

# AMERICAN UNIVERSITY of ANTIGUA

## COLLEGE of MEDICINE

### STUDENT HANDBOOK



**T**he Student Handbook is published by the American University of Antigua College of Medicine for the students in the College of Medicine.

The rules and regulations outlined here are binding and must be adhered to by all AUA/KMC students, including those on leave. The rules and regulations of this institution are reviewed and revised periodically. Students are expected to be familiar with the most recent revisions of all AUA/KMC manuals and publications.

## **MESSAGE from the PRESIDENT**

American University of Antigua College of Medicine (AUA) was established by prominent American physicians and hospital administrators to provide qualified applicants the opportunity to receive an American medical education.

AUA's medical education program is modeled on those at United States medical schools. Unique among Caribbean medical schools, AUA is the only hospital-integrated medical school within the Caribbean. Consistent with the new paradigm in U.S. medical education, AUA students commence clinical training in their first semester at our hospital affiliate in St. John's, Antigua.

AUA is committed to offering a quality Basic Science medical education program that provides students with experienced and capable faculty, small classes and the latest medical education technology.

AUA is proud to be affiliated with Kasturba Medical College, Manipal, in a program that greatly enhances the educational experience of our medical students.

In addition to providing students with clinical opportunities at our hospital affiliate, AUA has established clinical rotations for its students at some of the finest teaching hospitals in the United States.

It is the University's mission and my pledge as President to provide you with the best medical education available and to ensure that you receive the education you require to achieve your goal of becoming a successful, well-respected, licensed physician.

Neal S. Simon

*President, American University of Antigua College of Medicine*

## **MISSION STATEMENT**

To enroll qualified candidates at the College of Medicine and to produce U.S. licensed, ethical and caring physicians.

## **VISION STATEMENT**

To be the pre-eminent international medical school utilizing the American medical education model for preparing outstanding physicians for practice in the United States.

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# ACADEMIC DEGREE PROGRAMS

## M.D. DEGREE PROGRAM

The four year Doctor of Medicine degree is conferred upon students who satisfactorily complete the following requirements:

- Basic Sciences
  - Four 16-week semesters (I - IV)
- Preliminary Clinical Training
  - One 16-week semester (V)
- Clinical Sciences
  - Two years of rotations over the course of four (4) semesters (VI - X)
- United States Medical Licensing Exam/USMLE Steps 1 and 2.

## MBBS/MD DEGREE PROGRAM

The six year MBBS/M.D. Degree Program incorporates both the pre-medical and medical segments of the medical curriculum. The student is conferred with both degrees.

## PRE-MEDICAL PROGRAM

The Pre-Medical program consists of four sixteen-week semesters of college-level science and humanities courses.

Qualified students accepted into the six year medical program must also complete and pass all requirements of the Pre-Medical segment of the medical curriculum **prior to** acceptance and matriculation into the Basic Sciences segment of the medical program.

## BREAKDOWN OF CURRICULUM COMPONENTS AND COURSES

### Pre-Medical, Semesters 1 - 4

- Introductory Biology I and II
- General Chemistry I and II
- English Composition I and II
- Pre-Calculus
- Calculus
- Cell Biology
- Organic Chemistry I and II
- Physics I and II
- Genetics and Microbiology
- Psychology
- Human Anatomy and Physiology

## **Basic Science Component, Semesters I - IV**

- Gross Anatomy/Embryology
- Histology/Cell Biology
- Doctor, Patient and Society
- Neuroscience
- Medical Physiology
- Biochemistry
- Genetics
- Behavioral Science
- Microbiology
- Immunology
- General Pathology
- Introduction to Clinical Medicine
- Pharmacology
- Systemic Pathology

## **Preliminary Clinical Training, Semester V**

This semester focuses on the integration of knowledge gained from the basic science subjects with clinical medicine. A review of the basic sciences may be offered during this semester.

## **Certification of the USMLE Application**

Toward the end of the fifth semester, a student **submits the USMLE application on-line** and sends the Certification Statement with the appropriate fees to the New York office.

### **Step 1**

A student takes Step 1 after completing and passing the fifth semester. While waiting for Step 1 results, a student is **permitted to perform up to a maximum of twelve (12) weeks of a clinical rotation(s) unless restrictions exist. For example, New York state and Harbor Hospital require the passing of Step 1 in order to start clerkships. However, additional mandates may be imposed by either a state and/or hospital.**

## **Clinical Science Component, Semesters VI – X**

A student must perform a total of seventy-five weeks of clinical training: forty-eight weeks of core clerkships and twenty-seven weeks of elective clerkships. All clerkships are under the aegis of the University.

