



AUB Building, Wildey, St. Michael, BB14007 | [info@aubmed.org](mailto:info@aubmed.org) | [aubmed.org](http://aubmed.org) | ( 246) 428-2000

# STUDENT HANDBOOK OF ACADEMIC POLICIES AND PROCEDURES

**Compiled by:**

The Department of Student Affairs

Revised

**February 2024**

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## **II. Introduction**

The policies within this manual apply to the teaching campus of the American University of Barbados School of Medicine (AUB) and all affiliated clinical sites. Variations of the policies found in this manual may be found in the Student Responsibility Agreement, the Student Handbook, the Clinical Student Handbook, the Policy Handbook, and on the university website, aubmed.org. Contents of this document should be held as the existing policy except in those instances where modifications or revisions have been made within the previously listed documents.

## **III. Institutional Overview**

### *Mission*

AUB seeks to provide world-class medical education with cutting-edge equipment and pedagogy, in an environment that fosters appreciative enquiry, human sensitivity, and collaborative research aimed at reducing human suffering and pain.

### *Vision*

The AUB aspires to produce medical graduates who are emotionally and culturally sensitive with world-class competence so that they can be valued and respected as responsible citizens. The aim of the university is not only to produce medical doctors with a good clinical knowledge, but also to instill in them ethics and values by which they can treat their patients with a human touch.

## **IV. General Academic Policies**

### *Academic Integrity and Code of Conduct*

AUB has high academic, social, and moral standards. Students are expected to be industrious, respectful, and responsible citizens who support a safe, positive, and caring learning environment. They are expected to exhibit good citizenship in the classroom and during all school-related activities; they are expected to be courteous and considerate towards all members of the community. The expectations that follow suggest the kind of community we wish to build for all who are associated with AUB.

### *AUB Code of Conduct*

All members of the AUB community are expected to demonstrate:

### *Safety*

We will keep others and ourselves safe, no student is to bully or accost another on or off the campus.

*Respect*

We will respect the rights and dignity of others and ourselves.

We will respect the property of the school and others in our community.

*Responsibility*

We will take responsibility for our behavior, consistent with school and classroom guidelines.

We will take responsibility for academic excellence and honesty.

We will take responsibility for knowing and maintaining the dress code and appearance standards.

*Responsiveness*

We will respond to each other in a caring and supportive way.

*Resourcefulness*

We will strive to use our inner resources and the resources that exist around us for our personal growth and the greater good of our community.

Students are subject to the school's Code of Conduct while attending school and school-related functions, and while traveling to and from school or school activities.

The Code of Conduct may also apply to behavior off school grounds when it affects the welfare of a member of the AUB community and/or affects school life within our community.

All members of the AUB community must understand our Code of Conduct. The Code will be reviewed with students regularly and it is posted throughout the school for easy reference. Students with concerns about behavior, expectations, or discipline issues should first speak to the teacher involved in the incident. If they need advice or support, they should talk to their academic advisor.

Students who show an unwillingness or inability to meet the expected standards of behavior at AUB should know that they will be subject to disciplinary action. Chronic misbehaviors and serious misconduct such as bullying, theft, violent or threatening behavior and drug and alcohol violations are dealt with according to the student conduct policies and the Smoking, and Drug Policy.

Plagiarism and Academic Dishonesty

Plagiarism is a special kind of cheating equivalent to academic theft. While students should derive inspiration for their studies from other sources in their community and beyond, they must always give credit to such sources of inspiration. Plagiarism involves the unauthorized use of other people's ideas and can take on the following forms:

1. Copying a passage directly from a book, internet site, video, or any other source and presenting it in written or verbal formats as if it was one's own without giving appropriate credit or following proper citation practices.
2. Paraphrasing a passage from another person's work without giving appropriate credit or following proper citation practices.
3. Submitting or presenting previously graded work without the Lecturer's permission.
4. Handing in or presenting the work of a current or past student of AUB or another school, or the work of another person without giving appropriate credit or following proper citation practices.
5. Getting assistance on schoolwork from others (such as a tutor or parent) or from resources in a manner that goes beyond reasonable limits or limits noted by the teacher, such that the authenticity of the student's work comes into question.
6. Copying another student's work when the teacher expected independent work.

Please note that the above points represent some of the more obvious examples of plagiarism; however, it is not a comprehensive list of all forms. Students should ask their teachers for support if they are uncertain about what exactly constitutes academic dishonesty or how to document sources properly in their schoolwork.

### Cheating and Misrepresentation

AUB encourages the pursuit of academic excellence and independence. In this endeavor, students are responsible for the academic honesty of their schoolwork. Unless authorized by a teacher, assignments and other school exercises must be a student's work that represents his or her abilities. When submitting or presenting schoolwork, the student is in effect stating, "This is my work."

