wishes to appeal the decision of the Committee, he or she may do so but only in matters where the student was not provided with due process or the Committee failed to consider the evidence. No new evidence can be submitted. The appeal must be made within 2 hours of the receipt of written decision. Simply disagreeing with the decision is not grounds for appeal.

Punishment will be consistent with the seriousness of the charge and history of the student. The punishment may vary from probation to expulsion from the University and may include suspension from the University or a grade of F in the course. Probation means that if the student is found guilty of another offence of academic honesty, dismissal from the University is the required punishment.

Suspension means that the student is not allowed on campus during the period of suspension and may not receive grades for the semester in which the violation occurred.

Dismissal means that the student is withdrawn from the University without the possibility of readmission

10. Policy on dismissal for academic reasons.

Students may be recommended for dismissal if they meet one of the following criteria:

- Failure of courses totaling 30 credits during Basic medical sciences
- Failure of the same course twice
- Unable to pass NBME CBSE with a score of 200 or more on the fourth attempt

After interviewing each student, the Student Promotion Committee will determine if the cause of the failure to progress has been identified and addressed. If the problem that prevents the success of the student cannot be identified or if it cannot be addressed or if it has not been addressed, then the committee will recommend the student for dismissal. An option for the committee to address is whether retaining the student while taking a reduced academic course load for one semester will likely result in success.

11. Appeal against decision of academic dismissal

Students who are dismissed from the University have the right to appeal the dismissal and apply for readmission upon the first dismissal. A student may appeal a decision of the Student Promotion Committee by petitioning the Dean of Basic Sciences within ten (10) days after notification of the decision. The petition must be submitted in written form and must include the reason on which the appeal is based. An appeal of a Committee decision should not be undertaken without substantial indications that the policies were misapplied, and/or that the procedures employed in arriving at the decision were inadequate or discriminatory. A student may appeal the decision of the Committee to the Dean if the student can demonstrate that the committee has failed to consider all the relevant evidence presented. The student may not offer new evidence in support of retention during any appeal. Disagreement with the decision is insufficient grounds for an appeal. The decision of the Dean of Basic Science is final.

C. Grading policies and procedures

1. Minimum Number of Exams

In general, course grades are based on performance on all regular Block Exams and one Final Exam. Professors are not at liberty to make special deals with students about dropping a low exam. Unless approved by Administration, grades for students will be counted from all exams.

2. Non-Exam Activities

A maximum of 10% of the total course grade can be earned from non-block exam activities. Acceptable non-block exam activities include presentations, homework/assignments, short quizzes and other activities. Presentation guidelines include the following:

- A student should not give more than two presentations in a term.
- Presentations should not exceed 15 minutes in length.
- A student should submit a one-page abstract of their presentation.

3. Missed Exams

If a student misses a scheduled block exam, they will be permitted to write a makeup exam for full credit PROVIDED that the student submits a certified medical statement from a hospital physician to the Dean. Students who have been permitted to miss an exam for valid unforeseen circumstances will be given a grade of "Incomplete" that is changeable to the student's actual grade if the student takes the exam in the same semester. Students, who have unexcused absences from short quizzes, block exams or final or shelf exams will receive a zero (0) for the missed exam.

4. Grade release, grade calculation, grade change and curving policies

- *Reporting of Grades to Students and Exam Review*
In general, professors should provide students with their exam grades by the start of or during the next class session following the exam.
Faculty members should take every precaution necessary to ensure that grades remain confidential. The Family Rights and Privacy Act in the U.S. prohibits revealing a student's grades to other students or unauthorized persons without the written consent of the student.
Professors should review exam questions in the first class following the examination. The use of recording devices of any nature by students during the exam review is strictly prohibited. Students may take notes on question content, but the verbatim recording of questions is forbidden. Students have the right to review their exams. This usually is done in faculty offices. A faculty member may choose to limit the length of time after the exam that a student may review the exam to say a week or two weeks, etc., after the exam date so as to avoid a rush of students wanting to review old exams at the end of the course. NBME exams cannot be reviewed.
- *Final Grades*
Final exams and NBME subject exams are not debriefed with students. Faculty members may post their final grades (in a confidential manner of their choosing). Faculty members should be available (e.g., by holding office hours) after final exams to answer students' questions or concerns about their final grades.
- *Calculating Grades and Changing Grades*
Computation of grades is based solely on mathematical principles. If an error in mathematics has been made, then a submitted grade will be changed. In this case, a faculty member will provide a precise description of the mathematical error that was made. The Dean of Basic Science may approve a grade only with evidence that a grade error has been made.
- *Curving of exams*
Curving will be applied on major exam grades. Grades can be curved upward (but not downward) at the discretion of the course director. The grades on low exam averages will be curved upward to a class average of 75% but not by more than 10 percentage points.

5. Academic grievances against faculty

Faculty must test, grade, and review student work in a manner that is fair and reasonable; students must maintain scholastic honesty beyond reproach. Accordingly, a student may file a grievance against the instructor. This grievance must document the basis of the grievance. The Dean of Basic Science will review the Grievance and if it is found that the grievance has merit, a Grievance committee will be formed containing three faculty members with a chairman selected by the Dean. Before a committee is formed there must have been an attempt to adjudicate the grievance between the student and the faculty member that was unsuccessful.

6. Grade points assignment policy

Final Course grades will be reported to the Registrar and recorded as percentage grades. Grade points will be awarded as follows:

Range of Marks	Letter grade scale	Class	Grade Points
90-100%	H	Honors	4
80-89%	HP	High pass	3
70-79%	P	Pass	2
Below 70%	F	Fail	0

A grade of WF is given 0 Grade Points. Grade Point averages will be weighted by the number of credits for each course. Courses that are failed and then repeated are never removed from the transcript.

