

# American University of Barbados

School of Medicine, Barbados



## Student Handbook

### **Student Academic Policies and Procedures Handbook**

THE CONTENTS OF THIS HANDBOOK SUCCEED AND REPLACE ANY POLICY OR PROCEDURE PREVIOUSLY IN PLACE AT AMERICAN UNIVERSITY OF BARBADOS SCHOOL OF MEDICINE.

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## **Introduction**

This handbook provides information on the policies and procedures in place at the American University of Barbados School of Medicine.

The mission of American University of Barbados School of Medicine is to promote health care worldwide by aiding the training of primary health care physicians from all nations who will carry out health care that is responsible, competent, humane, ethical and state of the art.

American University of Barbados School of Medicine also provides educational programs at the pre-college and college levels to prepare students for entry into the medical program and for entry and promotion in the workforce of Barbados by providing programs in English and other areas as needed.

## **Objectives**

American University of Barbados School of Medicine endeavours to

- train physicians who are able to work as a member of a health team to provide for their community and are aware of legal, social and cultural problems related to varying health environments.
- to train physicians who will be sympathetic and sensitive to medical issues concerning others.
- to train physicians with a strong academic background and a commitment to primary health care.
- to provide a strong academic background for entry into the medical program.

## **Educational Objectives**

1. Acquisition of medical knowledge
  - a. Describe the normal macroscopic and microscopic structures of the human body and the relation to function. (clinical application)
  - b. Describe the basic pathophysiological and pharmacological principles and processes during disease.
  - c. Identify the biological alterations within the organ systems associated with disease.
2. Acquisition of functional skills
  - a. Gain basic knowledge in the use of information technology particularly Office suite.
  - b. Gain expertise in medical history taking, accurate physical examination and general clinical procedures.
  - c. Gather basic clinical skills associated with different specialties and subspecialties.
  - d. Prepare and/or implement a plan of patient management and care including appropriate referral.
  - e. Demonstrate competence in the management of medical emergencies.
3. Application of medical knowledge via practice-based learning
  - a. Display understanding of Evidence-based medicine particularly during problem-based learning sessions, Objective Structured Clinical Examinations (OSCE) and Objective Structured Practical Examinations (OSPE).
  - b. Conduct laboratory-based and epidemiological research.



4. Interpersonal & communication skills
  - a. Establish relationships with patients and families to educate and counsel them.
  - b. Establish relationships with other members of the health care team.
5. Patient interaction
  - a. Display compassion and empathy with respect to patients and families to promote health and disease treatment.
6. Professionalism
  - a. Attain sense of professionalism, responsibility and discipline to carry out the role of a physician.
  - b. Follow ethical principles and show sensitivity to the cultural differences in patients and peers.
  - c. Participate in Continuing Medical Education programs as a sign of professional self-development.
  - d. Develop interprofessional collaborative skills.
  - e. Demonstrate knowledge of the healthcare system, legal issues and socioeconomic conditions which have an impact on the provision of care.

To fulfil these objectives, the School administration, faculty, and student body must adhere to a common purpose – the attainment of excellence in all areas of education. To this end, American University of Barbados School of Medicine has created a number of Committees, such as the Curriculum Committee and the Promotional Committee and has developed a number of policies and procedures to be followed at all times during the Academic Programs.

***All students will be expected to adhere to all of the policies and procedures contained within. Copies of the handbook are available at the school website and library.*** New students are required to sign the attached Student Agreement Form to indicate their acceptance of the policies and procedures contained within this Handbook.

**American University of Barbados School of Medicine reserves the right to change any of the policies contained herein at any time without prior notification.**

## **Registration**

Students are required to register at a time and location designated by the Administration.

Registration for each semester will take place between Monday and Friday of the first week of classes. Any students registering after the first week will be required to pay **late registration fee of \$ 200.**

### **Students registering for their first semester are required to provide:**

Evidence of academic qualifications

Letters of Acceptance

Proof of Identification

Financial Clearance

**Transfer Students must provide copies of transcripts from previous schools attended and Official Letters of Acceptance.**

Proof of Identification

Financial Clearance

Evidence of academic qualifications

**Transfer credits for MD Program classes will be only given for classes passed successfully at IMED listed medical school MD programs. All transfer credit classes must have been completed within seven years of graduation date at American University of Barbados School of Medicine.**

Continuing students who are registering are required to provide proof of their financial clearance.

At registration, students will be informed of the courses that they are required to take in that semester. Students who have failed courses will be subject to the requirements for retaking examinations or retaking courses as detailed below. This may preclude a student from taking all of the courses that they may have expected to take in the current semester.

**All decisions and issues regarding such course assignment are made by the Promotional Committee and can be appealed to the appropriate Deans.**

At registration, students will be provided with the class schedules and syllabi for the courses for that semester.

## Academic Policies

### Guidelines for consistency in academic progress

1. Students failing 1 or 2 courses in a semester who show evidence of ability to pass the courses(s) will be allowed to take a makeup exam to bring up their grades. All remedial exams will take place no later than first week of the following semester. “Evidence of the ability of passing” is defined as “having passed a minimum of two exams in a given subject and failing the present course(s) with a minimum grade of 60%.”
2. Students failing all exams in a course must retake the course.
3. Students failing to achieve a passing grade after the remedial exam must pay the corresponding fee and retake the course.
4. Students failing more than 2 courses in a semester may not continue to the next level until the courses are passed. The failed courses must be retaken as the student repeats the semester.
5. Students failing more than 4 courses will be reviewed by the Promotional Committee. The outcome of this review can be placement on academic probation.
6. Students failing 9 courses during the academic program will be dismissed from the School and have their registration at the School withdrawn.
7. Students who do not maintain a minimum passing grade of 70% in a given semester will be placed on Promotional Probation.
8. Students have the right to appeal dismissal.

**N.B. Requests regarding deferring exams as a consequence of health or social issues must be made before or at the time of the exam. Written documentation (e.g. Medical Certificate) must be provided.**

**No request will be considered after results have been posted.**

### Full & Part-Time Student Status

American University of Barbados School of Medicine recognizes the need for education to be undertaken in a coherent and effective way. The School therefore encourages students to devote the maximum number of hours to their studies. For this reason, the School will only permit students to register and study for no more than two subjects in a given semester, under the following circumstances:

- Where students have only two courses left to pass due to previous failure of these

courses.

- Where students have only two courses left to pass due to gaining transfer credit from other institutions.

## **Additional courses**

Additional courses may be taken in subjects other than those for which a student is registered in a given semester. Students who wish to take additional courses should complete a request form in the Office of the Dean.

*Requests to take additional courses must be made at **least** one week before the end of the previous semester.*

The Promotional Committee will consider the request and inform the student of its decision. Students are reminded that American University of Barbados School of Medicine reserves the right to refuse permission for the taking of additional classes. All requests must be free of scheduling conflicts with the required courses the student is taking.