Cheating and plagiarism are serious violations of AUB's Code of Conduct and the Academic Honesty Policy. Cheating is a deliberate act of dishonesty in schoolwork, tests, and other assessments, and includes receiving and supplying unauthorized assistance, materials, or other aids in any class work, assignment, or test.

### Consequences of Academic Dishonesty Violations

The teacher will investigate any suspected case of academic dishonesty. A meeting is then held between the teacher and student at which time the situation is discussed, and further follow-up is arranged, depending on the outcome of the session. The student may be asked to explain the process whereby he or she acquired any questionable material or demonstrate an understanding of the subject to verify authenticity. If it is determined that an academic offense has occurred, a formal interview is held with the student,

Assistant Dean of Academics, and other relevant staff to discuss the student's misconduct, address the seriousness of the situation, and reach an agreement on methods to prevent this offense from happening again. The interview focuses on encouraging academic responsibility and providing support and guidance to achieve this end.

The dishonest student is subject to the following disciplinary action:

1. He/she receives a "zero" grade for the schoolwork in question.
2. The student may be required to write a report or reflection on academic dishonesty that addresses the steps that should be taken to prevent violations of this nature.
3. He/she may be asked to redo the schoolwork or complete an alternative assignment.
4. The student is placed on Conduct Probation or Directed Probation, depending on the circumstances and grade level. Past academic conduct is also considered in any case of academic dishonesty, and other appropriate consequences may be determined at the discretion of the Assistant Dean, Academics.
5. A permanent record is kept of academic violations when students are placed on Directed Probation (see Directed Probation under the School Discipline section). Any further incidents of dishonesty would lead to expulsion.
6. The student will be asked to leave the school if he/she is currently on Directed Probation for a similar offense.

### *Student Rights and Responsibilities*

The AUB has a zero-tolerance policy related to discrimination and views each culture and ethnicity as equal.

#### Right to Fair Treatment

Students of the AUB have a right to be treated fairly by all faculty, auxiliary staff, and their colleagues regardless of their ethnicity or cultural background. Bullying is expressly forbidden and is subject to punishment as outlined in the AUB Code of Conduct, within the Student Responsibility Agreement.

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 under the procedures laid down in the American University of Barbados Handbook for Employees.

#### Civic Engagement

The AUB holds civic engagement as a requirement to ensure the production of well-rounded physicians. In this light, there is a requirement for all students to complete a minimum of 33 hours of community service to be eligible to graduate. While the Department of Student Affairs organizes community service events, students are free to engage in such activities with authorized groups and affiliated charities.

### **V. Admissions and Enrollment Policies**

#### *Admission Criteria and Requirements*

##### Program-Specific Criteria

AUB offers a 4 and/or a 5 ½ year medical program. Persons who wish to enter the Pre-Medical (5 ½ year) year program are required to have a High School Diploma, Caribbean Advanced Proficiency Examination (CAPE, Units 1 &2), Advanced Level (A Level), Senior Secondary Certificate or Higher Secondary School or Intermediate or 10 + 2 equivalent depending on their territory of origin.

To be eligible for

##### Application Deadlines

Prospective students must submit their applications and all supporting documentation a minimum of 10 weeks before the semester they are desirous of joining the university.

## Admission Decision Process

The Admissions Committee carefully reviews applications before deciding to consider the application status of the applicant. All the documentation listed below must be provided before this review can take place:

1. Application form
2. Transcripts, high school transcripts, and/or High school certificate(s)
3. Copy of passport/identification (Government issued)- original to be shown on arrival in Barbados
4. Photo of the applicant
5. Applicant's birth certificate
6. Assessment form (AUB Official inclusion)
7. Acceptance letter and fee Structure (AUB Official inclusion)
8. Student agreement form (AUB Official inclusion – to be discussed and signed upon arrival)
9. Student consent form (AUB Official inclusion - to be discussed and signed upon arrival)
10. Personal statement
11. Letters of recommendation
12. Police clearance or fingerprint certificate
13. Visa application forms and all required associated documents
14. Proof of financial support/sponsorship letter
15. Affidavit (where required for example if the name on the birth certificate and passport are not written the same)
16. Housing form (AUB Official inclusion)
17. Fee receipt (AUB Official inclusion)
18. Insurance form and medical report
19. Students' verification letter
20. MSPE (where applicable)
21. USMLE paper (where applicable)
22. ECFMG (where applicable)
23. Clinical evaluation forms (where applicable)

### *Application Procedures*

American University of Barbados School of Medicine MD Program is a full-time program based upon three-semester enrolments per academic year. Applicants may utilize either the application portal for the submission of applications or submit a completed application form in person as outlined below.

#### Online Application Portal and In-person Application

Applicants may apply either via the online portal or in-person submission as outlined below.

## Online Portal

Applicants may complete and submit the application form online via the Online Application System. The applicant must first register after which they will receive a user identification and password. After following the instructions to complete the online form applicants will be prompted to upload their support documentation and to digitally sign the documentation.