7. Academic Probation

Students who earn a cumulative, weighted grade point average of less than 2.0 or who fails two or more courses (systems or modules) in one semester will be placed on Academic Probation. Students on Academic Probation will be monitored by the Dean of Basic Sciences for further progress. Students on academic probation are not eligible for financial aid from the University and may not serve as an officer in the Student Government. Probationary status must be removed before a student can take a fifth semester course. Removal of probationary status requires achieving a cumulative grade point average of 2.0 or higher.

8. Retake exam policy:

A student who fails a course (system and/or module) will be notified on email by the Registrar immediately after the official release of results, about the deadline for appealing for a retake and the retake exam fees. Failure in an exam requires the student to appeal to the Promotions committee, before the deadline indicated by the Registrar in the email, for the next course of action.

A student who fails one course (system and/or module) will be allowed to continue in the semester taking the courses scheduled for the semester but will be required to take and to pass the course in a makeup exam by the end of the first week of the following semester. If this makeup exam is not passed, the student is required to repeat the failed course during the next semester. The maximum score given on the makeup exam is 70 % no matter what score is obtained at the remake. If two courses (systems or modules) are failed, then the student's case is sent to the Student Promotions committee for disposition.

If three courses (systems and/or modules) are failed, the student must repeat the entire semester.

9. Grades of "Incomplete".

To receive a grade of "Incomplete" (I) for a course requires the approval of both the professor of that course and the written approval of the Dean of Basic Science. Students who receive a grade of "Incomplete" in a course as a result of an excused absence from the final/shelf examination will be required to complete the examination(s) by the end of the first week of classes of the following semester in which the student is enrolled. Once the course has been completed, the course instructor will submit the final course grade to the Dean of Basic Science, who will then forward the grade change to the Registrar.

D. Transcript Requests

Student may request official transcripts by contacting the Registrar at registrar@AUSOMA.org. Transcripts (official or unofficial) will not be released to students unless the student is in good financial standing with the University. Transcripts will only be issued for completed coursework. Contact the Registrar for the fee structure.

E. Educational records access policy

The Family Educational Rights and Privacy Act of 1974 (20 U.S.C.S. section 1232G) grants students the right to access educational records, request explanations and interpretations of these records and obtain copies of these records.

The University will protect the confidentiality of student records. The University shall not release the records of a student to agencies or individuals except as authorized by the Act. Educational records are located in the Office of the Registrar.

F. AUSOMA Fifth Term Policies.

Successful completion of the Fifth Term requires the following:

- The student must successfully complete and pass all components of the Fifth Term Introduction to Clinical Medicine course and the Fifth Term Basic Science Review course.
- To pass the Review Course all students are required to take the NBME Comprehensive Basic Science Examination (CBSE) within 30 days of completion of MD5 semester.
- If the student does not score 200 or above on their first attempt the student is required to register for the first remake within 3 months during the leave of absence.
- If the student does not score 200 or above in the CBSE after 3 attempts, within 6 months from the first attempt, the student will be required to repeat the Review course or may be administratively withdrawn from AUSOMA.
- Following the repeat of review course, the student must then pass the CBSE on the first attempt, with a score of 200.
- Failure to pass the CBSE after the repeat of the Review Course will result in academic dismissal from the school.

Note: All students who have completed MD5 prior to Fall 2021 are required to appear in CBSE within 3 months after completion of MD5

G. Registration for USMLE / Licensing examination

To register for the USMLE Step 1, a student must:

- Pass all Basic Science coursework.
- Receive a score of 200 or better on the Comprehensive Basic Science Exam.
- All admission files must be completed
- Be in good financial standing
- Please check "Leave of absence policy" for USMLE preparation on page 20

To register for the USMLE Step 2, a student must:

- Pass the USMLE Step I
- Complete at least 6 months of core clinical clerkships
- Receive a score of 210 or better on the Comprehensive Clinical Science Exam.
- Be in good financial standing
- Please check "Leave of absence policy" for USMLE preparation on page 20

H. Graduation policy

To be deemed to successfully graduate and be awarded the MD degree by AUSOMA, students must

- Complete and pass all courses in Basic Sciences.
- Complete and pass all clerkships (core and elective) in Clinical Sciences
- Pass USMLE Step 1 and Step 2 (Official copies of scores to be submitted to AUSOMA)
- Complete and pass all courses of the premedical program (for those students whose point of entry to AUSOMA is the premed program)
- Complete all mandated courses in the Prerequisite program (for those students who have registered for the prerequisite program at AUSOMA)
- Be in good financial standing
- Maintain good standing with AUSOMA throughout the program

X. Non-Academic Policies and Procedures

A. Nondiscrimination Notice and Disclosure Statement

AUSOMA does not discriminate regarding race, color, religion, gender, national origin, sexual orientation, and mental or physical handicap. AUSOMA follows Section 504 of the Rehabilitation Act of 1973 and the Americans with the Disabilities Act of 1990. The university will hear allegations by students if they feel that they have been the subject of discriminatory action by any agency of the University.

B. Inclusiveness and diversity policy

AUSOMA shall, to the best of its efforts, recruit, include and promote individuals from diverse experiences and backgrounds. To that effect, AUSOMA attempts to include knowledgeable individuals from diverse racial, ethnic, gender, sexual orientation, cultural, professional, and class backgrounds at all levels- board of trustees, senior executives, administrators, faculty and staff. The institute also believes in the same spirit of diversity and inclusiveness during admission of students to its educational program to value, nurture, and leverage diversity and inclusiveness in all that it does.