Students on Academic Probation are not permitted to register for additional courses.

**Students are not permitted to register for more than 5 courses in a given semester.**

No student may advance into subsequent semesters without completing the pre-requisite courses as specified within this Handbook. Furthermore, no student may enter the clerkship program of American University of Barbados School of Medicine without satisfying all Basic Medical Science requirements including basic medical sciences exit examination as established by the Promotional Committee. **No Pre-med Student may enter the Basic Medical Science Program until all requirements are met.**

## **Withdrawing From a Course**

Students who wish to withdraw from one or more of the courses for which they are registered in a given semester must complete a request form. Request forms are available from the Office of the Dean.

Students who withdraw from a course will 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.

Students may request to withdraw from a course at any time during the semester. However, students who withdraw from a course after the second mid-term examination will be recorded as Withdrawn Passing (WP) or Withdrawn Failing (WF) based on the performance in that particular course until that time.

Students must continue to attend classes and examinations until approval to withdraw from a course is granted. Failure to attend the appropriate number of classes for each course will result in a failing grade being recorded on a student's transcript, unless permission to withdraw from the course has been granted by the Dean.

### **Course Audit**

Students may request to audit a particular course. Students may wish to audit courses for a number of reasons, e.g. they may have gained transfer credit for this course from another school and may simply wish to review the course material.

Students who wish to audit a course must complete the Permission Form in the Office of the Dean.

Scheduling and other considerations will be taken into account to determine whether to allow a student to audit a course. Students are not permitted to audit a course where the course schedule conflicts with the schedule of another course for which they are registered.

Students who are currently on Academic Probation are not permitted to audit courses.

Students who audit courses are eligible to receive any supporting material for this course.

Students who audit courses are not eligible to take course examinations. No record of auditing courses is made on students' transcripts.

### **Leave of absence or withdrawal from the Academic Program**

American University of Barbados School of Medicine MD Program is a full-time program based upon three semester enrolments per academic year. Students are required to submit a Leave of Absence form in the Office of the Dean to take any time off once enrolled in MD program. The acceptable reasons for approval of Leave of absence are listed below.

#### **Leave of absence**

American University of Barbados School of Medicine 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 resulting in the need for a student to take time off to find funds to continue his or her education;
- illness or injury of a student which affects their ability to study;
- illness or injury of a dependent or family member which affects the student's ability to

study;

- Students in Basic Medicine may also request to take a leave of absence in order to study for the United States Medical Licensing Examination, once he or she has successfully completed the Academic Program.



Students may request a leave of absence for a **maximum of one year**. Requests for leave of absence must be made in writing to the Campus Dean. A request for a leave of absence will be refused if it is considered that a student's academic performance is not strong enough to allow the student a reasonable chance of resuming their studies effectively on return to the university.

Students who wish to take a leave of absence for a period longer than one year may have to apply for re-admission to the School. The student will have to pay the registration fee again at this time.

**Students who take an unauthorised leave of absence will be issued a letter of warning after 30 days of absence and will be administratively withdrawn from the program if they fail to resume within 15 days from the date of issue of the letter of warning. Once administratively withdrawn, the student will have to apply for re-admission to the School.**

Records of leave of absence will be kept in the student's file.

## **Withdrawal**

Students who wish to withdraw from the School should contact the Office of the Dean. Students will be required to complete a withdrawal form, a copy of which will be kept in the student's file.

A proportion of the student's fees may be returned to them upon withdrawal from the School, subject to the Refund policy as stated on the AUB website [www.aubmed.org](http://www.aubmed.org)

Refund application received after 30 days from the date of leaving school will not be eligible for refund.

- Attendance of two (2) weeks or less Refund 50%
- Attendance of three (3) weeks or less Refund 40%
- Attendance of four (4) weeks Refund 30%
- Thereafter No refund

**Transcripts are only sent to other institutes after any outstanding payments have been received.**

Students who withdraw from American University of Barbados School of Medicine must re-apply if they wish to return to the Program. Students who are re-admitted to the Program will be subject to the policies and procedures then in place, and not those in place at the time that the student was previously registered at the School.

## **Academic Curriculum & Scheduling**

American University of Barbados School of Medicine reserves the right to alter any aspect of the Academic Curriculum, including curriculum content and scheduling, at any time.

The Academic Program for the Medical Program is currently offered in four semesters of basic medical sciences each lasting approximately 16 weeks, one transitional semester of 16 weeks, and 6 semesters of clinical sciences, lasting 12 weeks each.

All students must achieve a passing grade in all of the subjects included in the curriculum. Students who have transferred from another school may apply for transfer credit for subjects for which a passing grade has previously been achieved. Applications for transfer credit should be made at the time of application to American University of Barbados School of Medicine and must be accompanied by an official transcript from the School of origin along with complete course descriptions including the syllabus for each course. Transfer credit is granted at the discretion of the Admissions Committee. Transfer credit is not automatic, and it should not be assumed by any student that having taken and passed a subject in a previous school would remove the requirement to take and pass that subject at American University of Barbados School of Medicine.

Where transfer credit is granted, the assignment of remaining courses will be the responsibility of the Dean, subject to the established scheduling of courses at the time of transfer. All acceptances of transfer credit are subject to verification by the School of origin through the official transcripts or direct contact, which will be recorded.

## **Pre-requisite Courses**

The Academic Programs consist of a number of different courses, some of which require foundational knowledge obtained from other courses, which are known as pre-requisite courses. For this reason, it is vital that all students take courses in the correct order. All students must have taken the appropriate foundation pre-requisite courses before progressing to the next level courses.

**American University of Barbados School of Medicine reserves the right to change any of the policies contained herein at any time without prior notification.**



## **Class Attendance Requirements**

Attendance at classes held on/off campus and all laboratory classes are mandatory.

Students are encouraged to attend all of their classes. Attendance records are kept by the School and are released to licensing authorities or government bodies if requested. It is Mandatory that an attendance level of at least 80% is maintained as some states may request this information prior to offering a license.

If a student's attendance record falls below 90% they will be interviewed by the Dean and unless a satisfactory explanation is forthcoming a disciplinary note recording their poor attendance will be placed in their file.

If the student's attendance falls **below 80% they will not be allowed to take the final exam** and will obtain the grade of F for that class. They will have to repeat that class with minimum 80% class attendance.

Attendance is expected for the whole period of class. Students must make sure they are present at the commencement of class and remain until the class is concluded.

Use of mobile phones is not permitted within the lecture rooms or laboratories.

