

# 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.*

## ***Goals***

- \* Be a leader in medical education through innovative teaching methods and extensive community outreach*
- \* Nurture an environment of intellectual curiosity*
- \* Teach students how to effectively communicate their knowledge to both academia and the general public*
- \* Extend our educational reach to countries and territories which lack medical educational facilities.*

***[www.iau.edu.lc](http://www.iau.edu.lc)***

*This page is intentionally left blank.*

<b>PREAMBLE .....</b>	<b>1</b>
<b>OBJECTIVES.....</b>	<b>1</b>
<b>I. ACADEMICS.....</b>	<b>1</b>
1. BASIC SCIENCES PROGRAM (SEMESTER I THROUGH V).....	1
<i>Dual Approach</i> .....	2
<i>Didactics</i> .....	2
<i>Courses Offered</i> .....	2
<i>Case Based Studies/Clinics</i> .....	3
<i>ICM &amp; Basic Science Comprehensive Review</i> .....	3
<i>USMLE Step I</i> .....	3
<i>Recertification</i> .....	3
2. CLINICAL PROGRAM (SEMESTER VI THROUGH X) .....	4
<i>Core Rotations</i> .....	4
<i>USMLE Step II</i> .....	4
<i>Elective Rotations</i> .....	4
<b>II. ADMISSION .....</b>	<b>5</b>
<i>Selection Criteria</i> .....	5
<i>Policy of Non-Discrimination</i> .....	6
<i>Pre-Requisites</i> .....	6
<i>Transfer Students:</i> .....	6
<b>III. REGISTRATION .....</b>	<b>7</b>
NEW STUDENTS.....	7
CONTINUING STUDENTS.....	7
COURSE REVIEW/AUDIT .....	8
PRE-REQUISITES .....	8
<b>IV. WITHDRAWING FROM A COURSE.....</b>	<b>9</b>
COURSE WITHDRAWAL .....	10
EMERGENCY WITHDRAWAL .....	10
LEAVE OF ABSENCE (LOA).....	10
<i>Academic Leave of Absence (ALOA)</i> .....	11
<i>Unauthorized Leave</i> .....	11
WITHDRAWAL FROM THE COLLEGE .....	11
<i>Administrative Withdrawal</i> .....	12
<b>V. CLASS ATTENDANCE REQUIREMENTS.....</b>	<b>12</b>
<b>VI. CLASS DECORUM .....</b>	<b>12</b>
<b>VII. STUDENT RECORDS.....</b>	<b>13</b>
<b>VIII. EXAMINATIONS, ASSESSMENTS, AND PROMOTIONS.....</b>	<b>14</b>
BASIC SCIENCES.....	14
<i>Periodic Exams</i> .....	14
<i>Final Exams</i> .....	14
<i>Exam Regulations</i> .....	14
<i>Exam Format</i> .....	15
<i>Grading and Posting of Grades</i> .....	15
<i>Appealing a Final Grade</i> .....	15