## **Clinical Sciences and the Assignments of Clerkships**

The assignment of clinical clerkships or rotations is a process that is arranged and handled in the University's administrative offices (New York) only. The Clinical Coordinator to whom the student is assigned will contact the student, discuss the scheduling options and details, and disseminate all appropriate information.

If the student does not attend the assigned rotation(s), it is the student's responsibility to inform his/her Clinical Coordinator as soon as possible. If the student receives Financial Aid, again, the student must inform his/her Financial Aid counselor accordingly, as financial aid is determined according to the initial scheduling of a student's rotation.

Because the scheduling of rotations is handled by the New York administrative offices as part of its Student Services, the University discourages students from contacting a hospital in order to schedule clerkships. Furthermore, if it is discovered or proven that a student has in fact made arrangements on his/her own with a hospital for any clerkship rotation, the student will not receive credit for that rotation.

### **Core Clerkships**

- Internal Medicine (12 weeks)
- Surgery (12 weeks)
- Psychiatry (6 weeks)
- Obstetrics and Gynecology (6 weeks)
- Pediatrics (6 weeks)
- Family Medicine (6 weeks)

### **Step 2 CS (Clinical Skills)**

After completing and passing the core clerkships, a student can choose to take Step 2 CS.

### **Elective Clerkships**

A student selects from a variety of disciplines, including subspecialties of the core clerkships.

### **Step 2 CK (Clinical Knowledge)**

A student takes Step 2 CK during the last year of medical studies. The University strongly recommends, as does the Educational Commission for Foreign Medical Graduates (ECFMG), the agency that verifies the education of international medical students, that the internal medicine clerkship is complete prior to sitting for USMLE Step 2 CK.

## **ACADEMIC POLICIES during the PRE-MEDICAL and BASIC SCIENCES**

### **ROLE OF THE PROMOTIONS COMMITTEE**

During the Pre-Medical and Basic Sciences programs, all matters related to promotions fall under the jurisdiction of the University's Promotions Committee, which is comprised of senior faculty.

The Chair of the Promotions Committee enacts decisions made by the Promotions Committee. The decisions of the Chair may be appealed to the Vice President of Academic Affairs and the Dean of Academic Affairs, who has the authority to summon the Appeals Committee to review student appeals.



## EVALUATION OF ACADEMIC PERFORMANCE

At the end of each semester a student's academic performance is evaluated accordingly:

- ❏ A student who ***fails all courses in any semester*** is subject to ***dismissal***;
- ❏ A student who ***fails any course in any semester*** is placed on academic probation, repeats the failed course and can register for one more major course as directed by the Dean of Academic Affairs.
- ❏ A student must pass the repeated course(s); a student who ***fails any course*** while on academic probation is subject to ***dismissal***;
- ❏ ***During*** the four ***Basic Science*** semesters, a student may ***not*** be placed on academic probation ***more than twice***;
- ❏ The four ***Basic Science semesters*** must be ***completed*** within a ***six semester period***. Any student on academic probation must attend the University's Study Skills Program or be subject to dismissal for non-compliance.

## CRITERIA FOR ACADEMIC DISMISSAL

A student is subject to dismissal based upon the following:

- ❏ Failing all courses in a semester during the Pre-Medical and Basic Science Program;
- ❏ Failing any course while on academic probation;
- ❏ Failing to make satisfactory academic progress;
- ❏ Not completing the four (4) semesters of Pre-Medical in six (6) semesters;
- ❏ Not completing the four (4) semesters of Basic Science in six (6) semesters;
- ❏ Failing Step 1 on three (3) attempts within one (1) year of sitting eligibility;
- ❏ Repeated failure in core subject or electives.

## BLOCK COURSES

A Block course is given over a condensed period of time. It is a **complete course with the same number of contact hours** as courses offered during a regular term. Occasionally, a Block course may be offered during the academic year, but most Block courses are offered during the breaks.

The minimum duration of a Block course is 10 days, with the equivalent of one contact hour of lecture/week per credit hour. For example, 90 lecture hours for a six-credit course and the equivalent of 2 - 3 contact hours per week of laboratory per lab credit is then equivalent to 30 – 45 laboratory hours. In order for the University to offer a Block course, an appropriate faculty member for the specific course must be available and there must be a minimum class registration of five students.

A student is permitted to take one Block course per semester. The minimum passing grade for a Block course is 70%. A student must register with a Block course registration form. There is a mandatory **25% non-refundable deposit**.

**The Registration schedule and deadline is dependent on the time the block course is given. If the course is offered during the break the registration time is the Friday of the first week of the last month of each semester. If the course is offered outside of a break period the registration time is one month prior to the beginning of the course.**

A student should first consult with the financial aid counselor to determine the availability of financial aid for the Block course and identify other considerations that may affect financial aid.

## ACADEMIC POLICIES during the CLINICAL SCIENCES

**Please refer to the University's Clinical Rotations Guideline for more details.**

### PROMOTION TO CLINICAL SCIENCES

To be promoted from the Basic Science component to the Clinical Science component and to be able to enter into clinical clerkship rotations, a student must comply with the following:

- ❖ Completion of all requirements of the Basic Science component; including taking the NBME comprehensive Basic Science examination.
- ❖ Completion of Preliminary Clinical Training, Semester V.
- ❖ Completion of Step I within six months of the completion of Basic Science and pass in no more than three attempts within one year after completion of fifth semester.

### REPORTING OF USMLE SCORES

The student is responsible for submitting a readable copy of (a) the Step 1 score and (b) the Performance Profile to the Registrar and Dean of Student Services. Sending this information to another entity at the University's administrative offices in New York is not acceptable.

### ACADEMIC PROBATION

A student is placed on academic probation when repeating a failed clerkship.

## **FAILING A CLERKSHIP**

A student failing a rotation **must meet** with the **Clinical Chairs** to review his performance.

- ❖ If a student **fails a core** clerkship, the core must be repeated in order to continue in the program.
- ❖ If a student **fails an elective** clerkship, the same elective is repeated or another elective with the same number of credits may be taken.

**A student with repeated failures in core subjects or in electives is subject to dismissal.**

## **GOOD STANDING and SATISFACTORY ACADEMIC PROGRESS**

### **GOOD STANDING**

A student remains in good standing by complying with all academic standards, policies, and regulations established by AUA/KMC and by satisfying all financial obligations to the University or its affiliated lender.

**The University reserves the right to withhold services, transcripts and certifications from a student who is not in good standing.**

### **SATISFACTORY ACADEMIC PROGRESS**

A student achieves Satisfactory Academic Progress by sustaining an acceptable level of academic performance within a specified time frame.

The following criteria constitute **Satisfactory Academic Progress**:

- ❖ Completing the required courses of the Pre-Medical Science or Basic Science components in no more than six semesters and passing all coursework while on academic probation.
- ❖ Passing Step 1 in three attempts within one year of completing the Basic Science requirements;
- ❖ Completing the 75-week Clinical Science component within 120 weeks;
- ❖ Completing the M.D. program in its entirety within 316 weeks or six calendar years of attendance;
- ❖ Maintaining good academic standing.

**A student not in compliance with the standards of Satisfactory Academic Progress is subject to dismissal.**

A student may withdraw before the second week of a semester without academic consequences.

In exceptional circumstances, determined on a case-by-case basis, the Promotions Committee reserves the right to allow a student to continue at the University while on probation, even if the student has not met all of the above requirements. **In such circumstances, however, the student may be ineligible for financial aid.**

## GRIEVANCES and DISCIPLINARY ACTION

The University's policies regarding disciplinary action apply to non-academic matters. Disciplinary actions may include, but are not limited to, verbal reprimand, written reprimand, required restitution, and suspension or expulsion from the University.

AUA/KMC students are encouraged to address any academic or non-academic concerns with their Professors, Faculty Advisors or Deans.

The Grievance and Disciplinary Committee is composed of faculty and student representatives. It is the investigative and judicial arm of the Dean's Office. The Grievance and Disciplinary Committee has authority over all matters referred by the Dean, the Dean of Student Affairs, the Student Government Association, students, and faculty. The Dean reviews the decisions and issues a final determination to the Grievance and Disciplinary Committee that is forwarded to the President.

A student may appeal any recommendation of suspension or dismissal authorized by the Grievance and Disciplinary Committee and executed by the Dean. The student must give written notice of intent to appeal the Committee's decision to the President's Office within ten days of receiving a decision.

The student has the right to counsel and to present witnesses and documentary evidence. The President and at least one other non-involved member of the administration will hear the appeal.

The three part appeal process is as follows:

- The written appeal must be received by the President's office no later than 14 days after receipt of the notice to appeal.
- The appeal must be heard within 2 weeks after receipt of the written appeal.
- The decision on the appeal will be communicated to the student in writing within one week after the final decision has been made by the President.

