

**INTERNATIONAL AMERICAN
UNIVERSITY
COLLEGE OF MEDICINE**

Student Handbook



Mission

Train future physicians to contribute positively through their selfless and humble actions, emphasizing strong medical ethics and appreciating human worth and dignity.

www.iau.edu.lc

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PREAMBLE

International American University (IAU) strives to promote health care worldwide while educating and inspiring scholars and future leaders to advance the practice of medicine. The University uses a patient-centered focus to educate aspiring physicians to serve society by assuming leadership roles in medical practice, education, and research. IAU strives for excellence in medical education leading to an MD degree, making our students eligible for practice in the United States and in other countries.

OBJECTIVES

- To train physicians to work as a team for the community.
- To become aware of legal, social and cultural problems related to varying healthcare and social environments.
- To be sympathetic and sensitive to medical issues concerning others, through a well-built academic setting and a commitment to primary health care.

The University administration, faculty, and student body adheres to a common purpose:

“The Attainment of Excellence in all areas of Medical Education”

It is due to this purpose that the University has created a number of Committees which have developed policies and procedures to be followed at all times during the Academic Program such as the Curriculum Committee, the University Disciplinary/Grievance Committee, the Promotions Committee, etc.,

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I. ADMISSIONS

1. Selection Criteria

The College of Medicine accepts students on a rolling basis, with semesters starting in January, May and September. The Admissions Committee reviews and decides on all applications to ensure that candidates show potential to meet the rigorous academic requirements of the MD program. Admission is based on a combination of factors including:

- Undergraduate cumulative GPA
- GPA in required pre-medical course work
- Letters of recommendations
- Personal essays
- Extracurricular activities.

The following are not required, but can enhance a student's application: additional course work in Anatomy, Physiology, Bio-chemistry, Behavioral Sciences, medical volunteer experience of at least 100 hours, and the latest MCAT score.

1(a) Personal Interview

Applicants who meet the selection criteria for admission will be scheduled for an interview. The personal interview provides an assessment of the applicant's maturity, adaptability, and ability to handle stress, aptitude, background, and above all motivation to study medicine. Work history and professional or volunteer experiences provide evidence of the student's motivation.

The Admissions Committee's decision is communicated in writing to the applicant at the earliest possible date.

2. Prerequisites

The College of Medicine requires 90 credit hours of undergraduate coursework for admission to the MD program, but strongly recommends the completion of a Bachelors degree before entering medical school. The minimum prerequisite coursework should include the following courses.

One Year (10 hours)	Inorganic or General Chemistry (with labs)
One Year (10 hours)	Organic Chemistry/Biochemistry (with labs)
One Year (10 hours)	General Biology or Zoology (with labs)
One Sem (5 hours)	Physics (with labs)
One Year (10 hours)	English
One Sem. (5 hours)	Mathematics (preferably Calculus or Statistics)

In addition, students are encouraged to take courses that provide a broad background in humanities, as part of the pre-medical preparation.

Applicants who have completed their undergraduate studies in countries other than the United States will be evaluated on their merits. The applicant will be expected to have completed a pre-medical curriculum comparable to pre-requisites described above. All required documents, if originally in a foreign language, must be accompanied by a notarized English translation. All transcripts documenting post-secondary coursework completed in institutions outside the United States must be evaluated by an approved international credential evaluation service.

3. Admissions Policies

3(a) Policy on Transferring Credits Earned at another Institution

Students who were previously enrolled in a WHO recognized, IMED listed Medical School may apply for admission with advanced standing, provided they meet all the requirements for admission to IAU College of Medicine. In addition, transfer applicants must submit the following documents:

- Official transcripts from the previous medical school,
- Deans Letter confirming enrollment and verification of credentials,
- Two letters of recommendations from faculty of previous school,
- Duly completed Transfer Supplement Form,
- Official USMLE transcripts from ECFMG (if attempted).

Transfer credit is not automatic and applicants must not assume that courses taken at other institutions will meet IAU requirements. Acceptance of transfer credit is subject to verification and approval by Promotions Committee and subject to availability of classes as per the established schedule of the university. Further, transfer credits may only be allowed for courses taken within seven years from the anticipated date of graduation from the MD program.

Transfer students who have completed part or all of the basic sciences coursework will be placed in the appropriate semester of the College of Medicine curriculum. The level of placement in the curriculum will be determined by the Admissions Committee in consultation with the Promotions Committee. Course assignments are the responsibility of the Promotions Committee and subject to the established schedule of courses at the time of transfer.

For candidates who have successfully completed the USMLE Step I, the level of placement in the Clinical curriculum will be determined by the Admissions Committee in consultation with the Director of Clinical Science.

A minimum of 3 semesters must be completed at International American University, before a MD degree may be conferred. Further, transfers are not permitted to the final year of the program. All ECFMG regulations apply to transfer applicants.

3(b) Policy on Deferment of Admissions

Applicants to the MD program must enter the program semester into which he/she was accepted. Deferment of admissions to the NEXT semester may be allowed only after payment of tuition and is subject to seat availability. Tuition paid for deferring admissions becomes non-refundable after the semester to which the student defers passes.

3(c) Policy on Conditional and/or Provisional Acceptance

The admissions committee may provide conditional acceptance to promising candidates who fall short of academic requirements, giving them an opportunity to pursue their dream of entering medical school. Students who do not fulfill the conditions of admissions may be dismissed from the program after being reviewed by the Promotions Committee at the end of the first semester.

The admissions committee may provide provisional acceptance to qualified candidates that have missing documents and provide them 30 days to submit missing documents. Students who do not meet the provisions of acceptance will not be allowed to take the end of semester shelf exams.

3(d) Policy on URM and Rural Area Applicants

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

3(e) Policy of Non-Discrimination

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

II. REGISTRAR

The University Registrar shall be responsible for the maintenance, retention, or destruction of a student's records including:

- Basic identifying information
- Academic transcripts
- Attendance record
- Accident and health reports
- Honors and awards
- Disciplinary information
- Grades, Leave of Absence records and probationary standing
- All academic records
- Promotions Committee letters
- Recommendation Letters
- Background check
- Personal Statement
- Immunization Record
- Passport Details

Student records are reviewed every semester to verify entries and rectify inaccurate information.

1. Student Information Release

IAU may grant access to, or release information from student records to employees or officials of IAU, providing a current, demonstrable, educational or administrative need is shown. Access in such cases shall be limited to the satisfaction of that need. IAU shall grant access to or release information from a student's record only after completion of the *IAU Information Release Form*.

Access shall not be granted to the parent(s)/guardian(s) or the student to confidential letters and recommendations submitted to the University.

IAU may release student records or information in connection with an emergency, if the knowledge of such information is necessary to protect the health or safety of the student. The University Registrar shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health or safety of the student, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. IAU shall notify the student as soon as possible of the information released, the date of the

release, the person, agency or organization to whom the release was made, and the purpose of the release.

The Registrar shall send copies of the following to students upon their written request:

- Academic progress reports or records
- Letters of enrollment and completed enrollment confirmation forms

2. Student Registration

All 4 yr MD Basic Science students in Semester I through IV will be registered at the St. Lucia Campus. Fifth Semester and Clinical Students are registered by the Registrar's office in US with input from Clinical Coordinator for instructions at various teaching hospitals within the United States. Students registering after the fifth (5th) day of classes must have written permission from the concerned department Dean.

2(a) New Students

The Office of Student Records will register all students before the start of the semester after all administrative holds have been cleared.

2(b) Continuing Students

At the time of registration, as per the prior Promotions Committee decisions, students will be registered for the upcoming semester. Students are required to retake all failed courses. If they have failed only one course, they will be allowed to take one additional course from the upcoming semester, provided they meet the prerequisites and this meets the approval of the Promotions Committee. This may preclude a student from taking all of the courses that they need in the current semester.

Any appeal regarding course assignments should be given in writing to the Dean of Basic Sciences. During registration, students will be provided with the class schedule for the semester.

3. Course Review/Audit

Students may be permitted to audit courses in addition to their regularly assigned courses. A written request must be submitted to the Assistant Registrar/Student Services department.

The Dean of Basic Sciences will approve or deny the request on the basis of scheduling, the student's academic standing, and other reasons as deemed necessary by the Dean. Students are not permitted to audit a course if the student is on Academic Probation.

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

4. Basic Science Class Prerequisites

The Academic Program consists of different courses which require a foundation of knowledge; these are known as pre-requisite courses. It is vital that students take courses in the correct order and all students must take the appropriate foundation courses before progressing to the pre-requisite courses.

The prerequisites for each course are recommended by the Faculty member and approved by the Curriculum Committee.

The table below provides information on these pre-requisite courses. In any event, a student would have to repeat any subject he/she has failed in the previous semester. All course assignments will be done by the Promotions Committee.

IAU's curriculum will change for all students starting in the May 2011 semester. The following curriculum is valid for students starting before May 2011:

Semester	Courses	Requirements
Semester 1:	Microscopic Anatomy (Anatomy I), Biochemistry, Doctor-Patient-Society, Case Study I	Premed Courses
Semester II	Gross Anatomy (Anatomy II)	Microscopic Anatomy (Anatomy I)
	Physiology	Biochemistry, Premed Courses
	Case Study II	Premed Courses
Semester III	Microbiology	Biochemistry
	Pathology I	Anatomy I & II, Physiology
	Doctoring I	Doctor-Patient-Society
	Case Study III	Case Study I & II
Semester IV	Pathology II	Pathology I
	Pharmacology	Biochemistry, Physiology
	Doctoring II	Anatomy II, Doctoring I
	Case Study IV	Case Study I & II
Semester V	ICM and Review for USMLE preparation	Semester 1, 2, 3 & 4
	USMLE Step I	Successful completion of Basic

Semester	Courses	Requirements
		Science
Semester VI - X	Clinical Science	Successful completion of Basic Science, Passing score for USMLE Step I and three recommendation letters on file
	USMLE Step II (CK & CS).	Successful completion of 48 weeks of Clinical rotations including Internal Medicine.
Graduation		Successful completion of both basic and clinical science programs, passing both USMLE I & II (CK & CS), two recommendation letters on file (from clinical faculty)

The following curriculum is valid for students starting after May 2011:

Semester	Courses	Requirements
Semester 1:	Microscopic Anatomy	Premed Courses
	Gross Anatomy	Premed Courses
	Doctor-Patient-Society	Premed Courses
Semester II	Biochemistry	Premed Courses
	Physiology	Premed Courses
Semester III	Microbiology	Biochemistry
	Pathology I	Anatomy I & II, Physiology
	Doctoring I	Doctor-Patient-Society
	Neuroscience	Premed Courses
Semester IV	Pathology II	Pathology I
	Pharmacology	Biochemistry, Physiology
	Doctoring II	Anatomy II, Doctoring I
Semester V	ICM and Review for USMLE preparation	Semester 1, 2, 3 & 4

Semester	Courses	Requirements
	USMLE Step I	Successful completion of Basic Science
Semester VI - X	Clinical Science	Successful completion of Basic Science, Passing score for USMLE Step I and three recommendation letters on file
	USMLE Step II (CK & CS).	Successful completion of 48 weeks of Clinical rotations including Internal Medicine.
Graduation		Successful completion of both basic and clinical science programs, passing both USMLE I & II (CK & CS), two recommendation letters on file (from clinical faculty)

5. Good Standing

IAU reserves the right to withhold services, transcripts, and certifications from students who are not in academic or financial good standing. Students maintain good standing by complying with all academic rules and regulations and remaining current in all financial obligations.

6. Satisfactory Academic Progress

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

- Completing the required courses of the first four semesters in no more than eight semesters of attendance.
- Passing all coursework during probationary (remedial) semesters.
- Taking the USMLE Step I within one year of becoming eligible.
- Passing the USMLE Step I in no more than three attempts.
- Passing the USMLE Step 2 Clinical Knowledge (CK) and Step 2 Clinical Skills (CS) in no more than three attempts and within one year of becoming eligible.

7. Academic Probation

A student who fails one or more courses will be placed on Academic Probation by the Promotions Committee. Academic Probation is defined as a period of time during which the student must do remedial coursework and successfully complete the course/s previously failed. The purpose of Academic Probation is to ensure that all students progress successfully through the Academic Program. Students can be placed on Academic Probation for a minimum of one semester and will remain on probation until the deficiency is rectified. When a student is placed on Academic Probation, he or she

will receive a written notice detailing the reasons for the Probation and the length of the Probationary period.

Students who automatically fail a course due to non-attendance of the required number of classes or examinations will be placed on Academic Probation. For the duration of Academic Probation the student will be registered for a reduced course load as prescribed by the Promotions Committee. **Any student failing a course will repeat ALL components of a subject, including labs and sub-courses with mandatory attendance.**

Students on Academic Probation may be required to undertake any or all of the following:

- Additional presentations in class
- Submit extra work
- Attempt extra examinations
- Additional academic counseling sessions

Students who fail a course taken during a period of Academic Probation may be recommended for dismissal from the University due to academic difficulties. The University Promotions Committee will review these students on an individual basis and make recommendations to the Dean of Basic Sciences, who will make the final decision.

Students may be placed on Probation for “non-cognitive” or behavioral problems. This Probation is based on a student’s behavior which does not meet the expectations of the Honor Code.

Students have the right to appeal Probation status. Students wishing to appeal must submit his/her appeal in writing to the Chair of the Promotions Committee.

- Any student placed on Academic Probation by the Promotions Committee for having failed a course must be aware that Probation does not automatically expire after one semester. The Academic Probation can only be lifted by the Promotions Committee after careful consideration of the student’s records.
- A student who is on Academic Probation must seek guidance from his/her faculty advisor.
- A student who fails a course will normally repeat the failed course at the earliest available opportunity and may take only one additional course at the discretion of the Promotions Committee.

8. Leave of Absence (LOA)

IAU recognizes that extensive interruptions of a student’s education are undesirable; nevertheless IAU acknowledges that it may be necessary for students to take a leave of absence at certain times. Students may apply for a Leave of Absence, or LOA from the Academic Program for one of the following reasons:

- Financial Hardship

- Illness or injury of a student or family member which affects the ability to study. (A student will be required to submit a valid medical certificate upon returning from medical leave.)

Students may request a leave of absence for a maximum of two (2) semesters. Requests must be submitted in writing to the respective Dean for the program in which the student is enrolled (e.g. the Dean of Basic Sciences or the Dean of Clinical Sciences). The Dean has the discretion to deny a request if a student's academic performance is not strong enough to allow the student a reasonable chance of resuming their studies effectively on return to the University. The Dean's office shall forward the approved request to the Registrar's office.

Students who wish to take a leave of absence for a period longer than two (2) semesters or who take an **unauthorized leave of absence** may need to re-apply for admission to the University. Record of LOA will be kept in the student's file and usually students may only apply for only two (2) semesters of leave while attending IAU. During clinical clerkships, students must follow the policies and procedures of host teaching hospital. Short breaks due to scheduling constraints may occur between clinical clerkships. Such breaks, if not exceeding sixteen (16) weeks have no impact on the student's enrollment status.

Students who want additional time to study for the USMLE once he or she has successfully completed the Basic Sciences coursework are eligible for an ALOA, or Academic Leave of Absence. This type of leave can only be taken at certain points (at the end of a semester or clinical rotations) during the student's academic tenure.

The students in St. Lucia must submit a written LOA request form to the Dean of Basic Sciences or to the Dean of Student Affairs. The Clinical Science students should submit the written request to the Dean of Clinical Sciences. The Dean has the discretion to deny a request based upon the situation and the student's academic performance. The Dean's office shall forward the approved request to the Registrar's office.

A LOA is not valid until it is processed by the University Registrar and the student has received a confirmation copy. Submission of forms to the University Registrar and confirmations may be conducted by fax.

Students will not be eligible for a refund of tuition; however tuition paid may be deferred to the subsequent semester at the discretion of the Finance Department.

Students who do not return from a LOA at the specified time will be administratively withdrawn and will have to re-apply for admission.

8(a) Unauthorized Leave

With the exception of approved emergency absences as outlined above, students may not leave during a semester or a scheduled clinical clerkship. Those who do will be administratively withdrawn and students wishing to return to the University must re-apply for admission.

9. Academic Dismissal

A student is subject to Academic Dismissal based upon the following:

- Failing all courses in a semester consecutively for two semesters during the Basic Science Program;
- Failing any course while on Academic Probation;
- Failing to make Satisfactory Academic Progress. (see details under section 7: Satisfactory Academic Progress)

Please note that in the case of very unusual circumstances, the Promotions Committee may determine on an individual basis that a student may continue in the School for one additional semester on Academic Probation.

10. Withdrawal

IAU follows an integrated approach to the Curriculum and students are not usually permitted to withdraw from a single course. Under special circumstances a student may request withdrawal from one or all courses in that semester.

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

Students who withdraw from a course may be required to take that course in the following semester. Students should bear in mind that this may preclude them from taking certain courses in the following semester because of the pre-requisite requirements.

10(a) Emergency Withdrawal

Students may have unavoidable non-academic reasons for interrupting their coursework during a semester. Students must notify the Dean of Student Affairs at the earliest available time, before leaving the campus. The Dean of Student Affairs will meet with the student and make a recommendation to The Dean of Basic Sciences. The Dean of Basic Sciences may grant permission for Emergency leave at his/her discretion based upon the situation and the student's academic performance.

Students who find it impossible to return from an emergency absence must request a Leave of Absence (LOA), if applicable. Failure to request a LOA will result in Administrative Withdrawal and the student must apply for re-admission.

10(b) University Withdrawal

Students who wish to withdraw from the Program should submit a duly filled withdrawal form to the Office of Student Records. Withdrawal forms are available online or from the Office of Student Records.

A portion of the student's fees may be refunded upon withdrawal from Semester I through IV of the Basic Science program, subject to the following policy.

- Students who withdraw on or before the first day of the classes will receive a full refund of tuition.

- Tuition Deposits (of any kind) and fees will not be refunded, regardless of the reason for the withdrawal. Fees include the examination fee, library fee, lab fee, SGA fee, Student Services fee, and transportation fee.
- Students who withdraw by the end of first week of the beginning of the semester will receive an 80% refund of tuition.
- Students who withdraw **on or before** the Friday of the fourth(4th) week of their classes for that semester (regardless of whether they attended those classes) **will receive** a prorated refund. The calculation will be based on the number of weeks that have passed in the term before the withdrawal.
- Students who withdraw **after** the Friday of the fourth (4th) week of their classes for that semester (regardless of whether they attended those classes) **will not** receive a refund.
- Students will only be officially withdrawn if they are in good financial standing with the college.
- Transcripts are sent to other institutions only after all outstanding payments have been received.
- Students who withdraw must re-apply if they wish to return to the Program. Students who are re-admitted to the Program will be subject to all policies and procedures in place at the time of re-admission.

10(c) Administrative Withdrawal

The Registrar may enter an administrative withdrawal in the student's record when the student:

- Does not return to the campus to register for the following semester.
- Fails to return to IAU after two (2) consecutive LOAs.
- Does not return at the time specified for the end of an approved leave.
- Is delinquent in payment of fees and not in good financial standing.

All students who are administratively withdrawn will be reported as withdrawn effective the last day they attended the class.

11. Disciplinary Actions

IAU may take disciplinary action against students for non-academic infractions such as, but not limited to: theft, vandalism, assault, drug use, or any blatant disregard for school policies, faculty or administrative authority, or professional ethics. These actions are verbal reprimand, letter of reprimand, restitution, suspension, and dismissal. These decisions can be made by the Executive, Clinical Science, or Basic Science Deans or the Chair of the Disciplinary/Grievance Committee while informing the Dean's office of the situation and the necessary disciplinary action before implementation.

Students have the right to appeal all non-academic disciplinary actions to the Dean of his/her program.

11(a) Grievances

All students have the right to present grievances to the Grievance Committee. The Grievance Committee has the authority over all matters referred by the Dean, Student Government Association, or any individual student or faculty member, wishing to file a grievance.

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

Appeals can be made in writing to the Dean's office within 10 days after receiving notice from the Executive Dean's office. The Dean's office will investigate the complaint and follow the Grievance process. All decisions made by the Dean's office are final.

12. ECFMG certification

The certification process begins when the student applies to ECFMG for a USMLE/ECFMG Identification Number. Once the student obtains this number, he/she can use it to complete the Application for ECFMG Certification. Once the student's Application for ECFMG Certification has been submitted, he/she may apply for examination.

Before applying to take the USMLE, the student must also read the applicable instructions from the *ECFMG Information Booklet* and the *USMLE Bulletin of Information*. To apply for the USMLE Step 1 or Step 2 CK&CS, use ECFMG's [Interactive Web Application \(IWA\)](#).

Medical school students and graduates can begin the certification process. IAU students can apply for the required exams as soon as he or she meets the exam eligibility requirements. All of the required exams are offered continuously throughout the year. However, since one of the requirements for ECFMG Certification is verification of the student's final medical diploma with IAU, the student cannot complete the certification process until after he or she graduates and receives a diploma.

There are specific time requirements for completing the exams in order to attain ECFMG Certification and medical licensure. These requirements are described in the [ECFMG Information Booklet](#) and [USMLE Bulletin of Information](#), respectively.

12(a) USMLE Step I Certification Requirements

In order for IAU to certify a student to take the USMLE Step 1, the student must complete Basic Science. This includes an Introduction to Clinical Medicine course and USMLE Review course. Students may apply for an USMLE ID # within the last 4 weeks of Semester 5.

Please see ACADEMIC STANDARDS AND CURRICULUM Section 2(l) for more information.

12(b) USMLE Step II CK & CS Certification Requirements

Students may only apply to take Step II CK or CS if they are in their final core clerkship or have completed their final core clerkship. Students should also have finished Basic Science and passed the USMLE Step I.

13. Graduation

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

- Successful completion of all courses in the Basic Science Program.
- Successful completion of all required clinical clerkships, consisting of core and elective clerkships as dictated by the IAU Clinical Science curriculum.
- Passing score on the USMLE Step 1 and USMLE Step 2 Clinical Knowledge (CK) and Clinical Skills (CS) of the United States Medical Licensing Exam (USMLE).
- All outstanding balances (including library dues or any other dues), owed to the University must be cleared with the Finance Department.
- Complete the Graduation Application and pay applicable graduation fees six (6) weeks before the expected graduation date.

13(a) MSPE (Medical School Performance Evaluation)/Dean's Letter

The MSPE (or Dean's Letter) is an important part of a student's application for residency training. It describes, in a sequential manner, a student's performance, as compared to that of his/her peers, through three full years of medical school and, as much as possible, the fourth year. The MSPE includes an assessment of both the student's academic performance and professional attributes. The process of creating a MSPE at IAU takes 3-5 months and begins in June of each year. All MSPE's are sent to ECFMG in September to ensure they can be processed in time to be released to residency programs on November 1. Before work can begin on an MSPE, the following documents must be received by the Student Record's Office:

- 2 Letters of recommendation from Clinical Science faculty.
- 2 Letters of recommendation from Basic Science faculty
- An updated CV detailing all volunteering, research, and awards received both before and during attendance at IAU.

13(b) Commencement

Commencement is held once each year; however; there are three graduation dates in a year. Graduation dates occur the Saturday after the end of each semester. It is at this point that students may obtain his/her diploma.

13(c) National Resident Matching Program

The National Resident Matching Program (**NRMP**), also known as "the Match," matches applicants with available residency positions in the Accreditation Counsel of Graduate Medical Education (ACGME)-accredited programs to which they have applied. When students wish to participate, he or she must register with the NRMP. Refer to the NRMP for requirements and deadlines.

The *Graduate Medical Education Directory*, published by the American Medical Association (**AMA**), is recognized as the official list of ACGME-accredited graduate medical education programs. For each medical specialty, the *Directory* provides general and special requirements and specific information on each program in that specialty. Most programs require applicants to submit their applications using the Electronic Residency Application Service (**ERAS**). ERAS was developed by the Association of American Medical Colleges (**AAMC**) to transmit residency applications via the Internet. ECFMG coordinates the ERAS application process for IAU students. Programs that do not participate in ERAS require applicants to use paper application materials. There are few ACGME-accredited residency programs which do not participate in ERAS.