<i>Absence from Examination</i> .....	15
<i>Case-Based Program Evaluation</i> .....	16
CLINICAL SCIENCES .....	16
PROMOTIONS.....	16
MONITORING STUDENT PROGRESS .....	17
USMLE STEP II .....	17
<b>IX. FACULTY ADVISING</b> .....	<b>17</b>
<b>X. ACADEMIC PROBATION</b> .....	<b>17</b>
<b>XI. PROFESSIONAL CONDUCT AND ETHICS</b> .....	<b>18</b>
<b>XII. DRESSCODE</b> .....	<b>18</b>
ROUTINE CLASS .....	18
ANATOMY LABORATORY.....	19
<b>XIII. HOUSING</b> .....	<b>19</b>
<b>XIV. GRIEVANCES</b> .....	<b>19</b>
<b>XV. NON DISCRIMINATION AND HARRASSMENT POLICY</b> .....	<b>20</b>
POLICY .....	20
SCOPE OF POLICY .....	20
DEFINITIONS .....	20
<b>XVI. SEXUAL HARRASSMENT POLICY</b> .....	<b>21</b>
PURPOSE .....	21
SCOPE OF POLICY .....	21
DEFINITIONS .....	21
UNIVERSITY RESPONSIBILITIES.....	21
POLICY AGAINST RETALIATION.....	21
FALSE STATEMENTS .....	22
<b>XVII. STUDENT DRUGS AND ALCOHOL POLICY</b> .....	<b>22</b>
PURPOSE .....	22
POLICY .....	22
ENFORCEMENT .....	23
<b>XVIII. DISCIPLINARY ACTIONS</b> .....	<b>23</b>
<b>XIX. DEGREE REQUIREMENTS</b> .....	<b>23</b>
<b>XX. TRANSCRIPT REQUESTS</b> .....	<b>23</b>
<b>XXI. COMMENCEMENT</b> .....	<b>24</b>
<b>DISCLAIMER</b> .....	<b>24</b>

## **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 College 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.

To fulfill these objectives, the College administration, faculty, and student body must adhere to a common purpose:

**“The attainment of excellence in all areas of Medical Education”**

To this end, the University has created a number of Committees such as the Curriculum Committee, the College Disciplinary Committee, the Promotions Committee etc., who have developed policies and procedures to be followed at all times during the Academic Program.

## **I. ACADEMICS**

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 College is adapting and improving the Medical program to reflect these aspects as well.

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. 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 course director. Transfer credit is not automatic and students should not assume that classes at a previous medical school will fulfill the course requirements at IAU College of Medicine.

## Dual Approach

The school year will have three 16 week semesters. The Basic Science program would be completed in five semesters. The last semester will be a review of all the material relevant to USMLE Step I examination along with an Introduction to Clinical Medicine (ICM).

## Didactics

Maximum 20-25 hours per week. Each semester would have approximately 425 contact hours. The students are encouraged to use faculty-office time effectively.

## Courses Offered

### Semester 1

<b>Bio Chemistry</b> Includes Genetics and Nutrition	160 Hours	No Lab	NBME Exam
<b>Microscopic Anatomy</b> Includes Histology, Cell Biology and Embryology	150 Hours	15 Hrs of Lab	NBME Exam
<b>Doctor-Patient-Society</b> Includes Ethics & law, Epidemiology, Biostatistics, and History-taking	30 Hours	No Lab	Local Exams only
<b>Case Study I</b>	45 Hours (Contact Hours)	No Lab	Local Exams only

### Semester 2

<b>Gross Anatomy</b> Includes Neuro-Anatomy	160 Hours	60 Hrs of Lab	NBME Exam
<b>Physiology</b> Including Neurophysiology	130 Hours	20 Hrs of Lab	NBME Exam
<b>Case Study II</b>	45 Hours (Contact Hours)	No Lab	Local Exams only

### Semester 3

<b>Pathology I</b> Includes General Pathology, Blood, Skin, Immuno-Pathology, and Pathological Genetics	100 Hours	20 Hrs of Lab	Local Exams only
<b>Microbiology &amp; Immunology</b>	140 Hours	30 Hrs of Lab	NBME Exam
<b>Doctoring I</b> Includes Medical Psychology, Psychopathology, Pharmacotherapy, Psychotherapies, Child Psychiatry & Psychiatric emergencies	115 Hours	No Lab	NBME Exam For Doctoring I & Doctor-Patient- Society
<b>Case Study III</b>	45 Hours (Contact Hours)	No Lab	Local Exams only

#### Semester 4

<b>Pathology II</b> Includes Clinical Pathology	100 Hours	20 Hrs of Lab	NBME Exam for Path I & II
<b>Pharmacology &amp; Therapeutics</b>	140 Hours	No Lab	NBME Exam
<b>Doctoring II</b> Includes, Physical Diagnosis, ECG and Imaging	80 Hours	60 Hrs of Lab	NBME Exam
<b>Case Study IV</b>	45 Hours (Contact Hours)	No Lab	Local Exams only

### 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, guided by the case study coordinator. 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 will increase 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. Feed-back forms are to be submitted after each case study.