Personal computers are permitted in the lecture rooms as long as students using personal computers do not disturb their fellow students. **To open the computers, permission must be granted first by the professor/instructor in charge.**

**Food and drink are not permitted in the lecture rooms at any time. Penalty for violation: first offense - verbal warning; 2<sup>nd</sup> offense – written letter with copies to student record; 3<sup>rd</sup> offense – one week suspension.**

Video recording of classes is not permitted. Audio recording is permitted at the discretion of the instructor.

## **UNIFORMS:**

The students are required to dress appropriately. School T-shirts are available via the Student Government Association. Dress pants may be worn and women with skirts no shorter than knee length. **SANDALS AND TIGHTS ARE NOT PERMITTED** as appropriate dress. Any student who fails to adhere to the dress code will be counted as absent for that class.



## **Academic Probation**

Students who do not achieve satisfactory results, Grade below 70% or **failure in one or more subjects**, may be placed on Academic Probation. The purpose of Academic Probation is to ensure that all students successfully progress through the Academic Program.

Students who do not achieve a passing grade on all of the courses for which they were registered will be placed on Academic Probation. This applies whether or not students took the examinations, i.e. students who automatically fail a course due to non-attendance.

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

- presentation in the class
- submission of extra work
- extra examinations
- Academic counselling sessions

Students will be placed on Academic Probation for a minimum of one semester. The length of Academic Probation is at the discretion of the Promotional Committee.

Students placed on Academic Probation will receive written notice to this effect, detailing the length of probation, the reasons for the probation, and the extra work that they will be required.

Students who fail a course taken during a period of Academic Probation may be recommended for dismissal from the School due to academic inadequacy. The Promotional Committee will review these students on an individual basis and make recommendations to the appropriate Dean, who will decide whether the student is to be dismissed.

Students of American University of Barbados School of Medicine have the right to appeal being placed on Academic Probation. Students wishing to appeal against being placed on Academic Probation must follow the appeals procedure detailed on Page 21 of this Handbook.

**American University of Barbados School of Medicine reserves the right to change any of the policies contained herein at any time without prior notification.**



## Assessment, Examination and Grading

The School holds two quizzes, a Mid-Term examination and a Final exam for each course in each semester. Each examination counts towards the final grade for a course.

### Rules for Examinations

Examination schedule	Percent of final Grade
Assignments & Attendance.....	20%
Mid-Term Exam .....	20%
Final Exam .....	40%
Quizzes.....	<u>20%</u>
Total	100%

### Examination Format

The examination format will be multiple-choice questions (choose the best answer). Class quizzes can be in any format. All classes will have minimum of 2 quizzes per semester.

All final examination will be comprehensive. Grades from each examination will be made available to the students as soon as possible.

### Examinations

Final examinations are held at the end of each course. Other examinations are held in the middle of the semester.

American University of Barbados School of Medicine will produce the examination schedule, which will be displayed in the School buildings.

Students failing to attend at the specified date and time of examinations for any reason will be treated as having failed that examination, unless a medical certificate is provided to confirm illness.



**American University of Barbados School of Medicine will not change examination schedules for the convenience of students.**

Students who are unable to attend the examination due to personal reasons must submit a written application to the course director in advance.

Students are requested to place their bags at the specified location as directed.

Electronic devices and cell phones are not permitted in the examination hall.

Students will be issued a question paper and an answer sheet. Students must print their names; ID Numbers, the date of the examination and the subject attempted on both the question paper and answer sheet.

Students may write on the examination paper but must enter their answers on the answer sheet, as only the answer sheet will be used for grading the examination. Students are to make their selection by selecting one, and only one letter on the answer sheet for each question.

Students who arrive more than fifteen minutes after the commencement of the examination will be deemed to have an unexcused absence from the examination.

Students are not permitted to leave the examination room before 30mins have elapsed. Students who leave the examination room must be accompanied by an invigilator. Unaccompanied students who leave the examination room are not permitted to return, for any reason.

No communication between students is permitted during the course of an examination. Students found in communication by whatever means, whether or not the communication is relevant to the examination, will be deemed to be using unfair means and will be required to leave the examination room. Such students may be subject to disciplinary proceedings by the Disciplinary Committee. The Disciplinary Committee will be responsible for taking the decision on all disciplinary matters. The student may appeal the decision to the Campus Dean, and his/her decision will be considered final in the disciplinary matters.

Students who have any specific concerns about an examination should inform the office of the appropriate Dean in writing no less than one week prior to the date of the scheduled examination.

**Grading and Posting of Grades**

At the conclusion of each examination all question papers and all answer sheets are returned to the instructor.

The corrected answer sheets are then verified by the Instructor. Any discrepancies in the marking must be brought to the attention of the Promotional Committee first, and if required to the appropriate Dean for a final decision.

The results will then be prepared by the Assistant Dean of Academics and Assessment and posted within 7 days of the end of the examination period.

**EXAMINATION GRADES:** (For each examination and finals)

BELOW 70%	F
70%-79%	C
80%-89%	B
>90%	A

**Absence from examination**

Any student who does not attend an examination will receive 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. 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. Medical certification must be received at the time of the illness or injury and should state the nature of the illness and injury and length of incapacity or inability to take the examination.
- A family emergency will be deemed as a legitimate excuse as long as the emergency is verifiable by telephone and in writing.

In any situation that a student cannot have his/her absence verified the student would be deemed to have failed the examination. The course record will note a failing grade.

**Transcripts**

American University of Barbados School of Medicine provides transcripts for all students who are currently or have previously been registered with the School.

Transcripts represent the official record of a student's performance while at the School.

Transcripts contain the following information:

Student name	Student ID Number
Student date of birth	Date of Enrolment

Courses taken and grades achieved                      Date of Conferral of Degree (if applicable)

Record of Transfer Credit & Institution                      Degree Awarded

Permanent Address

Registrar's Signature & Seal of American University of Barbados School of Medicine

**The transcripts are graded as follows:**

- P            Pass
- F            Fail
- TC          Transfer Credit
- I            Incomplete
- WP        Withdrawn Passing
- WF        Withdrawn Failing

Students may request official copies of their transcript to be sent to other educational establishments, including the ECFMG, as required. There is a charge for this service. Students should refer to the Office of the Dean for update information regarding transcript fees.

Students should retain the copy of their Grade Report for their own records.

**Community Service**

American University of Barbados School of Medicine provides a variety of health care services to the citizens of Barbados, both on its campus as well as through an established network of organizations in the local communities. In addition, the students enrolled in the Pre-Med program and the MD degree curriculum are required to complete at least **32 hours of community service** in total prior to the granting of the Doctor of Medicine (MD) degree. Students are encouraged to perform community service that will develop into a habit and continue throughout their careers. This enhances their relationship with the community they serve. This also allows the future physician to become more a part of the community and helps counter isolationism that tends to occur with this profession. Medicine is a service profession and the School of Medicine endorses service learning as an integral part of the curriculum.