14. Transcript Requests

Transcripts are available only from the Registrar's office. Students may download the transcript request form from IAU website. Requests must be submitted in writing along with the prescribed fee and should include the student's signature. If a request is submitted on the St. Lucia campus, the Student Affairs Coordinator/ Assistant Registrar will forward the request to the Registrar in Dallas. Requests cannot be taken over the telephone or via e-mail. *Transcripts are not released until all financial obligations to the University have been met.*

Official transcripts are sent directly to the receiving institution. Students can request for a student copy of the transcript at the end of a semester. Unofficial copies will be emailed to the student from the Student Record's department.

III. Finance

1. Tuition and Fees

Semester tuition and fees must be paid in full by the deadline schedule listed on the invoice. Tuition not received by the due date will result in a financial hold placed on the student's account until this obligation is paid in full. Students will not be registered for the semester and will not be permitted to attend class. **Note:** Semesters 5 - 10 are not eligible for installment payment plans. Full tuition must be made before the start of a semester.

2. Late Payment

Late payment fees will be assessed to a student's account. Tuition must be received by the deadlines listed in the Academic Calendar. IAU reserves the right to revise the calendar. All invoices are mailed to students' permanent addresses and emailed to students' official IAU email accounts. A \$100 late fee will be assessed beginning the first day tuition payment is late, and escalating late fees of \$20 per day will continue until tuition has been made.

Important: Please note that late fees will not be waived solely because the student was not aware of the payment deadlines, did not receive a bill, registered late, or was otherwise not available to make payment. It is the student's responsibility to ensure that they are in good financial standing.

IV. ACADEMIC STANDARDS AND CURRICULUM

Medical Schools are constantly improving their programs to keep up with the changes in Medical Education in United States and Canada. US national standards for Medical School curriculum have begun to reflect the need for an integrative approach to Basic Sciences and the importance of early introduction of clinical cases. Our University is adapting and improving the Basic Science and Clinical Science programs to reflect these aspects as well. The student, before graduation, must have demonstrated to the satisfaction of the faculty the following competencies:

- Medical Knowledge
- Patient Care
- Practice-Based Learning
- Systems-Based Practice
- Professionalism
- Interpersonal and Communication Skills

The Academic Curriculum is developed and reviewed by the Curriculum Committee of the College of Medicine and approved by the Board of Trustees of the University. The College of Medicine reserves the right to alter any aspect of the Academic Curriculum, including the content and timetabling, at any time.

1. Honor Code

All enrolled students of International American University College of Medicine must adhere to the highest standards of ethical and professional behavior in every aspect of their lives. Medical students should demonstrate professional behavior that would be expected of a physician.

Cheating (whether on examinations or with laboratory data), undisclosed knowledge of other students cheating, stealing (whether from the School or from fellow students), and violation of copyright rules and plagiarism will not be tolerated and can lead to dismissal from the school.

Physical violence in the campus or at the dorm to fellow students or staff shall be seriously dealt with and is reason for immediate expulsion from the University.

Any inflammatory writings or false information about the school in any format, be it, internet, electronic media, or verbal communication, will result in disciplinary action which may lead to dismissal from the University.

2. Basic Sciences Program (Semester I through V)

The Basic Sciences Program is currently offered in five semesters – the first four semesters at the St. Lucia Campus and the fifth semester in the US.

Students must achieve a passing grade in all the subjects included in the curriculum. Students who have transferred from another medical school may apply for transfer

credit for the completed courses. Applications for transfer credit should be made at the time of application to the College of Medicine and should be accompanied by an original transcript from the previous school. Transfer credit is granted at the discretion of the Admissions Committee in conjunction with a review from the Promotions Committee based on the recommendation of the respective faculty member. Transfer credit is not automatic and students should not assume that classes at a previous medical school will fulfill the course requirements at IAU.

2(a) Dual Approach

The school year has three 16 week semesters. Students are expected to complete the Basic Science program in five (5) semesters. The last semester is comprised of a review of all the material relevant to USMLE Step I examination along with an Introduction to Clinical Medicine (ICM) course.

2(b) Didactics

There is a maximum of 20-25 hours per week devoted to didactics. Each semester has approximately 400 contact hours. The students are encouraged to use faculty-office time effectively.

2(c) Faculty Advising

A faculty advisor is assigned to each student during his/her first semester. Students are encouraged to contact their advisors for counseling on academic, personal, or other school issues. The advisor will guide the student in his/her academic progress and should meet with the student at least twice within the semester. The advisor will also be notified by the Promotions Committee of any academic deficiency for his/her students. Upon being notified of the academic deficiency, the student should schedule a meeting with his/her advisor to receive academic counseling.

2(d) Examinations and Assessments

Evaluations in each subject are based on a cumulative final examination and periodic assessments during the course.

Students are advised to arrive at least 15 minutes prior to the beginning of all examinations. The proctor (a faculty member) will arrive early enough to set up the seating arrangements and complete other required documentation. Seats will be assigned to candidates during the exams.

During any examination, no food or drink will be permitted to be taken in an examination hall except drinking water, in clear transparent bottles only.

Students are expected to be in his/her assigned seat at least 15 minutes prior to the scheduled examination time. All students who arrive 15 minutes after the exam has started will be considered late and will not be allowed to take the exam. Late students will receive an unexcused absence from the examination, which will result in a failing grade for the course. Students taking the exam are not allowed to leave the examination hall for the first 20 minutes or the last 10 minutes of the scheduled exam time.

Periodic Exams

The University holds periodic examinations during each semester, which count towards the final grade of a course. Each course would have 5 to 8 periodic examinations in a semester and the exams are cumulative (epigenetic). The periodic examinations cumulatively will count for 30% of the grades in that subject. The other 70% comes from the final NBME shelf exam. All exams can include oral or lab examinations.

1. Copies of Scantrons, if test is taken using Scantron sheets, may be reviewed by students for one (1) week after the results have been released.
2. All final exams are taken online in the Testing Center.
3. Any student whose answers match other students' answers to examination questions will be questioned regarding possible cheating. Any student found to be cheating will be given a grade of 0 for the exam and will subject to disciplinary review.
4. Post-examination review will be restricted to verbal explanations only.
5. The passing rate for exams varies by exam because it is based on the class average for that exam.

Exam Format

All exams will be comparable in format and content to the USMLE Step I to ensure students' are familiar with both the format and grading protocols of the NBME. The NBME also administers the USMLE. Each faculty member, with the approval of the Dean of Basic Sciences, will decide the course content, length of examination, and periodic assessments. The faculty member is also responsible for the accuracy, reliability, and privacy of the periodic assessments.

Final Exams

At the end of every semester, students will have to appear for a comprehensive NBME examination in each subject. This counts for 70% of the total grade in that subject except for subjects with lab exams. In these cases, the final exam will count for 60% and the lab exams will count for the remaining 10%. Students registered for a course must appear for the final examination.

The College of Medicine will not permit any changes in examination scheduling for any reason.

Testing Accommodations

Students with certified disabilities are eligible to appropriate test access and accommodations at IAU. The purpose of testing accommodations is to enable students with disabilities to participate in assessment programs on an equal basis with their non-disabled peers. Testing accommodations provide an opportunity for students with disabilities to demonstrate mastery skills and attainment of knowledge without being limited or unfairly restricted due to the effects of the disability. Students should speak to their faculty advisor about applying to be granted testing accommodation within the first 3 weeks of their first semester.

Absence from Examination

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

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

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

If the student misses a final examination due to a major family emergency or illness/injury requiring hospitalization, the course grade will be withheld without prejudice till the student completes the final examination in the following semester for the same subjects. The course assignments would be based on the prerequisites. For any unexcused absence, a failing grade will be recorded.

Grading and Posting of Grades

At the conclusion of each periodic examination, all question papers and answer sheets are submitted to the examination Proctor. The graded answer sheets are then verified by the faculty member. Any discrepancy in grading must be brought to the attention of the Dean of Basic Sciences for a final decision.

Once the final exam results are released by NBME, the grades are combined with the local exam grades by the Promotions Committee. The Promotions Committee will meet to discuss the student's results with the grade book and make the appropriate promotion recommendation to the Registrar and the Dean of Basic Sciences. The Registrar will then inform the students of the results and committee decision.

PASS	70% - 100%
FAILING	Below 70%

Appealing a Final Grade

Students who wish to appeal the final grade given by a professor or the decisions made by the Promotions Committee must submit a request in writing to the Promotions Committee within 7 days of the receipt of the final grade from the Registrar. The Committee's decision is final.

