



American International University WEST AFRICA

AIU Health Science Center at The Gambia

**College of Medicine
College of Dentistry
College of Pharmacy**

2012 STUDENT HANDBOOK

The Student Handbook is published by the American International University of West Africa for the students enrolled at AIU Health Science Center at The Gambia, Colleges of Medicine, Dentistry and Pharmacy.

The rules and regulations outlined here are binding and must be adhered to by all AIU students, including those on leave. The rules and regulations of this institution are reviewed and revised periodically. Students are expected to be familiar with the most recent revisions of all AIU manuals and publications which can be found at the AIU website at www.aiu.edu.gm

MESSAGE FROM THE PRESIDENT

American International University West Africa (AIU) has been established to provide qualified applicants the opportunity to receive professional education modeled after programs offered in America for Doctor of Medicine (MD), Doctor of Dental Medicine (DMD), and Doctor of Pharmacy (PharmD) degrees. Consistent with the new paradigm in U.S. medical education, AIU students commence clinical training in their third trimester at our hospital affiliate in Serrekunda Hospital. AIU is committed to offering a quality Basic Science medical education program that provides students with experienced and capable faculty, small classes and the latest education technology. In addition to providing students with clinical opportunities at our hospital affiliate, AIU has established clinical rotations for its students at some of the finest teaching hospitals at other established institutions. It is the University's mission and my pledge as President to provide you with the best professional education available and to ensure that you receive the education you require to become a successful, well-respected, licensed professional.

Dinesh Shukla
President, American International University West Africa

MISSION

The Mission of American International University West Africa (AIU) is to provide an excellent education to committed candidates in order to graduate skilled, ethical and caring professionals who will become lifelong learners with the ability to conduct and critically evaluate medical and pharmaceutical research. AIU's objective is to graduate professionals who have the necessary skills and knowledge to be able to face the increasing challenges healthcare presents globally and specifically in the Africa, while breaking down the barriers that Africans face in obtaining a medical education.

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ACADEMIC DEGREE PROGRAMS OFFERED:

5 or 6 YEAR DOCTOR OF MEDICINE (MD) DEGREE PROGRAM

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

- Pre-Medicine Sciences: 4 trimesters
- *qualified students may begin MD program at this course level
-
- Medicine Basic Sciences: 5 trimesters Medicine Clinical Sciences 4 trimesters
- Medicine Clinical Rotations: 3 trimesters
-

United States Medical Licensing Exam/USMLE Steps 1 and 2 CK & CS

5 YEAR DOCTOR OF DENTAL MEDICINE (DMD) DEGREE PROGRAM

The Doctor of Dental Medicine degree is conferred upon students who satisfactorily Complete the following requirements:

- Pre-Dentistry Sciences: 4 trimesters
- Dentistry Basic Sciences: 4 trimesters
- Dentistry Clinical Sciences and Rotations: 7 trimesters

4 YEAR DOCTOR OF PHARMACY (PharmD) DEGREE PROGRAM

The Doctor of Pharmacy degree is conferred upon students who satisfactorily complete the following requirements:

- Pre-Pharmaceutical Sciences: 4 trimesters
- Pharmaceutical Sciences: 6 trimesters
- Pharmacy Clinical Rotations: 2 trimesters

Refer to updated curricula and more information online at www.aiu.edu.gm

**PRE-REQUISITE COURSES REQUIRED OF ALL STUDENTS
(4 Trimesters Duration)***

First Trimester

English I, General Chemistry I, Environmental Science, General Biology, Mathematical Reasoning I, Introduction to Sociology, French I, Orientation, Sport and Culture

Second Trimester

English II, General Chemistry II, Basic Physics I, Cellular Biology, Mathematical Reasoning II, Universal History, French II

Third Trimester

English III, Organic Chemistry I, Basic Physics II, General Psychology, Introduction to Computer Information Systems, African History, French III

Fourth Trimester

Medical Terminology, Organic Chemistry II, Biophysics, Introduction Anatomy and Physiology, Leadership and Modernization Seminar, Human Relations, Scientific Methodology

GOOD STANDING AND SATISFACTORY ACADEMIC PROGRESS

GOOD STANDING

A student remains in good standing by complying with all academic standards, policies, and regulations established by AIU and by satisfying all financial obligations to the University.

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

SATISFACTORY ACADEMIC PROGRESS

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

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

- Completing the required courses of the Basic Science component in no more than six (6) trimesters and passing all coursework while on academic probation.
- Remark for the school of medicine:
 - Passing Step 1 in no more than three (3) attempts within one (1) year after completion of 5th trimester
 - Completing the 75-week Clinical Science component within 120 weeks
 - Completing the M.D. program in its entirety within 316 weeks or six (6) calendar years of attendance;
- Maintaining good academic standing.
- A student must maintain a minimum GPA of 2.0 at all times

A student not in compliance with Satisfactory Academic Progress is subject to dismissal.

The GPA for all Basic Science students will be calculated under the exclusion of failing grades if the courses have been successfully repeated.

However, course failures will be reported as “F” on both Official and Unofficial Transcripts. The grades for successfully repeated courses will be reported as “R”.

In exceptional circumstances, determined on a case-by-case basis, the Promotions Committee reserves the right to allow a student to continue at the University while on probation, even if the student has not met all of the above requirements.

In such circumstances, however, the student may not be eligible for financial aid.

SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS FOR FINANCIAL AID ELIGIBILITY

A student must comply with the requirements of Satisfactory Academic Progress (SAP) to be eligible to receive financial aid.

In order for the University to determine student eligibility for financial aid, a review and assessment of a student's academic achievement will be performed.

The University will first evaluate GPA for the current trimester to determine loan eligibility. In the event that the trimester GPA does not meet the requirement, the University will evaluate the cumulative GPA in order to determine loan eligibility.

The standard by which the University evaluates a student's achievement in clinical instruction trimesters for students enrolled in the MD program is the attainment of a passing USMLE score.

Students who are enrolled for a total of 12 or more trimester credits are considered full-time students. Students who are enrolled for a total of less than 12 but more than 6 trimester credits are considered part-time students. In either case the student is eligible for financial aid provided s/he meets the above GPA criteria.

ACADEMIC POLICIES DURING ENROLLMENT IN PRE-PROFESSIONAL COURSES

ROLE OF THE PROMOTIONS COMMITTEE

During the pre-professional courses, all matters related to promotions fall under the jurisdiction of the University's Promotions Committees, which is comprised of senior faculty. The Promotions Committee Chair enacts decisions made by the Promotions Committee. The Committee's decisions may be appealed to the Executive Dean who has the authority to summon the Appeals Committee to review student appeals. The Academic Placement Committee determines the courses for students who are placed on academic probation.

