

AMERICAN UNIVERSITY

SCHOOL OF MEDICINE

ARUBA

STUDENT HANDBOOK

2025-2026

ACADEMIC AND NON-ACADEMIC POLICIES



AMERICAN UNIVERSITY
SCHOOL OF MEDICINE
ARUBA

Version of December 19, 2025

**FOR ALL QUERIES RELATED TO POLICIES AND PROCEDURES IN THIS HANDBOOK,
FIRST POINT OF CONTACT IS OFFICE OF REGISTRAR (registrar@ausoma.org)**

This handbook assists faculty and students in studying the policies and procedures of the University. Failure to follow these policies and procedures can lead to disciplinary action.

The Board of Trustees of the School of Medicine have final authority in interpreting the policies and procedures in this handbook.

Contents

I.	From the desk of the President.....	1
II.	Message from the Chief Academic Officer.....	2
III.	Accreditation Status	3
IV.	Maps: Where are we?	4
V.	AUSOMA's Vision, Mission and Educational Competencies	5
VI.	AUSOMA's Organizational chart	6
VII.	Progression in AUSOMA from Admission to Graduation.....	7
VIII.	Admission to AUSOMA.....	8
	A. Admission Requirements	8
	B. Admissions Process	8
	C. Technical standards for admission and enrolment	9
	D. Deferment of Admission.....	12
	E. Readmittance	12
	F. For candidates outside US/Canada and non-English speaking countries	12
	G. Transferring into Basic Science Program	12
	H. Transferring into Clinical Science Program	13
IX.	Financial information	14
	A. Tuition and fees	14
	B. Scholarships & Grants.....	15
	C. Payment Plan.....	16
	D. Loan Provider	16
	E. Tuition Refund	17
	F. Financial obligation	17
	G. Financial Literacy	18
X.	New Student Orientation.....	18
XI.	AUSOMA Educational Program	19
	A. MD Program- Basic Sciences	19
	B. MD Program - Clinical Sciences.....	20
	C. Pre-Medical Program.....	21
	D. Prerequisite Program	22
XII.	Academic Policies and Procedures	23
	A. Policies on classroom and classroom-related activities.....	23
	1. Class Attendance Policy	23
	2. Student conduct and discipline in classroom	23
	3. Dress code for AUSOMA students.....	24
	4. Student Code of Professionalism	25
	5. Withdrawal from Classes	25
	6. Leave of absence	26
	B. Examination policies and procedures.....	27
	1. General guidelines	27
	2. Exam Attendance Policy	27
	3. Examination Content.....	27
	4. Time Schedule	28
	5. Assessment format.....	28
	6. Rules and procedures during Exams.....	28
	7. Students with Learning Disabilities	28
	8. Reporting and Hearing Procedures for Academic Dishonesty at exams.....	29
	9. Policy on dismissal for academic reasons.....	29
	10. Appeal against decision of academic dismissal	30
	C. Grading policies and procedures.....	30
	1. Minimum Number of Exams	30
	2. Non-Exam Activities.....	30
	3. Missed Exams.....	30
	4. Grade release, grade calculation, grade change and curving policies.....	30
	5. Academic grievances against faculty	31
	6. Grade points assignment policy	31
	7. Academic Probation	31
	8. Retake exam policy	32
	9. Grades of "Incomplete"	32
	10. Community Service	32

	D. Transcript Requests.....	33
	E. Educational records access policy	33
	F. AUSOMA Fifth Term Policies.....	34
	G. Registration for USMLE/ Licensing examination	35
	H. Graduation policy.....	35
XIII.	Transition to clinical science.....	36
	A. Clinical clerkship required documents	36
	B. Admission policies for core rotations.....	37
	C. Registration, financial good standing, certificate of malpractice insurance and health insurance.....	37
	D. Initiation of rotations.....	38
	E. Affiliated hospitals	38
	F. Housing	38
XIV.	Non-Academic Policies and Procedures	39
	A. Nondiscrimination Notice and Disclosure Statement.....	39
	B. Inclusiveness and diversity policy.....	39
	C. Infectious diseases and immunization policy.....	39
	D. Policies on substance abuse.....	39
	E. Policy on sexual harassment of and by students	41
	F. Policy on Religious Accommodation.....	41
	G. Non-Fraternization Policy.....	41
	H. AUSOMA Disabilities and rehabilitation policy	42
	I. AUSOMA disaster management policy	42
	J. AUSOMA environmental safety policy.....	42
	K. AUSOMA ACCM standards delinquency policy	43
	L. Anonymous Reporting System	43
	M. Protection Against Retaliation	43
XV.	Appendices.....	44
	A. Appendix A. Book list	44
	B. Appendix B. Students' Permit Requirements and Application Procedure	46
	C. Appendix C. Admission deferral form.....	48
	D. Appendix D. Payment plan contract.....	49
	E. Appendix E. Letter of Financial Support.....	50
	F. Appendix F. Student accommodations request	51
	G. Appendix G. Leave of Absence Request Form	53
	H. Appendix H. Withdrawal form.....	54
	I. Appendix I. Readmittance Form.....	55
	J. Appendix J. Form to Request for NBME CBSE Exam	56
	K. Appendix K. MSPE/ Dean's letter request form	57
	L. Appendix L. Transcript request form.....	58
	M. Appendix M. Diploma request form.....	59
	N. Appendix N. Media and photo release form.....	60
	O. Appendix O. Student Handbook Acknowledgement form.....	61
	P. Appendix P. Technical Standards Acknowledgement form.....	62
	EMERGENCY CONTACT NUMBERS.....	63

Handbook disclaimer

The policies and procedures appearing in the Student Handbook reflect the most current policies and procedures of the University but are subject to amendment and change without prior notice. AUSOMA reserves the right to change policies, procedures, and programs. Minor changes will be posted directly to the Student Handbook. When major changes occur, a notification will be sent to all medical students. It is the responsibility of each student enrolled in the America University School of Medicine Aruba to understand and abide by the regulations and policies within this handbook and within American University School of Medicine Aruba Publications.

The policies listed in this handbook were reviewed and approved by the Curriculum Committee, the Students Promotion Committee, the Grievance Committee, and the leadership of AUSOMA in December 2025.

I. Message from the President



Dear Students,

Congratulations on reaching this important milestone in your journey to becoming a physician. You have worked hard to be here, and we are proud to welcome you to the American University School of Medicine Aruba.

The study of medicine is both a science and an art. During your time here, you will gain the knowledge and clinical skills necessary to diagnose illness, develop treatment plans, and care for patients holistically. Just as importantly, you will learn the human side of medicine-how to communicate with compassion, earn trust, and serve patients with empathy and respect.

At AUSOMA, our mission is to deliver high-quality, affordable medical education within a supportive and student-centered environment. Every aspect of your experience-from the classroom to clinical training-is designed to prepare you to thrive in a dynamic and evolving healthcare landscape. With the guidance of our dedicated faculty, you will be challenged, inspired, and equipped to grow into a confident, capable, and compassionate physician.

This is the beginning of an exciting adventure. There will be challenges along the way, but with perseverance, integrity, and the support of the AUSOMA community, you can achieve your goals. Please remember, you are not alone-our faculty and staff are committed to supporting you every step of the way.

I look forward to seeing the remarkable impact you will make as you grow into physicians who embody skill, compassion, and lifelong learning.

Welcome to AUSOMA, and congratulations once again.

Warm regards,

Jawad Shaikh
President



II. Message from the Chief Academic Officer



Dear Students,

It is my privilege to welcome you to American University School of Medicine Aruba. I congratulate you for taking the first step in your path to becoming a physician. Only a few get such a great opportunity in their lives. I once took this path and want to remind you that this is only the beginning of an incredible opportunity and where you go from here depends on your commitment and hard work. The next few years will require hard work, dedication, and persistence on your part to become successful.

Throughout your education and your career in medicine, you will be challenged beyond what you may believe you are capable of. You will be learning a great deal of information and applying it to complex situations. You will learn many new skills which will help you to become a competent and confident physician, able to save lives and aid in the healing process when you are needed. All of these skills are developed during your critical foundational years. This is the only time in your career where you have ample time and support to build your knowledge base, skills, and intuition to become an exceptional physician.

At AUSOMA, we have excellent deans and faculty who will be able to help you on this journey. Please do not hesitate to contact us if you need our assistance.

Welcome to the AUSOMA family!

Marshall Walker, MD
Chief Academic Officer
E: marshall.walker@ausoma.org



III. Accreditation Status

The American University School of Medicine Aruba (AUSOMA) was chartered in November 2011 and is currently recognized by the Aruba Ministry of Education, Ministry of Health, Education Commission on Foreign Medical Graduates (ECFMG), Medical Council of Canada, and Medical Council of India.

AUSOMA is listed in the World Directory of Medical Schools (World Directory) which allows our graduates to be eligible for licensure in most countries around the world.

AUSOMA is currently engaged in the accreditation process with the Accreditation Commission on Colleges of Medicine (ACCM). Accreditation has not yet been granted.

For the most up to date accreditation information, please visit:
<https://ausoma.org/about-us/accreditation/>

The Accreditation Commission on Colleges of Medicine may be contacted at the following:
<https://accredmed.org/contact/>
info@accredmed.org
+353 1 209 1996

IV. Maps: Where are we?



V. AUSOMA's Vision, Mission and Educational Competencies

Vision

To develop culturally diverse individuals into compassionate physicians and leaders in their respective medical fields without the life-long crippling debt.

Mission

The mission of AUSOMA is to deliver high-quality, affordable medical education that leverages cutting-edge technology within a supportive and student-centered environment. AUSOMA prepares future physicians with the knowledge, clinical expertise, communication skills, and compassion needed to provide excellent patient care and to thrive in a dynamic, evolving healthcare landscape. AUSOMA graduates will possess the competence, confidence, and commitment to lifelong learning necessary to integrate knowledge effectively and manage patient needs with efficiency and empathy.

Educational competencies

AUSOMA has identified and defined six educational competencies aligned with the six ACGME competencies. These educational competencies (PEC) are shown below:

PEC 1: Basic Knowledge of medicine

PEC 2: Clinical and diagnostic skills

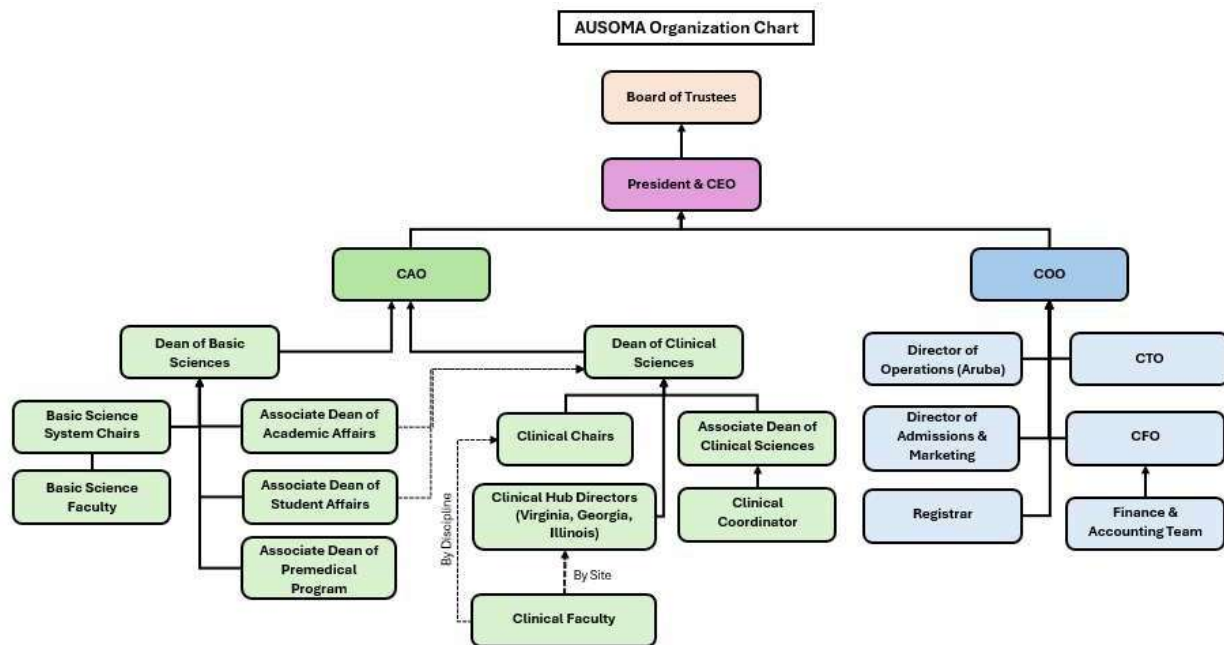
PEC 3: Patient centered medicine

PEC 4: Interpersonal rapport and communication

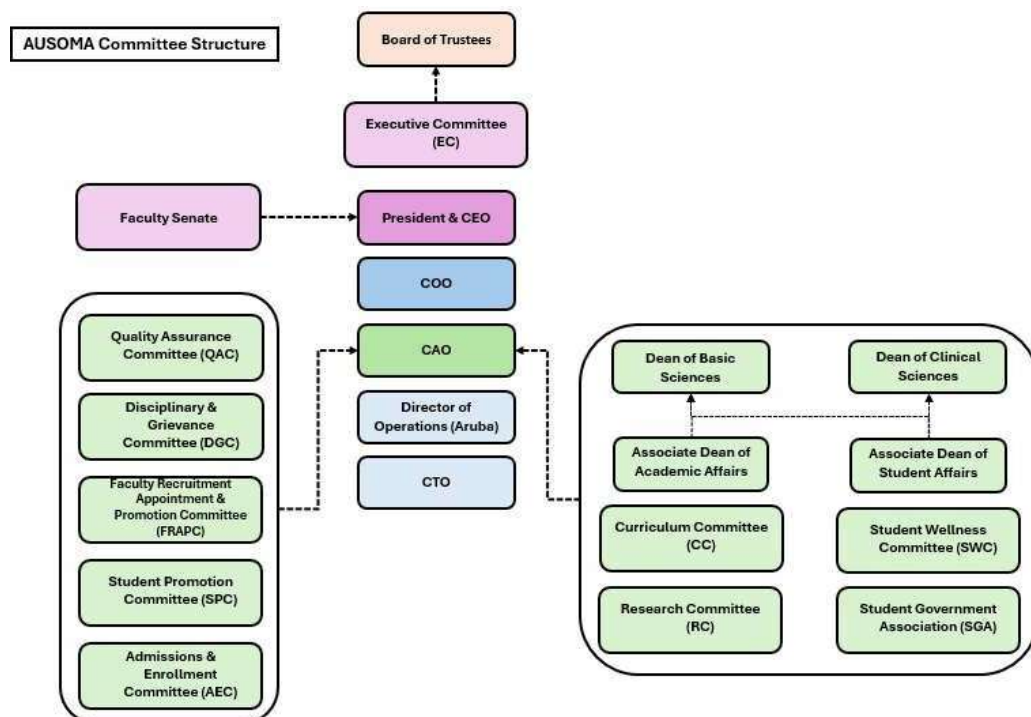
PEC 5: Medical ethics and professionalism