2(e) Faculty Letters of Recommendation

Before completing the Basic Science program, all students are required to request two (2) recommendation letters from their professors.

2(f) Promotions

Academic matters, including grades, grading policies and probationary standing while students are enrolled in the Basic Science segment are within the jurisdiction of the

Promotions Committee. This is a faculty committee whose recommendations are passed on to the Dean of Basic Sciences and to the Registrar. The decision of the Promotions Committee shall be final unless the student appeals to the Chair of the Promotions Committee for reconsideration.

Any student who fails a course/clinical rotation twice is automatically dismissed from the program. Such students have the right to appeal to the Promotions Committee.

Monitoring Student Progress

At appropriate points in the program, the Promotions Committee will review the progress of each student in order to identify any academic difficulties that may exist. Students in the Basic Science and Clinical Science segments must comply with all academic rules and regulations, and remain current in financial obligations.

2(g) Case Based Studies/Clinics

From first Semester onwards, students are presented with a number of specific cases for which they are required to prepare a team presentation. Each case has a set of objectives compiled by the faculty. They are required to identify relevant objectives of the case. Before final presentation, students are expected to share their findings and objectives of the case which should match with the case objectives prepared by the faculty. They must give a short oral presentation based on the assigned objectives. The depth and difficulty increases as the student progress through the Basic Sciences program.

Students are also exposed to patient care through local Primary Care Clinics from first Semester. They are trained to learn the history taking, vital signs monitoring, and diagnosis process through these clinics. Feedback forms must be submitted after each case study.

2(h) Course Attendance

Students are required to attend at least 80% of the classes in all of the courses for which they are registered. This requirement applies to all classes between the first week and the end of the thirteenth week of the semester. If this requirement is not met, the student may receive a failing grade for the course and will not be allowed to sit for NBME exam at the end of the semester. An attendance roll will be maintained by the Professor and will be submitted to the Registrar at the end of each semester.

Attendance will be recorded for each hour of the class separately. Students will be informed once a month about their lack of mandatory attendance-if any. At the end of week -12 if their attendance is too low which cannot be compensated even if they attend all classes thereafter; such students will not be allowed to take NBME examination. A failing grade will be noted on their transcript.

The 80% attendance rule applies to all students registered for a course, regardless if they are repeating the course. Students are required to attend classes in their entirety and late arrivals or early departures are not permitted. Consistent late arrivals or early departures will be recorded on the attendance register and may be grounds for disciplinary action or Academic Probation.

If a student misses three (3) or more days in the first week of the semester, he/she must apply for leave for those missing days. The leave may be treated as excused or unexcused at the discretion of the Dean of Basic Sciences.

2(i) Dress Code

As students will encounter patients from diverse groups thus his/her personal appearance becomes an important part in establishing rapport with each patient. To achieve this goal IAU has instituted the following dress code:

Basic Science Classroom and Clinics

The following attire is NOT permitted on the University premises: shorts pants, slippers/flip flops, exposed midriff attire, cleavage-revealing tops, tee shirts without collars, low waist jeans and cut-up jeans. All shirts, blouses including sleeveless must have a collar with covered shoulders. Although Friday is a dress down day, students should dress decently conforming to the recognized standard of propriety.

In small groups in Clinical Practice (case study) with patients present, students are required to wear a clean white coat with a name tag identifying that they are medical students. Professional attire should also be worn; this includes slacks/long pants, collared shirts/blouses, skirts, dresses and closed-toe shoes. The following guidelines should also be followed:

- A watch with a second hand should be worn at all times when providing direct patient care.
- Shoes must have closed toes and not have high heels or built up soles such that it could endanger interns or patients.
- Shorts, T-shirts, and tank tops are not permitted. Colored shirts with pockets are acceptable.
- Sweatshirts are not suitable in direct patient care areas.
- Tops need to be long enough and high enough to provide adequate coverage of abdomen, back, and chest.
- Fragrances should be avoided in clinical settings.
- Long hair should be tied back during patient treatment or when operating machinery.
- Jewelry must be discrete and provide no risk to the wearer or patient.
- No artificial nails are permitted.

Anatomy Laboratory

Gloves and lab coats must be worn while in the dissecting area and students are responsible for their maintenance.

Wear only appropriate clothing in the lab. Scrubs and/or long pants or lab coat and closed shoes are required to be worn at all times when in the dissection lab.

Hats are not allowed in the Anatomy lab at any time.

Long hair should be pulled back.

The following are **not allowed**: loose flowing sleeves or blouses, bulky jewelry, scarves, shorts, miniskirts, bare feet, sandals and open toe shoes.

2(j) Class Decorum

Mobile phones, music players, or entertainment devices are not permitted within the lecture hall of the College of Medicine. Students who are found using these devices or disrupting the class when a lecture is in progress will be asked to leave and an absence will be marked for that day. The use and regulation of laptops in class rooms or during clerkships is at the discretion of the Basic Science and Clinical Science Deans respectively.

Disruptive behavior, sleeping in the class, use of profane language, disrespect to the faculty, patients, or other students, failure to obey rules/regulations, any inappropriate social behavior, and violence are causes for immediate disciplinary action.

Eating, drinking, or chewing gum is strictly forbidden while attending class.

Breaking any rules regarding class decorum and dress code will result in immediate disciplinary action.

2(k) ICM & Basic Science Comprehensive Review (Semester V)

Students who successfully complete the first four(4) semesters of the Basic Science program are scheduled for ICM (Introduction to Clinical Medicine) which is an eight(8) week course. This is followed by the USMLE Step I review program for seven (7) weeks. This fifth semester is offered in the United States.

Students are required to schedule a eight(8) -week in-class review program within four (4) months of starting the ICM program. The only IAU-approved USMLE review programs are Kaplan Live Prep and Falcon Review. Proof of enrollment must be sent to the Office of Student Records to receive full credit for Semester 5. An email or letter of verification directly from the review center is acceptable.

2(l) USMLE Step I

Students who successfully complete the Basic Sciences coursework will be allowed to appear for the USMLE Step I Exam through the ECFMG office. Before IAU can certify a student, the student must:

- have completed Semester 5(both ICM and the approved USMLE Review Course);
- be in good financial standing; and
- submit a score report from a comprehensive NBME examination indicating a score of 480 or higher. This score report should be submitted with the ECFMG Form 186.

IAU policy requires that students take the USMLE Step I within four (4) months of completion of the USMLE preparatory course and pass within three(3) attempts. Step I score reports must be sent to the Registrar's office. Please Note: Students who do not pass Step I in three (3) attempts within one (1) year will be subject to Administrative Withdrawal.

Recertification

Students seeking re-certification for the USMLE after failing any Step are required to submit a copy of their Step score report (front and back) to the Registrar's office for the previously taken examination.

Students who fail Step I once with a score **above 180** will be required to complete an NBME comprehensive examination twice (2) with a score of 480 or above.

Students who fail Step I once with a low score (**score of 180 or below**) will be required to repeat an IAU-approved USMLE Review Course and complete an NBME comprehensive examination twice (2) with a score of 480 or above.

Students who fail Step I a second time, irrespective of the score, will be required to take an IAU-approved USMLE review course and complete an NBME comprehensive examination twice (2) with a score of 480 or above.

3. Clinical Science Program (Semester VI through X)

The clinical program includes 76 weeks of instruction. To continue to the Clinical Program, students must successfully complete the Basic Science Program, pass the USMLE Step I, and maintain good academic and financial standing.

Clinical rotations will be assigned to students by the Clinical Coordinator. If students wish to change and/or cancel a clerkship rotation after it has been confirmed by IAU, students must report this change to the Department of Clinical Affairs **thirty (30) days prior** to the first day of the rotation. It is the student's responsibility to notify the school of any changes and **not** the hospital. Requests for cancellation and/or changes **must** be made in writing and sent to the Department of Clinical Affairs via email or fax. Student may be subject to a penalty of \$50.00 if school is notified of the change after the malpractice insurance has been issued.