Service may occur in a wide variety of areas including: volunteer time with patient care groups, education projects, work in respective religious organizations, health care organizations, self-help groups, hospital

organizations, donating blood, local school education or health assessment programs, monitoring blood pressures at mall/senior centres; etc.

**Students may not obtain all of their hours during a single event** therefore they are encouraged to participate in more than one event. Opportunities will be posted. Students are also encouraged to create and/or investigate opportunities on their own.

Examples of service that will not be included as community service include; hours given to activities that primarily benefit the School of Medicine. This is service of a kind, but may be considered self-serving and internal service, and not truly of benefit to our external community. Similarly, if the service is performed as part of a department or school curricular requirements, this will not count toward the community service requirement. Service or work that is monetarily compensated for will not count towards the time requirement.

Students may hand in their community service hours to the Office of the Dean. The total number of hours will be tracked for you. Students will receive reminders (approximately at the start of each semester) as to the number of hours recorded. Students are reminded that they are on the Honor system and should only record those hours and activities that have actually performed. Failure to do so may result in charges of academic dishonesty being brought before the Academic Standards Committee. The Office of the Dean reserve the right to question the number of hours entered and make appropriate changes (increase or decrease) in the number recorded. Students who enter with an advanced standing will have their 32 hour requirement prorated as per the Office of the Dean.

### **School Committees:**

Dr. Syed Kazmi	Chairman - Head of Anatomy Dept.
Dr. Nickelia C Jordan	Asst Professor – Dept. of Microbiology
Dr. Bishouno Bhowmick	Asst. Professor – Dept. of Medical Sciences
Dr. Elizabeth Veeravalli	Lecturer – Dept. of Medical Sciences
Dr. Angela Carrington-Dyall	Assoc. Professor – Dept. of Biochemistry
Dr. Vishal Saxena	Assoc. Professor – Dept. of Medical Sciences
Dr. Camelita Morris	Lecturer – Dept. of Medical Sciences
Dr. Julaine Lewis	Lecturer – Dept. of Medical Sciences
Dr. Joanna Pascal	Lecturer – Dept. of Medical Sciences
Mrs. Dinah Saint Jean Lorde	Lecturer – Dept. of Pre-Medical Sciences, Coordinator
Mrs. Sherese Mullin-Rock	Lecturer – Dept. of Pre-Medical Sciences
Mr. Justin Worrell	Lecturer – Dept. of Pre-Medical Sciences

Ms. Soleyn Christa	Lecturer – Dept. of Pre-Medical Sciences
Mr. Marlon Stewart	Lecturer – Dept. of Pre-Medical Sciences
Dr. Karisa Callender	Lecturer – Dept. of Pre-Medical Sciences
Mr. Andrew Porte	Lecturer – Dept. of Pre-Medical Sciences

The Promotion Committee meets at the end of every semester, after the final examinations of that semester.

### **Responsibilities of the Promotion Committee**

The Promotions Committee is responsible for the cumulative evaluation of students at the American University of Barbados and for making recommendations to the Academic Council with respect to Certification of students for graduation.

### **Functions**

1. Review student performance over the span of the semester in all courses taken in that semester.
2. Monitor student performance throughout the course of the Academic program.
3. Make recommendations particularly with respect to special cases such as students with academic and/or financial difficulties.
4. Evaluate the overall performance of each medical student at the end of each semester and recommend the promotion, or other appropriate action, of the student.
  - a. Students obtaining minimum 70% in all exams are promoted subject to disciplinary and financial status.
5. When necessary, facilitate sessions called by the Chair for formal review and/or action related to a student's academic performance at unscheduled times.
6. Give approval for grades and relevant actions to be communicated to the students via electronic mail.

*Last reviewed: Sept 2017*

## **DISCIPLINARY COMMITTEE**

**Chair:** Dr. Bhowmick

**Members:**

Ms Dinah Lorde – PreMedical Coordinator

Ms Christa Soleyn – Psychologist (Premedical Sciences)

Dr. Carrington-Dyall – Assistant Dean Academics & Assessment

**Functions:**

- 1 Review and evaluate reported inappropriate behavior.
- 2 Meet with students exhibiting inappropriate behavior.
- 3 Investigate reported cases of inappropriate behavior.
- 4 Make recommendations pertaining to suitable actions to be taken for misbehavior.

**Grievances and Redressal Committee**

**Composition:**

Mr Afzal Mehdi – CEO

Dr. Syed Kazmi – Campus Dean

Dr. Angela Carrington-Dyall – Assistant Dean Academics and Assessment

**Scope:**

This committee is set up to address complaints put forward by an individual against a member of staff and/or the institution. It does not consider grievance of general applicability or of collective nature or raised by more than one employee or student.

**Functions:**

1. Handles all complaints brought by an individual student or employee of the institution.
2. To investigate all reports put forward against staff or faculty
3. To determine whether a complaint brought to the committee merits further consideration or action.
4. Acts as an appellate to the Disciplinary Committee.
5. Consults with legal counsel in situations where the respondent is an employee.

**Frequency of Meetings:**

The Committee will convene as necessary.

**Academic Insufficiency**

American University of Barbados, School of Medicine will allow students to repeat courses within the Academic Program a maximum of four times. Following a fourth failure of a course, a student may be dismissed for academic insufficiency and may be required to begin the Academic Program a second time.

### **Advice or Counselling on Academic Matters**

Any student who needs advice or counselling of an academic nature may arrange a meeting with any faculty requesting a meeting with the appropriate Dean. The Dean may suggest students undertake extra work or withdraw from courses as required.

Such meetings are informal and no records will be kept. A friend may accompany students at these meetings if they choose.

### **Faculty Advisor System**

Each Student is assigned a Faculty Advisor who will assist the student through any academic or other difficulties and report to the Assistant Dean any issues that should be addressed.

The student will retain the same advisor for the duration of their studies in a particular program. If a student wishes to discuss matters with someone other than their advisor, he or she may approach the Assistant Dean. Faculty Advisors will be responsible for the writing of letters of recommendation for students.

### **Protection from Discrimination or Harassment**

American University of Barbados, School of Medicine undertakes to protect students from being bullied, discriminated against or harassed on the grounds of gender, sexual orientation, race, nationality, religion or ethnic origin.

Harassment can be defined as a hostile act of expression or a series or combination of hostile acts or expressions against a person relating to gender, sexual orientation, race, nationality, religion or ethnic origin. This may include derogatory name calling, jokes, verbal abuse, unwanted or abusive written communication, physical attacks and ridicule. Harassment on the grounds of



gender may also include suggestive looks, compromising invitations, or aggressively foul language.