PEC 6: Evidence based practice and lifelong learning

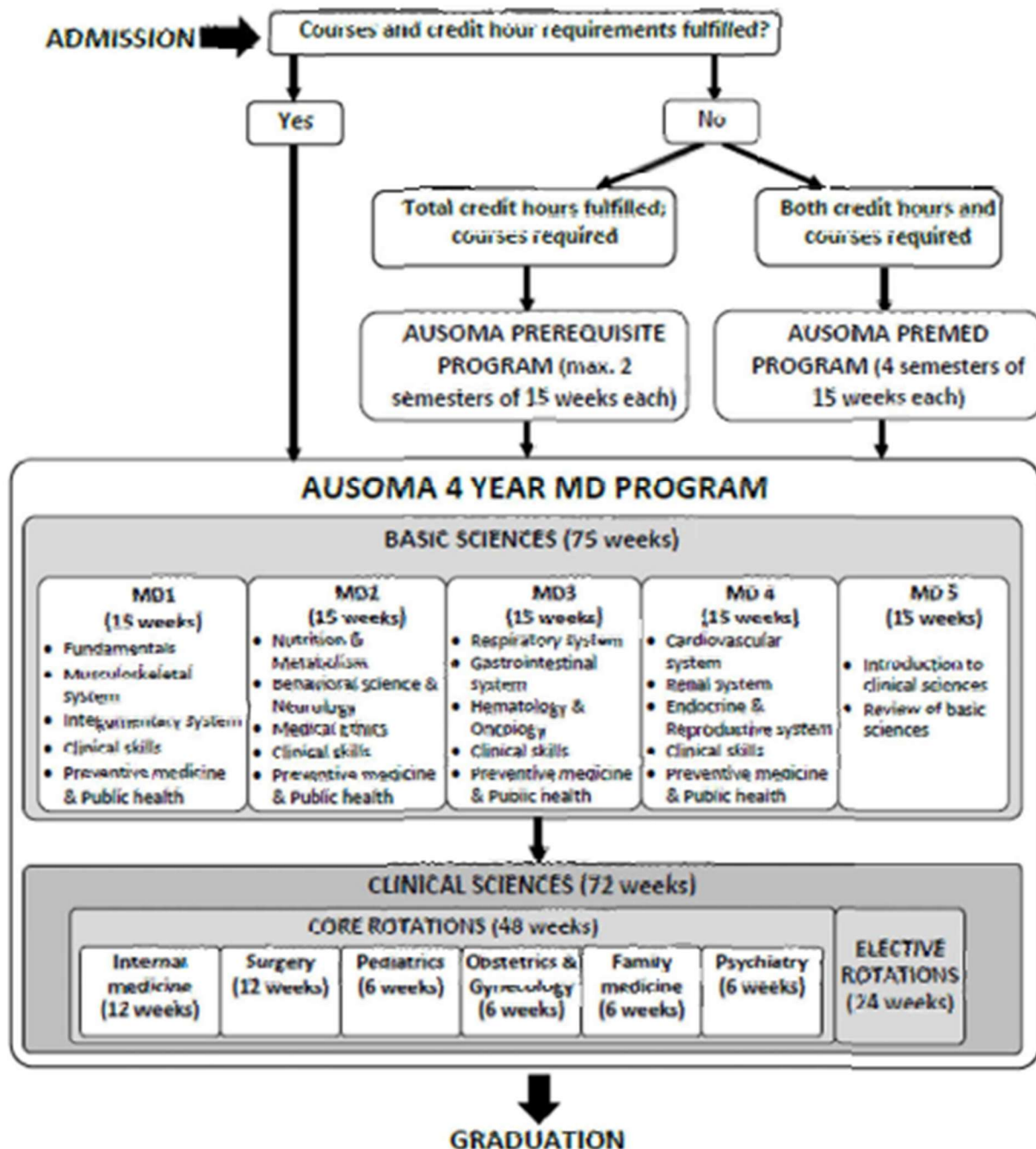
VI. AUSOMA's Organizational chart



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VII. Progression in AUSOMA from Admission to Graduation



VIII. Admission to AUSOMA

A. Admission Requirements

Admission into the AUSOMA Medical Program requires that students have a minimum of 90 University credits from an accredited US or Canadian University or equivalent. In addition, the following courses are required for admission:

- 8 credits in general biology with lab
- 8 credits in general chemistry with lab
- 8 credits in organic chemistry with lab
- 8 credits in physics with lab
- 6 credits in English
- 3 credits in mathematics

A bachelor's degree from a US or Canadian University in a science field is preferable. However, students who lack any of these requirements or who have completed these requirements in the "distant past" may apply to the Prerequisite Program and meet these requirements this way.

Practical experience in medical or health care fields, while not required, is beneficial in the admissions process.

B. Admissions Process

The first step of admission is to fill out the basic application on the "8,QQ)y" link found on the AUSOMA web site.

Please provide the following to be able to schedule an interview with the admission advisor

- Application
- \$100 Application Fee
- Personal Essay
- Resume or CV
- Official Transcripts of previous academic records
- Two references provided on the admissions application

Our Admissions Advisor will call applicant to assist with the completion of the admission process. Our Advisors can provide detailed information about our curriculum and medical program. An entrance interview will be scheduled with prospective students to discuss specific requirements and circumstances with the Admissions Advisor. The Admissions Advisor will review program details pertaining to the prospective student along with recommended courses and schedule.

All applications are first screened for the required academic criteria. Acceptance is at the sole discretion of the Admissions Committee. The Admissions Committee may require additional information and/or schedule interviews, if necessary. The Committee reserves the right to determine the applicability of any special circumstances and whether the candidate demonstrates the personal qualities characteristic of good physicians (e.g., motivation, commitment to a medical career, empathy, compassion, maturity and flexibility in dealing with problems).

All applicants who meet minimum qualifications as determined by the Admissions Office are evaluated by the Admissions Committee and are recommended for admission, recommended for placement on an admittance wait-list or are recommended for rejection. The committee may recommend students for admission into the Pre-Medical or Prerequisite programs if they lack one or more prerequisite courses. The specific courses to be taken in the Pre-Med or Prerequisite programs will be specified by the Committee.

Decision letters will be mailed no later than three weeks after the Admissions Committee has reached a decision. Students should forward their registration fees within 14 days of acceptance in order to reserve a place in the upcoming class. The seat deposit is non-refundable. Unsuccessful applicants may reapply by repeating the admissions process, but are encouraged to provide additional supporting documentation to reinforce their application.

Selection Criteria includes but is not limited to: Receipt of all documentation

- Personal statement/rationale for wishing to become a physician
- Personal Interview
- Critical Thinking Skills
- Ability to handle physical and mental challenges of the program
- Personal integrity
- Communication skills
- Academic and personal achievements

Students registering in AUSOMA Basic Science courses (i.e., during the first five semesters of study) are required to complete those courses in the prescribed time as outlined in the curriculum, unless otherwise authorized in writing by the Dean of Basic Science following advanced written request by the student to the Promotions Committee. Student performance and success are measured by achievement in each prescribed course or clinical clerkship objective. Students must achieve a passing level established by the system director/faculty of each course or clinical clerkship rotation in order to be promoted from semester to semester or rotation-to-rotation. Student performance in the Basic Sciences will be recorded as a percentage.

The Admissions Committee may require additional information and reserves the right to determine the applicability of any special circumstances and whether the candidate demonstrates the personal qualities characteristic of good physicians, for example

- motivation
- commitment to a medical career
- empathy
- compassion
- maturity and flexibility in dealing with problems

Students must be able to relate with medical professionals as well as patients of all genders, ages, races, lifestyles, sexual orientations, and cultural backgrounds, and be able to convey a sense of compassion and empathy. A student must be able to communicate clearly with and observe patients in order to elicit information, accurately describe changes in mood, activity, and posture, and be able to perceive verbal as well as nonverbal communications, including speech, reading, and writing. Medical education presents exceptional challenges in the volume and breadth of required reading and the necessity to impart information to others. Students must be able to communicate quickly, effectively, and efficiently in oral and written English with all members of their health care team.

C. Technical standards for admission and enrollment

Purpose

AUSOMA's Technical Standards define the essential non-academic abilities required of candidates for admission to, and enrolment in, the MD Program. These standards ensure that students can complete the full curriculum, participate safely in clinical education, and function competently in graduate medical education and professional practice.

The standards are intended to protect patient safety, uphold professional expectations, and ensure compliance with applicable accreditation requirements.

For purposes of this policy, "candidate" refers to both applicants to and enrolled students in the MD Program.

General Principles

Medical education requires the acquisition, integration, and application of knowledge, skills, and professional behaviors in academic and clinical environments that may involve long hours, high workload, time-sensitive decision-making, and stressful or unpredictable conditions.

All candidates must be able to complete the entire MD curriculum, including required clinical experiences, and

meet graduation competencies, with or without reasonable accommodation. An intention to pursue a non-clinical or limited-scope career does not exempt a student from any curricular requirement.

While AUSOMA considers all applicants who meet its academic and non-academic criteria and can perform the essential functions described herein, the school has an obligation to ensure the health and safety of patients, students, faculty, and staff. Individuals who pose a direct threat to themselves or others that cannot be mitigated through reasonable accommodation are not suitable for admission or continuation.

Reasonable Accommodations

Qualified candidates with disabilities may request reasonable accommodations to meet these Technical Standards. Accommodations will be provided unless they would result in a fundamental alteration of the educational program, impose an undue burden, or pose a direct threat to health or safety of the patient, self or others.

Candidates must be able to function in a **reasonably independent manner**. The use of trained intermediaries or personal aides is not permitted when such assistance substitutes for the candidate's own judgment, observation, or decision-making, particularly in clinical settings. Certain accommodations may not be feasible during clinical education.

Approval of accommodations by AUSOMA does not guarantee/ imply acceptance of similar accommodations by external clinical training sites or licensing authorities.

Essential Technical Standards

1. Observation

Candidates must be able to:

- Accurately observe, acquire, and interpret information from patients, demonstrations, simulations, laboratories, and clinical environments.
- Utilize visual, auditory, and tactile abilities, with or without accommodation, to gather clinical and scientific data.
- Rapidly assimilate and process large volumes of complex information presented in lectures, small-group settings, and clinical encounters.

2. Communication

Candidates must be able to:

- Communicate effectively, clearly, and professionally in **spoken and written English** with patients, families, faculty, staff, and members of the healthcare team.
- Obtain accurate medical histories, recognize non-verbal communication, and establish therapeutic relationships.
- Document information clearly and accurately.
- Communicate essential information promptly and unambiguously, including in emergency or time-sensitive situations.

3. Motor Function

Candidates must be able to:

- Perform essential clinical skills, including physical examination techniques (e.g., palpation, percussion, auscultation) and basic diagnostic and procedural tasks.
- Execute motor movements required for routine and emergency patient care, including cardiopulmonary resuscitation, airway management, hemorrhage control, and administration of medications.
- Demonstrate sufficient coordination, strength, endurance, and alertness to perform clinical duties safely over extended periods.

4. Intellectual-Conceptual (Integrative and Quantitative) Abilities

Candidates must be able to:

- Learn, analyze, integrate, and synthesize information from multiple sources.
- Apply critical thinking, quantitative reasoning, and problem-solving skills in academic and clinical settings.
- Perceive spatial and three-dimensional relationships relevant to medical science and patient care.
- Make timely and appropriate clinical judgments, including, under conditions of stress, fatigue, or uncertainty.

5. Behavioral and Social Attributes

Candidates must be able to:

- Demonstrate professionalism, ethical behavior, honesty, integrity, accountability, and respect for others.
- Interact effectively and compassionately with patients, families, faculty, staff, and healthcare team members from diverse backgrounds.
- Provide care to all patients without discrimination and perform required examinations regardless of personal beliefs.
- Accept constructive feedback, adapt behavior as needed, and work collaboratively as a team member or leader.
- Manage stress appropriately, recognize personal limitations, and seek assistance or supervision when necessary to ensure patient safety.
- Meet attendance requirements, deadlines, and all academic and clinical responsibilities.

Admissions Determination and Ongoing Compliance

Applicants offered admission, and enrolled students must certify that they have read, understand, and are able to meet these Technical Standards.

Candidates are evaluated on both academic performance and their ability to meet these Technical Standards. All students must satisfy AUSOMA's graduation competencies prior to award of the MD degree.

Failure to meet the Technical Standards, with or without reasonable accommodation, may result in:

- Denial of admission
- Delay in academic progression
- Removal from clinical activities
- Dismissal from the MD Program

Accommodations cannot be applied retroactively under any circumstances

Responsibility

Responsibility for meeting the Technical Standards rests with the candidate. Applicants must review and verify their ability to meet these standards during the admissions process.

If an enrolled student no longer meets the Technical Standards, the student may work with the Office of Student Affairs to determine whether reasonable accommodations could mitigate barriers. If, despite reasonable accommodation (whether utilized or not), a candidate or student's existing or acquired disability interferes with patient or peer safety or otherwise impedes the ability to complete AUSOMA's undifferentiated program and advance to graduation, residency, training, or licensure, the candidate may be denied admission or may be separated, discontinued, or dismissed from the program.

Requests for Accommodations

Applicants who seek reasonable accommodations must submit a written request to the Office of the Admissions Director, accompanied by appropriate supporting documentation, at the time of application and as part of the admissions process. Requests for accommodations submitted after the conclusion of the admissions review process, including after an admission decision has been rendered, will not be considered.

Enrolled students seeking accommodations must formally contact the Office of the Registrar and submit required documentation. Disability will not be presumed based on academic or clinical difficulty alone.

Requests should be made prior to matriculation or within the first two weeks of the relevant semester. Time for documentation review and arrangement of accommodation(s) is necessary and may take up to six weeks.

Accommodations are not applied retroactively under any circumstances.

See **Appendix P** for Technical Standards Acknowledgement Form required to be submitted by all applicants.

D. Deferment of Admission

Students may request to defer their admission to a subsequent semester. This is limited to no more than the next two semesters. Those who do not begin enrollment during that period are considered to have deactivated their applications and must re-apply for admission. Requests for deferral must be made to the Office of the Registrar not later than 10 working days prior to the 1st day of Orientation and must include the required seat deposit. Requests for deferral must include the reason for deferral and may be declined.

E. Readmittance

Students who are dismissed will not be considered for readmittance.

F. For candidates outside US/Canada and non-English speaking countries

1. Applicants (either new or transfer applicants) who have completed coursework outside the U.S. or Canada must have their course work evaluated on a course-by-course basis. If transcripts are not in English, a professional translation must be provided.
2. Applicants whose native language is not English must submit results from one of the following:
Test of English as a Foreign Language (TOEFL). The applicant must have earned a TOEFL score of at least 80.
IELTS -The applicant must have earned a minimum score of 6.5.
Cambridge CI Advanced/ C2 Proficiency- The applicant must have earned a minimum score of 180.
Duolingo - The applicant must have earned a minimum score of 105.

G. Transferring into the Basic Science Program

Students may transfer into the AUSOMA Basic Science program at any stage of Basic Sciences training. The exact courses for which transfer credit may be awarded will be determined on a case-by-case basis by the Admissions committee at the time of admission assessment. In general, the following policies apply for transfer credits

1. Students may transfer into the AUSOMA Basic Science program from a previous institute with subject based curriculum or system-based curriculum
2. Follow previously stated application process. All transfer applications will be reviewed by the Admissions Committee.
3. Transfer must be from a medical school registered with the World Directory of medical schools at the time of transfer with a current Sponsor Note stating that the school is accepted by ECFMG.
4. Students must be in good standing with all previous institutions, academically and financially.
5. Credits will only be transferred from ONE medical institution. If transferring credits from multiple schools, only the first institution's credits will be valid.
6. All transfers beyond MD4 must enroll with AUSOMA at MOS and complete our last term and all rotations (72 weeks) under AUSOMA instruction.
7. AUSOMA adheres to a policy of a maximum of 5 years of validity for credits earned in an earlier institute to transfer to AUSOMA. Exceptional cases can be evaluated by the admission committee on case per case basis
8. Applicant is responsible for compliance with all rules and regulations concerning local government, state and licensing authorities while transferring to AUSOMA.

H. Transferring into the Clinical Science Program

Only applicants who have passed USMLE step 1 successfully are allowed to transfer into clinical science program. All transferees into clinical science program are required to complete a minimum of 54 weeks of rotations at AUSOMA: 30 weeks of core and 24 weeks of electives. A maximum of 18 weeks of approved clinical rotations will be accepted as transfer credits for rotations from previous institution.

A transfer to the clinical sciences (electives only) is accepted only in rare special circumstances and students must meet strict academic criteria which include but are not limited to:

1. Excellent academic record in the previous institute as reflected in the transcripts
2. Previous experience of clinical rotations (partial or complete) with good academic record as reflected in the transcript
3. Commendable performance in the admission interview as noted by the AUSOMA interviewer

IX. Financial information

A. Tuition & Fee Schedule

Note: All fees are listed in USO and are subject to change. Please refer to the most up-to-date fee schedule at www.ausoma.org.

One-Time Fees

Fee Description	Amount	Notes
Application Fee	\$100	Nonrefundable
Registration Fee	\$1,000	One-time, upon admission, nonrefundable
Graduation Fee	\$1,000	Applied during the final semester
Official Transcript Fee	\$50	Per transcript
Readmittance Fee	\$500	Applies if re-enrolling after withdrawal
School ID Replacement	\$50	Per replacement
Student Visa Processing Fee	\$350	Nonrefundable

Tuition Fees

• Premedical Sciences

Item	Amount
Full-time Tuition (12+ credits)	\$4,500 / semester (4 semesters)
Per Credit (under 12 credits)	\$250 / credit

Basic Medical Sciences

Item	Amount
MDI (Includes USMLE Step 1 Board Review Access)	\$8,199
MD2 - MD4	\$7,200 / semester
MOS	\$7,500
Per Credit (under 12 credits)	\$350 / credit

• Clinical Medical Sciences

Item	Amount
Tuition	\$10,000 / semester (6 semesters)

Examination & Review Fees

Fee Description	Amount
USMLE Step 1 Board Review Access	\$999
Retake/Make-up Exam - Premed	\$300 / exam
Retake/Make-up Exam - MD	\$500 / exam
NBME CBSE/CCSE (Comprehensive Exams)	\$250 / exam
NBME Shelf Exams (Clinical Rotations)	\$150 / rotation

Other Fees

Fee Description	Amount
Payment Plan Processing Fee	\$250 / semester
Malpractice Insurance (Clinical Sciences)	\$1,200 (36 weeks)
Health Insurance	Varies by age-Contact Admissions
Late Tuition Payment Fee	\$250 (after first week of classes)
Leave of Absence Extension Fee	\$500 / month (after 4 months)

Transaction Fees

Fee Description	Amount
Credit/Debit Card Processing Fee	3% per transaction
Credit Card Decline Fee	\$100
Returned Check (NSF) Fee	\$100

Disclaimer

Tuition and fees are subject to change at the discretion of the AUSOMA administration. Students are responsible for staying informed of current rates by checking the official website: www.ausoma.org. Additional charges may apply for late payments.

B. Scholarships & Grants

To recognize academic excellence, the following scholarships are awarded to AUSOMA students (in the form of a concession to tuition fees as specified below and <https://ausoma.org/scholarships/>)

- **Dean's academic scholarship**-tuition reduction of 20% USD (External GPA of ≥ 3.6 or Dean's discretion)
- **Academic scholarship** (for students registering for Premedical program and MD 1-4); tuition reduction of 20% USD (Internal GPA of 3.6 and above)
- **The Aruban Student Institutional Scholarship** reflects AUSOMA's commitment to supporting the development of Aruba's future physician workforce and strengthening local healthcare capacity. This scholarship is designed to increase access to medical education for qualified Aruban students while maintaining the academic rigor and standards of the MD program.
 - Award Value: An institutional tuition award with an estimated total value in excess of \$20,000 USD, applied as a tuition credit across the Premedical Program and MD Basic Sciences curriculum.
 - Available to qualified Aruban students
 - Applicable to the Premedical Program and MD Semesters 1 through 5.
 - Additional information: Scholarship awards are contingent upon enrollment status, academic progress, and institutional policies.
- **MCAT scholarship** (these criteria are only for initiating the scholarship)
 - tuition reduction of 50% USD scholarship through basic science courses
 - MCAT Score 500 and above
 - GPA 3.7+
 - If the GPA drops below this level, the scholarship cannot be reinstated.
- **GRE scholarship** - tuition reduction of 50% USD scholarship through basic sciences
 - Undergraduate GPA of 3.5+
 - Overall GRE score of 320+
 - Quantitative: 160+
 - Verbal: 160+
 - Analytic: 4.5+

Scholarship values are estimates provided for informational purposes only. Final award amounts are specified in individual offer letters and may vary based on tuition in effect at the time of enrollment.

The Registrar will confirm the student's GPA each semester to Finance.

C. Payment Plan

AUSOMA offers a structured monthly payment plan for Basic Sciences students to assist with managing tuition and fee payments. Under this plan, total tuition and fees are divided into four scheduled payments per semester. This plan is facilitated through a third-party financial services provider, TFC Tuition Financing.

Basic Sciences Payment Plan

- The payment plan is available for students enrolled from Pre-Med 1 through MD-4.
- A **\$250 administrative processing fee** is applied each semester.
- Payments are managed directly through TFC Tuition Financing.

MD-5 Semester Payment Plan

- For students enrolled in MD-5, a modified payment plan is available.
- Tuition and fees for MD-5 are divided into two payments, plus a \$250 processing fee.

MDI-Loan Provider

AUSOMA offers student loans to students at all levels through ZuntaFi. Following are the criteria and terms for the Tiers of ZuntaFi loans:

Tier 1

- Criteria
- Credit score of 680+ of applicant or co-applicant
- Loan amount 50% tuition only

Tier 2

- Criteria
- Credit score of 600-679 of applicant or co-applicant
- GPA 3.0+ and must maintain a 3.0 GPA
- Loan amount 50% tuition only

Terms and benefits (for both tiers)

- 0% interest while in school
- Deferred payments
- No origination fee
- Option to defer loan payments during school and grace periods
- Receive a 0.25% rate discount for payments made via automatic debit
- Interest rate after graduation 8%.
- Additional terms to be determined by credit rating.

TFC Tuition Line of Credit

AUSOMA has partnered with **TFC Tuition Financing** to offer a Line of Credit (LOC) option that covers tuition and fees for both Basic Sciences and Clinical Sciences. This program provides a fixed monthly payment plan based on the amount used.

Key Features:

- Credit limit of up to **\$115,000**
- Fixed interest rate of **9.75%**, applied only to the amount disbursed
- Monthly payments range from **\$500 to \$1,500**, depending on usage
- **No prepayment penalties**
- **Online account management** is available through TFC Tuition

Terms:

- Interest is applied to any outstanding balance.
- Monthly payments are required during enrollment.
- Upon completion of the medical program, payments are **automatically deferred for 6 months**.
- Students will have **6 to 8 years** to repay any remaining balance after graduation.

Application Process

Students may apply for the Line of Credit through the AUSOMA Prequalification Application:

[Apply Here](#)

Once approved, tuition and fees are billed each semester and managed through the student's TFC Tuition portal.

Eligibility Requirements

To be considered for the payment plan or line of credit, students must meet the following criteria:

- Maintain good academic standing (based on GPA, MCAT scores, and academic progression)
- Documented patient care experience (e.g., clinical shadowing, volunteer service)
- Minimum credit score of **600**

For additional information or support, students are encouraged to contact the **AUSOMA Financial Aid Office**.

E. Tuition Refund

- Before the start of program: 100% (less the application fee, registration fee and any other applicable non-refundable fees)
- After the start of a program: minimum pro-rated refund (less the application fee, registration fee, board review fees and any other applicable non-refundable fees)

Students must satisfy their balance or have a payment plan setup (\$250 fee) before the first day of classes. All students who have not arranged for the same will have their acceptance or registration retracted. Students who are over one week past due on balances will be placed on administrative hold.

F. Financial obligation

All students are required to pay full tuition fees and related expenses when they register based on established due dates as listed in the Student Handbook. A student has not officially completed registration until all tuition requirements and applicable fees have been paid or payment plan contract has been signed.

Failure to meet financial obligations as scheduled may result in the following penalties:

- Acceptance will be retracted
- Students who have a balance past due by more than one week will be removed from classes and be unregistered.
- Participation in exams will not be allowed.
- Late payment fees may be applied.
- Administrative hold on any future registration until debt is settled.
- Academic records will be held. This includes final grade reports, transcripts and access to grades.
- Participation in the graduation ceremony will not be allowed, and the degree will be held until debt is settled.

The University reserves the right to withhold statements, grade reports, transcripts, diplomas, etc., until all indebtedness to the University has been discharged. No student will be allowed to register if prior balances have not been satisfied.

G. Financial Literacy

Financial literacy is the ability to understand and apply financial knowledge that empowers people to implement the most effective and successful money management practices. This knowledge is crucial for both personal and professional development and is a major factor in achieving success.

Here at AUSOMA, we believe that financial literacy is key to achieving success in both personal and professional life. That's why we wanted to create a program that would educate and equip our students with the tools and knowledge needed to make sound financial decisions. Our program covers a wide range of financial literacy topics to ensure that our students are properly educated and have the knowledge, mind, and skills set to be successful. This information can be found on the school's website at <https://ausoma.org/financial-literacy/>. Students are required to participate in annual sessions.

H. Student Orientation

All incoming and returning students are required to register for and attend orientation prior to the first day of class.

New incoming students attend orientation and activities relating to academic and personal advisement prior to the first day of class. During Administrative Orientation, the AUSOMA Admin Team will assist students with course registration, immigration, student kit purchases, and other necessary pre-term tasks. Additionally, the AUSOMA IT Department will be conducting campus IT overview sessions as well as registering students' laptops for Wi-Fi, class notes, and printer access.

Returning students will have to come on Orientation Day to register for their classes and review any missing documents so that they will be able to attend the correct systems/courses for the semester. Students will not be able to attend any lectures until this process is completed, and missing this day will count against the mandatory attendance policy.

AUSOMA Educational Program

The AUSOMA educational program is a full-time program that groups 4 academic years of medical education into 42 months of training, board review time, and in-between semester breaks, without compromising the total number of hours required to graduate from AUSOMA. The 4 Year MD Program is composed of 19 months of basic science courses, followed by 18 months of clinical opportunities. Students are eligible for clinical rotations after successfully passing the USMLE Step 1. All such students are guaranteed clinical rotations at our affiliated hospitals throughout the USA, UK, and other sites. As we are always looking to sign new hospital affiliation agreements, please refer to the school website for the current affiliated hospital list under clinical sites. The curriculum has sufficient flexibility for students to do extensive research, pursue advanced degrees, participate in special clinical rotation tracks, or explore other avenues of professional growth. The progression of courses/ clerkships through the educational program is shown below:

A. MD Program- Basic Sciences

The 19 months of basic sciences are distributed across 5 semesters and include 11 organ systems (11 courses), Medical ethics course module, 4 course modules of Clinical skills training, 4 course modules of Preventive medicine, and are combined with Clinical Board Series utilizing patient and physician educators to maximize the experience for each student. Each semester runs for 15 weeks. The details are presented below:

Basic Science Curriculum (15 weeks/ semester)

MD-1 semester (28 Credit Hours)

MD 1001: Foundational Principles of Basic Sciences	13 Credit Hours
MD 1002: Musculoskeletal System	8 Credit Hours
MD 1003: Integumentary system	2 Credit Hours
MD 1004: Clinical Skills-1	2 Credit Hours
MD 1005: Preventive Medicine, Public Health, and Quality Health Parameters	3 Credit Hours

MD-2 semester (27 Credit Hours)

MD 2006: Nutrition and Metabolism	6 Credit Hours
MD 2007: Behavioral Sciences and Neurology	13 Credit Hours
MD 2008: Medical Ethics	2 Credit Hours
MD 2009: Clinical Skills-2	2 Credit Hours
MD 2010: Preventive Medicine, Public Health, and Quality Health Parameters	4 Credit Hours

MD-3 semester (28 credit Hours)

MD 3011: Respiratory System	9 Credit Hours
MD 3012: Gastrointestinal system	9 Credit Hours
MD 3016: Hematology and Immunology	4 Credit Hours
MD 3014: Clinical Skills-3	2 Credit Hours
MD 3015: Preventive Medicine, Public Health, and Quality Health Parameters	4 Credit Hours

MD-4 semester (30 credit Hours)

MD 4016: Cardiovascular System	10 Credit Hours
MD 4017: Renal System	4 Credit Hours
MD 4018: Endocrine and Reproductive System	10 Credit Hours
MD 4019: Clinical Skills-4	2 Credit Hours
MD 4020: Preventive Medicine, Public Health, and Quality Health Parameters	4 Credit Hours

MD-5 semester (27 Credit Hours)

MD 5021: Introduction to Clinical Medicine	12 Credit Hours
MD 5022: Review of Basic Sciences	15 Credit Hours

B. MD Program - Clinical Sciences

The Clinical Sciences & Rotations portion of the program prepares students to deal directly with patients in real-world environments. The AUSOMA Staff will work directly with students to assist full advantage of clinical rotations and placement in residency positions.

CC 1012 Internal Medicine (12 Weeks) Students are exposed to adult patients with a variety of disease processes. Objective components emphasized are medical history taking, physical examination skills, case presentation, differential diagnosis of disease processes, and development of a strong foundation of internal medicine knowledge. Student evaluation is based on the Clinical Component-75% subjective, 25% NBME Shelf Exam, 5% internal assessment (includes attendance, assigned clinical education completion, such as AMBOSS). Students must score ≥ 60 on the shelf exam for each core rotation, or they will not pass the rotation.

CC 2012 General Surgery (12 Weeks) Overall goal is to give broad exposure to surgery and understanding of the medicine of surgery. It will not serve as a comprehensive course in surgery, but rather a foundation for the role surgery plays in the care of the hospitalized patient. Students will develop an understanding of the common surgical diseases, as well as develop a framework for self-study. In addition, basic manual skills such as suturing and knot tying will be emphasized. Student evaluation is based on the Clinical Component - 75% subjective, 25% NBME Shelf Exam, 5% internal assessment (includes attendance, assigned clinical education completion, such as AMBOSS). Students must score ≥ 60 on the shelf exam for each core rotation, or they will not pass the rotation.

CC 1006 Pediatrics {6 Weeks}. Designed to introduce core principles and become familiar with common illnesses of pediatrics, common causes of death in childhood, normal growth and development, concepts of family-centered care, and variations in the immunology, biochemistry, pathology, and physiology that occur as a child ages. Student evaluation is based on the Clinical Component - 75% subjective, 25% NBME Shelf Exam, 5% internal assessment (includes attendance, assigned clinical education completion, such as AMBOSS). Students must score ≥ 60 on the shelf exam for each core rotation, or they will not pass the rotation.

CC 2006 Obstetrics/ Gynecology {6 Weeks}. Provides a foundation of knowledge and skills through exposure to normal and pathological conditions associated with the female reproductive organs, such as menstruation, conception, and pregnancy. Broader concepts of primary care for women with emphasis on preventive care and periodic screening will also be covered. Student evaluation is based on the Clinical Component - 75% subjective, 25% NBME Shelf Exam, 5% internal assessment (includes attendance, assigned clinical education completion, such as AMBOSS). Students must score ≥ 60 on the shelf exam for each core rotation, or they will not pass the rotation.

CC 4006 Family Medicine {6 Weeks}. Strengthen basic skills such as interviewing, history taking, physical examination, and physical diagnosis. The assessment and management of both routine and complicated medical conditions will be integrated with the application of the principles of quality, cost-effective health care, patient education, and health promotion. Student evaluation is based on the Clinical Component - 75% subjective, 25% NBME Shelf Exam, 5% internal assessment (includes attendance, assigned clinical education completion, such as AMBOSS). Students must score ≥ 60 on the shelf exam for each core rotation, or they will not pass the rotation.

CC 3006 Psychiatry {6 Weeks}. Emphasis on major psychiatric syndromes. Students will work on a multidisciplinary team and are required to be able to employ the bio-psycho-socio-cultural model of assessments and treatments of patients with psychiatric illness. Student evaluation is based on the Clinical Component - 75% subjective, 25% NBME Shelf Exam, 5% internal assessment (includes attendance, assigned clinical education completion, such as AMBOSS). Students must score ≥ 60 on the shelf exam for each core rotation, or they will not pass the rotation.

Elective Rotations - Student's Choice {24 Weeks}. Students can choose their specialty of interest from a list of specialties such as Anesthesiology, Dermatology, Gastroenterology, Immunology, Nephrology, Oncology, Rheumatology, Cardiology, Emergency medicine, Hematology, Infectious diseases, Neurology, and Pulmonary.

C. Pre-Medical Program

The curriculum of the American University School of Medicine Aruba, is designed to be highly integrative and clinically based for the student to learn the art and science of medicine, and effectively apply their knowledge in all primary care residencies. Our programs are designed to prepare students to be knowledgeable, skillful, compassionate, and dutiful physicians.

A rewarding program for those who have little doubt about the career path they have chosen. Six traditional college semesters are packed into four accelerated semesters of pre-medical studies. The initial stages of the 5 Year MD Program will fully prepare medical students for their pre-clinical studies. High school graduates with scholastic achievements that will permit them to be accepted into this program tend to enter residency and graduate to practice medicine by the age of 26. As a matter of fact, most of AUSOMA's 5 Year MD Program students will benefit from the number of years they will save by not having to secure their position as a medical student by first completing a bachelor's or a master's degree. In addition, once completed, the pre-med courses at AUSOMA will allow graduates to become qualified candidates for medical licensure.

Semester 1 (26 Credits)

- PM1108. General Biology I
- PM1208. General Chemistry
- PM1304. Pre-calculus Math
- PM1403. English

Semester 2 (22 Credits)

- PM2108. Basic Anatomy and Physiology
- PM2208. Organic Chemistry
- PM2308. Physics

Semester 3 (22 Credits)

- PM3107. Introduction to Histology
- PM3204. Behavioral Sciences
- PM3306. Introduction to Biochemistry
- PM3404. Biostatistics
- PM3503. Introduction to Microbiology

Semester 4 (23 Credits)

- PM4108. Introduction to Anatomy
- PM4208. Introduction to Physiology
- PM4303. Introduction to Immunology
- PM4502. Introduction to Physical Diagnosis
- PM4602. Medical Terminology

D. Prerequisite Program

The American University School of Medicine Aruba offers prerequisite science courses for applicants who have at least 90 credit hours from an accredited university but who are deficient in one or more of these courses. Applicants are first admitted into the Prerequisite Program, and, upon successful completion of all Prerequisite Program requirements, applicants are automatically admitted into the Medical Program of AUSOMA in the absence of academic, disciplinary, or behavioral issues on their record or in their student files. In this case, the University Admission Committee will evaluate the applicant for admission into the Medical Program. The complete list of Prerequisite courses can be completed in under 8 months. A student may enroll in up to 22 credit hours of Prerequisite courses per semester with the advice and consent of the Admissions Committee.

Prerequisite science courses are taught in Aruba by medical school faculty and will satisfy the entrance requirements for science prerequisite courses. All pre-medical or prerequisite courses must be separated from the Basic Science courses. No prerequisite or pre-medical course can be the same course as in the Basic Sciences program.

Please contact the Admissions Office for additional program details. The Admissions Committee will place students in only those courses required to complete their prerequisites or for which there is a grade of D or F, or for which the grade is more than 5 years old.

XII. Academic Policies and Procedures

A. Policies on classroom and classroom-related activities

1. Class Attendance Policy

Lectures begin on the hour and typically run for 1 hour and 40 minutes. Each lecture includes a 10-minute break after the first 50 minutes. The session ends 10 minutes before the next lecture to allow a second break before the next lecture begins.

AUSOMA expects students to attend all classes and actively participate in all course activities, but recognizes that absences are sometimes unavoidable. Attendance is essential for academic progress and professional development. Students are required to attend at least 90% of all scheduled classes and course activities to meet the minimum course requirements. No distinction is made between excused and unexcused absences under this policy.

In exceptional cases, students may be granted an additional 10% allowance-bringing the minimum requirement to 80%-for documented medical reasons or bereavement, subject to prior approval by the Office of Student Affairs.

Attendance is recorded during each class session. Students who arrive 10 minutes late or leave 10 minutes early will be marked absent for the entire lecture. Students arriving after roll call must notify the instructor after class to ensure their attendance is recorded. Habitual or disruptive lateness may also result in being marked absent at the instructor's discretion. Students arriving late for a quiz or exam will not be given additional time.

If a student's attendance falls below 90%, they will not be allowed to sit for the final examination and will receive a grade of FAILED for that course. The student must repeat the course in the next semester and achieve at least 95% attendance to pass. If a student fails a course due to insufficient attendance, they will not be permitted to retake the exam. Instead, the student must re-register and repeat the entire course in a subsequent semester.

2. Student conduct and discipline in classroom

Students must become informed of University policies and rules, and abide by them at all times. University policies, rules, and regulations are made with the view of protecting the best interests of the individual, the general welfare of the entire student body, and the University's educational objectives. Behaviors judged unprofessional, unethical, dishonest, illegal, threatening, or dangerous may be considered examples of misconduct.

Students should address faculty members and staff using their appropriate title (e.g., Dr/Prof/Mr/Mrs), whether in or out of class. Addressing faculty or staff by their first name without permission is considered inappropriate and unprofessional, and does not reflect the respect expected in an academic environment

Bringing food into the classroom is not allowed. Water bottles are permissible, but other drinks, such as coffee or soft drinks, are not allowed unless in a closed container to prevent spills. Exceptions will be made for special occasions (e.g., noon-time lectures, meetings, parties) as long as arrangements are made for proper cleanup after the event.

Any type of photography such as still pictures, video and film recorded or broadcast by any means including storage by electronic media, which occurs in or around the facilities of AUSOMA is permitted as long as it is not used for commercial purposes and that it does not interfere with the educational, scholarly or administrative functions of the institution, or impair any individual's right to privacy. This procedure applies to all visitors, faculty, staff, and students. Pictures are not for publication or public distribution unless approved by the Dean of Basic Science. Photography of human specimens or cadavers is strictly forbidden. Recording of lecture sessions on campus or online is strictly prohibited.

The use of the Internet and cellphones by students for personal or non-class-related purposes during lectures is considered unprofessional and a violation of the student code of conduct. Such use distracts from the learning environment and undermines academic focus. Faculty members may therefore choose to restrict or prohibit Internet access and cellphone use during their classes. Students are expected to keep their devices on silent mode and out of sight, unless explicitly permitted for academic activities related to the class.

The Deans handle disciplinary referrals. The Grievance Committee will conduct an investigation and may then administer the necessary remedies or refer the case for a formal hearing. When it is determined that a disciplinary violation has occurred, the Committee can recommend remedies ranging from a written warning to suspension or dismissal from the University.

3. Dress code for AUSOMA students:

AUSOMA students are expected to maintain standards of attire and modesty consistent with professional expectations in a medical environment. For these reasons, students are expected to adhere to an established dress code.

Clothing should be neat, clean, and relatively free of a tattered and worn look. Shoes or sandals, but not flip-flops, are required to be worn on campus. Tight or form-fitting attire (such as leggings) and garments designed as underwear or sleepwear should not be worn as outerwear. Undergarments should not be visible. Shorts are not allowed. Clothing that is unusual or displays material inconsistent with a medical and professional environment are not allowed. Personal hygiene should reflect cleanliness and neatness. Hair should be neat, clean, and free of extreme styles.

WOMEN: Clothing must not be low-cut and may not reveal cleavage or the midriff. Halter tops are not permitted. Visible piercing is limited to the wearing of earrings and a small nose stud or ring.

MEN: Shirts must always be worn. Tank tops and body shirts are limited to athletic environments only. Caps, hats and do-rags are not permitted in classes or inside academic buildings. Visible piercing is limited to the earlobes and the wearing of small earrings or studs.

4. Student Code of Professionalism

The American University School of Medicine Aruba Code of Professionalism strives to enrich the lives of others by educating students to become excellent patient care providers. A University, like any community, must have regulations and/or standards by which its members abide. It is not possible to formulate a rule for every behavior. Consequently, only certain types of behavior are described herein. However, any behavior that endangers the general well-being of others can be considered a violation of the Code of Professionalism. The university expects all students to live in manner that is above reproach.

Paramount is the maintenance of integrity. Any student found guilty of dishonesty in any phase of academic work will be subject to appropriate disciplinary action. Examples include, but are not limited to:

- Cheating- including but not limited to possession of unauthorized exam materials and unauthorized dissemination of exam materials, conspiracy to cheat, or any similar practice.
- Plagiarism
- Theft
- Destruction of property
- Violation of local Aruban law
- Unauthorized or inappropriate use of cadaver materials
- Violence or threats of violence
- Unauthorized entry
- Abuse of university facilities
- Breach of computer security
- Committing any act that endangers the safety of others
- Making false statements
- Forgery of any university document
- Use of abusive or vulgar language
- Possession of ammunition, firearms, or other illegal weapons on university property
- Falsifying data or information
- Bribery
- Bullying
- Disrespect towards faculty, staff, or peers

Students who are accused of breaches of the Code of Professionalism will be reported to the Dean, who will then determine if the alleged behavior has sufficient merit to justify the formation of a Disciplinary committee. A Disciplinary Committee will then be convened to hear the evidence for the alleged misconduct and will recommend appropriate actions against the student. The action recommended by the Committee may range up to dismissal from the University.

5. Withdrawal from Classes

If a student withdraws from a course before the end of the second week of the semester, the withdrawal will not be listed on the transcript, and will receive a tuition refund as per school policy. Although the application fee and the registration fee are both nonrefundable, AUSOMA offers tuition refunds, as follows:

- Before the start of the program: 100% (less the application fee, registration fee, and any other applicable non-refundable fees)
- After the start of a program: a minimum pro rate refund (less the application fee, registration fee, board review fees, and any other applicable non-refundable fees)

Students withdrawing from a course after the end of the second week of classes (last day of withdrawal as per the academic calendar) will receive a grade of "W" for that course and get a tuition refund as per school policy. If a student withdraws from a course after the first block examination, they will receive a WP if they are passing the course or a WF if they are failing the course. Any student who fails or withdraws from a course will be required to repeat that course the next semester in which he/she is registered. If a student withdraws from a course after the 10th week, a grade of F will be recorded.

6. Leave of absence

The AUSOMA educational program is a full-time 4/5-year program. ***Any time of break during or in between semesters or clerkships beyond 30 days requires mandatory approved leave of absence. Unauthorized leave of absence beyond 30 days will be subject to academic dismissal. It is the student's responsibility to maintain an active status or approved LOA status during the entire course of the program.***

Emergency/medical leave of absence: Students may have unavoidable, non-academic reasons for interrupting their enrollment during a semester. With the approval of the CAO, a student may be temporarily excused from classes during a semester due to documented emergency circumstances, such as severe illness or major injury to the student himself, or a similar emergency or death in the student's immediate family. Such a brief absence, wherein a student intends to (and can) return within two weeks to complete all coursework for that semester and remain within the 80% attendance rule, constitutes an emergency absence and has no effect on the student's enrollment status. Documentation of the emergency is required. A student who finds it impossible to return from an emergency absence within two weeks may request an academic or medical leave of absence extending for the remainder of the semester. The interrupted semester will not be counted when determining time limits for satisfactory academic progress. Failure to request a leave of absence will result in administrative withdrawal. The student will be shown as "Withdraw fail" in the transcript for that semester and must reapply to the program if he/she wishes to return to the program.

Academic leave of absence: Basic Science: A student who needs a long break between semesters for personal reasons may request an academic leave of absence, outlined as follows. As a general policy, an academic leave of absence will be granted for only one semester (15 weeks), and the student must return in the following semester. An academic leave of absence can begin only after the completion of a semester, and the student must return at the beginning of the next semester following the completion of the student's academic leave of absence. An academic leave of absence must be requested in writing, stating specific reasons and return date, and must be approved by the CAO.

Academic leave of absence: Clinical science: During the Clinical clerkship phase, an academic leave of absence for personal reasons can be taken at the end of a clinical segment or clerkship but not while the clerkship is in progress and the student must return to resume clinical clerkships at the time specified. As a general policy, an academic leave of absence will be granted for only one semester (12 weeks), and the student must return in the following semester. An academic leave of absence must be requested in writing, stating specific reasons and return date, and must be approved by the CAO.

Leave of absence for exam preparation: (revised 12/2025) A student who has completed the five (5) semesters of Basic Science coursework (MD5) may request a Leave of Absence (LOA) to prepare for and complete the NBME CBSE and the USMLE Step 1 examinations. • Students may apply for up to three (3) consecutive LOAs of four (4) months each, for a total allowable duration of twelve (12) months; • The first LOA is approved without fee; subsequent LOAs beyond the initial four months are subject to a \$500 monthly continuation fee; • Students are encouraged—but not required—to take the first CBSE attempt within sixty (60) days of completing MD5; • By the end of the third LOA (12th month), students must have successfully passed both the CBSE ($\geq 65\%$) and Step 1 examinations or submit a petition to the Student Promotions Committee (SPC) for further review; • The SPC *may* approve an additional four-month LOA, or mandate repetition of MD5, or recommend dismissal depending on academic progress and justification; • Any LOA exceeding twelve months without SPC approval constitutes grounds for academic dismissal; • All LOA requests must be submitted in writing, specifying reason, exam plan, and return date, and must receive CAO approval before the start of the leave period.

Return from an authorized leave of absence: All students returning from an authorized absence must pursue the curriculum then in effect. They are subject to all policies that are in force at that time and must pay the current tuition fees. Similarly, students who defer their enrollment or are readmitted or reinstated to the University after any period of absence are also subject to all policies, tuition and fees then in effect.

Unauthorized leave of absence: Except for approved absences outlined above, students who leave between semesters/clerkships, between passing basic sciences and starting clinical sciences, during a semester or a scheduled clinical clerkship are considered to be on unauthorized leave of absence and will be academically withdrawn. Students on unauthorized leave of absence are not eligible for financial aid, letters of enrollment or completion of deferment request forms by the Department of Financial Aid. The student will be shown as "Withdraw fail" in the transcript for that semester and must reapply to the program if he/she wishes to return to the program. The past performance of these students will be reviewed by the CAO to determine whether they can be readmitted and, if so, under what conditions, including academic probation.

B. Examination policies and procedures

1. General guidelines

- Final Examinations are held according to the published examination schedule.
- No student shall be obliged to take more than two final examinations on the same day, in courses where there is (are) regularly scheduled lab period(s), the combined lecture examination and laboratory examination are counted as one examination
- Faculty members are not permitted to give a final examination prior to or after the Dean's scheduled date and time, or in a different location than that approved by the Dean of Basic Science
- Students are not exempt from any final examination.
- Any change in time or location from the published schedule requires prior approval by the Dean of Basic Science

2. Exam Attendance Policy

If a student misses a scheduled block examination for reasons deemed valid by the academic office, he/she will be permitted to write a makeup examination for full credit or given a prorated score provided that the student submits a valid document of evidence (Eg. Certified medical statement from a hospital physician) to the Dean of Basic Sciences.

Students who know in advance that they will be absent from an exam due to an emergency (e.g., a death in the family necessitating departure from the island) must submit a letter to the Dean of Basic Sciences explaining in detail the nature of the emergency and the justification for missing the exams). Evidence of the emergency (e.g., a copy of the family member's death certificate/ an email of condolence/ a letter of notification of the death to near and dear ones, etc) may be requested.

Students who unexpectedly miss an examination (e.g., due to the onset of a serious illness) must make every effort to notify the Dean of their illness as soon as possible. At the earliest possible time, the student must provide documentation of the seriousness of their condition (e.g., a note from the local physician documenting an emergency visit, etc.). If a missed exam is excused, a Dean will inform the relevant system chair in writing. Until the system chair receives a note from a Dean stating otherwise, the absence will be considered unexcused, and the student will receive a zero for the missed exam.

Students who arrive more than 5 minutes after the exam has started will not be allowed to take the examination and will be sent to the Dean's office.

3. Examination Content

Match your test questions to your objectives for each lecture.

Consequently, Professors must create examinations that fairly, adequately and accurately test important material from their course. Exam question must derive from the specific learning objectives that faculty members developed for their lectures.

- Test questions should be of sufficient complexity and appropriate style to prepare students for the USMLE and for professional medical practice.
- Tests should not be too easy such that grades misrepresent students' actual knowledge level.

4. Time Schedule

- *Regular Exams (i.e., Block Exams).*

Exams are typically held during the same time slot as the lectures for the course. Block examinations may NOT be given on any other day than those listed in the approved examination schedule, unless approved by the Dean. Professors are not free to change the time of day of their exams on a particular date. Under rare circumstances when a change is necessary, a re-scheduling may occur only with prior approval by the Dean.

- *Laboratory Exams.*

Faculty members may opt to give lab exams in courses with a laboratory component. If given, lab exams are generally held the week preceding the week in which the paper exam for the course is given.

- *Short Quizzes.*

Short quizzes may be given at the discretion of the faculty member. Short quizzes may not count for more than 10 % of the final course grade nor more than 5% for any one quiz.

- *Final Exams.*

Final exams in all major Basic Sciences courses shall be either NBME subject exams or written, paper exams that will be held during the appropriate week of each term. The specific final exam schedule typically varies from term to term. Final examinations may NOT be given on any other day than those listed in the approved examination schedule, unless approved by the Dean.

5. Assessment format:

All details related to assessment format are described in the course syllabi and course catalog.

6. Rules and procedures during Exams

Faculty members are expected to convey the following instructions to students at exams:

- It is mandatory for students to be on campus 15 minutes before exam time or for "Roll Call."
- The only items permitted at students' workstations are a piece of scratch paper with login information and a pen or pencil.
- Students are not allowed to talk during the examination.
- During the examination, faculty members are not allowed to answer any questions concerning the contents of the examination (including definitions of words) due to potential bias and the disruption clarification causes.
- If a student encounters a flawed question, then the student should answer the question as best as possible, document the precise problem with the question on the scratch sheet and move on with the next question. The student should alert a faculty member in the event of a computer failure.

7. Students with Learning Disabilities

Students who request extra time for computer exams due to a learning disability must provide appropriate documentation of their disability to the Registrar's office at least 2 weeks prior to the first exam in which extra time is to be granted. Professors cannot grant extra time until the Dean has provided written approval of the student's request. If approved by a Dean, the student must receive 50% extra time for computer exams. When possible, the student will be placed in a private location so that noise and other distractions are minimized. No extra time is given for practical exams.

8. Reporting and Hearing Procedures for Academic Dishonesty at exams

The most sacred facet of the academic process is the integrity behind it. Academic dishonesty should be confronted immediately whenever and wherever it occurs. If a student observes dishonest behavior on the part of a fellow student, that student should report it to the instructor. The instructor will then decide whether to confront the accused student. If there is enough evidence, the instructor will then report the accused student's behavior to the Dean or CAO. Evidence that consists only of one student looking occasionally onto another person's exam paper is insufficient to advance an accusation to a higher level. This level of cheating can be minimized by random assigned seating on each exam and by making various forms of the same exam. An instructor cannot move a student during an exam as this could be construed as a tacit accusation of cheating.

If evidence warrants, the Dean of Basic Sciences will initiate a hearing by the Grievance Committee. The Grievance Committee will meet with the student and present in writing the specific charges against the student, the evidence in support of the charge and a partial list of witnesses who will testify. The student will be informed of the hearing date, which will be set within three days of the presentation of charges. The student will be provided with an opportunity to ask questions about the hearing procedures at this time. Because this is an internal investigation by the University, legal representation by either side is discouraged. If the student fails to appear the investigation, hearing will still proceed. Meetings will be closed. When all evidence has been heard, the committee will deliberate the evidence and decide the outcome of the case. The exact proceedings will be determined by the chairman of the committee. The committee will then consider the evidence and will determine guilt based on the preponderance of the evidence. The decisions and recommendations of the committee are forwarded to the Dean in writing. The Dean will then relay the decision in writing to the student.

If the student wishes to appeal the decision of the Committee, he or she may do so but only in matters where the student was not provided with due process, or the Committee failed to consider the evidence. No new evidence can be submitted. The appeal must be made within 2 hours of the receipt of written decision. Simply disagreeing with the decision is not grounds for appeal. Punishment will be consistent with the seriousness of the charge and history of the student. The punishment may vary from probation to expulsion from the University and may include suspension from the University or a grade of F in the course. Probation means that if the student is found guilty of another offence of academic honesty, dismissal from the University is the required punishment. Suspension means that the student is not allowed on campus during the period of suspension and may not receive grades for the semester in which the violation occurred.

Dismissal means that the student is withdrawn from the University without the possibility of readmission.

9. Policy on dismissal for academic reasons.

Students may be recommended for dismissal if they meet one of the following criteria:

1. Failure of courses totaling 30 credits during Basic medical sciences
2. Failure of an entire semester twice
3. Unable to pass NBME CBSE with a score of 65% or more on the third attempt

After interviewing each student, the Promotions Committee will determine if the cause of the failure to progress has been identified and addressed. If the problem that prevents the success of the student cannot be identified or if it cannot be addressed or if it has not been addressed, then the committee will recommend the student for dismissal. An option for the committee to address is whether retaining the student while taking a reduced academic course load for one semester will likely result in success.

10. Appeal against decision of academic dismissal

Students who are dismissed from the University have the right to appeal the dismissal and apply for readmission upon the first dismissal. A student may appeal a decision of the Student Promotions Committee by petitioning to the CAO within ten (10) days after notification of the decision. The petition must be submitted in written form and must include the reason on which the appeal is based. An appeal of a committee decision should not be undertaken without substantial indications that the policies were misapplied, and/or that the procedures employed in arriving at the decision were inadequate or discriminatory. A student may appeal the decision of the Committee to the CAO if the student can demonstrate that the committee has failed to consider all the relevant evidence presented. The student may not offer new evidence in support of retention during any appeal. Disagreement with the decision is insufficient grounds for an appeal. The decision of the CAO is final.

C. Grading policies and procedures

1. Minimum Number of Exams

In general, course grades are based on performance on all regular Block Exams and one Final Exam. Professors are not at liberty to make special deals with students about dropping a low exam. Unless approved by the Academic office, grades for students will be counted from all exams.

2. Non-Exam Activities

A maximum of 20% of the total course grade can be earned from non-block exam activities. Acceptable non-block exam activities include SDL, presentations, homework/assignments, short quizzes and other activities. Presentation guidelines include the following:

- A student should not give more than two presentations in a term.
- Presentations should not exceed 15 minutes in length.
- A student should submit a one-page abstract of their presentation.

3. Missed Exams

If a student misses a scheduled block exam, they will be permitted to write a makeup exam for full credit PROVIDED that the student submits a certified medical statement from a hospital physician to the Dean. Students who have been permitted to miss an exam for valid unforeseen circumstances will be given a grade of "Incomplete" that is changeable to the student's actual grade if the student takes the exam in the same semester. Students who have unexcused absences from short quizzes, block exams or final or shelf exams will receive a zero (O) for the missed exam. If a student fails a course due to insufficient attendance, they will not be permitted to take a retake exam. Instead, the student must re-register and repeat the entire course in a subsequent semester.

4. Grade release, grade calculation, grade change and curving policies

Reporting of Grades to Students and Exam Review

In general, professors should provide students with their block exam grades by the start of or during the next class session following the exam.

Faculty members should take every precaution necessary to ensure that grades remain confidential. The Family Rights and Privacy Act in the U.S. prohibits revealing a student's grades to other students or unauthorized persons without the written consent of the student. Professors should review exam questions in the afternoon following the examination. The use of recording devices of any nature by students during the exam review is strictly prohibited. Students should not take notes on question content and the verbatim recording of questions is forbidden.

NBME exams cannot be reviewed.

Final Grades

Final exams and NBME subject exams are not debriefed with students. Faculty members should be available (e.g., during office hours) after final exams to answer students' questions or concerns about their final grades. Final grades upon final approval from the Dean, will be submitted by the faculty to the registrar where it will be posted on Populi.

- **Calculating Grades and Changing Grades**

Computation of grades is based solely on mathematical principles. If an error in mathematics has been made, then the submitted grade will be changed. In this case, a faculty member will provide a precise description of the mathematical error that was made. The Dean of Basic Science may approve a grade only with evidence that a grade error has been made.

- **Curving of exams**

Curving will be applied on major exam grades. Grades can be curved upward (but not downward) at the discretion of the course director. The grades on low exam averages will be curved upward to a class average of 75% but not by more than 10 percentage points.

5. Academic grievances against faculty

Faculty must test, grade, and review student work in a fair and reasonable manner; students must maintain scholastic honesty beyond reproach. Accordingly, a student may file a grievance against the instructor. This grievance must document the basis of the grievance. The Dean of Basic Science will review the Grievance and if it is found that the grievance has merit, a Grievance committee will be formed containing three faculty members with a chairman selected by the Dean. Before a committee is formed there must have been an attempt to adjudicate the grievance between the student and the faculty member that was unsuccessful.

6. Grade points assignment policy

Final Course grades will be reported to the Registrar and recorded as percentage grades. Grade points will be awarded as follows:

Range of Marks	Letter Grade	Class	Grade Points
90-100%	H	Honors	4
80-89%	HP	High pass	3
70-79%	p	Pass	2
Below 70%	F	Fail	0

A grade of WF is given 0 Grade Points. Grade Point averages will be weighted by the number of credits for each course. Courses that are failed and then repeated are never removed from the transcript.

7. Academic Probation

Students who earn a cumulative, weighted grade point average of less than 2.0 or who fail two or more courses (systems or modules) in one semester will be placed on Academic Probation. Students on Academic Probation will be monitored by the Dean of Basic Sciences for further progress. Students on academic probation are not eligible for financial aid from the University and may not serve as an officer in the Student Government. Probationary status must be removed before a student can take the fifth semester course. Removal of probationary status requires achieving a cumulative grade point average of 2.0 or higher.

8. Retake exam policy:

A student who fails a course (system and/or module) will be notified by email by the Registrar immediately after the official release of results, about the deadline for appealing for a retake and the retake exam fees.

A student who fails one course (system and/or module) will be allowed to continue in the semester taking the courses scheduled for the semester but will be required to take and to pass the course in a makeup exam. If this makeup exam is not passed, the student is required to repeat the failed course during the next semester. The maximum score given on the makeup exam is 70 % no matter what score is obtained on the remake.

Retake exams will be given on the Thursday and Friday prior to the Orientation Day in order to ensure that all students have completed the previous systems/courses prior to registering for the next semester. Students not coming for the retake exams will not be able to reschedule them and will have to repeat those courses.

If two courses (systems or modules) are failed, then the student's case is sent to the Student Promotions committee for disposition.

If three or more courses (systems and/or modules) are failed, the student must repeat the entire semester.

9. Grades of "Incomplete".

To receive a grade of "Incomplete" (I) for a course requires the approval of both the professor of that course and the written approval of the Dean of Basic Science. Students who receive a grade of "Incomplete" in a course as a result of an excused absence from the final/shelf examination will be required to complete the examination(s) during the retake exam period. Once the course has been completed, the course instructor will submit the final course grade to the Associate Dean of Academics, who will then forward the grade change to the Registrar.

10. Community Service

The purpose of this policy is to instill a lifelong commitment to service, foster civic responsibility, and enhance students' interpersonal and clinical skills through meaningful engagement with the community.

All students must complete a minimum of **30 hours** of approved community service by the end of the basic science program. These hours must involve voluntary, unpaid service that directly benefits the health, education, or well-being of the community.

The Office of Student Affairs will be planning, facilitating, approving and evaluating community service activities of the students.

SGA will be collaborating with the Office of Student Affairs and local organizations, and ensures that students are engaged in activities that promote health, compassion, and social responsibility. Community service will be integrated as a graded or credit-bearing component within the Preventive Medicine or Public Health courses.

Approved community service activities include but are not limited to:

- Participating in health fairs or medical outreach events
- Volunteering at clinics, shelters, or schools
- Providing health education to underserved populations
- Environmental or public health initiatives (e.g., clean-up, food drives)
- Mentoring or tutoring students in local institutions
- Service with recognized student organizations or approved NGOs

The following activities will **not** count toward community service hours:

- Paid work
- Shadowing physicians (unless part of a health outreach initiative)
- Course-required clinical activities
- Religious proselytizing
- Political campaigning

D. Transcript Requests

Student may request official transcripts by contacting the Registrar at registrar@AUSOMA.org.

Transcripts (official or unofficial) will not be released to students unless the student is in good financial standing with the University. Transcripts will only be issued for completed coursework.

Contact the Registrar for the fee structure.

E. Educational records access policy

The Family Educational Rights and Privacy Act of (20 U.S.C.S. section 1232G) grants students the right to access educational records, request explanations and interpretations of these records and obtain copies of these records.

The University will protect the confidentiality of student records. The University shall not release the records of a student to agencies or individuals except as authorized by the Act. Educational records are located in the Office of the Registrar.

F. MD5 Term Policies

Successful completion of MD5 requires the following:

- The student must successfully complete and pass all components of the MD5 Introduction to Clinical Medicine course and the MD5 Basic Science Review course.
- To pass the Review Course all students are required to take the school's internal Comprehensive Basic Science Examination (CBSE) on a date stipulated by the school.
- If the student fails MD5, then the student will be informed by the Registrar on whether a remake exam is allowed, or courses/s need to be repeated (Failure in one course entitles the student for a remake exam; failure in both courses mandates a student to repeat MD5)
- If a student fails a course due to insufficient attendance, they will not be permitted to take a retake exam. Instead, the student must re-register and repeat the entire course in a subsequent semester.

Upon successful completion of MD5, the student may either:

- a) sit for the NBME CBSE examination immediately if academically ready, or
 - b) apply for an initial Leave of Absence (LOA) of up to four (4) months to prepare for the NBME CBSE and USMLE Step 1.
- While students are encouraged to take the first NBME CBSE attempt within sixty (60) days of MD5 completion, this timing is preferred but not mandatory
 - A student may apply for up to three (3) sequential LOAs, each of four (4) months' duration, for a maximum total of twelve (12) months to complete both the NBME CBSE and USMLE Step 1 examinations.
 - During each LOA period, the student must continue academic preparation and make at least one formal attempt at the NBME CBSE or USMLE Step 1, as advised by the Student Success Director or CAO.
 - If a student has not passed both the NBME CBSE ($\geq 65\%$) and USMLE Step 1 examinations by the conclusion of the third LOA (12th month), the student must submit a formal request or appeal to the Student Promotions Committee (SPC).
 - Upon review, the SPC may: (a) Approve one additional LOA (up to 4 months) under defined conditions, or (b) Require the student to repeat MD5, or (c) Recommend dismissal from the program.
 - All LOA requests and extensions must be formally approved by the CAO and recorded with the Registrar.
 - Standard LOA fees (\$500 per month after the first 4 months) remain applicable during extended periods.
 - Additionally, if a student does not pass the NBME CBSE (score of 65% or more) even after three attempts or even after the extended LOA, the student will be required to repeat MD5 review course in Aruba/ withdraw from the program or will be dismissed from the program .
 - Following the repeat of review course, the student must then pass the CBSE on the first attempt, with a score of 65%.
 - Failure to pass the CBSE after the repeat of the Review Course will result in academic dismissal from the school.
 - If a student does not pass the USMLE Step 1 even after three attempts, the student will be automatically dismissed from the program.

G. Registration for USMLE/ Licensing examination

To register for the USMLE Step 1, a student must:

- Pass all Basic Science coursework.
- Receive a score of 65% or better on the Comprehensive Basic Science Exam.
- All admission files must be completed
- Be in good financial standing
- Please check "Leave of absence policy" for USMLE preparation on page 27
- **Three to One policy (3 months maximum from NBME CBSE to Step 1 policy)**
 - Any student who wishes to register for Step 1 must have a Pass (65% or more) in NBME CBSE that is NOT LATER than 3 months from the application for USMLE registration
 - A student who applies for registration of USMLE Step1 is hence required to submit a copy of his/her latest NBME CBSE performance report in addition to other documents that were listed hitherto.

To register for the USMLE Step 2, a student must:

- Pass the USMLE Step I
- Complete at least 6 months of core clinical clerkships
- Receive a score of 224 or better on the Comprehensive Clinical Science Exam.
- Be in good financial standing
- Please check "Leave of absence policy" for USMLE preparation on page 27
- **Three to Two policy (3 months maximum from NBME CCSE to Step 2 policy)**
 - Any student who wishes to register for Step 2 should have a Pass (224 or more) in NBME CCSE that is NOT LATER than 3 months from the application for USMLE registration
 - A student who applies for registration of USMLE Step2 is hence required to submit a copy of his/her latest NBME CCSE performance report in addition to other documents that were listed hitherto.

H. Graduation policy

To be deemed to successfully graduate and be awarded the MD degree by AUSOMA, students must

- Complete and pass all courses in Basic Sciences.
- Complete and pass all clerkships (core and elective) in Clinical Sciences
- Pass USMLE Step 1 and Step 2 (Official copies of scores to be submitted to AUSOMA)
- Complete and pass all courses of the premedical program (for those students whose point of entry to AUSOMA is the premed program)
- Complete all mandated courses in the Prerequisite program (for those students who have registered for the prerequisite program at AUSOMA)
- Be in good financial standing
- Maintain good standing with AUSOMA throughout the program

XIII. Transition to clinical science

A. Clinical clerkship required documents

Some clinical documents are required by hospitals and clinics to accept students into their institutions.