As students progress through the required rotations, he or she will be interacting with the respective clinical chair and/or proctor for each individual rotation. The instruction given will include supervised clinical activities, seminars, and lectures. Before the completion of 76 weeks of clinical rotations, student is required to provide two letters of recommendation from their clinical faculty. The clinical faculty must send these letters directly to the Registrar's office.

3(a) Faculty Advising

Each student is assigned a clinical advisor during his/her sixth semester. Students are encouraged to make contact (meet/call/email) with their clinical advisor at least once during each clerkship rotation or as needed.

3(b) Core Rotations

There are six core rotations which every student will have to complete before they are allowed to take the USMLE Step II. The respective department chairs will oversee the rotation within their discipline. The core rotations are:

- Internal Medicine (12 weeks)
- General Surgery (12 weeks)
- Pediatrics (6 weeks)
- Psychiatry (6 weeks)
- Ob / Gyn. (6 weeks)
- Family Practice (6 weeks)

Total: 48 Weeks

3(c) USMLE Step II

Once students have successfully completed the Core Rotations, they become eligible to appear for the USMLE Step II CK & CS (*Clinical Knowledge and Clinical Skills*). In order to be certified for Step 2 (CK and CS), students must be in good financial standing and have successfully completed all core rotations.

Students who fail Step 2 CK or CS more than three(3) times will be academically withdrawn from the program.

3(d) Elective Rotations

During the last year of training, students can choose which elective rotations they want to complete. Twelve (12) weeks must consist of Medical Specialties, eight (8) weeks of Surgical Specialties, four (4) weeks of general electives, and four (4) weeks of Neurology (**mandatory**). Please see the following for a list of general elective rotations:

Medical Specialties

Allergy and Immunology
 Cardiovascular Disease
 Critical Care Medicine
 Endocrinology and Metabolism
 Gastroenterology
 Geriatric Medicine
 Hematology
 Infectious Disease
 Medicine Sub-Internship
 Nephrology
 Oncology
 Pulmonary Disease
 Rheumatology
 Sports Medicine
 Tropical Medicine

Surgical Specialties

Anesthesiology
 Colon and Rectal Surgery
 Neurological Surgery
 Ophthalmology
 Orthopedic Surgery
 Orthopedic Sports Medicine
 Otolaryngology
 Pain Management
 Pediatric Surgery
 Plastic Surgery
 Surgery Sub-Internship
 Surgical Critical Care
 Thoracic Surgery
 Transplant Surgery
 Urology
 Vascular Surgery

General Electives

Dermatology
 Emergency Medicine
 Family Practice Sub-Internship
 Medical Research
 Neonatal Medicine
 Nuclear Medicine
 Neurology
 Obstetrics/Gynecology Sub-Internship
 Occupational Medicine
 Pathology
 Preventive Medicine
 Pediatrics Sub-Internship
 Physical Medicine & Rehabilitation
 Radiology
 Radiation Oncology
 Surgical Research
 Psychiatry Sub-Internship
 Other

3(e) Examinations and Assessments

As part of the third and fourth year clinical curriculum, all students are required to complete the following paperwork: Log book, Case Write-Up, Mid-Clerkship Performance Evaluation, Clerkship Performance Evaluation, Student Evaluation of Faculty, and Student Evaluation of Clinical Rotation. Log books and case write-ups should be original documents, contain all preceptor signatures, and be legible and organized. Students can download all the paperwork from our website at www.iau.edu.lc, under downloads.

NOTE: It is important that all clinical paperwork be completed in a timely manner and mailed to the Clinical Department within three (3) weeks of completion of rotation. Electronic copies will not be accepted (original copies are required). It is the student's

responsibility to prepare for each rotation by making copies, and completing paperwork. *Incomplete clinical files will result in a delay in the graduation process.*

Personal Logs and Case Write-ups

The student is required to maintain a logbook denoting the activities of each day of clerkship and must be signed by the physician who is supervising the activity; activities include, but are not limited, to history taking, physical examination, didactic activities like seminars, lectures or case conferences, or other patient care activities. Students are asked to record patients, diagnoses and procedures, whether observed or performed. The log book is intended as a guide for recording what practical experience was gained during the clerkship and must be signed by the preceptor.

Students are required to submit complete case write-ups in the prescribed format and should include prognosis and treatment plan. The following is the required minimum number of write-ups to be completed:

Case Write-Ups	12-week rotation	6-week rotation	4-week rotation
Minimum Number	3	2	1

Mid Rotation Evaluations

The student is required to meet with their preceptor for a performance review mid-way through the clerkship. The preceptor must complete and sign a Mid-Clerkship Performance Evaluation. Students are responsible for seeing that mid-clerkship evaluations are completed. All evaluations must be mailed to the Department of Clinical Sciences. Note: Mid-Clerkship Performance Evaluations apply only to 12-week and 6-week rotations.

Clerkship Performance Evaluation

Towards the end of the rotation, preceptors are required to complete a final Clerkship Performance Evaluation for each student. An original evaluation must be mailed to the Clinical Department within three (3) weeks of completion of rotation. It is the students' responsibility to make sure the Clinical Department receives the evaluations in a timely manner.

Student Evaluations

Each student is required to complete clerkship and preceptor evaluation forms towards the end of the rotation. It is important for the Clinical Department to receive feedback from the students as it is helpful in improving the clinical program. Student evaluation forms may be faxed to the Clinical Department.

3(f) Promotions

Credit cannot be given for a clerkship until all applicable documents listed in *3(d) Assessments and Evaluations* have been received. Any student who fails a clinical rotation twice is automatically dismissed from the program. Such students have the right to appeal to the Promotions Committee.

3(g) Clerkship Attendance

Students are expected to maintain 100% attendance while attending clerkships. Excessive absenteeism is unprofessional and reflects badly upon the student and IAU.

3(h) Dress Code

All students are required to dress in a professional manner. Appropriate attire for female students includes: dress, blouse, tailored shirt or sweater, slacks or skirt, and closed-toes shoes. Appropriate attire for male students includes: man-tailored shirt and tie, trousers or slacks and closed toe shoes.

Note: Both men and women should wear a short white jacket with the appropriate hospital identification card clearly visible.

The hospital regulations always supersede the school regulation.

Consequences for Violation of the Student Dress Code

All administrative, faculty and support staff members will be expected to monitor student behavior applicable to this dress code and report any such disregard or violations to the Office of the Dean. Dress code violations will lead to disciplinary actions which may include penalties up to suspension.

3(i) Professional Decorum

All students are expected to exhibit professional behavior at ALL times during their time at the clinic and/or hospital. In addition, students are expected to dress appropriately and comport themselves in a manner that will demonstrate respect, inspire trust, and ensure patient comfort.

V. Living in St. Lucia

1. Incoming Student Visas

Foreign nationals intending to visit St. Lucia for business, pleasure, or study are required to have a valid passport from their home country and to obtain a valid St. Lucian visa. The Ministry of Home Affairs- Immigration Department, is responsible for the issuance of St. Lucian Visas. Contact Information for the visa office is as follows:

Immigration Department, Visa Office

Telephone: (758) 456 3825

Facsimile: (758) 456 3823

Email: immigration@rslpf.com

Students should contact the Immigration Department above if they are unsure about visa requirements.

2. Arriving in St Lucia

St. Lucia is served by scheduled international and regional airline services. There are 2 airports: International services from North America and Europe operate to and from Hewanorra International Airport in the South of the island. Regional services (for the most part) operate to and from George Charles Airport in Castries in the northwest of the island. These two airports are about 45 minutes to 1 hour apart. St. Lucia Helicopters offers a charter transfer service between the two airports, significantly cutting transfer times. All IAU student should fly into Hewanorra International Airport (UVF)

US Airways offers a nonstop weekend service from Philadelphia and BWIA flies weekly from Miami and New York. American Eagle flies daily to and from Puerto Rico into George Charles Airport. Virgin Atlantic, British Airways and BWIA fly direct between London and St Lucia. Air Canada offers a nonstop weekly service from Toronto, Canada. Air Jamaica offers weekly services to and from New York. Connecting services to at least seven other American destinations are also part of the itinerary. This carrier also flies to the United Kingdom via its Montego Bay Hub. During the peak season, between mid-November and mid-March, a number of tour companies operate charters from London, Toronto, and various Caribbean destinations.

Inter-island services are offered by LIAT, BWIA, Caribbean Star and Helenair (758-452-1958) plus a number of small charter operators. LIAT and Helenair operate out of George Charles Airport, whereas BWIA operates out of Hewanorra.

Flying times from major cities

- * 3 1/2 hours from Miami
- * 4 hours from New York
- * 5 hours from Toronto
- * 8 hours from London

2(a) Airport Pickup

Upon arriving at the Hewanorra Airport, students and accompanying guests are greeted by an IAU representative and shuttled to prearranged housing or a hotel. Airport pickups are only available at the beginning of each semester and must be arranged at least 7 days before arriving. All incoming student must send Flight Information Forms to the Student Services department at least 7 days before arriving.

2(b) Arriving by Sea

By sea Caribbean Express operates a hydrofoil service between St. Lucia and Martinique. Cruise ships arrive daily at Port Castries and Soufriere. If you are arriving by in your own boat or by charter boat there are two main moorings available: Rodney Bay Marina and Castries Yacht Centre.

3. Getting Around St. Lucia

Most students get around the island by walking, biking, or taking the University or public buses. Buying a car while on the island is another option. The University has a shuttle bus set up to provide transportation to and from school for all students who choose to participate. The IAU Shuttle is a safe, reliable, affordable and convenient method of transportation for IAU students. It is highly recommended that ALL new students participate in the shuttle for one semester. This will allow students time to become accustomed to the island and not have to worry about how to get around.

The shuttle will run several routes in the morning and evening, allowing flexibility to accommodate students' schedules. The Shuttle will run from the first day of classes to the last day of final exams for the semester. The shuttle may also provide transportation for students to weekend and evening school-sponsored clinics.

4. Housing

Fully furnished apartments, single rooms and houses are available for rent throughout the island. The University Housing Coordinator will assist students in procuring safe and economical housing in St. Lucia. The contracts are executed directly between the landlord and the student and the University is indemnified of any responsibility in the execution of such contracts and agreement.

All students and landlords are required to sign the IAU Housing Contract upon move-in to their assigned apartment. Students are also required to pay the rent amount specified by the landlord upon arrival to the apartment. Students will not be allowed to stay in the apartment until the rent has been paid so students are advised to bring enough cash to cover the first month's rent.

Housing deposits are processed through the University and then distributed to the corresponding landlords. The housing deposit confirms and reserves the apartment for a student until arrival. After move-in the housing deposit will serve as a security deposit until the student moves out at the end of the lease term.

Rental leases are for 4 months (one semester) unless otherwise specified by the landlord.

5. Money Matters

5(a) Currency

Local currency in St. Lucia is the Eastern Caribbean Dollar (EC\$), which has a fixed exchange rate of EC \$2.67 = US \$1.00. US dollars and major credit cards are widely accepted at most grocery stores and restaurants.

5(b) Banking

There are several bank branches near the campus. The closest bank is Scotiabank which is located directly across the street from IAU.

5(c) Budgeting

Rent -- approx \$400 USD/month

Electric bill -- approx \$50-\$100 USD/month

Transportation -- approx \$35-\$50 USD/month

Groceries -- approx \$100 USD/month

Cell phone (pay as you go) -- \$40 USD/month

Average Cost of Items in St. Lucia

Gallon of milk -- \$9 EC

Loaf of bread -- \$5 EC

Lunch at restaurant -- \$10EC

Bus ride round trip -- \$3EC

Please note that the above estimates are subject to change and variation.

6. Student Government Association

The International American University Student Government Association (SGA), established in 2004, exists to represent and act in the interests of the students. Student Government Association was established for the sole purpose of providing a cohesive and unified voice for the student body with which to communicate our needs as students to the university's administration and the government. The SGA has created an academic and extra-curricular environment benefitting students through its programs and working to sustain and improve them each year.

DISCLAIMER

The information in this handbook is subject to change without prior notice. The International American University reserves the right to change any of the policies contained herein at any time. It is the student's responsibility to be aware of all regulation in this handbook and any changes or modifications to these regulations.

Appendices: University Policies

Appendix I: Computer Use Policy

Introduction

This document provides guidelines for appropriate use of computer facilities and services by students, faculty and staff at International American University (IAU) and its offices across the world. It is not a comprehensive document covering all aspects of computer use. It offers principles to help guide members of the International American University community, and specific policy statements that serve as reference points. It will be modified as new questions and situations arise.

Information technology is a rich resource for innovation in the furtherance of IAU's academic mission. They increase the risks of actions, deliberate or not, that are harmful in various ways, including: (a) interference with the rights of others; (b) violation of the law; (c) interference with the mission of the University; or (d) endangering the integrity of the University's information computer network.

- The guidelines therefore call for respectful and responsible use of the computer networks and the users within the community must understand the perils of illegal use, exchange, or display of copyrighted, deceptive, defamatory, or obscene materials on a web page or through other electronic communication channels.
- When individuals misrepresent either themselves or the University, or when they act by computer in a manner unacceptable within the University or in the larger community, the integrity and mission of the University itself is endangered.
- Finally, the guidelines seek to protect the integrity of the University information systems themselves: the computing or networking resources need to be accessible and secure for appropriate uses consistent with the mission of the University; the usurpation of these resources for personal gain, commercial gain or without authorization is unacceptable.

Policy Statement

The use of International American University's (IAU) automation systems, including computers, fax machines, and all forms of Internet/Intranet access, is for IAU business and for authorized purposes only.

- Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense to IAU.
- Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are

unrelated to IAU's business; distract, intimidate, or harass co-workers or third parties; or disrupt the workplace.

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

1. Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate IAU purposes;
2. Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms (see below);
3. Misrepresenting oneself or IAU;
4. Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way;
5. Engaging in unlawful or malicious activities;
6. Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either IAU's networks or systems or those of any other individual or entity;
7. Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
8. Sending, receiving, or accessing pornographic materials;
9. Becoming involved in partisan politics;
10. Causing congestion, disruption, disablement, alteration, or impairment of IAU networks or systems;
11. Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", watching of movies/shows, or private/personal/instant messaging;
12. Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;
13. Using recreational games; and/or
14. Defeating or attempting to defeat security restrictions on IAU systems and applications.

IAU will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use.

Unless specifically granted in this policy, any non-business use of IAU's automation systems is expressly forbidden.

Use of IAU resources for illegal activity can lead to disciplinary action, up to and including dismissal and criminal prosecution.

Ownership and Access of Electronic Mail, Internet Access, and Computer Files

IAU owns the rights to all data and files in any computer, network, or other information system used in IAU.

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

Employees must be aware that the electronic mail messages sent and received using IAU equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by IAU officials at all times.

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

No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate IAU official.

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

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

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

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

Confidentiality of Electronic Mail

As noted above, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable state and federal laws and IAU (IAU) rules, policies, and procedures on confidentiality. Existing rules, policies, and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software. Since there is the possibility that any message could be shared with or without your permission or knowledge, the best rule to follow in the use of electronic mail for non-work-related information is to decide if you would post the information on the office bulletin board with your signature.

It is a violation of IAU policy for any employee, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others.

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

Electronic Mail Tampering

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

Policy Statement for Internet/Intranet Browser(s)

The Internet is to be used to further IAU's mission, to provide effective service of the highest quality to IAU's customers and staff, and to support other direct job-related purposes.

Supervisors should work with employees to determine the appropriateness of using the Internet for professional activities and career development. The various modes of Internet/Intranet access are IAU resources and are provided as business tools to employees who may use them for research, professional development, and work-related communications.

Limited personal use of Internet resources during lunch break or employee's personal time is a special exception to the general prohibition against the personal use of computer equipment and software.

Employees are individually liable for any and all damages incurred as a result of violating IAU security policy, copyright, and licensing agreements.

All IAU policies and procedures apply to employees' conduct on the Internet, especially, but not exclusively, relating to: intellectual property, confidentiality, IAU information

dissemination, standards of conduct, misuse of IAU resources, anti-harassment, and information and data security.

Personal Electronic Equipment

IAU prohibits the use in the workplace of any type of camera phone, cell phone camera, digital camera, video camera, or other form of image-recording device without the express permission of IAU and of each person whose image is recorded.

Employees should not bring personal computers to the workplace or connect them to IAU electronic systems unless expressly permitted to do so by IAU.