## In-person Application

Persons applying in person will be given a printable package that contains the application form, required documents checklist, admission guide, and a step-by-step guide outlining how to complete and submit the application form. The physical application form must also be signed before submission.

## Application Fee

Application fees are subject to change by the AUB, and the most recent fee structure will be provided to applicants during discussion with an Admissions Officer or clerk. Additionally, there is a non-refundable fee required to cover processing of the application form.

## Application Documentation

Applicants are required to submit the following:

1. Application form – Signed and fully completed
2. Transcripts, high school transcripts, and/or High school certificate(s)
3. Copy of passport/identification (Government issued)- original to be shown on arrival in Barbados
4. Photo of the applicant
5. Birth certificate
6. Student agreement form (AUB Official inclusion – to be discussed and signed upon arrival)
7. Student consent form (AUB Official inclusion - to be discussed and signed upon arrival)
8. Personal statement
9. Letters of recommendation
10. Police clearance or fingerprint certificate
11. Visa application forms and all required associated documents
12. Proof of financial support/sponsorship letter
13. Affidavit (where required for example if the name on the birth certificate and passport are not written the same)
14. Insurance form and medical report
15. Students' verification letter
16. MSPE (where applicable)
17. USMLE paper (where applicable)

18. ECFMG (where applicable)
19. Clinical evaluation forms (where applicable)

Course Registration, Late Registration, and Add/Drop Period:

American University of Barbados School of Medicine recognizes the need for education to be undertaken coherently and effectively. The school encourages students to devote the maximum hours to their studies. For this reason, the school will only permit students to register and study for more than two subjects in each semester. However, a student may study 2 or less under the following circumstances:

- Where students have only two or fewer courses left to pass due to previous failure of these courses.
- Where students have two or fewer 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 the semester in which a student is registered for example an MD3 student may register to complete an MD2 course. 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 the 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 each semester.**

No student may enter the clerkship program of the 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 their 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 several 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 Application Form which is available from the Office of the Dean.

Scheduling and other considerations will be taken 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

The university is aware that during study there may be periods where students are required to pause their academic pursuits. Provisions have been made, as outlined in the Student Handbook, for students to apply for authorized leave of absence as a result of:

- Financial hardship
- Illness or injury of the student with provision of the appropriate medical documentation
- Illness or injury of a dependent or family member provision of the appropriate medical documentation
- Students who have completed the academic program and wish to study for the United States Medical Licensing Examination

Students must personally apply for Leave of Absence, via submission of the completed Leave of Absence Form, sample provided in the appendix, and other required documentation, to the Department of Student Affairs, at [leave@aubmed.org](mailto:leave@aubmed.org). Students will be notified by the Dean's Office as to whether the Leave of Absence has been approved within 6 weeks of their submission of their application. Should a student forgo this procedure or take a leave of absence after their application has been denied, then a note of "unauthorized leave" shall be placed in their permanent record, and disciplinary actions may be taken against the student.

Should you wish to apply for a Leave of Absence be aware of the following:

- Applications for a semester-long Leave of Absence must be submitted before the start of the relevant semester or within the first 4 weeks of the intended academic semester.
- International students taking a Leave of Absence for a semester will be required to leave Barbados until its completion and must therefore submit proof of travel, a copy of their passport page bearing their student visa, and a scan of their student identification card. Note that the Barbados Immigration Department will be notified.
- Students desirous of taking a Leave of Absence due to illness must provide the relevant medical documentation including a Medical Certificate, a letter from the attending physician, and the Head of the Hospital (where applicable). All letters must be placed on the letterhead of the relevant institution.
- Students desirous of taking a Leave of Absence to study for the United States Medical Licensing Examination must apply in the last month of their MD5 semester and shall be required to provide proof that they have paid the related examination fee. Students who fail to apply for such Leave of Absence and who fail to join a clinical rotation authorized by the AUB within 120 days of the completion of MD5, will have placed in their permanent record a notation of the unauthorized leave and may be subject to administrative withdrawal.
- Students may request a leave of absence for a maximum of one year. Should a student be away from their academic program for longer than a year they will be required to reapply to the University. This reapplication will be subject to the

same fees and scrutiny as the original application. The University is not obligated to accept the student based on their reapplication.

- A Leave of Absence request can be rejected if the required documentation is not submitted, the form is not filled accurately or completely, or a student has an academic or disciplinary issue.
- Students who are returning from a Leave of Absence must submit the completed Leave of Absence Return Request Form to [leave@aubmed.org](mailto:leave@aubmed.org) a minimum of 1 month before the expected date of return to the academic program. Additionally, students will be required to update their medical information, pay fees owed, and indicate housing arrangements. Students will receive notification regarding their placement 10 – 15 days after submission of their application.
- The submission of a completed Withdrawal Form to [leave@aubmed.org](mailto:leave@aubmed.org) is required for those students who do not wish to return to the University following a Leave of Absence or who wish to discontinue their course of study. Such applications should be submitted within the first 4 weeks of the relevant academic semester. Withdrawal does not negate any owed financial obligations 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 unauthorized 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 should they wish to continue the academic program.

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

#### Withdrawal From the University

Students who wish to withdraw from AUB should contact the Student Affairs Department via [leave@aubmed.org](mailto:leave@aubmed.org). Students will be required to complete a withdrawal form, a copy of which will be kept in the student's file.

The complete withdrawal process is as indicated below:

1. The process commences after the student submits a completed application form to [leave@aubmed.org](mailto:leave@aubmed.org).
2. An interview is scheduled with the student by an Admissions Officer to discuss their withdrawal application.
3. Once the required documentation is submitted and the interview has taken place, official processing should be completed within 15 business days if there are no unforeseen complications.

A student may request to cancel their application at any stage of processing. However, Once the final decision is made, should the student wish to continue at the institution they will be requested to reapply. 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 AUB. It should be noted that the university is not obligated to readmit a student. Additionally, withdrawal does not negate any outstanding obligations the student has to the university.

### Refund Policy

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

- Refund applications 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

A student who has withdrawn from the AUB may apply to the Office of the Dean, via [sartaj@aubmed.org](mailto:sartaj@aubmed.org), for the issuance of a transcript. Transcripts are only sent to other institutes after any outstanding payments have been received.

### *Transfer Credit Policies*

Students who have transferred from another school may apply for transfer credit for subjects for which a passing grade has previously been achieved. Transfer credit is granted at the discretion of the Admissions Committee. Transfer credit is not automatic, and it should not be assumed that any student who has taken and passed a subject in a previous school would remove the requirement to take and pass that subject at the AUB.

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.

### Evaluation Process

Transfer credits from accredited institutions are evaluated based on the relevance of coursework to the intended program of study.



## Requirements

Applications for transfer credit should be made at the time of application to the AUB and must be accompanied by an official transcript from the school of origin along with complete course descriptions including the syllabus for each course.

## **VI. Curriculum and Program Requirements**

### *Program-Specific Degree Requirements*

#### Curriculum Outline

AUB reserves the right to alter any aspect of the Academic Curriculum and/or associated policies, 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 the subjects included in the curriculum.

#### Class Attendance Requirements

Attendance at classes held on/off campus, at affiliated hospitals, affiliated clinical sites, and all laboratory classes is mandatory.

Students are encouraged to attend all classes. Attendance records are kept by the AUB and are released to licensing authorities or government bodies if requested. An attendance level of at least 80% must be maintained.

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 a grade of F for that class. They will have to repeat that class with a 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.

The use of mobile phones is not permitted within lecture rooms or laboratories unless permission is granted by the lecturer in charge of the session.

Personal computers are permitted in the lecture rooms if 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.

#### *Course Substitutions and Waivers*

##### Course Substitution Process

Students may request course substitutions as indicated in the transfer policy.

##### Course Waivers

Please refer to the Transfer Credit Policies.

## **VII. Grading and Assessment**

#### *Grading System*

##### Letter-Grade Scale

The AUB utilizes a letter grade system to assess student performance and convey said performance to the appropriate stakeholders. Access to such information is provided via the University's Student Management System (SMS).

##### Grade Point Average (GPA)

GPA is calculated based on the grade points earned in all courses.

##### Calculation of Cumulative GPA

*The GPA and associated letter grades are shown in*

Table I.

Table 1: Grading Scale

<b>Grade</b>	<b>% Score</b>	<b>GP Equivalent</b>
A <sup>+</sup>	95-100	4.00
A	90-94	3.75
B <sup>+</sup>	85-89	3.5
B	80-84	3
C <sup>+</sup>	75-79	2.5
C	70-74	2.00
F	0-69	<2.00

*Incomplete Grades and Course Extensions*

Incomplete Grade Policy

Students may receive an "Incomplete" (IC) grade where they have failed to complete the all-course requirements on time due to valid, verified reasons, for example, due to medical concerns.

Course Extension Requests

Students may submit requests for deadline extensions to faculty members where unforeseen circumstances prevent them from submitting on time. Such an application should be considered on a case-by-case basis and must be accompanied by the relevant documentation or proof.

In those cases where the extension is required due to medical reasons, a medical certificate must be submitted to the Leaves Department. The Leaves Department documents such cases and informs all faculty members who teach the relevant that the student was on authorized leave for the indicated period and should be allowed to complete on outstanding assignments which were to be completed in that period.

#### Deadline for Grade Completion

Students who receive an incomplete grade or “IC” on their grade report are given a period specified by the course lecturer, Examination Committee, or Promotion Committee in which to complete the outstanding coursework or examination.

#### *Withdrawals and Retakes*

##### Course Withdrawal

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 their performance in that 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 Retakes

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.

Kindly note that the eligibility and/or requirement for a student to retake a course is based on the student's academic performance and is outlined in the Student Handbook. The following should be noted regarding students retaking courses:

- i. Students failing all examinations in a course must retake that course.
- ii. Students who fail to pass a course after completing the remedial examination for a course must pay the corresponding fee and retake the course.
- iii. 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.
- iv. Students failing more than 4 courses will be reviewed by the Promotional Committee. The outcome of this review can be placement on academic probation.
- v. Students failing 9 courses during the academic program will be dismissed from the School and have their registration at the School withdrawn.
- vi. Students who do not maintain a minimum passing grade of 70% in each semester will be placed on Promotional Probation.

## **VIII. Academic Advising**

### *Role of Academic Advisors*

Students are appointed academic advisors at the time that their admission is approved. The appointed academic advisor remains the student's advisor until the time that advisee graduates. As established, academic advising is a joint effort between the student and their academic advisor to construct a path which will lead them to academic success. This relationship allows for the professional and personal development of the student, with the academic advisor recommending the relevant resources as required.

The main purpose of academic advising is to assist students with developing the appropriate studying habits and management skills to allow for the successful completion of the academic program. Built into this are career goal setting and resource acquisition. This does not negate the role of the student in their academic program but rather offers support as outlined below.

### *Advisor Meetings*

Students are encouraged to have meetings at least once a month with their academic advisor. The date and number of these meetings are subject to the availability of the academic advisor and the student. Such meetings are to be held on the campus of the AUB unless being conducted virtually.

### *Academic Planning Support:*

The academic advisors aid in planning by:

1. Directing students to the relevant information related to the academic policies and procedures of the university.

2. Assisting students in the development of career objectives and goals in keeping with areas of interest and academic ability.
3. Advising students and directing them to the relevant student support services including financial aid.
4. Informing students of the existence of volunteer services and other extra-curricular and co-curricular events.
5. Explaining the impact of decisions made and the effect certain decisions can have on both academic performance and the long term.
6. The provision of advice related to academic concerns and decision-making, for example, the potential requirement to enter voluntary deceleration or to join the tutoring program.

## **IX. Student Support Services**

### *Tutoring and Academic Support*

AUB seeks to create a student-centered approach to learning and in so doing tries to accommodate a variety of learning styles. In those cases where students are unable to meet their academic requirements, tutoring services are available. Students may opt to enter tutoring voluntarily, be recommended to the tutoring program by their academic advisor, the school counselor, or a faculty member or the student may be required to enter the tutor program due to being placed on academic probation or as required by the Promotion Committee.

### *Tutoring Services*

The Student Tutoring Program connects senior students with junior students to facilitate peer-to-peer learning and support. Tutors are selected based on their academic achievements, communication skills, and commitment to fostering a positive learning environment. To be recognized as a tutor for a course, students must have successfully completed said course with a minimum grade B in the subject area. Tutors will qualify for at least five (5) volunteer hours in a given semester and will also receive food vouchers for the AUB canteen as compensation for hours worked.

### *Objectives*

1. Facilitate Academic Support - Aid junior students in challenging premedical courses.
2. Enhance Peer Connections - Foster relationships between senior and junior students to create a supportive community.
3. Promote Collaborative Learning - Encourage active participation, discussion, and the sharing of study strategies.

### Roles and Responsibilities of Tutors

1. **Knowledge Transfer:** Share your understanding of course content, study techniques, and exam strategies.
2. **Create a Positive Environment:** Foster a supportive and encouraging atmosphere during tutoring sessions.
3. **Effective Communication:** Clearly communicate concepts, actively listen to questions, and provide constructive feedback.
4. **Adaptability:** Tailor your tutoring style to the individual needs and learning preferences of your tutees.
5. **Time Management:** Be punctual, respect scheduled tutoring sessions, and notify your tutee in advance of any changes.

### Roles and Responsibilities of Tutees

1. **Active Participation:** Come prepared with questions and topics for discussion to make the most of each tutoring session.
2. **Open Communication:** Clearly communicate areas of difficulty, ask for clarification, and provide feedback to your tutor.
3. **Respect and Professionalism:** Treat your tutor with respect, be open to feedback, and maintain professionalism during sessions.
4. **Consistent Attendance:** Attend scheduled tutoring sessions regularly, and notify your tutor in advance if you need to reschedule.
5. **Preparation:** Review relevant course materials before each session to maximize the effectiveness of the tutoring experience.

### Scheduling and Logistics

1. **Meeting Locations:** Tutoring sessions can take place in either the Premedical laboratory, the Research laboratory, or other agreed-upon locations.
2. **Session Duration:** Each tutoring session is recommended to last for 1 hour on a Tuesday, Wednesday, or Thursday from 11 to 12 noon, or any other previously arranged time at the preferences of both parties.