## PROFESSIONAL CONDUCT and ETHICAL BEHAVIOR

It is incumbent upon each student at the University to maintain the highest level of ethics and morals, and to conduct himself in a manner befitting a physician.

Professionalism includes appearance and proper hygiene, demeanor, behavior and conduct, integrity, intellectualism, honesty, and respect for others. Students must be aware at all times that they are representing the University.

**Academic and/or non-academic infractions, including personal dishonesty, are not tolerated. These infractions are grounds for dismissal and are brought before the Grievance and Disciplinary Committee.**

Professional conduct and ethical behavior includes, but is not limited to:

1. The honest and authentic execution of all responsibilities and the submission of all educational and clinical work, without misrepresentation or falsification. Stealing, cheating, and plagiarism may result in dismissal;
2. Fulfillment of professional duties in a conscientious, reliable, and punctual manner;
3. Compliance with all regulations as set forth by the University (smoking policies, library etiquette, classroom behavior, housing policies, general campus ethics), as well as civil laws established by local authorities;
4. Visible display of University Identification Card at all times when on campus and participation in University-sponsored events and activities;
5. Possession of illegal drugs, alcoholic beverages, firearms or weapons of any kind. These items are strictly prohibited by the University both on its campus and at University-sponsored events. AUA/KMC enforces a zero-tolerance policy towards illegal substances.
6. Maintaining the proper patient-care environment:
  - i. Introducing yourself to all patients as medical student, **not doctor**;
  - ii. Respecting patient confidentiality and discussing cases and patient information only in appropriate professional circumstances;
  - iii. Discussing patient treatment with the attending physician, if, after careful thought, the medical student believes that the ordered treatment may not be in the best interest of the patient;
  - iv. Refraining from patient care when under the influence of any substance or in a state which prevents you from functioning effectively and professionally;
  - iv. Respect and comply with all hospital rules and regulations.

## HOLIDAYS

AUA/KMC is a non-sectarian secular institution. The official holidays of the nation hosting the campus are the only holidays that may be recognized.

## GRADING

All grades mandated and implemented by AUA/KMC are maintained by the Registrar /Dean of Student Services.

During the first week of each semester the faculty is responsible for informing students of policies and test schedules.

### ATTENDANCE during the PRE-MED and BASIC SCIENCES

A student is expected to attend all scheduled classes, lectures, and laboratory sessions. The student is expected to complete all exercises, quizzes and examinations, and attend all conferences during both the Pre-Med program and Basic Science component of the student's medical education.

Eighty percent attendance is mandatory for all lectures and one-hundred percent attendance is mandatory for all laboratory sessions, tutorials, and interactive lectures and sessions.

In addition, a student is responsible for making up all missed assignments, regardless of the reason for the absence.

#### **Absences in a course can affect the final grade in a negative way.**

In certain courses where sequential skills are taught, a student who does not attend all sessions must make arrangements with the professor to make up missed sessions and coursework.

The University prohibits the remediation of a completed exam regardless of reason.

If a student fails to take an examination, the grade is "0" for that exam.

The Course Director may allow a student to make-up an examination if the student provides a letter from a doctor on official letterhead with the appropriate signature explaining the nature of his absence during an exam.

#### **Exceptional circumstances during examinations**

An excused absence may be granted due to exceptional circumstances only.

Students must discuss in advance any reasons requiring them to miss an examination with the professor.

## ATTENDANCE during the CLINICAL SCIENCES

**Please refer to the University's Clinical Rotations Guideline for more details.**

A student is expected to be in attendance one hundred percent of the time during all rotations of the Clinical Science component of the student's medical education. If a student fails to report to a clinical clerkship or takes an unauthorized absence during clerkship rotations he will be dismissed from the clerkship. The grade for the clerkship will be an "F".

The University expects students to observe and comply with all rules and regulations mandated by the participating hospitals. It is the responsibility of the student to maintain close contact with the reporting hospital.

## ABSENCES and LEAVES

The number of days in the approved leaves of absence described below is not to exceed 180 days in any twelve month period.

### **Emergency Absence**

While it is best to attend AUA/KMC without interruption, a student may request a Leave of Absence (LOA) due to an emergency. In the event of a personal or medical emergency, a student must contact the Registrar/ Dean of Student Services.

A brief absence of two weeks or less is considered an Emergency Absence. The student must complete and submit all required coursework (including missed work) in order to remain in good standing.

### **Academic Leave of Absence**

If a student plans to be absent for more than two weeks, a written request for the Leave of Absence (LOA) must be submitted to the Registrar/Dean of Student Services. If granted, the duration of the LOA is for one semester only.