Students who feel that they have been the victim of discrimination or harassment on the grounds whether by administration, faculty or students – should contact their Faculty Advisor or their Student Government Association Representative, who will take the matter to the appropriate senior member of staff. Students are advised to keep a written log of any actions that they feel were discriminatory or constitute harassment and to provide details of any witnesses to these actions.

Students are advised that any allegation of harassment or discrimination will be dealt with sympathetically. The Committee will investigate allegations against students; The Assistant Deans each program will investigate allegations against their respective administrative staff or faculty. Students who allege discrimination or harassment may be required to attend an investigative hearing of either the Grievance Committee or the respective Assistant Dean to provide details of the alleged harassment or discrimination.

Students who are found to have harassed or discriminated against fellow students may be subject to immediate dismissal from the School. Administrative staff or faculty members who are found to have harassed or discriminated against a student will be disciplined in accordance with the procedures laid down in the American University of Barbados Handbook for Employees.

### **Appeals against decisions of Committees**

All students have a right of appeal being placed on Academic Probation, decisions of the Disciplinary Committee, or any disciplinary action that may be taken against them.

**The American University of Barbados, School of Medicine, reserves the right to change any of the policies contained herein at any time without prior notification.**

## ADDENDUM

### **Accommodations of Students with Disabilities**

AUB is committed to ensuring that qualified students with disabilities are afforded reasonable accommodations. AUB follows the guidelines established by the NBME, which determines eligibility for testing accommodation for the USMLE. Students requesting accommodation must be able to meet AUB technical standards with accommodation that can reasonably be provided in all required settings.

Requests for accommodation should be made within 45 days of matriculation or in extenuating situations, at any time during a student's tenure as an AUB student through AUB's Accommodation Administrator. The Dean of Student Affairs on the university campus serves as the Accommodation Administrator for medical science students. The Accommodation Administrator keeps accommodation requests confidential except to the extent necessary to consider the request and implement any approved accommodations. The Accommodation Administrator reviews requests to determine whether they are supported by adequate and appropriate documentation. The Accommodation Administrator will facilitate each request and, after careful review and if necessary consultation with appropriate professionals, will make a recommendation to the appropriate Dean. The decision of the Dean will be communicated to the student by the Accommodation Administrator.

All accommodations will be confidential, reasonable, and appropriate to the circumstances, allowing equal opportunity for students with disabilities, and will not infringe on the essential requirements of, or fundamentally alter, the medical education program of AUB.

If accommodation is required during clinical clerkships, it is the responsibility of the student to seek appropriate accommodation directly from facilities in which training is undertaken. The Accommodation Administrator is available to clinical students, clinical site directors and administrators if needed to facilitate those discussions between the

student and the site. The Associate Dean for Clinical Student Affairs, serves as the Accommodation Administrator for Clinical Science Students.

Disclaimer: While AUB is committed to providing reasonable accommodations to qualifying students, AUB cannot guarantee any student will obtain any or similar accommodations from any clinical facility or the USMLE. It is the responsibility of each student to keep abreast of the USMLE requirements, as well as corresponding state licensing law for accommodation consideration.

Furthermore, AUB makes no guarantee that facilities outside of its campuses, including but not limited to housing and other establishments, will provide accommodations for individuals with disabilities.

## **Administrative Review and Grievance Procedure**

The **Administrative Review and Grievance Procedures** document provides the process for filing an informal complaint with the Judiciary Committee and filling a formal complaint with AUB administration with regard to student conduct and further outlines the possible disciplinary actions and opportunities for appeal of the outcome of an Administrative Review.

## **Anti-Bullying Policy**

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that can negatively affect learning, thereby undermining the ability of students to achieve their full potential.

Bullying is defined as conduct that:

- Place a person in reasonable fear of harm to the person's body, reputation or property;
- Has a substantially detrimental effect on a person's physical or mental health; or
- Has the effect of substantially interfering with a student's academic performance.

The Anti-Bullying policy shall apply to an electronic act, whether or not it originated on AUB property or with AUB equipment, if it is directed specifically at one or more persons

and is maliciously intended for the purpose of disrupting AUB's environment and has a high likelihood of succeeding in that purpose.

Any complaints of bullying conduct by a student or colleague of AUB will be addressed in accordance with the published Administrative Review and Grievance Procedures, which are available from the office of the Dean, the Office of the Registrar, or the OCSA. This is also available for students to download from AUB's website.

Bullying conduct that comes to the attention of AUB may also be considered for potential violations of AUB's Non-Discrimination Policy.

### **Appropriate Conduct**

All members of the AUB community and authorized visitors are expected to:

- Behave in an appropriate manner and cooperate with all AUB personnel as they carry out their duties.
- Not engage in behavior that is threatening, dangerous or harmful to self or others, that disrupts the learning environment, or that damages AUB property.
- Not possess firearms, other weapons, or fireworks while on the AUB campus.
- Not tamper with wiring, fire alarms, etc.
- AUB forbids the illegal use, possession, distribution or sale of drugs or alcohol by students, faculty or staff at any time. Violators may be subject to both criminal prosecution and disciplinary action.

### **Student Responsibilities**

Students are expected to abide by the policies of AUB, whose existence makes the use of electronic information resources available. Every student is also expected to be considerate of other users, including faculty and staff. Examples of infringements of these principles may include, but are not limited to the following:

- Using the AUB electronic information resources for unauthorized, illegal or criminal purposes. For clarification, visiting pornographic websites or other websites that are inconsistent with the educational objectives of the AUB or which pose a risk to the school's systems are not an authorized use of electronic resources.

- Copyright infringement or other violation of law. Unauthorized reproduction of copyright material is prohibited and constituted infringement that carries the risk of civil and criminal liability to both AUB and the student, as set out in Title 17 United States Code Chapter 5. <http://www.copyright.gov/title17/98chap5.html>.
- Plagiarism. Students who engage in plagiarism will be subject to academic dismissal.
- Unauthorized use of the electronic information resources for commercial enterprises.
- Substantially and willfully interfering with another person's authorized use.
- Compromising or attempting to compromise privacy or confidentiality. In particular, attempts to read another person's electronic mail or other protected files will be treated as a serious violation of these policies.
- Modifying or attempting to modify system assets or facilities without authorization, including software or hardware installation. This includes the use of the AUB system as a staging ground to crack other systems.
- Obstructing other users work or access by consuming gratuitously large amounts of system resource (e.g., network bandwidth or printer). This includes, but is not limited to, downloading large files for non-academic purposes, peer-to-peer networking, game playing or other monopolizing of the electronic information resources for entertainment or personal use.
- Accessing accounts and passwords without authorization or allowing unauthorized persons to access the user's authorized account.

Individuals using AUB electronic information resources or systems will be held responsible for their own actions and will be subject to applicable law of AUB policies.