EVALUATION OF ACADEMIC PERFORMANCE

At the end of each trimester a student's academic performance is evaluated on the basis of the following rules:

A student who ***fails all courses in any trimester*** is subject to ***dismissal***

A student who ***fails any course in any trimester*** is placed on Academic Probation and in the Extended Basic Science Program. ***The student MUST*** repeat the failed course at the earliest possible opportunity (the following trimester or a block course, if offered) and can register for one more major course as directed by the Academic Placement Committee. Additional minor courses may be added if deemed necessary.

A student must pass the repeated course(s); a student who ***fails any course*** while on Academic Probation is subject to ***dismissal***;

During the Basic Science trimesters courses, a student may ***not*** be placed on Academic Probation ***more than twice***; A student who is placed on academic probation more than twice is subject to academic dismissal by the Promotions Committee

The ***trimesters of basic science courses*** must be ***completed*** within a ***six trimester period for the MD and DMD program and in 4 trimesters for the PharmD program***.

Any student on Academic Probation must attend the University's Study Skills Program or be subject to dismissal for non-compliance.

A student who fails any course while on academic probation will be dismissed.

Incomplete coursework must be submitted by the end of the second trimester after the Incompletion (INC) has been issued. **The INC automatically changes to F if a student fails to comply with this requirement.**

GRADE POINT AVERAGE/GPA CALCULATION

The GPA for all pre-professional coursework will be calculated under the exclusion of failing (F) grades, if the course(s) has been successfully repeated. However, on successful completion of repeated courses grades of “F” will be changed to R on transcripts. In cases where students failed the same course more than once only one of the F grades will be replaced by R.

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. For the duration of Academic Probation the student will be placed in the EBS and will be allowed to only take a significantly reduced course load (see below).

Any student placed on Academic Probation by the Promotions Committee for having failed a course must be aware that the probation does not automatically expire after one trimester. The student will remain on Academic Probation until the failed course has been successfully completed and will be responsible for additional course fees.

A student who is on academic probation must seek guidance and regularly participate in the programs and activities offered by the Educational Enhancement Department.

A student who fails one major course will normally repeat the failed course at the earliest given opportunity and may take only one additional major course. A minor course may be added if available.

A student who fails two major courses will normally repeat both courses at the earliest given opportunity and may not add another major course. A minor course may be added if available.

A student who fails three major courses (while registered for more than three major courses) will normally repeat two of the failed courses the following trimester and the last failed course the trimester thereafter. During the trimester where the student repeats the last failed course, the student will be allowed to add one other major course. A minor course may be added if available. The status of academic probation will last until all failed courses have been successfully repeated.

A student who fails a minor course only will normally repeat the failed course at the earliest given opportunity and may add two major courses for which the student has successfully completed the prerequisites.

Please note: a student cannot withdraw for academic reasons from a course for which the student has been placed on academic probation

CRITERIA FOR ACADEMIC DISMISSAL

A student is subject to dismissal based upon the following:

- Failing all courses in a trimester during the pre-professional and basic sciences course;
- Failing any course while on Academic Probation;
- Failing to make Satisfactory Academic Progress.

- Not completing the four trimesters of Basic Science in six trimesters for the MD and DMD programs; and not completing the two trimesters of Basic Sciences in 4 trimesters for the PharmD program.
- Failing Step 1 on three attempts within one year of sitting eligibility for those enrolled in the MD program;
- Repeated failure in core or elective clerkships

PROCEDURAL AND INFORMATIONAL GUIDELINES FOR COURSE GRADES, PROMOTIONS, & APPEALS

COURSE GRADES

All grades are assigned by academic departments according to methods described in the respective course syllabi. Any questions or concerns that a student has regarding grade(s) can be directed to the Course Director and/or Department Chair.

PROMOTIONS, ACADEMIC PROBATION, & DISMISSALS

At the end of each trimester, when all grades are final, the Promotions Committee reviews all grades and either promotes those students who have successfully passed the courses or recommends academic probation of and/or dismissal of students who have not passed all courses. Refer to the Student Handbook for Promotion Committee regulations.

All official communication from the Registrar's office will be directed to students AIU email accounts. The Promotions Committee sends letters of dismissal to the student at the student's registered address, and the Registrar's office sends grade reports to the student's registered email address or posted on line.. A student is responsible for ensuring that his/her correct mailing address and email address is registered with the office of the AIU Registrar.

Actions of the Promotions Committee are final unless appealed.

APPEALS

If a student does not understand or is not satisfied with a Promotions Committee action, a student has the right to appeal. The deadline for receipt of appeals is seven calendar days after grades are emailed or posted. If, for any reason, a student is not able to access the grade report, the student is responsible for contacting the Chair of the Appeals Committee at registrar@aiu.edu.gm prior to the first day of registration. To avoid unnecessary registration complications, a student is to file the appeal immediately after having received their grade report.

All appeals must be forwarded to the Appeals Committee using the electronic form attached to the official grade report. A student may also address procedural questions to the Committee via email at registrar@aiu.edu.gm. However, only appeals received using the required form will be considered for action.

While processing the student appeal, the Committee may call for additional information or for an interview. It is important that the student provide the **current** email and phone contact information in the appeal.

Note that, although the appeal is received and managed by the Faculty Appeals Committee, acceptance or denial will be decided upon by the Executive Dean only.

The Committee receives and investigates appeals, then forwards the appeal along with a recommendation to the Executive Dean. Based upon the case review, the Appeals Committee makes a recommendation to the Vice President of Academic Affairs and Dean, who is the sole arbiter rendering the final decision. Within five days after the decision, the student receives an official written notification regarding the status of the appeal. Such decisions by the Executive Dean are final; thus, another appeal cannot be made.

GRADE CHANGE APPEALS

If a student believes a grade was recorded improperly or unfairly, they should discuss the matter with the chair of the respective department. If the student feels that other than objective standards were used in the determination of their grade they may appeal the grade to the Executive Dean

APPEAL OF DISMISSAL

If a student receives a letter of dismissal, the student has the right to appeal. As is the case with all academic appeals, the prescribed appeal form attached to the grade report is to be used. A student also has the right to address procedural questions to the Committee

The Appeals Committee looks for **well-documented evidence** of extraordinary stress, illness or family emergency during the trimester. *Post hoc* documentation (a doctor's note detailing sickness or illness during an examination) will be considered

GRIEVANCES AND DISCIPLINARY ACTION

The University's policies regarding disciplinary action also apply to non-academic matters. Disciplinary actions may include, but are not limited to, verbal reprimand, written reprimand, required restitution, and suspension or expulsion from the University. AIU students are encouraged to address any academic or non-academic concerns with their Professors, Faculty Advisors or Deans.