The LOA is recorded by the Registrar and is considered processed only when the student receives a confirmation of the LOA form from the Registrar.

The student must contact the Registrar directly or through the university website about the exact date of registration for the following semester and register accordingly.

### **Grades during Leave of Absence**

A leave of absence affects a student's ability to pursue his or her education. Given the rigors of medical education, any interruption is an impediment to academic pursuit and success.

A student receives a grade of “IC” for incomplete coursework. Once the faculty member reviews the submission of the incomplete or missing coursework, he will make the appropriate grade determination and change the “IC” grade of record accordingly. If the student does not submit the missing or incomplete coursework within one year, the grade of record on the transcript changes from “IC” to “F”.

### **Clinical Science Leave of Absence**

During Clinical Science, a LOA can begin after the rotation has been completed and only then. Upon return, a student must resume rotations at the specified time. **A student who does not return from a LOA at the specified time is withdrawn as of the last day of attendance of the particular clinical rotation.**

### **Unauthorized Student Leave**

Unauthorized Leave is defined when a student initiates his own leave from AUA/KMC **without** going through the proper protocol to secure granted permission. The student is then withdrawn from the University by the administration through an Administrative Withdrawal.

### **Administrative Withdrawal**

The Registrar enters an Administrative Withdrawal on a student’s record when:

- ❖ A student leaves AUA/KMC after a semester ends and before the next one begins without applying for and receiving an Academic Leave of Absence;
- ❖ A student does not return by the time specified in an approved leave;
- ❖ A student fails to register for the following semester.

### **Readmission from Administrative Withdrawal**

A student wishing to return must apply for readmission, which is not guaranteed. However, if a student is readmitted, the student is subject to all academic policies, tuition and fees which are in effect at the time of re-admission.

For further information, contact the Registrar/ Dean of Student Services in New York.

### **Student Withdrawal**

A student must complete a Withdrawal Form, which can be obtained from the Registrar’s Office. A student must secure all the appropriate clearances and signatures from the Registrar, Deans, and the Library.

Depending upon grades at the time of withdrawal, the transcript posting is either “W” for Withdrawal, “WP” for Withdrawal Pass, or “WF” for Withdrawal Fail.

A student who is failing one or more courses at the time of withdrawal is considered to have failed the course and will receive a grade of “WF”.



A student may withdraw from a course within 24 hours following the first examination in that course without academic consequences.

## DEGREE CONFERRAL AND GRADUATION

To satisfy the requirements for graduation and to secure a medical diploma, a student must:

- ❖ Complete and pass all core and elective rotations;
- ❖ Pass Step 1 and Step 2 CK and CS;
- ❖ Fulfill all financial and bursar responsibilities assuring a “zero” balance;
- ❖ Participate in Financial Aid, Bursar, and Academic Exit Interviews;
- ❖ Maintain good standing.

## IMPORTANT USMLE INFORMATION

**ECFMG's interactive web application, IWA, will be the only version of the application materials available on the website for Step 1 and Step 2 CK & CS.**

**Although the website will no longer include the downloadable and printable application, the Information Booklet will be accessible to download and print.**

### **USMLE Step 1**

Step 1 is utilized to test a student's overall knowledge before entering clinical rotations.

A student is eligible to sit for Step 1 after passing successfully the Basic Science component of his medical education. A student must sit for Step 1 for the first time within six months of eligibility. Furthermore, a student must pass the USMLE Step 1 in no more than three attempts within one calendar year of becoming eligible to do so.

If a student does not comply with the aforementioned policies, he will be administratively withdrawn from the University.

A student who fails on the first or second attempt of Step 1 may be required to repeat parts of the curriculum before being certified for another attempt.

While waiting for the exam results, a maximum of twelve weeks of clinical clerkships can be performed. After passing Step 1 a student is permitted to proceed with clinical rotations.

The University may grant a student a one time extension to sit for Step 1. A written request explaining the purpose for the extension is required, as well as documentation verifying the reason for the extension. Both the request and the final approval of the extension are made by the Registrar/Dean of Student Services only.

## **USMLE Step 2**

There are two parts to Step 2: CS and CK.

### **Clinical Skills (CS)**

Step 2 CS is utilized to assess the ability of a student (while under supervision) to apply her medical knowledge and understanding of clinical science to patient care in order to promote health and prevent disease.

A student takes Step 2 CS during the period of clerkship after having completed the required clinical training.

To be certified to sit for Step 2 CS, it is recommended that a student complete at least 48 weeks of clinical training, which must include Internal Medicine, and be within twelve months of graduation.