## **Privacy and Security**

Normal operation and maintenance of the systems requires backup and caching of data and communications, the logging of activity and the monitoring of general usage patterns. In particular, students should be aware that any AUB electronic information resources that they are given access to, including computers located in the computer labs, are not intended as a private resource. Therefore any personal use of these resources should be undertaken with that understanding.

In all matters relating to privacy and security of individual accounts and communications, along with requests for release of information. AUB electronic information resource/ computer system users are required to abide by applicable laws

and AUB policies, which allow for examination or disclosure of those records in response to requests through a proper subpoena or court order, police, and/or administrative agencies and in response to AUB investigations.

### **Campus Smoke-Free Policy**

Scientific findings, as summarized by the United States Surgeon General and the Environmental Protection Agency indicate that the simple separation of buildings into “smoking” and “nonsmoking” sections does not do enough to eliminate environmental tobacco smoke. In light of the health hazards associated with tobacco smoke for smokers and non-smokers alike, AUB has adopted the smoke-free policy set forth below.

All buildings, including academic, administrative, dining, residential service and mixed-use facilities and all vehicles, which are owned, operated or leased by AUB, will be entirely smoke-free. The smoke-free policy will apply to all indoor air space, including all common areas and assigned spaces. Smoking is not permitted on the exterior on the exterior breezeways or within 50 feet of an entrance or window of any building. Smoking is permitted only in designated smoking areas. All cigarette butts should appropriately extinguished and disposed of in a receptacle provided for the purpose.

Violations of this policy may result in disciplinary actions or terminations pursuant to AUB’s Administrative Review and Grievance Procedures. Students who cause damage to AUB property in violation of the smoking policy will be charged for necessary repairs including refinishing, repainting and reupholstering.

### **Dress Code**

Attire both on-and off-campus (excluding clinical hospital settings) is generally informal, although students are required to be presentable in keeping with the standards of future physicians. Students that are found to be dressed inappropriately are subject to being asked to leave the campus or hospital rotation until such time that they are allowed

access upon appropriate attire. Continued inappropriate dress may lead to disciplinary action per the administrative review and grievance policy. Additional information on clothing requirements and appropriate attire for the local climate is found in the student orientation guide.

## **Drug and Alcohol Policy**

AUB maintains a drug-free campus and professional life policy. All medical students must be free of substances of abuse at all times when enrolled in the program in any location. Students should be aware that all AUB clinical sites do urine screening tests. Anyone testing positive for banned substances are automatically removed from the clinical site at the discretion of the clinical site, usually permanently and without possibility of negotiation. All such removals result in non-academic leaves.

AUB is required to report all such leaves to the EFCMG upon the student's graduation. This can have deleterious effects on ultimate licensure. Students should be aware that the half-life of marijuana is long and the drug may be detectable in the body for as long as two months. This makes the social use of marijuana unacceptable in a medical student's career. Students should be aware that recent ingestion of poppy seeds may cause urine drug testing to be positive for opiates. Students should be aware that their matriculation is contingent upon acceptance of any drug screening program whether universal or random imposed by the school. Failing a drug test or refusing to comply with a drug test will be grounds for discipline, up to and including immediate dismissal from AUB. Violation of this policy does not require AUB use the Administrative Review Process to impose discipline.

## **Fitness Center Policies**

### **Use of Fitness Center**

Fitness Center hours may be limited. Currently enrolled students of AUB, faculty, staff and such guests that have been issued an identification badge bearing the name and

picture of the individual "User" are approved to use the Fitness Center. Fitness Center Users must have an AUB Identification Card available at all times for easy verification by AUB staff.

Users of the Fitness Center will be expected to comply at all times with any Policies, Rules or Regulations which may be posted from time to time to govern such usage. Use of the Fitness Center is a privilege, not a right. Failure to comply with terms of usage will result in revocation of this privilege.

Fitness Center Users shall be expected to meet a standard of hygiene and cleanliness while attending classes, lectures and examinations suitable for an institution of learning leading to a professional degree.

### **Assumption of Risk**

Use of AUB's Fitness Center is voluntary. Users assume responsibility for their own well-being and safety. Users are advised to consult a physician on matters regarding their health status prior to entering the Fitness Center. Users of the Fitness Center attest and verify that they are physically fit to engage in any activity that they undertake.

In consideration of their use of the Fitness Center, users hold harmless AUB, its employees, Board of Trustees or any other person with an interest in or acting on behalf of AUB, from all liability for injury to property or person suffered during such use. This is binding upon their heirs, executors and administrators and is demonstrated and renewed each time the user enters the Fitness Center.

### **Fitness Center Rules & Regulations**

The following rules have been established to ensure the safety and enjoyment of all Fitness Center users and to preserve the facilities for their intended use. Cooperation of all users is appreciated. Staff has been hired to enforce all Fitness Center rules and all posted regulations. Fitness Center users who notice violations of rules, regulations or policies are asked to bring them to the attention of the staff.

No bicycles or animals are permitted inside the Fitness Center. Gallon jugs, smoking, smokeless tobacco, alcoholic beverages and gum are not permitted. Beverage



containers must have a lid. Turf shoes, cleats, spikes, or roller blades must be removed before entering. Spitting, inappropriate language, verbal abuse and fighting will not be tolerated.

Sweat towels are not provided and users should bring their own.

Users are expected to be considerate of other. Time limitations may be posted imposing a limit on the length of workouts or activities during peak hours of usage.

Persons must be at least 18 years of age in order to be in the strength room area. Lifters must wear workout clothing, including shirt and shoes; no street clothing is allowed. Lifters must re-rack all plates, dumbbells and attachments after each use and wipe off equipment after use. Lifters must not drop or throw weights. For safety purposes, children under 13 are not permitted in the weight training or free weight area.

## **Health Insurance**

### **Medical Sciences**

The government of Barbados required all students to obtain locally global health insurance coverage to obtain a student visa. In addition, AUB's hospital affiliation agreements require students to maintain health insurance coverage during clinical rotations. AUB has negotiated health insurance policies to cover medical science students and clinical science students.

A flat rate health insurance fee will be charges per semester at the time of registration. Students exempt from AUB's health insurance coverage will receive a reversal of the charge on their account. Although it is not require, it is highly recommended that students maintain health insurance coverage while on Long Term Leave of Absence to avoid a lapse in coverage.

### **Clinical Sciences**

All students in the clinical science program are required to have, and maintain an active medical insurance policy. AUB provides all clinical students the opportunity to enroll in a health plan.

Students who have their own coverage, are rotating in the UK for 6 months or more and have a UK Visa, or on approved leave of absence are not required to have the AUB school sponsored insurance coverage. Students who meet this criteria may opt out of the Student Plan by completely filling out an electronic insurance waiver or an Academic Leave of Absence Form. Please read the Waiver section for more information.