C. Infectious diseases and immunization policy

Keeping in line with WHO and CDC recommendations for travelers to Aruba, AUSOMA recommends that its students coming to Aruba be up-to-date on routine vaccines namely measles-mumps-rubella (MMR) vaccine, diphtheria-tetanus-pertussis vaccine, varicella (chickenpox) vaccine, polio vaccine, and your yearly flu shot. AUSOMA also recommends Hepatitis-A and typhoid vaccines to all its students and recommends them to visit the following website to know if they fall under the 'must' category for Hepatitis-B and rabies vaccines.

<https://wwwnc.cdc.gov/travel/destinations/traveler/none/aruba#vaccines-and-medicines>

Note: In the wake of the Covid-19 pandemic, students coming to Aruba are required to produce proof of Covid-19 negative testing or both doses of Covid-19 vaccination. Non-vaccinated students will be subjected to periodic Covid-19 testing.

D. Policies on substance abuse

AUSOMA has strict regulations pertaining to the use and abuse of chemical substances that apply to any student or employee of AUSOMA. These regulations are as follows:

Alcohol - The consumption of alcohol will not be permitted in any campus buildings without express written approval of the Dean of Basic Sciences. If alcohol is served as part of an AUSOMA-sponsored or sanctioned event, then non-alcoholic beverages will always be provided as an alternative beverage. When alcohol is consumed, whether it be at an AUSOMA-sponsored or sanctioned event or at a facility within the local community (e.g., a restaurant), consumption is expected to be within safe limits. AUSOMA students are expected to comply with all University regulations regarding alcohol possession, as well as with applicable local and laws of Aruba. If any individual exhibits behavior that reflects the influence of alcohol, he or she will be disciplined.

Tobacco - AUSOMA recognizes the right of students and employees to a smoke- and nicotine-free environment. Therefore, the use of tobacco in any form as well as the use of e-cigarettes is forbidden on AUSOMA property. Any employee who violates this principle is subject to disciplinary action.

Other chemical substances - AUSOMA has a strict policy against buying, possessing, using, manufacturing or distributing illicit drugs. AUSOMA also prohibits the use or possession of controlled substances without a physician's prescription. Buying or selling prescription-based controlled substances is also a violation of AUSOMA policy. Possession, use or sale of illegal drugs are a violation of law.

E. Policy on sexual harassment of and by students

Sexual harassment, whether verbal or physical is not acceptable among students, faculty, staff, or administration. Sexual harassment is defined as verbal or physical contact by a student or a faculty member of a sexual nature. Such interactions create an unproductive or offensive working or learning environment and is harmful to the student. Offenders may be subject to dismissal or other appropriate disciplinary actions. Sexual relations between any two individuals who are not of equal social, academic or professional rank are considered sexual harassment on its face. Violations must be reported to the Dean of Basic Sciences.

F. Policy on Religious Accommodation.

The University reserves the right to schedule lectures, laboratory sessions, conferences and examinations at any time and on any day of the week including holidays and weekends. However, attempts will be made to accommodate students' religious needs upon receipt of written requests by the Dean of Basic Science. Alterations in the schedule will apply to all students whether participating in the religious event or not.

G. Non-Fraternization Policy

AUSOMA recognizes the importance of student interaction with faculty, staff, community and peers, and therefore provides a high level of interaction, communication, advisement, and supervision. During interactions between students and members of faculty, staff and administration, students are expected to address them by their proper titles and last names. AUSOMA's students are expected to treat each other and members of the general community in a fair, honest, and professional manner, both in daily interactions and while attempting to resolve concerns and conflicts that may exist. Personnel of the University will not establish non-academic relationships with students. Violation of the non-fraternization policy may be grounds for disciplinary action and could include termination of employment. A sexual relationship between a student and a faculty member is never considered consensual unless the student and faculty member are legally married. Therefore, sexual relations between a faculty member and a student are prohibited and expose both the student and the faculty member to the risk of immediate termination from AUSOMA.

H. AUSOMA Disabilities and rehabilitation policy

AUSOMA adheres to the guidelines set forth by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Persons with Disabilities Civil Rights Act of 1976. Upon review of appropriate documentation and consultation with professionals, AUSOMA may make accommodations to assist students with disabilities. Such accommodations will be confidential, reasonable and appropriate regarding the circumstances, and will allow equal opportunity for students with disabilities. The essential requirements, as well as the academic and vocational benefits of the program will not be infringed by these accommodations.

Students seeking accommodations should contact the Registrar to request an application and/or coordination of each request. It is critical that the student communicate with the Office of the Registrar prior to matriculation or within the first two weeks of the semester so that all parties have time to consider the request for an accommodation, review the supporting data and make a decision well before the first examination period.

I. AUSOMA disaster management policy

AUSOMA has adopted the following disaster management policy: “AUSOMA believes in a flexibility framework approach and shall implement flexible capacities in the event of anticipated, unanticipated or novel crises to prioritize preparedness, response and recovery as well as risk prevention and mitigation during such events”

Following on the lines of the disaster management strategy of OECD (Organization for economic cooperation and development, of which US, Canada and Aruba are member countries), AUSOMA has developed its disaster management cycle as follows:



For more details, refer to the AUSOMA disaster management report 2020 booklet.