The Grievance and Disciplinary Committee is composed of faculty and student representatives. It is the investigative and judicial arm of the Dean's Office. The Grievance and Disciplinary Committee has authority over all matters referred by the Dean, the Dean of Student Affairs, the Student Government Association, students, and faculty. The Chair of the Grievance Committee will generally call a meeting within 48 hours notice; however, under special circumstances the Chair of the Grievance Committee may call a meeting with only 24 hours notice. A student should be given 48 hours written notice of a grievance that is being brought against him/her. In the event of a student being accused of conduct that is considered a danger to the student or other students, faculty, or staff, the Executive Dean on the The Gambia or Guinea campus or the Dean of Clinical Sciences can issue a temporary suspension of the student and hold a grievance within 24 hours. No party has the right to counsel in the context of a disciplinary and grievance hearing.

The Dean reviews the recommendations and issues a final determination to the Grievance and Disciplinary Committee that is forwarded to the President. A student may appeal any recommendation of suspension or dismissal authorized by the Grievance and Disciplinary Committee and executed by the Dean. The student must give written notice of intent to appeal the Committee's decision to the President's Office within ten days of receiving a decision. The student has the right to counsel and to present witnesses and documentary evidence.

The President and at least one other non-involved administrator will hear the appeal.

The three-part appeal process is as follows:

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

PROFESSIONAL CONDUCT AND ETHICAL BEHAVIOR

It is incumbent upon each student at the University to maintain the highest level of ethics and morals, and to conduct himself in a manner befitting a physician, dentist, or pharmacist. Professionalism includes appearance and proper hygiene, demeanor, behavior and conduct, integrity, intellectualism, honesty, and respect for others. Students must be aware at all times that they are representing the University.

These standards apply to all students during their entire medical education at the University.

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

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

- The honest and authentic execution of all responsibilities and the submission of all educational and clinical work, without misrepresentation or falsification. stealing, cheating, and plagiarism may result in dismissal;
- Fulfillment of professional duties in a conscientious, reliable, and punctual manner;
- Compliance with all regulations as set forth by the University (non-smoking policies, library etiquette, classroom behavior, housing policies, general campus ethics), as well as civil laws established by local authorities;
- Visible display of University Identification Card at all times when on campus and participation in University-sponsored events and activities;
- Possession of illegal drugs, alcoholic beverages, firearms or weapons of any kind; these items are strictly prohibited by the University on its campus, students housing, and at University-sponsored events. **AIU enforces a zero-tolerance policy towards illegal substances;**
- Maintaining the proper patient-care environment;
- Introducing yourself to all patients as a medical, dental, or pharmacy student, **not a licensed practitioner;**

- Respecting patient confidentiality and discussing cases and patient information only in appropriate professional circumstances;
- Discussing patient treatment with the attending physician, dentist, or pharmacist when appropriate;
- Refraining from patient care when under the influence of any substance or in a state which prevents you from functioning effectively and professionally;
- Respecting and complying with rotation site rules and regulations.

ETHICS COMMITTEE

This committee consists of five student members, one faculty advisor and one faculty observer. The committee is charged with the maintenance of ethical standards among the student body and addresses all complaints of ethical misbehavior within the student body

HOLIDAYS

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

EXAMS AND GRADING

All grades mandated and implemented by AIU are maintained by the Dean of Student Services and Registrar. The Grading System for each course will appear in the course syllabus. The faculty is responsible for informing the students about the grading system, policies, and test schedules during the first week of each trimester.

The minimum score for subject shelf exams is **D**. A student who does not reach that score will automatically fail the course, irrespective of mini exam and, if applicable, laboratory exam scores. Reaching the minimum score of D is not passing the shelf exam. The student only becomes eligible for being considered passing the course.

Currently a minimum score of D applies only for the Comprehensive Shelf exam.

Students have the right to review their mini exams within one week after the scores for the exams have been published. Each department decides on the review process and procedure.

ATTENDANCE

POLICY FOR BASIC SCIENCE COMPONENT

A student is expected to attend all scheduled classes, lectures, and laboratory sessions. The student is also expected to complete all exercises, quizzes and examinations, and attend all conferences during both the Pre-Professional program and Basic Science component of the curriculum.

A student is encouraged to attend all lectures, laboratories and small group exercises to facilitate learning. As emergencies may arise, a minimum of eighty percent (80%)

attendance is mandatory for all lectures and one-hundred (100%) percent attendance is mandatory for all laboratory sessions, tutorials, and interactive lectures and sessions. A student who fails to maintain these attendance requirements will not be eligible to take mini and final exams. In addition, a student is responsible for making up all missed assignments, regardless of the reason for the absence. Absences in a course can affect the final grade in a negative way.

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

The University prohibits the remediation of a completed exam regardless of reason. If a student fails to take an examination, the grade is "0" for that exam unless approval of absence is granted by the Course Director.

EXCEPTIONAL CIRCUMSTANCES DURING EXAMINATIONS

An excused absence may be granted only due to exceptional circumstances that can be adequately documented to the satisfaction of the Department Chair. If a student has prior knowledge of exceptional circumstances that will cause the student to miss an examination, the student must notify the Department Chair and provide appropriate documentation supporting the reasons prior to the examination being administered.

VACCINATIONS DURING CLERKSHIPS AND ROTATIONS

All students in rotations (including rotations in hospitals in The Gambia and Guinea) must meet the vaccination requirements. For information regarding vaccination requirements please contact the Department of Clinical Medicine (basic science students) or the Clinical Department.

ABSENCES AND LEAVES

The number of days in the approved Leaves of Absence is not to exceed 180 days in any twelve month period. Given the three trimester per calendar year structure of AIU's educational program, a student may take a vacation period of one trimester for each two trimesters the student has successfully completed.

EMERGENCY ABSENCE

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

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

ACADEMIC LEAVE OF ABSENCE

If a student plans to be absent for more than two weeks, a written request for the Leave of Absence (LOA) must be submitted to the Dean of Student Services and Registrar. If granted, the duration of the LOA is for one trimester only. The LOA is recorded by the Registrar and is considered processed only when the student receives a confirmation of

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

A student who takes a Leave of Absence (LOA) may not enroll at another professional school and take courses for credit during the time of the LOA from AIU. Any student who wishes to take courses for credit at another medical, dental, or pharmacy school must withdraw from AIU. At a later date, the student may apply for readmission to AIU by following the procedure for transfer applicants. It is at the discretion of the Admissions Committee to accept or deny transfer credits.

GRADES DURING LEAVE OF ABSENCE

A leave of absence affects a student's ability to pursue his or her education. Given the rigorous professional programs and curricula, any interruption is likely to impede ongoing academic pursuit and future success.

INCOMPLETE GRADES

The issuance of an incomplete grade will be made by the department chair/course director, based on the following institutional guidelines:

- The grade of Incomplete (INC) can be given only to students who miss a major part of the course, including the final exam (shelf or in-house) and who produce official and satisfactory documentation of exceptional circumstances prior to or within two weeks after the final exam or immediately after returning from an approved leave of absence (see below)..

A student who does not identify himself/herself to the course director or department chair cannot request an INC for a course. Approved exceptional circumstances include:

- Sudden illness
 - Death of a close family member (first and second degree relatives only)
 - Appearance in court
 - Personal or family hardships
- *Attending a wedding, religious holidays or events, etc. are not approved exceptional circumstances.

Only students who are on an approved LOA due to unexpected circumstances are eligible for the grade of INC. If a course director/department chair is uncertain as to whether the excuse of a student is acceptable, s/he must inform the group of AIU Deans. The Deans will discuss the issue and make a decision.

Students who miss a mini exam but not the final exam are not eligible for the grade of INC. Students who fail a shelf exam by not reaching the minimum score are not eligible for the grade of INC. Students who do not perform well in a course in general are not eligible for the grade of INC. The grade of INC can be given to an entire class under extreme circumstances where the final exam cannot be administered as scheduled and cannot be rescheduled before the trimester ends.

A student who receives the grade of INC must complete the course within the next two trimesters. The grade of INC will automatically change to the grade of F if the student does not complete the course within the mandated time frame of two trimesters.

Requirements for course completion are at the discretion of the department chair / course director and may be:

- Take the final exam only;
- Take final exam and no more than one mini exam;
- Repeat the entire course;

Upon completion of the course the grade of INC will be changed to the final grade earned by the student.

CLINICAL SCIENCE LEAVE OF ABSENCE

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

UNAUTHORIZED LEAVE OF ABSENCE

Unauthorized leave is defined when a student initiates his own leave from AIU or overstays an approved leave of absence **without** going through the proper protocol to secure permission. The student is then withdrawn from the University by the administration through an Administrative Withdrawal.

ADMINISTRATIVE WITHDRAWAL

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

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

READMISSION FROM ADMINISTRATIVE WITHDRAWAL

A student wishing to return needs to formally apply for readmission to the Admissions Committee through the Houston, Texas office, following the established procedure. Readmission is not guaranteed. However, if a student is readmitted, the student is subject to all academic policies, tuition and fees which are in effect at the time of re-admission. For further information, contact the Dean of Student Services and Registrar.

STUDENT WITHDRAWAL FROM AIU

A student must complete a withdrawal form, which is obtained from the Registrar's Office. A student must secure all the appropriate clearances and signatures from the Registrar, Deans, and the Library administrator.

COURSE WITHDRAWAL

A student may withdraw from a course at any time during the trimester but before the final exam. A student who withdraws from a course within 48 hours after the scores for the first exam have been published will receive a designation "W", regardless of a passing or failing score. The grade of "W" does not affect the GPA.

The grade of WP or WF will be given when a student withdraws from a course after the expiration of the above deadline but before the final exam :

- The grade of WP refers to a situation where the student has a passing score for the course at the time of withdrawal;
- The grade of WF refers to a situation where the student has a failing score at the time of withdrawal.

The grades of WP and WF will be determined according to individual departmental standards. The grade of WF will place the student on academic probation at the end of the trimester. However, the grade of WF does not affect a student's GPA. The grade of WP carries no academic penalty. In either case (W, WP, and WF) the student must repeat the course.

UNIVERSITY REGISTRATION

REGISTRATION INFORMATION

Basic Science course registration takes place at the Gambia campus. Students must register in person before classes begin each term. Fifth trimester registration takes place at the fifth trimester site. Information regarding Clinical Science registration for both Clinical Sciences students and Clinical Science transfer students is delivered by postal mail **in addition to email or Blackboard**. Each Clinical Science student is then contacted by the assigned Clinical Coordinator regarding clerkship placements.

In order for a student to be registered, all relevant documents must have been submitted to and received by to the Dean of Student Services and Registrar in Houston administrative office. It is important that a student have all identification documents and the acceptance letter (new students) in possession at registration. Submission of all official transcripts is a requirement for continued attendance at the University. Outstanding documents may result in Administrative Withdrawal.

An AIU identification card is distributed to a student during registration and a student is required to carry the card at all times on campus and in clinical-related environments. A student is also required to present the ID card when requested to do so by university officials. Replacement student ID cards cost \$10. **FAILURE TO DISPLAY AIU STUDENT ID BADGE WILL PREVENT YOU ENTERING CAMPUS AND TAKING EXAMS.**

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

The following policies are in effect:

- All students who register late will be charged a basic penalty fee of \$100 US plus an additional penalty fee of \$100 US per day. For example, the student, as mentioned in the above categories, who registers one day late will be charged aggregate penalty fees of \$100 US;
- Registration will be closed on the second Friday of the trimester;
- Generally, students will not be registered after that deadline. However, students who have a pending financial aid situation will be allowed to register and with a conditional registration status until the financial aid situation has been resolved;

Please refer to the University's website www.AIU.org under the Academic Calendar tab, for the specific dates of registration. Contact the Dean of Student Services and Registrar in the Houston office for further information and other questions regarding registration.

REFUND POLICY

All refunds will be made within thirty (30) days of the withdrawal date. Before any refund can be initiated, a withdrawal form must be completed and submitted to the Associate Registrar in The Gambia for Basic Science students. For students enrolled in the Clinical Science courses, the withdrawal form must be completed and submitted to the Dean of Student Services and Registrar at Gambia University office.

Tuition will be refunded according to the following schedule**:

- Prior to the first day of class, 100% of tuition and all applicable fees will be refunded;
- If any student withdraws during the first 60% of the trimester, the refund will be prorated based on the withdrawal date. Only base tuition will be prorated; all other applicable fees are non-refundable;
- If any student withdraws after the first 60% of the trimester, there are no refunds;
- Any student withdrawing from a clinical rotation, subsequent to assignment and acceptance, will not receive a refund on tuition.

**The trimester seat deposit of \$300 US is excluded from this refund

TUITION AND FEES

Tuition and fees must be paid in full at registration unless accompanied by a written exemption authorized by the Administrator. Payment of tuition and fees are due 10 days prior to registration. The entire balance, including housing, transportation and health insurance, must be paid, or Financial Aid approved in order to register for classes.

LATE PAYMENT:

The late payment fee is charged to a student's account that has not been paid by the statement due date. The late payment fee levied against any unpaid balance of a student account is 1.25% per month.

TESTING FEE FOR RETAKING OF 5th TRIMESTER SHELF EXAMS

Students who retake 5th trimester Shelf Exams for a failed course will be charged a fee of \$50 US.

FINANCIAL AID

For detailed information regarding available loan programs, please contact the Financial Aid Department at the University or visit the AIU website.

THE ACADEMIC CALENDAR

The academic calendar, including registration information and schedule, is posted on the website at www.aiu.edu.gm. The University reserves the right to revise the calendar without prior notice.

TRANSCRIPTS

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

Upon receipt of written request and payment, the Dean of Student Services and Registrar will process the request accordingly and within the business week.