### Program Evaluation

1. **Feedback Forms:** Both tutors and tutees are encouraged to provide constructive feedback on the tutoring experience through periodic surveys.
2. **Continuous Improvement:** The program coordinators will use feedback to make improvements and ensure the program meets the evolving needs of our premedical students.

## Support and Resources

Program Coordinators: Reach out to program coordinators for any concerns, questions, or additional support needed.

## *Counseling and Wellness Services*

The mental and emotional health and well-being of students and staff members of the AUB are greatly valued at AUB. To this end, the university has established a Department of Student Affairs and provides counseling services on the main campus that can be accessed virtually, where required.

## Personal Counseling

The AUB has a counselor on staff who provides confidential counseling on a one-on-one basis to students as well as organized group sessions where required. Groups may be comprised of only students or upon request students and family members. Such sessions cater to both the emotional and psychological well-being of students.

The AUB also has a mentorship program headed by the Associate Dean of Student Affairs. In this program students registered in the MD1 to MD5 program meet with the Associate Dean of Student Affairs to discuss their academic path. Such advice may be received focused on by not limited to information of licensing examinations, residency, and internship.

## Wellness Programs

Wellness programs and activities are organized and conducted by the university counselor. Sessions are used to promote and practice good study habits and good mental health exercises. The counselor is responsible for scheduling and coordinating these sessions with the Department of Student Affairs.

## Crisis Intervention

Should emergency or crisis mental health needs arise, students have access to the university counselor. Where the situation merits students are referred to the services of the Queen Elizabeth Hospital and accompanied to the facility by an appointed staff member and the university counselor for the first visit.



## **X. Faculty Policies and Responsibilities**

### *Faculty Appointment and Development*

#### Faculty Qualifications

The AUB recruits faculty, as required, based on their area of expertise, scholarly activity, and personal commitment to teaching. The requirements to be employed at the AUB to teach within the MD program are an MD, MBBS or terminal degree in the subject area to be taught. The minimum requirement to teach within the pre-medical program is a BSc and/or training in the area to be taught.

#### Professional Development

Faculty are encouraged to stay up to date with procedures, knowledge, and technological advancements in their fields. Faculty are also encouraged to participate in research, publish articles, attend conferences, and complete courses to further their scholastic journey.

#### Pedagogical Training

Faculty members are encouraged to complete courses focused on pedagogical training to improve and ensure the effective management of classrooms. Additionally, AUB encourages the use of a diverse array of delivery models to ensure student engagement.

### *Classroom Conduct and Professional Behavior*

#### Classroom Environment

The primary responsibility of AUB faculty in the classroom centers on:

- Curriculum
- Subject matter and teaching techniques
- Research
- Maintaining classroom order to facilitate a safe teaching and learning environment

#### Professional Conduct

The successful business operation and reputation of AUB are built upon principles of fair dealing and ethical conduct of our employees including faculty both in and out of the classroom. Our reputation for integrity and excellence requires careful observance, as well as scrupulous regard for the highest standards of conduct and personal integrity. The continued success of AUB is dependent upon our students' trust and our lecturers are dedicated to preserving that trust.

All faculty members are required to comply with all applicable laws and regulations of Barbados or the location of the affiliated site and are required to conduct business by the laws and to refrain from any illegal, dishonest, or unethical conduct. Compliance with the policy of business ethics and conduct is the responsibility of every AUB employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including termination of employment.

#### Accommodating Diversity

In practicing competency-based education AUB faculty are required to accommodate diverse learning styles in the classroom and provide a variety of techniques while instructing a course. Such a design is more inclusive than more traditional teaching models and fosters greater in-class activity and independent learning.

## XI. Graduation and Commencement

#### *Degree Completion Requirements*

Students applying for graduation must have successfully completed the prescribed curriculum and exhibit knowledge of the defined set of competencies put forward by the American University of Barbados, School of Medicine.

#### *Program Completion Checklist*

The award of a degree by AUB is conditional based on the following criteria:

1. Maintains at least 80% attendance to all courses as defined by the university,
2. Passes all Basic Science Course examinations with promotion each semester,
3. Maintains a minimum GPA as established by the university,
4. Demonstrates competency in a minimum 72 weeks of Clinical Clerkships as described in the learning objective for the specific clerkship,
5. Upholds the Code of Conduct defined by the university.

Proof of the satisfaction of these criteria is as follows:

1. Successful completion of the Basic Science years
2. Minimum average 70 % score on Basic Science Shelf exams or a passing score in USMLE Step 1.
3. Successful completion of minimum 72 weeks of Clinical Clerkships based on Evaluation Results
4. Acquisition of a passing score in the Comprehensive Clinical NBME. **This is mandatory for all students entering Clinical Clerkship from January 2019.**

## *Application for Graduation*

### Graduation Application Deadline

AUB confers degrees to students who have met all requirements set out above. Only one Graduation Ceremony is held in February annually. Students may apply for graduation in the same or the following year by completing the Application for Graduation Form with a receipt confirming that all tuition and fees have been paid. The form **MUST** be submitted in hard and electronic copy with the hard copy bearing the **ORIGINAL** signature (no digital or scanned copies) of the student. The form will be processed and if all requirements are met the student is cleared for graduation. A student will not be cleared for graduation if charges of misconduct or academic or ethical violations remain unresolved.