Before completing the Basic Science program, all students are required to request three recommendation letters from their professors, at least one letter should be from a physician. The professors must send these letters directly to the Registrar's office.

### ICM & Basic Science Comprehensive Review

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

### 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. IAU recommends students to take the USMLE Step I within one (1) month of completion of the USMLE preparatory course. IAUCOM policies require that students must pass the USMLE Step I in three attempts. Students who do not pass the Step I within three attempts will not be allowed to continue the program.

### Recertification

***Students who do not pass Step I on the 1st attempt may be required to complete a review course or additional coursework before they are allowed to take Step I again.***

The course of action for each student will be determined by Promotions Committee based on the previous performance. Students who wish to recertify for Step I are required to submit a copy of the previous score reports (front and back) to the Registrar's office.

***Students who do not pass Step I within the first two attempts are required to complete a review course or additional coursework before they are allowed to take the Exam again.***

## **2. Clinical 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 standing.

Clinical rotations will be assigned to students by the Clinical Coordinator. As students progress through required rotations, he or she will be interacting with the respective clinical chair and/or proctor for each individual rotation. The instructions 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.

### **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**

### **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*)

### **Elective Rotations**

During the last year of training, students can choose which elective rotations they want to take. 12 weeks must consist of Medical Specialties including four weeks of neurology (*required*) and 12 weeks must consist of Surgical Specialties. The remaining 4 weeks can be chosen from the general elective list (see below)

**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

**II. ADMISSION****Selection Criteria**

The College accepts students on a rolling basis, and currently there are three intake sessions per year. Students can choose which Semester they would like to enter the University.

The Admissions Committee considers candidates who show the potential to meet the rigorous academic requirements of a highly structured curriculum. Admission is based on a combination of factors including:

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

### **Additional Criteria**

- Additional credits in Advanced Biology, Chemistry, and/or Graduate level course
- MCAT Scores

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

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

### **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.

### **Pre-Requisites**

The College of Medicine requires at least 90 credit hours of undergraduate coursework for admission to the MD program, but strongly recommends the completion of a 4 year degree before entering Medical School. The coursework should include the following prerequisite courses.

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

In addition, students are highly 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.

### **Transfer Students:**

Students previously enrolled in an accredited Medical School may apply for admission with advanced standing, provided they meet all the regular requirements for admission to IAU College of Medicine. Transfer students need to submit an official transcript of their academic record to IAU College of Medicine. Students who have taken the USMLE Step I or Step II must also provide copies of their test results and an official transcript issued by ECFMG. All transfer students are required to provide a recommendation letter from the Dean of the

previously attended medical school. The official transcript and Dean's recommendation letter must be directly mailed to IAU admission office. If the Dean's letter cannot be submitted, student must submit a written explanation. Also they should make arrangements to send two recommendation letters from his/her professors of the previously attended medical school. The professors must send these letters directly to the admission office.

Transfer credit is not automatic and students should not assume that courses taken at other institutions will meet the IAU requirements. Acceptance of transfer credit is subject to verification by the school of origin through the official transcript or direct contact, which will be recorded.

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.

**Transfer students are required to submit a copy of the USMLE transcript from ECMFG for recertification, if they have already appeared for Step I or II.**

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 Promotions Committee and the Clinical Dean. However, candidates accepted in this category will typically be required to complete a minimum of 76 weeks of clinical rotations.

### **III. REGISTRATION**

Students are required to register with the Dean of Student Affairs/Assistant Registrar at a time and location designated by the Administration. All 4 yr MD basic science students in Semester I through IV will register at the IAU St. Lucia Campus. Fifth Semester and Clinical Students are registered by the Clinical Coordinator.

Dates of registration for each semester will be assigned to the students in advance and students must register on the appropriate dates. Students, who fail to register on or before the first day of the class, are subjected to pay a late registration fee of US\$50.00 per day. This fee is subject to waiver at the discretion of the Dean's Office or the Registrar's Office. All late registration fees shall be assigned to SGA for appropriate use. Students registering after the fifth day of classes will have to get a written permission from the Dean.

#### **New Students**

New Students who are registering for the first time are required to provide:

- Letter of Acceptance
- Proof of Identification
- Paid tuition receipt

Students will not be allowed to register until all administrative holds are cleared.

#### **Continuing Students**

Students registering for their second to fourth semesters are required to appear in person to the Dean of Student Affairs/Assistant Registrar and provide proof of tuition and other fee

payments. They should provide the promotion committee letter received from the Registrar's office.

At the time of registration, as per the prior promotion committee decisions, the students will register the courses for the coming semester. Students are required to retake all the failed courses. If they have failed only one course, they will be allowed to take one more course from the upcoming semester, provided they meet the prerequisites. This may preclude a student from taking all of the courses that they need in the current semester. In any case no student will be allowed to register for more than 20 credits.

Any appeal regarding course assignments should be given in writing to the Chief Academic Officer. During registration, students will be provided with the class schedule and syllabi for the semester.

## 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.

## Pre-Requisites

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 pre-requisites for each course are determined by the Course Director 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. Except the fourth semester, students will not be allowed to register for more than two courses.

Semester	Courses	Requirements
Semester 1:	Anatomy I (Microscopic Anatomy), Biochemistry, Doctor-Patient-Society, Case Study I	Premed Courses
Semester II	Gross Anatomy (Anatomy II)	Anatomy I (Microscopic Anatomy)
	Physiology	Biochemistry, Premed Courses

Semester	Courses	Requirements
	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 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.
<b>Graduation</b>		Successful completion of both basic and clinical science programs, passing both USMLE I & II (CK & CS), two recommendation letters on file (from clinical faculty)

#### IV. WITHDRAWING FROM A COURSE

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 to withdraw from one or all courses in that semester.

## Course Withdrawal

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.

Students may request to withdraw from courses at any time during the semester. Students who withdraw after the ninth week will be recorded as Withdrawn Pass (WP) or Withdrawn Fail (WF) based on their performance at the time of withdrawal. Students must gain prior approval to withdraw from a course before choosing not to take the final NBME exam. Failure to do so will result in a failing grade for the class. Failure to attend the appropriate amount of classes without being granted course withdrawal will result in a failing grade recorded on a student's transcript, unless permission to withdraw from the course had been granted by the Dean of Basic Medical Sciences.

## 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 an Academic Leave of Absence (ALOA), if applicable. Failure to request an ALOA will result in Administrative Withdrawal (ADW) and the student must apply for re-admission.

## Leave of Absence (LOA)

IAU recognizes that extensive interruptions of a student's Education are undesirable, but nevertheless 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 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.

Students may request a leave of absence for a maximum of one semester. 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 College.

Students who wish to take a leave of absence for a period longer than one semester or take an **unauthorized leave of absence** may need to re-apply for admission to the College. Record of LOA will be kept in the student's file and usually students may only apply for one period of leave of absence during the Academic Program. During the clinical rotations, students must follow the policies and procedures of the institutions they are attending. Short

breaks due to scheduling constraints may occur between clinical clerkships. Such breaks, if not exceeding four weeks have no impact on the student's enrollment status.

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.

### **Academic Leave of Absence (ALOA)**

Students who need a break between semesters for a longer period than those scheduled and if they do not meet the requirements for an emergency absence, may request an ALOA. Students who want additional time to study for the USMLE once he or she has successfully completed the basic sciences coursework are also eligible for an ALOA. 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. Students are allowed up to a maximum of two ALOA during the academic program.

The students in the campus must submit the written ALOA request 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 and the University Registrar. The Dean has the discretion to deny a request based upon the situation and the student's academic performance. An ALOA 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 who do not return from an ALOA at the specified time will be administratively withdrawn and will have to re-apply for admission.

### **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 College must re-apply for admission.

### **Withdrawal from the College**

Students who wish to withdraw from the Program should submit a duly filled withdrawal form to the Registrar's office. Withdrawal forms are available from the Registrar's office.

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 fees.
- Advance Tuition Deposits (of any kind) and fees will not be refunded, regardless of the reason for the withdrawal.
- 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 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 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.

## **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.
- Does not return at the time specified for the end of an approved leave.
- Is not scheduled for a clinical rotation for a period of more than 30 days and has not applied for and received an approved academic leave of absence.
- Students who are delinquent in payment of fees.

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

## **V. CLASS ATTENDANCE REQUIREMENTS**

Students are required to attend at least 80% of the classes in all of the courses for which they are registered. 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 register will be maintained by the Professor and a certified copy 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.

## **VI. 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 are 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 teachers, patients and coworkers and violence are causes for immediate disciplinary action.

## **VII. STUDENT RECORDS**

The student records include:

- 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
- Promotion Committee letters
- Recommendation Letters
- Background check
- Personal Statement
- Immunization Record
- Passport Details

The University Registrar shall be responsible for the maintenance, retention, or destruction of a student's record. Student records shall be reviewed every semester, to verify entries and rectify inaccurate information.

IAU may grant access to, or release information from student records to employees or officials of the IAU, provided a current, demonstrable, educational or administrative need is shown. Access in such cases shall be limited to the satisfaction of that need.

Access shall not be granted to the parent(s)/guardian(s) or the student to confidential letters and recommendations concerning the admission since such letters and statements are not used for purposes other than those for which they were specifically intended.

IAU shall grant access to or release information from student records to any person possessing a written, dated consent, signed by the student with particularity as to whom the records may be released, the information or record to be released, and the reason for the release. One copy of the consent form will be kept in the records and one copy shall be mailed to the student from the Registrar's Office.

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 at their request:

- Academic Progress reports or records

## **VIII. EXAMINATIONS, ASSESSMENTS, AND PROMOTIONS**

### **Basic Sciences**

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

The case based and patient based programs are assessed by the coordinating instructor on the basis of effort, participation and skills. There will be a final case study exam after every semester.

### **Periodic Exams**

The College 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 exams could include oral or lab examinations.

### **Final Exams**

At the end of every semester, students will have to appear for a comprehensive 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 rest 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.***

### **Exam Regulations**

Students are advised to arrive at least 15 minutes prior to the beginning of the examination. The proctors (a Member of the Faculty) will arrive early enough to set up the seating arrangements and complete other required documentation. The Registrar will schedule the date and time of the examination and the Exam Proctors will determine the exact start and end times. Candidates have assigned seats to take the exams.

**Students are expected to be on the assigned seats 10 minutes prior to the scheduled examination time. All students who arrive fifteen 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.**

## **Exam Format**

All exams will be comparable in format and content to the USMLE Steps I and II. Each course director with the approval of the Dean of Basic Sciences will decide the course content, length of examination, and periodic assessments. The course director is also responsible for the accuracy, reliability, and privacy of the periodic assessments.

## **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 course director. Any discrepancy in grading must be brought to the attention of the Dean of Basic Sciences for a final decision.

At the conclusion of the final exams, all question papers and all answer sheets are collected by the exam Proctor and given to the Chief Proctor. The Chief Proctor then directly sends the exams to NBME for scoring.

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

<b>PASS</b>	70% - 100%
<b>FAILING</b>	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 Academic Review Board within 5 days of the receipt of the final grade from the Registrar. The Board's decision is final.

## **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

- **A family emergency.** This will be deemed as a legitimate excuse as long as the emergency is verifiable by telephone and in writing.

In the above condition, final grades will be calculated without counting the above exam.

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.

## Case-Based Program Evaluation

At the end of each academic year the students' performance will be evaluated using the following criteria:

- Cumulative facilitator-assessments in clinical settings and case-based studies.
- Comprehensive written examination based on the cases covered.

Students may or may not be allowed to advance to next year based on the performance evaluation. Those who fail will have to make up the deficiency before they are allowed to attempt the USMLE Step I examination.

Each group facilitator will keep log of attendance on a weekly basis. Individual students' progress will be evaluated on a 1-5 scale on a weekly basis based on their performance.

**Honors:** At the end of the fourth semester, those students who have achieved a final grade average of 80% in all nine courses with out failing any course will be awarded **Honors** and will be reflected in the transcript.

## Clinical Sciences

Assessment for the Clinical Sciences rotations is based on Preceptor evaluations and attendance in clinical activities. Evaluations during the Clinical Science Segment are based on an assessment of the student's knowledge and the ability to apply knowledge to clinical problems. The characteristics like problem-solving abilities, reliability, sound judgment, interpersonal relationship skills with peers (patients and staff), professional skills (history taking and patient examination), and motivation are also considered for assessment. Performance on a multiple choice written examination for assessment may be applied when feasible.

The student must pass all necessary examinations to be eligible for graduation. For further information regarding the Clinical Sciences Program, please see the Clinical Sciences Handbook.

## 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 Executive Dean and to the Registrar. The decision of the Promotions Committee shall be final unless the student appeals to the Academic Review Board 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 promotion committee.

## **Monitoring Student Progress**

At appropriate points in the educational process 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 to remain in good standing.

Students are required to pass USMLE Step I and Step II CK & CS, to be eligible to receive an M.D. degree from IAU College of Medicine.

## **USMLE Step II**

USMLE regulations require that students must be within one year of graduation to be eligible to take the USMLE Step II. Current IAUCOM policy provides that students in Clinical rotations must have completed 48 weeks of clinical training to be eligible to take the USMLE Step II. The 48 weeks of rotation must consist of the core clinical clerkships, including Internal Medicine.

Please see the Clinical Rotations section for more information.

## **IX. FACULTY ADVISING**

A faculty advisor is assigned to each student at first enrollment. 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. The advisor will also be notified by the Promotions Committee of any academic deficiency his/her students.

## **X. ACADEMIC PROBATION**

Students who do not achieve satisfactory grades may be placed on Academic Probation. The purpose of the program 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 continue 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 do not achieve a passing grade in all of the courses for which they were registered will be placed on Academic Probation. Students who automatically fail a course due to non-attendance of the required number of classes or examinations will be placed on Academic Probation.

Students are also placed on Academic Probation if they fail to maintain the academic requirements of IAUCOM. This applies to students who fail any course and are permitted by the Promotions Committee to repeat it. Students on probation are also placed on financial aid probation during the probationary period. Students' financial aid status may be affected by the probationary status of the student based on the rules and regulations of the lending institution.

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

- Presentations in the class

- Submit extra work
- Attempt extra examinations
- Academic counseling sessions

Students who fail a course taken during a period of Academic Probation may be recommended for dismissal from the College due to academic difficulties. The College 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 have the right to appeal Probation status. Students wishing to appeal must follow the appeals procedure. All appeals shall be in writing to the Dean Provost addressed to the Academic Review Board. Information is available at the Assistant Registrar/Student Services Department.

## **XI. PROFESSIONAL CONDUCT AND ETHICS**

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

Students must conduct all aspects of their lives with honesty, integrity, and respect for others. An Honor Code has been adopted by the students. Each student is bound by its provisions and required to sign a written acknowledgement of receipt. Documented failure to do so will result in disciplinary action, including dismissal from the School.

Cheating (whether on examinations or with laboratory data), undisclosed knowledge of cheating, stealing (whether from the School or from fellow students), 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 college.

## **XII. DRESSCODE**

As students will encounter patients from diverse groups, their personal appearance becomes an important part in establishing rapport with each patient. Student/physicians should place the patient's needs first even if this necessitates curtailing some aspects of one's individual expression. To achieve this goal IAUCOM has instituted the following dress code:

### **Routine Class**

- Informal, but shorts and sneakers are not permitted.
- In small groups in Clinical Practice with patients present, students are required to wear a clean white coat with a name tag identifying that they are medical students.
- 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.
- 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.
- **Not allowed** are loose flowing sleeves or blouses, bulky jewelry, scarves, shorts, miniskirts, bare feet, sandals and open toe shoes.

### ***Consequences for Violation of the Student Dress Code/Standard of Decency***

*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. Violation of dress code will lead to disciplinary actions which may include penalties up to suspension.*

## **Clinical Dress code**

All students are required to dress in a Professional manner: Lab jacket (ties for the males) is advisable. Sandals, open toed shoes and shorts are not permitted. The hospital regulations always supersede the school regulation.

## **XIII. HOUSING**

Fully furnished apartments, single rooms and houses are available for rent throughout the island. The University Housing coordinator will assist the students in procuring safe and economic 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. If the conduct of the student is unbecoming of a medical professional, that could be addressed through the grievance committee.

## **XIV. GRIEVANCES**

All students and faculty members have the right to present grievances to the Grievance Committee. The Grievance Committee has the authority over all matters referred by the Dean,

Associate Deans, 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 a 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 Executive Dean. All parties involved will be notified of the Committee findings and recommendation. The Dean will take appropriate action, in accordance with the recommendation, and issue a written notification to all parties involved of the proposed action.

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

## **XV. NON DISCRIMINATION AND HARRASSMENT POLICY**

### **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.

**HARRASSMENT:** 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.

## **XVI. SEXUAL HARRASSMENT POLICY**

### **Purpose**

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 Harassment** 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.*

## **XVII. STUDENT DRUGS AND ALCOHOL POLICY**

### **Purpose**

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 class room 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.

## **XVIII. DISCIPLINARY ACTIONS**

IAU may take disciplinary action against students for non-academic infractions such as, but not limited to: theft, vandalism, assault, drug use, animal neglect, 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 Dean while informing the President'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 President of IAU. Information is available at the Assistant Registrar\Student Services Department.

## **XIX. DEGREE REQUIREMENTS**

In order to be eligible to receive the degree of Doctor of Medicine from International American University College of Medicine, a student must have met the following requirements:

- Successful completion of all courses in the Basic Science Curriculum with a passing grade.
- Successful completion of all courses and clerkships in the Clinical Science Curriculum; The core and elective clerkships as specified by the Dean of the Clinical Sciences and taken in approved hospitals.
- Passing Steps I and II of the USMLE.
- Payment of all fees and charges owed to the University.
- Payment of the graduation fee.
- Completion of a review of academic documents, as well as academic and financial aid exit interview.

## **XX. 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. Student copy will be emailed to the student from the Registrar's Office.

## **XXI. COMMENCEMENT**

Commencement is held once each year; however, there are three graduation dates in a year, usually at the end of each semester, at which students may obtain their diplomas. Diplomas will not be released unless all outstanding balances (including library dues or any other dues), administrative documents, clinical evaluations, and scores from Steps I and II (CK & CS) of the USMLE have been received.

## **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.

## **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**





***INTERNATIONAL AMERICAN UNIVERSITY***  
***College of Medicine***



**U. S. OFFICE**

**5999 SUMMERSIDE DRIVE, SUITE 220**

**DALLAS, TEXAS 75252**

**PH: (888)-440-4474**

**FAX: (972)-484-9970**

**MAIN CAMPUS**

**IAU COLLEGE OF MEDICINE**

**VIEUX FORT, SAINT LUCIA, WI**

**PH: (758)-454-3424**

**FAX: (758)-454-3425**

***www.iau.edu.lc***