

# AMERICAN UNIVERSITY

## SCHOOL OF MEDICINE

### ARUBA

# STUDENT HANDBOOK, 2019

ACADEMIC AND NON-ACADEMIC POLICIES



AMERICAN UNIVERSITY  
SCHOOL OF MEDICINE  
ARUBA

Version of December 18, 2018

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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 toward 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 passage of additional USMLE exams opening the door to your future as a physician.

We here 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,  
President of AUSOMA

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## Maps: Where are we?



## **I. AUSOMA Vision**

The American University School of Medicine's Vision is to:

- Provide high quality Medical Education that combines cutting edge technology, an exemplary learning environment and a student friendly, secure learning environment.
- Provide an educational curriculum that will meet the demands of a changing market with ever increasing competitiveness.
- Sharpen interpersonal, clinically oriented communication skills of its students.
- Emphasize both interdependence and independence
- Encourage overall integration of pieces of knowledge into one coherent body of knowledge.
- Ensure that the problems of the patients can be dealt with and solved in an efficient manner.

## **II. Nondiscrimination Notice and Disclosure Statement**

AUSOMA does not discriminate with regard to 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.

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.

## **III. 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. 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 form and required seat deposit fee within 30 days of acceptance in order to reserve a place in the upcoming class. The seat deposit is non-refundable but is incorporated into the first term's tuition. Unsuccessful applicants may reapply by repeating the admissions process but are encouraged to provide additional supporting documentation to reinforce their application.

AUSOMA will consider for admission applicants who meet immigration and visa requirements, academic criteria, criteria of personal integrity, and demonstrate the ability to learn and perform necessary skills.

Students registering in AUSOMA Basic Science and Pre-Clinical 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 and Pre-Clinical Sciences will be recorded as a percentage. Faculty will, where relevant, evaluate and document each student's general performance including, but not limited to, objective knowledge, problem-solving abilities, clinical competence, personal and professional maturity, interpersonal and communication skills, and manual and technical skills. Successful passage of Step I of the United States Medical Licensing Exam (USMLE) is required before any clinical rotations are scheduled.

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. 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 admissions advisor and must include the required seat deposit.

## D. 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 Dean of Basic Science. Transfer must be from an ECFMG approved University.

Coursework of 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).

Applicants whose native language is not English must submit results from 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).

## IV. AUSOMA Educational Programs

### A. Medical Program. Basic Sciences

An accelerated 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 AUSOM. The 4 Year MD Program is composed of 19 months of pre-clinical courses in biomedical sciences combined with Clinical Board Series utilizing patient and physician educators to maximize the experience for each student. This is followed by 18 months of clinical opportunities in core and elective clerkships, as well as clinical research in the United States, United Kingdom, India, or Aruba. In addition, the program allots up to 5 months for coordinating rotations in various specialties. 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.

#### Basic Science Curriculum

##### Semester 1 (25 credits)

- MD1111. Structure and Function of the Human Body I
- MD1206. Histology
- MD1306. Cell and Molecular Biology
- MD1402. Clinical Skills I

##### Semester 2 (26 credits)

- MD2110. Structure and Function of the Human Body II. (Prerequisites: Structure and Function of the Human Body I, Cell and Molecular Biology and Histology)
- MD2210. Biochemistry and Genetics. (Prerequisites: Completion of or co-enrollment in Cell and Molecular Biology and Histology)
- MD2302. Immunology. (Prerequisite: Completion of or co-enrollment in Structure and Function of the Human Body I and Histology and Cell and Molecular Biology)
- MD2402. Clinical Skills II. (Prerequisites: Clinical Skills I)
- MD2502. Epidemiology and Biostatistics

##### Semester 3 (28 Credits)

- MD3108. General Pathology. (Prerequisites: Completion of Biochemistry and Genetics and Structure and Function of the Human Body II)
- MD3206. Microbiology. (Prerequisite: Completion of or co-enrollment in Histology)
- MD3308. Neuroscience and Behavioral Science. (Prerequisites: Completion of Biochemistry and Genetics and Structure and Function of the Human Body II)
- MD3402. Clinical Skills III. (Prerequisites: Completion of Biochemistry and Genetics and Structure and Function of the Human Body II)

- MD3504. Pharmacology I. (Prerequisites: All semester 1 and 2 courses and completion of or co-enrollment in Microbiology and General Pathology)

#### Semester 4 (26 Credits)

- MD4110. Systemic Pathology. (Prerequisite: Completion of General Pathology). Prerequisite: completion of Pathology II and completion of or co-enrollment in Microbiology, Pharmacology I and Neurosciences and Behavioral Sciences)
- MD4204. Problem Based Learning (PBL)
- MD4302. Ethics and Evidence-Based Medicine
- MD4402. Clinical Skills IV. (Prerequisites: All courses in Semesters 1-3, co-enrollment in or
- MD4508. Pharmacology. (Prerequisites: Pharmacology I)

#### Semester 5

- MD5110. Introduction to Clinical Medicine and Physical Diagnosis. (Prerequisites: All courses in Semesters 1-4)
- MD5215. USMLE Step 1 Review. (Prerequisites: All courses in Semesters 1-4)

### B. Medical 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.

Students eligible for clinical rotations will have clinical sites available to them in Atlanta, Georgia USA, UK, and Aruba. With our 5th Year program we will also tutor and assist students in passing the USMLE exams.

**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 – 70% and the NBME Shelf Exam – 30%.

**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 – 70% and the NBME Shelf Exam – 30%.

**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%.

**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 – 75% and the NBME Shelf Exam -25%.

**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 – 65% and the NBME Shelf Exam – 35%.

**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 – 65% and the NBME Shelf Exam – 35%.

### **Elective Rotations – Student’s Choice (24 Weeks)**

#### **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’ve 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. General Biology II
- PM2208. Organic Chemistry
- PM2306. Physics

#### Semester 3 (22 Credits)

- PM3106. Cell and Molecular Biology
- PM3204. Behavioral Sciences
- PM3306. Introduction to Biochemistry
- PM3404. Biostatistics
- PM3502. Medical Terminology

#### Semester 4 (23 Credits)

- PM4108. Introduction to Anatomy
- PM4208. Introduction to Physiology
- PM4303. Economics
- 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 on 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.

The normal sequence of courses is:

Semester 1: (22 Credits)

- PM1208. General Chemistry
- PM4108. Introduction to Anatomy
- PM2308. Physics

Semester 2: (22 Credits)

- PM2208. Organic Chemistry
- PM4208. Introduction to Physiology
- PM3106. Cell and Molecular Biology

General Chemistry must be completed before Organic Chemistry can be taken.

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.

PLEASE PROVIDE THE FOLLOWING:

- Application and \$75 Application Fee
- Personal Essay
- Resume or CV
- Official Transcripts
- Two Letters of Recommendation

## TUITION AND FEES

American University School of Medicine is devoted to providing top quality education, environment, and facilities for its students at a reasonable tuition. Tuition and Fees should be paid to the United States admissions office by certified check, bank draft, money order, or wire transfer made payable to American Global Education Group, LLC in US dollars.

### 4 Year MD Degree Program

The breakdown of fees for the **4 Year MD Degree Program** is outlined below. Please note that all fees are in US Dollars.

<b><i>Basic Sciences Program</i></b>	
<u>Semester 1 – 4 (15 Weeks Each)</u> Tuition and Fees per Semester	\$6995
<u>Semester 5 (15 weeks)</u> Tuition and Fees per Semester	\$7995
<b>Total Cost for Basic Sciences</b>	<b>\$35,975</b>

<b><i>Clinical Sciences Program</i></b>	
<u>Semester 1 – 6 (12 Weeks Each)</u> Tuition and Fees per Semester	\$8495
<b>Total Cost for Clinical Sciences</b>	<b>\$50,970</b>

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**Total Cost for MD Program: \$86,945**

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### 5 Year MD Degree Program

The breakdown of fees for the **5 Year MD Degree Program** is outlined below. Please note that all fees are in US Dollars.

<b><i>PreMed Program</i></b>	
<u>Semester 1 – 4 (15 Weeks Each)</u> Tuition and Fees per Semester	\$3999
<b>Total Cost for the Pre-Med Program</b>	<b>\$15,996</b>

<b><i>Basic Sciences Program</i></b>	
<u>Semester 1 – 4 (15 Weeks Each)</u> Tuition and Fees per Semester	\$6995
<u>Semester 5 (15 weeks)</u> Tuition and Fees per Semester	\$7995
<b>Total Cost for Basic Sciences</b>	<b>\$35,975</b>

<b><i>Clinical Sciences Program</i></b>	
<u>Semester 1 – 6 (12 Weeks Each)</u> Tuition and Fees per Semester	\$8495
<b>Total Cost for Clinical Sciences</b>	<b>\$50,970</b>

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**Total Cost for Pre-Med and MD Program      \$102,941.**

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<b>Additional Estimated Fees</b>	
Food and Lodging (monthly)	\$500 – 1250

Registration Fee (one time)	\$500-\$1,000
Immigration Processing Fee (one time)	\$500-\$2,000 (based on citizenship)
Student Health Insurance	Based on age
Books and Supplies (one time)	\$500
Malpractice Insurance (clinical only/per year)	\$1,000

## V. 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 should be mid-thigh or longer in length. 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.

## VI. Transcript Requests

Student may request official transcripts by contacting the Registrar at [registrar@AUSOMA.org](mailto: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. Unofficial transcripts will be issued by island staff automatically at the end of each Basic Sciences term to students in good financial standing. There is no fee for unofficial transcripts.

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 Registrar's Office.

## 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.

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 with regard to 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 Director of Admissions to request an application and/or coordination of each request. It is critical that the student communicate with the Admissions Department 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.

## **VIII. Academic Policies**

### **A. Class Attendance Policy:**

Students are required to attend class at least **90 %** of the class periods. No distinction is made between excused and unexcused absences in the **90 %** rule. Attendance will be checked at each class periods each day. Anyone who enters the classroom after the roll is checked must see the instructor to ensure credit for attendance. Anyone who is habitually or disruptively late to class will be counted absent. A student who is late to a quiz or exam will not be given extra time.

### **B. 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 Associate 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 Associate 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. A student who has an unexcused absence from a block exam will receive a zero for that exam.

### **C. Exam Policies**

- 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
- A student who is absent from a regularly scheduled examination including the Final Examination without an excuse considered valid by the Dean of Basic Science shall be given a "0" for the examination.

## D. Withdrawal from Classes

If a student withdraws from a course before the end of the first week of the semester, the withdrawal will not be listed on the transcript and the student will incur no financial penalty. Students withdrawing from a course after the first week of classes but before the first block examination will receive a grade of "W" for that course and an adjusted tuition rebate based on the length of time that they have attended class. 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. If a student withdraws from a course after the 10<sup>th</sup> week, a grade of F will be recorded. When the student repeats the course, the course name and grade will be recorded on the transcript. The original grade of WP or WF along with the course name will remain on the transcript. 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.

## E. Dismissal for Academic Reasons.

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

1. *Failure of courses totaling 24 credits*
2. *Failure of the same course twice*
3. *Failure of three different courses*

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.

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 is final.

## IX. Course Grading

### A. Minimum Number of Exams

In general, course grades are based on performance on three regular Block Exams and one Final Exam. Professors are not at liberty to make special deals with students about their grades (e.g., dropping a low exam). Unless approved by Administration, grades for students must be based on the number of exams as outlined above.

### B. Non-Exam Activities

- *Acceptable 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 objective, performance-measurable 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.
- *Non-Acceptable Activities: Activities that are not deemed acceptable for inclusion in a student's grade are:*
  - Oral exams
  - Extra credit projects

- Class Participation
- Attitude
- Attendance

### C. Weighting of Exams and Activities

The Block Exams are equally weighted at 20 % each. The Final Exam is weighted at 30 % of the total course grade. Extra graded activities should be weighted no more than 10% of the total Course grade. These extra activities should not be for the purpose of raising grades, although it is understood that presentations and problem sets may have grades higher than Block exams. Quizzes, however, should be at the same level of difficulty as block exams.

### D. 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.

### E. Time Schedule

- *Regular Exams.*

Regular exams are given on Monday of the 5<sup>th</sup>, 9<sup>th</sup> and 13<sup>th</sup> weeks. 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 in the the that will be held during the 15<sup>th</sup> week of each term. During finals week, exams for courses within each term will be held on different days (Monday to Friday) rather than all in the same day. Final exams for courses within the same term are typically scheduled in the same time slot across the week. Before the start of each term, a specific final exam schedule is constructed by the Administration and circulated to the faculty for approval. After approval by the faculty, the final exam schedule is posted for student viewing. 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.

## F. Format

- *Regular 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.

## G. 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.

## H. Rules Governing the 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.

## I. 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 Administration 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.

## J. 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 Associate Dean. Students, who have unexcused absences from short quizzes, block exams or final or shelf exams will receive a zero (0) for the missed exam.

## K. Post-Examination Protocol

- *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.

Exams can be curved upward (never downward, of course) to reflect exam difficulty. Exam questions should be of sufficient complexity to prepare students for the USMLE Step I exam. Exams should be of appropriate difficulty to provide a spread in grades. It is better to curve a difficult exam upward by a fixed number of points than to make the exam too easy causing grades to bunch at near the top of the scale. The ideal grade distribution is one in which there is a spread of scores from the bottom of the grading scale to the top of the scale with a normal distribution.

## L. Grade Assignment Policy

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

Letter Grade	Range of Marks	Grade Points
A	90-100%	4
B	80-89%	3
C	70-79%	2
D	60-69%	1
F	Below 60%	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. Calculation of the GPA will always include the failed course as well as the repeated course.

## M. Academic Probation

Students who earn a cumulative, weighted grade point average of less than 2.0 or who fails any one course 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.

## N. 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.

## O. Academic Dismissal from the University

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. The decision of the Dean of Basic Science is final.

## P. Leave of Absence

Students may have unavoidable, non-academic reasons for interrupting their enrollment during a semester. With the approval of the Dean of Basic Science, 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 90% 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. Failure to request a leave of

absence will result in administrative withdrawal and the student must apply for readmission. The interrupted semester will not be counted when determining time limits for satisfactory academic progress. A student who needs a long break between semesters for personal reasons may request an academic leave of absence as outlined below. As a general policy an academic leave of absence be granted for only one semester, and the student must return in the following semester.

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.

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.

During the Clinical clerkship phase, an academic leave of absence can be taken on 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.

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 and 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. Students on Leave of Absence are not eligible for financial aid, letters of enrollment or completion of deferment request forms by the Department of Financial Aid.

Except for approved emergency absences outlined above, students who leave during a semester or a scheduled Clinical clerkship will be administratively withdrawn. Students wishing to return to the University after an unauthorized leave must apply for readmission. The past performance of these students will be reviewed by the Dean of Basic Medical Sciences to determine whether they can be readmitted and, if so, under what conditions, including academic probation.

## **X. Student Conduct Policies and Procedures**

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. Each AUSOMA student is expected to behave in a manner consistent with the University's published policies and mission as an educational institution. Behaviors judged unprofessional, unethical, dishonest, illegal, threatening, or dangerous may be considered examples of misconduct.

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.

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.

### **A. Chemical Substance Use and 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 a 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. The possession, use or sale of illegal drugs are a violation of law.

## B. 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 student 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 sanctions. Sexual relations between any two individuals who are not of equal social, academic or professional rank is considered sexual harassment on its face. Violations must be reported to the Dean of Basic Sciences.

## C. 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.

## D. 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 the faculty member to the risk of immediate termination from AUSOMA.

## XI. 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.

## **XII. 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.

## **XIII. Appendices**

### **A. Appendix A - 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.
  - d) 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. Please visit this website for more information:

[http://www.hcch.net/index\\_en.php?act=conventions.statusprint&cid=41](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](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](http://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 Fl 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

## B. Appendix B - Reporting and Hearing Procedures for Academic Dishonesty

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 and 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 of 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: