

2024



Western Atlantic University  
School of Medicine

# Student Handbook

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# Western Atlantic University School of Medicine Student Handbook

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Welcome to Western Atlantic University School of Medicine (WAUSM)!

WAUSM's goal is to be a premier leader in international medical education delivering an outstanding student experience for aspiring physicians. Boasting a state-of-the-art preclerkship campus, leading faculty, best-in-class student services, and respected US clinical partner hospitals, WAUSM will train culturally and medically sophisticated students, ready to serve and positively impact the global healthcare community. In order to accomplish this goal, the University has established a set of policies and guidelines to optimize your medical education experience that can be found in the Student Handbook. One of the many goals of this Student Handbook is to make clear the important ethical standards expected of medical students.

The information contained in the Student Handbook should serve as a guide for students throughout their academic, clinical, and extracurricular life as members of the WAUSM community. The WAUSM Student Handbook is not intended to be a contract or part of a contractual agreement between WAUSM and the student. The Student Handbook does not include every detail of every policy but rather seeks to cover the essential terms of policies and provisions of WAUSM.

WAUSM reserves the right to amend, modify, add to, or delete its rules, policies, and procedures without notice, as deemed necessary by the administration. Whenever possible, adequate notice of anticipated changes will be given to the student. Any amendment, modification, addition, or deletion shall not be considered a violation of the relationship between the University and the student. Such right includes changes that, in the judgment of the administration, are necessary in the exercise of its educational responsibility.

Policies and procedures set forth in this Student Handbook are effective from September 2023 through January 2024. The published Student Handbook supersedes all previous handbooks, documents, and directives where they may be in conflict.

Students must become familiar with the policies and procedures. Failure to read this Student Handbook does not excuse students from the rules, policies, and procedures contained in it. Questions regarding the policies should be directed to the WAUSM Office of Student Affairs.

Enjoy your medical school experience and maintain a level of personal integrity and caring which will reflect well upon you and WAUSM.

We wish you the very best of success!

# Message from the Executive Dean and Chief Academic Officer

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Welcome to Western Atlantic University School of Medicine (WAUSM)! You have embarked on an exciting, life-changing, and challenging adventure. As a medical student at WAUSM, we are committed to provide students with academic knowledge, clinical skills, and problem-solving techniques through a patient-centered focused curriculum. Through engaging in a collaborative environment, connecting theory to practice, and integrating leadership skills within your community, students will have the tools needed to succeed in a modern clinical setting allowing you to become outstanding future physicians.

Our School's mission is integrated throughout our teaching, practice, and service. Faculty, staff, and students collectively impact communities by applying six core values: excellence, commitment, diversity, integrity, respect, and cooperation. We are invested in each student and focus on preparing you for the future through an extensive and comprehensive educational experience allowing you to lead and positively impact the healthcare landscape.

WAUSM is committed to offering opportunities for qualified and diverse US, Canadian, and international students while promoting professional ethics and values to the global healthcare community. Our diverse network and affiliated hospitals will offer you in-depth clinical experiences to cultivate and enhance your skills and knowledge. We believe in you and are excited to partner with you on your pathway to medicine.

I look forward to observing your professional growth as you begin your exciting journey of becoming a successful practicing physician.

Warm regards,



**Paula S. Wales, EdD**

Executive Dean and Chief Academic Officer  
Western Atlantic University School of Medicine

# Mission, Vision, and Values of WAUSM

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## OUR MISSION

Western Atlantic University School of Medicine (WAUSM) is committed to providing an opportunity for qualified, diverse, and often under-represented US, Canadian, Bahamian, and international medical school students to acquire the knowledge and skills necessary to earn residency positions and to become outstanding patient-centered MDs serving the public.

## OUR CORE VALUES

- Excellence in medical education and student services.
- Service to patients and local and global communities.
- Integrity embracing the highest standards of ethical behavior and moral character.
- Collaboration in pursuit of medical education.
- Diversity in faculty, staff, and students.
- Respect for all individuals regardless of affiliation.

*WAUSM is a nonsectarian, nonpartisan, private institution and curricular programming occurs according to the published academic calendar.*

# Accreditation

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Western Atlantic University School of Medicine (WAUSM) has received Candidacy Status by the Caribbean Accreditation Authority for Education in Medicine and Other Health Professions ([CAAM-HP](#)).

Established in 2003 under the aegis of the Caribbean Community (CARICOM), CAAM-HP is a legally constituted body that is empowered to determine and prescribe standards and to accredit programs of medical, dental, veterinary, and other health professions education on behalf of the contracting parties in CARICOM, and is recognized by the World Federation for Medical Education/Foundation for Advancement of International Medical Education and Research (WFME/FAIMER). This is important, because after 2024, the Educational Commission on Foreign Medical Graduates (ECFMG) will issue certification only for degrees from a school accredited by a WFME-recognized agency.

Accreditation by CAAM-HP is a rigorous, peer review process that examines all aspects of a medical program. The CAAM-HP board, an independent and autonomous body of professionals, only certifies medical schools that are operating at the highest levels of industry standards.

The CAAM-HP accreditation process progresses in sequence – from candidacy status to full accreditation. The survey for a full accreditation review is usually conducted early in the fourth year of the program.

Any individual who may have concerns regarding WAUSM's compliance with accreditation standards can share their concerns with the Office of Student Affairs. Any complaint regarding accreditation may be filed anonymously without fear of retaliation through the University's online reporting system. If the complaint cannot be resolved internally or if the complainant prefers, concerns may be directed to CAAM-HP; please contact the [Office of Student Affairs](#) regarding the procedure for such filings. All inquiries and complaints received by the University regarding accreditation will be considered confidential. Any individual or entity making such inquiry or filing a complaint in good faith shall not be subject to retaliation irrespective of final adjudication of the matter. All records of such inquiries or complaints shall be held by the University and subject to review by the CAAM-HP or other regulatory agencies as may be required by law.



# Admissions and Matriculation

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Applicants to WAUSM are selected for admission based on their academic, personal, and extracurricular attributes. Applicants must also have the intellectual, physical, and emotional capabilities to meet the requirements of the University curriculum and of a successful medical career.

WAUSM's mission is to provide its graduates with broad general knowledge in all fields of medicine and the basic skills and competence requisite for the practice of medicine. Therefore, WAUSM's faculty believes that a broad-based and patient-oriented curriculum is necessary for the development of such knowledge and skills and is best suited to the education of future generalists, specialists, physician investigators, and leaders in medicine. The University seeks to graduate students who will have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care.

## **TECHNICAL STANDARDS FOR MEDICAL SCHOOL ADMISSION**

The following technical standards are based on standards suggested by the Special Advisory Panel on Technical Standards for Medical School Admissions convened by the AAMC (Memorandum #79-4) in January 1979\*. These guidelines will be reviewed annually by the Admissions Committee and will be updated periodically. These guidelines specify the attributes considered essential for completing medical school training and for enabling each graduate to enter residency and clinical practice. The MD degree signifies that the holder is a physician prepared for entry into the practice of medicine within postgraduate training programs. As such, these Technical Standards, along with the academic standards established by the faculty, describe the essential functions that applicants must demonstrate to meet the requirements of a general medical education, and are pre-requisites for admissions, matriculation, promotion, and graduation.

WAUSM will consider for admission and continuation any applicant who meets its academic and nonacademic criteria and who demonstrates the ability to perform skills and meet the standards listed in this document, with or without reasonable accommodations, consistent with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. These standards also conform to the AAMC guidelines for medical schools. The University believes that all applicants must possess the intellectual, physical and emotional capabilities necessary to undertake the required curriculum in a reasonably independent manner without having to rely on the assistance of others or intermediaries, and that all applicants must be able to achieve the levels of competence required by the faculty. All applicants for admission, both those with and without disabilities, are expected to be competitive with others in the applicant pool in academic, personal and extracurricular attributes. The institutional policy is to make admissions decisions on a case-by-case basis and based on each applicant's qualifications to contribute to the University's educational mission. For purposes of this document and unless otherwise defined, the term "applicant" or "candidate" means applicants for admission to medical school as well as enrolled medical students who are candidates for promotion and graduation.

*\*Recommendations of the AAMC Special Advisory Panel on Technical Standards for Medical School Admissions, approved by the AAMC Executive Council on January 18, 1979, are reproduced below.*

## **NONDISCRIMINATION POLICY**

The WAUSM Nondiscrimination Policy applies to the recruitment and admission of students, employment of

faculty and staff, and scholarship and loan programs. This policy is also followed in the operation of all other programs, activities, and services of Western Atlantic University School of Medicine (WAUSM).

The selection process for all WAUSM employees, faculty and students shall not discriminate on the basis of race, color, religion, creed, age, sex, sexual orientation, gender, gender identity, ethnicity, disability, political affiliation or belief, national origin, veteran status, pregnancy status, or marital status.

WAUSM is an equal opportunity employer (EEO) and does not discriminate in the student admissions process, the conduct and operations of educational programs and activities, operational activities, and employment practices.

WAUSM embraces and values the richness that diversity contributes to the learning environment and recognizes that diversity enhances the quality of its educational programs, and as such, WAUSM is dedicated to recruiting a diverse student population and ensuring that no discriminatory practices shall exist.

WAUSM is committed to providing a working and learning environment in which students, faculty and staff are treated with courtesy, respect, and dignity.

WAUSM's policy is that no student, faculty, or staff shall be discriminated in, or denied benefits of, any educational program or activity on the basis of race, color, religion, creed, age, sex, sexual orientation, gender, gender identity, ethnicity, disability, political affiliation or belief, national origin, veteran status, pregnancy status, or marital status.

Anyone that is a witness to a discriminatory action by WAUSM's students, faculty, staff or any of its affiliates, or anyone who believes they have been the object of discrimination or any discriminatory practices, should notify the appropriate WAUSM office as more particularly set forth in the reporting protocols articulated in WAUSM's Student Handbook or Colleague Handbook, respectively. Any allegation of discrimination will be investigated. The reporting individual may file a report without fear of retaliation.

## **TECHNICAL (NON-ACADEMIC) STANDARDS FOR MEDICAL SCHOOL ADMISSION**

A candidate for the MD degree must have abilities and skills in the five functional areas described below and must have the physical and emotional stamina and capacity to function in a competent manner, and consistent with these standards, in the classroom, clinical and laboratory settings—including settings that may involve heavy workloads, long hours, and stressful situations.

- 1. Observation:** The candidate must be able to observe demonstrations and experiments in the basic sciences, including but not limited to anatomic, physiologic, and pharmacologic demonstrations, microbiologic cultures, and microscopic studies of microorganisms and tissues in normal and pathologic states. A candidate must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the sense of vision, hearing, and somatic sensation. It is enhanced by the sense of smell.
- 2. Communication:** A candidate must be able to speak, to hear, and to observe patients to elicit information, describe changes in mood, activity, and posture, and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech but reading and writing. The candidate must be able to communicate effectively and efficiently in oral and written form with all members of the healthcare team.

- 3. Motor:** Candidates must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers that comprise a complete physical examination (including pelvic examination). A candidate must be able to perform the basic and advanced clinical procedures that are requirements of the curriculum. A candidate must be able to execute motor movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required of physicians are cardiopulmonary resuscitation, the administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, the suturing of simple wounds, and the performance of simple obstetrical maneuvers. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch, vision, and hearing.
- 4. Intellectual:** Conceptual, Integrative and Quantitative Abilities: These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem-solving, the critical skill demanded of physicians, requires that a candidate be able to learn, retrieve, analyze, sequence, organize, synthesize and integrate information efficiently, and reason effectively. In addition, the candidate should be able to measure and calculate accurately, and to understand the spatial relationships of structures.
- 5. Behavioral and Social Attributes:** A candidate must possess the emotional health required for full utilization of his intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients. Candidates must be able to work effectively, respectfully and professionally as part of the healthcare team, and to interact with patients, their families and healthcare personnel in a courteous, professional and respectful manner. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that are required.

Technological compensation can be made in certain of these areas, but a candidate should be able to perform in a reasonably independent manner. The use of a trained intermediary, a person trained to perform essential skills on behalf of the candidate, or a person used such that a candidate's judgment must be mediated by someone else's power of selection and observation, is not permitted.

In addition to the abilities and skills set forth above, candidates must possess the general physical health necessary for performing the duties of a medical student and physician in training without endangering the lives of patients and/or employees with whom the student might have contact.

Candidates whose performance is impaired by abuse of alcohol or other substances are not suitable candidates for admission, continuation, promotion, or graduation.

### **Process for Assessing the Applicant's Compliance with the Technical Standards**

Applicants are required to attest at the time they accept an offer to matriculate that they meet the University's technical standards. These standards are not intended to deter any student who might be able to complete the requirements of the curriculum with reasonable accommodations. Requests from applicants for reasonable accommodations in meeting the technical standards will be reviewed and considered by the WAUSM Office of Student Affairs Services. Students requesting accommodations must complete WAUSM's

“Academic Accommodations” form.

## **Students with Disabilities**

Individuals with disabilities (as defined by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act) may be qualified to study and practice medicine with the use of a reasonable accommodation. To be qualified for the study of medicine, those individuals must be able to meet WAUSM’s academic and technical standards, with or without reasonable accommodation. Accommodation is a means of assisting students with disabilities to meet essential standards by providing them with an equal opportunity to participate in all aspects of each required course or clinical experience in the curriculum. Reasonable accommodation is not intended to guarantee that students will be successful in meeting the curricular requirements.

Technological compensation can be made for some disabilities in certain areas, but a candidate should be able to perform in a reasonably independent manner. Qualified students with documented disabilities may be provided with reasonable accommodations that may include involvement of an intermediary or an auxiliary aid. But no disability can be reasonably accommodated with an aid or intermediary that provides cognitive interpretation, or substitutes for essential clinical skills, or supplements clinical and ethical judgment. Thus, accommodations cannot eliminate essential program elements or fundamentally change the curriculum of WAUSM.

Requests for accommodation must be made in writing and must be supported by appropriate documentation. Students should review the Accommodations Policy included in this Student Handbook or contact the Office of Student Affairs for more information on the process to request accommodations.

## **NEW STUDENT COURSE REGISTRATION AND MATRICULATION REQUIREMENTS**

All newly accepted WAUSM students must comply with the contingencies detailed in the Conditions of Acceptance letter issued upon acceptance along with the assigned pre-matriculation preparatory materials and submission of all orientation forms.

Prior to matriculating as a medical student at WAUSM, all admitted applicants must meet the conditions of acceptance as listed on their offer of admission. If a student believes their documents will be delayed (ie, final official transcript, test scores, course requirements, etc.); a written exception request must be submitted to the [Office of the University Registrar](#) and the student must receive approval prior to the start of classes. If approval is granted, a hold will be placed on the student record and all outstanding documents must be received within the first semester of classes. If all documentation is not submitted within the first semester of classes, students will be subject to administrative withdrawal and may lose the privilege to register for a subsequent semester.

In addition, students are required to complete pre-matriculation preparatory material prior to beginning medical school. Details of matriculation and enrollment policies will be sent to the student requiring acknowledgement prior to the start of the semester.

Students who pass (P) MAPP academically, and upon MAPP Director recommendation, are accepted into WAUSM.

The Office of the University Registrar will register new students upon confirmation by the Office of

Admissions. A student's enrollment is contingent on submission of all documentation required for admission. Any missing documentation specified by the Office of Admissions must be submitted to the Office of the University Registrar prior to the start of classes.

Tuition is billed upon course registration, approximately two weeks prior to the start of each semester or once all documents have been confirmed and received by the Office of Admissions (whichever comes first). Tuition is due, in full, before the start of classes each semester. Students who have submitted all required financial aid forms and have received a loan guarantee and/or approval that cover the balance due, may have their tuition payment deferred until the funds disburse from the lender.

## **STUDENT ASSUMPTION OF RISK**

By entering into an agreement with WAUSM to engage in your medical education you are voluntarily consenting to participate in educational activities, including required clinical skills experiences, with an understanding of the inherent risks, both known and unknown, associated with your professional training and the practice of medicine. As a medical student at WAUSM, you acknowledge and assume responsibility for the inherent risks of adverse health events due to the nature of the general training and the specific clinical patient care environments. These risks may include, but are not limited to, occupational hazards and injuries, the transmission of communicable diseases, blood borne pathogen exposure, emotional stress, and bodily injury.

## **ELECTRONIC COMMUNICATION**

WAUSM uses electronic mail (email) for all official communication with enrolled students. Each student will be provided with a unique email address. Students must use this address in all communications with faculty, administration or other students when conducting University business or engaged in online learning activities that require email communication. The University will not recognize or record personal email addresses for communications with enrolled students. It is the student's responsibility to check University email accounts on a regular basis. Students who find it necessary to take a leave of absence from the University or those students who may be temporarily withdrawn from the University for any reason may retain their email address to facilitate communication of re-enrollment requirements and other outstanding business with the University. All users of the WAUSM's technology, including email accounts, are expected to adhere to the guidelines for proper and professional use. Violations of this policy may result in closure of email accounts, loss of technology access, and disciplinary action including withdrawal from the program. Please see the Information Technology section for more information.

## **WELCOME WEEK**

Welcome week occurs the week before the start of a semester in Grand Bahama. During welcome week, student's check-in to confirm that they are physically in Grand Bahama. Welcome week provides new students the opportunity to get acclimated with the environment while getting introduced to the curriculum to prepare them for the next four years. It also provides an opportunity for students to complete or deliver any outstanding documentation that is needed by WAUSM before the semester begins.

Continuing students (semesters 2–10) are expected to attend continuing student check-in prior to the start of the semester, or as scheduled by the Offices of Student Affairs and University Registrar.

## ADVANCED STANDING AND CREDIT TRANSFER

The WAUSM Advanced Standing and Credit Transfer Policy describes the circumstances under which WAUSM accepts advanced standing and/or credit transfer, the criteria the student must meet to be considered for advanced standing and/or transfer credit, the review process and academic expectations required of students with advanced standing and/or credit transfer.

Given the potential for curricular differences between the WAUSM curriculum and the school from which the student is transferring, WAUSM does not commonly accept transfer credits or offer advanced standing. The review will also be dependent upon availability of clerkship/rotation sites and adequate educational opportunities. WAUSM typically accepts students at the beginning of the first semester or after the student has passed all equivalent preclerkship or foundational courses has passed USMLE Step 1.

Criteria to request a credit transfer or advanced standing:

A student may be reviewed for credit transfer when a compelling reason exists to request the transfer. All requests for advanced standing or credit transfers will be reviewed by an ad hoc committee on student transfers.

### **To be eligible for consideration, the student must:**

- Complete WAUSM's Application for Transfer form
- Obtain a letter of good standing from the Registrar of the school from which they are transferring
- Submit a copy of medical school transcript from every medical school attended
- Provide a detailed description of the medical school curricula and course descriptions students are seeking transfer credit for
- Provide a compelling letter addressed to the Office of Student Affairs notifying the intent and reasons for the transfer a minimum of 90 days in advance of the requested transfer date

### **The student must also meet the following requirements:**

- Be in good academic standing and have current passing grades in all subjects.
- Must have successfully passed USMLE STEP 1 on the first attempt.
- Must not be suspended, dismissed, or on probation.
- Must have a negative background check as to charges and convictions and a negative drug screen.
- If withdrawn, the student must be eligible for re-admission to the medical school from which they are transferring.
- The student is not transferring in the middle of an academic semester.
- Minimally, the student must complete the last two years of instruction at WAUSM to be eligible to receive the MD degree from WAUSM.
- The previous coursework must be equivalent to the WAUSM course work and requirements.
- The student must meet WAUSM's health requirements and technical standards.
- The student must be in overall good standing with no behavioral infractions with the institution from which they are transferring.

## **REVIEW AND TRANSFER OF CREDIT PROCESS**

Once an applicant has submitted all required materials and meets all the stated conditions, all documentation provided will be reviewed by the Clerkship Admission Subcommittee of the Admissions Committee.

The Clerkship Admission Subcommittee will determine the curricular equivalency, the exact placement of the student in the curriculum, and ensure that the resources exist to allow the student to join WAUSM's program. If the review by the Clerkship Admission Subcommittee determines the resources exist and the applicant is eligible to transfer, the Subcommittee will contact the Dean from the medical school from which the applicant is transferring to ensure the appropriate plans have been made and that no unidentified negative grades or behavioral problems exist that prohibit the transfer.

All coursework will be evaluated prior to transferring and will be credited to the student only after careful review by the Clerkship Admission Subcommittee on student transfers. Each course will be evaluated as to course content, equivalency, and credit hours prior to being accepted. After evaluation, the Subcommittee will make a recommendation to the Chair of the Admissions Committee who will then inform the Executive Dean to make the final decision.

## **TRANSFER OF CREDIT**

Credits eligible for transfer will be determined by the Clerkship Admission Subcommittee of the Admissions Committee. Students who are transferring between medical schools cannot be given credit for incomplete or failed courses or for courses taken more than two years prior to the time the applicant is accepted for enrollment.

Students applying for transfer should know that WAUSM makes no claim or guarantee that credits earned while enrolled at WAUSM will transfer to other institutions. Preclerkship courses, credits or requirements not satisfied at the previous academic institution must be successfully completed at WAUSM prior to the beginning of third year rotations. Additional courses required and requirements for completion of these courses will be determined by the Clerkship Admission Subcommittee and will be communicated to the student.

Review and acceptance of any transfer of credit or awarding of advanced standing will not be construed as a promise or guarantee of the student's success in the WAUSM curriculum.

# The Office of Student Financial Services (SFS)

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All financial aid and student accounts personnel use common software, and are available to counsel any WAUSM student seeking assistance. The OSF website provides information about the types of aid available and debt management strategies. All medical students who receive financial aid are required to complete one-on-one entrance and exit interviews with SFS's financial aid staff.

## TYPES OF FINANCIAL AID

There are several financial aid and scholarship options available to medical students, including:

- **WAUSM Scholarships:** These awards are offered at the time of admission and are not repaid.
- **External Grants and/or Scholarships:** These are grants and scholarships awarded to students by outside agencies.
- **Private Student Loans:** Private student loans are credit based and available through multiple lending institutions. When choosing the best loan for you look at items such as deferment, forbearance, and repayment provisions, to include what happens to the loan balance in the event of death or permanent disability.

## TUITION REFUND

A student may be eligible to receive a refund of tuition upon their withdrawal or leave of absence from the WAUSM MD program. The terms and condition to determine if a student is eligible to receive a tuition refund are as follows:

- Students who withdraw, or have an approved leave of absence, from the University prior to the first day of classes will receive a 100% tuition refund, less any nonrefundable fees.
- Students who withdraw, or have an approved leave of absence, from the University before the end of the first week of classes will receive a 75% tuition refund, less nonrefundable fees.
- Students who withdraw, or have an approved leave of absence, from the University before the end of the second week of classes will receive a 50% tuition refund, less nonrefundable fees.
- Students who withdraw, or have an approved leave of absence, from the University before the end of the third week of classes will receive a 25% tuition refund, less nonrefundable fees.
- Students who withdraw, or have an approved leave of absence, from the University after the third week of classes will not receive a tuition refund.
- The Office of Student Affairs makes the determination of extenuating circumstances such as serious illness, military conscription, or death of a family member.
- The date of withdrawal is determined by the date that a written application for withdrawal for that semester is received by the office for student affairs. Tuition refunds are processed within 30 days of the received date of the written application.



*Please note: Fees originating outside the institution such as visa fees, shuttle pass fees, student health insurance fees, and medical student kit fees, etc. charged to your student account for supplies and services are generally non-refundable once services have begun or supplies have been provided. In instances where a tuition refund is calculated when a full tuition scholarship was utilized, any tuition refund will be returned back to the scholarship program. If a partial scholarship was applied and a refund is due to the student, the refund back to the student would be returned based on the amount of tuition paid excluding the scholarship. For US students with private loans, any credits that result will be returned to the private loan program first and to the student second.*

## **FINANCIAL RESPONSIBILITIES AND LATE FEES**

- I. Students accept financial responsibility for payment of all institutional costs including, but not limited to, tuition and external fees.
- II. A student will not be able to register for future semesters until all outstanding balances have been paid in full.
- III. Tuition bills are available in the online portal, generally, two weeks before classes begin.
- IV. Student account balances are due no later than the first day of the semester. Payments can be made by check mailed to the US payment address, wire, or credit card.
- V. Students choosing to enroll in a payment plan will pay a \$35 processing fee per semester.
- VI. If a student has an outstanding balance after the date in which classes commence for the semester, a hold and a \$100 late fee will be placed on the student account, unless the student has secured funding and approval from the SFS.
- VII. Students may be administratively withdrawn for non-payment of tuition.

## **STUDENT RECORDS HOLDS**

- I. A SFS hold will be placed on a student account to withhold services, records, academic certifications, transcripts, and diplomas from a student whose account is past due.
- II. The Office of the University Registrar may place a hold on the student account for different reasons; therefore, please contact the appropriate office that initiated the hold to discuss what requirements must be met to have the hold removed.

# The Office of Student Affairs

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WAUSM's Office of Student Affairs is comprised of experienced faculty and staff dedicated to the overall success and well-being of all students. Student Affairs provides learning opportunities, support and resources outside of the formal classroom which are designed to complement and enhance the educational experience of each student.

The Office of Student Affairs is involved in all aspects of student life including individualized learning support and career counseling. This office oversees student programming and activities, student government functions as well as the facilitation of clubs and organizations.

We strive to facilitate a learning environment that is free from academic and non-academic impediments, and is governed by strong foundational values: integrity, respect, innovation, excellence, and service.

The Student Affairs Team is committed to provide a nurturing and supportive environment to prepare WAUSM students for the demands of a career in medicine, while promoting the School's mission to improve the health of all individuals.

# Professionalism

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## STANDARDS OF CONDUCT FOR MEDICAL STUDENTS

Students of WAUSM are expected, at all times, to behave in a way exemplifying the following professional attributes, which have been identified by the faculty as behaviors and attitudes that medical students are expected to develop. Learning experiences related to these attributes occur throughout the curriculum and student attainment of each attribute is assessed in a variety of ways:

- respect
- honesty
- integrity
- ethical conduct
- compassion
- self-awareness

## RESPONSIBILITIES OF TEACHERS AND LEARNERS

Students and teachers should recognize the special nature of the teacher-learner relationship, which is in part defined by professional role modeling, mentorship, and supervision. Because of the special nature of this relationship, students and teachers should strive to develop their relationship to one characterized by mutual trust, acceptance, and confidence. Both must recognize the potential for conflict of interest and respect appropriate boundaries.

WAUSM has adopted the AAMC Compact between Teachers and Learners of Medicine. Preparation for a career in medicine demands the acquisition of a large fund of knowledge and a host of special skills. It also demands the strengthening of those virtues that undergird the doctor/patient relationship and that sustain the profession of medicine as a moral enterprise. This compact serves as a pledge and as a reminder to teachers and learners that their conduct in fulfilling their mutual obligations is the medium through which the profession inculcates its ethical values.

### Guiding Principles

- DUTY:** Medical educators have a duty, not only to convey the knowledge and skills required for delivering the profession's contemporary standard of care, but also to inculcate the values and attitudes required for preserving the medical profession's social contract across generations.
- INTEGRITY:** The learning environments conducive to conveying professional values must be suffused with integrity. Students learn enduring lessons of professionalism by observing and emulating role models who epitomize authentic professional values and attitudes.
- RESPECT:** Fundamental to the ethic of medicine is respect for every individual. Mutual respect between learners, as novice members of the medical profession, and their teachers, as experienced and esteemed professionals, is essential for nurturing that ethic. Given the inherently hierarchical nature of the teacher/learner relationship, teachers have a special obligation to ensure that students and residents are always treated respectfully.

## **Commitments of Faculty**

- a. We pledge our utmost effort to ensure that all components of the educational program for students and residents are of high quality.
- b. As mentors for our student and resident colleagues, we maintain high professional standards in all interactions with patients, colleagues, and staff.
- c. We respect all students and residents as individuals, without regard to gender, race, national origin, religion, or sexual orientation; we will not tolerate anyone who manifests disrespect or who expresses biased attitudes toward any student or resident.
- d. We pledge that students and residents will have sufficient time to fulfill personal and family obligations, to enjoy recreational activities, and to obtain adequate rest; we monitor and, when necessary, reduce the time required to fulfill educational objectives, including time required for “call” on clinical rotations, to ensure students’ and residents’ well-being.
- e. In nurturing both the intellectual and the personal development of students and residents, we celebrate expressions of professional attitudes and behaviors, as well as achievement of academic excellence.
- f. We do not tolerate any abuse or exploitation of students or residents.
- g. We encourage any student or resident who experiences mistreatment or who witnesses unprofessional behavior to report the facts immediately to appropriate faculty or staff members; we treat all such reports as confidential and do not tolerate reprisals or retaliations of any kind.

## **Commitments of Students and Residents**

- a. We pledge our utmost effort to acquire the knowledge, skills, attitudes, and behaviors required to fulfill all educational objectives established by the faculty.
- b. We cherish the professional virtues of honesty, compassion, integrity, fidelity, and dependability.
- c. We pledge to respect all faculty members and all students and residents as individuals, without regard to gender, race, national origin, religion, or sexual orientation.
- d. As physicians in training, we embrace the highest standards of the medical profession and pledge to conduct ourselves accordingly in all our interactions with patients, colleagues, and staff.
- e. In fulfilling our own obligations as professionals, we pledge to assist our fellow students and residents in meeting their professional obligations, as well.

## **STUDENT EMPLOYMENT**

Students are strongly discouraged from engaging in full-time or part-time employment during the MAPP or medical school curriculum. Employment during MAPP or medical school will not be considered extenuating circumstances for poor academic performance or academic failure.

WAUSM students with Permit to Reside status to attend WAUSM in Grand Bahama are prohibited by law from employment of any kind within The Bahamas.

## PROFESSIONAL APPEARANCE AND DRESS CODE

WAUSM students are expected to exhibit dress and appearance that is clean, neat, and presentable based on the teaching and learning environment. Proper hygiene and attire are expected of all students. It is important to maintain a situational awareness regarding dress in the campus and clinical environments as students and representatives of WAUSM.

### Preclerkship: Patient Centered Care (PCC) Course

- a. Physical Exam (PE) Skills Labs and Simulation Sessions:
  - i. Blue scrubs, closed-toe shoes, hip length white coat with ID visible
  - ii. Long hair tied back, fingernails trimmed short, clean and no nail polish
- b. Patient-facing activities such as interview skills training, integrated patient encounters and community clinic visits. Professional dress to include:
  - i. Collared dress shirt and dress slacks, neck-tie optional, closed-toe shoes, dress or blouse and dress slacks or blouse and skirt. Clothing must allow sitting, bending over, squatting, and kneeling during routine and emergent patient care without impeding movement or compromising modesty
  - ii. Hip length, clean and pressed white coat with ID visible
  - iii. Long hair neatly tied back, fingernails trimmed short, clean and no nail polish for hygiene purposes

### Clerkship

- a. Collared dress shirt and dress slacks, neck-tie optional, closed-toe shoes, dress or blouse and dress slacks or blouse and skirt.
  - i. Clothing must allow sitting, bending over, squatting, and kneeling during routine and emergent patient care without impeding movement or compromising modesty
- b. Hip length, clean and pressed white coat with ID visible
- c. Clean scrubs with closed toe shoes and white coat may be appropriate for certain clerkships
- d. Long hair neatly tied back, fingernails trimmed short, clean and no nail polish for hygiene purposes
- e. Fragrance use is discouraged as patients may have sensitivities
- f. Jewelry should be minimal and not interfere with tasks

### WAUSM Freeport Campus

- a. Students are allowed to wear casual, comfortable clothing on campus for study, and during classroom activity sessions, unless otherwise instructed for a certain activity. This can include pants, jeans, shorts, skirts, T-shirts, sweaters, sweatshirts, sandals, sneakers.
  - i. Excessive show of skin should be avoided
  - ii. Jewelry and fragrance should be kept to a minimum
  - iii. Scrubs should not be worn in classrooms or in the community unless for specific activities where they are allowed. Note that the tradition of wearing scrubs in hospital and clinic is part of managing cleanliness and contagion. Scrubs are supposed to be cleaned after each wearing and this isn't

expected with street clothing. Scrubs are also considered a kind of identifying uniform and we do not want to encourage their casual wear.

- b. Special requirements may be necessary for health and safety, such as wearing scrubs for activities (clinical skills or anatomy) or other personal protective equipment (PPE) in certain environments. Scrubs should be cleaned after each wearing, as per convention.
- c. Special requirements may be necessary for sitting for examinations. Leadership, faculty and exam proctors may instruct students to not wear certain clothing items (ie, hoodies, hats, watches, etc.) as it aligns with assessment rules and regulations.

## **STUDENT MISTREATMENT POLICY**

WAUSM is committed to providing and maintaining a positive environment for study and training, in which individuals are judged solely on relevant factors such as ability and performance and can pursue their educational and professional activities in an atmosphere that is humane, respectful, and safe.

Effective learning is possible only in an environment where students are treated fairly and with respect. The teacher/learner relationship is unique because medical education includes mastering not just the science of medicine, but also the essentials of professional behavior. Students learn professional behavior primarily by observing the actions of their teacher role models.

### **Policy**

- I. This policy and related procedures aim to maintain a positive learning environment and uphold the AAMC Compact between Teachers and Learners by:
  - a. educating all members of the University about student mistreatment
  - b. prohibiting medical student mistreatment by anyone associated with WAUSM
  - c. encouraging the early identification of medical student mistreatment as a preventive measure
  - d. identifying individuals to whom medical students can report mistreatment
  - e. requiring those who receive complaints regarding student mistreatment to report the complaint to the Office of Student Affairs
  - f. providing a confidential system for reporting mistreatment
  - g. prohibiting retaliation against those who report mistreatment
  - h. assuring confidentiality to the fullest extent possible
  - i. assuring that all reports of mistreatment will be thoroughly and promptly addressed
  - j. providing an avenue for corrective action
- II. **Responsibilities of Teachers and Learners**
  - a. The University has adopted the AAMC Compact between Teachers and Learners of Medicine. This compact serves as a pledge and as a reminder to teachers and learners that their conduct in fulfilling their mutual obligations is the medium through which the profession inculcates its ethical values.

### III. **Unprofessional and Abusive Behaviors**

- a. The responsibilities of teachers and students listed in the compact constitute examples of respectful and professional behaviors. Mistreatment of students can occur in a variety of forms and may seriously impair learning. Types of abuse include verbal, power, physical, mental, and emotional, discrimination, and sexual harassment. Examples of mistreatment of students include, but are not limited to, repeated instances or single egregious instances of:
  - i. yelling or shouting at a student in public or private
  - ii. criticism or other actions that reasonably can be interpreted as demeaning, insulting, or humiliating
  - iii. assigning duties as punishment rather than education
  - iv. unwarranted exclusion from reasonable learning opportunities, intentional neglect or lack of communication (eg, neglect in a clerkship of students with interests in a different field of medicine) or other instances that cause unwarranted exclusion from reasonable learning or professional opportunities.
  - v. threats to fail, give lower grades, or give a poor evaluation for inappropriate reasons
  - vi. disregard for student safety
  - vii. denigrating comments about a student's preferred choice of specialty
  - viii. asking students to carry out personal chores
  - ix. unwelcome repeated sexual comments, jokes, innuendos, or taunting remarks about one's body, attire, age, gender, ethnicity, sexual orientation, gender identity or marital status
  - x. comments about stereotypical behavior or ethnic jokes
  - xi. intentional physical contact such as pushing, shoving, slapping, hitting, tripping, throwing objects, or aggressive violation of personal space
- IV. Certain mistreatment behaviors such as sexual harassment; discrimination based on race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, and veteran status are also covered under WAUSM policies. Behaviors of such may also be addressed via the procedures outlined in the WAUSM Colleague Handbook and the Student Code of Conduct.

### V. **Reporting & Addressing Mistreatment**

- a. A student may directly approach the person whom they feel mistreated them to express their concerns.
- b. A student may meet with the course/unit/clerkship director to describe the alleged mistreatment.
- c. A student may make a formal complaint by completing the Report of Student Mistreatment Form located on the WAUSM Student Hub Canvas Course. These reports can be made anonymously. Anonymous reports may limit the ability of the university to investigate the complaint. These reports are directed to the Office of Student Affairs.

### VI. **Procedure for Handling Complaints of Student Mistreatment**

- a. The Office of Student Affairs (OSA) will be responsible for receiving formal complaints of student mistreatment and referring the complaint to the appropriate stakeholder (direct supervisor of

person reported) to collaborate on the investigation.

- b. The OSA will notify the student when the investigation has been completed and generally of the conclusion; however, for reasons of privacy, specific details regarding the conclusion and/or resulting actions may not be shared with the student.

VII. A record of the investigation will be maintained by the OSA. Please note any record of the investigation is the property of the university.

#### **VIII. Appeals Process**

- a. If either party wants to appeal the decision, a written appeal must be submitted to the Executive Dean or their designee within ten (10) days of notification of the decision.
- b. The Executive Dean or their designee will conduct an appeal review by examining the facts gathered during the process as well as any new facts offered by either party for consideration.
- c. The Executive Dean or their designee will notify the parties in writing of their decision.
- d. The decision of the Executive Dean is final.

#### **IX. Confidentiality**

- a. Unless legally required (eg, there appears to be imminent risk of serious harm, a criminal investigation, mandatory disability discrimination reporting, court order, or as otherwise required by law), all officials involved in the investigation of mistreatment will hold all communications with those seeking assistance in confidence, and not disclose confidential communications unless given permission to do so.
- b. The parties, persons interviewed in the investigation, persons notified of the investigation, and persons involved in the proceedings will be advised of the need for discretion and confidentiality. Inappropriate breaches of confidentiality may result in disciplinary action.

#### **X. Retaliation**

- a. WAUSM strictly prohibits retaliation against anyone reporting or providing information in an investigation or proceeding.
- b. Examples of retaliation include, but are not limited to, assigning a lower grade or making comments that the reporting individual is not to be trusted.
- c. Alleged retaliation will be subject to investigation and may result in disciplinary action up to and including termination

#### **XI. False Claims**

- a. A person who knowingly makes false allegations of mistreatment, or who knowingly provides false information in an investigation or proceeding will be subject to disciplinary action and, in the case of students, may be referred to the Student Code of Conduct proceedings.



## STUDENT CODE OF CONDUCT

Western Atlantic University School of Medicine (WAUSM) expect students to exhibit conduct that aligns with the University's mission and core values, as well as [the Ethical Principles of the American Medical Association \(AMA\)](#).

The Student Code of Conduct was developed to uphold the community standards of the University and to investigate and resolve any violations of University policies. The objectives of the resolution process are to foster the developmental and educational needs of our students through reflection of their actions, impacts to our community and ultimately displaying conduct expected of a medical professional.

### SCOPE

- **Authority** The Office of Student Affairs is responsible for the interpretation, administration, and resolution procedures including but not limited to, determining if a misconduct report has merit; investigating the report; interviewing witnesses; advising students of the process and their rights; assigning a designee/hearing board to execute any procedural responsibilities as outlined in the Student Code of Conduct.
- **Location** The Student Code of Conduct governs behaviors of all WAUSM students or student organizations regardless of where such behavior(s) occurs. This includes, but is not limited to, behaviors that occur on campus, off campus, at affiliated and non-affiliated hospitals, and virtually/online.
- **Students** The Student Code of Conduct applies to all student behaviors from the time of accepting admission through the conferral of a degree or separation from the university (withdrawal/academic dismissal). All WAUSM students including the Medical Advancement Preparatory Program (MAPP). Students on a leave of absence, suspension, and/or enrollment status eligible for continued enrollment are also required to adhere to the Student Code of Conduct. Students are also responsible for their guests on campus and at university hosted events.
- **Student Organizations** The Student Code of Conduct can be applied to an organization's members individually and/or its student representatives collectively. The resolution process may be executed prior to, simultaneously with, or following Student Government Association (SGA) proceedings. The decision regarding the timeline will be at the discretion of the Office of Student Affairs.
- **Legal Proceedings** Violations of the Student Code of Conduct may also be violations of the law. The resolution process is separate from any civil and/or criminal proceedings and, at the discretion of the Office of Student Affairs, may be executed prior to, simultaneously with, or following civil and/or criminal proceedings. Sanctions applied by the university will be based on the Student Code of Conduct.
- **Reporting**
  - **Reporting Individual/Party** Any person can submit a misconduct report regarding a student or student organization. The university may serve as the Complainant for any incidents where there is a concern of safety, the reporting individual/party is not a member of the WAUSM community, or if the complainant chooses not to proceed further than the report.
  - **Time** There is no established time limit for reporting an incident. Individuals are encouraged to report incidents as soon as possible to allow the University to effectively gather relevant and reliable information to address the incident.

## **POLICY**

### **Expectations and Community Standards**

1. Academic Integrity - Students are expected to obtain the knowledge and skills required for the profession through honesty and trustworthiness behaviors.
  - a. Prohibited Conduct
    - i. Cheating: Creating an unfair advantage for oneself by using unauthorized materials, duplicating another individual's work, or collaborating with others on projects that require independent work
    - ii. Plagiarism: Using someone else's work, ideas, and content as one's own without the appropriate attributions/citations. Recycling one's own previously submitted content and representing it as new content in other courses without the instructor's permission.
    - iii. Unauthorized Support: Aiding a student(s) on an assignment, exam, or any academic activity when not permitted by the instructor.
    - iv. Falsification: Intentionally misrepresenting content by including or excluding information. Other examples of academic misconduct related to falsification include but are not limited to signature forgery, fabrication of data/scholarly sources and dishonesty regarding personal circumstances for personal gain (i.e., for an extension/grade change)
    - v. Inappropriate Use of Academic Materials: Disseminating academic content or intellectual property without permission of the owner.
2. Professional Conduct – Students must uphold standards of professionalism that are essential for providing competent medical care to patients.
  - a. Prohibited Conduct
    - i. Unprofessional behaviors: Include but are not limited to acts of dishonesty, disrespect, deception, harassment, and lack of integrity, compassion, and empathy.
    - ii. Misrepresentation: Providing false information to faculty, staff, and/or administrators. Impersonating University officials, unauthorized alterations of University documents or communications, and forging signatures.
    - iii. Non-compliance: Failure to comply with directive(s) of a University official. Examples include, but are not limited to, lack of adherence to interim measures, failing to attend mandatory meetings, refusing to identify oneself, failing to submit and maintain immunization records, violating university policies in the Student Handbook and this Code of Conduct.
3. Conducive Learning Environment - WAUSM is committed to providing and maintaining a positive environment for study and training, in which individuals are judged solely on relevant factors such as ability and performance and can pursue their educational and professional activities in an atmosphere that is humane, respectful, and safe. Students must refrain from conduct that is disruptive to the learning environment.
  - a. Prohibited Conduct
    - i. Class or Curricular Activity Disruption: Behaviors that interfere with the instructor's authority and ability to deliver the course and prevent other students from engaging in the learning process.

- ii. Disruption to Campus Operations: Actions that negatively impact administrators and staff from performing their duties or work on behalf of the University.
  - iii. Disruption of University Activities: Conduct that disrupts or interferes with university events including but not limited to threats of disruption or obstruction, public intoxication, directly or indirectly preventing a speaker from speaking in a public forum or preventing an activity from completion.
  - iv. Inappropriate Interactions: Verbal abuse, threats, intimidation, repeated and willful conduct which causes the reasonable person to be fearful or to experience significant emotional distress to continue in the learning environment.
  - v. Physical Harm to Others: Intentionally, recklessly, or negligently causing physical injury or harm to any person on campus or at university sponsored activities. This includes engaging in any form of fighting.
4. Authorized Entry/Access - Safeguarding information and information systems is essential to preserving the ability of the University to deliver the academic program while supporting the information-sharing requirements of medical education.
- a. Prohibited Conduct
    - i. Unauthorized access or use: Includes but is not limited to the gaining access/entry to, or use/transfer of another individual's files, virtual space, identification, and credentials of individuals.
    - ii. Inappropriate use of computer facilities: Send obscene and abusive messages, interfering with university operations, violate the law and/or any IT policies.
    - iii. Breaches of Confidentiality: Disseminating/disclosing information that should be kept confidential by law, rule, or professional ethics.
    - iv. Unauthorized access to University property: Forgery, alteration, transferring, unauthorized lending, unauthorized borrowing, altering, unauthorized use, unauthorized possession of, or misuse of university documents, records, identification cards, and equipment.
    - v. Misuse of communication equipment: To execute acts of academic dishonesty, to harass or invade an individual's privacy, or in an academic setting where it is prohibited. Types of communication equipment include, but are not limited to, cellular telephones, cameras, computer, computer systems, and drones.
5. Inclusive Learning Environment – In an increasingly diverse society, the university fosters an environment of respect for all members and a commitment to serve the public as outstanding patient-centered medical professionals.
- a. Prohibited Conduct
    - i. Hazing: Any action that recklessly or deliberately endangers the safety, mental or physical health of any person for the purpose of initiation, admission into, affiliation with, or as a ritual or tradition for continued membership in an organization whose members are, or include, students at the University.
    - ii. Acts of Bias: Behaviors motivated by bias against or hatred toward individuals or groups of people based on national origin, ethnicity, race, age, religion, gender, sexual orientation, pregnancy,

disability, veteran status, color, creed, or marital status.