Students are required to submit the following clinical documents to the office of the Clinical Coordinator 4 weeks prior to the FIRST Clinical Rotation start date:

- ☐ Step 1 Examination results (with date and score)
- ☐ Curriculum Vitae (valid for one year)
- ☐ Verification of Visa status in the U.S. if not a US. Citizen.
- ☐ Legible copy of your current (unexpired) Identification (Driver's License or Passport)
- ☐ Two (2) passport size photos (no older than 12 months)
- ☐ Original Police Background Check not older than 6 months
- ☐ Covid-19 vaccination record or current Covid-19 negative test
- ☐ 10-panel drug test results (valid for one year)
- ☐ Physical Examination (valid for one year)
- ☐ Record of Immunizations (Varicella, Hepatitis B, Mumps, Measles and Rubella (MMR), & annual PPD). If PPD is positive, provide official reading of a negative chest x-ray (valid for one year)
- ☐ Emergency contact information
- ☐ Health Certificate
- ☐ HIPAA and OSHA certification

Note that some requirements are annual (see above)

Students are responsible for keeping all documentation up to date and being in compliance with both AUSOMA and clinical site requirements. Both AUSOMA and clinical sites have the right to modify the required documentation at any time to meet clinical site requirements, and/or any other governing/accrediting agency requirements.

B. Admission policies for core rotations

- Once USMLE STEP 1 is taken and completed, the results of that test must be received by AUSOMA prior to beginning clinical rotations. Please note that AUSOMA does not receive USMLE score report automatically when the scores become available to you. We require you to send the scores so they can be added to your record. For the most current records regarding your USMLE exam history, your signature on the USMLE Transcript Rerelease form is required by the Dean to request a transcript from the ECFMG which will show your USMLE Step 1 history.
- Core rotations will be assigned by the Department of Clinical Science for the 48-week block. Any clinical student unwilling or unable to accept an assigned rotation as scheduled, must sign a waiver acknowledging the possible delay in reassignment of up to 16 weeks during which the University is not responsible for restitution of tuition. A clinical clerkship assigned and refused **may not be substituted (neither elective nor core)**.
- Students will fill out a questionnaire regarding geographic preferences. AUSOMA's Clinical Department will try to accommodate students within their preferences but it is **NOT GUARANTEED**. Do not assume that you will be placed to the site that you chose. Clinical clerkships are assigned based on availability.
- All students are required to be reviewed by the Associate Dean of Clinical Sciences prior to commencement of each clinical semester.
- Core clinical clerkship scheduling is based upon availability and rejecting a schedule may result in one or more of the following consequences:
 - A delayed graduation of up to 1 full calendar year
 - A delay in re-scheduling of up to 1 Semester
 - Cost of living expenses and damages
 - U.S. Immigration difficulties
 - Rescheduling in a different hospital, city, or state
 - Forfeiture of tuition fees
- All clinical students actively rotating will finish all required core clerkships before electives are authorized.
- Communication with third parties:
 - Students are prohibited to communicate with third parties to schedule their clerkships. Only AUSOMA's staff can contact third parties. If a student communicates with third parties, that student is subject to disciplinary actions that may include automatic dismissal from AUSOMA.
 - Rotations privately arranged by students and/or third parties without prior approval of the Department **will not receive credit** and the student must repeat the rotation.

C. Registration, financial good standing, certificate of malpractice insurance and health insurance

- Students **MUST** fill out the Clinical registration form EVERY semester 4 weeks prior to the first scheduled day of the semester.
- Students must also make sure they are in good financial standing prior to starting rotations every semester.
- All students must be in good financial standing pertaining the payment of their malpractice insurance to be placed or continue doing rotations.
- Students must provide proof of Health insurance to the Office of Registrar.

D. Initiation of rotations:

1. All Clinical Rotations must be officially initiated through AUSOMA's Department of Clinical Sciences and the Clinical Coordinator (clinicals@ausoma.org). Contacting hospital administrators, physicians, or others independently regarding the scheduling, authorization, or approval of Core Clinical Rotations by students, their family or friends is strictly forbidden unless it is pre-authorized by the Chief Academic Officer. AUSOMA reserves the right to withhold credit for any Core rotation that is not initiated through the Department of Clinical Sciences and the Clinical Coordinator.
2. All Clinical Rotations are a full-time commitment. Students are advised to refrain from assuming ALL obligations that divert time, attention, and energy from the full-time task of clinical training in medicine.
3. Clinical Rotations are competitive and limited. Priority may be based on USMLE scores, seniority and/or performance in prior rotations. Some hospitals and preceptors request and interview with the student before starting the rotation. In such cases, the student will be notified in advance.
4. Rotations are largely dependent on scheduling and availability. AUSOMA will make the best effort to place students in Clinical Rotations and hospitals taking into consideration their geographic, career and academic preferences, lodging, family considerations and other personal needs.
5. Each rotation must be done to its completion to be credited. There is no schedule or sequence of Core Clinical medicine rotations. No elective rotation may be scheduled for less than four (4) weeks and more than twelve (12) weeks.
6. AUSOMA's Clinical Coordinator will provide students with a schedule of projected core rotations in twelve (12) week intervals. Changes in a student's schedule can only be made with the approval of the Clinical Coordinator.
7. If the student is not present for the first two days of a clinical clerkship without a proper excuse, the student must repeat the full clerkship and will be charged for the full rotation again.

E. Affiliated hospitals

Students will be placed into clinical sites where they can see the depth and breadth of medical practice. Current clinical sites are in the vicinities of Atlanta, GA; Richmond, VA, and Chicago, IL. Students will rotate within hospitals, outpatient surgical facilities, clinics, private practices, and additional outpatient settings. Students will rotate both with resident teams and directly with faculty. Students may rotate to affiliated clinical locations not currently indicated if it is in the best educational interest of all students involved. Stated clinical location cities are subject to change without notice.

F. Housing

Students are responsible for securing and financing their own housing and transportation throughout the Clinical Sciences program. Students must keep AUSOMA's Clinical Coordinator informed of their current residence and telephone numbers. In case of a change of address, phone number or email address, students must notify the AUSOMA Clinical Coordinator within 24 hours. Please be advised that students may be asked to relocate to another clinical site if it is in the best educational interest of the student.

XIV. Non-Academic Policies and Procedures

A. Nondiscrimination Notice and Disclosure Statement

AUSOMA does not discriminate regarding age, race, color, religion, gender, national origin, sexual orientation, and mental or physical handicap. AUSOMA follows Section 504 of the Rehabilitation Act of 1973 and the Americans with the Disabilities Act of 1990. The university will hear allegations by students if they feel that they have been the subject of discriminatory action by any agency of the University.

B. Inclusiveness and diversity policy

AUSOMA shall, to the best of its efforts, recruit, include and promote individuals from diverse experiences and backgrounds. To that effect, AUSOMA attempts to include knowledgeable individuals from diverse racial, ethnic, gender, sexual orientation, cultural, professional, and class backgrounds at all levels- board of trustees, senior executives, administrators, faculty and staff. The institute also believes in the same spirit of diversity and inclusiveness during admission of students to its educational program to value, nurture, and leverage diversity and inclusiveness in all that it does.

C. Infectious diseases and immunization policy

AUSOMA recommends that its students coming to Aruba be up to date on routine vaccines namely measles-mumps-rubella (MMR) vaccine, diphtheria-tetanus-pertussis vaccine, varicella (chickenpox) vaccine, polio vaccine, and your yearly flu shot. AUSOMA also recommends Hepatitis-A and typhoid vaccines to all its students and recommends them to visit the following website to know if they fall under the 'must' category for Hepatitis-B and rabies vaccines.

<https://wwwnc.cdc.gov/travel/destinations/traveler/none/aruba#vaccines-and-medicines>

Students are required to adhere to the immunization policy of the clinical site for their clinical years.

Clinical sites may additionally request updated background checks, fingerprinting, etc.

D. Policies on substance abuse

AUSOMA has strict regulations pertaining to the use and abuse of chemical substances that apply to any student or employee of AUSOMA. These regulations are as follows:

Alcohol - The consumption of alcohol will not be permitted in any campus buildings without express written approval of the Dean of Basic Sciences. If alcohol is served as part of an AUSOMA-sponsored or sanctioned event, then non-alcoholic beverages will always be provided as an alternative beverage. When alcohol is consumed, whether it be at an AUSOMA-sponsored or sanctioned event or at a facility within the local community (e.g., a restaurant), consumption is expected to be within safe limits. AUSOMA students are expected to comply with all University regulations regarding alcohol possession, as well as with applicable local and laws of Aruba. If any individual exhibits behavior that reflects the influence of alcohol, he or she will be disciplined.

Tobacco - AUSOMA recognizes the right of students and employees to a smoke- and nicotine-free environment. Therefore, the use of tobacco in any form as well as the use of e-cigarettes is forbidden on AUSOMA property. Any employee who violates this principle is subject to disciplinary action.

Other chemical substances - AUSOMA has a strict policy against buying, possessing, using, manufacturing or distributing illicit drugs. AUSOMA also prohibits the use or possession of controlled substances without a physician's prescription. Buying or selling prescription-based controlled substances is also a violation of AUSOMA policy. Possession, use or sale of illegal drugs are a violation of law.

To ensure a safe, professional, and compliant learning environment, American University School of Medicine Aruba (AUSOMA), implements a Drug Testing Policy applicable to all medical students. This policy is designed to protect the health and safety of patients, faculty, and students and to ensure student fitness for clinical education.

This policy applies to:

- All enrolled medical students (preclinical and clinical)
- All university-owned or affiliated facilities
- All clinical rotation sites, including international affiliates
- Any setting where students represent the university

Drug testing may be **mandatory** under the following circumstances:

a. Pre-Clinical or Clinical Clearance

- Required prior to beginning **clinical rotations**, especially at hospitals or clinics that mandate drug screening.
- May be required again when changing rotation sites or countries.

b. For-Cause Testing

- Initiated when there is **reasonable suspicion** of substance use or impairment, including:
 - Erratic behavior, slurred speech, or disorientation
 - Odor of alcohol or drugs
 - Witnessed substance use on university or clinical premises

c. Random Testing

- Students may be subject to **random drug testing** during their enrollment at the discretion of the university or clinical partner sites.

d. Post-Incident Testing

- Required following any significant incident involving patient care, safety violations, or suspected intoxication during academic activities.

Testing Procedures

- Testing must be conducted by a **certified laboratory or medical provider**.
- Students may be directed to a specific location approved by the university or clinical site.
- Students must present valid identification and comply with collection procedures.
- Results are reported confidentially to the Office of Student Affairs or designated university official.

Any of the following may result in immediate disciplinary action:

- **Refusal to undergo testing**
- **Failure to appear** for testing without valid reason
- **Tampering with samples** or providing false information

Test Results and Follow-Up

- **Negative Result:** No further action required.
- **Positive Result:** The student will be notified confidentially and:
 - May be required to meet with the Office of Student Affairs.
 - May be referred for counseling, evaluation, or rehabilitation.
 - May be suspended from academic or clinical activities pending review.

In serious or repeated cases, the student may be subject to **disciplinary action up to dismissal** in accordance with the university's Code of Conduct and Professionalism Policy.

Confidentiality

- All drug testing records are **confidential** and stored separately from academic files.
- Results will be shared only with those who have a legitimate educational or legal need to know.

Support and Voluntary Disclosure

Students who are struggling with substance use are encouraged to self-report and seek help. Early, voluntary disclosure (before testing) will be met with support and the opportunity for evaluation and treatment, without automatic disciplinary penalties.

Appeals

Students may appeal a positive drug test result within **5 business days** of notification. Appeals must be submitted in writing to the Office of Student Affairs and may involve a **confirmatory retest** at an approved lab.

Compliance with Local and Clinical Site Requirements

Students must adhere to **Aruban national laws** as well as **requirements of clinical training partners**, some of which may include additional or more frequent testing.

Non-compliance may result in ineligibility to participate in rotations or complete the program.

E. Policy on sexual harassment of and by students

Sexual harassment, whether verbal or physical is not acceptable among students, faculty, staff, or administration. Sexual harassment is defined as verbal or physical contact by a student or a faculty member of a student of a sexual nature. Such interactions create an unproductive or offensive working or learning environment and are harmful to the student. Offenders may be subject to dismissal or other appropriate disciplinary actions. Sexual relations between any two individuals who are not of equal social, academic or professional rank are considered sexual harassment on its face. Violations must be reported to the Dean of Basic Sciences.

F. Policy on Religious Accommodation.

The University reserves the right to schedule lectures, laboratory sessions, conferences and examinations at any time and on any day of the week including holidays and weekends. However, attempts will be made to accommodate students' religious needs upon receipt of written requests by the Dean of Basic Science. Alterations in the schedule will apply to all students whether participating in the religious event or not.

G. Non-Fraternization Policy

AUSOMA recognizes the importance of student interaction with faculty, staff, community and peers, and therefore provides a high level of interaction, communication, advisement, and supervision. During interactions between students and members of faculty, staff and administration, students are expected to address them by their proper titles and last names. AUSOMA's students are expected to treat each other and members of the general community in a fair, honest, and professional manner, both in daily interactions and while attempting to resolve concerns and conflicts that may exist. Personnel of the University will not establish non-academic relationships with students. Violation of the non-fraternization policy may be grounds for disciplinary action and could include termination of employment. A sexual relationship between a student and a faculty member is never considered consensual unless the student and faculty member are legally married. Therefore, sexual relations between a faculty member and a student are prohibited and expose both the student and the faculty member to the risk of immediate termination from AUSOMA.

H. AUSOMA Disabilities and rehabilitation policy

AUSOMA adheres to the guidelines set forth by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Persons with Disabilities Civil Rights Act of 1976. Upon review of appropriate documentation and consultation with professionals, AUSOMA may make accommodations to assist students with disabilities. Such accommodations will be confidential, reasonable and appropriate regarding the circumstances, and will allow equal opportunity for students with disabilities. The essential requirements, as well as the academic and vocational benefits of the program will not be infringed by these accommodations. Students seeking accommodations should contact the Registrar to request an application and/or coordination of each request. It is critical that the student communicate with the Office of the Registrar prior to matriculation or within the first two weeks of the semester so that all parties have time to consider the request for an accommodation, review the supporting data and make a decision well before the first examination period.

I. AUSOMA disaster management policy

Full policy may be seen on the Pulse Policy page. AUSOMA has adopted the following disaster management policy: "AUSOMA believes in a flexibility framework approach and shall implement flexible capacities in the event of anticipated, unanticipated or novel crises to prioritize preparedness, response and recovery as well as risk prevention and mitigation during such events" Following on the lines of the disaster management strategy of OECD (Organization for economic cooperation and development, of which US, Canada and Aruba are member countries), AUSOMA has developed its disaster management cycle as follows:



J. AUSOMA environmental safety policy

To provide a safe and healthy working environment; strive towards minimizing environmental pollution; depletion of natural resources and release of solid and hazardous wastes into the environment; recycle wastes where feasible; demonstrate environmental, health and safety leadership and inspire employees to embrace this policy as their responsibility

K. AUSOMA ACCM standards delinquency policy

AUSOMA believes in an open-door policy for the students and hence encourages the students to discuss matters about any non-compliance on the part of AUSOMA to any ACCM standard. However, AUSOMA mandates that the complaint will be first addressed to the Office of academic affairs (CAO, Dean and Associate Dean, academic affairs) for resolution. If any issue remains unresolved even after addressing AUSOMA administration, a student is free to contact ACCM directly. AUSOMA is bound to give students all information related to ACCM accreditation standards and the contact person of ACCM to whom a complaint can be addressed.

L. Anonymous Reporting System

Students, faculty and residents may make any report of breaches of professional or ethical behavior, or any other concerns via the AUSOMA anonymous feedback page (<https://ausoma.org/feedback/>). These anonymous reports are directly reviewed by the CEO/COO and acted upon as appropriate. All reports are logged and tracked for patterns.

M. Protection Against Retaliation

AUSOMA enforces a strict Non-Retaliation Policy and promotes an open-door culture to ensure that allegations of unprofessional behavior can be reported without fear of adverse consequences. Retaliation against any individual who raises a concern in good faith is strictly prohibited.

AUSOMA guarantees that:

- No adverse academic action will occur because a student submits a complaint.
- Faculty involved in an investigation may not evaluate the student until resolution.
- Students have the right to remain anonymous.
- Students have the right to appeal any academic decision they believe was influenced by retaliation or favoritism.

Students may raise concerns directly with the Office of Academic Affairs (CAO, Dean, or Associate Dean) or through AUSOMA's anonymous feedback reporting system (<https://ausoma.org/feedback/>). If concerns cannot be resolved internally with regards to compliance with accreditation standards, students are informed of their right to escalate matters to external oversight bodies (see K. AUSOMA ACCM standards delinquency policy above).

(full policy posted on AUSOMA intranet)

XVI. Appendices

A. Appendix A. Book list

MD Basic Sciences (MD 1, 2, 3 & 4)

1. ANATOMY

CLINICALLY ORIENTED ANATOMY by Keith L. Moore, Arthur F. Dalley, Arthur F. Dalley and Anne M.R. Agur, Published by Lippincott, Williams and Wilkins, Edition 8 ISBN-13: 978-1975104962 ISBN-10: 197510496X

2. BEHAVIORAL SCIENCE

- a. Jekel's Epidemiology, Biostatistics, Preventive Medicine, and Public Health, by D. L. Katz, J. G. Elmore, D. M.G. Wild, & S. C. Lucan. Elsevier Saunders, Fourth Edition, ISBN: 978-1-4557-0658-7
- b. "Basic & Clinical Biostatistics, 5th Edition."

3. BIOCHEMISTRY

- a. Lippincott Illustrated Reviews: Biochemistry (Lippincott Illustrated Reviews Series) Seventh, North American Edition by Denise Ferrier ISBN-13: 978-1496344496 ISBN-10: 1496344499
- b. Harper's Illustrated Biochemistry Thirty-First Edition 31st Edition by Victor Rodwell, David Bender, Kathleen Botham, Peter Kennelly, P. Anthony Weil. ISBN-13: 978-1259837937; ISBN-10: 1259837939

4. CLINICAL SKILLS

Bate's guide to Physical Examination and History taking, by Barbara Bates, Lynn S Bickley. 12th edition ISBN-13: 978-1469893411 ISBN-10: 9781469893419

5. EMBRYOLOGY

The Developing Human -Clinically Oriented Embryology by Keith L. Moore and T.V.N. Persaud, Published by Saunders - Elsevier, Edition 9, ISBN: 978 -1-4377-2002-0

6. GENETICS

Thompson & Thompson Genetics in Medicine (9th Ed.) by Nussbaum, McInnes & Willard. Elsevier Australia ISBN 9780323547628

7. HISTOLOGY

Junqueira's Basic Histology: Text and Atlas, 10th Edition, Anthony L. Mescher Publisher: McGraw-Hill Education ISBN-13: 978-1260026177; ISBN-10: 1260026175

8. IMMUNOLOGY

- a. Lippincott Illustrated Reviews: Immunology Second, North American Edition by Thao Doan, Roger Melvold, Susan Viselli, Carl Waltenbaugh. ISBN-13: 978-1451109375; ISBN-10: 9781451109375
- b. Cellular and Molecular Immunology by Abul Abbas, Andrew Lichtman, Shiv Pillai, 10th Edition, eBook ISBN: 9780323757508, Paperback ISBN: 9780323757485

9. MEDICAL ETHICS

- a. Resolving Ethical Dilemmas: A guide for Clinicians Sixth Edition, by Bernard Lo. Lippincott Williams & Wilkins, a Wolters Kluwer. ISBN-13: 978-1975103545, ISBN-10: 1975 103548
- b. "Medical Law & Ethics, 6th Ed."
- c. "Resolving Ethical Dilemmas: A Guide for Clinician, 6th Ed"
- d. "Medical Ethics for Dummies"

10. MICROBIOLOGY

Lippincott's illustrated reviews: Microbiology 4th edition Author: Cynthia Nau Cornelissen Paperback ISBN: 978-1496395856 Imprint: Wolters Kluwer

11. NEUROSCIENCE

- a. Essential Neuroscience by Allan Siegel, Wolters Kluwer, Fourth edition ISBN-13, 978-1451189681
- b. Clinical Neuroanatomy for Medical Students: by Richard S. Snell. 7th edition, ISBN 978-0781794275

12. NUTRITION

Understanding Normal And Clinical Nutrition (8th Ed.) by Sharon Rady Rolfes, Kathryn Pinna, Elley Whitney. Wadsworth Cengage learning. ISBN-13: 978-0-495-55646-6 ISBN-10: 0-495-55646-7

13. PATHOLOGY

Robbins Basic Pathology (Robbins Pathology) 10th Edition by Vinay Kumar, Abul K. Abbas, Jon C. Aster MD. ISBN-13: 978-0323353175; ISBN-10: 0323353177

14. PHARMACOLOGY

Pharmacology (Lippincott Illustrated Reviews Series) 7th Edition by Karen Whalen. ISBN-13: 978-1496384133; ISBN-10: 149638413X

15. PHYSIOLOGY

Physiology, by Linda S. Costanzo. 6th edition. ISBN-13: 978-0323478816, ISBN-10: 0323478816

16. PREVENTIVE MEDICINE

- a. Jekel's Epidemiology, Biostatistics, Preventive Medicine, and Public Health, by D. L. Katz, J. G. Elmore, D. M.G. Wild, & S. C. Lucan. Elsevier Saunders, Fourth Edition, ISBN: 978-1-4557-0658-7
- b. "Basic & Clinical Biostatistics, 5th Edition."
- c. Maxcy-Rosenau-Last Public Health & Preventive Medicine, 15th Edition, by Robert B. Wallace. ISBN- 13: 978-0071441988, ISBN- 10: 0071441980

Premedical Sciences (PM 1,2,3,4)

PMI

1. General Biology

Biology: Life on Earth with Physiology, 12th edition Published by Pearson (December 26th 2019). Gerald Audesirk, Teresa Audesirk, Bruce E. Byers ISBN-13: 9780134813448

2. General Chemistry

The Princeton Review MCAT General Chemistry Review, 4th Edition. ISBN: 9780593516256

3. Precalculus Math

Precalculus: A Right Triangle Approach; Mylab Math with Pearson eText Access Code 5th Edition by J. S. Ratti, Marcus Mcwaters, Leslaw Skrzypek, Jessica Bernards, Wendy Fresh. ISBN-10 : 0137519214, ISBN-13 : 978-0137519217

4. English

- Communication Skills for the Healthcare Professional, First edition, Mccorry, L., Mason, J, Lippincott Williams & Wilkins, Copyright 2011
- Writing in the Sciences: Exploring Conventions of Scientific Discourse 3E (2010) - Open Access Version (2020); Parlor Press. ISBN: 978-1-64317-186-9

PM2

1. Basic Anatomy and Physiology

Biology: Life on Earth with Physiology, 12th edition Published by Pearson (December 26th 2019). Gerald Audesirk, Teresa Audesirk, Bruce E. Byers ISBN-13: 9780134813448

2. Organic Chemistry

The Princeton Review MCAT Organic Chemistry Review, 4th Edition. ISBN: 9780593516263

3. Physics

MCAT Physics and Math Review 2023-2024: Online+ Book (Kaplan Test Prep). ISBN13- 978-1506283111

PM3

1. Introduction to Histology

Junqueira's Basic Histology: Text and Atlas, ISe. Anthony L. Mescher Publisher: McGraw-Hill Education ISBN-13: 978-1260026177; ISBN-10: 1260026175

2. Behavioral Sciences

- a. My Psychology by Andrew M. Pomerantz ISBN 978-1-4292-6018-3
- b. Introduction to Behavioral Science in Medicine. ISBN: 978-0-387-90736-9

3. Introduction to Biochemistry

- a. Lippincott Illustrated Reviews: Biochemistry (Lippincott Illustrated Reviews Series) Seventh, North American Edition by Denise Ferrier ISBN-13: 978-1496344496 ISBN-10: 1496344499
- b. Harper's Illustrated Biochemistry Thirty-First Edition 31st Edition by Victor Rodwell, David Bender, Kathleen Botham, Peter Kennelly, P. Anthony Weil. ISBN-13: 978-1259837937; ISBN-10: 1259837939

4. Biostatistics

- a. An Introduction to Epidemiology for Health Professionals, by Jorn Olsen et al.. ISSN 1869-7933 ISBN 978-1-4419-1496-5
- b. Epidemiology and Biostatistics: An Introduction to Clinical Research, by Bryan Kestenbaum, MD MS, University of Washington, Seattle 2nd Edition. ISBN: 978-3-319-96642-7, ISBN 978-3-319-96644-1

5. Introduction to Microbiology

General Microbiology. Linda Bruslind. Oregon State University Ecampus.

PM4

1. Introduction to Anatomy

Clinically oriented Anatomy by Keith L. Moore, Arthur F. Dalley, Arthur F. Dalley and Anne M.R. Agur, Published by Lippincott, Williams and Wilkins, Edition 8 ISBN-13: 978-1975104962 ISBN-10: 197510496X

2. Introduction to Physiology

Introduction to Physiology: A visual analogy guide to human Physiology. 2nd edition Author: Paul A. Krieger Paperback ISBN: 978-1617312403

3. Introduction to Immunology

Cellular and Molecular Immunology by Abul Abbas, Andrew Lichtman, Shiv Pillai, 10th Edition, eBook ISBN: 9780323757508, Paperback ISBN: 9780323757485

4. Introduction to Physical Diagnosis

Introduction to Clinical history and physical examination: Bates's Pocket guide to Physical examination and history taking. 7th edition by Lynn S. Bickley. Paperback ISBN: 978-1451173222 Imprint: Wolters Kluwer

5. Medical Terminology

Medical Terminology: A Short Course, 6th Edition. ISBN-10-1437734405 ISBN-13 - 978-1437734409

B. Appendix B. Students' Permit Requirements and Application Procedure

In order to obtain a Student Permit on the Island of Aruba, one must submit the following documents to the Immigration Consultant of the University.

REQUIRED DOCUMENTS:

1. *ENROLLMENT LETTER* from the University in Aruba stating the period of enrollment. It should be printed in color. Black and white will not be accepted.
A clear photocopy of the PASSPORT PROFILE PAGE (Passport must have at least 6 months validity upon submission)
DUTCH PASSPORT SIZE PICTURES WITH WHITE BACKGROUND (35 x 45 mm)
A POLICE CLEARANCE OR A CERT/FICATE OF GOOD CONDUCT issued by the country of residence in the last five years. This should be legalized from a Dutch Embassy or APOSTILLED and not older than 6 months. If certificate is in a foreign language, it should be translated by a sworn translator in Aruba.
 - a) US Residents - certificate or police clearance must be apostilled by the US Secretary of State
 - b) Canada Residents - certificate or police clearance must be legalized by the Foreign Affairs and then by the Dutch Embassy.
 - c) Resident of India - Police clearance needs to be legalized by the Ministry of External Affairs, Government of India, in New Delhi. Residents of Other Countries will be responsible in inquiring for the requirements and procedures of notarization, legalization, or certification with apostille from proper authorities in the country of origin or the country where documents were issued. For more information, http://www.hcch.net/index_en.php?act=conventions.statusprint&cid=41
NOTE: Aruba DIMAS stipulated that it must be indicated on the police clearance that the reason for applying for the police clearance or good conduct is: "Departamento di Integracion, Maneho y Admicion di Stranheronan: For Immigration Purpose to Aruba".

PROOF OF FINANCIAL SUPPORT: ANY OF THE FOLLOWING:

- a) Declaration of signed parents support with a copy of the parent's passport profile page with the same signature
- b) Bank loan contract with the applicant student's name
- c) Most recent bank statement under the applicant's name

HOUSING CONTRACT

Before applying for permit, applicant/student need to have their Aruba housing lease agreement ready

BIRTH CERT/FICATE: needs to be legalized in the country of birth

- a) If born in the USA, birth certificate needs to be certified by Apostille by the US Secretary of State
- b) If born in CANADA, birth certificate needs to be legalized by the Foreign Affairs and by the Dutch Embassy
- c) If born in INDIA, birth certificate needs to be certified by Apostille by the Ministry of External Affairs, Government of India in New Delhi.
- d) If born in another country, do same as in police clearance.

If married, bring Marriage Contract legalized in the country where marriage took place.

1. If married in the US, must be certified by Apostille by the US Secretary of State
2. If married in CANADA, must be legalized by the FOREIGN AFFAIRS and DUTCH EMBASSY
3. If married in INDIA, must be certified by Apostille by the MINISTRY OF EXTERNAL AFFAIRS, government of India, New Delhi
4. If married in other countries, please go to website:
http://www.hcch.net/index_en.php?act=conventions.statusprint&cid=41
5. PERSONS WHO MAY NEED VISA PLEASE GO TO:
<http://www.aruba.com/travel-to-aruba/entryvisa-requirements>

LEGALIZATION:

Any Official Foreign Document issued must be legalized for use in the Netherlands, including Aruba. This confirms the authenticity of the signature on the document and the capacity of the signatory. Then the Dutch Embassy or Consulate legalizes the document, then checks to ensure that signature is genuine.

The Apostille is needed only if the document comes from a country affiliated to the Netherlands via the APOSTILLE TREATY. Please check website : www.government.nl for information

TRANSLATION:

All documents to be submitted with the application must be drawn up in Dutch, Spanish, English or Papiamentu. Any foreign document must be translated by a translator certified by the courts in Aruba. Documents translated in other countries must be legalized to prove that a certified translator has been used.

STEPS FOR STUDENTS' FIRST PERMIT PETITION:

1. Prepare all Documents and make copies.
2. Submit all documents and fees to the Immigration Consultant (If present) or to the Registrar on Registration day in Aruba.
3. Fees will be paid to the SIAD (tax department). Together, with the receipts, original documents will be submitted to DIMAS. If payments are approved, Temporary Admission to Aruba (in-flight letter) will be issued by DIMAS to allow student to return to Aruba to continue the process, (about 4-6 weeks)
4. With the in-flight letter, student may travel to Aruba. Upon entry at the airport, student should make sure passport and In-flight letter are stamped and dated by the Immigration authority.
5. Within 30 days, visit any General Physician, request for an order of Laboratory tests (VDRL, HIV, Hepatitis), and a chest X ray for permit processing. Student has to pay the Medical fees. MEDICAL TESTS SHOULD BE DONE IN ARUBA AND RESULTS SHOULD BE SUBMITTED WITHIN 30 DAYS UPON ARRIVAL,
6. Get an appointment with the Physician to collect the final results.
7. Submit all results along with the in -flight letter and passport to the Immigration Consultant/ Registrar. Students will have to sign a DECLARATION OF NO OBJECTION MEDICAL EXAMINATION FORM. These documents will be submitted to the Health Department- Departamento di Salud Publico Aruba (DESPA)
8. Once medical tests are approved by DESPA, they will send DIMAS an approval letter and then DIMAS will finalize the process and have the permit ready. (Maximum time of 12 weeks)
9. When permit is received, student needs to bring the permit with the legalized birth certificate and the Marriage Contract (If applicable) to be registered at the Oficina di Registro Civil Y Censo. Ask for a 5 FI censo and then apply for the Health Insurance card (AZV).

VALIDITY OF PERMIT:

Permit is valid for one year from time of application. If needed to stay longer, the permit should be renewed at least 3 months before it expires. If permit has not been renewed on time before the maximum period of residence has expired, students will be asked to leave Aruba within six (6) weeks or apply for admission again.

REQUIREMENTS FOR RENEWAL OF PERMIT:

1. DOCUMENTS MUST BE SUBMITTED AT LEAST 3 MONTHS BEFORE PERMIT EXPIRES.
2. Four (4) Netherlands passport size pictures (35x 45mm)
3. Copy of Passport Profile Page (Passport must be valid for at least 6 months upon submission)
4. Censo Paper of 5 Afl (this will be the proof of registration in Aruba)
5. Original Enrollment letter from School (MUST BE printed in color, NO Black & White)
6. Proof of Finance: either
 - a. Declaration of signed Parent or Guardian support and include a copy of parent/guardian passport profile page
 - b. Bank statements under the student's name
 - c. Bank Loan Contract under the student's name
7. Legal fee for Renewal of permit

C. Appendix C. Admission deferral form



AMERICAN UNIVERSITY
SCHOOL OF MEDICINE
AKUUA

Admission Deferral Form

This application must be approved no less than 2 business days prior to the start of the term. Students are limited to no more than the next two semesters. Those who do not start classes within that time frame are considered to have deactivated their application or re-application and must reapply.

*Original start date: _____

*Requested start date: _____

Student Information

Last			First	Middle
School Email			Personal E-Mail	Phone Number
Street		City	State/ Zip	

D. Appendix D. Payment plan contract



AMERICAN UNIVERSITY SCHOOL OF MEDICINE ARUBA

Payment Plan Contract

Date:
Name
Email:
Semester:

I, the undersigned member, agree to make payments on the specific dates and the agreed amounts state on the payment scheduled below. I understand there is a \$250 processing fee attached to the payment plan that will be divided and combined into my payments. I understand that consequences that will be brought against me if the contract is violated. The penalty will include being dropped from all enrolled course immediately.

Total amount owed (beginning balance) \$ _____

Payment Date	Payment amount	Balance
	\$	\$
	\$	\$
	\$	\$
	\$	\$

I agree to the above schedule of payments.

Signature _____

If a payment isn't made within 5 days, a \$250 late fee will be applied to students account. If a payment is 10 days late, student will be dropped from all classes.

E. Appendix E. Letter of Financial Support



AMERICAN UNIVERSITY
SCHOOL OF MEDICINE
ARUBA

Letter of Financial Support

I hereby certify that I am responsible for the required cost for

(Student's name)

to attend AUSOMA and I have provided the attached bank statement as documentary evidence demonstrating financial ability.

Financial Sponsor

Date:

Signature

Name (print)

Relationship to the Student

Address

Phone Number

E-mail Address

**Attach official bank statement.*

F. Appendix F. Student accommodations request page 1 of 2

Page 1 of Student Accommodations Request



Student Accommodations Request

AUSOMA Disabilities and Rehabilitation Policy:

AUSOMA adheres to the guidelines set forth by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Persons with Disabilities Civil Rights Act of 1976. Upon review of appropriate documentation and consultation with professionals, AUSOMA may make accommodations to assist students with disabilities. Such accommodations will be confidential, reasonable and appropriate regarding the circumstances, and will allow equal opportunity for students with disabilities. The essential requirements, as well as the academic and vocational benefits of the program will not be infringed by these accommodations.

Student disabilities and rehabilitation services is designed to provide access to students in an effort for collegiate success. Student disabilities and rehabilitation Services may include discussions of your personal challenges and difficulties which can elicit uncomfortable feelings (i.e., sadness, guilt, anger, and frustration). Accommodations assist to improve academic performance, solutions to specific problems, and reductions in your feeling of distress. However, there is no assurance of these benefits.

Rights and Responsibilities:

You have the right to ask questions about Student Disabilities and Rehabilitation Services. We are always willing to discuss how and why we have decided to do what we are doing and to look at alternatives that might work better for you. You are free to discontinue accommodation services at any time.



AMERICAN UNIVERSITY
SCHOOL OF MEDICINE
ARUBA

Voluntary Disclosure of Disability:

To the student : The Disabilities and Rehabilitation Services is designed to help students with special needs. If you are requesting accommodations, please submit the following documents and return them (together) to the listed location:

- (1) Complete Voluntary Disclosure of Disability Form, (2) Submit documentation of disability, current evaluation from medical doctor, or evaluation from psychiatrist/psychologist.

Office of the Registrar
registrar@ausoma.org

CONFIDENTIALITY STATEMENT: The information on this form is confidential and will be released only to those individuals responsible for providing assistance to students with disabling conditions.

Date of application _____ Semester _____
Student name _____ AUSOMA ID _____
Address _____
City _____ State _____ Zip _____
Cell phone _____ Home phone _____
AUSOMA Email _____

Are you a Veteran?: Yes ___ No ___

Have you received previous accommodations? Yes ☐ No ☐

Type of disability: Mark all that apply

- | | | | |
|---|--|--|--|
| ☐ Attention Deficit Disorder (ADD) | ☐ Attention Deficit Hyperactivity Disorder (ADHD) | | |
| ☐ Brain injury (TBI) | ☐ Dyslexia | ☐ Hearing impaired | ☐ Mobility impaired |
| ☐ Other learning disorder (LD) | ☐ Psychological disorder | ☐ Visually impaired | |
| ☐ Other (explain) | | | |

Certification
By signing below, you acknowledge that you have read the policy, students rights, and the all information submitted is correct.

Student signature _____

Date _____

For Office Use Only

Reviewed by: _____

Date _____

Appendix G. Leave of Absence Request Form



AMERICAN UNIVERSITY
SCHOOL OF MEDICINE
ARUBA

Leave of Absence Request Form

*Start Date for Leave:

*Date to resume studies:

Student Data			
Student Name:			
	Last	First	M.I.
Student ID:			
	Student ID	Student personal E-Mail	Student Phone Number
Student Address:			
	Street	City	State/Zip

I am requesting a Leave of Absence for the following reason(s):

- ☐ Prepare for USMLE Step 1 Exam
- ☐ Prepare for USMLE Step 2 CK Exam
- ☐ Prepare for USMLE Step 2 CS Exam

☐ Other (explain):

AUSOMA guidelines for Leave of Absence:

This application must be approved no less than 20 business days prior to taking time off to be valid. 4 MONTHS is the maximum time allowed on Leave of Absence without being considered Dismissed from AUSOMA.

If considered Dismissed from AUSOMA, you become legally obligated to begin repayment of any Student Loans.

Students are to complete their classes and/or rotations before taking a leave of absence.

For this request to be considered: student's file must be complete and student must be in good financial standing.

Student Signature (REQUIRED)

Date (REQUIRED)

For Registrar Use Only

**Status
of
Request**

ACCEPTED ☐ DECLINED ☐

Registrar Signature

Date

Reason for Decline

Appendix H. Withdrawal Form



Withdrawal Form

*Last date attended class: _____ *Last Term Completed January / May / September / Year _____
*(if applicable) Date to return to AUSOMA: _____

Student Data

Student Name: _____
Last First M.I.
Student ID: _____
Student ID Number Student E-Mail address Student Phone Number
Student Address: _____
Street City State/Zip

I am withdrawing from AUSOMA for the following reason

☐
☐
☐
☐

Financial Hardship

Transferring to Another Medical School

I Need a Break from Classes

☐ Other (explain): _____

Tuition Refund: (See student handbook)

- 2 weeks or less: 80%
- 3 weeks or less: 60%
- 4 weeks or less: 40%
- After 4 weeks: None

Student Signature (REQUIRED)

Date (REQUIRED)

For Registrar Use Only

**Status
of
Request**

ACCEPTED

☐

DECLINED

☐

Registrar's Signature

Date

(notes) _____

Appendix I. Readmittance Form



AMERICAN UNIVERSITY
SCHOOL OF MEDICINE
ARUBA

Re-Admittance Form

Student Information			
Student Name:	Last		First M.I.
Student ID:	AUSOMA ID Student E-Mail Student Phone Number		
Student Address:	Street City State/ Province		

I am requesting *Re-Admittance* for the following reason(s):

- ☐ Returning student previously attended
- ☐ Required additional time for USMLE Step 1 Exam
- ☐ Required additional time for USMLE Step 2 CK Exam
- ☐ Required additional time for USMLE Step 2 CS Exam
- ☐ Other (explain): _____

Last Date of Attendance _____ Expected Start Semester _____

Guidelines for Re-Admittance:
*To be considered for re-admittance your student file must be complete.
Return this form to the Office of the Registrar for processing.*

Student Signature (REQUIRED) _____

Date (REQUIRED) _____

For Registrar Use Only

**Status
of
Request**

ACCEPTED

DECLINED

☐☐

Approval Signature _____

Date _____

Reason for decline _____

Appendix J. Form to Request for NBME CBSE Exam



Request for NBME Comprehensive Basic Science Exam (CBSE)

Last Name: _____ First Name: _____

Date of Birth: Month: _____ Day: _____ Year: _____

Gender: Female ☐ Male ☐

AUSOMA Student ID Number: _____

AUSOMA Email Address: _____

Graduation Year: ****

When is the student taking the CBSE? _____

(NOTE: Order needs to be placed a minimum of 30 calendar days prior to test date. the minimum testing window is seven days.)

Location of Testing Center: _____

Prometric Testing Centers: You will use the worldwide network of Prometric testing centers for administration of this exam. When testing at Prometric, examinees will receive a scheduling permit to make an appointment to take the exam at a Prometric Testing Center of your choice.

Test Accommodations: Students with special needs may request accommodations from the Registrar's Office at registrar@ausoma.org.

Do you require extra testing time? Yes ☐ No ☐

Student Signature: _____ Date: _____

*****DO NOT WRITE BELOW THIS LINE*****

Payment Cleared by Finance Date: _____

NBME Order Date: _____

CBSE Version 4
July 2023



MSPE/Dean's Letter Request Form
Student Information

AUSOMA Student ID: _____

Last Name: _____ First Name: _____

Phone Number: _____ AUSOMA Email: _____

Student Address: _____

MSPE Eligibility

Student must be a senior (final year) AUSOMA medical student in good academic and financial standing. Student has completed a minimum of 24 weeks of clinical rotations with AUSOMA (inclusive of 3rd and 4th year). Student file must be complete and up to date.

Supporting Documentation Required:

1. Personal statement detailing academic and professional achievements since high school graduation.
2. Copy of resume
3. Transfer students must submit statement detailing reason for transferring to AUSOMA

These documents MUST be submitted with this completed Form to the Registrar no later than July 1 of the year prior to your anticipated graduation.

Please allow 4-8 weeks processing from the date of submission.

Student Signature: _____ Date: _____

***** DO NOT WRITE BELOW THIS LINE *****

Status of Request: Accepted ☒ Declined ☐ Date: _____

Name (Print): _____ Signature: _____

If declined, please provide reason: _____

Appendix L. Transcript request form

[Click to Reset Page](#)



AMERICAN UNIVERSITY
SCHOOL OF MEDICINE
ARIIRA

Transcript Request Form

Student Information			
Student Name:			
	Last	First	M.I.
Student ID	Student E-Mail Address:		Student Phone Number
Student Address:			
	Street	City	State / Zip
☐	Number of Copies Requesting	☐ Alumnus	☐ Current Student
		☐ Official Copy	☐ Former Student
		☐ Unofficial Copy (to be issued to Student)	
Please send transcript(s) to (include the complete mailing address to prevent any delays):			
There is a fee of \$50 per official copy of the transcript.			
Unofficial transcripts can be retrieved via student portal if fees are paid.			
Official transcript(s) will not be delivered until ALL University obligations have been satisfied.			
Multiple requests must be submitted via separate forms.			
Please allow 10 -15 business days for completion.			
Student Signature			Date
For Registrar Use Only			
Status of Request	☐ Processed	☐ Declined	☐ Fee Paid
	Registrar Signature		Date
Reason for Decline			



[Click here to Reset Page](#)

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SCHOOL OF MEDICINE
ARUBA

Photo and/or Media Release Form

I, hereby grant permission to American University School of Medicine Aruba, to use and publish any photograph, media or quote pertaining to me for educational and promotional purposes without compensation. Furthermore, I grant creative permission to alter the media.

First Name: Last Name:

Phone Number:

Address:

Signature: Date:

Appendix 0. Student Handbook Acknowledgement Form

Student Handbook Acknowledgment Form

American University School of Medicine Aruba (AUSOMA)

Date:

I hereby acknowledge that I have received and read the Student Handbook for American University School of Medicine Aruba (AUSOMA). I understand the contents of the handbook, including important policies, procedures, and expectations set forth by the institution. By signing below, I affirm that I am aware of the following:

1. Academic Policies: I understand the academic standards, grading system, and requirements for graduation.
2. Behavioral Expectations: I acknowledge the codes of conduct and the importance of maintaining a respectful and safe learning environment.
3. Attendance Policies: I am aware of the attendance requirements and the consequences of absences.
4. Disciplinary Procedures: I understand the procedures for addressing violations of school policies and the potential consequences.
5. Support Services: I am informed about the various academic and personal support services available to me.
6. Health and Safety Guidelines: I acknowledge the health and safety measures in place to ensure a safe school environment.

I commit to upholding the values and guidelines outlined in the Student Handbook throughout my time at American University School of Medicine Aruba (AUSOMA).

Student Name (Printed): _____

Student Signature: _____

Parent/Guardian Name (if applicable): _____

Parent/Guardian Signature (if applicable): _____

*Please return this signed form to the Registrar's office by [Deadline Date].

Thank you for your cooperation!

This form will be retained in the student's academic file at American University School of Medicine Aruba (AUSOMA) Registrar's office.

American University of School of Medicine Aruba (MD Program)
Technical Standards for Admission and Enrollment
Student Acknowledgement and Certification Form

Candidate Status: ☐ Applicant ☐ Matriculated Student

Program: MD Program

Full Legal Name: _____
Last First Middle

AUSOMA Student ID (if applicable): _____ **Academic Term/Start Date:** _____

Acknowledgement of Technical Standards

If I require any reasonable accommodations in order to perform these functions, I agree to request accommodations by promptly notifying the Director of Admissions. The Director of Admissions, in coordination with the appropriate offices will evaluate the reasonableness of accommodations before approving any requests.

If my circumstances should change related to these Technical Standards, I will promptly notify the Office of the Registrar.

I understand that reasonable accommodations are not guaranteed, may not be feasible in all educational or clinical settings, and cannot be applied retroactively. Approval of accommodations by AUSOMA does not guarantee acceptance of similar accommodations by external clinical sites, residency programs, or licensing authorities. Failure to meet the Technical Standards, with or without reasonable accommodation, may result in denial of admission, delayed progression, removal from clinical activities, or dismissal from the MD Program.

By signing below, I hereby certify that I have read and understand the Technical Standards for Admission, Enrollment, Progression and Graduation at the American University of School of Medicine Aruba (AUSOMA). Additionally, I acknowledge that I have access to the information on the Technical Standards required for admission, matriculation, progression and completion of the MD program. I further understand that these standards apply throughout my enrollment, including during preclinical and clinical training, regardless of my intended future specialty or career path.

Professional Responsibility and Ongoing Compliance

I understand that responsibility for meeting the Technical Standards rests with me. I agree to promptly notify the Office of Student Affairs or the Office of the Registrar if my ability to meet these standards changes during my enrollment. I further acknowledge that if, despite reasonable accommodation, I am unable to meet the Technical Standards or if my condition poses a direct threat to patient, peer, or personal safety, AUSOMA may take appropriate academic or administrative action in accordance with institutional policies.

Acknowledgement and Agreement

I affirm that the information provided above is accurate and complete. I understand that this acknowledgement is required for admission to, and continued enrollment in, the MD Program at American University of School of Medicine Aruba.

Student Signature

Signature: _____

Date: _____

Email: _____

For Institutional Use Only

Reviewed By: _____

Title: _____

Date: _____

EMERGENCY CONTACT NUMBERS

AUSOMA IN-HOUSE EMERGENCY CONTACTS

1. Dr. Tiara Calvo Leon, Associate Dean of Student Affairs: +297 7420577
2. Dr. Gil C. Apacible, Chair, Student Wellness Committee: +297 5675230

ARUBA EMERGENCY CONTACTS

1. Police (Politie): 100
2. Firefighters (Brandweer): 911
3. Ambulance (Ambulance): 911
4. Coast Guard (Kustwacht): Phone: 913
5. Hospital (Dr. Horacio E. Oduber Hospital): +297 527 4000
6. IMSAN (Instituto Medico San Nicolas): +297 524 8833
7. Urgent Care (MedCare Clinic Aruba): +297 587 6600
8. Pharmacy (Botica): Botica di Servicio: +297 587 7747 (24/7 service)
9. Crisis Hotline (24/7): 911
10. Locksmith (Aruba Locksmith Services): +297 587 0427
11. Aruba Roadside Assistance: +297 593 3666
12. Aruba Towing Service: +297 583 0096, +297 582 1881
13. CarTow Services Aruba: +297 593 1005
14. Taxi Service: +297 587 2300
15. Taxi Aruba: +297 582 2116