### Application Review, Degree Audit and Verification

All graduation applications are reviewed on a case-by-case basis by the Graduation Committee. This committee is charged with the verification of the applicant's completion of the prerequisites for graduation as outlined in the graduation checklist provided in this document.

### Honors and Awards Recognition

Applicants who have passed the verification process and had their successful completion of the academic program confirmed are eligible to participate in the commencement ceremony. Such applicants who displayed exceptional work during the academic program are eligible to be granted awards and honors including valedictorian and top student in each semester.

## **XII. Appeals and Grievances**

### *Academic Appeals*

#### Appeal Types

All students have the right to appeal against the decisions made by any committee including being placed on academic probation, being placed in the deceleration program or being dismissed from the academic program.

## Grievances and Redressal Committee

Students may submit concerns and complaints for review by the Grievances and Redressal Committee, to the Office of the Dean via [padean@aubmed.org](mailto:padean@aubmed.org). The Grievance and Redressal Committee is composed of the members listed below:

- Mr Afzal Mehdi – CEO
- Dr. Syed Kazmi – 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 grievances of general applicability or of a 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.

## Appeal Submission and Review Timeline

Students can submit an academic appeal at any time during an academic semester. However, appeals of committee decisions should be submitted within one month of the issuance of the decision. Following receipt of the appeal the relevant committee will convene to review the case and issue a formal response. In those cases where following the appeal the student wishes to appeal the new decision, an appeal must be made to the Dean.

## Grievances

### Grievance Procedures

Students can submit grievances of an academic or non-academic nature, at any time during the academic semester. This includes infractions of the staff-student relationship policy (see Policy Handbook 2024). Inappropriate conduct is detailed in this policy and both staff (faculty and non-academic staff) and students must be aware and respect the boundaries of each other. Based on the nature of the case, the relevant committee will convene to review the case details. Committees that may be convened include the:

- Grievance and Redressal Committee
- Disciplinary Committee
- Student Affairs Committee

### Mediation and Conflict Resolution

For some cases mediation and conflict resolution may be required in which case students may be asked to meet with either the Academic Advisors, the Student Affairs Committee, or the Campus counselor. Counseling services are made available to ensure that communication occurs between relevant parties.

### Grievance Decision and Follow-Up

The Academic appeals process is outlined in Table 2.

Table 2: Academic Appeals and Grievances Process

Step	Description
<b>Informal Redressal Process</b>	
1	The student identifies a potential grievance and seeks an audience with the academic or faculty member in question within 5 days of the occurrence of the grievance. The request to meet with the faculty member should be submitted electronically for example via email.
2a.	Faculty members and/or students should not attempt to frustrate the meeting process by either refusing to schedule a meeting or repeatedly missing a scheduled meeting. Should this occur, the case should be escalated to the formal redressal process.

2b.	If no satisfactory outcome is reached this may be escalated to a formal redressal process i.e. students may complete a University Complaint form and submit it to the office of the Dean.
<b>Formal Redressal Process</b>	
1	Students submit a written appeal and/or the signed and completed university complaint form, attached to the form should be relevant documentation and/or proof that can be used during the review process.
2	The relevant committee will review the case and request additional documentation or hold interviews with relevant if needed.
3	Depending on the nature of the case the committee may convene a special meeting where both parties present evidence related to the case.
4	The Committee will then deliberate and decide on the cases, following which the student and Dean will be notified in writing.
5	Should the decision of the committee not be satisfactory to the student an appeal can be submitted directly to the Dean who will review the case and issue a formal response.

### **XIII. Disciplinary Procedures**

#### *Investigation and Due Process*

All alleged violations of the Code of Conduct will be investigated and reviewed by either the Disciplinary Committee or the Student Affairs Committee. Should parties be found guilty of breaching the code they will be given a punishment in keeping with the policies presented in the Student Responsibility Agreement and the Student Handbook. It should be noted that only mild breaches that cannot result in suspension or dismissal can be reviewed by the Student Affairs Committee.

#### *Sanctions and Consequences*

Disciplinary actions from warnings up to and including dismissal from the AUB can be issued by the Disciplinary Committee following an investigation.

The Student Affairs Committee issues disciplinary warnings and probation and instructions to issue formal apologies based on the severity of the violation.

*Appeals for Disciplinary Decisions*

Students have the right to appeal against the disciplinary decisions of either the Disciplinary Committee or the Student Affairs Committee.