- iii. Discrimination: Conduct that denies an individual the opportunity to participate in or benefit from an activity or experience based on that individual's national origin, ethnicity, race, age, religion, gender, sexual orientation, pregnancy, disability, veteran status, color, creed, or marital status.
  - iv. Harassment: Unwelcomed or uninvited behaviors toward an individual or group that are abusive, threatening, intimidating, or humiliating. This includes, but is not limited to, behaviors targeting an individual or group based on their national origin, ethnicity, race, age, religion, gender, sexual orientation, pregnancy, disability, veteran status, color, creed, or marital status.
  - v. Sexual Misconduct: Unwanted sexual behavior, including but not limited to the implied or threatened use of force to engage in any sexual activity against a person's will and/or engaging in such behavior with a person who is unconscious or mentally impaired (including intoxication); intentionally touching another person without the person's consent; indecent exposure; voyeurism.
  - vi. Domestic and Dating Violence: Any act and/or threat of violence toward a person who is or has been involved in a sexual, dating, domestic, or other intimate relationship with that person, or against a person with whom the respondent has sought to have such a relationship.
  - vii. Stalking: Conduct that would cause another person to fear bodily harm/injury or emotional distress due to reoccurring instances of unwelcome acts directly, indirectly, or via third parties. Conduct includes but is not limited to, following, monitoring, surveillance of personal property, or constant communication to or about the person.
6. Safety Compliance – All students are required to familiarize themselves with safety and emergency procedures of the university and ensure they adhere to all rules and regulations.
- a. Prohibited Conduct
    - i. Failure to Act: In accordance with general safety regulations, failure to follow the protocols outlined by the university or law enforcement officials. Examples of this include, but are not limited to, false reporting of a bomb, fire, or any other emergency. Failure to evacuate the premises for emergency drills or potential emergencies. Unauthorized possession, use, or alteration of any university owned emergency or safety equipment/materials.
    - ii. Fire: Possession or ignition of flammable materials and explosives for the purpose of cooking, heating, entertainment, and lighting is prohibited on campus. Examples of these items are candles, incense, oil burning lamps, space heaters, fireworks, and other flammable liquids.
    - iii. Weapons: Possession, use, or distribution of firearms, explosives, or other weapons on campus or at university functions. This includes even those who have a license to carry such weapons.
7. Drug and Tobacco-Free Environment - WAUSM is committed to creating a healthy and safe environment that is free of illicit drugs, alcohol use and abuse, and all tobacco products.
- a. Prohibited Conduct
    - i. Illegal Use of Alcohol and Drugs: Possession, use, or distribution of alcoholic beverages except as expressly permitted by law and university policy. Possession, use, delivery, manufacturing, or sale of controlled substances as defined by local law (See WAUSM Policy on Drug-Free Environment).
    - ii. Smoking: Smoking is prohibited on campus (See campus definition and WAUSM "Tobacco Free

Environment” Policy).

8. Due Process - Students have the right to participate in the conduct process before formal disciplinary sanctions are imposed by the University for violations of the Student Code of Conduct.
  - a. Prohibited Conduct:
    - i. Abuse of the Conduct Process: Falsification, distortion, or misrepresentation of information during conduct process
    - ii. Failure to Complete Sanctions: Noncompliance with conduct board sanctions under the Student Code of Conduct including failure to complete sanction by the prescribed deadline and failure to comply with imposed interim measures and sanctions.
    - iii. Intimidation: Attempting to discourage an individual’s proper participation in, or use of, the conduct proceeding
    - iv. Collusion: Influencing or attempting to influence another person to violate the conduct proceedings. Attempting to influence the impartiality of a member of a conduct body prior to, and/or during, the conduct proceeding.
    - v. Retaliation: Adverse action taken against any person for participation in the conduct proceedings under the Student Code of Conduct
9. Compliance with Laws and Regulations – Students are expected to comply with the directions of Public Safety officers, law enforcement officers, or University officials acting in the performance of their duties.
  - a. Prohibited Conduct
    - i. Violation of any federal, state, or local law, regulation, or ordinance.

## **Resolution Process**

### **1. Misconduct Report**

- a. Any individual may submit a **Misconduct Report** (available [here](#) or from OSA) alleging misconduct against a student.
- b. Reports should be made to the Office of Student Affairs as soon as possible.
- c. All reports should be submitted in writing and include details of the incident.

### **2. Investigation**

- a. The Office of Student Affairs will schedule an initial meeting with the complainant(s) to discuss the report and record any additional details or witnesses.
- b. The Office of Student Affairs will also schedule an initial meeting with the respondent and witnesses to gather information.
- c. If the report is determined to have enough information and merit to support the allegation of a violation of the Student Code of Conduct, the case will be referred to the student conduct official or a hearing board for further investigation and a notification letter will be sent to the Respondent.
- d. If the report does not have sufficient information, or the alleged misconduct is not a violation of the Student Code of Conduct, the case will be closed. Cases may be reopened if additional information

is reported, and it is determined that the alleged misconduct may be a violation that requires investigation.

### 3. Notification Letter

- a. The Office of Student Affairs will notify the respondent in writing of the report/complaint and next steps of the resolution process.
  - i. The Office of Student Affairs may choose to resolve the report either through an informal resolution or formal resolution process.
  - ii. The Office of Student Affairs may also impose interim measures due to concerns of safety or to minimize the impacts of the conflict.

### 4. Informal Resolution Process

- a. In cases where a violation of the Student Code of Conduct can be resolved informally and/or is not grave enough to be reviewed formally, the student conduct official may refer/resolve the case informally.
- b. The conduct official may choose to participate in the informal resolution or provide campus and/or external resources.
- c. If it is determined that the alleged misconduct cannot be resolved informally, all parties have the right to pursue formal resolutions.

### 5. Formal Resolutions

- a. The student conduct official may choose to hold the hearing independently or refer the report to the hearing board.
- b. The respondent will receive a notice to appear outlining the report and alleged violations of the Student Code of Conduct.
- c. Although not required, the respondent will have an opportunity to provide a response and any supporting documents within five (5) business days of the notice to appear. If no response is received, a hearing will be scheduled following the five-business day deadline.
- d. Both the Complainant and Respondent have the right to have an advisor of their choosing present. The advisor is not allowed to participate or advocate on behalf of the student in the proceedings but rather provides support to the student.
- e. The hearing board shall consist of trained faculty, staff, and administrators to review allegations of misconduct according to the Code of Conduct
- f. Hearing Guidelines:
  - i. Only the Complainant, Respondent, and Hearing Board will be given access to the information in advance of the hearing. The information provided and information presented in the hearing will be considered by the student conduct official or hearing board.
  - ii. The Complainant and Respondent are not required to attend the hearing. If the Complainant and/or Respondent chooses not to attend the hearing, the information available prior to and during the hearing will be considered when rendering a determination. Respondents will not be penalized for not appearing at the hearing.

- iii. The hearing is private and not open to the public.
- iv. There is a record of all formal hearings via the hearing board or student conduct official. The record is the property of the University.
- v. The University, Complainant, and Respondent will have the opportunity to present witnesses to be questioned by the hearing board and cross examined by the other party via the hearing board. A list of witnesses needs to be provided to the student conduct official at least two (2) business days before the hearing.
- vi. Additional evidence and information not provided prior to the hearing may be presented during the hearing at the discretion of the student conduct official and/or hearing board.
- vii. Following the hearing, the student conduct official or hearing board will deliberate to determine if the Respondent has violated the Student Code of Conduct using Preponderance of Evidence standard (more likely than not). Deliberations are done in private.
  - 1. If there is a finding of responsibility, the student conduct official or hearing board is charged with determining the appropriate sanction for the violation (see Sanctions).
- viii. A determination letter will be provided to the Respondent outlining the outcome of the hearing.

## 6. Appeals

- a. A Respondent may appeal the decision and/or sanction of a formal hearing within 7 business days of the date of the determination letter. The appeal will be addressed to an Appeals Officer as outlined in the determination letter.
- b. The basis for an appeal is limited to the following:
  - i. There were procedural irregularities that affected the outcome of the hearing.
  - ii. The outcome and sanctions imposed was not appropriate for the violation.
  - iii. New relevant information that was not available at the time of the hearing may alter the outcome or sanction.
- c. Decisions of the Appeals Officer are final.
- d. In some cases, new information will be referred to the hearing board for consideration.

## Interim Measures

Interim measures/actions may be imposed to address safety concerns, disruption of university operations, or to deescalate student conflicts in the learning environment. Interim measures may include but are not limited to interim suspension, no contact orders, removal from campus, restrictions to the student's access/presence on campus, administrative holds on accounts, and modified academic schedules.

## Informal Measures

- 1. Reprimand – a written warning that the student has violated the Student Code of Conduct and another violation will result in formal resolutions.
- 2. Mediation/Guided Dialogue – Meet with all parties to resolve the complaint/conflict through facilitation.

May also include indirect conversation or negotiation facilitated by a neutral third party and impacted parties to resolve a conflict or come to an agreement.

3. Restorative Practices – repair harm to impacted individual(s) or community.
4. Educational Sanctions – assignments that provide accountability, reflection, assistance, and a plan to resolve without formal disciplinary action.

### **Formal Sanctions**

1. Non-Academic Probation – A designated period of time a student is given to demonstrate their ability to abide by the Student Code of Conduct.
2. Suspension - Separation from the University for a designated period of time. A student who has been suspended may not be on campus without written approval from the Office of Student Affairs. A suspended student is prohibited from participating in any University activity or program.
3. Dismissal - Permanent separation of the student from the University. A ban from the campus and from participation in University-related activities and events is included as part of this sanction unless otherwise specified.
4. Loss or Restriction of Privileges - The withdrawal or limitation of the use of services or privileges as a student or member of the community, or the loss of the privilege to participate in an activity or event.
5. Restitution - monetary compensation required of students who have taken, misused, damaged, or destroyed university, public, or private property or services. Amounts charged to students may include the cost to repair, replace, recover, clean, or otherwise account for the property or services affected.
6. Permanent No Contact Order - Directive banning contact with another university community member while one or both are members of the University community.

### **Disclosure of Student Conduct Records**

Student conduct records are part of the educational record. Student conduct records are housed and maintained by the Office of Student Affairs. At times the university may be called upon to report formal hearing outcomes, any sanctions imposed, and changes in student statuses to external stakeholders. These external stakeholders include but are not limited to residency programs via the Medical Student Performance Evaluation (MSPE), State Medical Boards, Government Agencies, ECFMG, and Immigration authorities.

Any student that withdraws during the conduct resolution process will have a notation in their record of their pending status with the University. The resolution process will resume once a withdrawn student returns to the University.



## CONSENSUAL RELATIONS

WAUSM is committed to creating an environment free of discrimination and harassment. The University prohibits supervisory or evaluative responsibilities of individuals who are in consensual relationships.

The definitions of this policy are outlined below and apply to all WAUSM students, faculty members, staff, consultants, and affiliates. If any doubt exists as to whether a relationship falls under this policy, WAUSM employees need to consult their direct supervisor or human resources department and students should seek guidance from the Office of Student Affairs.

- a. **Consensual Relationship:** Romantic or sexual relationship is at the consent of both parties. Duration, commitment level, or physical intimacy is not required for a relationship to be considered consensual if the relationship is beyond the reasonable boundaries of a professional relationship. One sexual encounter is considered a sexual relationship under this policy.
- b. **Supervisory or Evaluative Relationship:** A relationship where one member holds or has perceived power to control or impact the other person's academic, extracurricular, or employment activities.

All romantic or sexual relationships between employed, contracted, or affiliated members of WAUSM and students is prohibited.

If a consensual relationship began prior to individuals joining WAUSM, and there is a possibility for a supervisory or evaluative relationship to occur, the individuals must inform the Office of Student Affairs of the relationship immediately.

Violations of this policy may result in disciplinary action up to dismissal/termination.

## USE OF UNIVERSITY MARKS

The University receives requests from inside and outside the University relative to proposed usage of University Marks. The University considers its Marks to be University property and subject to University control relative to usage.

1. Marks may be used by the WAUSM community and associated vendors working expressly on institutional initiatives. (Example: PowerPoint Presentation template, University letterhead, marketing materials, etc.)
2. Third-party vendors and contractors may be permitted to use the University Marks, however, these requests for authorization must originate from a WAUSM colleague and subsequently be approved by the appropriate University department, usually Office of the Executive Dean or Enrollment Management. (Example: Lender needs logo for a webpage, library vendor wants to co-brand a page, etc).
3. Additional WAUSM institutional Marks and other representations of the University may not be created, used or disseminated by anyone without the express authorization and written consent of the Office of the Executive Dean and images approved by the Office of Enrollment Management.
4. Users of permitted Marks agree to abide by WAUSM's established Brand Identity Guidelines and understand that all project requests and final output must be vetted and approved through the appropriate department. The Office of Enrollment Management oversees all institutional logos and marks for use by the University community and their contracted vendors.
5. The official seal and embossed seal of the University for use on ECFMG certifications, academic records

and diplomas, etc. may only be used by the Office of the University Registrar as permitted by the Office of the Executive Dean.

6. Any request approved for use of University Marks may not be used by anyone other than the authorized user without permission from the Office of the Executive Dean.
7. Products created by Recognized Student Organizations for either a Promotional Purpose or a Commercial Purpose must receive prior written approval from the Office of Student Affairs who will receive approval from the other entities listed.
8. No individual faculty, staff, student, or group comprised of the individuals may use any University Mark in any manner that suggests or implies University support or endorsement for or of a point of view, personal or political opinion, business activity, movement, or program that is not official University business. If there is potential for confusion in a statement describing affiliation with the University, one should dispel any confusion by adding a disclaimer stating that the University is not involved in the business, activity, movement, or program, with the understanding that the University may require that additional steps be taken depending on the circumstances.

# Student Health and Wellness

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## STUDENT WELL-BEING

WAUSM is committed to creating an environment where students have the resources and skills to stay well physically, emotionally, mentally, socially, professionally, and spiritually. This environment is created by developing relationships with students, listening to their needs, and working collaboratively with them in achieving their identified goals. Additionally, we recognize that a “one size fits all” approach to wellness may hinder a student from participating in those practices that keep them healthy. WAUSM provides various opportunities for students to stay well such as:

- Dedicated, protected time built into the curriculum for students to take care of their specific needs.
- Academic support via faculty and the Center for Academic Success.
- Campus Life sponsored events promoting social-emotional connections.
- Connections to spiritual or religious organizations in Freeport.
- Resource guide to inform WAUSM community of local events and services.
- Connections to local healthcare facilities.
- Community-wide Suicide Prevention Training.
- Individual and group mental health counseling.
- Psychoeducational programming on topics relevant to medical students.

## STUDENT COUNSELING AND WELLNESS SERVICES

Contact: Please contact the [Office of Student Affairs](#) for details on the Counseling and Wellness Policy.

**\*\*\* IN A CRISIS OR EMERGENCY, IF YOU FEEL THAT YOU MAY HARM YOURSELF OR OTHERS, DIAL 911 OR GO TO THE NEAREST HOSPITAL EMERGENCY ROOM \*\*\***

### Crisis Lines and Suicide Prevention Resources:

**Bahamas Crisis Center Hotline:** (242) 328-0922

**National Suicide Prevention Lifeline:** call 1-800-SUICIDE or 1-800-273-TALK

**Crisis Text Line:** text HELLO or LISTEN to 741741

**Spanish Speaking:** 1-888-628-9454 or 1-800-273-TALK (Press 2)

**National Suicide Hotlines:** [Suicide Hotlines by state](#)

**Disaster Distress Hotline:** 1-800-985-5990

**The Veterans Crisis Line:** 1-800-273-8255 (Press 1) or send a text message to 838255

**LGBT Youth Suicide Hotline:** 1-866-4-U-TREVOR

### Free Brochure and Resources:

- [Frequently Asked Questions about Suicide](#): This brochure provides information about suicide including risk factors, symptoms and warning signs, treatment options and therapies, how to find help for yourself

or others, and research about suicide and suicide prevention.

- **[Warning Signs of Suicide](#)**: This NIMH infographic presents behaviors and feelings that may be warnings signs that someone is thinking about suicide.
- **[5 Action Steps for Helping Someone in Emotional Pain](#)**: This NIMH Infographic presents five steps for helping someone in emotional pain in order to prevent suicide.
- **[Resources on Suicide Prevention](#)**: Help support suicide prevention awareness and education in your community. Use these digital resources from NIMH, including graphics and messages, to spread the word about suicide prevention.

## STUDENT HEALTH INSURANCE

WAUSM requires all students to carry active, continuous health insurance and strongly encourages its students to ensure their health insurance provides sufficient coverage to ensure the student will be able to obtain all necessary diagnostic and treatment goods and services. The student has exclusive responsibility for their own medical expenses.

WAUSM strongly encourages its students to ensure that their health insurance provides sufficient coverage to ensure the student will be able to obtain all necessary diagnostic and treatment.

### Recommended Minimum Level of Coverage

WAUSM utilizes the “10 Essential Health Benefits” list as the encouraged level of coverage. The 10 essential benefits are:

- Ambulatory patient services (outpatient care you get without being admitted to a hospital)
- Emergency services
- Hospitalization (like surgery and overnight stays)
- Pregnancy, maternity, and newborn care (both before and after birth)
- Mental health and substance use disorder services, including behavioral health treatment (including counseling and psychotherapy)
- Prescription drugs
- Rehabilitative and habilitative services and devices (services and devices to help people with injuries, disabilities, or chronic conditions gain or recover mental and physical skills)
- Laboratory services
- Preventive and wellness services and chronic disease management
- Pediatric services

Students who have their own healthcare coverage may opt out of the WAUSM insurance plan by completing the **[waiver form](#)**. Waivers must be submitted to Student Financial Services at **[sfs@wausm.education](mailto:sfs@wausm.education)** by the deadline, which is 30 days from the start of the program.

The Western Atlantic University School of Medicine (WAUSM) strongly encourages its students to obtain and maintain disability insurance throughout their years in the MD program. Students may talk to Student Financial Services for more information.

## IMMUNIZATION REQUIREMENTS

The immunizations required for WAUSM students are based on the current [Center for Disease Control and Prevention \(CDC\) recommendations for Healthcare Personnel](#) and the [immigration requirements of the Bahamas](#).

### COVID-19

- a. All members of the WAUSM medical school community, including faculty, staff, students, visitors, etc., will be required to be fully immunized against Covid-19 prior to their arrival on the Freeport Campus or any of WAUSM's healthcare partners in the US (except in the case of documented health conditions that preclude vaccination). Students will be required to provide proof of the required doses of the Covid-19 vaccine (depending on which vaccine was administered)
- b. Acceptable vaccines include Pfizer/BioNTech, Moderna, Janssen (Johnson & Johnson), Oxford/AstraZeneca.

Every WAUSM student is required to have an immunization for, or show evidence of immunity to, the following diseases before matriculating:

- a. Hepatitis B\*
- b. Current (annual) Influenza Vaccination
- c. Measles, Mumps and Rubella (MMR)
- d. Purified Protein Derivative (PPD) Skin test (2 Step)
- e. Tetanus Toxoid
- f. Diphtheria Toxoid
- g. Acellular Pertussis Vaccine (Tdap)
- h. Varicella (Chicken Pox)
- i. COVID-19, please see section above

\*Students who need to repeat the Hepatitis B series and Titer will have 8 months from the start of matriculation to complete.

Clerkship sites may require other vaccinations that are not listed above. WAUSM students are required to abide by the vaccination policy of each clerkship site.

WAUSM students may be required to upload proof of immunizations to multiple online portals to satisfy the requirements of the affiliated hospital where they rotate.

Failure to comply with this policy may result in a student's inability to satisfy the graduation requirements in his or her program.

## COMMUNICABLE DISEASES

As means to protect the health safety of all WAUSM students, patients and staff members, students with communicable disease(s) will not be permitted to engage in patient contact until and unless the conditions have been resolved. All students with communicable diseases must receive medical clearance from a WAUSM approved medical provider prior to returning to clinical care activities. The student must notify the

Office of Student Affairs (OSA) as recommended by their medical provider to disclose their health status. All notifications to OSA will be kept confidential. All WAUSM students will receive appropriate training and education pertaining to the prevention and transmission of diseases due to occupational exposure.

Additionally, WAUSM requires all students to obtain and maintain health insurance throughout their medical training at the University, and strongly encourages all students to obtain a disability insurance.

## **Policy**

- I. Students, including all visiting students with communicable diseases or conditions, will not be permitted to engage in patient contact until such conditions have been resolved as documented by a WAUSM approved medical provider. This restriction is necessary to protect the health and safety of WAUSM's students, as well as patients and staff members.
- II. Persons with the following medical conditions will not be allowed patient contact without prior medical clearance by a WAUSM approved medical provider: 1) active chickenpox, measles, German measles, herpes zoster (shingles), acute hepatitis, or tuberculosis; 2) oral herpes with draining lesions; 3) group A streptococcal disease (ie, strep throat) until 24 hours after treatment has been received; 4) draining or infected skin lesions (eg, Methicillin-resistant Staphylococcus aureus(MRSA)); 5) HIV/AIDS (refer to the HIV/AIDS Information below) or 6) COVID positive until individual tests negative and is asymptomatic.
- III. A student who has a communicable disease and is unsure whether they should participate in patient care should seek medical care from a WAUSM-approved medical provider. All students with a communicable disease must receive written medical clearance by a WAUSM-approved medical provider prior to returning to clinical care activities. A case-by-case evaluation of each infected student will be done by the approved provider to determine eligibility to perform the duties required on the clinical rotation. Based on the recommendations of his or her physician, it is the responsibility of each infected medical student to notify the WAUSM Office of Student Affairs if they are unable to perform clinical work. Appropriate documentation is required. All such notifications will be kept strictly confidential.
- IV. Prior to the start of clinical experiences, a student who has chronic hepatitis B virus (HBV), chronic hepatitis C virus (HCV), or HIV/AIDS is required to notify the Office of Student Affairs of their status. All such notifications will be kept strictly confidential.
- V. Prior to the start of any clinical experiences, infected students may be required to seek medical consultation with an approved WAUSM-approved medical provider to determine their ability to perform the duties required of the clinical rotation.
- VI. Medical students are not obligated to answer patient questions related to their own HBV/HCV/HIV/AIDS status, nor shall they answer such questions related to other students, other healthcare personnel, or patients.
- VII. Serologic testing of medical students for HBV/HCV/HIV antibody will not be performed routinely. Testing is recommended when there has been a documented needle or sharp instrument puncture or mucous membrane exposure to the blood or body fluids of patients, or when there has been a medical student-to-patient exposure.
- VIII. Students who are at high risk of infection from patients or other personnel because of their immune

status or any other reason are encouraged to discuss their work responsibilities and educational activities with their personal healthcare provider. If the healthcare provider believes that there are certain assignments the individual should not perform for personal health reasons, this should be discussed with the OSA or designee. Accommodations may be available under Technical Standards. Students should contact WAUSM's OSA to see whether such accommodation is available.

- IX. Medical students with HBV/HCV/HIV seropositivity may have periodic physical examinations by a WAUSM approved medical provider. Written health clearance will be provided to the OSA or designee, who will notify the student's clerkship director of his or her ability to return to practice direct patient care. All correspondence will be kept confidential and will not be used as a basis for discrimination.
- X. The greatest theoretical risk of medical student-to-patient transmission of HBV, HCV or HIV/Aids involves invasive or exposure-prone procedures with manipulation of needles or other sharp objects not under direct visualization. Medical students who have HBV/HCV/HIV seropositivity may not perform invasive or exposure-prone procedures unless such activity is approved in writing by:
  - a. an expert panel duly constituted to guide and review performance of such procedures (see CDC guidelines for definition of exposure-prone procedures and recommendations for expert panel oversight),
  - b. the student's personal physician,
  - c. the clinical clerkship director,
  - d. the OSA or designee.

#### XI. Education and Training

- a. Students will receive general information pertaining to the prevention and transmission of occupational exposures. More formal clinical information about the prevention and pathophysiology of all infectious diseases that might potentially be transmitted in a clinical care setting is provided prior to the start of clinical clerkships. This would include education regarding hepatitis A, hepatitis B, hepatitis C, varicella, influenza, meningitis, tuberculosis, and HIV.
- b. Students will be provided with education on universal blood and body fluid precautions during orientation sessions for first year students, and prior to the start the clinical clerkships. Students will also receive information on infection control and prevention of the spread of communicable disease. During the first day students are assigned to work at a clinical rotation site, the faculty at the affiliate site will provide information regarding the policies and procedures at their respective site that students must follow in the event of exposure, to include needlestick injury and other potential blood-borne pathogen exposure. All students are required to complete training in OSHA and HIPAA.

#### XII. Standard Precautions

- a. Infection control policies are established for the surveillance, prevention, and control of infection caused by a variety of microorganisms. Blood, semen, and vaginal fluids are the three most potentially infectious body fluids, but other body fluids such as cerebrospinal fluid, synovial fluid, pericardial fluid, peritoneal fluid, amniotic fluid, and unfixed body tissues should be considered potentially infectious, especially if contaminated with blood. Universal precautions should always be followed, even when handling fluids and tissues that are not normally infectious such as saliva,

feces, urine, sweat, sputum, vomitus, and tears. It should be noted that these body fluids carry a greater risk of infection if contaminated with visible blood, which can result from an accidental occurrence or complication of patient contact and procedures.

- b. Students are required to follow appropriate infection control procedures, including the use of personal protective equipment, whenever there is a risk of parenteral, cutaneous, or mucous membrane exposure to blood, body fluids, or aerosolized secretions from any patient, irrespective of the perceived risk of a blood borne or airborne pathogen. Regardless of the real or perceived communicable disease status of the patient, all students and staff should follow standard universal precautions when providing patient care. The basic precautions include:
  - i. Always wash hands before and after patient contact, according to the policy of the clinical site, even if gloves are used.
  - ii. Always wear gloves when exposure to blood, body fluids, and other body excretions is likely.
  - iii. Use gloves appropriately according to aseptic and/or sterile techniques, and always change gloves between patients.
  - iv. Wear gowns/aprons when soiling of clothing with blood or body fluids is likely.
  - v. Wear masks, face shields, and eye protection when aerosolization of blood or body fluids may occur.
  - vi. Dispose of sharps in designated rigid sharp containers. Never recap needles by hand.
  - vii. Dispose of waste saturated with blood or body fluids in designated red biohazardous waste containers.

### XIII. Risk of Exposure

- a. Despite the best efforts of healthcare practitioners and facilities, as well as educational institutions and faculty, the risk of student exposure to blood-borne pathogens cannot be eliminated. Although all prudent precautions are taken, students still have a real risk of acquiring infectious diseases that may cause illness, disability, and potentially even death. Moreover, even if not debilitating to the student, some infectious diseases may preclude a student from practicing in certain specialties, due to the patient's risk of infection from the provider performing exposure-prone activities.
- b. WAUSM strongly encourages its students to obtain and maintain disability insurance throughout their years in the MD program.
- c. WAUSM requires students to carry health insurance and abide by the student health insurance policy.

## **STUDENT OCCUPATIONAL EXPOSURE**

Despite the best efforts of healthcare practitioners and facilities, as well as educational institutions and faculty, the risk of student exposure to blood-borne pathogens cannot be eliminated. Although all prudent precautions are taken, students still have a real risk of acquiring infectious diseases that may cause illness, disability and potentially even death. Moreover, even if not debilitating to the student, some infectious diseases may preclude a student from practicing in certain specialties, due to the patient's risk of infection from the provider performing exposure-prone activities.

WAUSM strongly encourages its students to obtain and maintain disability insurance throughout their years



in the MD program. Students may talk to Student Financial Services for more information.

WAUSM strongly encourages its students to ensure that their health insurance provides sufficient coverage to ensure the student will be able to obtain all necessary diagnostic and treatment goods and services.

It is the policy of WAUSM that all students who are exposed (percutaneously, through mucous membranes or skin) to blood / bodily fluids while engaged in a University-sponsored educational program receive prompt medical attention, including counseling, prophylactic drug treatment, and baseline and follow-up laboratory values, as necessary. In accordance with this policy, the following procedures must be followed by students who have been exposed to blood/bodily fluids.

Procedure for student exposure to blood / bodily fluids. If you are exposed to blood / bodily fluids, immediately:

- a. Remove soiled clothing and wash the exposed area with soap and water.
- b. Notify attending faculty physician, resident and/or site coordinator.
- c. Students shall present to the local emergency department, or employee health office, for assessment and initial prophylactic treatment if applicable.
- d. Following the assessment, the emergency department shall immediately make available to the affected student a copy of all the student's records relating to the treatment and follow up, and when available results regarding the HIV, HBV, and HCV status of the source, to the extent permitted by law.
- e. All WAUSM students are required to obtain and maintain health insurance. The student has exclusive responsibility for his or her own medical bills.
- f. Within 24 hours of the exposure, the student must follow up with the OSA.

## **BLOOD-BORNE AND AIRBORNE INFECTIONS**

Acquisition of infection from patients and staff members, particularly due to respiratory and/or blood borne pathogens, is an all too frequent and avoidable event. To help protect students from this risk of nosocomial acquired infection, WAUSM has implemented an educational program on respiratory pathogens. Students are taught about blood-borne and respiratory pathogens and protection guidelines during their first week of orientation. A second presentation on blood-borne and respiratory pathogens and guidelines for prevention is given preceding the beginning of clinical rotations in semester 6.

### **Participation in Clinical Care Activities**

Blood-borne Infections: Bloodborne pathogens are microorganisms such as viruses or bacteria that are carried in blood and can cause disease in people.

There are many different bloodborne pathogens, including malaria, syphilis, and brucellosis, and most notably Hepatitis B (HBV), Hepatitis C (HCV) and the Human Immunodeficiency Virus (HIV).

Bloodborne pathogens such as HBV and HIV can be transmitted through contact with infected human blood and other potentially infectious body fluids such as:

- semen
- vaginal secretions

- cerebrospinal fluid
- synovial fluid
- pleural fluid
- peritoneal fluid
- amniotic fluid
- saliva (in dental procedures), and
- any bodily fluid that is visibly contaminated with blood

Students infected with blood-borne or other pathogens shall not, solely because of such infection, be excluded from participation in any phase of medical school life, including educational opportunities, employment, and extra-curricular activities, except as otherwise required by applicable federal, state, or local law or unless their healthcare condition presents a direct threat to the health and safety of themselves or others.

Students infected with airborne pathogens may be excluded from participation in such activities during the infectious stage of their disease.

Students who are at high risk of infection from patients or other personnel because of their immune status or any other reason are encouraged to discuss their work responsibilities and educational activities with their personal healthcare provider. If the healthcare provider believes that there are certain assignments the individual should not accept due to personal health reasons, this should be discussed with the OSA.

In some cases, students may be unable to participate fully in medical school life or meet the technical standards of WAUSM. In these cases, the individual should contact the OSA to discuss the existence and nature of the disability and whether reasonable accommodations are available. For more information, see the policy on Accommodations contained in this Handbook.

If a student's exposure results in the contraction of a disease or disability, the student may be allowed to continue in the education program with as little disruption and as safely as possible depending on the circumstances. The student's specific medical circumstances will be confidentially evaluated on a case-by-case basis and appropriate recommendations regarding the student's progress through medical school may be submitted to SPC for appropriate action, if necessary.

## **DRUG AND ALCOHOL-FREE ENVIRONMENT**

WAUSM is committed to creating a healthy and safe environment that is free of illicit drugs, alcohol use and abuse, and all tobacco products, for all MAPP students, WAUSM students, faculty, staff, consultants, and other affiliates.

WAUSM prohibits the use of tobacco (to include snuff and chewing) and smoking of any type of burnt and smoked products including cigarettes, e-cigarettes, tobacco, and non-tobacco cigarette, or vaping products on university premises.

WAUSM prohibits the unlawful cultivation, manufacturing, dispensing, distribution, possession, use or sale of illicit drugs, and the use or abuse of alcohol on campus, university property or in university vehicles. Students should not attend classes and clerkship shifts, or be on campus, while under the influence of alcohol or

illicit drugs. WAUSM colleagues should not attend or be on campus while under the influence of alcohol or illicit drugs. In certain situations, including some WAUSM sanctioned or celebratory events, alcohol may be available, but should be limited and used responsibly.

Illicit drug use/abuse and alcohol abuse carry serious health risks including:

- High blood pressure, heart disease, stroke, liver disease, and digestive problems
- Various cancers
- Weakening of the immune system
- Learning and memory problems
- Depression and anxiety
- Social problems
- Alcohol use disorders, or alcohol dependence
- Substance use disorders

WAUSM sanctioned events (campus, classes, clerkship, etc.) may occur in The Bahamas, the United States, and other geographic locations. Illicit drug definitions may vary depending on location. WAUSM community members are responsible for understanding local laws surrounding the use of drugs and alcohol, including prescription medications. Information about drug laws and prescription medications in The Bahamas can be found here: [Chapter 228 Dangerous Drugs Act of The Bahamas and Bahamas Drug Formulary](#).

WAUSM is committed to providing resources to WAUSM community members impacted by alcohol or drug abuse. WAUSM community members may email [CounselingandWellness@wausm.education](mailto:CounselingandWellness@wausm.education) for more information on treatment resources. Below are some resources for treatment options:

- [Alcoholics Anonymous](#)
- [Narcotics Anonymous](#)
- [Alcohol Treatment NIH](#)
- [SAMHSA - Substance Abuse and Mental Health Services Administration](#)

Failure to comply with this policy may result in disciplinary sanction on students and employees that are consistent with local, State, and Federal law. These sanctions may include but are not limited to mandatory leave of absence, alcohol and substance abuse assessment and treatment recommendation conducted by a qualified health profession not employed by WAUSM, completion of an appropriate rehabilitation program, expulsion, or termination of employment.

Unlawful possession or distribution of illicit drugs and alcohol may result in legal sanctions as outlined in local laws, such as [Chapter 228 Dangerous Drugs Act of The Bahamas](#), and State or Federal laws, including imprisonment.

Drug testing will be required for some educational experiences. The School reserves the right to require drug testing at any time. Individuals with illegal substances in their system are subject to disciplinary action and may be prohibited from participating in educational activities.

## **FIREARMS OR OTHER WEAPONS**

Unauthorized possession, use, or distribution of any type of rifle, shotgun, pistol, pellet gun, ammunition, slingshot, or knife when threatened or used as a weapon, and explosives or fireworks of any kind, on any WAUSM property is prohibited.

# Academic Affairs

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## ACADEMIC CALENDAR

The academic calendar is posted on Canvas and the WAUSM website and students should familiarize themselves with the required activities for the medical educational program. Dates are subject to change; therefore, students must check the course syllabus and the University's website for the latest academic schedule.

Students are expected to participate in ALL scheduled orientation activities, as well as required classes, exams, and other performance assessments, and required WAUSM activities, from the first through the last date in each semester that appears on the academic calendar, excluding breaks.

Units, courses and clerkships listed in the academic calendar are organized to begin and end on common dates in each year or semester and generally have a uniform weekly schedule. Course and clinical directors are required to adhere to approved WAUSM academic calendars when scheduling their units and courses. Examination dates and times are coordinated and timed to attempt to ensure a reasonable workload for students.

WAUSM is officially closed on a few national holidays, and during the period that includes Christmas Day and New Year's Day. WAUSM is closed and does not hold classes on university holidays; however, during clerkships, semesters 6-10 students may be expected to work and take call on these days (depending on the patient care activities at their assigned clinical sites), or to attend other scheduled activities.

## THE WAUSM CURRICULUM

The WAUSM curriculum is organized by two phases: preclerkship (semester 1-5) and clerkship (semesters 6-10), and electives. In the preclerkship phase, each semester includes a Foundations of Medicine (FoM) course, which occur concurrent with a Patient Centered Care (PCC) course. The clerkships are organized as a series of six Clerkship courses and 27 weeks of elective clerkship. Student performance is assessed in each unit, course and clerkship. The Student Progress Committee (SPC) has defined standards for Satisfactory Academic Progress, which include the requirement that students must pass each course and clerkship, in the curriculum.

The syllabus for each course and clerkship, contains the course objectives, the WAUSM General Competencies and Educational Program Objectives, the schedule of activities, learning objectives for specific sessions or activities, names and contact information for the faculty involved, a listing of course materials, the student assessment system, and grading policies.

The competency-based grading process at WAUSM ensures that teaching, assessment, and remediation of all competencies are equally prioritized. All WAUSM courses and clerkships are mapped to the WAUSM Competencies and the AAMC Physician Competency Reference Set (PCRS). The grading system is in place to facilitate early identification of at-risk students and to provide a supportive formative remediation process to improve student performance without permanently marking their transcript or MSPE. Should students have unsatisfactory performance in courses or clerkships or have ongoing repeated concern in competency performance and/or failed remediation, they will be referred to the Student Progress Committee (SPC).

## WAUSM GENERAL COMPETENCIES

**Medical Knowledge (MK):** Students will apply evidence-based medicine principles of biomedical, clinical, epidemiological, and social-behavioral sciences to guide diagnosis, treatment, and patient care decisions.

**Patient Care and Procedural Skills (PCPS):** Students will use knowledge and skills during clinical encounters to gather necessary information and apply evidence to develop appropriate diagnostic and therapeutic plans that enhance health and treat disease.

**System-Based Practice (SBP):** Students will demonstrate an awareness of, and responsiveness to, the larger context and system of healthcare, utilizing other resources in the system to provide care for patients.

**Practice-Based Learning and Improvement (PBLI):** Students will be able to actively set and pursue clear learning goals and exploit new opportunities for intellectual growth and development. Students will be able to recognize and thoroughly characterize a problem, develop an informed plan of action, act to resolve the problem, and subsequently assess the result(s) of their action.

**Interpersonal and Communication Skills (ICS):** Students will listen attentively and communicate clearly with patients, families, peers, faculty, and other members of the healthcare team: establishing rapport and fostering, forming, and maintaining therapeutic relationships with patients; effectively gathering and providing information during interactions with others and participating in collaborative decision making that is patient focused.

**Professionalism:** Students will carry out professional responsibilities with the highest standards of excellence and integrity.

## WAUSM ASSESSMENTS

### Narrative Assessments

In the majority of WAUSM courses and clerkships, a narrative description of student performance will be completed by faculty. Narrative comments will be provided to students for their review in a timely manner and will be a part of the student's permanent file. Clerkship grading narratives are included verbatim in the MSPE/Dean's Letter.

### Examinations

Most written examinations are conducted as web-based objective examinations, using secure questions; examination questions will not be available for study before or after exams. Examinations are timed and proctored, and students take them using either software from Canvas for local formative and internal summative exams or on laptops/PCs with wired connections linked only to servers at the National Board of Medical Examiners (NBME) for Customized Assessment Service (CAS) final exams (and other exams).

Students have opportunities to raise concerns about exams or ask specific questions by contacting the course, unit, or clerkship director. **The grade manager will notify students of exam results within 24-48 hours of score retrieval.**

Course, unit, and clerkship directors are expected to use a variety of performance measures in addition to the secure, web-administered, objective exams. The performance measures and percentage contribution to the final grade in each unit, course, or clerkship is described in the syllabus.

To the degree possible, exams for concurrent courses will be scheduled so that exams do not compete with other learning activities.

### **Formative Assessments**

Throughout the courses, and clerkships in all 10 semesters of medical school, students are provided with regular, formative feedback on their performance. This feedback takes the form of narrative feedback by faculty and peers and a range of other assessments, such as practice tests on course content. Course, and clerkship directors are expected to ensure structured formative feedback to students early enough to allow sufficient time for remediation.

The NBME Comprehensive Basic Science is administered during the end of the preclerkship curriculum (end of semester 5). It is a required exam and will be part of students' 5th semester. Aside from formulating the semester 5 grade, the purpose of this exam is for students to self-assess their preparation and guide their study for the USMLE Step 1 exam.

## **CLERKSHIP: STUDENT ASSESSMENT AND CLERKSHIP EVALUATION**

In all required clerkships and selectives / electives, each student must be assessed and provided with a formative assessment allowing students to progress in a learning environment while being monitored. Formative assessments take place at the midpoint and at the end of the clerkship by the attending physician (or the attending physician in collaboration with residents). Students are required to evaluate the program and clinical site once they have taken the final exam.

### **I. Student Assessment and Evaluation**

#### a. Student Assessment

- i. Mid-Point Assessment: Written formative feedback at or around the mid-point of the clerkship to include a review of the student's progress in completing all required clinical experiences of the clerkship or selective / elective rotation (i.e., case logs).
- ii. Final Assessment: Completed at the end of the clerkship or selective /elective .
  - a. Narrative Assessment: Included on the MSPE, feedback given to summarize the student's overall performance with constructive feedback.
  - b. Summative Assessment: Included on the MSPE, feedback given to indicate grade of Honors, High Pass, Pass, or Fail.

#### b. Evaluation

- i. Evaluations completed by the student are highly valued and should be completed constructively for purposes of improving the curriculum and are considered in support of promotion of faculty.

### **II. Competencies for Student Assessment**

- a. Students are measured by any and/or all of the competencies below:
  - i. Medical Knowledge

- ii. Patient Care and Procedural Skills
- iii. Systems Based Practice
- iv. Practice Based Learning and Improvement
- v. Interpersonal and Communication Skills
- vi. Professionalism

### **III. Rubric for Student Assessment (Mid-Point and Final)**

- a. Supervising faculty physicians are responsible for meeting with students at the beginning, middle, and end of the clerkship, or at the beginning and end of the selective / elective, to set expectations and provide feedback by using the below rubric:
  - i. Does Not Meet Expectations
  - ii. Meets Expectations
  - iii. Consistently Meets Expectations and Occasionally Exceeds
  - iv. Consistently Exceeds Expectations

## **LICENSING EXAMINATION POLICY**

To become fully licensed to practice medicine in the United States, individuals must pass all three USMLE Step examinations. This policy describes the required components of the USMLE during medical school and the implications for the residency match and graduation.

All students must take the USMLE Step 1 upon completion of core clerkships and must receive a passing score to remain enrolled. Students must take and pass the USMLE Step 2 CK (Clinical Knowledge) and the appropriate ECFMG Pathway Program, including the Occupational English Test (OET), prior to graduation.

Students are expected to take and pass each examination by the deadlines for that examination set forth in the policy below.

### **USMLE Step 1 Examination**

- a. Scheduling of Step 1
  - i. Students are required to take USMLE Step 1 upon completion of core clerkships.
- b. Failure and Retaking of Step 1
  - i. Students who fail USMLE Step 1 on their initial attempt are required to take a leave of absence to prepare for and retake Step 1. Students must retake Step 1 within 16 weeks of their 1st attempt. Students who fail their second attempt must complete their third attempt to pass Step 1 within 16 weeks of their 2nd attempt or are subject to dismissal from WAUSM.
  - ii. Failure to pass Step 1, after the third attempt will result in automatic dismissal from WAUSM.



## II. USMLE Step 2 CK Examination

- a. Passage of Step 2 Clinical Knowledge (CK) is required for graduation. Initial attempts to pass Step 2 CK must be completed by December 31 in the year preceding graduation. To ensure that a student who matches to a residency will be able to start the PGY-1 year on time, any student who will not be able to obtain a passing score on USMLE Step 2 CK before the final date for submission of the NRMP rank order list will be withdrawn from the residency match by the Office of Student Affairs.
- b. Failure to pass Step 2 CK, after the third attempt will result in automatic dismissal from WAUSM.

## III. ECFMG Pathway Programs

- a. In response to the suspension and subsequent discontinuation of Step 2 CS by the USMLE, the ECFMG|FAIMER offers Pathways to allow international medical graduates (IMGs) to meet the clinical and communication skills requirements for ECFMG Certification.
- b. The Pathways allow ECFMG Certification to continue to perform its critical function of providing assurance to the public and U.S. graduate medical education (GME) programs that IMGs are ready to enter supervised training. They also allow qualified IMGs to continue to pursue ECFMG Certification and to compete for positions in U.S. GME.
- c. Applicants who pursue one of the Pathways are required to attain a satisfactory score on the Occupational English Test (OET) Medicine to satisfy the communication skills requirement for ECFMG Certification. All Pathway applicants, regardless of citizenship or native language, must satisfy this requirement.
- d. OET Medicine is only one of the requirements for completing a Pathway. Applicants also must submit an on-line application for the appropriate Pathway.
- e. For a description of the pathways, eligibility information and application procedures, please visit: <https://www.ecfm.org/certification-pathways/>

## IV. Failure to pass, after the third attempt, either Step 1 or Step 2 CK will result in automatic dismissal from WAUSM.

- a. Students must be enrolled in WAUSM to be able to register for and take the USMLE Step 1 and USMLE Step 2 CK examinations. Students are required to complete applications for the USMLE examinations in sufficient time to request test dates on or before the deadlines.
- b. Students with circumstances that prevent them from taking or retaking the USMLE Step 1 or Step 2 CK examinations according to the dates in this policy must, as soon as possible, petition in writing to the Office of Student Affairs, who will review the request and make a determination.

## GRADES AND TRANSCRIPTS

The official WAUSM transcript is organized by academic year, listing all courses and clerkships in the academic year, with the credit hours for each course or rotation, followed by the final grade earned for each course or rotation. The transcript will also record that the student passed the University's internal competency assessments.

## **Medical Advancement Preparatory Program (MAPP)**

The final course grade for a student is determined by the percentages and designation indicated below. Several methods of evaluation may be used to make this assessment, including but not limited to, written examinations, team-based activities, direct observation of students, written reports, oral presentations, and evaluations of professional conduct. Students should see the MAPP course syllabus for detailed information about grading. Student achievement of competencies results in either a Pass (P) or Fail (F) final grade.

- a. Each student earning the following percentage scores on the overall course grade will receive the indicated designation, at minimum:
  - i. 70% - 100+%: Pass (P)
  - ii. Less than 70%: Fail (F)

## **Preclerkship**

The final course grade for a student is determined by the percentages and designation indicated below. Several methods of evaluation may be used to make this assessment, including but not limited to, written examinations, team-based activities, direct observation of students, written reports, oral presentations, Observed Structured Clinical Examination (OSCE) and evaluations of professional conduct. Students should see the course syllabus for detailed information about grading for an individual course. Student achievement of competencies results in either an Honors (H), High Pass (HP), Pass (P) or Fail (F) final grade.

- a. Each student earning the following percentage scores on the overall course grade will receive the indicated designation, at minimum:
  - i. 90% – 100%: Honors (H)
  - ii. 80% - 89.9%: High Pass (HP)
  - iii. 70% - 79.9%: Pass (P)
  - iv. Less than 70%: Fail (F)

## **Clerkship**

Student achievement of competencies is stratified, based on clinical performance and NBME Subject Examination performance, resulting in either an Honors (H), High Pass (HP), Pass (P) or Fail (F) final grade.

- a. Honors (H): The student has performed consistently in a manner judged as truly outstanding. The performance is worthy as a model.
- b. High Pass (HP): The student has performed consistently in a manner judged to be clearly above average competency. The performance may occasionally be exemplary but not consistently so.
- c. Pass (P): The student has performed consistently in a manner judged to be at or above the minimum level of competency. The performance may occasionally be superior, but not consistently so. No significant portion of the performance has been below the minimum level of competency.
- d. Fail (F): The student has performed in a manner judged as marginal in relation to the minimal level of competency. In some respects, performance may have been above the minimum level, but in other aspects, or at other times, performance has been below the minimum level. The student has not demonstrated adequate mastery of the pertinent competency. Remediation or repetition of coursework

is required.

Each student earning the following percentage scores on the overall course grade will receive the indicated designation, at minimum:

1. 90% – 100%: Honors (H)
2. 80% - 89.9%: High Pass (HP)
3. 70% - 79.9%: Pass (P)
4. Less than 70%: Fail (F)

## **Electives and Selectives**

Student achievement of competencies is based on clinical performance, resulting in either an Honors (H), High Pass (HP), Pass(P), or Fail (F) final grade.

- a. Honors (H): The student has performed consistently in a manner judged as truly outstanding. The performance is worthy as a model.
- b. High Pass (HP): The student has performed consistently in a manner judged to be clearly above average competency. The performance may occasionally be exemplary but not consistently so.
- c. Pass (P): The student has performed consistently in a manner judged to be at or above the minimum level of competency. The performance may occasionally be superior, but not consistently so. No significant portion of the performance has been below the minimum level of competency.
- d. Fail (F): The student has performed in a manner judged as marginal in relation to the minimal level of competency. In some respects, performance may have been above the minimum level, but in other aspects, or at other times, performance has been below the minimum level. The student has not demonstrated adequate mastery of the pertinent competency. Remediation or repetition of coursework is required.

Each student earning the following percentage scores on the overall course grade will receive the indicated designation, at minimum:

1. 90% – 100%: Honors (H)
2. 80% - 89.9%: High Pass (HP)
3. 70% - 79.9%: Pass (P)
4. Less than 70%: Fail (F)

## **In Process (IP) and Fail (F) Grades in Permanent Student Records**

- a. In Process (IP):
  - i. This temporary grade is used for students who have not completed all required components of a

course or clerkship but can do so before a completion date established by the University.

- ii. In Process (IP) grades change to Fail (F) grades if the remediation is not completed in a satisfactory manner within the time limits prescribed by SPC.

b. Fail (F):

- i. Students who receive a Failing (F) grade in a medical school course, clerkship, or rotation will be referred to the Student Progress Committee (SPC) for review of the student's overall academic progress.
- ii. All Fail (F) final grades will be listed on the student's permanent transcript. The transcript will reflect both the initial grade of Fail (F) and the final remediated grade earned in the course or clerkship.
- iii. Failure to complete the plan for remediation (i.e., work not completed or performed at an unsatisfactory level) will be reported to the SPC for action, which can include requiring the student to repeat the course/clerkship, repeat the semester or year, be placed on probation, suspension, or dismissal from WAUSM.

### **Withdrawals**

- a. A withdrawal occurs when a student's enrollment is discontinued with no intention of returning to the program. Withdrawals can be either student-initiated or administratively determined.
- b. Students are subject to a withdrawal based on the following:
  - i. A student electing to withdraw, prior to the first exam, will receive a grade of a "W" on their transcript.
  - ii. A student electing to withdraw after taking one or more examinations will receive a grade of a withdrawal passing (WP) or withdrawal fail (WF) based on their performance on the examination(s) taken on their transcript.
  - iii. A student that is administratively withdrawn will receive a grade of withdrawal administrative (WA) on their transcript.

Please see the "Withdrawal Policy" and "Withdrawal Procedure" for more information.

### **FACULTY RECUSAL FROM ACADEMIC EVALUATION**

Assessments in and promotions through the academic program of WAUSM are expected to be made fairly, impartially, and without bias. To accomplish that goal, both faculty and students have an obligation to alert the Office of Student Affairs (OSA) if they perceive a potential conflict of interest. In addition, Student Progress Committee (SPC) members must identify as early as possible any situation that could reasonably call into question the judgment of the member.

As soon as a conflict of interest or the appearance of a conflict of interest is recognized, faculty members participating in the student assessment process shall recuse themselves from both assessment of the student in courses, units or clerkships and any discussion of and voting on the student.

A conflict of interest is present if the faculty member has or has had a treatment relationship with the student or has, or has had, a close personal or familial relationship with the student.

Faculty members shall bring any conflict to the attention of the OSA as soon as they become aware of the situation.

Students have the obligation to avoid small groups, preceptor assignments, clinical sites, as well as specific clerkships and elective rotations where evaluating faculty members have a close or personal relationship with the student.

Examples of situations where the faculty would be considered to have, or have the future potential for, academic or professional influence include, but are not limited to:

- a. Faculty supervisors and collaborators on a trainee's research or scholarly project
- b. Faculty teaching a course in which the trainee is enrolled, regardless of whether the faculty and trainee are in the same school, department, or program
- c. Faculty serving as the student's mentor
- d. Faculty or staff who would normally be expected to provide regular formal evaluation of a trainee's performance, such as an attending physician in a field closely related to the trainee's

Generally, any conflict is considered resolved by

- a. recusal of the affected faculty member from an academic assessment role or proceedings involving the student before the SPC, or
- b. if the faculty member is in a position to mentor or assess the student in other WAUSM educational activities, the replacement of the faculty member with an impartial faculty member or reassigning the student to an appropriate alternative experience.
- c. The OSA will determine whether additional steps should be taken to manage the potential conflict.

Procedure for medical students with a prior or ongoing relationship with a faculty member or resident physician:

- a. In the case that a medical student is assigned to work with a faculty member or resident physician with whom they have had a prior or ongoing professional care provider relationship or close personal relationship, either party must request that the student be granted an immediate change of assignment without fear of reprisal for this request.
- b. The medical student should contact the OSA, who will facilitate an immediate reassignment for the student.
- c. The faculty member should contact the OSA, who will alert the course, unit, or clerkship director immediately about the need to change the assignments and to ensure that the faculty member will have no influence on the assessment or determination of the grade of the medical student.
- d. The resident physician should contact the OSA, who will contact the residency program directly to inform them of the relationship.
- e. The OSA shall also alert the clerkship director immediately about the need to change the assignments to ensure that the resident will have no influence on the assessment or determination of the grade of the medical student.

## **GRADE APPEAL**

Students may appeal a grade or evaluation if there is a concern about a perceived grading error, or perceived procedural irregularities in the process that affected the grade. Students are encouraged to raise any concerns or complaints about a grade as soon as possible to the appropriate authority as indicated in this policy.

The purpose of the grade appeal process is to protect the rights of both the student who earns a grade and the Faculty who assign the grade. Faculty have the right to use their professional judgment, both subjectively and objectively, in determining a student's grade based on academic performance. They also have the responsibility to award grades in a uniform manner based on established expectations and criteria for academic (including clinical) performance. Students have the right to appeal a grade that they feel has been awarded in an arbitrary and capricious manner. They also have the responsibility to accept the faculty member's professional judgment about their performance.

**Informal Resolution:**

- a. Before filing a formal appeal, students are encouraged to try all other routes to resolve differences. For example, speaking to individual faculty members, or the unit or course directors. Students should seek the counsel and help of the OSA and consider such an appeal only after all alternative routes have been explored.
- b. Before the formal appeal process is initiated, any student who believes a final grade is inappropriate should confer with the course, clerkship, or elective director to request a reconsideration. This is considered an informal review of the grade. This discussion should be initiated within two (2) weeks of the posting of the grade. The student is entitled to an explanation of exactly how the final grade was determined and to view the results of component quizzes, examinations, and evaluations that contributed to the final grade, if available.

**Appeal of a single examination or evaluation:**

- a. Students may appeal a single examination grade in the MAPP or preclerkship program within three (3) business days of the grade being posted if it is believed a grading error has occurred or there is another concern. Students should submit their concern in writing to the Course, Unit, or Program Director to arrange a meeting to discuss the concern/s.
- b. If the student is not satisfied with the outcome of meetings with the Course, Unit, or Program Director, the student may submit their concern in writing to the OSA. The OSA, or their designee, will consult with the appropriate faculty or leadership for review. The student will be notified of the decision within three (3) business days after deliberations and decision.
- c. The decision of the OSA is final for single examination or evaluation appeals.

**Appeal of a final course grade or evaluation:**

- a. Students may appeal a final grade or final evaluation within ten (10) business days of the final grade being posted if it is believed a grading error has occurred or there is another concern. Students should submit their concern in writing to the OSA.
- b. The OSA will review the written appeal and will consult with the appropriate faculty or leadership for review.

- c. If the student is not satisfied with the outcome of the OSA, they may appeal in writing to the Executive Dean within ten (10) business days.
- d. The Executive Dean will review the appeal and respond to the student within ten (10) business days of receiving the appeal.
- e. The decision of the Executive Dean is final for final course grade or evaluation appeals.

If an appeal is not filed by the student in a timely manner, any ramifications related to transcript generation, determination of academic standing, and promotional considerations will be the responsibility of the student and may be irreversibly or negatively impacted.

The burden of proof rests with the student to demonstrate that the final grade was awarded inappropriately.

Falsification or fabrication of information to support an appeal is subject to disciplinary action under the Code of Conduct.

## **COURSE AND FACULTY EVALUATIONS**

The evaluation completion policy has been designed to grant all students the opportunity and responsibility to evaluate faculty, curriculum delivery and implementation in an anonymous manner throughout the semesters. High quality, meaningful, and constructive feedback from the students will play an imperative role in WAUSM's success, development, and growth.

Students' evaluations play a vital and essential part in the continual improvement of WAUSM's medical education program and all aspects of WAUSM. Our students' feedback is critical to the medical profession and reflects the mutual obligation that teachers and learners have, to provide constructive commentary to each other as they seek to improve and enhance their performance. Consequently, all students are expected to actively participate in the University's comprehensive evaluation program. The Office of Medical Education collects and compiles evaluation data, which are analyzed by the Office of Institutional Assessment and Quality to provide anonymized reports and analysis to the appropriate curriculum committees.

These committees, in conjunction with the Office of Medical Education, utilize the data to formulate and implement curriculum improvement and faculty development strategies. To attain valuable participation of every student in the evaluation process, the Office of Medical Education has established the following guidelines:

- a. Students are expected to complete all assigned faculty teaching evaluations, final evaluation of courses and clerkships, and evaluations of other aspects of the educational program as part of their professional responsibilities at WAUSM.
- b. Evaluations that students must complete will be assigned at appropriate times throughout the curriculum, with a clearly designated timeframe for completion. Whenever possible class time will be allotted for completion of evaluations.
- c. WAUSM commits to assigning as few evaluations as possible to achieve the goal of ongoing curricular improvements and faculty development/evaluation.
- d. Should a student receive an evaluation for a non-mandatory session that they did not attend, the student is expected to complete a few questions on why they chose not to attend and what alternative resources they used to master the material covered in the session.

- e. As often as possible, results that are anonymous in nature that help improve the program of medical education and student services, will be released to faculty and students alike so that all members of the community can work together to better WAUSM's Academic and Student programs.

### **Confidentiality of all Student Responses**

Under normal circumstances, confidentiality of student responses on all evaluations is guaranteed. The responses to evaluations are always compiled and anonymized prior to being reported. Should a one-on-one relationship with a faculty member, such as a clinical preceptor, preclude anonymity then evaluation data will not be shared.

Should a student have any concerns or questions about the anonymity of an evaluation, he or she may speak to the module or clerkship director and/or the OSA.

### **Quality of Student Responses**

Students are expected to complete all evaluations in a highly professional manner. All comments submitted in evaluations are shared verbatim with faculty once the grading process is complete and grades are submitted, so we expect them to be high quality, meaningful, constructive, and free of personal slurs.

### **Failure to Complete Assigned Evaluations**

Student completion rates and timeliness of completion on all evaluations will be tracked. If a student does not complete an evaluation by the due date, they will receive a notification with a reminder to complete the assigned evaluation(s).

If a student consistently fails to complete evaluations after receiving the reminders, the OSA will be informed and will meet with the student to discuss this professionalism concern, which may result in referral to the Student Progress Committee (SPC).



# Student Advancement, Promotion, and Graduation Standards

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The Student Advancement, Promotion and Graduation Standards Policy is intended to inform WAUSM students of their rights and responsibilities as they progress through the WAUSM curriculum.

- I. The Student Progress Committee (SPC) reviews student performance to ensure students are making satisfactory progress toward graduation and meeting WAUSM's general competencies.
- II. **Standards**
  - a. Students must meet all academic requirements, including, but not limited to, passing all required courses or rotations and licensing examinations. Candidates for the MD degree must achieve all competencies, complete the prescribed course of study, and pass USMLE Step 1, Step 2 CK, the Occupational English Test for Medicine (OET), and all other curricular requirements. Students must complete the MD degree program within seven (7) years from the date of matriculation into the program.
  - b. In order to maintain Good Standing, a student is required to pass all courses. If a student fails one course in a preclerkship semester, the student must repeat the entire semester, regardless of performance in other courses, to advance. Any student who fails two or more courses is subject to dismissal.
  - c. A student must meet all academic requirements, including, but not limited to, passing all courses, licensing examinations and/or having fulfilled all terms of an agreement (for example: remediation, Leave of Absence, etc.), to advance.
  - d. A student must complete the USMLE Step 1, Step 2 CK, and OET requirements within the specified timelines as outlined in the Licensing Examination Policy.
  - e. A student must complete all graduation requirements within seven (7) years of matriculation.
  - f. A student fulfills all agreed upon terms of an approved leave of absence.
- III. **Advancement**
  - a. A Student in good standing that has passing grades in all courses will advance to the next course/semester of instruction.
  - b. A Student who successfully completes a remediation program, if applicable, or a repeated semester with passing grades will advance.
  - c. A student who fails a course, or fails to meet academic standards or competency standards, will not advance and will be subject to review and possible disciplinary action.
- IV. **Formal Disciplinary Actions**
  - a. Formal Disciplinary Actions include Probation, Suspension, and Dismissal.
  - b. A Student subject to a Formal Disciplinary Action is not in good standing.
  - c. The action will be recorded on the student's record and noted in the medical student performance evaluation.

- d. All formal disciplinary actions will be reported to medical staff committees, specialty boards, medical licensing authorities, and regulatory agencies upon their request.

## V. Probation

- a. Probation provides a student that has not satisfactorily met WAUSM's general competencies another opportunity to meet those standards rather than be dismissed. A Student will be placed on probation for academic reasons if any of the following occur:
  - i. Failure to successfully pass a course
  - ii. Withdrawing or taking a leave of absence while failing a course
  - iii. Failure to pass USMLE Step 1, USMLE Step 2 CK, or the OET
- b. A student currently on probation who fails a course or USMLE Examination or a licensing exam may be subject to dismissal.
- c. Before a student can be removed from probation and reinstated to good standing, they must have their academic record reviewed by the SPC to ensure the student has met the required standards and is making satisfactory progress.

## VI. Dismissal

- a. Dismissal permanently removes the student from active enrollment with no opportunity for re-enrollment or re-admission.
- b. Dismissal is recorded on the academic transcript and reported to medical staff committees, specialty boards, medical licensing authorities, and regulatory agencies upon their request. The SPC may dismiss a student for any of the following reasons, including but not limited to, the following:
  - i. Failure of two or more courses or failure of a course while on Probation.
  - ii. Failure to pass USMLE Step 1, Step 2CK, or the OET.
  - iii. Insufficient time remaining to complete the requirements for the MD degree within seven (7) years of matriculation.

## VII. Dismissal Process

Dismissal is not automatic and requires a review by the SPC. The process for review is as follows:

- a. A student will be notified via their WAUSM email by the Office of the University Registrar (OUR) if they are being considered for dismissal no later than seven (7) business days from the official grade release. The OUR also will notify the SPC of all students to be considered for dismissal.
- b. A student being considered for dismissal may apply for a personal leave of absence while the SPC deliberates.
- c. [Students who choose not to take a personal leave of absence will be placed on an administrative leave of absence.
- d. The SPC will review and meet with each student brought before SPC and render a decision on each student no later than thirty-five (35) business days from the official grade release.
- e. The Chair of the SPC will notify the student via their WAUSM email of the time and location of the SPC meeting, as well as the student's rights and responsibilities. The student may present why they should

not be dismissed at the meeting and may provide written materials supporting their position to the SPC prior to noon on the last business day before the meeting. The student may not have a guest or advisor at the meeting or remain during SPC deliberations.

- f. After deliberation, the SPC will decide as to whether the student should be dismissed. The Chair of the SPC will notify the student of its decision no later than forty-five (45) business days from the date of the official grade release unless circumstances exist making the forty-five (45) business day timeline impractical.
- g. A student who is dismissed may choose to accept the dismissal, request reconsideration by the SPC, or appeal to the Executive Dean.

### **VIII. Reconsideration & Appeal**

- a. A student dismissed by the SPC may request reconsideration by the SPC if the student has new relevant information that was not previously available and presented to the SPC. Request for reconsideration must be emailed no later than five (5) business days from receipt of the SPC decision.
- b. The SPC will reply to a request for reconsideration no later than ten (10) business days from receipt of the student request. If the student provides no new information, the request for reconsideration will be denied.
- c. A student who is dismissed, or whose request for reconsideration was denied, and believes that policies and procedures were not followed by the SPC, may appeal to the Executive Dean. The student must send their letter of appeal to the Executive Dean no later than five (5) business days from the date of the SPC notice of dismissal.
- d. The Executive Dean will review a student's letter of appeal, the student's academic record, the record from the student's meeting with the SPC, and the SPC decision Letter.
- e. The Executive Dean then will issue a written decision and send it to the student's WAUSM email account no later than twenty (20) business days from the date of the student's letter of appeal. The Executive Dean may deny the student's appeal and accept the SPC recommendation of dismissal, or they may reject the recommendation and refer the matter back to the SPC and the Office of Student Affairs to develop an appropriate remediation program with the student.

## **UNSATISFACTORY PERFORMANCE AND ACADEMIC REMEDIATION**

Students who fail to meet academic performance and professionalism standards during the 5 semesters at WAUSM will be subject to review by the Student Progress Committee (SPC) and could be considered for remediation, disciplinary action and/or dismissal. When deemed appropriate by SPC, remediation opportunities will be allowed.

### **Unsatisfactory Performance**

- a. Student performance extends beyond medical knowledge and academic performance. Behavior of a medical student reflects on the student's ability to become a competent physician. The University expects all medical students to be professional in their interactions with patients, employees, faculty, and staff and to exhibit caring and compassionate attitudes. These and other qualities will be evaluated during patient contacts and in other relevant settings by both faculty and peers. In addition, students must adhere to

WAUSM's Code of Student Conduct.

- b. In conferring the MD degree, WAUSM certifies that the student is prepared to enter the challenges of Graduate Medical Education. The MD degree also certifies that, in addition to competency in medical knowledge and skills, the graduate possesses those traits essential to the profession of medicine as judged by the faculty members, residents, and the student's peers. Attitudes and/or behaviors, including, but not limited to alleged violations of WAUSM's Code of Student Conduct may indicate unsatisfactory performance of professionalism. The SPC may review allegations of conduct that, in its judgment, indicate an academic deficiency and, if a deficiency is found, may dismiss the student. A SPC review of a student's academic progress does not preclude a WAUSM review for student conduct code violations.

### **Academic Remediation**

- a. Failed Examination within a Course
  - i. The WAUSM curriculum is fast-paced and demands a high level of preparation and participation for student success. Any student who scores below a passing grade on any examination as defined in the missed examination policy must meet with the Center for Academic Success (CAS) to discuss their performance and learning strategies.
  - ii. The CAS and the OSA will assist in formulating strategies to assist the student and will meet with the student to discuss correction strategies tailored to the student's individual needs.
  - iii. The goal is to provide prompt and effective intervention to correct academic deficiencies to help prevent failure overall.
- b. Failed Course
  - i. If a student fails a course and requires formal remediation to achieve a passing grade, the student will be presented to SPC for review.
    - 1. Foundations of Medicine (FoM): Students must pass all components of the course to pass the semester. Students who fail the FoM course may have the opportunity to repeat one (1) semester. All failures will be reviewed by the SPC.
    - 2. Patient Centered Care (PCC): Students failing Objective Structured Clinical Examination (OSCE) may remediate the examination after week 15 of the semester, within the first week of the semester break. Students successfully remediating the OSCE may not receive a total PCC grade higher than 70%, regardless of remediation exam score or points received for the activity component of the PCC course. Remediating students cannot receive high pass or honors for that semester. The remediation of the course will be noted internally for MSPE purposes.
- c. Failed Semester – Preclerkship Program
  - i. Students must pass all components of the Foundations of Medicine course (FoM) and the Patient Centered Care (PCC) course to pass the semester. Students who fail either the PCC course or the FoM course without successful remediation, may have the opportunity to repeat one (1) semester. All failures will be reviewed by the SPC.

## ACADEMIC COUNSELING

### The Center for Academic Success (CAS)

The CAS is the main mechanism for student academic advising, facilitation of tutoring, teaching of study skills, and monitoring of student performance, and mentoring. All WAUSM faculty has some portion of their time allocated to CAS.

## ACCOMMODATIONS

WAUSM is committed to diversity and inclusion and celebrates the various learning needs, neurodiversity, and abilities of our students. Students with documented disabilities may request accommodations as needed.

Accommodations granted by WAUSM during preclerkship years do not guarantee accommodations for any other institutions and may not carry over to clerkship years. Accommodations granted by WAUSM do not guarantee accommodations for tests administered by the National Board of Medical Examiners (NBME). Please see USMLE accommodations here: [USMLE Accommodations](#). WAUSM students are responsible for being proactive in obtaining and supplying all relevant information requested for accommodations to the OSA. Applications for accommodations requests are confidential and will only be accessed by those parties responsible for reviewing applications and implementing approved accommodations.

### Requesting Accommodations:

- a. Complete the Accommodations Request Form available on the WAUSM Student Hub Canvas Course.
- b. If applicable, upload previously approved accommodation documentation from past schools or other educational institutions, inclusive of the specific accommodations and dates they were provided.
- c. Upload professional evaluations and/or appropriate records from a Qualified Professional (QP).
  - i. QP evaluations should be comprehensive, provide specific evidence of impairment and in most cases, have been completed in the past three years. Reports must be typewritten on official letterhead, dated, and signed by the QP. Certified English translations of non-English documentation are required.
  - ii. A comprehensive QP evaluation includes:
    1. Full name, credentials, current title, mailing address, email address, and telephone number of QP conducting evaluation.
    2. The presenting problem and relevant historical information.
    3. A description of the onset, frequency, intensity, and duration of relevant symptoms as well as the extent to which the symptoms impact your daily functioning across multiple environments (e.g., social, academic, occupational, etc.).
    4. A description of the assessment procedure and diagnostic tests administered.
    5. A description of the individual's functional limitations due to the disability in the context of an academic environment.
    6. Specific accommodations and/or assistive devices request along with rationale for requests.
    7. If applicable, a rationale as to why accommodations were not requested or required in the past.

- d. WAUSM may request additional information before rendering an accommodation request decision. Students will receive an email outlining the outcome of the accommodation request. Relevant WAUSM faculty members and colleagues will be made aware of approved accommodations to ensure that they are implemented.

### **Registering a Service Animal:**

- a. Complete the Service Animal Form located on the WAUSM Student Hub Canvas Course.

## **MISSED EXAMINATIONS**

Students are expected to complete all examinations on the dates and times noted on Canvas calendar. In rare cases, extenuating circumstances may prohibit a student from completing an examination on the original scheduled date and time. In these instances, students may request approval from the OSA to sit for a missed examination and must be prepared to sit for a remediation exam. Extenuating Circumstances may include, but are not limited to, hospitalization due to serious illness, military conscription, or death of a family member. Extenuating circumstances will be determined by the OSA.

### **I. Summative Examinations (SUM-E's), Anatomy Practical Exams, Comprehensive Basic Science Self-Assessment (CBSSA)**

- a. Students who miss a summative examination, anatomy practical examination or the Comprehensive Basic Science Self-Assessment (CBSSA) due to extenuating circumstances need to provide documentation of those circumstances to the OSA. Documentation must be provided within 24 hours of the missed examination.
- b. Students approved for a remediation examination must be prepared to sit for a remediation exam within seven (7) calendar days from the original exam date.
- c. Following approval, the exact remediation exam date will be scheduled, and this date is final.
- d. In cases where a student is either not approved for remediation or fails to appear for the remediation exam at the scheduled date and time, the student will receive a score of zero (0) for that missed examination.

### **II. Final Examinations, OSCE's and Comprehensive Basic Science Exam (CBSE)**

- a. Students who miss a final examination or OSCE will receive a zero (0) for those examinations.
- b. If a student fails a course because of missing these examinations, the Student Advancement, Promotions and Graduation Standards Policy will apply.

## **ATTENDANCE**

As future professionals, medical students should conduct themselves appropriately in all curricular activities, including classroom work, laboratory work, and clinical experiences. The professionalism of a medical student includes arriving to educational activities on time, using laptop computers only for coursework during the educational activity, and minimizing disruptions to the educational exercise.

Certain activities in medical school are experiential and require attendance. Students are personally responsible for attending all required educational activities as specified by the course, or clerkship director,

which will generally include group interactive sessions such as clinical skills or other team based or active learning environments. Students should consult the course syllabus for specific attendance policies related to each course. Required attendance at teaching/classroom sessions varies with the course or clerkship. Specific attendance and punctuality requirements for courses and clerkships will be included in the syllabus or may be communicated by alternate written means, such as email or notice on unit, course, or clerkship websites.

Students are expected to attend required scheduled activities on time and ready to begin. If a semester 1-5 enrolled WAUSM student or MAPP student has an extenuating circumstance that prevents them from attending a scheduled activity, the student is expected to notify the OSA (please see EXTENDED ABSENCE AND LEAVE OF ABSENCE POLICY). It is important that students realize that their absence or tardiness negatively impacts many other people. Attendance, including tardiness, is part of the evaluation for professionalism, and poor evaluations may result in decreased grades and, in severe cases, referral to SPC.

During semesters 6-10, time off is given at the discretion of the clerkship director and may or may not be granted. Students are allotted breaks as noted on the WAUSM academic calendar, but otherwise, students are expected to attend 100% of all clerkship activities. Semester 6-10 students on scheduled clerkships are NOT automatically off on official holidays listed on the academic calendar. Clerkship programs may permit students a holiday (eg, If the outpatient clinic(s) is/are closed, and a clerkship director may give the students assigned there the day off).

## **EXTENDED ABSENCES AND LEAVE OF ABSENCES**

Students are expected to attend class, participate in all educational activities, and complete curricular requirements for their course of study. However, WAUSM recognizes that some students may encounter circumstances that prevent them from fulfilling all requirements for their program of study in the prescribed timeline.

WAUSM has established policies that allow arrangements for students to be able to complete their course of study.

Students should be aware that their return and reintegration into the curriculum may require repeating or auditing of classes or clerkships / electives already taken. Students should also understand that, depending upon the length of the leave of absence, graduation may be delayed.

### **I. Approved Extended Absence**

- a. Students can apply to the OSA for an approved extended absence when an extenuating circumstance may result in missed educational activities that span a minimum of six (6) consecutive business days or a maximum of fifteen (15) consecutive business days within a semester.

### **II. Extended Absence Contract**

- a. Students on an Approved Extended Absence must review and sign an Extended Absence Contract (EAC).
- b. The Extended Absence Contract provides structure, uniformity, and communication between the student, faculty, and administration, and all Student Services departments for these extended absences.

- c. The Extended Absence Contract (EAC) must be signed and approved by all parties at least 14 days prior to the anticipated absence, or within 48 hours of the onset of an emergency or unexpected circumstances.
- d. Any Approved Extended Absence that extends beyond the fifteen (15) consecutive business days will require an official Leave of Absence. If the extended absence converts to a Leave of Absence, students will be required to get counseled by the Office of Student Financial Services for considerations and implications of a LOA.
- e. All appropriate parties affected by the Approved Extended Absence will be required to provide input on the coursework missed and the plan for completion of the missed work, including deadlines for completion.
- f. WAUSM reserves the right to impose an Administrative Leave of Absence if the Approved Extended Absence must be extended and the student does not petition for a personal leave of absence.

### III. Leave of Absence (LOA)

- a. For students who anticipate being unable to participate in all course requirements or activities for a period of time beyond fifteen (15) consecutive business days, the student must petition for a Leave of Absence.
- b. A student who requests a leave of absence is responsible for all academic work scheduled until the request is approved.
- c. Students considering a leave of absence (LOA) must notify the OSA as early as possible to discuss the reason for the leave, the steps to initiate the leave, the conditions of return from leave, potential consequences of taking a leave, and, if pertinent, alternatives to a leave of absence. Students are also required to meet with the Director of Financial Aid prior to submitting the request for LOA to fully understand the impact of leaves on financial aid and scholarships.
- d. After discussion, if the student feels that a leave of absence is the best option, they must complete and submit the Leave of Absence Approval Form to Registrar@WAUSM.education. The LOA Form can be found in Canvas, in the Student Hub under Student Affairs Forms.
- e. If the leave is approved, the student is withdrawn from all courses. A grade of WP (Withdrawal Pass) or WF (Withdrawal Fail) appears on the official transcript.
- f. In emergency situations, the OSA, in the exercise of reasonable judgment, may bypass some or all of the below steps to ensure campus safety or patient safety in the clinical sites, and/or the safety of other students, faculty and staff. Nothing in this or other policies shall be construed to prevent WAUSM from requiring students to always meet the university/program essential eligibility requirements and technical standards, and the policies and procedures that assure campus safety.
- g. A student who is repeatedly absent may be placed on an Administrative Leave of Absence (ALOA) or administratively withdrawn at the discretion of the University without the ability to reapply for admission.
- h. A student may return earlier than the established anticipated return date when the conditions of return are met earlier than anticipated and must be approved by the OSA as appropriate.
- i. If the student goes on leave and incurs a financial balance, all financial obligations to WAUSM must be



satisfied prior to their return.

- j. When the leave of absence expires, students that have not yet been in communication with the OSA regarding plans for their return will be contacted. Students that choose not to return may withdraw from WAUSM; if WAUSM is unable to contact the student, then the student will be administratively withdrawn from the program in lieu of a withdrawal.
- k. Students going on leave are reminded that all degree candidates, whether currently registered or not, are expected to maintain a satisfactory standard of conduct.
- l. Students must complete all registered credit hours and associated coursework and requirements by the end of the semester in which the extended absence occurs.
- m. Students may not be on LOA at the time they take a USMLE examination. Being officially enrolled is a prerequisite for a student to be certified as eligible to take Step 1 and 2 CK.

#### IV. Types of Leave of Absence

##### a. **Administrative Leave of Absence (ALOA)**

- i. An ALOA is a WAUSM-mandated leave to address a single or multiple academic, professionalism, or other deficiencies.
- ii. Reasons for an Administrative Leave of Absence include, but is not limited to:
  - 1. Failure to abide by WAUSM policies, including, but not limited to, those related to student behavior and conduct, and the WAUSM technical or professional standards.
  - 2. A student may be placed on an Administrative Leave of Absence, in cases where the student becomes so disruptive as to interfere with the academic pursuits and other activities of the academic and/or clinical community.
  - 3. If a student is experiencing personal or medical circumstances but refuses to petition for a personal leave of absence and WAUSM's administration believe it is in their best interest to go on a leave. Or, if a student demonstrates inability or unwillingness to carry out substantial self-care obligations such as participation in their own healthcare, compliance with healthcare visits, rehabilitation, or monitoring programs.
  - 4. Health and safety reasons and/or substance misuse.
  - 5. Financial reasons.
  - 6. A student may be required to take an ALOA if it is believed that the student poses a risk to themselves or others.
  - 7. In severe circumstances that warrant an interruption in the student's education.
  - 8. WAUSM is concerned for the general safety, health, and well-being of the campus community including students, faculty and staff and the safety and well-being of patients. On occasion, a student may experience circumstances that significantly limit their ability to function safely or successfully as a student, or the student may no longer meet the minimum technical and/or professional standards of the program. In these cases, WAUSM may place such a student on an ALOA.
- iii. For students placed on an ALOA for disciplinary reasons, the result of the adjudication process will

determine when a student is allowed to return.

- iv. The Office of Student Affairs will advise the student to take a personal leave of absence. If the student is unwilling to take a student-initiated Personal Leave of Absence, the OSA will place the student on an Administrative Leave of Absence.

**b. Educational Leave of Absence (ELOA)**

- i. An Educational Leave of Absence is a voluntary leave to pursue research, an externship, a degree-granting program outside the School of Medicine, or any other career advancing activity. An Educational Leave of Absence is generally not granted for a period beyond one year. The 12-month period begins on the first day of the student's leave of absence. An Educational Leave of Absence may only occur during semesters 6-10.

**c. Personal Leave of Absence (PLOA)**

- i. The OSA may grant a personal leave of absence. If the leave is due to medical reasons, the student must provide the appropriate medical documentation, including but not limited to, a letter from the treating physician clearly stating the nature of the medical condition and reasons it requires a leave of absence. The OSA may require additional information to determine the appropriate time frame for return. The OSA reserves the right to require a second opinion if the reason for the medical leave is not common for the medical condition or to confirm that a medical condition exists or if the OSA believes a second opinion is warranted.
- ii. In cases of PLOA for medical / health reasons:
  1. The student must provide to the OSA a letter / documentation from the healthcare provider directly involved in the student's care supporting the need for a PLOA.

**V. Leave of Absence Extension**

- a. Students who feel that they need more than a 12-month LOA may request an extension. The student must provide written documentation to the OSA for the extension, leave length, the rationale for the extension and provide documentation supporting the need for additional time, when appropriate.

**VI. Return from LOA**

- a. Students must complete and submit the Return from LOA Form to the Office of the University Registrar 30 days prior to their return. The Return from LOA Form can be requested through the Office of the Registrar at [Registrar@WAUSM.education](mailto:Registrar@WAUSM.education).
- b. The OSA, in consultation with appropriate University officials, faculty, and staff will determine the conditions for return from leave, the requirements to remain in active status once the student returns from leave and the system for student monitoring upon return.
- c. Upon return from a leave, the OSA, in consultation with all pertinent parties will determine the student's placement within the curriculum. The return may require repeating, or auditing of classes or clerkships / electives already taken.
- d. In the case of medical / health reasons, students need to provide documentation from the healthcare provider directly involved in the student's care that they are fit to return to studies. The student may be required to comply with the healthcare provider's prescribed treatment as a condition for returning from PLOA.

- e. In the case of ALOA, the student must provide documentation that the circumstances necessitating the ALOA have been satisfactorily addressed and/or remedied, and they are clear to return.
- f. In the notification letter, students will be advised of the documentation and the required source of that documentation to satisfy WAUSM's requirements to return.
- g. If any changes have been made to the curriculum and/or requirements, the student must adhere to university curriculum and requirement policies in effect at the time of their return.
- h. Upon return, the student must meet financial obligations in effect at the time of their return.

**Note:** A student who is granted a Leave of Absence for which the effective date for the leave is on or after the first day of the semester and they are enrolled in the WAUSM healthcare insurance will remain enrolled in the health insurance for the semester when the leave was taken.

## DUTY HOURS AND INDUSTRY RELATIONS POLICY

This policy serves to describe an acceptable learning environment where faculty, students and residents are shielded from industry bias and are provided with an appropriate learning environment. This policy incorporates standards of practice comparable to those adopted by US medical schools. Rotating WAUSM medical students cannot exceed 80 average hours a week over a 4-week period with duty periods of 16 hours or less. A minimum of 8 duty-free hours must be allowed between scheduled duty periods. We abide by the ACGME duty hours.

- I. WAUSM recognizes the possibility of conflict of interest or apparent conflict of interest in interactions with corporations, representatives of corporations and other individuals supported by medically related industries. At the same time, WAUSM recognizes that several medically related industries provide appropriate and legitimate support for educational and patient care activities.
- II. Duty hours for medical students while on clinical rotations will be:
  - a. Medical students cannot be assigned clinical duty of more than 80 hours per week average, over a four-week period.
  - b. Maximum Duty Period Length: Duty periods must not exceed 16 hours in duration.
  - c. Minimum Time Off between Scheduled Duty Periods: Students should have 10 hours free of duty between scheduled duty periods.
- III. If a student encounters a violation of the duty hours policy, they should report this violation to the Office of Student Affairs.

## EXTRAMURAL ELECTIVE

Many fourth-year students are interested in participating in electives at other institutions across the US or internationally. These extramural electives allow students to explore different specialties or sites. Many opportunities exist but a certain amount of research and preparation goes into the process of applying for and securing extramural electives.

Established electives at LCME accredited medical schools, ACGME accredited residency training programs, and military facilities will be approved, if the elective can be accommodated in the student's schedule.

All other extramural electives (i.e., private practices, independent healthcare organizations or hospitals/clinics not affiliated with an accredited training program, out-of-network VT locations) must be reviewed and approved by the Office of Clerkship Educational Affairs to ensure they meet the appropriate goals and objectives that are expected from a 4th year rotation.

- i. Students pursuing extramural electives must first complete the Extramural Electives Approval Form and submit to the Clerkship Subcommittee of the Curriculum Committee.
- ii. Include with the Extramural Electives Approval Form a letter of acceptance from the program director at the host institution (email, or screenshot from the host institution will be accepted) that identifies the student's name, elective name, and elective dates.

**Note:** Requests for extramural electives must be submitted at least 90 days prior to start date. Requests for international extramural electives must be submitted at least six months in advance of your proposed travel date. Credit will not be given for extramural electives that have not been pre-approved by WAUSM.

- iii. The student must provide contact information for the individual at the host institution who will facilitate review and signature on behalf of the host institution.
- iv. The Clerkship Subcommittee of the Curriculum Committee oversees the review and approval processes.
- v. To ensure a productive and safe learning environment, students and faculty should discuss the following, particularly for international electives and electives in non-traditional environments:
  - Potential risks to the health and safety of patients, students, and the community
  - The availability of emergency care
  - The possibility of natural disasters, political instability, and exposure to disease
  - The need for preparation prior to, support during, and follow-up after the elective
  - The level and quality of supervision
  - Any potential challenges to the code of medical ethics adopted by WAUSM
- vi. An affiliation agreement is required to participate in any extramural elective. If WAUSM does not have or cannot establish an affiliation agreement with a site, then the student will not be permitted to attend the extramural elective.
- vii. The student should contact the other clinical site to obtain their visiting student application information, fill out the application, and obtain any necessary supporting documents (i.e., transcript, certification of student status letter, processing fees, etc.). Host site application requirements may vary. It is the responsibility of the student to ensure they research each site and have all documentation necessary for their application.
- viii. A final WAUSM assessment/evaluation form must be received for a grade to be recorded and credit to be

awarded. It is the student's responsibility to make sure that evaluations are returned.

- ix. Students are responsible for all application fees, travel, food, and housing expenses associated with extramural electives.
- x. Programs must verify that elective experience meets requirements for credit by their specialty board and/or any Accreditation Council for Graduate Medical Education (ACGME) requirements for credit for the elective.

## **VISITING STUDENTS**

WAUSM will consider visiting students after the graduation of the charter class.

# Office of the University Registrar

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## STUDENT ACADEMIC FILES

WAUSM adheres to the Family Educational Rights and Privacy Act of 1974 (FERPA) policies regarding the maintenance of student academic files.

## MEDICAL STUDENT EDUCATION RECORDS

The Medical Student Education Records Policy ensures that all medical student educational records are kept in a secured, confidential manner. Students who wish to inspect their personal academic records must submit a written request and follow the procedures detailed in the Policy section.

This WAUSM Medical Student Education Record Policy affords students:

- the right to inspect their educational records within 45 days of a request
- the right to seek to amend their educational records
- the right to have some control over the disclosure of information from their educational records
- the right to file a complaint with the U.S. Department of Education's Family Policy Compliance Office.

Students may submit a formal request to review, and/or request amendment of their educational record. The Office of the University Registrar will review said requests along with the OSA and will notify the students of the outcome.

Medical student education records are kept in a secure manner to maintain confidentiality and integrity of the records. To preserve the accuracy of student educational records, which contain student academic records, a student wishing to inspect and review their educational records will be required to submit a written request and follow these procedures:

- a. Students submit written requests that identify the record(s) they wish to inspect to the Office of the University Registrar who will process the request and will inform the OSA of the request.
- b. If approved for review by the Office of the University Registrar, the Office of the University Registrar will arrange for access and notify the current or former student of the time and place where the records may be inspected.
- c. The record will be made accessible to the student within 45 business days of the request. Medical students are not permitted to inspect:
  - i. admissions interviews and recorded data
  - ii. confidential letters of recommendation if the student has waived their right of access in writing educational records containing information about more than one student, in which case the medical school will permit access to the part of the record which pertains only to the inquiring student

### Request to Amend Contents of Medical Student Education Records

- a. Medical students have the right to request an amendment of their educational records that they believe is inaccurate or misleading.

- b. If a student believes any information in the file is inaccurate or misleading (other than the evaluation of performance in clerkships) or is otherwise in violation of their privacy or other rights, they should consult with the person who provided the information.
- c. If the matter remains unresolved, the student should submit a written request for amendment to the Office of the University Registrar by emailing [registrar@wausm.edu](mailto:registrar@wausm.edu).
- d. The Office of the University Registrar will inform the OSA of the request. Note that this process is directed towards clerical errors.
- e. Requests for substantive changes to the student's records such as a grade change, change in an evaluation opinion, change in an academic evaluation, or change in the outcome of a disciplinary proceeding are not grounds for correction or a formal hearing under this policy.
- f. The Office of the University Registrar, in consultation with the OSA, will review the request and make a decision.
- g. The student will be notified within a reasonable period of the decision and will be informed by the OSA or the Office of the University Registrar of their right to a formal hearing.
- h. All requests for formal hearings associated with challenging the content of a student's educational records should be based on allegedly inaccurate or misleading information contained in the educational records or in cases where the records allegedly violate the student's privacy rights will be conducted in accordance with the relevant provisions of FERPA.
- i. The student will be notified of the university's decision in writing within a reasonable period after the hearing.
- j. The university will inform the student of their right to place a statement in the record commenting on the contested information in the record and/or stating why they disagree with the decision of the agency or institution, or both.
- k. If the university places such a statement in the student's educational records, the university will maintain the statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.
- l. Students may also file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA at:

**Family Policy Compliance Office**

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

WAUSM respects the rights and privacy of its students and acknowledges the responsibility to maintain confidentiality of personally identifiable information.

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords a student certain rights with respect to their education records. These rights include:

- a. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. A student should submit to the Office of the University Registrar a written request that identifies the record(s) the student wishes to inspect. The Office of the University Registrar will arrange for access and notify the student of the time and place where the records may be inspected.
- b. The right to request the amendment of the student's education record that the student believes is inaccurate or misleading. A student who believes that their education records contain information that is inaccurate or misleading or is otherwise in violation of the student's privacy or other rights, may discuss his or her concerns informally with the Office of the University Registrar. If the decision agrees with the student's requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period that the records will not be amended and will be informed by the Office of the University Registrar of his or her right to a formal hearing.
- c. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, collection agent, loan servicing agent, or the National Student Clearinghouse); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate education interest if the school official needs to review an education record to fulfill their professional responsibility. Upon request, the university may disclose educational records, without consent, to officials of another school in which a student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment and transfer.
- d. The right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C., 20202-4605, concerning alleged failures by Western Atlantic University School of Medicine to comply with the requirements of FERPA.
- e. The right to be notified of students' rights under FERPA occurs at each matriculation. The Office of the University Registrar sends a FERPA notification via email to matriculating students. Western Atlantic University School of Medicine hereby designates the following student information as public or directory information. Such information may be disclosed by the institution for any purpose, at its discretion:
  - i. student name
  - ii. local and home address
  - iii. telephone numbers
  - iv. email addresses
  - v. photo ID
  - vi. major field of study
  - vii. participation in sports
  - viii. place of birth



- ix. dates of attendance
- x. degrees, honors, and awards received
- xi. enrollment status
- xii. year in school
- xiii. anticipated graduation date
- xiv. Residency MATCH results

### **Release of Student Information**

- a. A student can give consent to permit Western Atlantic University School of Medicine to discuss and/or release personal identifiable information to a third party such as a spouse, a parent, a guardian, etc.
- b. This consent must be provided in writing with the student's signature. To provide a written consent, complete the Release of Information Authorization form available on the WAUSM Student Hub Canvas Course.
- c. A student may also withhold directory information (as defined above) by submitting a written request to the Office of the University Registrar. Written requests remain in the student's permanent record and no information will be released, unless the student requests this to be changed.
- d. Completed forms and written requests may be mailed to Western Atlantic University School of Medicine, PO Box 773626, Coral Springs, FL 33077, or scanned and emailed to [registrar@WAUSM.education](mailto:registrar@WAUSM.education).

### **Conduct Notifications**

University personnel may use administrative discretion with parental or legal guardian notification, in writing and/or by phone, of a student younger than 21 years of age when violations of university alcohol or drug policies occurs, or when a student's health or safety is at issue.

### **Deceased Student Records**

- a. Records of a deceased student will be made available to the parent(s), spouse, or executor/executrix of the deceased student and other authorized parties upon written request.
- b. The request must include the need for the records, must identify the requestor's relationship to the deceased student, and must be accompanied with an official record certifying authorization to receive the student records—eg, assignment as executor/executrix.
- c. An official copy of the death certificate must accompany the request if the university does not have prior notice of the student's death. The University reserves the right to deny the request. For additional assistance on this matter, students should contact the Office of the University Registrar.

## **HEALTHCARE PRIVACY (HIPAA) POLICY**

Patient confidentiality is critical for physicians-in-training as it is paramount in establishing and maintaining the patient-doctor relationship. WAUSM students must follow Health Insurance and Portability and Accountability Act (HIPAA) rules when participating in clinical activities at affiliated hospitals and clinics.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires "covered entities" to abide by the regulations governing the privacy, confidentiality, and security of protected health information, defined

as individually identifiable health information created, received, or maintained.

HIPAA compliance includes maintaining confidentiality of paper and electronic health records. When violations of HIPAA by a student are identified by a hospital, clinic, physician's office, or other treatment facility, the violation will be reviewed by the Student Progress Committee (SPC) which will recommend remediation and and/or sanctions, including the possibility of required withdrawal or expulsion.

WAUSM students may consult with preclerkship and clerkship faculty, clinical mentors and attending physicians, clinical preceptors, and/or the OSA for guidance and support with ethical dilemmas that may arise during their training.

## **NAME AND PERSONAL INFORMATION CHANGE**

Students requesting to make changes to their student record, including, but not limited to, legal name, address, social security number, citizenship, gender, and date of birth; must complete student records change request form and provide supplemental documentation, if applicable.

Students may need to change their personal information if it is incorrect, or if it has changed. Below outlines the steps that a student needs to take in order to update their personal information.

*It should be noted that a student's legal name is used on all University documents and communications. Recognizing that students may want to use a name other than their legal name, current students may elect to use a chosen first name other than their legal name without documentation. The legal name will still be used for official transcripts, diploma(s), financial aid documents, NBME and USMLE exams, printed documents, and other instances where a legal name is required by law or University policy.*

Students may enter a chosen first name in lieu of their legal first name online in the student portal or on their contact forms upon check-in. Legal last names may not be changed without documentation. As long as the use of the chosen name is not for the purposes of misrepresentation, the University acknowledges that a chosen first name may be used where possible. Although students are generally free to determine the chosen names they wish to be known by, inappropriate use of the chosen name policy (including but not limited to avoiding a legal obligation or misrepresentation) may be cause for denying the request. WAUSM reserves the right to remove a chosen name if it is used inappropriately. Chosen names are limited to alphabetical characters, a hyphen, and a space.

It is expected that students will request no more than one chosen name while enrolled at WAUSM. Students may always revert to using their legal first name instead of the use of a chosen name.

Documents needed to perform the record change:

- I. Legal Name Change
  - a. Submit copies of two legal documents as specified below:
    - i. US residents must submit their social security card
    - ii. Non-US residents without a social security card must submit their passport
    - iii. BOTH US residents and non-residents must also submit one of the following:
      - Certified Abstract of Marriage

- Court Order with final judgement of name change
- Divorce Decree that reinstates maiden name
- Driver's license or state issued identification card
- Permanent Resident Card
- Passport (U.S. citizens)
- Permanent or Conditional Resident Card
- Alien Resident Card
- Uniformed Services Military ID Card

## II. Social Security Number

- a. Submit a copy of your signed social security card

## III. Date of Birth

- a. Submit a copy of one of the following:
  - i. Birth Certificate
  - ii. Driver's License
  - iii. Certificate of Naturalization
  - iv. Permanent Resident Card
  - v. Passport
  - vi. Uniformed Service Military ID

## IV. Citizenship

- a. Submit a copy of one of the following:
  - i. Certificate of Citizenship
  - ii. Certificate of Naturalization
  - iii. Permanent Resident Card
  - iv. Passport
  - v. Passport Card

## V. Gender Change

- a. If you are submitting a name change request with supplemental documentation of a court order, driver's license, birth certificate, or passport which also indicates your updated gender, no additional documentation is required. If you are not requesting a name change, submit a copy of one of the following indicating your updated gender.
  - i. Birth Certificate
  - ii. Driver's License
  - iii. Court Order
  - iv. Passport

VI. Marital Status

a. Submit a copy of your marriage license and/or divorce decree

VII. Changes to your address, telephone number, or personal email can be made by signing into the student portal.

VIII. Students will have the option to enter preferred personal pronouns through the student portal (Example: they/theirs/them, she/her/hers, or he/him/his).

**Note:** Student record change requests and supplemental documentation may be hand delivered to: Western Atlantic University School of Medicine, Campus Registrar in Freeport, Bahamas or Office of the University Registrar at Western Atlantic University School of Medicine PO Box 773626 Coral Springs, FL 33077, by email to [Registrar@WAUSM.education](mailto:Registrar@WAUSM.education), or by fax (954) 333-9802. If emailed or faxed, supplemental documentation must be notarized.

# Student Life

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## INFORMATION TECHNOLOGY (IT)

Comprehensive IT policies that determine and regulate appropriate use of WAUSM-issued equipment and/or resources and set standards for IT device issuance, usage, maintenance, and recovery.

The privilege of using the computing and technology resources provided by WAUSM is not transferable or extendable by students to people or groups outside of the University and terminates when a student or faculty member/ staff is no longer enrolled/employed in WAUSM, although special accommodations may be made for WAUSM Alumni.

These policies are provided to make sure all users are aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a user acts unprofessionally and ignores any of the terms and conditions in the policies, privileges may be terminated, access to WAUSM technology resources may be denied, and appropriate academic or disciplinary action may occur.

### Student ID Badge

Western Atlantic University School of Medicine (WAUSM) recognizes the importance of effective access and exit control in relation to the orderly operations, safety and security of the campus and its occupants. To facilitate and ensure this process, it is WAUSM policy that all persons must be issued an appropriate WAUSM ID badge or security pass before being allowed to access the campus.

1. WAUSM ID badges will be issued by Campus Operations or Student Affairs as part of the on-boarding process for WAUSM enrolled students, faculty, colleagues, and other affiliates.
2. WAUSM ID badges for WAUSM enrolled students, faculty, colleagues, and other affiliates shall be valid for the duration of the holder's association with WAUSM and will remain with the holder for the duration of that period.
3. Visitors to WAUSM Campus:
  - Visitors will be issued a visitor badge at main reception.
  - All visitor passes will be provided at the discretion of WAUSM security and operations.
  - Visitors must return their passes to main reception.
  - Visitors are not allowed to utilize campus spaces for extended periods of time and must be accompanied by a WAUSM colleague / host.
4. Members of the campus community must enter and exit campus only at an authorized point of access.
5. Without exception, every member of the campus community must present his/her WAUSM ID badge at every access point. Students who forget their ID badge at home may be issued with a visitor pass to allow them access to campus.
6. Everyone must wear their WAUSM ID badge while on campus in such a manner that it is visible to other persons.
7. Security may immediately escort anyone off campus who is not in possession of a WAUSM ID and does

not have a legitimate reason for being on campus.

8. If a person loses their WAUSM ID badge or the badge is stolen, damaged or deteriorated, this must be reported to the Office of Campus Operations or Office of Student Affairs. All lost IDs, if found, should be returned to Campus Operations or Student Affairs.
9. The ID badge remains the property of WAUSM.

### **Loaned WAUSM Equipment**

All users must take personal responsibility for the security of the equipment, software, and data in their care. Computers or other devices provided on a temporary basis to users are the property of WAUSM and, as such, will be subject to log monitoring at any time. The WAUSM Office of IT may also choose to remotely disable a device if the device or data has been compromised, lost, or stolen, or if a user is in non-compliance with established policy and/or directives.

All equipment is loaned for academic purposes and users should understand that there is no reasonable expectation of privacy concerning data or software on these devices.

Users must abide by all IT policies of WAUSM. This includes all HIPAA and FERPA regulations pertaining to security and privacy.

### **Receiving and Returning Equipment**

All users will coordinate to return devices to the WAUSM Office of IT at the end of the issuance period.

Failure to return devices will result in a delay of receipt of your diploma.

All IT equipment is and will remain property of WAUSM and all users shall adhere to this policy and acceptable use policy for technology.

### **Stolen, Lost, Damaged or Malfunctioning Equipment**

Stolen equipment, devices that malfunction or are damaged, must be reported to the Office of IT within no more than 24 hours.

Theft or damage to any device, due to negligence, is the sole responsibility of the user who will bear all costs for replacing the parts or purchasing a new device.

The user will provide payment for the replacement or repair of the device, which will be processed between the user the WAUSM Office of IT and/or the WAUSM Office of Student Affairs.

### **Upkeep and Care of Equipment**

Students should abide by the following care guidelines as much as possible.

- a. keeping device/s battery charged for school each day
- b. using a clean, soft, or antistatic cloth to clean the screen, no cleansers of any type
- c. keeping devices in a secure location and never leaving it in an unlocked locker, unlocked car, or in any unsupervised or unsecure location
- d. not leaving devices in a place that is experiencing hot or cold conditions (i.e., car in summer or winter), because extreme heat will damage the unit and extreme cold will cause severe screen damage

- e. not changing device settings
- f. using devices in a responsible and ethical manner
- g. obeying all applicable rules and laws concerning behavior and communication that apply to use

### **Originally Installed Software and/or Apps**

The apps and operating system originally installed by WAUSM must remain on the device in usable condition and be always easily accessible.

Students are responsible for backing up or preserving digital content stored on their device/s. WAUSM does not accept responsibility for the loss of any apps or documents deleted due to the necessity of a reformat and/or reimage upon return.

WAUSM reserves the right to restrict content to be installed on the device.

## **PERSONAL DEVICES**

Students are advised to bring their own mobile, tablet, or laptop device (a laptop is required for exams and assessments) and connect to the WAUSM network for official business, educational, or research purposes. WAUSM IT is not responsible for either the physical or data security of any such device or its contents and will not provide software installations, repair, or maintenance for any personal device. Additionally, students using personal devices for academic sessions will be responsible for software installation, maintenance and repair of said devices. The student is responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications, software installations and other support needed to use the device at school.

The WAUSM Office of Informational Technology (IT) reserves the right to monitor the school's network usage and report all unlawful activity performed on personal devices while connected to the university's network. Students should not have an expectation of privacy.

Violations of any school policies, administrative procedures, or University rules involving a student's personally owned device may result in the loss of use of the device on the University network and/or disciplinary action. WAUSM reserves the right to contact the Security Department or other law enforcement if there is any reason to believe that the student has used their personal device to violate federal, state, or local laws, engaged in any criminal or unlawful behavior, or is involved in other misconduct while using their personal device while connected to the WAUSM network.

WAUSM's IT Office may provide all relevant information to law enforcement on the log activity of the personal device(s) connected to the WAUSM network.

Students may not use personal devices to record, transmit or post photos or videos of any information covered by HIPAA and/or FERPA, any WAUSM confidential or sensitive information, or any academic activities without the explicit permission of faculty during their coursework. Students, while connected to the secured WAUSM network, should only use their device to access relevant files and educational content on an as-needed basis.

## **EMAIL POLICY**

The email policy aims to ensure proper usage of WAUSM email by students at all times.

Only WAUSM faculty, staff, students, and other persons who have received permission by the Office of Information Technology are authorized users of the WAUSM email system and resources.

After IT orientation your WAUSM email address becomes your primary mode of communication. You will no longer receive WAUSM communications to your personal email and you should no longer send school related communications from your personal email.

Use of email is encouraged where such use supports the University's academic goals and facilitates communication between faculty and students. However, if a student uses email in an unacceptable manner, they may be subject to sanctions, including but not limited to, having their campus email account deactivated. The student may receive an initial warning with reports of any subsequent violations sent to the SPC for final recommendations and action, or violations may be sent directly to the SPC.

WAUSM students are expected to check their WAUSM email and Canvas notifications at least twice a day and respond in an appropriate timeframe of 48 hours to requests.

### **Email Etiquette**

- Add the recipient email addresses last and make sure you've selected the correct addresses.
- Proofread messages and watch for tone.
- Include the WAUSM signature block.
- Limit use of reply-all.
- Limit use of all capitals.
- Reply in a timely fashion, even if it is to acknowledge receipt or a timeline for appropriate response.
- All emails leave a trail. Don't write anything you wouldn't want everyone to see.

## **SOCIAL MEDIA USAGE**

The administration of WAUSM recognizes that social media websites and applications, including but not limited to Facebook, Instagram, Snap, Tumblr, TikTok, Twitter, Pinterest, LinkedIn, and YouTube are an important and timely means of communication. However, students, faculty, staff, consultants, residents, fellows, and volunteers must appreciate that posting certain information may be illegal or unprofessional.

While students are free to establish personal accounts on various social media platforms, it is critically important that good judgment and discipline is exercised when posting and interacting via social media. Violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and the punishment for violations may include fines and imprisonment.

Offenders also may be subject to adverse employment actions, disciplinary sanctions and/or academic actions that may include, but not be limited to, a verbal or written reprimand, probation, suspension or dismissal from employment, medical school and/or resident training. All students, faculty, staff, consultants, residents, fellows, volunteers are also subject to the policies of WAUSM's Office of IT.



## I. Prohibited Use of IT and Social Media

- a. Students, faculty, staff, and other colleagues must adhere to the applicable Code of Conduct when engaging on social media platforms. When posting content on social media platforms:
  - i. Under no circumstances are WAUSM teaching or resource materials (images, practice questions, handouts, supplementary materials, workbooks, etc.) to be reproduced, posted or distributed via social media platforms or emailed for use to individuals outside of WAUSM.
  - ii. For students, sharing certain academic information within a class is acceptable, but sharing material between classes or outside WAUSM is not. Many of our cases have been generously provided to us by other medical schools with the stipulation that they would be used only by our students. In addition, it would defeat the purpose of certain activities if the learning objectives, study materials, etc. were made available by upper-semester students who have completed those activities, to students' encountering cases for the first time.
  - iii. All postings are limited to established practices and tools set by course directors, clerkship directors, and WAUSM IT.
  - iv. Posts and online communications, regardless of format, must follow the Code of Conduct, bearing in mind that even content posted under privatization settings may become public if those who have access choose to share the posting.
  - v. Students, faculty, staff, consultants and affiliates are prohibited from posting content that is defamatory, profane, threatening, harassing, hateful or humiliating. This includes any disparaging remarks in violation of WAUSM's code of conduct.
  - vi. Individuals must refrain from inciting violence or propagating hate, which are tantamount to behaviors unbecoming of a physician. The above actions are considered unprofessional and are against the Code of Conduct.
  - vii. In posting information on social media sites, you may not present yourself as an official representative or spokesperson for WAUSM, unless authorized to do so by WAUSM's president or executive dean, respectively.
  - viii. WAUSM logos, trademarks or proprietary graphics that would create the appearance they are speaking on WAUSM's behalf, are not to be used unless appropriate written prior authorization has been received from WAUSM leadership.
  - ix. You are required to respect limited personal use permissions, when applicable, and are required not to utilize websites and/ or applications in a manner that interferes with your official work and/or academic commitments. That is, do not consume university, hospital or clinic technology resources for personal use when others need access for patient- or business-related matters. Moreover, do not delay completion of assigned clinical responsibilities to engage in social media activities.
  - x. You are required not to disclose private (protected) academic information of another student or trainee. Such information might include, but is not limited to, course or clerkship grades, narrative evaluations, examination scores, or academic actions, whether of adverse or of appropriate nature and anything falling under HIPAA and/or FERPA.
  - xi. You are required not to represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity to circumvent the provisions of this policy.

## II. Social Media and Patient Care Settings

- a. Students are not to represent their posts as speaking on behalf of their clinical sites, unless they are given permission from the appropriate site representative and must follow all applicable policies of their clinical sites related to social media.
- b. Students must not share information (including posting content) in a way that violates any laws or regulations.
- c. When students are providing care to a patient, HIPAA, and the clinical affiliate's policies, prohibit the disclosure of any identifiable information about a patient, unless doing so pursuant to one of the limited exceptions outlined in HIPAA and/or partner's policies and procedures. It is the student's responsibility to know the clinical affiliate's policies and abide thereby.
- d. In your professional role as a caregiver, you may not disclose the personal health information of other individuals. Removal of an individual's name does not necessarily constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from a medical outreach trip) may still allow the reader to recognize the identity of a specific individual, and therefore is prohibited.
- e. Medical students have an ethical and legal obligation to their patients. Students must not refer to patients in a disparaging manner, including standardized patients, even if the patient is not identified. Students are required to always maintain patient privacy and confidentiality.
- f. Students are prohibited from taking photos or videos of patients or private patient information, on personal devices, including cell/mobile phones, unless specifically permitted by the clinical site's policies. Students are required to follow the clinical site's policy for taking photographs or videos of patients for treatment or other legitimate purposes, using only devices provided by the site.
- g. Posting items that contain patient health information and/or violate HIPAA standards, including photos and videos, on social media is strictly prohibited by WAUSM.
- h. Students must maintain professional boundaries during the use of all social media. As with in-person relationships, the student has an obligation to establish, communicate and enforce professional boundaries with patients in the online environment
- i. Students must promptly report any identified breach of confidentiality to the Office of Student Affairs (OSA).

III. In addition to the absolute prohibitions listed above, the actions listed below are strongly discouraged. Violations of these suggested guidelines may be considered unprofessional behavior and may be the basis for disciplinary action. Students who fail to adhere to the standards of professionalism or other applicable WAUSM policies regarding use of IT and social media may be referred to the Office of Student Affairs.

IV. Engaging in the following activities (or similar conduct) by students, faculty, staff, consultants, residents, fellows, and volunteers in the university may result in employment and/or academic disciplinary action:

- a. display of vulgar language
- b. display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, sexual orientation, or other legally protected status

- c. presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity
- d. posting of potentially inflammatory or unflattering material on another individual’s website or “tagging” another individual in an inflammatory or unflattering demeanor using a blog, social media, or other web service

V. When using social media websites/applications, students, faculty (including affiliate faculty) and staff members, consultants, residents, and fellows are strongly encouraged to use a personal email address, rather than their WAUSM.education address, as their primary means of identification. Individuals also should make every effort to present themselves in a mature, responsible, and professional manner. Discourse should be civil and respectful.

VI. Please be aware that no privatization measure is perfect and that undesignated persons may still gain access to your social media sites. A site such as YouTube, of course, is completely open to the public. Future employers (residency or fellowship program directors, department chairs, or private practice partners) often review these social media sites when considering potential candidates for employment.

VII. Although once-posted information can be removed from the original social media site, exported information cannot be recovered. Any digital exposure can “live on” beyond its removal from the original website or social media service and continue to circulate in other venues. Therefore, think carefully before you post any information that may negatively impact your standing with the university or future employers. Always be respectful and professional in your actions.

## **STUDENT PRIVACY POLICY**

WAUSM respects the rights and privacy of its students, staff, alumni, and others and acknowledges the responsibility to maintain confidentiality of personal information of students.

### **I. Overview**

- a. Western Atlantic University School of Medicine, LTD and its affiliates (collectively “WAUSM”) are committed to protecting the privacy and security of personal information. This policy describes how we collect, use, process and disclose your personal information and the choices you can make on how this is handled. This Student Privacy Policy applies to all students, prospective students, applicants, alumni, visitors, and anyone else that comes into contact with our digital landscape and services we offer.
- b. The privacy policy is followed in conjunction with the laws in areas in which we operate. Students at WAUSM have their records kept in concordance with the Federal Educational Rights and Privacy Act of 1974 (FERPA), WAUSM policies and procedures, and applicable U.S. state laws and the laws of the Bahamas.

### **II. Your Personal Information**

- a. We collect personal information to provide services and communications to you in the following ways:
  - 1. Data which applicants/students provide:
    - i. We collect personal information from you when you express interest in our programs, apply for admissions, apply for financial aid, enroll in our programs, respond to a survey, register for classes, register for exams, set up a profile or online tools and services, use the library, register for housing, etc. Examples include:

- a. Personal information such as name, address, date of birth, social security number, passport, sex/gender, passport details, national origin, medical and behavioral conditions, criminal background information, employment information, education and employment history, photos, travel information, financial information, health insurance information, credit report information, etc.
  - b. Demographic information such as career preferences, interests, and information provided such as your extracurricular activities, admissions application, interview information, travel information, and housing materials.
  - c. Information you provide in online platforms related to coursework, course discussion boards, social media, surveys, forums, directories, which can include data, photos, and reviews.
2. Automated Information:
- i. We automatically collect and store information through your use of Services through the use of Cookies. Examples that we may collect are:
    - a. Login information, email address and password
    - b. IP address
    - c. Browser type
    - d. Internet Service Provider (ISP)
3. Information received from external sources:
- i. We receive information from external sources such as external agencies that administer the following: scholarships and financial aid, health coverage, educational providers that administer exams, educational partners, social media, third-party platforms, and other business partners.
  - ii. Examples of information that we include from these sources include:
    - a. Name and other identifying information such as mailing address, personal and professional records, e-mail addresses, phone numbers, date of birth information and social security numbers.
    - b. Educational performance information, financial aid information, information contained within letters of reference or recommendation, and other information related to your attendance at undergraduate and graduate programs as well as WAUSM.
    - c. Interests, demographics, and internet browsing behavior.
  - iii. Students are responsible for making sure their data is accurate and up to date with admissions when they are applicants and within the student information system once students matriculate and graduate. We may be unable to successfully communicate with you via phone or email if your information is not accurate.

### **III. Information Use and Storage**

- a. We will use, process and store information that is collected in order to provide services to students. This allows us to process admissions applications, enroll students, process financial aid and scholarships, keep accurate grade and exam records, graduation, and licensing, and support our general business functions.

1. Examples of how personal information is used include:
  - i. To administer admissions application processing, financial aid processing, enrollment and registration, health insurance enrollment, student services and residency application and career services.
  - ii. To provide you with information on admissions, enrollment, financial aid, billing and payments, registration, residency, and graduation.
  - iii. To ensure you have access to university systems as needed
  - iv. To provide support as needed with inquiries and requests
  - v. To support general business operations and as we describe when collecting the information.

#### **IV. Personal Information Protection**

- a. WAUSM protects all personal data and sensitive personal data that it collects or processes for a lawful basis. Any personal data and sensitive personal data collected or processed by WAUSM is:
  1. Processed lawfully, fairly, and in a transparent manner.
  2. Collected for specified, explicit, and legitimate purposes, and not further processed in a manner that is incompatible with those purposes.
  3. Limited to what is necessary in relation to the purposes for which they are collected and processed.
  4. Accurate and kept up to date.
  5. Retained when needed and deleted when it is no longer needed.
  6. Secure.
- b. The personal information we collect is stored in databases and files that are protected by passwords and firewalls. We use anonymous, aggregated data about website visitors' site usage and technical capabilities as well as about HTML message opening and click-through rates to improve online services and communications. WAUSM may disclose personal information if we are required to do so to comply with the law, subpoenas or with legal process. The information systems used within WAUSM meet FERPA and/or HIPAA compliance standards where applicable.
- c. We employ security measures to protect the data which are reasonable which include administrative, technical, and physical standards. These measures protect against misuse, destruction, and unauthorized access to your personal and student information. Additionally, all staff are trained on privacy of student information and records and the importance of protecting your personal information. Students and staff are granted appropriate access to all systems including but not limited to Slate, Anthology and Canvas.
- d. Please know that almost no system is impenetrable. If you suspect that any information has been compromised, you should immediately make a report to Information Technology and the Office of the University Registrar.

#### **V. Disclosure of Personally Identifiable Information to Parties Outside the University**

- a. WAUSM does not sell, rent, give away, or loan any personally identifiable information about students,

faculty, or staff that is collected to any third party other than affiliates directly connected to WAUSM without your consent. Pursuant to FERPA, WAUSM may publish “directory information” unless you affirmatively choose to opt out. For more information, see WAUSM’s FERPA Policy in the Student Handbook at <https://wausm.education>.

## VI. Google Analytics and Cookies

- a. Google Analytics: The WAUSM website uses Google Analytics, a web analytics service provided by Google, Inc. (“Google”). Google Analytics uses persistent cookies to analyze how users use this site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google. Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators, and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google’s behalf. Google will not associate your IP address with any other data held by Google. You may refuse the use of cookies by selecting the appropriate settings on your browser; however please note that if you do this you may not be able to use the full functionality of the WAUSM website or web applications. By using this website, you consent to the processing of data about you by Google in the manner and for the purposes set out above. Learn more about Google’s Privacy Policy and the Google Analytics Terms of Service.
- b. Cookies: We use cookies to help manage secure web site sessions such as online forms or surveys. A cookie is a piece of data that is either maintained only for the duration of a particular session visit or is stored on the user’s computer to support future visits. By continuing to browse on WAUSM websites or by clicking “accept all cookies,” the user agrees to the storing of first- and third-party cookies on user device to enhance site navigation, analyze site usage, and assist in WAUSM marketing efforts.
  1. Session cookies – This type of cookie is used to enhance and make more efficient the user’s experience during a site visit. Once the user closes the browser, the cookie terminates.
  2. Persistent cookie – This type of cookie stores a small text file on the user’s hard drive for an extended period of time to remember visit activity that will help make subsequent visits more efficient. Persistent cookies can be removed by following the user’s Internet browser help directions.

## VII. Third Party Support

- a. WAUSM relies on third party service providers for some online services in support of our students and curriculum. Those third-party services and/or sites may have their own privacy policies as well. For more information, please see the following regarding their privacy policies:
  1. Anthology Student Information System: <https://anthology.com/trust-center/privacystatement>
  2. Canvas: <https://www.instructure.com/canvas/privacy>
  3. Microsoft 365: <https://www.microsoft.com/en-us/trust-center/privacy>
  4. National Board of Medical Examiners: <https://www.nbme.org/privacy>
  5. Slate: <https://technolutions.com/privacy-policy>

## VIII. Retention

- a. We keep your personal information on file for as long as it is needed or required. Certain information must be kept in perpetuity in relation to your student record and subsequent graduation for future reference. If you wish to see a copy of the University's retention policy, please contact the Office of the University Registrar at [Registrar@wausm.education](mailto:Registrar@wausm.education).

## IX. International Transfers of Information

- a. WAUSM operates and processes information in multiple jurisdictions. Information may be collected, used, processed, viewed, and stored in a jurisdiction other than the one in which you are located, including the United States and the Bahamas. By using our applicant and student services, you consent to the collection, transfer, use and storage of your personal information in a jurisdiction other than where you are located.

## X. What should I do if I have questions?

- a. If you have questions about our privacy policy, please contact [Registrar@wausm.education](mailto:Registrar@wausm.education).

## WAUSM FACILITIES

Preclerkship instruction occurs on the campus in Freeport, Grand Bahama. In addition to classrooms, small group learning and study rooms, a Simulation Center with clinical skills rooms, and the Center for Academic Success (CAS), there are many other areas that are conducive to, and support student learning.

Faculty office locations, phone numbers, and email addresses are published in course syllabi and contact information can be found in Canvas and on the Website.

Medical students have access to the classrooms and small group learning areas for study when the rooms are not being used for classes or other activities. Some spaces may require students to reserve the space through the appropriate administrator.

Students are assigned a locker on campus for storage of personal items.

## WAUSM LIBRARY

The WAUSM Library provides online resources in support of learning, teaching and research. In addition, the library offers study spaces, and a wide variety of library services. Individual assistance in using databases and searching resources ensures all students can access information anywhere at any time, on or off campus.

## PARKING AND TRAFFIC

The Office of Campus Operations is authorized to designate any spaces as temporary reserved or priority parking. The maximum speed on any WAUSM driveway or roadway, excluding those owned and managed by the city of Freeport or Grand Bahama, is 15 miles per hour. WAUSM assumes no liability for damages to any vehicle parked or driven on campus.

## WAUSM PUBLIC SAFETY SERVICES, EMERGENCY, HURRICANE, AND SEVERE WEATHER

WAUSM Security administers safety and security for the Freeport campus. Security may include Police

department officers from Freeport, support uniformed, unarmed WAUSM security department officers. Security also provides crime prevention education, safety escorts, vehicle assistance, criminal investigations, and parking services. Other services provided to the WAUSM community include providing extra security for special events and lost and found.

In Emergency Situations:

- Students on campus who need emergency assistance should first call 911 or 919, then call WAUSM security department.
- Students who need emergency services and are not currently on campus should call 911 or 919.

### **Severe Weather Communication**

Should an emergency arise at any of WAUSM's campuses or sites, information will be made available via the WAUSM website, email notification and/or Canvas notifications. In addition, WAUSM continually tests the voice and text messaging component of the Emergency Notification System with test messages to all WAUSM students, faculty, and staff.

- Students are responsible for checking emails and university or hospital websites for updated procedures and protocols.
- In the case of a loss of all methods of communication, students should follow general recommendations from the WAUSM Severe Weather Policy and exercise their own judgment in considering personal and public safety.
- In the event of severe weather or a natural disaster that interrupts or has the potential to interrupt normal operations, students will be contacted by the Office of Student Affairs with instructions pertaining to class and clinical rotation attendance.
- Students will be notified as soon as possible—if specific clinical sites are closed or activities are cancelled—with postings and updates on the WAUSM website or through their WAUSM email account.
- WAUSM community members are expected to check their emails, the WAUSM website and Canvas notifications, at least once per day for any updated information regarding severe weather and respond appropriately to requests.



# Medical Advancement Preparatory Program (MAPP)

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WAUSM's Medical Advancement Preparatory Program (MAPP) prepares students to be successful in medical school by providing personalized support and group learning through customized instruction from faculty whose goal is to see them succeed and progress to WAUSM. MAPP will offer academic preparation to enhance student knowledge of the basic sciences, while also carving out dedicated time to develop study skills and self-assessment techniques essential to succeeding in medical school and beyond. Students who successfully complete MAPP with a Pass will gain acceptance to WAUSM and continue their medical school journey with the built-in support system of their MAPP colleagues.

MAPP is a one semester (15-week) program, accepting three classes per year, in late November/early December, April, and August. MAPP students who successfully promote to WAUSM will receive the SELECT Scholarship covering their first semester in medical school. The total tuition cost for MAPP is \$9,295. Attendance at every learning experience is mandatory. Students should consult the MAPP course syllabus for more detailed information about the course structure.

## **PROFESSIONAL APPEARANCE AND DRESS CODE**

Students will adhere to the WAUSM Professional Personal Appearance policy in line with the preclerkship campus dress code (e.g. sections III a., c.) as outlined above in the Student Handbook.

## **ACADEMIC COUNSELING**

The Center for Academic Success (CAS) is the main mechanism for student advising and mentoring. All MAPP Faculty are members of CAS, and each entering MAPP class is divided randomly and evenly between MAPP Faculty Members. This structure results in each student having a dedicated faculty guide throughout the preparatory program, who focuses on the intellectual and professional growth and development of the student over time, and as they transition to WAUSM. For more information on CAS, refer to the section on The Center for Academic Success (CAS) in the Student Handbook.

## **PERSONAL COUNSELING**

WAUSM's qualified mental health providers support MAPP students by providing culturally informed, and affirming individual and group counseling, as well as psychoeducational programming on topics relevant to medical students. Counseling services are free, without session limits, and may be accessed virtually.

Students may engage in counseling for various reasons including but not limited to, performance-based anxiety, academic distress, anxiety, depression, relationship challenges, adjustment difficulties, trauma, racial trauma, identity challenges, and treatment for symptoms of various mental health disorders, including alcohol and other drug use. WAUSM Counseling & Wellness Center services are not part of the academic record and follow local and federal confidentiality laws.

## **REGISTRATION SERVICES**

The Office of the University Registrar will register new MAPP students upon confirmation by the Office of

Admissions. A student's enrollment is contingent on submission of all documentation required for admission. Any missing documentation specified by the Office of Admissions must be submitted to the Office of the University Registrar prior to the start of classes.

Tuition is billed upon course registration, approximately two weeks prior to the start of each semester or once all documents have been confirmed and received by the Office of Admissions (whichever comes first). Tuition is due, in full, before the start of classes each semester. Students who have submitted all required financial aid forms and have received a loan guarantee and/or approval that covers the balance due, may have their tuition payment deferred until the funds disburse from the lender.

## FINANCIAL SERVICES

Students accept financial responsibility for payment of all institutional costs including, but not limited to, tuition and external fees. A student will not be able to register for future semesters until all outstanding balances have been paid in full. Tuition bills are available in the online portal, generally, two weeks before classes begin. Student account balances are due no later than the first day of the semester. Payments can be made by check mailed to the US payment address, wire, or credit card. Students choosing to enroll in a payment plan will pay a \$35 processing fee per semester. If a student has an outstanding balance after the date in which classes commence for the semester, a hold and a \$100 late fee will be placed on the student account, unless the student has secured funding and approval from the Office of Student Financial Services (SFS). Students may be administratively withdrawn for non-payment of tuition. This policy applies to all students in MAPP as well as semesters 1-10.

## TUITION REFUND

- I. Students who withdraw, or have an approved leave of absence, from the MAPP program prior to the first day of classes will receive a 100% tuition refund, less any nonrefundable fees.
- II. Students who withdraw after the start of classes will be subject to the following refund policy on tuition, less any non-refundable fees.

MAPP Weeks Completed	MAPP Weeks Not Completed	% of Program Completed	% of Tuition to be Refunded
1	14	6.67%	93.33%
2	13	13.33%	86.67%
3	12	20.00%	80.00%
4	11	26.67%	73.33%
5	10	33.33%	66.67%
6	9	40.00%	60.00%

Students who withdraw after week 6, will not receive a refund.

- III. The Office of Student Affairs makes the determination of extenuating circumstances such as serious illness, military conscription, or death of a family member.
- IV. The date of withdrawal is determined by the date that a written application for withdrawal for that semester is received by the office for student affairs. Tuition refunds are processed within 30 days of the received date of the written application.

**Please Note:** Fees originating outside the institution such as student health insurance fees, etc. charged to your student account for supplies and services are generally non-refundable once services have begun or supplies have been provided. For US students with private loans, any credits that result will be returned to the private loan program first and to the student second.

## FINANCIAL RESPONSIBILITIES AND LATE FEES

- I. Students accept financial responsibility for payment of all institutional costs including, but not limited to, tuition and external fees.
- II. A student will not be able to register for future semesters until all outstanding balances have been paid in full.
- III. Tuition bills are available in the online portal, generally, two weeks before classes begin.
- IV. Student account balances are due no later than the first day of the semester. Payments can be made by check mailed to the US payment address, wire, or credit card.
- V. Students choosing to enroll in a payment plan will pay a \$35 processing fee per semester.
- VI. If a student has an outstanding balance after the date in which classes commence for the semester, a hold and a \$100 late fee will be placed on the student account, unless the student has secured funding and approval from the Office of Student Financial Services (SFS).
- VII. Students may be administratively withdrawn for non-payment of tuition.

## STUDENT RECORDS HOLDS

- I. A Student Financial Services hold will be placed on a student account to withhold services, records, academic certifications, transcripts, and diplomas from a student whose account is past due.
- II. The Office of the University Registrar may place a hold on the student account for different reasons; therefore, please contact the appropriate office that initiated the hold to discuss what requirements must be met to have the hold removed.

## HEALTH INSURANCE

WAUSM requires MAPP students to carry health insurance and strongly encourages its students to ensure their health insurance provides sufficient coverage to ensure the student will be able to obtain all necessary diagnostic and treatment goods and services. All MAPP and WAUSM students are required to obtain and maintain health insurance. The student has exclusive responsibility for his or her own medical bills.

Students who have their own healthcare coverage may opt out of the WAUSM insurance plan and complete the waiver form here: [Insurance Waiver Form](#). Waivers must be submitted by the deadline, which is approximately 30 days from the start of the program.

## **DISABILITY INSURANCE**

Accident and sickness protection is available to all WAUSM students. This is an optional benefit that students may consider while attending WAUSM. This is a separate coverage from student health insurance.

More information on this optional benefit can be found on the Student Hub in Canvas. General questions can be sent to the [Office of Student Financial Services](#).

## **IMMUNIZATIONS**

The immunizations required for MAPP and WAUSM students are based on the current Center for Disease Control and Prevention (CDC) recommendations for Healthcare Personnel and immigration requirements of The Bahamas. For detailed information on WAUSM's immunization requirements, please refer to the immunization section in the Student Handbook.

## **MAPP GRADES**

Academic achievement is reviewed and compiled by the Director of MAPP, inclusive of Faculty feedback, for academic performance assessment. There is no opportunity to remediate if the student does not successfully pass MAPP.

Students will be able to track their numerical grade performance throughout the semester via the learning management system. Each student earning the following percentage scores on the overall course grade will receive the indicated designation:

- Pass (P): 70% - 100+%
- Fail (F): Less than 70%

## **CERTIFICATE OF COMPLETION**

Students who successfully complete the MAPP program will receive a certificate of completion. The MAPP certificate of completion increases your marketability by enhancing knowledge and setting the foundation of basic medical sciences. This certificate cannot be used as means for admission into any other institution that requires a high school or college degree.

# Acronyms

Term	Description
AA	Office of Academic Affairs
AAMC	Association of American Medical Colleges
AGC	Academic Grievance Committee
AMA	American Medical Association
CAS	Center for Academic Success
CDC	Center for Disease Control and Prevention
COVID-19	Coronavirus
ECFMG	Educational Commission for Foreign Medical Graduates
ED	Emergency Department
F	Fail (Grade)
FAP	Final Academic Probation
FERPA	Family Educational Rights and Privacy Act of 1974
GBI	Grand Bahama Island
HBV	Chronic Hepatitis B Virus
HCV	Chronic Hepatitis C Virus
HIPAA	Health Insurance Portability and Accountability Act of 1996
IMG	International Medical Graduate
IP	In Process (Grade)
IT	Information Technology

<b>Term</b>	<b>Description</b>
MAPP	Medical Advancement Preparedness Program
MD	Doctor of Medicine
MMR	Measles, Mumps, Rubella
MSPE	Medical School Performance Evaluation/Dean's Letter
NBME	National Board of Medical Examiners
NRMP	National Resident Matching Program
OET	Occupational English Test
OSHA	Occupational Safety and Health Administration
P	Pass (Grade)
PCRS	Physician Competency Reference Set
PPD	Purified Protein Derivative
SFS	Student Financial Services
SP	Standardize Patients
SPC	Student Progress Committee
TBL	Team Based Learning
Tdap	Tetanus Toxoid, Diphtheria Toxoid, and Acellular Pertussis Vaccine
USMLE	United States Medical Licensing Exams
USMLE Step 2 CK	Clinical Knowledge
USMLE Step 2 CS	Clinical Skills (Discontinued)
WAUSM	Western Atlantic University School of Medicine

# Glossary

Term	Definition
Administrator/Staff	Any person employed by the institution in any capacity or performing assigned administrative or professional responsibilities. A person may be a "student" and "instructor" or "staff", as determined by the context of the specific situation being addressed.
Advisor	A person who accompanies a Respondent or Complainant for the purpose of providing support, advice, or guidance. This role has a limited participation in the resolution process.
Blood-borne Infections	Bloodborne pathogens are microorganisms such as viruses or bacteria that are carried in blood and can cause disease in people.
Business Day	A day on which the administrative offices of the university are officially open for business.
Campus	All land, buildings, facilities, and other property in the possession of or owned, used, or controlled, or used for clinical affiliations by the University (including streets, sidewalks, pathways adjacent to or in the immediate vicinity of the campus).
Complainant	A person or persons (at times the university) who have filed a misconduct report against a student(s) or student organization.
Conflict of Interest	When an individual involved in multiple interests finds themselves in a decision-making situation where serving one of those interests could influence the member's judgement or decision.
Consensual Relationship	Romantic or sexual relationship is at the consent of both parties. Duration, commitment level, or physical intimacy is not required for a relationship to be considered consensual if the relationship is beyond the reasonable boundaries of a professional relationship. One sexual encounter is considered a sexual relationship under this policy.
Counseling Services	Sessions facilitated by a licensed, or registered, professional trained to treat an array of emotional, behavioral, cognitive, and relationship challenges as well as mental health disorders.
Disability	A person with a physical or mental impairment that substantially limits one or more major life activities of that person, a record of the impairment, or being regarded as having such an impairment (from, <a href="#">ADA</a> ).

Term	Definition
Examination	SUM-E, Anatomy Practical, Patient Centered Care (PCC) examinations, Final exam, Comprehensive Basic Science Self-Assessment (CBSSA), Comprehensive Basic Science Exam (CBSE).
Extenuating Circumstances	These may include but are not limited to, hospitalization due to serious illness, military conscription, or death of a family member. Extenuating circumstances will be determined by the Office of Student Affairs (OSA).
Faculty	Any person employed by the institution to conduct classroom, library, and/or clinical teaching activities.
Hearing Board	A group of WAUSM faculty, staff and administrators who are trained to review conduct matters, render decisions, and issue sanctions.
Illicit Drug	Any drug that is illegal to process, distribute or use.
Instructor, Faculty Member, Professor, Clinical Instructor, WAUSM Trainee	Any person employed by the institution to conduct classroom, library, and/or clinical teaching activities.
Misconduct Report	A written report alleging misconduct of a WAUSM student or recognized student organization.
Mistreatment	The Liaison Committee on Medical Education (LCME) defines mistreatment as either intentionally or unintentionally, when “behavior shows disrespect for the dignity of others and unreasonably interferes with the learning process.”
Notification Letter	A letter (sent electronically via email) to the Respondent once a Student Conduct Official has determined that the alleged violation to the Code of Conduct has merit and should be further investigated through the resolution process.
Organization	Several persons who have complied with the formal requirements of institutional recognition.
Probation	A corrective measure when a student’s performance falls below the University’s requirements. Students are given an opportunity to improve their performance to reach acceptable levels within a specified period of time. Probation will appear in a student’s record.



Term	Definition
Quality Professional (QP)	A trained professional with direct experience in the diagnosis and treatment of adults with disabilities.
Remediation	A process designed to help students improve their performance and ensure they achieve the required level of competency before moving on to the next phase of the curriculum.
Required Attendance	Students are expected to attend all scheduled activities. Refer to the respective course syllabus for details concerning attendance tracking and grading.
Respondent	A person or persons who have been named in a misconduct report for an alleged violation to the Student Code of Conduct.
Service Animals	“Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities (from <a href="#">ADA 2010 Revised Requirements: Service Animals</a> ).” Emotional support animals may not be readily considered, or defined, as a service animal.
Student	Any person registered for or enrolled in a university academic course or program; any person who has accepted an admission offer; or any person who is currently not enrolled, but is still pursuing a degree and has not separated from the university (graduated/withdrawn, been dismissed or expelled).
Student Conduct Official	Person or persons in the Office of Student Affairs authorized to oversee the Student Code of Conduct including the resolution process. This individual(s) is also authorized to impose sanctions on the respondent for any determined violations of the code. Additionally, they may refer any misconduct reports to a hearing board for further review.
Supervisory or Evaluative Relationship	A relationship where one member holds or has perceived power to control or impact the other person’s academic, extracurricular, or employment activities.
Student Organization	Any group of students meeting the university’s criteria for organizational recognition or registration

Term	Definition
Teacher	The teacher may be a faculty member, resident, student, staff, or other members of the healthcare team.
University	Western Atlantic University School of Medicine (WAUSM)
Visitors/Guests	A person, or group, hosted by WAUSM or WAUSM partners
WAUSM Community Members	Includes enrolled MAPP students/enrolled WAUSM students in semesters 1-10, faculty (to include full-time, visiting, and adjunct), staff (to include full-time and part-time), contractors (individuals contracted by WAUSM or WAUSM partners), or organization as defined herein.
WAUSM Employee, Agent of WAUSM	Any person employed by the institution in any other capacity or performing assigned administrative or professional responsibilities. In certain situations, a person may be both “student” and “instructor” or “staff”. One’s status shall be determined by the context of the specific situation being addressed.
Wellness Programming	Includes trainings, workshops, or events that focus on physical, professional, academic, spiritual, emotional, and social domains of wellness.