In order for AUA/KMC to confer the M.D. degree upon a student, the student must pass Step 2 CS within two calendar years of becoming eligible in no more than three attempts. A student's leave of absence to prepare for the exam is not permitted to exceed twelve weeks.

### **Clinical Knowledge (CK)**

Step 2 CK is utilized to assess a student's ability to take a patient's medical history, to perform a physical examination, and to write up the encounter. Additionally, the test includes an evaluation of a student's ability to communicate in English effectively.

A student is required to take Step 2 CK during the final year of medical studies. To be certified to sit for Step 2 CK, it is recommended that a student have completed 32 weeks of core clinical clerkships. To reiterate, the University highly recommends, as does ECFMG, that the student complete the internal medicine clerkship prior to sitting for Step 2 CK.

## **Certification for USMLE Steps 1 and 2**

Students are advised to sit for the USMLE as soon as possible.

To be certified a student must be in good standing and have met all AUA/KMC financial obligations.

A student who has passed Step I and requests to be placed in clinical clerkships must submit a copy of the USMLE score report and complete performance profile for the Dean, Registrarial and Student Services in the administrative offices in New York.

If a student fails either Step 1 or Step 2, the Dean of Clinical Sciences reviews the student's performance to determine if remediation is required before the student retakes the examination.

Students requesting certification to retake the examination must submit a copy of their previous USMLE score report and transcript to the Dean, Registrarial and Student Services in the administrative offices in New York.

If the University has administratively withdrawn a student who has failed the USMLE on the first or second attempt, the student may request a sponsorship to re-take the examination through the Dean of Student Services in New York. Such requests are reviewed on an individual basis and certain conditions may be imposed for the sponsorship to be approved.

A student will not be reinstated until he has passed Step 1 and commenced the clerkships.

All USMLE scores, passing and failing, must be submitted in hard copy to the Registrar in the New York administrative offices. Phoned-in reports or incomplete reports will not be accepted.

Criteria for the above sponsorship include, but are not limited to, the following:

- ❖ Time elapsed between initial eligibility and when the USMLE is first taken;
- ❖ USMLE scores received in prior attempts;
- ❖ A student's activities during the interim period.

## MEDICAL LICENSURE in the UNITED STATES

### **The Role of the Educational Commission for Foreign Medical Graduates/ECFMG**

As a graduate of a foreign medical school, you are an "IMG". The Educational Commission for Foreign Medical graduates is the definitive agency certifying the medical education of schools outside of the United States and Canada. Its purpose is "to assess the readiness of graduates of these schools" to enter residency programs and requires strict adherence to the following:

1. Passing all parts of the USLME;
2. Satisfying the medical education credential documentation requirement;
3. Securing ECFMG certification in order to:
  - (a) start post-graduate medical training (residency);
  - (b) secure an initial license in the state in which the residency program is located;
  - (c) secure an unrestricted license for practicing medicine in the U.S.

**Currently, for the examination application, a medical school student must continue to submit FORM 183, *Certification Statement*.**

**Please contact ECFMG for updates regarding policy changes, etc. at:**

3624 Market Street, 4<sup>th</sup> floor  
Philadelphia, PA 19104-2805  
Phone: (215) 386 – 5900  
Fax: (215) 387 – 9963  
Website: [www.ecfm.org](http://www.ecfm.org)

## OVERVIEW to POST - GRADUATE TRAINING: RESIDENCY

Post-graduate training usually begins on July 1<sup>st</sup>.

In order to start residency on July 1<sup>st</sup>, the student must:

- i. Complete and pass all clinical clerkships by May 31<sup>st</sup> in order to graduate;
- ii. Have secured ECFMG Certification, a four (4) week process no later than June 30<sup>th</sup> of that year.

Approximately one year before a student's anticipated graduation, the Director of Graduate Affairs informs all third and fourth year students regarding the residency process through an e-mail introduction. It is imperative to maintain a functional e-mail account for this purpose.

Shortly thereafter, a student will receive the University's Residency Manual as a PDF file attachment. The Residency Manual details the application process, what is required, how to proceed, current Match policies as dictated by outside agencies, and includes appropriate forms to be completed by the student.

### **The National Resident Matching Program/NRMP**

For the most part, the NRMP is the main vehicle through which a residency is secured. The NRMP creates the appropriate match between an applicant, including US medical graduates, IMG's, 5<sup>th</sup> Pathway, etc., and residency programs.

A non-US citizen must be in compliance with all INS-imposed laws.