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

Basic Science student may obtain a Student Copy of his/her transcript from the Registrar's Office in The Gambia. A Clinical Science student must submit a written request for a copy of his/her transcript to the Dean of Student Services and Registrar.

BOOKSTORE

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

LIBRARY

The Library invests in technologically advanced resources, employs professionals who manage and disseminate biomedical information, and promotes in-service staff training to meet the demand for information from various sources to students, faculty and other users. For more information, please contact the Dean, Library Services and Academic Services or the Associate Director of the Health Sciences.

LIBRARY RESOURCES AVAILABLE

The University's Library provides many services and resources: books, journals, audiovisual materials, CD-ROMs, DVDs, multi-media and software programs. The library's resources, equipment, and facilities enhance self-directed learning, support evidence-based medicine, and help students succeed academically.

The library has a full range of current biomedical books, basic biomedical journals (printed and on-line), study aids, audiovisual programs, and computer-assisted instructional materials that supplement required readings. It continuously acquires the latest editions and books required for faculty and basic science students.

INTERNET

The library provides high-speed computers and Wi-Fi Internet access to students and faculty for learning, research, and teaching. The library has several Wi-Fi hotspots and the University encourages students to bring their personal laptops to the Library to take advantage of Wi-Fi connections. The Information Technology Handbook details policies

regarding use of computer equipment, e-mail systems, and the Internet. Students are encouraged to contact the Director of Information Technology for more information.

IDENTIFICATION CARDS

A student must display his/her AIU identification card to gain entry to the Library and for all library transactions and services: borrowing books, making photocopies, using multimedia resources and accessing the Internet. Although the library also serves other health professionals with information to assist them in taking care of their patients, only AIU students and faculty can borrow library materials.

LIBRARY HOURS OF OPERATION

The library is open according to posted hours.

LIBRARY POLICIES

The following is **prohibited** in the library at any time:

- Eating, drinking, smoking, using mobile phones, chatting
- Speaking loudly
- Failing to store book bags in lockers

A student is expected to return library materials on time:

- Overdue fines are assessed to ensure the prompt return of heavily used items borrowed from the library to ensure prompt and timely return of heavily used items;
- Failure to pay overdue charges or return materials on time affects a student's ability to borrow further and may affect the release of his final grades. If the payment is not cleared, a report is sent to the Registrar and the student's grades will not be released until the fees are cleared;
- A student who steals, damages, vandalizes, or mutilates library materials, equipment or furniture, or who threatens a staff member physically will be suspended immediately, pending a hearing that may result in expulsion from AIU.
- The library is not liable for loss or damage to a student's notes, books and personal items left unattended in the library;

The Library staff initially warns any student who ignores the library rules. The staff then informs the Executive Dean who may refer the issue to the Grievance and Disciplinary Committee. A student who receives more than three warnings for inappropriate behavior is subject to disciplinary action, which includes, but is not limited to, denial of library access and services for the remainder of the current trimester and/or the following trimester.

Students are advised to be respectful to library staff. They must understand that the library personnel are performing their duties as assigned to them. Library staff is requested to note any incidences of rude behavior by students and report the incident in writing to the Dean of Library Services or the Associate Library Director so that an investigation may be initiated and carried out. Students are urged to follow the rules and regulations of the library.

COMPUTER LAB POLICIES

- Student IDs are required to enter and use computer lab facility. All users are required to sign in using their own username and password. If this information is lost a written request must be submitted to the Computer Lab staff and will be re-issued to you in 3-5 business days;
- Users are not permitted to save files to the local hard drive. The Computer lab is not responsible if any files are lost, stolen, or deleted. Users are encouraged to save files on personal floppy diskettes or memory sticks. The Computer Lab does not provide diskettes and memory sticks;
- Users are responsible for their own possessions, belongings and proper storage of these items. The Computer Lab staff is not responsible for personal items that are lost or stolen while in the lab;
- The consumption of foods and beverages, including bottled water, is prohibited.
- The Computer Lab is a quiet area. Please silence all cell phones and laptops while in the Computer Lab. Please refrain from having group meetings and cell phone conversations in the lab, as they are a distraction to your fellow users. If deemed necessary, a member of the Computer Lab staff may ask you to leave which may result in disciplinary action by the University;
- If any computer equipment malfunctions, users should not attempt to repair it. Please notify a member of the Computer Lab staff immediately;
- Users are prohibited from installing software on any computer in the Computer Lab;
- If additional software is needed on the computers, please inform a member of the Computer Lab staff;
- All computers in the Computer Lab are for academic, instructional and research purposes ONLY. Using school related equipment for commercial gain is strictly prohibited and may be subject to disciplinary actions;
- Users will be given assistance, guidance, and basic troubleshooting help with technical problems related to their assignments and academic tasks;
- Only academic applications are supported on lab machines;
- All computer lab users must show respect for the lab facility and other users when printing, especially from the Internet. Printing is limited to what is deemed necessary for class assignments by the computer lab staff;
- The computer lab provides an open academic research environment where students, faculty, and staff can access scholastic information;
- It is the responsibility of every user to ensure that the computer lab equipment is not being abused, damaged, or used in a manner other than what it is intended for. All abuse should be immediately reported to the computer lab coordinator. Students will be held financially responsible for damaging or abusing computer lab equipment.

CAMPUS HOUSING

All rules for individual properties must be obeyed in conjunction with the following:

- Campus Housing is solely to accommodate the person named on the lease;

- The University has a **ZERO TOLERANCE POLICY** regarding the use of illegal substances in student housing. This policy applies throughout Gambia and includes the use of alcohol in violation of local law;
- Smoking is **PROHIBITED** inside all university sponsored housing;
- Pets are **PROHIBITED** inside university sponsored housing;
- Quiet hours are in effect from Sunday through Thursday 10:00 pm through 6:00 am and from Friday through Saturday 12:00 am through 6:00 am;
- Students are responsible for cleaning their own dishes, pots, pans and stoves and for the daily removal of all garbage from apartments to the outside bins;
- Students are responsible for the proper care and treatment of housing quarters and contents, to include equipment and furniture;
- Students are **PROHIBITED** from painting walls, affixing nails or screws, or making holes in the walls of housing units;
- At the end of each trimester, the University conducts housing inspections. As per the lease, rooms are relinquished in the same condition as assigned; thus, the student's account will be charged if additional cleaning is required. In the case of damage to the room, the student's account will be charged the cost of repair or replacement.
- At the end of each trimester, students must vacate the rooms and surrender both the keys with their original tags and key rings. Failure to do so results in a **\$250 US fine**.

Failure to comply with any rule may result in a student's permanent removal from University sponsored housing.

CAMPUS PARKING GUIDELINES

All AIU community members (students, faculty, and staff) are required to observe all posted signs and the instructions of security guards. **Verbal instructions of security guards supersede all posted signs.** Failure to recognize the authority vested in the security guards is considered an offense.

All vehicles using AIU grounds must be registered with the school. Students register vehicles with Student Services; faculty and staff register vehicles with the administrator's office. Parking regulations are detailed as follows for students, faculty, staff and campus visitors, who are required to comply with the University's policies.

Any vehicle, including rentals, parked on any campus without a current, visible permit, will be towed, and/or ticketed or have a windshield annoyance sticker affixed. If a vehicle is sold or no longer in use, the permit holder must remove the permit and return it to the University. Any violations issued to the vehicle will be the responsibility of the original permit holder.

Faculty and Staff Permits: Faculty and staff must have the permit prominently displayed on the dashboard and be visible the entire duration the vehicle is parked on AIU premises. Parking permits are issued to faculty and staff by the administration office.

To obtain a permit, all AIU community members must present the following information:

- Gambian or International driver's license;
- Vehicle registration number;
- Make, model and color of the vehicle;
- Students only must present a receipt from the AIU Bursar.

A new permit is required for each trimester. Security guards are empowered to enforce the university's rules and regulations. Tickets are issued by security when rules and regulations are broken. Once a ticket is written, a guard is not permitted to void, erase or destroy the summons. Guards are under specific instructions not to speak to anyone while in the process of writing a ticket. Insulting a guard while he is performing his/her duties is unacceptable behavior and may result in further action and charges against the community member. Anyone charged with behavior disobedient to authority will be automatically referred to the Grievance and Disciplinary Committee.

Any flagrant offence, multiple offenses, and/or 3 or more violations of the same offense in a trimester will result in an automatic referral to the Grievance and Disciplinary committee.

Student Parking: Students are allowed to park in designated Faculty spots on weekdays after 6 pm only and also throughout the weekend.

Student Identification for Parking: If a student does not have his/her AIU student ID in possession at the time of parking, he/she must surrender the driver's license to the Security Guard Guards at the designated Security Stall in exchange for a temporary 24 hour ID. If the student fails to surrender the temporary 24 hour ID, the Security Guard is required to report the student's name to the Bursar's Office and the student's account will be billed \$25 for processing a new student ID card.

Visitor Parking: Students are not allowed to park in designated visitor spots. Visitors must present their driver's license to be held by Security Guards at the designated Security Stall. The Security Guard will record the plate identification numbers/letters and issue to the visitor a Visitor Parking Pass which must be prominently displayed on the vehicle while parked on campus. The visitor is required to return the pass to the Security Guard. Upon surrendering the pass, the visitor's driver's license will be returned accordingly.

Fine Policy: Fines are payable within 10 calendar days of receipt of the ticket. A ticket will be deemed to have been received when it is placed under the windshield wiper of the car or handed to the driver. Failure to pay a fine within this time frame will result in the fine being doubled. Students must pay fines by the end of the trimester in order to have grades released and to be permitted to register for the next trimester. Unpaid faculty or staff fines will be deducted from the current pay check. Monies collected from fines will be donated to a local charity determined by the Deans' Council.

Fine Schedule: \$50.00 US

- Driving or parking on campus without a current student parking permit permanently affixed to the windshield. Faculty and staff must place stickers on their dashboard so that it is clearly visible when on campus;
- Exhibiting rude behavior towards security guards while performing their duties;
- Reckless driving;
- Riding a motorcycle on campus without a helmet;

Fine Schedule: \$20.00

- Parking in an unauthorized spot;

- Parking in a handicap designated area while not displaying a handicap permit;
- Parking in 2 spots;
- Parking in visitor's or Dean's designated area.

STUDENT GOVERNMENT ASSOCIATION

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

Officers and class representatives are elected each trimester by the student body; they must be full-time students in good academic standing. Dues are collected each trimester.

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

AIU CLINIC

Several AIU faculty members are licensed medical practitioners. AIU Clinic shall be open to students and staff for minor emergencies during the regular working hours. In case of Emergency, Students Affairs Personnel should be contacted immediately.

POLICY OF NON-DISCRIMINATION

The University does not discriminate nor does it condone harassment based upon race, creed, ethnicity, religion, gender, national origin, age, disability, sexual orientation or any other characteristic protected by law. This applies to all students and employees (faculty and staff) on the AIU premises as well as during AIU sponsored events.

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

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

PRIVACY RIGHTS

The University adheres to the mandates of the United Nations Educational Rights and Privacy Act:

- The student has the right to inspect and review his educational record within 45 days of the University's receiving a written request for access. Students must submit this written request to the Dean of Student Services and Registrar identifying the records they wish to inspect. The Dean of Student Services and Registrar will notify the student of the time and place where the record may be inspected;
- Students have the right to request the amendment of their educational records. Students may write to the Dean of Student Services and Registrar to identify the part of the record they wish to have corrected and specify why it is inaccurate;
- If the University decides not to make the requested amendment it notifies the student and advises the student of his/her right to a hearing. The University provides additional information about the hearing with the notification;
- The student has the right to consent to disclosures of personally identifiable information contained in his/her educational record.

A school official is a person employed by the University in an administrative, supervisory, academic, research or support position (including law enforcement personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as Disciplinary or Grievance Committee, or assisting another school official in performing his tasks.

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

INFORMATION TO BE DISCLOSED

The University may disclose the following "directory" information without prior approval from the student: Name, address and telephone number; date and place of birth; dates of attendance; honors and awards. A student who does not wish to have the above information released must advise the school in writing accordingly.

A student has the right to file a complaint with the appropriate authorities concerning alleged failures by the University to comply with such requirements.

POLICY ON CLINICAL CLERKSHIPS

School of Medicine: A student must perform a total of ninety weeks of clinical training: fifteen weeks in Family Practice 1, Internal Medicine 1, forty-four weeks of core clerkships and thirty-one weeks of elective clerkships. All clerkships must be under the aegis of the University.

AFFILIATED CLERKSHIPS

The Clinical Department is solely responsible for the placement of students in clinical clerkships. Once students have met all requirements (academic, financial, administrative) for the placement into clinical clerkships, the Clinical Sciences Coordinators will work with those students to schedule them for clerkships. Students are not permitted, under any circumstance, to contact AIU affiliated hospitals to attempt to schedule their own clerkships.

Affiliated hospitals frown on receiving direct communications from students, for this purpose and AIU's agreements with affiliated hospitals may result in a bar of students who violate this policy from future clerkships in those hospitals.

NON-AFFILIATED CLERKSHIPS

Under special terms and conditions AIU may, in writing, give a student permission to make contact with a teaching hospital that is not affiliated with AIU in order to determine whether the hospital will allow the student to participate in a clerkship there.

Please be advised that, in most instances where such consent is given, AIU will assume the responsibility for interacting with the hospital on all but the student's initial contact. If the hospital indicates that it will allow a student to participate in a clerkship at the hospital, AIU will, and then determine whether the hospital meets its standards and is willing to comply with its clinical guidelines. AIU will also attempt to make such agreements with the hospitals it deems necessary in order for the student to participate in the clerkship. If AIU determines to permit the clerkship, AIU will then provide the hospital a Letter of Good Standing for the student and such other documentation as the hospital may require. The student may not participate in any such clerkship without the express written consent of AIU. Consent to contact a teaching hospital is not consent to engage in a clinical clerkship at the hospital.

SCHEDULING CLERKSHIP

Scheduling of rotations is at the sole discretion of the Dean of Clinical Sciences and the Clinical Sciences Department. It involves many factors, not solely students' preferences. Students are guaranteed placement into all of the core and elective clerkships required for graduation from the University at teaching hospitals. AIU does not guarantee placement of students at specific hospitals, sites or geographic locations. A student who participates in a clinical clerkship without having been placed in the clerkship by the clinical coordinators will not receive credit for the rotation. Moreover, in some circumstances, a student who participates in a clerkship that AIU has not authorized may be subject to criminal prosecution by the local or state authorities.

STUDENT ACCEPTANCE

Once a student is given an assignment for a clinical clerkship, the student must accept it unless he/she can demonstrate to the Dean of Clinical Sciences that placement in the clerkship will cause the student to suffer significant hardship. In the case of such hardship, a student must make a written application to the Dean of Clinical Sciences setting forth the facts underlying the assertion of hardship. The student must also support the application with such documentary evidence as the student has to support his/her application and as the Dean of Clinical Sciences may require in order to

consider the application. The Dean of Clinical Sciences or his designee will review the student's hardship application and determine whether it will be approved. If the application is not approved, the student must accept the assignment. If the student refuses to do so, the student will not be placed into a clinical clerkship that will commence during the period of the clerkship that was refused.

STUDENT DOCUMENTATION REQUIREMENT

Upon assignment to a clerkship, it is the responsibility of the student to provide his/her clinical coordinator(s) with all of the documentation and information that the clinical coordinators may request for the clerkship. If a student fails to provide the required documentation and/ or information without good reason as determined in the sole discretion of the Dean of Clinical Sciences, AIU will regard that failure as an unauthorized refusal of a clerkship with the attendant consequences.

CONDUCT AND ATTENDANCE AT CLERKSHIP

Students must observe and comply with all of the rules and regulations mandated by the participating hospitals and AIU's own rules, regulations, policies and standards for professional conduct and ethical behavior. Students are expected to be in attendance at clinical clerkships 100% of the time during all rotations through the Clinical Sciences. Students who have excessive unauthorized absences during clerkship will be dismissed from the clerkship and receive a failing grade.

FAILURE TO COMPLETE CLERKSHIP

A student who commences a clerkship and subsequently fails to complete it without first having obtained written permission from the Dean of Clinical Sciences (which will be given only in the most extraordinary circumstances) will receive a failing grade for the clerkship and will be subject to disciplinary action which may include dismissal from the school. AIU views students participating in clinical clerkships as "doctors in training". AIU also views a student's failure to complete a clerkship once commenced without just reason or permission as comparable to a physician's abandonment of his/her responsibilities to his/her patients.

In addition to foregoing, a student who either (a) fails to appear for a scheduled clerkship; or (b) cancels a scheduled clerkship after a letter of good standing has been issued will be responsible for the fees and expenses incurred by the University as a result.

FINANCIAL AID

In any case, recipients of financial aid who do begin, or who fail to complete, assigned clinical clerkship must inform their financial aid counselors because financial aid is determined according to the initial scheduling of a student's clerkship. Failure to begin or complete a clerkship may impact a student's eligibility for financial aid.

SCHOOL OF MEDICINE CLINICAL SCIENCE PROGRAM

FAMILY PRACTICE 1/ INTERNAL MEDICINE 1, TRIMESTER 10

This trimester focuses on the integration of knowledge gained from the basic science subject with clinical medicine. A voluntary review of the basic sciences may be offered during this trimester. Please refer to the Family Practice 1/ Internal Medicine 1, Trimester V Guidelines.

TRIMESTER 11– 15 CORE CLERKSHIPS

- Internal Medicine (12 weeks)
- Surgery (8 weeks)
- Psychiatry (6 weeks)
- Obstetrics and Gynecology (6 weeks)
- Pediatrics (6 weeks)
- Family Medicine (6 weeks)

For more information see Clinical Curriculum

ELECTIVE CLERKSHIPS

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

USMLE APPLICATION SUBMISSION

To register for Step 1, all matriculated AIU students who sit for the NBME Comprehensive Basic Science Shelf Exam must achieve the required minimum score. As of January, 2010 for a student to be certified for USMLE Step 1, a minimum score of 62 on the NBME Comprehensive Basic Science Shelf Exam is required... This minimum score will be raised to 63 as of September 1, 2010 and to 64 effective January 1, 2011. The student will have a maximum of three (3) attempts to achieve the minimum required score on the NBME Comprehensive Basic Science Shelf Exam within 6 months after completion of Med-4 according to the following criteria:

- Attempt # 1: All students are required to sit for this exam at the end of 4th trimester in Gambia;
- Attempt # 2 and 3: Students have the opportunity to sit for this exam in the middle and again at the end of 5th trimester at their 5th trimester site;

- Students who have reached or exceeded the maximum number of 3 attempts at the comprehensive shelf exam during the Summer 2011 trimester (May to August) will be allowed to sit for one final attempt at the comprehensive shelf exam and must take the exam no later than December 31, 2011

Students who apply for Step 1 prior to the completion of the 5th trimester risk losing the exam fee if they do not successfully complete the 5th trimester.

USMLE STEP 1

A student normally takes Step 1 after completing and passing the Ninth trimester and receiving a minimum required score on the NBME Comprehensive Basic Science Shelf Exam; thus, the scheduled test must normally be after the completion of ninth trimester. In order to accommodate that policy, a student must submit the USMLE application with a window of eligibility to start as soon as possible after the successful completion of the ninth trimester. The window of eligibility is a three month period. For example, if the ninth trimester ends in August, the three month window of eligibility is August through October.

USMLE STEP 2 CK (CLINICAL KNOWLEDGE)

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

STEP 2 CS (CLINICAL SKILLS)

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

ACADEMIC POLICIES DURING THE CLINICAL SCIENCES

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

PROMOTION TO CLINICAL SCIENCES IN THE SCHOOL OF MEDICINE

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

- Completion of all requirements of the Basic Science component; including taking the NBME Comprehensive Basic Science examination;
- Family Practice 1/ Internal Medicine 1, Trimester V;
- Completion of Step I within six months of the completion of Basic Sciences and passing in no more than three attempts within one year after completion of fifth trimester

ASSIGNMENT & ARRANGEMENTS OF CLERKSHIPS

All assignments and arrangements of core and elective clinical clerkships are handled through the University's Clinical Coordinators department only. The Clinical Coordinators contact students, discuss the scheduling options and details, and disseminate all appropriate information. This process begins after all required documentation has been provided by the student and their file is complete.

ATTENDANCE DURING CLERKSHIPS

Students are expected to be in attendance one hundred percent (100%) of the time during all clinical rotations. Students failing to report to a clinical clerkship to which they have been assigned or taking an unauthorized absence during clerkship rotations will be dismissed from the clerkship and receive a grade of "F."

It is the students' responsibility to inform their Clinical Coordinator as soon as possible of any changes. Additionally, recipients of Financial Aid must inform their Financial Aid counselor, because financial aid is determined according to the initial scheduling of students' rotations.

A student will incur the cost of any cancellation fees if he/she fails to appear for the first day of a scheduled rotation or cancels a scheduled rotation after the Letter of Good Standing has been issued.

The University expects students to observe and comply with all rules and regulations mandated by the participating hospitals. Because the scheduling of rotations is handled by the Clinical Department as part of its Student Services, students should not contact AIU-affiliated hospitals to schedule clerkships.

Any student who participates in a clerkship that has not been scheduled through the Clinical Department will not receive academic credit for that experience and will not be considered an AIU medical student during that time.

Students who have an opportunity to participate in a clinical clerkship in a hospital that is not affiliated with AIU may be allowed to participate in such a clerkship. However, prior to doing so, they must contact the Clinical Department so that an evaluation of the hospital's educational program can be made to determine whether or not it meets AIU's standards for clinical clerkship sites.

A student who participates in a clerkship at a non-affiliated setting without prior permission from AIU will not be considered an AIU student while doing so and will not receive credit for the clerkship. Furthermore, neither the student nor the hospital will be covered under the AIU clinical clerkship insurance policy.

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

Students making arrangements for their own clerkships will not receive credit for those rotations. Furthermore, hospitals will not permit those students to participate in any rotations.

REPORTING OF USMLE SCORES

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

FAILING A CLERKSHIP

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

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

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

ACADEMIC PROBATION

A student is placed on Academic Probation when repeating a failed clerkship.

DEGREE CONFERRAL AND GRADUATION FOR THE SCHOOL OF MEDICINE

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

- Complete and pass all requirements of the Basic Science component;
- Complete and pass all requirements of the Clinical Science component, to include all core and elective rotations;
- Optional - Pass USMLE Step 1 and Step 2 CK and CS;
- Students must request the USMLE Certified Transcript of Scores for USMLE Step 1, Step 2 CK and CS from ECFMG to be submitted to the Dean of Student Services and Registrar in the Houston Office as part of the degree audit;
- Fulfill all financial and bursar responsibilities assuring a “zero” balance;
- Maintain good standing.

IMPORTANT USMLE INFORMATION

#1: ECFMG’s interactive web application, IWA, is the only version of the application materials available on the website for Step 1, Step 2 CK & CS.

#2: The site, which no longer includes the downloadable/printable application, does post the downloadable/printable Information Booklet

CERTIFICATION OF THE USMLE APPLICATION

Toward the end of the ninth trimester, a student **submits the USMLE application on-line** and sends the Certification Statement with the **appropriate fees** to the New York office. Students who achieve a minimum score of 62 on the NBME Comprehensive Basic Science Shelf Exam before the end of the 9th trimester can be certified and may sit for Step 1 at the earliest date provided by ECFMG after successful completion of the 9th trimester.

USMLE STEP 2CS/ CLINICAL SKILLS

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

promote health and prevent disease. A student takes Step 2 CS during the period of clerkships after having completed the required clinical training.

In general students have to complete at least all required core clerkships to be certified to sit Step 2 CS.

In order for AIU to confer the M.D. degree upon a student, the student must pass Step 2 CS within two calendar (2) years of becoming eligible in no more than three (3) attempts. A student's leave of absence to prepare for the exam is not permitted to exceed twelve weeks.

USMLE STEP 2 CK/CLINICAL KNOWLEDGE

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

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

CERTIFICATION FOR USMLE STEPS 1 AND 2

Students are advised to sit for the USMLE as soon as possible. To be certified a student must be in good standing and have met all AIU financial obligations. Furthermore, to be certified to sit for Step 1 a student must obtain the minimum required score on the comprehensive shelf exam.

A student who has passed Step 1 and requests to be placed in clinical clerkships must submit a copy of the USMLE score report and complete performance profile for the Dean of Student Services and Registrar in the administrative offices in Houston

If a student fails either Step 1 or Step 2, the Dean of Clinical Sciences reviews the student's performance to determine if remediation is required before the student retakes the examination. Students requesting certification to retake the examination must submit a copy of their previous USMLE score report and transcript to the Dean of Student Services and Registrar in the administrative offices in Houston.

If the University has administratively withdrawn a student who has failed the USMLE on the first or second attempt, the student must formally apply for re-admission through the Admissions Committee.

Such requests are reviewed on an individual basis and certain conditions may be imposed for the sponsorship to be approved. A student will not be reinstated until he/she has passed Step 1 and commenced the clerkships.

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

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

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

USMLE CERTIFIED TRANSCRIPT OF SCORES

Students must request from ECFMG that the USMLE Certified Transcript of Scores for USMLE Step 1, Step 2 CK and CS (form 172) be submitted to the Dean of Student Services and Registrar in the Houston Office.

MEDICAL LICENSURE in the UNITED STATES

THE ROLE OF THE EDUCATIONAL COMMISSION FOR FOREIGN MEDICAL GRADUATES/ECFMG

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

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

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

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

ECFMG

3624 Market Street, 4th floor

Philadelphia, PA 19104-2805

Phone: (215) 386 – 5900

Fax: (215) 387 – 9963

Website: www.ecfm.org

OVERVIEW to POST-GRADUATE TRAINING: RESIDENCY

Post-graduate residency training historically begins on July 1st each year. In order to begin residency on July 1st, a student must (a) complete and pass all clinical clerkships by third week in April to graduate and (b) have secured ECFMG Certification, a four week process, no later than June 30th of that year.

Students in their seventh trimester and above will be contacted via email by the Graduate Affairs department regarding the residency application process. Students will receive the University's residency manual as a PDF file attachment, which serves as a guide to the application process, what is required, how to proceed and current Match policies as dictated by outside agencies. The application process begins 14-15 months prior to the residency start date.

Regardless of what stage of your AIU education you are in, feel free to become familiarized with the procedures to obtain post-graduate training by requesting the most current guide by contacting the Graduate Affairs department.

THE NATIONAL RESIDENT MATCHING PROGRAM/NRMP

The NRMP oversees the Match, matching students with residency programs. The NRMP website at www.nrmp.org contains valuable information on the process. A non-US citizen must be in compliance with all INS-imposed laws.