XI. Appendices

A. Appendix A. Book list

Basic Medical Sciences (MD 1, 2, 3 & 4)

1. **ANATOMY** - CLINICALLY ORIENTED **ANATOMY** by Keith L. Moore, Arthur F. Dalley, Arthur F. Dalley and Anne M.R. Agur, Published by Lippincott, Williams and Wilkins, **Edition 8** ISBN-13: 978-1975104962 ISBN-10: 197510496X
2. **EMBRYOLOGY** - THE DEVELOPING HUMAN –Clinically Oriented **Embryology** by Keith L. Moore and T.V.N. Persaud, Published by Saunders – Elsevier, **Edition 9**, ISBN: 978 -1-4377-2002-0.
3. **HISTOLOGY** - Junqueira's Basic **Histology**: Text and Atlas, 15e. Anthony L. Mescher Publisher: McGraw-Hill Education ISBN-13: 978-1260026177; ISBN-10: 1260026175
4. **PHYSIOLOGY** -**Physiology**, by Linda S. Costanzo. **6th edition**. ISBN-13: 978-0323478816, ISBN-10: 0323478816
5. **BIOCHEMISTRY** - Lippincott Illustrated Reviews: **Biochemistry** (Lippincott Illustrated Reviews Series) **Seventh**, North American **Edition** by Denise Ferrier (Author) ISBN-13: 978-1496344496 ISBN-10: 1496344499
6. **BIOCHEMISTRY** - Harper's Illustrated **Biochemistry** Thirty-First Edition **31st Edition** by Victor Rodwell (Author), David Bender (Author), Kathleen Botham (Author), Peter Kennelly (Author), P. Anthony Weil (Author) ISBN-13: 978-1259837937; ISBN-10: 1259837939
7. **GENETICS** - Thompson & Thompson **Genetics** in Medicine (**9th Ed.**) by Nussbaum, Mcinnes & Willard. Elsevier Australia ISBN 9780323547628
8. **IMMUNOLOGY** -Lippincott Illustrated Reviews: **Immunology** **Second**, North American **Edition** by Thao Doan MD (Author), Roger Melvold PhD (Author), Susan Viselli PhD (Author), Carl Waltenbaugh PhD (Author) ISBN-13: 978-1451109375; ISBN-10: 9781451109375
9. **IMMUNOLOGY** - **Immunology** **9th Edition**, by David Male MA PhD (Editor), R. Stokes Peebles Jr. MD (Editor), Victoria Male MA PhD (Editor) ISBN-13: 978-0702078446; ISBN-10: 0702078441
10. **MICROBIOLOGY**- Lippincott's illustrated reviews: **Microbiology** **4th edition** Author: Cynthia Nau Cornelissen Paperback ISBN: 978-1496395856 Imprint: Wolters Kluwer
11. **PATHOLOGY** - **Robbins Basic Pathology (Robbins Pathology)** **10th Edition** by Vinay Kumar MBBS MD FRCPATH (Editor), Abul K. Abbas MBBS (Editor), Jon C. Aster MD PhD (Editor) ISBN-13: 978-0323353175; ISBN-10: 0323353177
12. **PHARMACOLOGY** - **Pharmacology** (Lippincott Illustrated Reviews Series) **7th Edition** by Karen Whalen PharmD BCPS (Author) ISBN-13: 978-1496384133; ISBN-10: 149638413X
13. **BEHAVIORAL SCIENCE** - Board Review Series (BRS): **Behavioral Science** **Sixth Edition**, by Barbara Fadem. Lippincott Williams & Wilkins, a Wolters Kluwer, ISBN 978-1451132106, ISBN-10: 1451132107
14. **ETHICS** - **Resolving Ethical Dilemmas**: A guide for Clinicians **Sixth Edition**, by Bernard Lo. Lippincott Williams & Wilkins, a Wolters Kluwer. ISBN-13: 978-1975103545, ISBN-10: 1975 103548
15. **Neuroscience and Behavioral Science**:
 - i. **Essential Neuroscience** by Allan Siegel, Wolters Kluwer, Fourth edition ISBN-13, 978-1451189681
 - ii. **Clinical Neuroanatomy for Medical Students**: by Richard S. Snell. 7th edition, ISBN 978-0781794275
 - iii. Kaplan & Sadock's **Textbook of Clinical Psychiatry** by B & Sadock, 4th Edition, ISBN 978149645257
 - iv. **BRS Behavioral Science** by Fadem, B. (2017) 7th Ed., Wolters Kluwer 8th Edition. ISBN 9781975118365
16. **NUTRITION** - Understanding Normal And Clinical **Nutrition** (**8th Ed.**) by Sharon Rady Rolfes, Kathryn Pinna, Elley Whitney. Wadsworth Cengage learning. ISBN-13: 978-0-495-55646-6 ISBN-10: 0-495-55646-7
17. **CLINICAL SKILLS** - Bate's guide to **Physical Examination and History taking**, by Barbara Bates, Lynn S Bickley. **12th edition** ISBN-13: 978-1469893419, ISBN-10: 9781469893419
18. **PREVENTIVE MEDICINE**
 - i. **BRS Behavioral Science** by Fadem, B. (2017) 7th Ed., Wolters Kluwer 8th Edition. ISBN 9781975118365
 - ii. Jekel's **Epidemiology, Biostatistics, Preventive Medicine, and Public Health**, by D. L. Katz, J. G. Elmore, D. M.G. Wild, & S. C. Lucan. Elsevier Saunders, **Fourth Edition**, ISBN: 978-1-4557-0658-7
 - iii. Maxcy-Rosenau-Last **Public Health & Preventive Medicine**, 15th Edition, by Robert B. Wallace. ISBN- 13: 978-0071441988, ISBN- 10: 0071441980