**Please contact NRMP for updates regarding policy changes, etc. at:**

2450 N. Street, Suite # 1  
Washington, DC 20037 01307  
Phone: (215) 386 – 5900  
Website: [www.nrmp.org](http://www.nrmp.org)

## Obtaining Non-NRMP Residency

The arrangement of a residency position not through the main Match does exist and that is accomplished in one of two ways.

One option is to secure a pre-match job offer from a hospital prior to the Match. The other option is to make direct contact with a program during Match week that failed to secure a match for all its original positions (i.e.: the Scramble).

## UNIVERSITY REGISTRATION

### Registration Information

Pre-Med and Basic Science registration takes place at the Antigua campus. A Pre-Med or Basic Science student must register in person before classes begin each term.

Fifth semester registration takes place at the fifth semester site.

Information regarding Clinical Science registration, for both a Clinical Sciences student and a Clinical Science transfer student, is delivered by postal mail. Each Clinical Science student is then contacted by the assigned Clinical Coordinator regarding clerkship placements.

In order for a student to be registered, all relevant documents must have been submitted to and received by to the Dean, Registrarial and Student Services in the New York administrative office.

It is important that a student have all identification documents and the acceptance letter (new students) in possession at registration. Submission of all official transcripts is a requirement for continued attendance at the University. Outstanding documents may result in Administrative Withdrawal.

An AUA/KMC identification card is distributed to a student during registration and a student is required to carry the card at all times on campus and in clinical-related environments. A student is also required to present the ID card when requested to do so by university officials.

A student who is **not officially registered for the semester will not be permitted to attend classes**. Any student who does not register on the assigned date(s) will be charged a late registration fee.

For further information and any other questions regarding registration, please contact the Dean, Registrarial and Student Services in the New York administrative office.

### Tuition and Fees

Tuition and fees must be paid in full at registration unless accompanied by a written exemption authorized by the Bursar. Payment of tuition and fees are due 10 days prior to registration. The

entire balance, including housing, transportation and health insurance, must be paid, or Financial Aid approved in order to register for classes.

If you are not applying for Financial Aid, but paying directly, payment can be made by check at registration or payment can be sent prior to registration to:

American University of Antigua  
2 Wall Street, 10<sup>th</sup> floor  
New York, NY 10005  
Attn: Bursar's Office

Detailed information is available from the Bursar's Office in New York.

### **Financial Aid**

For detailed information regarding available loan programs, please contact Jane Sutter.

Financial Aid Services, Inc.  
One East Main Street  
Bayshore, New York 11706  
Phone: (877) 666. 9485; 1.631.666.9485  
Fax: 1.631.666.9162  
E-mail: [jsutter@auamed.org](mailto:jsutter@auamed.org)

### **The Academic Calendar**

The academic calendar, including registration information and schedule, is posted on the website at [www.auamed.org](http://www.auamed.org).

The University reserves the right to revise the calendar.

### **Transcripts**

To protect confidentiality, a student must submit a written request and payment of \$10 US either by US money order or personal check to the Dean, Registrarial and Student Services in the New York office for an official Transcript. A request for an official transcript release can not be honored if administrative documents are missing or if a student is in financial arrears.

Upon receipt of written request and payment, the Dean, Registrarial and Student Services in New York will process the request accordingly and within the business week.

For transcript requests to institutions overseas, a student will be notified of the appropriate overseas postal costs, which are to be incurred only by the student.

A Pre-Med and Basic Science student receives a Student Copy of his/her transcript from the Registrar's Office in Antigua. A Clinical Science student must submit a written request for a copy of his/her transcript to the Dean, Registrarial and Student Services in the New York office.

## BOOKSTORE

Students are expected to purchase all required textbooks and diagnostic equipment for each course. These items are available at the University Bookstore, located on the West Campus.

## LIBRARY

The Library invests in technologically advanced resources, employs professionals who manage and disseminate biomedical information, and promotes in-service staff training to meet the demand for information from various sources.

For more information, please contact the Dean, Library Services and Academic Services at [drmpathan@auamed.org](mailto:drmpathan@auamed.org).

### **Resources Available**

The University's College of Medicine Library provides many services and resources: books, journals, audiovisual materials, CD-ROMs, DVDs, multi-media and software programs. The

library's resources, equipment, and facilities enhance self-directed learning, support evidence-based medicine, and help students succeed academically.

The library has a full range of current biomedical books, basic biomedical journals (printed and on-line), study aids, audiovisual programs, and computer-assisted instructional materials that supplement required readings. The library services and resources are also available at: <http://students.auamed.net/library>.