Table 3: Disciplinary Process

<b>Step</b>	<b>Description</b>
1	An incident outlining the alleged violation is submitted to the Dean's Office. Based on the severity of the incident described the case is handed over to the Disciplinary Committee or the Student Affairs Committee.
2	The case is investigated by the relevant committee.
3	Based on the outcome of the investigation a decision is made, in keeping with the rules, regulations, and policies of the AUB.
4	The student(s) is then informed in writing of the outcome of the investigation and the committee's decision.
5	Students may opt to appeal the decision of the disciplinary committee via an application submitted to the Dean's Office for review and issuance of a final decision by the Dean.

**XIV. Appendices**

*Forms and Resources*

Add/Drop/Withdraw/Audit Form

Students who wish to add, drop, withdraw and/or audit particular courses may use this form to apply to the Dean's Office for permission.

## ADD/DROP/WITHDRAW/AUDIT FORM

<b>Personal Data</b> <small>(Please print.)</small>	
Name	
Student ID number	Academic Year: PM/MD 1 2 3 4 5
Email Address	
Home Phone	Mobile Phone

<b>Add/ Drop/ Withdraw/ Audit Information</b> <small>(Please print.)</small>
--

Please use the indicated action codes when completing the table below.  
 Action Codes: **A** = Add **D** = Drop **W** = Withdraw **AU** = Audit

Year & Term Requesting Action (e.g. 2019 Spring)	Action Code	Course Title	Reason Requesting Indicated Action	Official Use Only (if denied, give reason in comments section)	
				Approved	Denied
				Approved	Denied
				Approved	Denied
				Approved	Denied
				Approved	Denied

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

<b>Official Use Only</b>
--------------------------

Comment(s):

Processed by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Dean

\_\_\_\_\_  
Date

### *Graduation Application Form*

Students who wish to apply for graduation may use this form to apply to the Dean's Office.



## Graduation Application Form

<b>Personal Data</b> <i>(Please Print)</i>		
Name _____		
Student ID number _____	Date of Birth (DD/MM/YY) _____	Sex _____
Living Address _____		
Living Address _____		
<b>Academic Details</b> <i>(Please Print)</i>		
Date of Matriculation _____		
Pathway Entered <i>(Medical/Premedical)</i> _____		
Probable Date of Graduation _____		
<b>Fees</b>		
Gown, Cape and Hat _____	Duplicate degree fee _____	
Late Application Fee <i>(applications submitted after _____)</i> _____	Number of duplicates requested _____	
<b>Declaration</b>		
I _____ confirm that the information provided in the above form is true and that I satisfy the requirements for graduation.		
Signature _____	Date _____	
<b>Official Use Only</b> <i>(Tick appropriate boxes and accurately complete missing information.)</i>		
Candidate has:		
<input type="checkbox"/> Successfully completed the Basic Science years		
<input type="checkbox"/> Acquired a minimum average, 70 % score, on Basic Science Shelf exams or a passing score in USMLE Step 1		
<input type="checkbox"/> Successfully completed a minimum 72 weeks of Clinical Clerkships based on Evaluation Results		
I, the undersigned, have assessed the records of the aforementioned student and verify that the above are all true. I find that this candidate is eligible/ not eligible for graduation in _____ semester 20_____.		
Signature _____	Date _____	

Revised March 2019

### *Leave of Absence Application*

Students who wish to apply for a leave of absence may use this form to apply to the Dean's Office.

## APPLICATION FORM FOR LEAVE OF ABSENCE

<b>PERSONAL DATA</b> <i>(Please print.)</i>		
Name		
Student ID number	Date of Birth (DD/MM/YY)	Sex
Semester Currently Registered	PM / MD    1   2   3   4   5	
Living Address		
Email Address		
Home Phone	Mobile Phone	
International Student    Yes / No	Student Visa or Other (Please specify)	

<b>REQUEST FOR LEAVE</b> <i>(Please print. This section must be accurately completed.)</i>
--

<b>Period of Leave Requested</b>	<b>From To</b>
<b>Date Expected to Return</b>	<i>(DD/MM/YY)</i>
<b>Reason for Leave</b> <i>(Attach additional page if required)</i>	

I declare the documents, where applicable, associated with this application and its attached documentation to be true and complete. I have read all University terms and conditions regarding leave and am fully aware of my responsibilities regarding leave and enrolment. I understand the implications of my leave as it relates to immigration and the laws of Barbados.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>OFFICIAL USE ONLY</b> <i>(Tick appropriate boxes and accurately complete missing information.)</i>
---

Recommendations/Remarks:

\_\_\_\_\_  
Dr. N. Clarke-Jordan, Assistant Dean of Student Affairs

\_\_\_\_\_  
Date

Official Decision:

Approved

Denied

\_\_\_\_\_  
Dr. S. M. Kazmi, Dean

\_\_\_\_\_  
Date