Premedical Sciences

PM1

1. PM1108 General Biology - **Biology**: Life on Earth (11th Edition) **11th Edition** by Gerald Audesirk (Author), Teresa Audesirk (Author), Bruce E. Byers (Author) ISBN-13: 978-0134168296 ISBN-10: 0134168291
2. PM4602 Medical Terminology
3. PM1304 Pre-calculus - Prof. WEVER
4. PM1208 General Chemistry - Prof. WEVER
5. PM2308 Physics - Prof. WEVER

PM2

1. PM2208 Organic Chemistry – To be informed in class
2. PM2108 Basic Anatomy and Physiology -
 - a. **Biology**: Life on Earth (11th Edition) **11th Edition** by Gerald Audesirk (Author), Teresa Audesirk (Author), Bruce E. Byers (Author) ISBN-13: 978-0134168296 ISBN-10: 0134168291
3. PM3306 Introduction to Biochemistry -
 - a. Lippincott Illustrated Reviews: **Biochemistry** (Lippincott Illustrated Reviews Series) **Seventh**, North American **Edition** by Denise Ferrier (Author) ISBN-13: 978-1496344496 ISBN-10: 1496344499
 - b. Harper's Illustrated **Biochemistry** Thirty-First Edition **31st Edition** by Victor Rodwell (Author), David Bender (Author), Kathleen Botham (Author), Peter Kennelly (Author), P. Anthony Weil (Author) ISBN-13: 978-1259837937; ISBN-10: 1259837939
4. PM3204 Behavioral Sciences -
 - a. My **Psychology** by Andrew M. Pomerantz ISBN 978-1-4292-6018-3
 - b. Introduction to Behavioral Science in Medicine, ISBN: 978-0-387-90736-9
5. PM4302 Economics of Health Sciences -
 - a. The **Economics** of Health and Health Care
 - b. Health Economics by Jay B.
6. PM1403 English – To be informed in class

PM 3

1. PM3106 Cell and Molecular Biology
 - a. Junqueira's Basic **Histology**: Text and Atlas, 15e. Anthony L. Mescher Publisher: McGraw-Hill Education ISBN-13: 978-1260026177; ISBN-10: 1260026175
2. PM4108 Introduction to Anatomy -
 - a. CLINICALLY ORIENTED **ANATOMY** by Keith L. Moore, Arthur F. Dalley, Arthur F. Dalley and Anne M.R. Agur, Published by Lippincott, Williams and Wilkins, **Edition 8** ISBN-13: 978-1975104962 ISBN-10: 197510496X
3. PM4208 Introduction to Physiology -
 - a. Introduction to **Physiology**: A visual analogy guide to human Physiology. **2nd edition** Author: Paul A. Krieger Paperback ISBN: 978-1617312403
4. PM3502 **Psychosocial Aspects of Health Care** 3rd Ed. ISBN 10: 0-13-139218-2, ISBN 13: 978-013-139218-1
5. PM3404 **BIostatISTICS**
 - a. An Introduction to Epidemiology for Health Professionals, by Jorn Olsen et al.. ISSN 1869-7933 ISBN 978-1-4419-1496-5
 - b. **Epidemiology and Biostatistics: An Introduction to Clinical Research**, by Bryan Kestenbaum, MD MS, University of Washington, Seattle 2nd Edition. ISBN: 978-3-319-96642-7, ISBN 978-3-319-96644-1
6. PM4502 Introduction to Physical Diagnosis -
 - a. **Introduction to Clinical history and physical examination**: Bates's **Pocket guide** to Physical examination and history taking. **7th edition**. Author: Lynn S. Bickley. Paperback ISBN: 978-1451173222 Imprint: Wolters Kluwer

B. Appendix B. Students' Permit Requirements and Application Procedure

In order to obtain a Student Permit on the Island of Aruba, one must submit the following documents to the Immigration Consultant of the University.

REQUIRED DOCUMENTS:

1. *ENROLLMENT LETTER from the University in Aruba stating the period of enrollment. It should be printed in color. Black and white will not be accepted.*
2. *A clear photocopy of the PASSPORT PROFILE PAGE (Passport must have at least 6 months validity upon submission)*
3. *DUTCH PASSPORT SIZE PICTURES WITH WHITE BACKGROUND (35 x 45 mm)*
4. *A POLICE CLEARANCE OR A CERTIFICATE OF GOOD CONDUCT issued by the country of residence in the last five years. This should be legalized from a Dutch Embassy or APOSTILLED and not older than 6 months. If certificate is in a foreign language, it should be translated by a sworn translator in Aruba.*
 - a) US Residents – certificate or police clearance must be apostilled by the US Secretary of State
 - b) Canada Residents – certificate or police clearance must be legalized by the Foreign Affairs and then by the Dutch Embassy.
 - c) Resident of India – Police clearance needs to be legalized by the Ministry of External Affairs, Government of India, in New Delhi. Residents of Other Countries will be responsible in inquiring for the requirements and procedures of notarization, legalization, or certification with apostille from proper authorities in the country of origin or the country where documents were issued. For more information, http://www.hcch.net/index_en.php?act=conventions.statusprint&cid=41

NOTE: Aruba DIMAS stipulated that it must be indicated on the police clearance that the reason for applying for the police clearance or good conduct is : “Departamento di Integracion, Maneho y Admicion di Stranheronan: For Immigration Purpose to Aruba”.
5. *PROOF OF FINANCIAL SUPPORT: ANY OF THE FOLLOWING:*
 - a) Declaration of signed parents support with a copy of the parent's passport profile page with the same signature
 - b) Bank loan contract with the applicant student's name
 - c) Most recent bank statement under the applicant's name
6. *HOUSING CONTRACT*