### **Internet**

The library provides high-speed computers and WiFi Internet access to students and faculty for learning, research, and teaching. The University encourages students to bring laptops to the Library to take advantage of WiFi connections at the East and West Campuses .

The Information Technology Handbook details policies regarding use of computer equipment, e-mail systems, and the Internet.

For more information, contact the Director of Information Technology at [ateague@auamed.org](mailto:ateague@auamed.org).

### **Identification Cards**

A student must display her AUA/KMC identification card to gain entry to the Library and for all library transactions and services: borrowing books, making photocopies, using multimedia resources and accessing the Internet.

Although the library also serves Antiguan health professionals with information to assist them in taking care of their patients, only a university student can borrow library materials.

## **Hours of Operation**

The library is open according to posted hours.

## **Policies**

- A. The following is **prohibited** in the library at any time:
- i. Eating, drinking, smoking, using mobile phones, chatting
  - ii. Speaking loudly
  - iii. Failing to store book bags in lockers
- B. A student is expected to return library materials on time:
- i. Overdue fines are assessed to ensure the prompt return of heavily used items.
  - ii. Failure to pay fines or return materials on time affects a student's ability to borrow further and may affect the release of his final grades.
  - iii. A student who steals, damages, vandalizes, or mutilates library materials, equipment or furniture, or who threatens a staff member physically will be suspended immediately, pending a hearing that may result in expulsion from AUA/KMC.
  - v. The library is not liable for loss or damage to a student's notes, books and personal items left unattended.
  - vi. The Library staff initially warns any student who ignores the library rules. The staff then informs the Vice President of Academic Affairs and Dean, who then refers the issue to the Grievance and Disciplinary Committee. A student who receives more than three (3) warnings for inappropriate behavior is subject to disciplinary action, which includes, but is not limited to, denial of library access and services for the remainder of the current semester and/or the following semester.

The Library Handbook is available at the Library Website: <http://students.auamed.net/library>.

## **STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association (SGA) meets regularly to review matters of concern to the student body. The SGA also organizes many social, athletic, and community outreach events.

Representatives are elected each semester; they must be full-time students in good academic standing (with a GPA of 2.8 or higher). Dues are collected each semester.

For general information please visit <http://www.augasga.org>.



## POLICY of NON-DISCRIMINATION

The University does not discriminate nor does it condone harassment based upon race, creed, ethnicity, religion, gender, national origin, age, disability, sexual orientation or any other characteristic protected by law.

This applies to all students and employees (faculty and staff) on the AUA/KMC premises as well as during AUA/KMC sponsored events.

Sexual harassment, defined as non-gender specific, is subject to disciplinary action, and includes the following:

- i. Harassment of women by men, men by women, or persons of the same gender;
- ii. Unwelcome sexual advances;
- iii. Requests for sexual favors and sexual displays of any kind;
- iv. Inappropriate sexual behavior or verbal abuse that is sexually based and offensive in nature.

## PRIVACY RIGHTS

The University adheres to the mandates of the United States Family Educational Rights and Privacy Act (FERPA):

1. The student has the right to inspect and review his educational record within 45 days of the University's receiving a written request for access. Students must submit this written request to the Dean of Student Services identifying the records they wish to inspect. The Dean of Student Services will notify the student of the time and place where the record may be inspected.
2. Students have the right to request the amendment of their educational records. Students may write to the Dean of Student Services to identify the part of the record they wish to have corrected and specify why it is inaccurate.
3. If the University decides not to make the requested amendment it notifies the student and advises the student of her right to a hearing. The University provides additional information about the hearing with the notification.
4. The student has the right to consent to disclosures of personally identifiable information contained in his educational record, except to the extent that FERPA authorizes disclosure without consent.

One exception is disclosure to school officials with legitimate educational interest. A school official is a person employed by the University in an administrative, supervisory, academic, research or support position (including law enforcement personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection

agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as Disciplinary or Grievance Committee, or assisting another school official in performing his tasks.

A school official has a legitimate educational interest if she/he needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the University may disclose directory information from educational records without consent to officials of another school in which a student seeks to enroll or attend.

## INFORMATION to be DISCLOSED

The University may disclose the following information **upon request**:

- ❖ Name, address and telephone number, E-mail address;
- ❖ Dates of attendance, degrees and awards;
- ❖ Most recent previous school attended;
- ❖ Date and place of birth;
- ❖ Field of Study;
- ❖ Photographs.

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with FERPA requirements.

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



*Best of luck in all your medical education endeavors!*