The insurance coverage year is from August 25<sup>th</sup> of the current year to August 25<sup>th</sup> of the following year. The coverage year is broken into three trimesters for the purpose of billing and to allow new incoming students the opportunity to enroll or waive health insurance.

Insurance is automatically billed to all students at the start of each semester.

The billing periods are as follows;

- Billed in August- Coverage for August 25<sup>th</sup> through December 25<sup>th</sup>
- Billed in December – Coverage for December 26<sup>th</sup> through April 23<sup>th</sup>
- Billed in April – Coverage for April 24<sup>th</sup> through August 24<sup>th</sup>

**The insurance rate is US\$250 per year for the 2017-2018 plan year. Insurance rates include an administration fee.**

***Waiving Coverage:***

**Students who waive the school sponsored coverage are responsible for payments of their own premiums, deductibles, and medical expenses.**

**Students returning from a Leave of Absence are automatically re-enrolled into the school sponsored health insurance plan. Continuing students (which includes students returning from leave), may waive coverage only once per year during the initial enrollment period.**

Students who meet the waiver criteria may waive the AUB University provided insurance during the open waiver period only as stated above. Students must fill out an electronic waiver form with supporting documentation. Once a waiver is applied to a student's account, the waiver remains in effect until the following August or until a student requests to be reinstated in the University sponsored insurance plan. There is no need to file additional waivers for the academic year, unless the student changes

insurance plans. Waivers will be accepted prior to the start of the annual coverage period up until the waiver deadline. Waivers received after the deadline cannot be accepted. Incomplete or late waivers received by the Office of Student Finance will not be processed and students will be billed insurance for the remainder of the academic year.

New Clinical students who are beginning rotations for the first time during the academic year, will be able to waive insurance only 30 days after becoming enrolled.

**Important:** If you were enrolled in August and did not waive your insurance by the deadline, your insurance can no longer be waived for the entire academic year. Your next opportunity to waive insurance will be for the next Fall Term semester enrollment period.

***Reinstatement of Coverage:***

Students who have previously waived University sponsored insurance may re-enroll at any time. Requests must be submitted in a timely manner to avoid any gaps or lapses in insurance coverage.

***Continuation of Coverage for Graduating Students:***

Students who will be graduating and are currently enrolled in the AUB school sponsored health insurance plan may elect to continue their health insurance coverage for the Spring and Summer terms. However, full insurance payment for these terms will be due and must be paid before graduation for financial clearance. Your student account cannot be financially cleared for your graduation if you have a balance. Your AUB student account will be billed at the current insurance rate for each semester.

***Spouse and Dependent Enrollment:***

In the Fall of each year, students, at their own cost, may elect additional coverage for their legal spouse and/or dependent(s).

**Random Drug Testing and Criminal Background Checks**

Students should be aware that hospitals require current criminal background checks and drug screenings prior to accepting them for clinical rotations. If a student does not meet a hospital's background check and drug screening policy, and is therefore unable to progress through the medical education program, this may constitute grounds for dismissal. Students should review AUB's Administrative Review and Grievance Procedures as well as Technical Standards.

Additionally, the AUB Campus and the clinical rotation sites routinely require students enrolled in Medical Sciences courses or clinical clerkships to consent to random drug tests. Failing or refusing a random drug test may result in disciplinary action, up to and including dismissal from the medical education program.

Any student that is the subject of disciplinary proceedings while enrolled at AUB may be subject to an additional background check and drug screening conducted by the school. Submitting a false or misleading statement on any document, including background information, to AUB will constitute grounds for dismissal. AUB reserves the right to conduct random drug tests at any time on any enrolled student.

## **Religious Accommodations**

AUB is committed to diversity and nondiscrimination and recognized that many religious observances occur on days not designed as AUB holidays. As such, AUB has provided policies and procedures to accommodate the religious observances of students.

It is the responsibility of each student to file his or her own Religious Accommodation Requests in accordance with the time limits set forth in the "Procedures to Request Religious Accommodation" section. Every effort will be made for approval of such requests but there may be denial if the requested accommodation constitutes an undue hardship for AUB or requires a change in the medical education program. In a clinical setting, where granting of a Religious Accommodation in short notice could impact patient safety, the accommodation may be denied. It is the responsibility of the student to avoid such situations via advance planning.

If a student's religious observance involves an absence from classes or examinations, the absence may be excused on approval of a formal Religious Accommodation Request. A student receiving an Excused Absence on the day of a scheduled exam will be expected to take the next make-up exam administered by AUB.

Students should be aware that the approval of a Religious Accommodation Request does not exempt them from the minimum attendance requirements of AUB.

### **Procedures to Request a Religious Accommodation during Medical Sciences**

On the medical sciences campus, a student requesting the religious accommodation must make a formal request to the Associate Dean for Student Affairs within four weeks after matriculating to AUB. If a student experiences a genuine religious conversion after matriculating to AUB and wishes to request an accommodation pursuant to the converted religion, he or she should contact the Associate Dean for Student Affairs within the first week of the following semester so that a formal request may be made.

The student requesting a religious accommodation is obligated to cooperate with AUB's attempts to accommodate the request. It may be necessary for AUB to request the student to provide documentation or other authority to support the need for an accommodation. Further, AUB may need to discuss the nature of the religious belief(s), practice(s) and accommodation with the religion's spiritual leader (if applicable) or religious scholars to address the request for a religious accommodation.

### **Procedures to Request a Religious Accommodation during Clinical Sciences**

For students undertaking clerkships, which may include being on call, patient care must always take precedence. The expectation is that all clinical students will have 100% attendance unless they have obtained an Excused Absence in advanced from their attending physician and Clerkship Director. Clinical students should note that the hospitals, not AUB, have controls over clerkship schedules for clinical training. Therefore, approval of a Religious Accommodation Request on the medical sciences campus will not ensure that accommodation will be granted during clinical clerkships.

Similarly, the NBME shelf exams are administered to clinical students by the Prometric center, which is an independent third party entity, and the school cannot enforce

religious accommodations on behalf of a third party. The student will have to arrange this via scheduling examination appointments according to their religious needs.

Clerkship Directors may deny a request if there is any concern that the student's absence would have a negative impact on patient care or they may grant a religious accommodation to a student but ask the student to reschedule or make up any missed clinical time. If a student is experiencing any difficulties obtaining a religious accommodation during a clinical rotation, he or she can contact the Associate Dean of Clinical Student Affairs for assistance with the process. However, the final decision rests with the student's Clerkship Director, not the clinical dean.

### **Duration of the Granted Religious Accommodation**

In the medical sciences, once a Religious Accommodation Request is granted, it will constitute an Excused Absence for all of the recognized holidays for the student's particular religion and cover his or her entire course of enrollment in the medical education program. Therefore, once a student is granted a Religious Accommodation, he or she will be scheduled to take make-up exams for all exams falling on the recognized holidays for the specified religion as described below.

In the clinical sciences, a Religious Accommodation will apply to the length of a specific rotation at a clinical site. A new request must be submitted for each clerkship.

### **Recognized Religious Holidays**

As stated on the AUB website and elsewhere in the Student Handbook, AUB reserves the right to schedule classes and exams at any time and on any day of the week. AUB will endeavor to avoid scheduling exams on certain recognized high holy days: Christmas, Good Friday, Yom Kippur, Rosh Hashanah, Eid-al-Fitr and Eid-al Adha. However, this may not be possible in the event of rescheduling due to tropical storms, hurricanes or other occurrences beyond the control of AUB resulting in power or internet outages.

Approval of a Religious Accommodation Request will excuse a student's absence from classes and/or exams for observance of religious holidays. Students requesting an accommodation for holidays and/or holy days not recognized should specify exactly

what holidays/holy days they observe on the Request for Religious Accommodation and be prepared to demonstrate to the appropriate student affairs dean why they are prevented from fulfilling the regularly scheduled program of education on that day.

### **Record Keeping**

Materials related to a student's Religious Accommodation Request, including the written request for accommodation and any other document or information, will be treated as confidential except as necessary to give effect to the accommodation granted.

### **Time Period to Make-up Exam/Assignments**

Granting of a religious accommodation constitutes an Excused Absence. All students given an Excused Absence must make up exams and assignments during the regularly scheduled make-up date/time. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the period of absence. With respect to class attendance in the medical sciences curriculum, the student still must maintain a minimum of 80% attendance or they will receive an "F" grade. Religious accommodation in the clinical sciences curriculum will have to be arranged in advance at those clinical sites. Clinical sites will make or deny such accommodations according to the site's own policies.

Clinical Students are expected to maintain 100% attendance. The Clerkship Director may impose administrative disciplinary action if the student fails to satisfactorily complete any alternative assignment or make-up examination. Time limits with respect to taking the NBME exams should be noted carefully as they will continue to apply whether or not a religious accommodation has been granted.

### **Religious Accommodation Administrative Review Procedures**

In those cases where a request for a religious accommodation is denied, the student may request an Administrative Review pursuant to AUB's Administrative Review and Grievance Procedures.

When a request for religious accommodation was made by the student but denied, the Administrative Review process shall be expedited as much as reasonably possible to ensure that a student pursuing a religious accommodation is not unduly disadvantaged by the passage of time.

## **Social Media Policy**

### ***Standard of Professionalism in the Use of Social Media***

The Internet has created the ability for medical students to communicate and share information quickly and to reach millions of people easily. Participating in social networking and other similar Internet opportunities can support students' personal expression, enable individual students to have a professional presence online, foster collegiality and camaraderie within the medical school and professional network, and provide opportunity to widely disseminate public health messages and other health communications. Social networks, blogs, and other forms of communication online also create new challenges to the confidential patient-physician relationship. Medical students, as future physicians, should weigh a number of considerations when maintaining a presence online.

- Students should be cognizant of standards of patient privacy and confidentiality that must be maintained in all environments, including online, and must refrain from posting identifiable patient information online.
- When using the Internet for social networking, students should use privacy setting to safeguard personal information and content to the extent possible, but should realize that privacy settings are not absolute and that once on the internet, content is likely there permanently. Thus, students should routinely monitor their own sites and, to the extent possible, content posted about them by others, is accurate and appropriate.
- If they interact with patients on the Internet, students must maintain appropriate boundaries in the patient-physician relationship in accordance with professional ethical guidelines, just as they would in any other context. To maintain appropriate professional content online. It is recommended for students to accept Facebook friend requests from current or former patients.



- It is generally improper to post informal, personal, or derogatory comments about patients or colleagues on the Internet. Remember that the principles of defamation apply to professional or personal Internet posts equally in social media as in other contexts. The obligation to disclose perceived or actual conflicts of interest also applies equally in the social media context; when posting content in which it might be said that the student has a personal or professional interest, that interest should be disclosed.
- When students see content posted by colleagues that appears to be unprofessional, they have a responsibility to bring that content to the attention of the individual, so that he or she can remove it and/or take other appropriate actions. If the behavior significantly violates professional norms and the individual does not take appropriate action to resolve the situation, the student should report the matter to appropriate authorities. If a reporting student wishes to remain anonymous, he or she may do so by sending an unsigned written notification of the unprofessional conduct to the Associate Dean for Student Affairs or Associate Dean for Clinical Student Affairs.
- Students must be recognized that actions online and content posted may affect their reputations negatively among patients and colleagues, may have consequences for their medical careers, and can undermine public trust in the medical profession.

*Adopted from the American Medical Association's Professionalism in the Use of Social Media policy, December 2011.*

### **Guidelines for Use of Social Media by AUB Students**

All behavior by students in social media is subject to the Student Non-Academic Standards of Conduct, the honor code, and all other applicable AUB policies. Misconduct in social media may result in discipline by AUB, including but not limited to proceedings under the Administrative Review and Grievance Procedure.

AUB reserves the sole right to approve and publish all social media content containing information about its educational programs, services, recruiting, activities, student body, recognized student organizations, and alumni body.

AUB's intellectual property is AUB's exclusive property and shall not appear on individual or student group social media outlets without prior permission.

Students should have no expectation of privacy in social media or regarding information sent or posted through resources provided by AUB.

Students must ask permission to publish or report on conversations that were meant to be private or internal to AUB, including conversations with other students and AUB employees.

Any statements made about AUB in social media must be true and not misleading, and all claims made must be substantiated and approved.

If a student mentions AUB in any social media posts or other communications, the student must make it clear that he or she is not speaking on behalf of AUB by including a disclaimer substantially similar to: "The postings on this site are my own and don't necessarily represent the positions, strategies, or opinions of American University of Barbados, School of Medicine."

### **Student Vehicles on Campus**

If a student wishes to bring a vehicle to the Barbados campus, or if a student purchases a vehicle while attending the Barbados campus, he or she will be required to register that vehicle with AUB. The Student will also be required to sign an agreement with AUB acknowledging that if the student leaves the vehicle in Barbados after the student graduates or otherwise leaves Barbados permanently or for a period of more than six months, AUB will remove and dispose of these vehicles as outlined in the Abandoned Vehicle Section of the Parking Rules & Regulations.

### **Surveillance Cameras**

The campus is monitored by a digital surveillance camera system. Cameras are located outside and inside many campus facilities, including residence halls and academic buildings in areas where there is common access and no normal expectation of privacy. The camera system is used for crime prevention and investigative purposes.

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