Any employee bringing a personal computing device or image recording device onto IAU premises thereby gives permission to IAU to inspect the personal computer or image recording device at any time with personnel of IAU's choosing and to analyze any files, other data, or data storage media that may be within or connectable to the personal computer or image recording device in question.

Employees who do not wish such inspections to be done on their personal computers or imaging devices should not bring such items to work at all.

Implementation

- A. All University codes of conduct apply to information technology as well as to other forms of communication and activity.
- B. Systems managers or other individuals within an academic or administrative unit may be empowered to suspend some or all privileges associated with computer use in cases of misuse or threat to the integrity of all or part of the University's information management resources.
- C. Complaints or concerns about another's use of University computer resources should be directed to the administrator responsible for the facility or resource in question.

Violation of this policy, or failure to permit an inspection of any device covered by this policy, shall result in disciplinary action, up to and possibly including immediate termination of employment. In addition, the employee may face both civil and criminal liability from IAU or from individuals whose rights are harmed by the violation.

Appendix II. Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a United States Federal law that protects the privacy of student education records. International American University adheres to this law in the interests of protecting the privacy of our students. This grants students:

- The right to inspect and review the student's education record within 45 days of the day the University receives a request for access.
- Students should submit to the University Registrar a written request that identifies the records they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the record may be inspected.
- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.
- Students may ask the University to amend a record that they believe is inaccurate. They should write to the Office of Student Records, clearly identify the part of the record they want corrected, and specify why it is inaccurate.
- If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when the student is notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record (please see *the IAU Information Release Form* to do so).
 - One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit 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 a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

IAU may disclose directory information upon request. Directory information includes:

- Name, address, and telephone listing
- Dates of attendance, degrees and awards
- Most recent previous school attended

- Photographs
- Date and place of birth
- E-mail address

Appendix III. Religious Tolerance Policy

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

Content of the Religious Accommodation Request

The Request must contain the name and student ID of the student requesting the excused absence in addition to a listing of any days during the semester of high religious significance and the name of the religion in question. All requests must be submitted to the University within the first three (3) weeks of the beginning of the semester.

Clinical Clerkships Religious Accommodations

For students undertaking clerkships, which may include being on call, patient care must always take precedence. Although supervised, third and fourth year medical students have direct patient care responsibilities during clinical clerkships and cannot refuse their clinical responsibility for religious reasons. IAU expects that all clinical students will have 100% attendance unless they have obtained an Excused Absence in advance from the clerkship preceptor.

Clinical students should note that the hospitals, not IAU, have control over clerkship schedules for clinical training. Therefore, approval of a Religious Accommodation Request in St. Lucia will not ensure that accommodations will be granted during clinical clerkships.

As stated on its website and elsewhere in the Student Handbook, IAU reserves the right to schedule classes and exams at any time and on any day of the week.

Materials related to a student's Religious Accommodation Request, including the written request, will be treated as confidential except as necessary to give effect to the accommodation granted.

Appendix IV. Non-Discrimination and Harassment Policy

It is the policy of IAU to provide an educational and working environment that provides equal opportunity to all members of the University community. In accordance with state laws of Texas, the federal laws of the United States and the governing laws in St. Lucia proper (where applicable), the University prohibits unlawful discrimination on the basis of race, color, religion, sex, national origin, age, disability, citizenship, and veteran status. Discrimination on the basis of sexual orientation is also prohibited pursuant to University policy.

Scope of Policy

This policy applies to all University administrators, faculty, staff, students/residents, fellows, visitors and applicants for employment or admission. This policy is the principal prohibition of all forms of discrimination on campus, except for the University's controlling policy and procedures relating to sexual harassment and sexual misconduct which can be found in the sexual harassment policy in this handbook.

Definitions

DISCRIMINATION: Including harassment, is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment or education on account of race, color, religion, national origin, age, disability, citizenship, veteran status, or sexual orientation.

HARASSMENT: As a form of discrimination, is defined as verbal or physical conduct that is directed at an individual or group because of race, color, religion, sex, national origin, age, disability, citizenship, veteran status, or sexual orientation when such conduct is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of interfering with an individual's or group's academic or work performance; or of creating a hostile academic or work environment. Constitutionally protected expression cannot be considered as harassment under the policy.

Appendix V. Sexual Harassment Policy

The purpose of this policy is to inform all employees and students that sexual harassment in the University is strictly prohibited. International American University (IAU) is committed to an academic and working environment free from inappropriate conduct of a sexual nature. Sexual misconduct and sexual harassment are unprofessional behaviors and individuals who engage in such conduct will be subjected to disciplinary action, including removal from the University.

Scope of Policy

This policy applies to all administrators, faculty, staff and students affecting employment with IAU and student/academic status. It applies not only to unwelcome conduct that violates the state laws of Texas, the federal laws of the United States and the governing laws in St. Lucia proper (where applicable) in concerning sexual harassment, but also to inappropriate conduct of a sexual nature. It is also applicable regardless of the gender of the complainant or the alleged harasser. In certain circumstances, harassment based upon gender can be deemed as sexual harassment, regardless of the sexual content.

Definitions

SEXUAL HARRASSMENT is defined (by the US EEOC) as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature if:

- Submission to such conduct is an explicit or implicit term or condition of an individual's employment;
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting such individual; or
- Such conduct has the purpose or the effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment.

SEXUAL MISCONDUCT includes unwelcomed sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature directed towards another individual.

University Responsibilities

IAU is responsible for maintaining a working and learning environment free from sexual harassment. The administration is responsible for making widely known that sexual harassment is prohibited both legally and by this policy, and that appropriate procedures for dealing with allegations of sexual harassment are available.

Students should know that IAU is concerned about such behavior and is prepared to take preventive and corrective action. Persons who engage in such misconduct are subject to appropriate disciplinary action, which may range from a reprimand, suspension, or dismissal. The severity of the discipline may depend on the severity, frequency, or repetition of the violation.

Policy against Retaliation

Reprisal or retaliation against an individual for making a complaint of sexual harassment, non discrimination or for using or participating in the informal or formal complaint process is a violation of this policy and state and federal laws, and any such action may be cause for disciplinary action up to and including termination and removal from the University.

False Statements

Any person who knowingly and intentionally files a false complaint or makes false statements in the course of an investigation is subject to disciplinary action up to and including dismissal from the university.

The process to report complaint for sexual harassment or non-discrimination is available at the office of the Dean of Student affairs or Executive Dean.

Appendix VI. Student Drugs and Alcohol Policy

The purpose of this statement is to establish policy for students of IAU concerning manufacture, sale, possession, distribution, or use of alcohol, inhalants, or illegal drugs

- During classroom hours
- In a manner while off campus that impairs the study abilities or disturbs the classroom environment of student
- In a manner while in attendance at an official University function or at an authorized University site that adversely affects the performance of the employee or student; or may adversely affect the health or safety of any other person.

Policy

- Unauthorized purchase, manufacture, distribution, possession, sale, storage or use of an illegal drug or controlled substance while on campus, while in or on premises or property owned or controlled by the University, or while in vehicles used for University business are prohibited.
- The unauthorized use or possession of alcohol or inhalants while on campus or while in vehicles used for University business is prohibited.
- Use of alcohol, inhalants, or an illegal drug or controlled substance while not on campus which adversely affects class performance or may adversely affect the health or safety of other students, employees, visitors, or patients is prohibited.
- Use of alcohol at an authorized University function, in the course of official University business, or at an authorized University site which adversely affects performance or may adversely affect the health or safety of any other person is prohibited.
- Warnings about prescribed or over-the-counter medication and its impact on class performance or safety must be heeded by the employee. An advisor's advice and assistance may be necessary when adjustments are required to ensure a student's ability to perform assigned work in a safe manner because of use of such medications.
- Distribution to others of a drug or controlled substance obtained pursuant to a prescription, except by duly licensed and certified persons, while on campus or on premises or property controlled by the University is prohibited.

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

Enforcement

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

STUDENT HANDBOOK ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have received a copy of the IAU Student Handbook, which includes the Harassment and Discrimination policy, Sexual Harassment Policy, and the Drug and Alcohol Policy. I have read and I understand the contents of this handbook and will act in accordance with these policies and procedures as a condition of my admission with IAU.

Student Name (Please Print)

Student ID #

Signature

Date

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