Before applying for permit, applicant/student need to have their Aruba housing lease agreement ready
7. *BIRTH CERTIFICATE: needs to be legalized in the country of birth*
 - a) If born in the USA, birth certificate needs to be certified by Apostille by the US Secretary of State
 - b) If born in CANADA, birth certificate needs to be legalized by the Foreign Affairs and by the Dutch Embassy
 - c) If born in INDIA, birth certificate needs to be certified by Apostille by the Ministry of External Affairs, Government of India in New Delhi.
 - d) If born in another country, do same as in police clearance.
8. *If married, bring Marriage Contract legalized in the country where marriage took place.*
 1. If married in the US, must be certified by Apostille by the US Secretary of State
 2. If married in CANADA, must be legalized by the FOREIGN AFFAIRS and DUTCH EMBASSY
 3. If married in INDIA, must be certified by Apostille by the MINISTRY OF EXTERNAL AFFAIRS, government of India, New Delhi
 4. If married in other countries, please go to website:
http://www.hcch.net/index_en.php?act=conventions.statusprint&cid=41
5. *PERSONS WHO MAY NEED VISA PLEASE GO TO :*
<http://www.aruba.com/travel-to-aruba/entryvisa-requirements>

LEGALIZATION:

Any Official Foreign Document issued must be legalized for use in the Netherlands, including Aruba. This confirms the authenticity of the signature on the document and the capacity of the signatory. Then the Dutch Embassy or Consulate legalizes the document, then checks to ensure that signature is genuine. The Apostille is needed only if the document comes from a country affiliated to the Netherlands via the APOSTILLE TREATY. Please check website : www.government.nl for information

TRANSLATION:

All documents to be submitted with the application must be drawn up in Dutch, Spanish, English or Papiamentu. Any foreign document must be translated by a translator certified by the courts in Aruba. Documents translated in other countries must be legalized to prove that a certified translator has been used.

STEPS FOR STUDENTS' FIRST PERMIT PETITION:

1. Prepare all Documents and make copies.
2. Submit all documents and fees to the Immigration Consultant (If present) or to the Registrar on Registration day in Aruba.
3. Fees will be paid to the SIAD (tax department). Together, with the receipts, original documents will be submitted to DIMAS. If payments are approved, Temporary Admission to Aruba (in-flight letter) will be issued by DIMAS to allow student to return to Aruba to continue the process, (about 4 – 6 weeks)
4. With the in-flight letter, student may travel to Aruba. Upon entry at the airport, student should make sure passport and In-flight letter are stamped and dated by the Immigration authority.
5. Within 30 days, visit any General Physician, request for an order of Laboratory tests (VDRL, HIV, Hepatitis), and a chest X ray for permit processing. Student has to pay the Medical fees. MEDICAL TESTS SHOULD BE DONE IN ARUBA AND RESULTS SHOULD BE SUBMITTED WITHIN 30 DAYS UPON ARRIVAL,
6. Get an appointment with the Physician to collect the final results.
7. Submit all results along with the in -flight letter and passport to the Immigration Consultant/ Registrar. Students will have to sign a DECLARATION OF NO OBJECTION MEDICAL EXAMINATION FORM. These documents will be submitted to the Health Department – Departamento di Salud Publico Aruba (DESPA)
8. Once medical tests are approved by DESPA, they will send DIMAS an approval letter and then DIMAS will finalize the process and have the permit ready. (Maximum time of 12 weeks)
9. When permit is received, student needs to bring the permit with the legalized birth certificate and the Marriage Contract (If applicable) to be registered at the Oficina di Registro Civil Y Censo. Ask for a 5 FI censo and then apply for the Health Insurance card (AZV).

VALIDITY OF PERMIT:

Permit is valid for one year from time of application. If needed to stay longer, the permit should be renewed at least 3 months before it expires. If permit has not been renewed on time before the maximum period of residence has expired, students will be asked to leave Aruba within six (6) weeks or apply for admission again.

REQUIREMENTS FOR RENEWAL OF PERMIT:

1. DOCUMENTS MUST BE SUBMITTED AT LEAST 3 MONTHS BEFORE PERMIT EXPIRES.
2. Four (4) Netherlands passport size pictures (35x 45mm)
3. Copy of Passport Profile Page (Passport must be valid for at least 6 months upon submission)
4. Censo Paper of 5 Afl (this will be the proof of registration in Aruba)
5. Original Enrollment letter from School (MUST BE printed in color, NO Black & White)
6. Proof of Finance: either
 - a. Declaration of signed Parent or Guardian support and include a copy of parent/guardian passport profile page
 - b. Bank statements under the student's name
 - c. Bank Loan Contract under the student's name
7. Legal fee for Renewal of permit

C. Appendix C. Payment plan contract



Payment Plan Contract

Date:
Name
Email:
Semester:

I, the undersigned member, agree to make payments on the specific dates and the agreed amounts state on the payment scheduled below. **I understand there is a \$250 processing fee attached to the payment plan that will be divided and combined into my payments.** I understand that consequences that will be brought against me if the contract is violated. The penalty will include being dropped from all enrolled courses immediately.

Total amount owed (beginning balance) \$ _____

Payment Date	Payment amount	Balance
	\$	\$
	\$	\$
	\$	\$
	\$	\$

I agree to the above schedule of payments.

Signature _____

If a payment isn't made within 5 days, a \$250 late fee will be applied to student's account. If a payment is 10 days late, student will be dropped from all classes.

D. Appendix D. Student accommodations request

Page 1 of Student Accommodations Request



Student Accommodations Request

AUSOMA Disabilities and Rehabilitation Policy:

AUSOMA adheres to the guidelines set forth by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Persons with Disabilities Civil Rights Act of 1976. Upon review of appropriate documentation and consultation with professionals, AUSOMA may make accommodations to assist students with disabilities. Such accommodations will be confidential, reasonable and appropriate regarding the circumstances, and will allow equal opportunity for students with disabilities. The essential requirements, as well as the academic and vocational benefits of the program will not be infringed by these accommodations.

Student disabilities and rehabilitation services is designed to provide access to students in an effort for collegiate success. Student disabilities and rehabilitation Services may include discussions of your personal challenges and difficulties which can elicit uncomfortable feelings (i.e., sadness, guilt, anger, and frustration). Accommodations assist to improve academic performance, solutions to specific problems, and reductions in your feeling of distress. However, there is no assurance of these benefits.

Rights and Responsibilities:

You have the right to ask questions about Student Disabilities and Rehabilitation Services. We are always willing to discuss how and why we have decided to do what we are doing and to look at alternatives that might work better for you. You are free to discontinue accommodation services at any time.



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Voluntary Disclosure of Disability:

To the student : The Disabilities and Rehabilitation Services is designed to help students with special needs. If you are requesting accommodations, please submit the following documents and return them (together) to the listed location:

- (1) Complete Voluntary Disclosure of Disability Form, (2) Submit documentation of disability, current evaluation from medical doctor, or evaluation from psychiatrist/psychologist.

Office of the Registrar
registrar@ausoma.org

CONFIDENTIALITY STATEMENT: The information on this form is confidential and will be released only to those individuals responsible for providing assistance to students with disabling conditions.

Date of application Semester
Student name AUSOMA ID
Address
City State Zip
Cell phone Home phone
AUSOMA Email

Are you a Veteran?: Yes ☐ No ☐

Have you received previous accommodations? Yes ☐ No ☐

Type of disability: Mark all that apply

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Attention Deficit Disorder (ADD) | <input type="checkbox"/> Attention Deficit Hyperactivity Disorder (ADHD) | | |
| <input type="checkbox"/> Brain injury (TBI) | <input type="checkbox"/> Dyslexia | <input type="checkbox"/> Hearing impaired | <input type="checkbox"/> Mobility impaired |
| <input type="checkbox"/> Other learning disorder (LD) | <input type="checkbox"/> Psychological disorder | <input type="checkbox"/> Visually impaired | |
| <input type="checkbox"/> Other (explain) | <input type="text"/> | | |

Certification

By signing below, you acknowledge that you have read the policy, students rights, and the all information submitted is correct.

Student signature


Date

For Office Use Only

Reviewed by:

Date

E. Appendix E. Leave of Absence Request Form


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Leave of Absence Request Form

*Start Date for Leave: *Date to resume studies:

Student Data			
Student Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<small>Last</small>	<small>First</small>	<small>M.I.</small>
Student ID:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<small>Student ID</small>	<small>Student personal E-Mail</small>	<small>Student Phone Number</small>
Student Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<small>Street</small>	<small>City</small>	<small>State/ Zip</small>

I am requesting a Leave of Absence for the following reason(s):

☐ Prepare for USMLE Step 1 Exam
☐ Prepare for USMLE Step 2 CK Exam
☐ Prepare for USMLE Step 2 CS Exam
☐ Other (explain):

AUSOMA guidelines for Leave of Absence:

This application must be approved no less than 20 business days prior to taking time off to be valid. 4 MONTHS is the maximum time allowed on Leave of Absence without being considered Dismissed from AUSOMA.

If considered Dismissed from AUSOMA, you become legally obligated to begin repayment of any Student Loans.

Students are to complete their classes and or rotations before taking a leave of absence.

For this request to be considered: student's file must be complete and student must be in good financial standing.

SIGN NAME

Student Signature (REQUIRED)

Date (REQUIRED)

For Registrar Use Only			
<u>Status of Request</u>	ACCEPTED	DECLINED	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<small>Reason for Decline</small>		<small>Registrar Signature</small>
			<small>Date</small>

F. Appendix F. Class withdrawal form

[Click to Reset Page](#)

Withdrawal Form

*Last date attended class: _____ *Last Term Completed January / May / September / Year _____
 *(If applicable) Date to return to AUSOMA: _____

Student Data

Student Name:						
	Last		First		M.I.	
Student ID:						
	Student ID Number		Student E-Mail address		Student Phone Number	
Student Address:						
	Street		City		State/ Zip	

I am withdrawing from AUSOMA for the following reason



Financial Hardship

Transferring to Another Medical School

I Need a Break from Classes

☐ Other (explain):

Tuition Refund: (See student handbook)

- 2 weeks or less: 80%
- 3 weeks or less: 60%
- 4 weeks or less: 40%
- After 4 weeks: None

Student Signature (REQUIRED)

Date (REQUIRED)

For Registrar Use Only

Status
of
Request

ACCEPTED

DECLINED

Registrars Signature

Date _____

(notes)

G. Appendix G. Readmittance form

[Click to Reset Page](#)



Re-Admittance Form

Student Information			
Student Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<small>Last</small>	<small>First</small>	<small>M.I.</small>
Student ID:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<small>AUSOMA ID</small>	<small>Student E-Mail</small>	<small>Student Phone Number</small>
Student Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<small>Street</small>	<small>City</small>	<small>State/ Province</small>

I am requesting *Re-Admittance* for the following reason(s):

- ☐ Required additional time for USMLE Step 1 Exam
- ☐ Required additional time for USMLE Step 2 CK Exam
- ☐ Required additional time for USMLE Step 2 CS Exam
- ☐ Other (explain):

Last Date of Attendance Expected Start Semester

Guidelines for Re-Admittance:
To be considered for re-admittance your student file must be complete.
If considered and re-admitted you are obligated to contact the Accounting Dept. to determine your pay structure.

Student Signature (REQUIRED) Date (REQUIRED)

For Registrar Use Only	
Status of Request	<input type="text"/>
ACCEPTED <input type="checkbox"/>	DECLINED <input type="checkbox"/>
<input type="text"/>	<input type="text"/>
Reason for decline	Approval Signature Date

H. Appendix H. Request for NBME Roster and CBSE Exam



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AUSOMA

Request for NBME Roster and CBSE Exam

Last Name: First Name:

Date of Birth: Month: Day: Year:

Gender: Female ☐ Male ☐

AUSOMA Student ID:

AUSOMA Email Address:

When is the student taking the CBSE?
(NOTE: The order needs to be placed 28-30 calendar days prior to test date)

Graduation Year:

Location of Testing Center:

Prometric Testing Centers: You will use the worldwide network of Prometric testing centers for administration of this exam. When testing at Prometric, examinees will receive a scheduling permit to make an appointment to take the exam at a Prometric Testing Center of your choice.

Are you scheduling for End of Course/ Clerkship? Yes ☐ No ☐ If No please explain:

Students with special needs may request exam forms to be given extra time.

Do you require extra testing time? Yes ☐ No ☐

Retaking the CBSE: Yes ☐ No ☐

List the ORDER ID# of the last exam taken:
Check your AUSOMA email for the last ORDER ID#

Student Signature: Date:

*****DO NOT WRITE BELOW THIS LINE*****

Registrar Clearance: Yes No Date: Signature:

Exam payment received: Yes No Date:

I. Appendix I. MSPE/ Dean's letter request form

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MSPE/ Dean's Letter Request Form

Student Information

AUSOMA Student ID:

Last Name: First Name:

Student Phone Number: AUSOMA Email Address:

Student Address:

MSPE Eligibility

The student must be a senior (final Year) Medical student in good academic and financial Standing. Student has at least completed 24 weeks of clinical rotations with AUSOMA. Student file must be complete.

Supporting Documents Required:

1. Personal statement detailing academic and professional achievements since high school graduation.
2. Copy of resume
3. Transfer students must submit statement detailing reason for transferring to AUSOMA

These documents MUST be submitted with the FORM to the Registrar

Please allow 4-8 weeks processing from the date of submission

Student Signature: Date:

*****DO NOT WRITE BELOW THIS LINE*****

Status of Request: Accepted ☐ Declined ☐ Date: Signature:

Reason for Decline:

J. Appendix J. Transcript request form

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Transcript Request Form

Student Information			
Student Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Last	First	M.I.
Student Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Street	City	State / Zip
<input type="text"/>	Number of Copies Requesting	<input type="radio"/> Alumnus <input type="radio"/> Official Copy	<input type="radio"/> Current Student <input type="radio"/> Former Student <input type="radio"/> Unofficial Copy (to be issued to Student)
	Please send transcript(s) to (include the complete mailing address to prevent any delays): <input type="text"/>		
<p>There is a fee of \$50 per official copy of the transcript. Unofficial transcripts can be retrieved via student portal if fees are paid. Official transcript(s) will not be delivered until <u>ALL</u> University obligations have been satisfied. Multiple requests must be submitted via separate forms. Please allow 10 -15 business days for completion.</p>			
<input type="text"/>	<input type="text"/>		<input type="text"/>
Student Signature			Date
For Registrar Use Only			
Status of Request	<input type="radio"/> Processed	<input type="radio"/> Declined	<input type="radio"/> Fee Paid
	<input type="text"/>		<input type="text"/>
	Registrar Signature		Date
Reason for Decline	<input type="text"/>		

K. Appendix K. Diploma request form


AMERICAN UNIVERSITY
SCHOOL OF MEDICINE
ARUBA
Office of the Registrar

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APPLICATION FOR DEGREE EVALUATION AND GRADUATION

- ❖ The completed application must be submitted to the Office of the Registrar at least 2 semesters prior to the semester you expect to graduate.
- ❖ The Office of the Registrar will prepare the official graduation audit for the student via email. Once you receive it, please review it carefully. If you have any questions, notify the Registrar immediately. Do not wait until your expected semester of graduation to resolve any outstanding problems.
- ❖ Each student must update name and/or address if a change occurs on this form after it has been submitted. A source document is required such as a valid driver's license, marriage license, or court order document to change your name.
- ❖ A representative from our graduation products vendor will be available to assist you with your Cap & Gown, Personalized Announcements, and any other commencement items that you may need. The dates and times will be emailed.
- ❖ It is important to check your AUSOMA email account for commencement information.

When do you expect to complete all requirements for graduation? Fee deadline is in parenthesis.

☐ Spring 20__ (April 1st) ☐ Summer 20__ (July 30th) ☐ Fall 20__ (October 1st)

AUSOMA ID: _____

Legal Name as it appears on your AUSOMA records:

Last Name	First Name	Middle

Mailing Address

Street Number	Street Name	Apartment #
City	State	Zip Code
Phone Number		

Address where diploma is to be mailed if different from mailing address above.

Street Number	Street Name	Apartment #
City	State	Zip Code

L. Appendix L. Media and photo release form

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Photo and/or Media Release Form

I, hereby grant permission to American University School of Medicine Aruba, to use and publish any photograph, media or quote pertaining to me for educational and promotional purposes without compensation. Furthermore, I grant creative permission to alter the media.

First Name: Last Name:

Phone Number:

Address:

Signature: Date: