



Caribbean Medical University
SCHOOL OF MEDICINE
DISCOVER MORE

'23 STUDENT HANDBOOK

2023 STUDENT HANDBOOK



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CARIBBEAN MEDICAL UNIVERSITY**

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DISCLAIMER

This handbook is prepared for the convenience of our medical students at Caribbean Medical University School of Medicine. In case of any divergence from or conflict with the bylaws or policies of the University, the official bylaws and policies of the University shall prevail.

Caribbean Medical University is an equal educational opportunity institution in that no person shall, on the ground of race, color, sex, religion, creed, age or national origin be excluded from participation in or be otherwise subjected to discrimination by any educational program, activity or facility. This is in compliance with title VI of the Civil Rights Act of 1964. Caribbean Medical University School of Medicine is an equal opportunity employer. Fire regulations, insurance provisions, and University policy prohibits smoking in classrooms and laboratories.

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FROM THE ACADEMIC DEAN

The Caribbean Medical University – School of Medicine is an internationally diverse, inclusive, and technologically advanced learning community, dedicated to enabling students to become skillful and ethical physicians who are committed to lifelong service and learning.

Dr. Ryan Jackson, MD, MS Adademic Dean



Introduction

This handbook provides information on the policies and procedures in place for the Academic Program of Caribbean Medical University School of Medicine. The mission of Caribbean Medical University School of Medicine is to promote health care worldwide by aiding the training of primary health care physicians from all nations who will carry out health care that is responsible, competent, humane, ethical and state of the art.

Objectives

Caribbean Medical University School of Medicine endeavours to train physicians who are able to work as a member of a health team to provide for their community and are aware of legal, social and cultural problems related to varying health environments. Caribbean Medical University School of Medicine endeavours to train physicians who will be sympathetic and sensitive to medical issues concerning others. Caribbean Medical University School of Medicine endeavours to train physicians with a strong academic background and a commitment to primary health care.

To fulfil these objectives, the School administration, faculty, and student body must adhere to a common purpose: the

attainment of excellence in all areas of medical education. To this end, Caribbean Medical University School of Medicine has created a number of Committees and Boards, such as the Curriculum Committee, the Academic Advisory Board, the School Disciplinary Committee and the Promotions Committee and has developed a number of policies and procedures to be followed at all times during the Academic Program.

All students will be issued with a copy of the Academic Policies and Procedures Handbook on arrival, and will be expected to adhere to all of the policies and procedures contained within. Students are required to sign the attached form to indicate their acceptance of the policies and procedures contained within this Handbook. Student's that transfer directly into the clinical program will receive the Policy and Procedures hand book upon request. It is assumed through prior educational institutional experience that it exists and that they are not exempt from the rules and regulations stated in the handbook should they not request one.

Caribbean Medical University School of Medicine reserves the right to change any of the policies contained herein at any time without prior notification.

Medical Student Oath

As a medical student at Caribbean Medical University and as a future physician,

*I will practice
medicine to the highest standards of conduct by doing what is best for my patients and
allowing neither greed, nor miserliness, nor thirst for great reputation to corrupt me.*

*I will cultivate
the virtues of integrity, honesty, compassion, courage, respect, and self-sacrifice in myself
and in my colleagues.*

*I will remember
that my actions impact the way the world perceives medicine.*

*I will cherish
the diversity among my patients and my colleagues, and will not tolerate any form of
discrimination or harassment.*

*I will respect
those who are wiser than I am and will gratefully follow their guidance.*

*I will be compassionate,
and never see in the patient anything less than a fellow creature in pain.*

*Today
is the first step in a lifetime of learning, and I promise to always challenge the extent of my
knowledge.*

*May the white coat I don today remind me of the promises I have made,
and of my duty to make medicine better.*

Admissions to a medical school in the Caribbean vary depending on the school. Our Admissions Department provides information about medical school application process.

As a prospective medical student, you are looking for an institution that will provide its resources and support towards reaching your goal of a Doctor of Medicine Diploma. This is what you will find at Caribbean Medical University, a medical school dedicated to prepare students to pass USMLE exams and to become eligible to practice medicine.

The application process for medical school may be long and intense. It really begins much earlier than when you actually fill out an application form and send it to the school. It includes completion of many premed requirements, meetings with your premed advisor and premed committee, taking the MCAT and doing well in all of your premed course work and extra-curricular activities.

Our Admissions Department will review applications as they are submitted on a rolling basis and extend interview invitations and finally offer spots in their classes in the same way. This means that they fill their classes on a first-come-first-serve basis. With each passing week of conducting interviews, as the admissions committee meets and extends offers, fewer and fewer spots are available. At the same time, the medical school still receives more applications, so the competition goes up and the number of available spots goes down. This means that an early application is one sure way of having the best possible chances of getting accepted.

Thank you for considering CMU on your way to become a Doctor of Medicine.

ADMISSION REQUIREMENTS

Caribbean medical school admissions requirements are similar to the ones of the medical schools in U.S. The Admissions Committee at Caribbean Medical University School of Medicine considers many factors as relevant predictors of a good medical student. However, as medical school is a rigorous academic challenge, the committee must be satisfied that a prospective student has the ability to successfully assimilate the curriculum.

The committee evaluates applicants in a comprehensive manner. We are interested in the whole individual and evaluate applications using all components of the application package. Our goal is to determine whether or not you have the academic ability and determination to pursue a rigorous medical school education. We look beyond GPA calculations and test scores in order to determine your motivation, maturity, leadership ability, knowledge of the medical field and academic progression in time.

PREMEDICAL PROGRAM ADMISSION REQUIREMENTS

Three semesters of Premedical Science are offered to accommodate students from different academic backgrounds as a

foundation for Medical Science, therefore, all Premed Applicants have to meet the following requirements:

- High School Diploma / Secondary School Diploma
- GPA: 2.8
- TOEFL: 60 or IELTS: 6.0 (if applicable)

Please Note: Applicants with lower GPA scores should have strong letters of recommendation and satisfy the Admissions committee that they possess strong motivation to study medicine.

MEDICAL PROGRAM ADMISSION REQUIREMENTS

Caribbean Medical University School of Medicine requires a minimum of 90 credits hours of college level courses for admission to the Medical Science program. Although a baccalaureate degree is strongly preferred, students who have demonstrated exceptional academic achievements may be considered without a baccalaureate degree. These requirements are laid down by State Medical Boards and are required for future licensure in the respective states.

To ensure a successful academic career at CMU and to correlate with licensure guidelines, all applicants have to meet the following

requirements:

- Bachelor’s degree or at least 90 credit hours of accredited undergraduate studies including the following subjects:
- One year of Biology or Zoology
- One year of General Chemistry
- One year of General Physics
- One semester of Math: Calculus, Computer Science, or Statistics
- One semester of English
- GPA: 2.8
- MCAT optional
- TOEFL: 60 or IELTS: 6.0 (if applicable)

Please Note: Applicants with lower GPA scores should have strong letters of recommendation and satisfy the Admissions Committee that they possess strong motivation to study medicine. Preference will be given to Applicants who have passed MCAT or have earned a bachelor’s degree or higher.

Additionally, a personal interview may be requested at the discretion of the Admissions Committee.

PROFESSIONAL EXAMINATIONS

Medical College Admission Test (MCAT) - optional

Applicants who have taken the MCAT examination are highly encouraged to submit their scores to us. While this is not a main determinant of your ability to succeed in medical school, it may help us qualify you for acceptance, in combination with our evaluation of your grade point average.

For more info visit MCAT Website

Test of English as a Foreign Language (TOEFL) - if applicable

The Test of English as a Foreign Language™ (TOEFL) measures the ability of nonnative speakers of English to use and understand English as it is spoken, written, and heard in college and university settings. The minimum acceptable score is 550 on the paper-based test or 213 on the computer-based test.

For more info visit: TOEFL Website

<https://www.ets.org/toefl.html>

International English Language Testing System (IELTS) - if applicable

IELTS is the International English Language Testing System. It measures ability to communicate in English across all four language skills - listening, reading, writing and speaking - for people who intend to study or work where English is the language of communication.

For more info visit: IELTS Website

<https://www.ielts.org/>

Non North American Applicants

The Admissions Committee will evaluate applicants from countries with educational standards comparable to the US. An applicant must have achieved the successful completion of secondary school (12 years post-kindergarten, comprising four years post-primary/elementary, that is at least eight years long).

All applications will be evaluated on an individual basis. All course work and diplomas should be translated into English. Applicants whose native language is not English are required to take TOEFL (Test Of English as a Foreign Language) or IELTS (International English Language Testing System).

Applicants who do not meet the admission requirements for direct entry into the medical science may apply for admission to the premedical science program. Depending on the country of origin and academic background, a student enters the premedical science course for a period of one to three semesters, depending upon the academic credentials.

DECISION

Within two weeks of the interview, the Admissions Committee makes a decision on the application and the applicant is informed about the decision.

ADVANCED STANDING ADMISSION REQUIREMENTS

Students presenting secondary school (or Advanced Level or International Baccalaureate) credentials will be placed into the appropriate semester based on their academic backgrounds.

Medical courses taken at other recognized medical schools may be considered for transfer credit. Requests for advanced standing must be made at the time of initial application to the University.

Applications for transfer/advanced standing are evaluated on an individual basis, by the Admissions Committee and are contingent upon the following conditions:

- Transfer credits are granted for successfully passed coursework only
- Applicant must be in good academic standing
- Transfer is subject to availability of space
- Transfer students must meet all documentation requirements of a new applicant
- Official and up to date transcript from medical school(s) attended must be provided
- Students wishing to transfer directly to the Clinical Rotation program will stand a better chance of acceptance if they have passed the USMLE Step I

Caribbean Medical University School of Medicine Financial Aid Office provides general information to prospective, currently enrolled students and families about the cost of medical education and available options to finance it. Here you will find information about the tuition and fees, scholarship programs, available types of financial aid programs, the aid application process and procedures.

Base on our experience, approximately 60% of the students of medical schools in the Caribbean may need financial support to pay a part or all of their educational expenses incurred while studying medicine.

CMU’s Financial Aid Office:

- provides assistance in financial planning, budgeting, and completion application documents;
- manages the financial aid programs available to CMU students;
- administers the scholarships and payment plans;
- oversees and approves the student loan disbursement process;
- counsels medical students on debt management solutions.

Information Packages are mailed with forms and complete information regarding the application process (or internet access is granted to the electronic site) upon acceptance to the university. However, applicants who wish to review the process or receive counseling prior to acceptance are welcome to contact the Financial Aid Office.

Tuition and Fees

At Caribbean Medical University we designed the tuition fee structure in a “student friendly” way, that makes a dream of medical career more affordable to every student willing to study medicine. School tuition fees are due and payable prior to the beginning of each semester. All students paying tuition and fees are entitled to the university services, facilities such as Student Center, Laboratories, Library Services, Computer

Rooms, Activities Center and other education related services. Required fees must be paid by all students. The table below specifies the tuition, school fees and other student expenses per semester /4 months/ unless otherwise specified.

2023 Fee Schedule	Premed	MD Program	
Tuition Fees (per semester)		Basic Science	Clinical Science
Full Tuition	\$2,950	\$5,900	\$9,900
Per Credit Hour Tuition	\$171	\$342	\$980
Health / Malpractice Insurance ¹	N/A	N/A	\$320
Student Government Fee	N/A	\$90	\$90
Dorm Rates (per semester)			
Andres Bello Residence ²			
• Single Occupancy	\$2,800	\$2,800	N/A
• Double Occupancy	\$1,800	\$1,800	N/A
Meal Plans (per semester)			
Single (one meal a day)	\$560	\$560	N/A
Double (two meals a day)	\$960	\$960	N/A
Examination Fees			
NBME Examination Fee	N/A	\$200	\$200
Retake Fee	\$500	\$500	\$500
Other Fees (one time)			
• Application Fee	\$75	\$75	\$75
Laboratory & Technology Fee	N/A	\$480	\$380
Enrollment Reservation Fee ⁴	\$1,000	\$1,000	\$1,000
Visa Processing Fee ⁴	\$390	\$390	N/A
Graduation/Farewell Fee	N/A	\$450	\$780

1. Health Insurance is mandatory while on the island. Students can either enroll in the Health Insurance Plan provided by the University or provide a proof of their private coverage. Malpractice Insurance is mandatory for all Clinical Rotations students. IMPORTANT: Students with past due balance are not covered by our insurance plans.
2 Per semester /4 months/. The rate includes water, electricity, A/C, Internet and transportation of the school’s bus.
3 Per semester /4 months/ excluding utilities. The rate includes Internet and transportation of the school’s bus.
4 A non-refundable one-time enrollment reservation fee due by the date specified in the acceptance letter to secure a place in class or rotations. At registration, it will be applied to the cost of tuition for students who matriculate to Caribbean Medical University.

Other School Fees

- Late Payment Fee: U.S. \$200 (applied only when past due date)
- Late Registration Fee: U.S. \$250 (applied when not registered within one week of classes or when not attended scheduled rotation.
- Deferment Fee: A \$500 non-refundable fee to be paid with any request to defer the matriculation date after payment of the enrollment fee.
- Dormitories Security Deposit: A security deposit of \$500 is payable to reserve the dorms.
- Lab Coat Fee: One time U.S. \$40 Lab Coat Fee is required for all Basic Science students.
- CMU Cell Phone Plan U.S. \$80/semester including unlimited free calls in CMU network and free phone.

Average Cost of Living

Cost of living varies from student to student but on average you will need to budget about \$700.00 US to \$1000.00 US per month however roommates, conserving their utilities, cooking at home, and budgeting daily spending will help bring these costs down. The cost of transportation will vary depending on the ways to commute. Every student has different needs, so these amounts are ONLY meant as an average.

PAYMENT OPTIONS

The Bursar’s Office is responsible for billing and collection of student fees. Payments may be made by cash, check, money order, bank draft, auto-debit, ACH, wire transfer or major credit card. A student approved for loans but waiting for disbursement may provisionally register for classes.

Checks, Money Orders, Bank Drafts

Those payment instruments should be made payable to Caribbean Medical University School of Medicine. Please write your student id or account number in the memo field to allow us properly apply the payment.
Returned Checks: A \$25 fee will be assessed to the student’s account for each returned check.

Auto-debit

Hassle-free tuition payments with CMU auto-debit. Discount will be given to students, who instruct the University to automatically deduct the tuition from their checking, savings account or credit card.
Checking or Savings Discount: 5% of the balance due;
Credit Card Discount : 3% of the balance due;

ACH

For your convenience, you pay school’s fees over the phone by calling our U.S. Office or online at MYCMU Student Services.

Online Bill Pay, Wire Transfer

Students may remit payments directly from their checking or savings account using online bill pay or wire transfer. CMU’s bank account information are provided on student invoices. CMU’s account information is provided below.

Recipient:
CARIBBEAN MEDICAL UNIVERSITY
Bank Name:
JP MORGAN CHASE
Bank Address:
6145 N NORTHWEST HWY
City, State, Country:
CHICAGO, IL, USA
Account Number: 716985566
Routing Number: 071000013
Swift Code: CHASUS33

Credit Cards

For your convenience, you may also use major credit cards to remit payments of the school tuition and fees. Payments can be made over the phone by calling our U.S. Office or online at MYCMU Student Services Website.

WITHDRAWALS AND REFUNDS

Students who wish to withdraw from the school are required to obtain a withdrawal form and return it with appropriate signatures of the correct office. Premedical and Basic Science students should obtain a Withdrawal

Form online or from the Registrar’s Office on Curacao. Clinical students should contact the U.S. Office to obtain a withdrawal form for signature and return.

Students officially withdrawing from the University will be credited for tuition and refundable fees in accordance with the following schedule, less the Enrollment Reservation Fee:

- Before the first day of class - 100%;
- Within the first week of the enrollment period - 80%;
- Within the second week of the enrollment period - 60%;
- Within the third week of the enrollment period - 40%;
- Beyond the 3rd week of the enrollment period: No Refund;

Important: Caribbean Medical University does not penalize students in any way for transferring out or withdrawing from the school.

CMU Health Insurance Plan Premium will be fully refunded if a student officially withdraws from the University within 14 days of the first day of the enrollment period. Thereafter the premium is non-refundable.

Housing Fees, including security deposits, will be refunded according to the percentage set out in tuition refund policy.

CMU Cell Phone Plan Fee will be fully refunded if a student officially withdraws from the University within 7 days of the first day of the enrollment period. Thereafter the fee is non-refundable.

Students who can demonstrate unusual and compelling reasons for leaving the university may appeal for an exception to the refund policy by writing a letter to the office of Student Finances.

CMU will provide a refund within 30 days from the date of an official refund request, approved by the Financial Department. If a student takes AWOL (Absent Without Official Leave), no refund will be provided.

DISCLAIMER

Failure to pay current semester charges may cause your schedule to be cancelled. Unpaid charges on your account may prevent you from registering for an upcoming term. Defaulters may not be able to register for classes and are liable for a penalty of \$200. Official requests, like transcripts, grade reports, etc. may not be issued until all dues are cleared.

Please Note: Caribbean Medical University reserves the right to change the tuition and other fees as well as the refund policy at any time, without prior notice.

Scholarships

Several Scholarships are available from the University's Institutional Aid Programs. Those students who feel they can demonstrate financial need, and/or academic excellence and meet the other criteria for one or more programs are encouraged to apply. Although an application may be reviewed for several programs, a recipient generally will receive only one type of scholarship.

Tuition scholarships are granted to members of each entering class. Each Scholarship Recipient is awarded up to 50% rebate of the tuition. Awards for the full cost of attendance are not offered. In order for the student to plan in advance for the financial obligations associated with attending Caribbean Medical University School of Medicine, most applications and awards are made prior to the student's matriculation in the school or for the entire length of the program.

CMU's Committees and Departments, in accordance with guidelines set by the Office of Financial Aid, makes the selection of scholarship recipients. Award determinations are based on academic excellence, the degree of the family's financial need and the availability of funds from the School as well as the scholarship's specified criteria. All awards must be used to defray the cost of tuition and

are credited directly to the student's account each term by the Office of Student Finances.

Applications for the programs can be downloaded from the University website, submitted online through MYCMU or requested to be sent by mail along with the Financial Aid Package. Applications are reviewed on a rolling basis up until the first day of classes. Applicants will receive either an award letter or a letter of declination from the Office of Financial Aid. Award letter will contain the scholarship amount and terms.

Admission Excellence Awards

The Award targets prospective students, who have demonstrated excellent academic achievement prior to the acceptance to Caribbean Medical University School of Medicine or attained strong scores on the Medical College Admissions Test (MCAT).

All admitted applicants who meet the Award requirements are automatically considered. A separate application is not required. Applicants will be awarded approximately one month prior to the semester start date as long as the funds are available for a given semester, therefore applying early may significantly increase the chances of approval. Admission Excellence Award may not be deferred to another semester.

Academic Excellence Scholarships

Each semester several tuition scholarships will be awarded to students, who have achieved academic excellence during their study on Curacao. Recipients of these scholarships must also meet the high moral and ethical standards set by the Student Honor Code. The Dean of Premedical Program and the Dean of Basic Science make the final decision on applications for these scholarships.

Tuition Payment Plans

The Office of Financial Aid (OFA) at Caribbean Medical University School of Medicine provides tuition payment plans to qualified students, helping them manage the cost of medical education. Our payment plans are flexible, and designed to meet the needs of students' specific requirements.

Tuition payment programs are renewable, short-term or long-term plans, which split the tuition fees into equal monthly installments.

The programs are based on students making monthly payments. Students or their families make payments throughout semester, year or program instead of paying a lump sum up front and in full.

Automatic monthly payments can be withdrawn from a checking or savings account or charged to a credit or debit card. Students can also make payments online at MYCMU.

In general CMU offers three payment plans: semester, year and program based plans. With assistance from OFA, they may be customized according to financial needs of a given student.

For more information about school tuition payment plans, please contact the CMU's Office of Financial Aid

Student Loans

Caribbean Medical University offers numerous Student Loan Programs depending on the country of the student's origin. Financial aid is awarded on the basis of "need," which is determined from information supplied on the application form and approved by University's official.

Financial aid application materials consist of the school of medicine financial aid application, entrance interview checklist, loan application and promissory note addendum, and when applicable, documentation of citizenship, permanent residency or eligible status.

It is important that medical students anticipating the need for financial assistance at any time during their education undertake early long-term planning. Financial Aid Office welcomes the opportunity to help students develop these plans.

In some cases, because both the personal contribution and sources of financial aid are limited, a student may be unable to enroll in medical school. Students who believe they may be unable to attend the school due to financial constraints should call Financial Aid Office, for information and counseling.

Students may wish to research and pursue outside sources of financial aid as well.

However, the responsibility for paying for the cost of attendance is solely that of the student.

United States

Qualified citizens and permanent residents of the United States may receive funding from privately sponsored loan programs to fully cover the cost of attendance (tuition, books & supplies, accommodation and travel).

Student borrowers are awarded loan funds to pay for their education on the basis of a promise to repay after finishing the school. Failure to do so can result in adverse consequences.

Students are responsible for all accruing interest and may choose to repay the interest while in school or defer it until repayment begins. Repayment usually begins when a student graduates or otherwise ceases to be enrolled, however under certain conditions, the borrower may continue to postpone repayment during the medical residency. Students may borrow up to \$40,000 per academic year with the cumulative loan amount of up to \$150,000. The maximum repayment term is 15 years.

To receive student loans, recipients must be either permanent residents or citizens of the United States, be enrolled in the Medical Sciences Program at least half-time, maintain satisfactory academic progress, and not be in default on any prior financial obligations.

Caribbean Medical University is currently engaged in the evaluation process of the U.S. Department of Education for the purpose of approving federal loan programs for students.

For more information on eligibility for student loans, interest rates, and loan disbursement, please contact the Office of Financial Aid.

Canada

A private loan source is also available for Canadian students. Medical college students from most Canadian provinces are eligible for Canadian Student Loan programs. These loans are approved by the Ministry of Education of each province. The funds are advanced by a Canadian bank or credit union selected by the student.

Eligible students usually borrow \$10,000 per semester. However, the amount can vary in different provinces. Interested students should contact their banks and provincial Canadian Student Loan offices for details and applications.

Private loans are also available to qualified Canadian students from numerous Canadian banks. Our Financial Aid office would be happy to provide you with exact contact information and details of the application procedures specific to the region of Canada that you belong to.

With its dedication to a universal model of education, the School of Medicine at Caribbean Medical University offers a comprehensive program of study to accommodate the academic background and professional aspirations of students from all over the world.

Premedical Science Program

The Pre-Medical program consists of three 14-week semesters of college-level science and humanities courses. Qualified students accepted into the four year medical program must also complete and pass all requirements of the Pre-Medical segment of the medical curriculum prior to acceptance and matriculation into the Basic Sciences segment of the medical program.

Medical Science Program

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

- Basic Sciences: Four 14-week semesters (I - IV);
- Preliminary Clinical Training: One 14-week semester (V);
- Clinical Sciences: 72 weeks of rotations over the course of six (6) semesters (VI - XI);
- United States Medical Licensing Exam/USMLE Steps 1 and 2 CK;

The majority of students enter with a baccalaureate degree, required premedical sciences, and/or optional scores from the Medical College Admission Test, directly into the MD Program. These students generally complete the requirements for the MD degree after 11 semesters of successful academic progress. Students receive preparation for the United States Medical Licensing Examination (USMLE) through the Basic Science curriculum, review courses, simulated USMLE exams, and taking all course examinations in USMLE format.

Basic Science

During semesters 1-4, students concentrate on studying Basic Medical Sciences for 16 months. CMU administers both subject and comprehensive review exams intended to provide students with the opportunity to familiarize themselves with the medical board examinations.

We include 25% of the NBME subject exam score in the academic grade at the end of the semester. NBME subject exams are used to assess his or her readiness to be certified to take the medical board examinations.

The Basic Science semesters follow the new paradigm in medical education. All of the traditional didactic classroom and lab work is conducted in modern facilities.

Clinical Science

Students receive preparation to become high quality physicians capable of passing the USMLE and receiving their Medical License via the Basic Science curriculum, CBSS course, which last 14 weeks, an electronic final exam of seven hours simulating the actual USMLE, and course examinations that have been written in USMLE format.

During semesters 6-11, students experience clerkships focused on clinical medical sciences

for 72 weeks. Clerkships consist of Clinical Core Rotations and Clinical Elective Rotations. Sites in the U.S. offer residency programs approved by the Accreditation Council for Graduate Medical Education (ACGME) or are affiliated with a medical school.

After completing core clerkship rotations students are eligible to take the USMLE Step 2. Upon successfully passing the exam, students proceed to a residency program. Most students take Step 2 before graduation in order to be ECFMG certified and then apply for a residency.

Premed Program

The Premedical Program is designed to provide students with the strong foundation needed to handle the rigorous course of study they will experience in the MD Program. Premed consists of 3 semesters (14 weeks each) and has been designed for high school graduates or college students with less than 90 credit hours, who seek admission to a medical school and don't meet the MD Program requirements.

This three-semester program can be entered at each year depending upon academic qualifications. It offers undergraduate sciences and laboratories, as well as post high school level of Biology, General Chemistry, Organic Chemistry, Physics, English and Calculus. Those courses contribute to the overall goals of a pre-professional education and much of the final semester of the premedical program is taught by the medical school faculty members.

Promotion into the MD Program

Students must achieve a 'B' average to maintain satisfactory academic progress. To be eligible for promotion into the medical sciences, a student must successfully complete the Premedical program with at least 2.8 GPA.

Premedical Program Curriculum

The Premedical Sciences curriculum is designed as a firm foundation for the advanced studies offered later in the Medical Sciences Program. The Director of Admissions places the Applicants into the appropriate Premedical Science semester according to the Applicant's academic background. Premedical Program semester one and two cover the courses in biology, chemistry, physics and also include general education.

The premedical semester three consists of upper-level biomedical courses designed to strengthen the student's Premedical Science foundation and enhance the opportunity for success in advanced medical studies.

Premedical Science Courses

First Semester	PM11	Foundation Biology	12 cr.
	PM12	General Chemistry	10 cr.
	PM33	Integrated Mathematics	8 cr.
Second Semester	PM21	Organic Chemistry I	12 cr.
	PM22	Human Biology	10 cr.
	PM13	Physics I	10 cr.
Third Semester	PM31	Organic Chemistry II	12 cr.
	PM23	Physics II	10 cr.
	PM32	English Composition	8 cr.

Semester I

GENERAL CHEMISTRY PM12

A one-semester course in general chemistry for science related majors and pre-med students. The course will introduce basic concepts in physical and inorganic chemistry.

FOUNDATION BIOLOGY PM11

Foundation Biology I can be taken in any order and are designed specifically for students in the pre-professional programs.

These courses aim to explain the role of macromolecules in the organization of cells and the compartmentalization of metabolic reactions, and the role of the cell cycle with regards to inheritance.

INTEGRATED MATHEMATICS PM33

This course serves as an introduction to the fundamental concepts of calculus and their applications. It covers limits, derivatives of algebraic and trigonometric functions, applications of the derivative, integration and application of the definite integral. The course consists of lectures and a recitation.

Semester II

ORGANIC CHEMISTRY I PM21

This course does focus on the relation between Structure and Reactivity of Organic Molecules, as 'Essentials in Organic Chemistry'.

Structure is handled during the midterm. Students start to learn and recognize the most important functional groups and to draw (2D and 3D) structures of simple organic molecules and giving them systematic names. Next, they learn to understand and apply the principles of conformational analysis on 5- and 6-membered ring molecules, followed by a chapter on stereochemistry. The midterm ends applying these structural basics to mono-saccharides and steroids.

Reactivity is handled during the finals. In a chapter 'Understanding Reactivity' students learn why C-atoms become + or – charged, caused by electronegativity, p-bond extensions (delocalization) and oxidation/reduction. The last chapter 'Reaction Types' shows a clear relation between the kind of functional groups and the expected reaction types. This allows to understand many organic and bio-chemical reaction mechanisms. The finals end by applying these Structure and Reactivity basics to glycolysis as example for understanding metabolism.

HUMAN BIOLOGY PM22

This course is designed to help the student to develop an understanding of (1) the molecular mechanisms that biological organisms use to store and preserve genetic information, (2) the means by which they use that information to create functional biological structures, and (3) the techniques that are commonly used to manipulate and study these processes in the laboratory. A basic understanding of chemistry, biology, and biochemistry will be assumed. The goal of the accompanying laboratory sessions is to help the student to: (1) develop an understanding of the and study molecular biology in the laboratory, (2) develop an understanding of the technical limitations and potential errors that can be encountered in the laboratory, (3) develop an understanding of the scientific method and the source of the facts studied in lecture, and (4) develop the ability to interpret, organize, and present scientific information.

PHYSICS I PM13

This course consists basically of linear kinematics, works power and energy, momentum and a brief introduction to heat, thermodynamics and sound. This course is designed for students to understand the basic principles of mechanics, heat and sound. General Physics I does not require the mastery of calculus.

Semester III

ORGANIC CHEMISTRY II PM31

In 'Organic Chemistry 2' the essentials of Structure and Reactivity are applied as 'Organic Chemistry in Homeostasis' as a direct background for medical oriented basic disciplines as Bio-chemistry, Physiology and Genetics.

During midterms the topics 'pH of blood', 'amino-acids and proteins', 'lipids and terpene metabolism' are treated. During finals the topics are 'poly-saccharides' including 'glycolysis' and 'Kreb's cycle', 'nucleic acids' and 'enzymes and cofactors' including 'enzyme-kinetics'.

PHYSICS II PM23

This course is an introduction to basic principles of electricity, magnetism, electromagnetism, alternating current, electric fields, optics. This course does not require the mastery of calculus.

ENGLISH COMPOSITION PM32

This course fosters the development of fluent, effective and confident writers, it expands the a student's abilities and versatility in reading, language awareness, and composing for a range of purposes, audiences, and situations, including academic research writing. The course consists of lectures and a recitation.

Basic Science Program

The Basic Sciences program takes place during 14-week terms on the island of Curacao. Summer and winter breaks are short by U.S. standards, permitting three academic terms each calendar year. Students can therefore complete their Basic Science studies in 20 months, reducing their total time away from home.

The Basic Sciences curriculum consists of training in multiple disciplines taught in a 5-term format. Courses are typically taught in double 45-minute blocks. Training in some disciplines spans two terms.

Basic Science Program Curriculum

The gross and microscopic structure and function of each organ system is presented in lecture format with clinical correlations. Laboratories provide visual reinforcement and give students the opportunity to develop the ability to make observations and hone analytical skills. Professors focus on how the normal function of organ systems are modified and develop a disease and the therapy needed to treat these abnormal processes. Lectures, labs and small group formats reinforce analytical skills. Students are required to complete 87 credit hours in Basic sciences and 18 credit hours in Pre-Clinical sciences. The first semester courses are numbered md 1--, second semester courses are numbered md 2--, and so on. each credit hour is equivalent to 15 contact hours. If a course is canceled, an appropriate course will be substituted. Any canceled course will be offered no later than the next academic semester.

Please note: Some courses may take more than one semester.

Basic Science Courses

First Semester	BS-GAE	Gross Anatomy & Embryology	16 cr.
	BS-HST	Histology	10 cr.
	BS-ETHU	Ethics & Humanity	2 cr.
	BS-ICM1	Introduction to Clinical Medicine I	2 cr.
Second Semester	BS-BCMG	Biochemistry & Genetics	14 cr.
	BS-PHY	Physiology	10 cr.
	BS-BSTEP	Biostatistics & Epidemiology	4 cr.
	BS-ICM2	Introduction to Clinical Medicine II	2 cr.
Third Semester	BS-PT1	Pathology I	10 cr.
	BS-PHM1	Pharmacology I	10 cr.
	BS-NEU	Neuroscience	6 cr.
	BS-BEH	Behavioral Science	6 cr.
	BS-ICM3	Introduction to Clinical Medicine III	2 cr.
Fourth Semester	BS-PT2	Pathology II	10 cr.
	BS-PHM2	Pharmacology II	10 cr.
	BS-MIM	Microbiology & Immunology	10 cr.
	BS-ICM4	Introduction to Clinical Medicine IV	2 cr.
Fifth Semester	BS-CBSC	Comprehensive Basic Science Course	20 cr.

Clinical Science Program

The Clinical Science program is 72 weeks in length and takes place primarily at hospitals or clinical centers located in the United States. All 48 weeks of the core rotations are mandatory and 24 weeks of the elective rotations are selected by a student.

The core rotation schedules are determined by the Clinical Coordinator at the time students are admitted into the Clinical Program. In general, students complete their core rotations before doing additional requirements and electives. Electives listed below are examples of the many options available. Elective choices and schedules are arranged individually by students in consultation with the Clinical Science Department and the Dean of Clinical Science.

Clinical Science Program Curriculum

During semesters 6-11, students experience clerkships focused on clinical medical sciences for 72 weeks. Clerkships consist of Clinical Core Rotations and Clinical Elective Rotations. Sites in the U.S. offer residency programs approved by the Accreditation Council for Graduate Medical Education (ACGME) or are affiliated with a medical school.

The education program consists of 72 weeks of clinical training. Every student takes 48 weeks of core clinical rotations in the six major specialty areas – internal medicine, surgery, obstetrics/gynecology, pediatrics, psychiatry and Family Practice. In addition to the core rotations, all students must complete four weeks of primary care, a four week medicine subinternship, a four week medicine selective and a four week pediatric sub-internship or selective.

After completing core clerkship rotations students are eligible to take the USMLE Step 2. Upon successfully passing the exam, students proceed to a residency program.

Overview

The clinical rotations are the major clinical component of the medical curriculum. The primary aims are to enable the student to apply the knowledge and skills of the pre-rotation experience learned during the Basic Science program; and to continue to acquire an understanding of health and disease, the knowledge of prevention and management of the wellness and the context of the individual in the family and society.

The objectives of the curriculum will allow the students to:

- Increase knowledge and understanding of the scientific basis of medicine, including the ability to evaluate evidence;
- Understand how disease presents itself in patients and to enhance the ability to elicit, record, and synthesize medical histories as well as interpret physical signs and examination findings;
- Understand the principle of therapy, the management of illness, rehabilitation, and the care of the dying;
- Gain expertise in essential clinical procedures;
- Understand mental as well as physical illness and psychological responses to normal physical and social processes;
- Understand the environmental and social determinants of disease and gain an

appreciation of health promotion and disease prevention;

- Understand the importance of communication both with patients, their relatives and with other professionals involved in the specific cases;
- Gain an awareness of the ethical responsibilities involved in individual patient care;
- Gain an awareness of legal responsibilities of the medical profession;
- Understand the importance of cultural competency and health literacy in healthcare delivery.

Goals and Objectives

The clinical rotations are an integrated educational experience which will allow students to develop the knowledge, skills and attitudes essential to care for patients effectively, efficiently, and humanely. The faculty's goal is to facilitate learning, to stimulate curiosity, to promote independent thinking, to encourage compassion, to inspire excellent care and to equip students with the tools for a lifetime of learning.

At the end of the rotation, the student will be able to demonstrate the following abilities:

- Clinical skills: the ability to acquire clinical information by communicating with and examining patients and then interpreting the

- significance of the information obtained;
- Knowledge and understanding medical facts and demonstrating the ability to use relevant knowledge about clinical conditions in order to provide effective and efficient care for patients;
 - Problem-solving and clinical judgment: the integration of relevant knowledge, clinical skills, and interpersonal attributes toward the diagnosis, investigation and management of the clinical problems in a given patient. In the application of this knowledge, the student should demonstrate a mindset of effective patient care and an understanding of pharmacologic and non-pharmacologic therapeutics;
 - Interpersonal attributes: the expression of those aspects of a physician's personal and professional character, such as compassion and a high level of ethical professionalism, that are observable in the student's behavior during their interaction with patients and other medical professionals; and,
 - Technical skills: the ability to use special procedures and techniques in the investigation and management of a patient's problem.

METHOD OF ACHIEVING OBJECTIVES

The students will care for patients in a setting which is under the control of the hospital

(or medical facility) and under the direct supervision of physician faculty and other health care professionals.

NBME Shelf Exam

To register for Step 1, all matriculated students who sit for the NBME Comprehensive Basic Science Shelf Exam must achieve the required minimum score.

You can ask the Exams Department for the most recent NBME scoring guidelines. The student will have a maximum of three (3) attempts to achieve the minimum required score on the NBME Comprehensive Basic Science Shelf Exam. Students who obtain the minimum score or higher on their first or second attempt are encouraged to take the exam again for practice purposes. Please note that a prior minimum score will certify the student regardless of the scores received on subsequent attempts.

There is no direct time limit associated with the three allowed attempts to achieve the minimum score on the comprehensive shelf exam. However, students must be aware of the following:

1. A student who reaches the maximum number of attempts at the comprehensive shelf exam (see above) and does not obtain the minimum required score for USMLE Step I certification will be dismissed from the University by the Promotions

Committee

2. A student has one year after completion of the 5th semester to take and pass Step I (maximum of three attempts). A student who does not pass Step I within one year after completion of 5th semester will be dismissed from the University by the Promotions Committee. This specifically also includes any student who fails to sit for Step I at all during the 12 months following completion of 5th semester.

Decisions of the Promotions Committee can be appealed in writing to the Appeals Committee. For more detailed information on the appeals process please see the Appeals section in this handbook.

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

A student normally takes Step 1 after completing and passing the fifth semester and receiving a minimum required score on the NBME Comprehensive Basic Science Shelf Exam; thus, the scheduled test must normally be after the completion of fifth semester. In order to accommodate that policy, a student must submit the USMLE application with a window of eligibility to start as soon as possible after the successful completion of the fifth semester. The window of eligibility

is a three (3) month period. For example, if the fifth semester ends in August, the three month window of eligibility is August through October.

A student who fails Step I three (3) times will be dismissed from the University by the Promotions Committee. The student may appeal the dismissal to the Appeals Committee.

The USMLE

USMLE STEP 1

The United States Medical Licensing Examination (USMLE) is sponsored by Educational Commission for Foreign Medical Graduates (ECFMG) and is given throughout the year. The dean of students may grant permission to students to take the USMLE Step 1 if the students has successfully completed all basic science courses, has a cumulative GPA of 2.5 and has removed all academic deficiencies, including academic probation. If a student has a GPA <2.5 and failed the BSCE 1 or 11, he/she must submit a detailed plan of study to the DOS with request to sit the Step 1 exam. Step 1 assesses whether an examinee understand and can apply key concepts of basic biomedical science, with an emphasis on principles and mechanisms of health, disease, and modes of therapy. A student may normally attempt the USMLE Step 1, a maximum of two times. A

third attempt will only be permitted after a special and rigorous appeal process to the Dean of students.

USMLE STEP 2 CK/CLINICAL KNOWLEDGE

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

A student is required to take Step 2 CK during the final year of medical studies. To be certified to sit for Step 2 CK, the student must have completed all core clinical clerkships

To reiterate, the University highly recommends, as does ECFMG, that the student complete the internal medicine clerkship prior to sitting for Step 2 CK.

ENGLISH PROFICIENCY

The demonstration of competence in English language is also required of ALL persons for ECFMG certification (required for post graduate training in the United States), regardless of whether or not they are from an English – speaking country, including the United States. Since a passing grade on this part of the ECFMG examination is valid for only two years, every student is advised to take this test in the year before graduation from the

University, but in sufficient time take a retest if failing grade is obtain on the first try, generally with Step 2. Students who fail the ECFMG English test may substitute a passing grade obtained on the test of English as a Foreign Language (TOEFL), given by the Educational Testing Service, Princeton, New Jersey, if taken the year prior to graduation. Information about the TOEFL may be found in the ECFMG Information Booklet.

USMLE PROCEDURES

ECFMG’s interactive web application, IWA, is the only version of the application materials available on the website for Step 1, Step 2 CK & CS. The site, which no longer includes the downloadable/printable application, does post the downloadable/printable Information Booklet

CERTIFICATION OF THE USMLE APPLICATION

Toward the end of the fifth semester, a student submits the USMLE application on-line and sends the Certification Statement with the appropriate fees to the Chicago office.

Students who achieve a minimum score of 64 on the NBME Comprehensive Basic Science Shelf Exam before the end of the 5th semester can be certified and may sit for Step 1 at the earliest date provided by ECFMG after

successful completion of the 5th semester.

For Step 1, students will receive the application and information booklet in Chicago from the Associate Register during Term 5. Before filling out an application to take any of the three parts of the USMLE, each student must read, in its entirety, the Information Booklet that accompanies each application. Also, one additional release form entitled, “Request for Official USMLE Transcript” must accompany each completed application. For subsequent steps or repetition of Step 1, this information booklet, application, release form, and all pertinent information can be obtained from the Registrar.

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

A student who has passed Step I and requests to be placed in clinical clerkships must submit a copy of the USMLE score report and complete performance profile for the University Registrar in Chicago.

Students requesting certification to retake

the examination must submit a copy of their previous USMLE score report and transcript to the University Registrar. If the University has administratively withdrawn a student who has failed the USMLE on the first or second attempt, the student must formally apply for re-admission through the Admissions Committee.

Such requests are reviewed on an individual basis and certain conditions may be imposed for the sponsorship to be approved.

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

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

All USMLE scores, passing and failing, must be submitted in hard copy to the University Registrar. Phoned-in reports or incomplete reports will not be accepted.

USMLE CERTIFIED TRANSCRIPT OF SCORES

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

If a student fails either Step I or Step 2, the Dean of Clinical Sciences reviews the student's performance to determine if remediation is required before the student retakes the examination.

It is the students responsibility to maintain a timely progression through the curriculum, which includes being eligible to start the clinical science program within 4 years of matriculation.

REPORTING OF USMLE SCORES

The student is responsible for submitting a readable copy of the

- a. Step 1 score and
- b. Performance Profile to the Dean of Clinical Science.

Sending this information to another department at the University's administrative offices in Chicago is not acceptable.

In the event that information or assistance is needed directly from ECFMG, the student may contact:

Educational Commission for Foreign Medical Graduates (ECFMG)

3624 Market Street
Philadelphia, PA 19104-2685 U.S.A.
Phone: (215) 386-5900
Fax: (215) 386-9196 or (215) 387-9963
Internet: <http://www.ecfmg.org>

Application and release forms may also be requested from the Office of the Dean of Students on the Curacao campus, the Associate Register in the Chicago, or any clinical site in the United States where core rotations take place. Each student must send the completed USMLE application (with the appropriate check attached and made out to ECFMG) to the Director of Records Services at the address above, for the application to have the University seal affixed, countersigned by the Director of Record Services as approved by the University's form entitled, " Request for Official USMLE Transcript," Which has been signed by the student. No application may have the University seal affixed and sent to the ECFMG until this signed release form has been sent to the Director of Records Services.

Under a specific agreement between ECFMG officials and the University, the Director of Record Services is charge with the responsibility for validating and verifying students signature and photographs. By the terms of this agreement, it is unnecessary for the student to travel to the Director's office to sign the application on the presence of a school official. Student in Curacao may ask a staff member in the Office of the Dean of Students to send completed applications to Chicago by express courier. Students in Curacao may also

ask the Associate Register to send the completed applications by express courier. An application that might be sent directly to the ECFMG by a student will be returned for the school seal; notarization alone is not adequate to register a student for any part or parts of the USMLE. Attempts to bypass the affixing of the school seal are fruitless and, in addition, so time-consuming that the student might well miss the deadline for submission. ECFMG will accept only those applications that are completed by and mailed from the Office of the Director of Records Services.

Clinical Clerkships Policies

The Clinical Department is solely responsible for the placement of students in clinical clerkships. Once students have met all requirements (academic, financial, administrative) for the placement into clinical clerkships, the Clinical Sciences Coordinators will work with those students to schedule them for clerkships. Students are not permitted, under any circumstance, to contact CMU affiliated hospitals to attempt to schedule their own clerkships. Affiliated hospitals frown on receiving direct communications form students, for this purpose and CMU's agreements with affiliated hospitals may result in a bar of students who violate this policy from future

clerkships in those hospitals.

A clinical medical student (CMS) is not a physician. Students will wear name tags, clearly identifying them by their name, and as a 'medical student'. They must not be addressed or introduced to patients as 'Dr.', "house staff", "medical intern" or "medical clerk" so as to avoid any misinterpretation to patients or hospital staff. Each student will be under the direct supervision of a physician who is a member of a medical of resident staff of a hospital system or who is a designated preceptor. Final responsibility for medical acts performed by clinical medical students (CMS) rests with the clinical teacher or preceptor.

The Clinical Sciences Department is solely responsible for the placement of students. Once students have met all requirements for placement (academic, financial, administrative) the Clinical Coordinators will work with students to schedule them for clerkships. Students are not permitted, under any circumstances, to contact CMU affiliated hospitals to try to schedule their own rotations. Hospitals frown on the aforementioned direct communication from students and our agreements with the hospitals may subject students who violate this policy to be barred from future rotations in that hospital.

Students are permitted to contact non-affiliated teaching hospitals to see if the hospital will allow the student to participate in a clerkship. CMU will then decide if the hospital meets its standards and is willing to follow our clinical guidelines. If it does, CMU will then provide the hospital with a letter of good standing and advise the hospital that the student has medical malpractice insurance.

Scheduling of rotations is at the sole discretion of the Clinical Sciences Department. It involves many factors, not just student preference. CMU does not guarantee placement at specific sites or geographic locations. If for any reason, a student refuses to accept an assigned clerkship, the student must notify his/her Clinical Coordinator in writing and indicate the reason(s) the assignment is being refused.

The Clinical Dean or his designee will review the student's rejection of the assignment and determine whether the student's rejection will be approved. If the rejection is not approved, the student must accept the assignment. If the student refuses, no new placement will be made that will commence during the period of the original rotation. The arrangement and confirmation of assigned clinical rotations is a process that emanates from the Clinical Sciences Department. The Clinical Coordinator communicates with the student to set up,

monitor and transmit documents related to the scheduled rotations.

If a student does not begin or complete a scheduled assignment then that student needs to immediately notify the Clinical Coordinator. A student on financial aid needs to report the same information to the Student Support Services.

Financial aid is based on the preliminary scheduling and confirmation of the student's prospective rotation. A change in the schedule therefore, may mean that the student is not eligible for financial aid and will be responsible for the fees and expenses incurred by the University

NON-AFFILIATED CLERKSHIPS

However, on such terms and conditions as CMU may, in writing, give a student permission to make contact with a teaching hospital that is not affiliated with CMU in order to determine whether the hospital will allow the student to participate in a clerkship there.

Please be advised that, in most instances where such consent is given, CMU will assume the responsibility for interacting with the hospital on all but the student's initial contact. If the hospital indicates that it will allow a student to participate in a clerkship at the hospital, CMU will, and then determine whether the

hospital meets its standards and is willing to comply with its clinical guidelines.

CMU will also attempt to make such agreements with the hospital as it deems necessary in order for the student to participate in the clerkship. If it determines to permit the clerkship, CMU will then provide the hospital a Letter of Good Standing for the student and such other documentation as the hospital may require. The student may not participate in any such clerkship without the express written consent of CMU. Consent to contact a teaching hospital is not consent to engage in a clinical clerkship at the hospital.

SCHEDULING CLERKSHIP

Scheduling of rotations is at the sole discretion of the Dean of Clinical Sciences and the Clinical Sciences Department. It involves many factors, not solely students' preferences. Students are guaranteed placement into all of the core and elective clerkships required for graduation from the University at teaching hospitals. CMU does not guarantee placement of students at specific hospitals, sites or geographic locations.

A student who participates in a clinical clerkship without having been placed in the clerkship by the clinical coordinators will not receive credit for the rotation. Moreover, in some circumstances, a student who participates

in a clerkship that CMU has not authorized may be subject to criminal prosecution by the local or state authorities. Furthermore, neither the student nor the hospital will be covered under the CMU clinical clerkship insurance policy.

STUDENT ACCEPTANCE

Once a student is given an assignment for a clinical clerkship, the student must accept it unless he/she can demonstrate to the Dean of Clinical Sciences that placement in the clerkship will cause the student to suffer significant hardship. In the case of such hardship, a student must make a written application to the Dean of Clinical Sciences setting forth the facts underlying the assertion of hardship.

The student must also support the application with such documentary evidence as the student has to support his/her application and as the Dean of Clinical Sciences may require in order to consider the application. The Dean of Clinical Sciences or his designee will review the student's hardship application and determine whether it will be approved. If the application is not approved, the student must accept the assignment. If the student refuses to do so, the student will not be placed into a clinical clerkship that will commence during the period of the clerkship that was refused.

DOCUMENTATION REQUIREMENT

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

It is the sole responsibility of the student to provide required documentation to the Clinical Sciences Department in a timely fashion. After submission of the Step 1 passing score to clinicals@cmumed.org the student will receive a request to submit the documentation. Placement in clinical clerkships is not possible unless the hospital receives, through the Clinical Coordinators, complete and updated documentation. In general, the Clinical Coordinators have to forward the documentation four (4) weeks prior to start of a rotation. As some of the documents expire (i.e. ACLS certification, Titer levels etc) it is the responsibility of the student to provide updated documentation as necessary to the Clinical Sciences Department.

STUDENT LIABILITY INSURANCE

Each student of the clinical science program

is obligated to purchase professional liability insurance premium offered by the University to provide coverage for students enrolled in the clinical rotations.

Participation in clinical clerkship without the student liability insurance is strictly prohibited.

This insurance program is designed to satisfy the requirements of host institutions that students maintain professional liability insurance in order to participate in programs offered under affiliation agreements with the University. This insurance program includes professional and personal liability coverage with broad protection for the students, affiliates and the University.

The SLI insurance program covers the student and the University while the student is engaged in the clinical experience. It is intended to meet the contract requirements of the medical institution for their protection against some action by the student or patient. The SLI is not intended to replace any professional liability (malpractice) insurance the individual student may carry for incidents outside of the clinical experience situation.

The decision to secure individual professional liability insurance is made by each student to meet individual needs. Various insurance

companies provide policies with differing terms, conditions and limits. The need for separate individual professional liability insurance is also different for each student and those choices should be made with the advice of licensed insurance brokers or attorneys.

CONDUCT AND ATTENDANCE

Students must observe and comply with all of the rules and regulations mandated by the participating hospitals and CMU's own rules, regulations, policies and standards for professional conduct and ethical behavior. Students are expected to be in attendance at clinical clerkships 100% of the time during all rotations through the Clinical Sciences.

Students who have excessive unauthorized absences during clerkship will be dismissed from the clerkship and receive a failing grade. Students failing to report to a clinical clerkship to which they have been assigned or taking an unauthorized absence during clerkship rotations will be dismissed from the clerkship and receive a grade of "F."

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

fees if:

- c. Failing to appear for the first day of a scheduled rotation or
- d. Canceling scheduled rotations after the Letter of Good Standing has been issued.

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

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

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

FAILURE TO COMPLETE CLERKSHIP

A student who commences a clerkship and subsequently fails to complete it without first

having obtained written permission from the Dean of Clinical Sciences (which will be given only in the most extraordinary circumstances) will receive a failing grade for the clerkship and will be subject to disciplinary action which may include dismissal from the school. CMU views students participating in clinical clerkships as “doctors in training”. CMU also views a student’s failure to complete a clerkship once commenced without just reason or permission as comparable to a physician’s abandonment of his/her responsibilities to his/her patients. In addition to foregoing, a student who either:

- a. Fails to appear for a scheduled clerkship; or
- b. Cancels a scheduled clerkship after a letter of good standing has been issued will be responsible for the fees and expenses incurred by the University as a result.

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

FINANCIAL AID

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

complete a clerkship may impact a student’s eligibility for financial aid.

ADMINISTRATIVE POLICY

Students, who encounter a problem during a rotation at a hospital or clinical site, should immediately contact the Clinical Dean, who will directly intervene or suggest appropriate hospital-based authorities to resolve the problem.

DISCIPLINARY ISSUES

1. Students are required to act in compliance with all hospital policies and regulations relating to patient care, behavior and moral, legal and ethical standards expected of physicians
2. An incident in which a student is accused of violating policies involving personal conduct, disregard or hospital policies or statutory laws shall be treated as a disciplinary matter
3. In such instances, the hospital will compile a written report of the case for submission to the Clinical Dean. The student will also be required to compile his/her report about the incident, which is also sent to the Clinical Dean. A decision will be rendered in accordance with the disciplinary procedures outlined in the Student Handbook.
4. Disciplinary actions taken may be reflected in the student transcript.

HOSPITAL OR MEDICAL FACILITY
Each training site will have a Director of Medical Education, a Clinical Chair or Course director for each course rotation and clinical faculty. The CMU Clinical Chairs work closely with the Director of Medical Education. The CMU Clinical Chair or Course Director reports to the CMU Executive Dean.

PATIENT CARE MODALITIES
Although each Core Rotation may differ slightly, each discipline is coordinated to follow the underlying CMU curriculum. In this manner the components of the clinical rotation for each core rotation, under the direction of the site specific Course Director, entails the following educational exercises:

- Clinical Morning Rounds
- Case Presentations
- Clinical Conferences and Grand Rounds
- Literature Reviews
- Patient Interaction and Procedures
- Radiology Rounds
- Peer Group Journal Review and Residency Group Roundtables
- E-learning Self Assessment (when available)
- Examinations
- Preceptor Conference Feedback Sessions
- On-Call Activities
- Community Involvement Activities and Outreach (when available)

GUIDELINES FOR CHARTING, WRITING ORDERS AND PRESCRIPTIONS

Documentation of a patient’s history, physical examination and diagnosis must be reviewed and countersigned by either the attending physician or another staff physician who is responsible for the care of the patient, if it is to become part of the official record in the patient’s chart. Similarly, official progress notes must also be countersigned by a physician responsible for the patient’s care. Orders concerning the investigation or treatment of a patient may be written under the supervision or direction of the supervising physician. Before these orders can be put into effect; the supervising, registered physician must either:

1. Immediately countersigns the order; or
2. Verbally confirm them with the nursing staff, responsible for their enactment, who will document the verbal confirmation in writing relating to the specific order.

Medical records that do not contain protected health information (PHI), and that are created solely for teaching purposes, do not require countersignature but should be reviewed by the designated preceptor or other teaching physician to ascertain the student’s comprehension of the learning objectives and the relevance of the note to the patient’s condition.

PERSONAL PORTFOLIO

Guided by the principles of graded responsibility, medical students engaged in clinical activities may carry out controlled acts under direct supervision, depending on the student's level of competence as judged by the physician in charge.

A clinical student is not permitted to submit prescriptions to a pharmacist unless they are countersigned by a supervising, registered physician after being written.

PATIENT CARE

Students are required to comply with all hospitals requirements related to patient care which include but are not limited to the following:

1. With the approval of the patient's attending physician, students may take histories, perform physical examinations and enter their findings in the patient's chart (patient's should have appropriate chaperones during exams).
2. Students may perform procedures under direct (in-person) supervision.
3. The written history and physicals (H&P's) done by the clinical students clerk should be reviewed by the attending and/or supervising physician and subsequently discussed with the clinical student clerk.

All students must maintain a portfolio of all their histories, physicals, case write-ups and academic activities. The portfolio must contain a log of all patients assigned to the student and all procedures performed by the student, and must include age, sex, diagnoses and procedures performed. The log must not contain any personally identifiable information such as those covered by the HIPAA PHI guidelines e.g. full name, DOB or ID#s.

ON CALL DUTY

Students will probably be on-call during some of their rotations. Students must contact the senior resident or attending preceptor covering the service to determine the time and place to report for on-call duty.

EXCUSED ABSENCES

Requests for excused absences must be in writing and will be evaluated on a case-by-case basis by the Director of Medical Education, the appropriate Course Director, the Preceptor and/or the respective CMU Clinical Chairs. Even with the presence of an approved excuse, excessive time missed may require the student to make up the excused time. A hundred percent attendance is expected during the rotation. Any denial of request may be appealed to the CMU Executive Dean.

HOLIDAYS

Students must adhere to the holiday schedule for their assigned hospital or facility, not that of the CMU. Students are also subject to the schedule of their assigned rotation department unless there is a hospital-wide holiday policy for specific day.

DRESS CODE

In general, students are to wear clean, white, clinical jackets with a name tag and otherwise dress in a manner befitting a medical student. Students have to respect the dress code of each individual hospital.

Evaluation System

The process of evaluation will be related to the objectives of the clinical course. Attention will be paid to the general assessment of knowledge, clinical skills, and communicative skills, demonstration of compassionate care, professional behavior and attitudes. The evaluation process may also include an CMU and/or hospital specific exam in each of the core rotations. These exams may be any combination of oral, written or online exams. The content of the exams may represent a standardized NBME type exams and/or those produced by CMU in consultation with the clinical faculty.

The student's performance will be assessed

by the supervising physician of the specific rotation (Clinical Clerkship Evaluation Form). The CMU exam in each of the core rotation will be evaluated by the respective CMU Clinical Chair. It is the responsibility of the Director of Medical Education at each Hospital or facility to submit the original, signed and completed CMU evaluation form to the Clinical Rotation Department within 14 days of completion of each clinical rotation. The original completed evaluation form should not be given to the student.

GRADING SYSTEM

The following grading key of the clinical rotation is a part of the student transcript. Alpha grades will be reflected on your transcript.

- A – 90% - 100%
- B – 80% - 89%
- C – 70% - 79%
- D – 60% - 69%
- F – Failed < 60%
- I – Incomplete

Failure in a rotation necessitates repeating the same clinical rotation at a facility designated by the Clinical Dean. All students receiving a grade of "F" in a clinical rotation must meet with the respective Clinical Chair to review their performance.

A violation of professionalism or unethical

conduct can result in a failing grade, independent of the student's cognitive and clinical performance.

Students are placed on academic probation until they have successfully repeated a previously failed rotation. Students who fail the same rotation twice, or fail any rotation while on academic probation, are subject to dismissal.

OVERSIGHT

The Supervising Physician will be the responsible faculty and will provide rotation oversight.

The Supervising Physician will also evaluate the student's performance and flag areas for remedial action on the evaluation form. The Clinical Chair will coordinate with the Director of Medical Education at the rotation site to assure that the CMU's curriculum goals and objectives are being met. Students identified during their assessment as not fulfilling any one part of the clerkship objectives in a specific rotation or not meeting the academic performance standards monitored during the clinical course will receive an "F" and must repeat the rotation.

APPEALS

A student can appeal a grade by submitting an appeal via email to the Appeals Committee (appeals@cmumed.org) within 14 days of

receiving notification of a grade. The Appeals Committee will review the appeal and will forward a recommendation to the Clinical Dean who will make a final decision.

ROTATION FEEDBACK BY STUDENTS

At the end of each rotation, students will complete the Student Clerkship Evaluation Form for their completed rotation. The forms must be completed and submitted within one (1) week after the completion of the rotation. Failure to submit the Rotation Evaluation may result in a grade of Incomplete (I) in the relevant rotation.

These forms will be reviewed by the Clinical Coordinator and the respective Clinical Chair.

READING ASSIGNMENTS

The Clinical Chairs will suggest student reading assignments for the respective core/elective rotations. Additionally, independent reading assignments are listed in this booklet and on CMU website clinical portal. These recommendations relate closely to the learning objective of the specific rotation. The evaluation of the completion of those assignments will be graded by the Course Directors and Preceptors.

Core Rotations

INTERNAL MEDICINE CR-IMD

The 12 weeks of the internal medicine rotation

are designed to expose the student to a wide variety of medical problems. The student is expected to develop a logical approach to the diagnosis and treatment of patients' complaints. Some of the skills that must be acquired and refined are: how to elicit and assess patient information, how to perform a complete and accurate physical examination, how to formulate a differential diagnosis and problem list, how to construct a diagnostic workup and a plan of management, and how to write up and present cases.

The student thoroughly studies at least two new patients per week, presents them on teaching rounds, follows them throughout their hospital stay, and uses his or her patients' problems as a basis for reading. A large amount of experience-based knowledge should be accumulated by the end of the rotation since the student is assigned cases in various major areas of medicine such as cardiology, gastroenterology, and endocrinology. Self-learning techniques, as well as compulsory attendance at lectures, conferences, teaching rounds, and careful study of patients, should foster a sound pathophysiologic approach to medical disease and a concern for and awareness of the patient's needs.

SURGERY CR-SRG

The goal of the surgery rotation is to acquaint the student with those clinical problems that

require surgery as part of the therapeutic management. The emphasis of this rotation is not primarily on surgical technique, but on the understanding of the pathophysiology of surgical disease and the management of preoperative and postoperative therapy. Besides the many short histories and physical examinations done during this rotation, a student is required to perform detailed histories and physical examinations on at least two patients admitted to the surgical service each week, and to follow these patients through surgical and postoperative therapy.

Attendance in the operating room is required when surgery is performed on a patient for whom a student obtained an admission history and performed a physical examination. The student must assist in the operating room to gain an understanding of basic surgical techniques, surgical discipline in relation to asepsis, and care of the unconscious patient. The more common postoperative complications must be recognized. Student follow-up of patients is required (i.e., pathology, radiology, rehabilitation medicine). Procedures that involve manual skills, such as venipuncture, placing and removing sutures, and urethral catheterization, are incorporated into the surgical rotation. Initially, students are under direct supervision. After demonstrating proficiency, they are indirectly supervised.

PEDIATRICS CR-PDT

The goal of the rotation in Pediatrics is to allow the student to acquire the basic knowledge of the normal physical, mental, and emotional development of children; to learn how this development is influenced by medical, social, and educational factors; to understand the common disorders and diseases of childhood, especially their diagnosis, management, and prevention; and to be aware of the special needs of the newborn, the handicapped child, and the adolescent.

An integral part of the rotation is the opportunity to acquire the necessary skills of taking a pediatric history, to examine children of all ages, and to acquire experience in evaluating the essential clinical information so that a coherent plan of management can be formulated and explained to the parents and, as appropriate, to the child. The student learns to appreciate the value of a confident, but sympathetic, approach to the child and the family, while recognizing and accepting the limits of their expectations and understanding. The student's reading is structured during the six weeks so that he or she first becomes acquainted with the normal child, and then learns history taking and physical examination, reactions of children to illness and hospitalization, and the principles of infant feeding and fluid and drug therapy.

OBSTETRICS/GYNECOLOGY CR-OBG

The goals of the clinical rotation in obstetrics/gynecology are to provide the student with knowledge and experience in managing the normal and abnormal changes that occur during pregnancy, labor, delivery, and the puerperium, as well as in diagnosing and treating gynecologic disorders. Students become proficient in taking a history from and examining such patients, learning to perform pelvic examinations, including how to pass a speculum and obtain a cervical smear, and attending to their patients in the operating and delivery rooms. Additional student experiences include the observation of labor, delivery of cases, installation of intravenous infusions, recording of partograms, helping with problems of anesthesia, and attendance at special clinics, such as pre and post-natal care, family planning, infertility, and high-risk cases. Students attend conferences, lectures, and teaching rounds; to follow their patients carefully; to read textbooks and literature referable to their patients' problems; and to pay special attention to public health aspects of reproductive medicine, especially as they relate to maternal and perinatal morbidity and mortality, sexually transmitted disease, cancer detection, and human sexuality.

FAMILY PRACTICE CR-FMP

For the primary care rotation, students

formally experience full-time outpatient medicine in a variety of settings. The exact format of the four-week period is determined by the amount of outpatient experience the student has had during core rotations and by his or her personal interests. Rotations can take place at community-based outpatient clinics in medicine, family medicine, pediatrics, emergency departments, and operating rooms. The student learns to obtain pertinent history and to perform a problem-oriented physical examination, as well as to order cost-effective diagnostic tests generally available to outpatient practitioners. The student works closely with the attending physician, allied health professionals, and the social service agencies available in the community.

PSYCHIATRY CR-PSC

The purpose of the rotation is to convey psychiatric concepts, attitudes, and skills that are needed by all students, regardless of their future career plans. By the conclusion of the rotation, the student should be able to elicit, organize, and present a full psychiatric history; perform a mental status examination as well as a differential diagnosis; and suggest methods of treatment. Students will have improved their ability to establish a physician-patient relationship and will have acquired knowledge of psychological factors in physical illness. The student will also

demonstrate improved interviewing skills; know the major indications, uses, and side effects of commonly used psychotropic drugs; become familiar with the major psychiatric syndromes in children and adolescents, as well as the effects on the child/adolescent/family of the life-disrupting syndromes of child abuse and substance abuse; learn detection and treatment of these syndromes; learn to evaluate and manage psychiatric emergencies; feel more comfortable with psychiatric patients; and, ultimately, possess an understanding of biological, psychological, and social determinant behavior. Each student must fully work up at least one patient a week. The history and mental status examination are presented to the preceptor and the case is discussed. The student must follow each patient's progress throughout the duration of the rotation. A student must attend ward rounds and outpatient sessions. Attendance will be expected at case conferences and seminars.

Special experiences are recommended. They are: 1. Attendance at Alcoholics Anonymous meetings; 2. Visits to local mental health facilities, county and/or state hospitals, addiction programs, and any other special programs in the vicinity of the hospital; and 3. Observation and participation in group therapy and pre-discharge and post-discharge group management.

Clinical Science Courses

6 th - 9 th Semester (Core Rotations)	CR-IMD	Internal Medicine	12 cr.
	CR-SRG	Surgery	12 cr.
	CR-PDT	Pediatrics	6 cr.
	CR-OBG	Obstetrics and Gynecology	6 cr.
	CR-FMP	Family Practice	6 cr.
	CR-PSC	Psychiatry	6 cr.
10 th - 11 th Semester (Elective Rotations)	ER-AIM	Allergy & Immunology	4 cr.
	ER-AMC	Ambulatory Care	4 cr.
	ER-ANS	Anesthesiology	4 cr.
	ER-CRD	Cardiology	4 cr.
	ER-CRC	Critical Care	4 cr.
	ER-CTL	Cytology	4 cr.
	ER-DRM	Dermatology	4 cr.
	ER-EMR	Emergency Medicine	4 cr.
	ER-END	Endocrinology and Metabolism	4 cr.

10 th - 11 th Semester (Elective Rotations)	ER-FPR	Family Practice	4 cr.
	ER-GST	Gastroenterology	4 cr.
	ER-GRT	Geriatrics	4 cr.
	ER-GRN	Gerontology	4 cr.
	ER-HMT	Hematology	4 cr.
	ER-INF	Infectious Diseases	4 cr.
	ER-NPH	Nephrology	4 cr.
	ER-NUR	Neurology	4 cr.
	ER-NRP	Neuropathology	4 cr.
	ER-ONC	Oncology	4 cr.
	ER-OPT	Ophthalmology	4 cr.
	ER-ORS	Orthopedic Surgery	4 cr.
	ER-PTH	Pathology	4 cr.
	ER-PLS	Plastic Surgery	4 cr.
	ER-PRV	Preventive Medicine	4 cr.
	ER-PSC	Psychiatry	4 cr.
	ER-PCR	Public Care / Health Care Systems	4 cr.
	ER-PLM	Pulmonary Disease	4 cr.
	ER-RDL	Radiology	4 cr.
	ER-RHM	Rheumatology	4 cr.
	ER-TRM	Trauma Surgery	4 cr.
	ER-URL	Urology	4 cr.

SUBINTERNSHIPS

A subinternship in any of the disciplines continues the educational goals and objectives of the core rotation, but at a higher level of responsibility. The subintern shares patient responsibility and participates in regularly scheduled night and weekend calls. The subintern follows a limited number of patients very closely throughout the diagnostic workup and management. In this way, the subinternship prepares the student for his or her internship or first postgraduate year. Subinternships may be taken only after completion of the corresponding clinical core rotations. A four-week medicine subinternship, 4 week medicine selective and a four-week pediatric subinternship are mandatory for all students.

Electives Rotations

Numerous varied electives are offered at the University's affiliated hospitals. Additional electives are available at unaffiliated hospitals, but these are subject to the review and the approval of the Dean of Clinical Science.

The student who seeks licensure in the US

should carefully note that the licensing boards of some states require that students take electives only at affiliated hospitals. This may also be true in other countries. Some states require that each clerkship (whether core or elective) be completed at a hospital with an ACGME approved residency in that specialty.

Since licensing regulations may vary from state to state and from one year to the next, this matter must be considered as the student devises an elective program. Each elective is usually at least four weeks long, and electives of perhaps less than four weeks, such as ophthalmology and dermatology, require the specific review and written approval of the Dean of Clinical Science.

The principal objective of the elective program is to provide the best preparation for the student's career choice, while coordinating a balanced, yet broad clinical experience. In recognition of the individual plans and needs of each student, choices of both subject matter and course location are made by the student, with advice from supervising clinical teachers and with the approval of the Dean.

Medical Licensure in the United States

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

As a graduate of a foreign medical school, you are an international medical graduate, or IMG. The Educational Commission for Foreign Medical Graduates/ECFMG is the definitive agency certifying the medical education of schools outside of the United States and Canada.

The Educational Commission for Foreign Medical Graduates/ECFMG's purpose is "to assess the readiness of graduates of these schools" to enter residency programs, and requires strict adherence to the following:

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

Currently, for the examination application, a

medical school student must continue to submit FORM 183, Certification Statement.

**Post-Graduate Training/
Residency**

Post-graduate residency training historically begins on July 1st each year. In order to begin residency on July 1st, a student must

- a. complete and pass all clinical clerkships by third week in April to graduate and
- b. Have secured ECFMG Certification, a four week process, no later than June 30th of that year.

Students in their seventh semester and above will be contacted via email by the Graduate Affairs department regarding the residency application process.

Students will receive the University’s residency manual as a PDF file attachment, which serves as a guide to the application process, what is required, how to proceed and current Match policies as dictated by outside agencies. The application process begins 14-15 months prior to the residency start date. Regardless of what stage of your CMU education you are in, feel free to become familiarized with the procedures to obtain post-graduate training by requesting the most current guide by contacting the Registrar department at registrar@cmumed.org.

**THE NATIONAL RESIDENT
MATCHING PROGRAM/NRMP**

The NRMP oversees the Match, matching students with residency programs. The NRMP website at www.nrmp.org contains valuable information on the process.

A non-US citizen must be in compliance with all INS-imposed laws.

Academic Guidelines

This section explains regulations that affect students after admission, as well as general information. Regulations regarding admission may be found in the School Catalog.

When a student registers at Caribbean Medical University, he or she accepts the official academic regulations. The student is expected to follow the program outline and should do sufficient planning to avoid scheduling difficulties, which may impede normal academic progress.

ACADEMIC FREEDOM

Caribbean Medical University guarantees to faculty members academic freedom in teaching, research, and publication as defined by the American Association of University Professors’ 1940 Statement of Principles on Academic Freedom and Tenure and the Association’s 1970 Interpretive Comments on that statement. The text and details of the college’s statement on academic freedom is published in the Caribbean Medical University Faculty Manual.

ACADEMIC HONESTY

In an academic community, honesty and integrity must prevail if the work done and the honors awarded are to receive respect. The erosion of honesty is the academic community’s ultimate loss. The responsibility for the practice and preservation of honesty must be equally assumed by all of its members.

Definition--Academic honesty requires the presentation for evaluation and credit of one’s own work, not the work of others. In general, academic honesty excludes: cheating on an examination of any type, giving or receiving, offering or soliciting information on any examination. This includes the following:

- Copying from another student’s paper.
- Use of prepared materials, notes, or texts other than those specifically

permitted by the instructor during the examination.

- Collaboration with another student during examination.
- Buying, selling, stealing, soliciting, or transmitting an examination or any other material purported to be unrealized contents of an upcoming examination, or the use of any such material.
- Substituting for another person during an examination or allowing such substitution for one self.
- Bribery of any person to obtain examination information.

Plagiarism--is the failure to acknowledge indebtedness. It is always assumed that the written work offered for evaluation and credit is the student's own unless otherwise acknowledged. Such acknowledgement should occur whenever one quotes another person's actual work or whenever one appropriates another person's ideas, opinions, or theories, even if they are paraphrased, and whenever one borrows facts, statistics, or other illustrative materials unless the information is common knowledge.

Collusion--is collaboration with another person in the preparation or editing of notes, themes, reports, or other written work or in laboratory work offered for evaluation and credit, unless

such collaboration is specifically approved in advance by the instructor.

Credential misrepresentation--is the use of false or misleading statements in order to gain admission to Caribbean Medical University. It also involves the use of false or misleading statements in an effort to obtain employment or university admission elsewhere, while one is enrolled at Caribbean Medical University.

Faculty's Responsibility--It is the duty of the faculty to practice and preserve academic honesty and to encourage it among students. The instructor should clarify any situation peculiar to the course that may differ from the generally stated policy.

He/she should furthermore endeavor to make explicit the intent and purpose of each assignment so that the student may complete the assignment without unintentionally compromising academic honesty. It is the responsibility of the faculty member to provide for appropriate supervision of examinations.

Student's Responsibility--It is the duty of the student to practice and preserve academic honesty. If the student has any doubt about a situation, he or she should consult with his or her instructor.

Procedures--Upon encountering a violation of academic honesty by a student, a faculty member should:

1. Confront the student and make charges known.
2. Discuss the matter thoroughly with the student so that each position is clearly delineated.
3. Decide what action is appropriate.
4. Remind the student to refer to the Appeal Procedure outlined below. If the violation is less severe than one requiring a "WF" for the course, the faculty member should:
 - Report the violation and the action taken to the associate dean, who will then report the matter to the Dean.
 - The Student Conduct Committee will meet and copies of the actions will be placed in the student file in the main office.

If the violation is severe enough to warrant a "WF" for the course, the faculty member should:

1. Notify the appropriate Dean, who if he judges the case to have sufficient merit will refer the case to the Student Conduct Committee.
2. A recommendation to give the "WF" may be made by the Conduct Committee. The recommendation of the Conduct Committee may be dismissal, suspension, some other penalty or if the student is removed from

a course, then a W with F or P based on current class standing will be appropriate.

3. If those reviewing the matter do not agree with interpretation of the evidence or the action taken by the faculty member, they may ask him/her to reconsider. After reconsidering the matter, the faculty member may stand by the original decision and forward the "WF" withdrawal form to the Dean.
4. If those reviewing agree with the faculty member, the withdrawal form shall be forwarded to the Dean for final disposition.

EXECUTIVE DEAN SHALL

1. Review each faculty member's recommendation for a "WF" for the course.
2. Check the academic honesty status of the student via the academic dishonesty file and either let the "WF" stand or make some other recommendation.
3. Initiate a final decision
4. If the "WF" is to stand, the Dean shall send the withdrawal form to the School Administrator and have the violation entered into the academic dishonesty file.
5. Notify the involved faculty member in writing of the action taken.

ASSOCIATE DEAN FOR ACADEMIC AFFAIRS SHALL

1. Upon the student’s second offense requiring a “WF” for a course, expel the student from Caribbean Medical University and direct the School Administrator to enter the phrase “Ineligible to Register” on the student’s permanent record.
2. Maintain the academic dishonesty file so that appropriate administrators have access to the record of violations but also so that the student’s rights to limited access shall be safe- guarded. Should the student desire to appeal the decision for punitive action, he or she shall notify the Dean, who will ask the Promotions Committee to arrange a hearing in the manner set forth by the “Student Academic Grievances” policy.

APPEAL PROCEDURE

Should the student desire to appeal the decision for punitive action, he/she shall notify the appropriate Dean in writing, state the reason for the appeal and submit any supporting documents relative to the appeal for review by the Conduct Committee. This process is covered in more detail within this handbook.

Student Government Association

Each class annually elects officers to coordinate its activities. The class officers also meet regularly with the assistant dean of student affairs. The SGA bylaws are contained in this

handbook. In addition, the student president and vice president of each class make up the Student Council, which meets with the deans and other administrative officers. Students may serve actively on a number of school committees.

STUDENT ACADEMIC GRIEVANCES POLICY

The university provides an opportunity for students who may wish to register dissatisfaction with respect to:

1. General academic organization in the university
2. Course or clerkship management, presentation, or evaluation procedures.
3. Assigned grades in course or clerkships.

The channels for redress are as follows:

A. Problems having to do with the academic organization in the university in general should be presented, in writing, to the following individuals:

- a) The class representative
- b) The Student Government Association.
- c) The Associate Dean of Basic Science
- d) The Dean of the School of Medicine

B. Students with specific course or clerkship grievances may seek redress by presenting, in writing, the problem for resolution to the following individuals:

- a) The course director or clerkship coordinator
- b) The Department Chairperson
- c) The Promotions Committee
- a) The Dean of the School of Medicine

C. A student who wishes to appeal a grade received in a course or clerkship, must seek a resolution through the following channels in order as noted. The appeal should be in writing as follows:

- a) The course director or clerkship coordinator
- b) The Department Chairperson
- c) The Promotions Committee
- d) The Dean of the Medical School.

At each level, the individual contacted will work to resolve the problem. Consideration at a higher level should not be made until the previous level has sufficient opportunity to achieve a solution.

CONFIDENTIALITY OF STUDENT RECORDS

In accordance with the Family Education Rights and Privacy Act of 1974, Caribbean Medical University students have the right to review, inspect, and challenge the accuracy of information kept in the cumulative file by the institution. Records that may be released to the student for review include: grade and

evaluation reports and transcripts that relate to student progress. Student progress notes that are held by individual faculty are not considered part of the student’s official file and cannot be released.

PROMOTION COMMITTEE

The Student Promotion Committee is responsible for making recommendations to the Deans of the Medical School regarding the promotion and/or retention of students based upon the academic progress of the student. The Student Promotions Committee shall consist of no less than three faculty members, with the chairperson appointed by the Dean.

PROMOTIONS COMMITTEE GUIDELINES ON ACADEMIC PROGRESS OF STUDENTS IN THE BASIC SCIENCE PROGRAM

The Promotion Committee, as directed in the CMU Catalog, will review all students’ progress throughout their academic careers at CMU.

The Promotions Committee will recommend that all of the following students be placed on probation for two semesters:

1. Students admitted to CMU with advanced standing, i.e., transfer students. These students must maintain a 2.0 GPA or a grade percentage average of 75% or higher; if not,

the Promotions Committee will recommend that the student be dismissed from CMU.

2. Students with a cumulative GPA of <2.0 of a grade percentage of <75%.

Note: If a student achieves an overall GPA of less than 2.0, or a grade percentage average of <75%, the student cannot progress from CMU Basic Science Program to clinical rotations.

3. Students who fail one course must repeat that course in the next semester.

Note: A student who has been placed on Academic Probation should not be permitted to register for an overload (i.e. more than 3 courses) during the time the student is on Academic Probation. The Promotions Committee will recommend that the student be placed on Academic Probation for two semesters after any failed course.

4. Students who withdraw from a course.

The Promotions Committee may recommend dismissal from SUSM for any of the following criteria:

1. Students who fail a course while on academic probation.
2. Students who withdraw from a course while on academic probation.
3. Students who fail two courses in a single semester.

PROMOTION COMMITTEE GUIDELINES ON ACADEMIC PROGRESS OF STUDENTS IN CLINICAL ROTATIONS.

1. Any student in clinical rotations who receives a grade of F (failure) will be reviewed by the Promotions Committee. The Promotions Committee may recommend to the Associate Dean of Clinical Medicine that the student be placed on academic probation for one year. If a second grade of F (failure) is earned by the student while on academic probation, the student will be reconsidered, and the Associate dean of Clinical Medicine, upon the recommendation of the Promotions Committee may dismiss the student.
2. The Associate Dean of Clinical Medicine will determine whether a grade of C or I (Incomplete) should be reviewed by the Promotions Committee, and whether a remedial program will be required of the student, i.e. additional weeks of rotation in the discipline.

APPEAL'S PROCESS

A student may appeal the decision of the Promotions Committee to the Associate Dean of Basic Sciences or the Associate Dean of Clinical Medicine on the grounds that the special and intervening circumstances exist that explain the failing performance, and

that these circumstances can be or have been corrected that will allow the student to perform at a passing level in the future.

The student must submit a written appeal to the Associate Dean within 7 working days of notification of Academic Probation and must include in the letter any special circumstances that explain the poor performance. In addition, the letter must include an explanation of how the student's academic performance has or will be adjusted. While the decision of the Associate Dean is pending, the student will continue in the CMU program if the Associate Dean deems it appropriate.

Finally, in the case of a negative decision by the Associate Dean, the student has the right of appeal to the Executive Dean. The Executive Dean may consider the circumstances of the event but the primary review will be whether the student received due process and whether the University's process and procedures will be followed based upon the applicable student handbook. The appeal should be made in writing within 7 working days to the Executive Dean located in the Gardner office.

ACADEMIC PROBATION

Any student who fails a course by achieving a grade below 75% will be placed on academic probation. All transfer students admitted with

advanced standing will be placed on academic probation for their first semester. Students on academic probation are reviewed each semester and may be removed from academic probation if they have demonstrated superior academic performance. Graduation from the basic science program confers removal of academic probation status.

STUDENT CONDUCT COMMITTEE

The Student Conduct Committee deals with (1) cheating or other unethical academic conduct, (2) violation of the laws or statutes of the island of Curacao, Netherlands Antilles, and (3) demonstrations of behavioral or emotional instability that impairs judgment and/or represents a potential compromise to patient care or violation of the Honor Code of Caribbean Medical University. Actions of the Student Conduct Committee include but are not limited to:

1. Community service for minor offense
2. Suspension from the School of Medicine
3. Dismissal from the School of Medicine

Examples of actions that will lead to disciplinary action include: cheating, plagiarism, fighting, falsification of documents used to gain admission, public drunkenness, and the use, possession or dealing illegal drugs. Also, failure to carry out assigned duties in the Hyperbaric program, Electives, Physical

Diagnosis, Clinical Medicine or the failure to be available when on call. More information on this process is explained in this handbook.

STUDENT OFF CAMPUS MEETINGS & ATTENDANCE GUIDELINES

The primary mission of the Caribbean Medical University administration is the education of their medical students. From time to time outside organizations associated with medical students may place a request upon the students or that it may be desirable for them to be absent from the educational program, including testing of student performance in that program. Since the primary responsibility of CMU is education, this policy is designed and intended to assist the students to attend meetings. This policy intends to provide the opportunity for attendance, while defending the level of quality expected of the students.

In the absence of a formal compliant policy by a particular faculty member for requiring students to be in attendance for their lectures, students still are responsible for any missed classroom assignments, etc. If there exists a desire or necessity of the student to attend a meeting that will result in the student being absent from a laboratory, a conference, small group session, demonstration or an examination, then the medical student will follow the procedures outlined below: NOTE: The form referred to

below should be secured from the office of the Associate Dean for Basic Science and used to obtain all the required signatures.

The students should use the form to arrange with the course coordinator or chair of the affected course or division that they:

1. Be allowed to be away from the institution during that specified event/course for purposes of attending the meeting.
2. Are requesting an agreed upon procedure for the make-up of that event.

The course coordinator must:

1. Decide whether to recommend that the student be allowed to be absent from that event.
2. If in agreement, sign off on the students request and note on the request the procedures by which the student will make-up the event, including date and time.

The written request form with the signature of the affected faculty and make-up procedures must be given to the Associate Dean for Basic Science for his approval. If the Associate Dean for Basic Science approves the request; he/she will sign the student's request and send a copy of the request to all affected faculty and students.

The student, course coordinator chair, and the Associate Dean for Basic Science must keep in mind that students with a low academic

standing may be placing themselves in an increasingly difficult situation by requesting to attend such meetings. The student, the faculty and the Associate Dean for Basic Science must make a judgment as to whether such attendance would further compromise the ability of the student to maintain and improve the quality of his medical knowledge. While not a hard and fast guideline, the student should be maintaining a satisfactory GPA in the course or discipline involved to be considered for approval of attendance at meetings that require them to miss conferences, lectures, laboratories, discussions, small group sessions or exams. Students on academic probation will not be approved.

Honor Code

"As a student of Caribbean Medical University, I recognize that I am to be held to the highest standards of conduct and ethics in every aspect of my life. As a medical professional, I have read and will adhere to the code of academic honesty published in this manual. I will not lie, cheat, steal or tolerate anyone who does. All work handed in for grading will represent my own effort, without assistance from others. In my relationships with others, I will at all times demonstrate that I am a mature, caring adult worthy of consideration for advancement to the last two years of clinical training at Caribbean Medical University. At no time should my

actions jeopardize the safety and well being of my fellow students, faculty, patients or persons in the community of Curacao. I will not cause disturbances, violate laws, initiate hostile or aggressive acts, or violate patient confidentiality."

While cooperation and collaboration are encouraged in all aspects of work and study which can benefit from collective effort, plagiarism and/or other forms of dishonesty are firmly rejected as having no place in this academic environment. All student of the University are required to adhere to the Honor Code. The University's Honor Code must be signed by all students upon matriculation at the University. The agreement is binding throughout the student's tenure at the University. The text of the Honor Code is:

As a member of the student body of Caribbean Medical University, which is an institution of education dedicated to a high standard of ethics and academic achievement, and recognizing that it is the duty of the university community to nurture honesty and social responsibility in its graduates, I agree:

1. To adhere to the University policy of maintaining a high standard of honor and academic integrity;
2. To refrain from violations of these ideals by, for example, cheating, plagiarizing, lying, or stealing and :

3. To accept the responsibly for reporting such wrong doing upon witness.

It is understood that any breach of this Honor Code necessitates disciplinary action subject to the discretion of University Officials. Once enrolled in the University, acquiescence to this Code is in effect for the duration of my matriculation at the University.

The student must be above suspicion in all testing situations. When cheating is suspected, it is not the obligation of the University to prove violation of this code beyond a shadow of a doubt, but rather by a preponderance of the credible evidence submitted. Students are advised strongly to consider the following guidelines. students must not expose themselves to any situation that lends itself even to a suspicion of cheating, such as talking during an examination, looking at another's examination paper, or possessing notes during an examination; a student found cheating is subject to immediate dismissal from the University; and a student found helping, abetting, or acquiescing to an act of cheating by another student is presumed to be equally in violation of this code.

Violations of the Honor Code that will result in disciplinary action include, but are not limited to:

1. Impersonation during an examination;
2. Possessing pertinent examination information, such as lecture notes and/or texts, during an examination;
3. Possessing and/or distributing examination questions in advance;
4. Copying from another student or making information available to another student;
5. Submitting work done wholly or in part by someone else;
6. Fabricating a falsifying laboratory data;
7. Preparing an essay or assignment for submission by another student;
8. Altering transcripts or other official documents relating to student records;
9. Misrepresenting one's credential; and
10. Altering official letters of reference.

SUBSTANCE ABUSE

Similar to many North American medical schools and hospitals, Caribbean Medical University is concerned about impaired health care professionals and as such has instituted a program of random testing for alcohol and drugs.

Caribbean Medical University is providing a medical education for future physicians. We recognize that during a physician's professional life there will be serious consequences if they are found to be using illegal substances, abusing alcohol or prescription drugs. These

consequences may involve mandatory extensive treatment being under the surveillance for years; to losing one's prescribing privileges or even one's license to practice medicine. We also recognize that medical training and a medical career can be exceedingly stressful and the temptation to self-medicate with alcohol or drugs can be great and we recognize that chemical dependency is an illness requiring treatment.

Because of these reasons, there is zero tolerance to drug use, distribution, possession or excessive use of alcohol, both on and off campus at CMU. All students prior to coming to CMU will be expected to sign a waiver allowing random drug testing. In the event of a specific complaint about a student the test will not be random.

Anyone found trafficking illegal substances will be expelled from CMU. In the event that a drug test is positive, the student will be asked to undergo an evaluation of dependency at a facility at an approved for treatment of Health Care Professionals. This is to ensure that the facility is competent to assess and treat health care professionals who have very special treatment needs. The University will abide by the independent assessment of this facility. However, if the recommendation is that the student has a chemical dependency problem,

the student will be expected to complete a treatment program in a facility satisfactory to CMU and be in a satisfactory recovery before returning to medical school. The medical school will expect confirmation of this fact from the treating facility.

We support students dealing with these problems before they are working in a hospital setting where the condition may not be dealt with as humanely and the opportunity for continuing in a medical career may be lost. The student will be allowed to resume their studies and will be monitored with random drug screens for the duration of their medical education. CMU is supportive of students who have dealt with chemical dependency and are working in a good recovery program.

DRESS CODE AND DEMEANOR

The purpose of a dress code is to provide an environment, free of distraction or disruption and to maintain an academic focus in the classroom and on campus. Appropriate dress also communicates to the community high standards of discipline and seriousness of purpose. As aspiring doctors, it is important to project an air of professionalism when possible. The following guidelines regarding appearance and conduct apply to the students during classroom hours and while on campus.

1. Recognize that extremely brief garments

University Policies

such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), tight and skimpy bottoms and see-through garments are not appropriate.

2. Ensure that underwear is completely covered with outer clothing.
3. Low-slung pants and baseball caps are not permitted in classrooms.
4. The use of profanity and vulgar language is inappropriate when addressing staff, faculty and fellow students.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline and possibly suspension.

CHILDREN IN THE CLASSROOM

One of the goals of an educational institution is to provide the most conducive learning environment possible for all students. Although this institution values children and families, children in the classroom are a distraction and can be a disruption. Therefore, children are not permitted in the classroom.

Older children may utilize the Cafeteria, but it is the parent's responsibility to ensure that

the children do not disrupt other members of the community who may also be utilizing those facilities. If disruptions occur, this privilege may be withdrawn.

CURACAO VIOLATIONS

Violation of the laws of Curacao that will lead to disciplinary action include: Practicing medicine without a license, driving without a Curacao Driver's License, driving without car insurance, parking in areas where student parking is prohibited on the streets during daytime and parking near the hospital.

Academic Policies

STUDENTS ACADEMIC RESPONSIBILITIES

The Caribbean Medical University student, by voluntarily accepting admission to the institution accepts the academic requirements, the honor code and academic regulations of this institution. It is the student's responsibility to fulfill course work, MD degree requirements and to know and meet the criteria for satisfactory progress and completion of the program.

To assist the student in meeting these requirements, Caribbean Medical University provides the following types of assistance:

1. A mentor-tutoring program
2. Formal regular meetings with the faculty
3. Study efficiency counseling
4. Personal and financial counseling
5. Due process proceedings for academic and disciplinary problems

To obtain assistance the student can see their classroom instructors, their Faculty Advisor, the Student Counseling Officer or the appropriate Assistant Dean of Student Affairs.

Responsibilities

1. All members of the University community are responsible for ensuring that their conduct does not sexually harass any other member of the University.
2. Reporting. The University's policy protects all members of the community. The responsibility for reporting incidents of sexual harassment or favoritism incidents must rest with all members of the University community. Any employee, staff of faculty member, or student, who has knowledge of incidents of sexual harassment and/or favoritism, or may provide sufficient corroborative facts is strongly encouraged to report it to the office of special Assistant to the

Administration for matters of Professional Conduct:

Reports will remain confidential, unless their release is specifically authorized in writing, except that a confidential copy will be supplied to General Counsel and the Dean of Students. To avoid stale and outdated complaints, written complaints must be filed within 30 days of the act complaints of unless the acts are a part of a continuing course of conduct. Members of the University community with supervisory responsibly who have knowledge of sexual harassment within the University are required to report the matter to the Office noted above.

Any member of the University of the University who is found to have sexual harassed another member will be subject to disciplinary action up to and including dismissal. The Nature of the discipline shall be guided by the seriousness of the offense.

Standards of conduct

The University, through the Office of the Dean of Students, has the duty and corollary disciplinary power to protect its educational purpose and objectives through the setting of standards of conduct.

The disciplinary systems and procedures are substantially secondary to the use of example,

guidance, counseling and admonition in the development of responsible student conduct. When these preferred means fail to resolve problem of student conduct, procedural safeguards allow for proper action while protecting the student from unfair imposition of serious penalties

Examples of misconduct for which students are subject to disciplinary action by the University are:

- 1. Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the University (subject to the Honor Code, see above).
- 2. Forgery, alteration or misused of University documents, records or identification. Theft of, and/or damage to property of the University, of a member of the University community or of a visitor to the University.
- 3. Unauthorized entry to, or use of, University facilities which are locked, closed to student activities or otherwise restricted as to use.
- 4. Tampering with fire equipment, exit lights, fire alarms or any other safety equipment or structure.
- 5. Disorderly, lewd, indecent or obscene conduct or expression on any property or site utilized by the University for official University –sponsored or supervised activities.

- 6. Abusive Behavior – Any action or situation which produce mental or physical discomfort for any member of the University community, or which places the individual or group in danger of physical or mental injury. This behavior includes, but is not limited to:
- c. Sexual Harassment – as defined herein under the section “Sexual Harassment”
- d. Harassment – Conduct (not of sexual nature), that creates an intimidating, hostile, or offensive environment that affects the educational or working environment for another person.
- e. Physical Harassment – Use of or threatened use of physical force or violence.
- f. Stalking - Defined as: To following or otherwise contact another person repeatedly, so as to put that person in fear of his/her life or personal safety.
- 7. Incurring financial obligations on behalf of a person, organization, or the University without consent or authority.
- 8. Acting in a way which might bring dishonor or disrepute to the Univeristy community, including any default on any just debts while attending the University.
- 9. Disregarding the legitimate request of a University official, to include failure to follow direction or obstructing assigned responsibilities of appropriate officials.
- 10. Forging, altering, possessing, duplicating

- or using documents, keys, records or identification without consent or authorization.
- 11. Failing to comply with a disciplinary sanction, to include violation of specific probationary statutes.
- 12. Purporting to be or representing another person, an organization, or the University improperly without the consent or authority.
- 13. Lying or perjuring self to University officials including the Disciplinary Panel.
- 14. Being present during the commitment of an act which violates University policy constitutes permission or condoning the act.
- 15. Violating terms of the dormitory policy.
- 16. Failing to take an active role in assuring proper behavior of one’s guests, not limited to residence halls.
- 17. Refusing to properly evacuate a University facility or moving from specified University grounds during a fire alarm or emergency situation.
- 18. Possessing, consuming, dispensing, or being under the influence of alcoholic beverages in violation of the Laws of the Government of Curacao, or of a specific state in the United States where a Student may be enrolled in a specific program (see section on Drug Policy on page15).
- 19. Violating the University smoking tobacco use policy in specified facilities.

20. Soliciting/selling for personal or organizational profit without proper consent of University Officials.

21. Violating motor vehicle policies of the University.

22. Disruption of the normal activities of the institutions, including physical violence or abuse of any person or conduct which threatens or endangers the health or safety to persons, the deliberate interference with academic freedom and freedom of speech, and forcide interference with the freedom of speech, and forcible interference with the freedom of movement of any member or guest of the University.

23. On-campus possession or use of firearms, explosives, or other weapons or dangerous articles or substance, including non-lethal weapons such as pellet guns.

24. Violations of University’s policies or regulations governing student behavior and life on the campus and failure to inform personal guests of said policies and/or regulations.

25. Illegal Drugs – Possession or use of illegal drugs and/or narcotics; distribution, delivery, or sale of illegal drugs and/or narcotics; and the possession or use of drug paraphernalia.

26. Failure to comply with directions of University officials acting in the performance of their duties. This shall

include failure to give identity or to show University identification card.

27. Violation of any local civil and criminal laws.

28. Violation of other published University policies, rules or regulations.
- ### Privacy Policy

The Caribbean Medical University respects the privacy of student educational records and complies with the Family Educational Rights and Privacy Act. In accordance with this Act, as amended, this policy communicates students’ rights with respect to their educational records as outlined in the Policy Elaboration section of this policy.

The purpose of this policy is to communicate the rights of students regarding access to, and privacy of their student educational records as provided for in the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended.

This policy supports the following goals in the University’s Strategic Plan Institutional Efficacy:

 - As an institution, model the highest standard of ethical conduct, public service, and strong commitment to lifelong learning.
 - Student Experience: Provide a distinctive university experience that prepares students for success as accountable leaders in the 21st century.

Applicability of the Policy

This policy applies to all Caribbean Medical University students, faculty and staff and school officials.

Policy Elaboration

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

1. The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate

or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. 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 which 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 or 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, or collection agent); 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 his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by The Caribbean Medical University to comply with the requirements of FERPA. The name and address of the office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Disciplinary Process

The Disciplinary Panel will be composed of five members and will be established as follows: As representative of the appropriate Dean's office who will be the chair; two members of the faculty, both appointed by the President for the purpose of the particular hearing; and two members appointed by the Student Government, who shall serve for one year.

A student must have a GPA of 3.0 to serve on the disciplinary panel. If for any reason on of the appointed panel, the President and the Student Government will appoint an alternative in their

place. The Dean of Students is the Presenter of the case.

The campus judicial system permits any member of the University community (student, faculty, administrator or staff) to submit a complaint against a student/student organization (Undergraduate and Graduate) with the Dean of Students. Should the Dean of Students receive information from any source that there has been a violation of the Honor Code or the Code of Conduct, he may then begin an inquiry to determine if a complaint should be filed. The Dean of Students will, upon receipt of information, determine the validity of the information. The Dean of Students will advise the office of General Counsel of any and all commence with the filing of a complaint. All students must cooperate fully with the Dean's inquiry.

The Dean of Students may determine that counseling and other pastoral measures will suffice, or he/she may determine that a hearing must be held to review the complaint and consider if a violation has occurred. If a determination is made that a violation has occurred, the Panel will consider possible sanctions against the student or student organization.

The Disciplinary system is not a criminal

process. The Hearing will be conducted in Curacao unless the Dean of Students, in His/Her sole discretion, determines there are extraordinary circumstances as would warrant another location. Students will be given an opportunity to present information, including any witness, during a fair and impartial hearing. The Hearing will continue during reasonable hours, on successive days, until concluded. However, the Chairperson may, in his/her sole discretion, adjourn the hearing to another date or dates.

Any pending complaint or Hearing must be resolved prior to a student graduation.

HEARING PROCEDURES AND RIGHTS

Students will be given clear and complete notice of the student Conduct Code Charge and the allegation upon which the charge is based.

Students will be given an opportunity to present information, including witnesses, during a fair and impartial hearing.

1. A notice of Violation shall be in sufficient detail so as to allow a student to prepare a defense (including the source of the information, alleged offense, and specific Code charges).
2. Notice of a formal hearing that will occur at least ten (10) days prior to the adjudication of the case. A student must, within ten

(10) days of the notice of hearing, provide a detailed explanation and/or substantive response providing such documents upon which they rely. Informal hearing will be scheduled at the convenience of the charged student and hearing body.

3. A student may choose not to appear. Upon the chairperson's determination that an appropriate notice was served the panel may proceed without the student.
4. The Office of the Dean of students may put a hold on all the records and registration of any student
5. The address on file with the University Registrar's Office will be used for all disciplinary notice sent to the student.
6. Telephone testimony will be accepted.
7. A student must answer any and all questions posed by the Panel members. Further, should the Panel require any record or records in the students' possession, the student must produce them.
8. All information, testimony or documents upon which the decision is to be based must be presented at the hearing. Any information not presented at the hearing will not be accepted on appeal or in a subsequent submission.
9. Students appearing before the Disciplinary Panel have the right to be assisted by a campus advisor (a member of the University community) of his/her choice. The attorney

advisor may not participate in the hearing. Attorneys/advisors may be present but may be present but may not participate in the hearing. In the event an attorney, advisor or supporter is disruptive or otherwise interferes with the procedures, in the sole discretion of the Dean of Students, that attorney, advisor or supporter may be removed from the proceedings.

- 10. The burden of proving of the offense rest with the University. The standard of proof will be the preponderance of the evidence; which means that the evidence, as a whole, show that the facts sought to be proved is more probable than not. The law of evidence does not apply to a University disciplinary or academic hearing. Any point made, either by the presenter or the student is proven when a majority of the panel is convinced it is so.
- 11. The charged student will be given an opportunity to speak in his/her behalf. He/she will have an opportunity to hear and question those who speak against him/her.
- 12. An audio record of the hearing will be maintained in the Dean of Students Office.
- 13. The decision of the disciplinary system is final, subject only to the student's right to appeal to the (executive) Vice – Chancellor of the University.
- 14. All hearing will be conducted in private. Charges involving alleged sexual

misconduct will not be heard in public and are confidential and private.

- 15. All hearing decision will be communicated in writing to the charged student and will include a findings of fact (in any), and sanctions imposed (if any). The panel will not be required to report its detailed findings and may, should it choose, only report its conclusion.

TYPES OF HEARINGS

Formal Hearings:

- a. require the Presenter to call appropriate witnesses to provide information in support of the charges;
- b. will be held no sooner than ten (10) days after notice is sent to the charged student;
- c. require a formal decision letter to be sent to the student within ten days from the conclusion of the hearing process.

The following order of presentation is recommended for use in formal hearing. The chairperson may change the order, if necessary:

- 1. Presentation of formal charges;
- 2. Opening statement of the University, followed by an opening statement of the charged student;
- 3. Presentation of evidence and witnesses by the University, followed by questioning of those witnesses by the hearing body and the charged student;

- 4. Presentation of evidence and witnesses by the charged student, followed by questioning of those witnesses by the charged student and the hearing body;
- 5. Witnesses are then dismissed.
- 6. Questions directed at the charged student by the hearing body;
- 7. Closing statement by the charged student.

Informal Hearings:

The Hearing Body will be the Dean of Students only unless the Dean of Students (in his/her sole discretion) appoints any other member of the faculty/administration to serve on the panel;

- a. The University does not automatically call witnesses to support the charges, although the hearing body may gather any additional information needed, including interviewing witnesses,
- b. the student will be informed of any additional information gathered by the hearing body,
- c. the charged student may call witnesses and present evidence,
- d. the hearing is scheduled at the convenience of the charged student and the hearing body,
- e. normally there is no attorney or advisor present,
- f. brief written decision (with or without a findings of fact) will serve as the record and will be communicated within 10 days of the hearing body's final meeting with the

student.

- g. The choice of the type of hearings, either a formal or informal hearing is the student's choice, unless it is determined by the Office of the Dean of Students that a formal hearing is necessary. When two or more individual cases stem from the same incident, those cases should normally be heard by the same hearing body.

PROCEDURES

Complaints of violation of the University's policies on sexual harassment or favoritism must be signed by the complainant of the complaint, unless sufficient verifiable facts are detailed.

On the advice of General Counsel, the appropriate Dean will promptly cause a preliminary investigation to determine the sufficiency of the complaint, the explanation and/or position of the complainant, or the facts as revealed and the party against whom the complaint has been filed.

Confidentiality will be maintained to the fullest extent possible. It is the responsibility of all employees or students to provide the fullest cooperation. Should there be sufficient detail indicating a possible violation of University policy, it will be referred, with recommendations, to the Dean of Students,

and the appropriate Dean for a formal hearing. Either party may appeal this decision as outlined in the appeal process.

Any complaint found to be false, or intentionally dishonest, or malicious is subject to University discipline up to and including dismissal. The nature of the discipline shall be guided by the seriousness of the offense.

UNIVERSITY DRUG AND ALCOHOL POLICY

It is the policy of Caribbean Medical University, to maintain an environment free to drug and alcohol abuse, and to comply with all laws and regulation that prohibits or other wise control the manufacture, sale, distribution, use and possession of drugs and alcohol. The university will not shield from action by civil authorities any employee, student, or faculty member involved in the provision, merchandising, possession or consumption of illegal drugs. Students and/or other in violation of this policy will be subject to disciplinary action.

APPEAL OF DISCIPLINARY ACTIONS

Any adverse decision by the Disciplinary Panel may be appealed to President of the University by written statement no later than fifteen days after receipt of the decision, from the disciplinary hearing body, detailing the reasons for the appeal. The appeal must be sent via the Dean of Students, be copied to the University

counsel, and must have the following format:

1. Due process errors involving the charged student's rights that affected the outcome of the initial hearing;
2. Demonstrated prejudice against any party by the person presiding over the hearing;
3. New information that was not available at the time of the original hearing;
4. A sanction that is extraordinarily disproportionate to the offense committed;
5. The preponderance of the evidence presented a the hearing does not support the finding (in this is chosen, only evidence produced at the hearing may be considered).

The President shall appoint and convene an Appeals Panel. The appeals Panel shall deliberate in person, by conference call, fax, or e-mail within thirty days after the written Appeal is received by the Dean of Students. After review and consideration of the written record and Appeal Statement request, the Appeals Panel may refer back for further investigation or hearing, sustain, modify or over the underlying decision.

STUDENT COMPORTMENT

Students must display a valid ID card at all times on the campuses of the University. Medical students attending hospital clinics or laboratories must dress in a professional

manner appropriate to the teaching facility. Any student not adhering to the dress code may face disciplinary action.

Smoking is not permitted in any University Building. Eating or drinking (except water) is not permitted in any campus lecture hall, classroom, laboratory or library.

NON-DISCRIMINATION POLICY

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

SEXUAL HARASSMENT

All members of the University community must be allowed to work and study in an environment free from any form of sexual harassment.

For the purpose of this policy, sexual harassment is defined as unwelcome sexual advances, request for sexual favors, or other verbal (including written and electronic communications) or physical conduct of a sexual nature from any person when:

1. Submission to such conduct or request is made either explicitly or a term or condition of an individual's status in a

course , program, or activity, or of academic achievement, or

2. Submission to or rejection of such conduct or request by an individual is used as a basis of employment or academic decisions affecting such individuals; or
3. Such conduct or request has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile, or offensive environment for work or learning.

In determining whether alleged conduct constitutes sexual harassment, the record as a whole will be considered, as well as the totality of the circumstances such as the nature of the alleged conduct and the context in which the alleged conduct occurred.

Attendance

GENERAL POLICY

Students are expected to attend and are responsible for all material presented in lectures, handouts, and assigned readings. Attendance and participation at demonstrations, laboratories, small group sessions, and conferences are required. If a student anticipates an absence from a laboratory, demonstration, small group session or conference session, or if an emergency arises, the student will contact the instructor involved in advance of the scheduled event. If the student cannot contact

the instructor involved, the student may be excused upon notification of and approval by, the Office of the appropriate Associate/ Assistant Dean who will in turn contact the instructor prior to the scheduled event. In the event that the student is excused from the laboratory, demonstration, small group session or conference session, the event must be made up in a manner determined by the instructor.

In the circumstances where the approved absence in due to illness, the student must present to the Associate Dean, an excuse from the physician of Curacao or a Clinical Rotation Health Center physician. The excuse must be written on the date of absence or referencing an ongoing illness before the student will be eligible for a make up of the laboratory, demonstration small group session or rotation/ conference session. Students who are absent from 10% or more of the basic sciences classes, whether absences are excused or unexcused, will have to repeat the class and are subject to dismissal from the M.D. program.

Attendance is a vital part of the clinical training experience and is mandatory to attend the entire duration of each clinical rotation. Failure to report on time, or failure to attend during a rotation or a departure prior to the end of a rotation without the agreement of the clinical preceptor, the CMU affiliate hospital

Director of Medical Education and/or the Clinical Education Office, will result in a grade of “F” being issued for a rotation. Medical students must be aware that activities may be scheduled on weekends in addition to the regular workweek.

CLASS ATTENDANCE

Students are expected to attend all classes and other related academic activities (for example: labs, small group discussions, etc.) as defined for each course by the Course Directors. A Course Director may take class attendance into account when determining grades provided that a clear written statement on attendance policy and its impact on grading is given in the course syllabus distributed in a class at the beginning of each term.

A student is responsible for knowing if course taken have been passed or if a make-up examination or any other requirement must be completed before the start of the next term, as decided by the academic progress committee. It is the responsibility of the student to know the time and dates of make-up examinations and assignments and to sign for them in the office of the Dean of Student or the appropriate Dean.

Timely written and currently signed medical reports explaining medical reasons for a students’ inability to take part in a class activity

or examination must be promptly reviewed by a licensed physician, and submitted to the Dean of the Students or the appropriate Dean who will determine the sufficiency of the reason offered.

MEDICAL EXCUSE

Written and signed medical excuses documenting serious illness, issued by a licensed physician and countersigned by a University physician at the Health Clinic, are accepted by all departments of the University as evidence of a student’s inability to take part in class activity, including an examination. Medical excuses must be submitted to the Dean of the Student or the appropriate dean prior to the examination or class activity. A may be deemed necessary and issued.

In the event of illness during the course of an examination, it is the students’ responsibility to notify the instructor, report to the Student Health Clinic for evaluation/treatment, and obtain written verification incapacitating illness from a licensed physician in order to resit a later examination.

ACADEMIC CALENDAR

The academic calendar, including registration information and schedule, is posted on campus by the Dean’s Office and also available on the University’s website at www.cmumed.org.

The University reserves the right to revise the calendar.

COURSE CANCELLATION

In the event it becomes necessary for Caribbean Medical University to cancel a course for insufficient enrollment or any other reason, students may transfer to another course or receive a full refund and fees for that course.

WITHDRAWAL POLICY

If a student wishes to withdraw from the University, he/she must immediately provide written notice of his/her intention to do so to the Dean of Enrolment Planning. Please note that students who withdraw will receive refunds according to the University Refund Policy on page 18. Also note that a particular program of study may have its own regulations regarding how withdrawn courses are noted on the transcript.

Students attending the University are expected to conduct themselves with integrity, dignity and courtesy, according to a Code of Conduct that defines the interest, reputation, and stature of the University community. Learning experience at the University are not only meant to develop strong academic skills, but also to cultivate students with strong personality profiles, who are well adjusted to the norms of social graces and good social behavior.

The University reserves the right to take any action that it sees fit to protect the rights of the Student Body, as well as those of the University. Abuses of this code, outlined below, will result in disciplinary action, which may include dismissal.

LEAVE OF ABSENCE

A Student must account for all segments of time once beginning his/her university education. If not actively attending the University, a student must be on an official Leave of Absence (LOA). It is the responsibility of the student to submit a written request for leave of absence in advance to the Dean of Students, and to contact the Office of the Registrar to make certain that the LOA has been granted. A leave of absence will not be granted retroactively. Students who benefit from Title IV funding from the U.S. government should be aware that taking an LOA may affect a student's loan status under U.S. title IV Regulations. An official Leave of Absence does not exempt a student from any academic requirement, including the time frame from matriculation to graduation. The curriculum changes during a Leave of Absence may make re-entry into program difficult.

STUDENTS IN BASIC SCIENCES

A request for an LOA must be made to the Dean of Students in writing. A student whose LOA was denied and who fails to register for

classes, or a student who leaves the University without filing for an LOA, will be dismissed for failure to register. If the Dean of Students or the Office of the Registrar does not receive a letter stating the student's intent to withdraw within one week after registration or within one week of leaving the term in session, the student will be dismissed from the University automatically.

STUDENTS IN CLINICAL SCIENCES

A student in a clinical term who wishes to apply for an LOA should file an LOA form with the Dean of Clinical Studies. Each LOA request will be reviewed by the Dean of Students and the Dean of Clinical Studies. After the commencement of a student's clinical program, a student must request and be granted an LOA when planning to be absent from the scheduled rotations. A student in his/her clinical years must realize that an LOA may place him/her at a disadvantage in clinical placement. An LOA will not be granted retroactively. If a student is absent from a scheduled rotation (including electives) without permission, a notation to that effect will be made on the transcript.

LETTERS OF GOOD STANDING

A letter of good standing is issued by the office of the Registrar only when w student is in good academic, disciplinary, and financial standing.

STUDENT SECURITY AND SAFETY

In the event of an on-campus or an off-campus crime, the student is directed to report the matter immediately in the following sequence to the Authorities:

- 1. The appropriate Police Force or Department;
- 2. Campus Security (from whom a crime report form can be obtained);
- 3. The Business Administrator (to whom the crime report form should be submitted) the Office of the Dean; and
- 4. The Dean of Students

Upon receipts of the crime report form, the Business Administrator or appropriate administrator will take further action with the police Commissioner. Interim inquirers from students (or their relatives) should be directed to the Dean of Students.

SATISFACTORY ACADEMIC PROGRESS Promotion Rules

- 1. Academic progress will be reviewed at the end of each year.
- 2. All grades for a course will appear on the transcript.
- 3. A student with a cumulative GPA of less than 2.0 at the end of the term will be placed on Academic Probation and a program of study will be mandated for the student. This will outline what the student must do in order to

removed from Academic Probation, and the consequences of not doing sol

- 4. A student who fails a required course in the Major in which they are enrolled must remedy this 'F' before graduating. The Course Director will recommend whether this will be by make-up and/or by repeating the course.
- 5. A student is permitted to spend no more than two successive terms on Academic Probation. At the end of this period, the student will be dismissed.
- 6. A student who has failed a course but who is not mandated to remediate it has two options:
 - a. To repeat that course. Students who repeat a course will receive whatever grade they earn and only the higher grade will be used to compute cumulative GPA. All grades for a course will appear on the transcript.
 - b. To take a make-up at the beginning of the next semester: this represents the only opportunity for them to take a make-up. Thereafter, remediation will involved repeating the course. Students who take a make-up and pass can receive no more than a 'C' grade. The higher grade will be used to compute cumulative GPA.
- 7. A student who has gained a 'F' in a course, but who is not mandated to remediate it has three options:
 - a. To repeat that course: Students who repeat

- a course will receive whatever grade they earn and only the higher grade will be used to compute cumulative GPA.
- b. To take a make-up at the beginning of the next semester: this represent the only opportunity for them to take a make-up. Thereafter, remediation will involved repeating the course. Students who take a make-up and pass can receive no more than a 'D' grade. The higher grade will be used to compute cumulative GPA.
- c. To leave the 'F' unremediated. 'F' is considered an unsatisfactory pass and serves to lower the cumulative GPA to under the minimum 2.0.

A student on probation may not:

1. Participate in recognized extracurricular activities, including varsity athletics;
2. Hold office in recognized student organizations; and
3. Maintain student employment

Examination

In addition to the regularly scheduled examinations for each course, there are three types of special examination:

A. Make-Up – Students who fail a course may be required by the relevant academic progress committee or the Appeals Panel to take a make-up examination within a scheduled time frame. The 'F' grade is entered on the students' transcript. The make-up grade is also recorded

on the students' transcript and the cumulative GPA incorporates both grades. A make-up exam cannot be given for any course weighted 10 or more credit hours.

B. Completion – Students who receive an approval Incomplete ('I') for a course must take a completion examination as scheduled. This exam will occur within 30 days of the next term of attendance.

CLASS EXAMINATIONS

Students are required to be present at the scheduled time for every examination. It is the responsibility of the student to refrain from academic dishonesty, to refrain from any conduct that may lead to suspicion of academic dishonesty, and to refrain from conduct that aids others in academic dishonesty. Scheduled examination policy and procedures are determined by the faculty. The faculty coordinator is responsible for each course. This policy is presented to the students at the beginning of each course. These procedures, during an exam, will include the following activities:

1. Proctors will be present during the administration of every examination.
2. Examinees will not sit next to each other.
3. Only writing instruments and calculators (unless authorized by the instructor) can be in the possession of the examinees during the exam.

4. Examinees will sit in assigned seats.
5. There may be at times at least two versions of each written exam that will be administered using a scrambled sequence of exam questions.
6. Examinees will be permitted to go to the rest room one at a time. They must use the restroom closest to the test area and must sign time out and time in.
7. Examinees who have completed the exam may not loiter in the hall outside the test area.
8. Exams can be administered any day of the week including weekends.

TEST CENTER RULES

Students are to arrive at least 5 minutes prior the scheduled exam time. Students may not leave the classroom unless there is an extreme emergency and they have prior permission from proctor. Additional time is not given to make up for bathroom time.

- No beverages or food of any kind is allowed in the test center.
- No cell phones allowed in the testing center.
- No hats are allowed.
- Place all bags on back shelf at the back of testing center
- Be seated, be quiet and display your student id card
- Login to the exam selection prompt
- Do not start exam until you are told to do so

- Report any problems immediately to the proctor
- When done – hand in your scratch paper and leave quietly

Please check with your course director to see if there are seating assignments for the current exams. If so, identify the location of your pre assigned seat and prepare yourself for the exam.

Please be seated and log on using your current login and password. A successful login will result in a page telling you that the particular exam you are about to take is ONLINE. DO NOT START THE EXAM UNTIL TOLD TO DO SO. This is to prevent server overload. You can start the exam ONLY after the IT team has given the O.K to do so.

PROBLEMS: If the power fails and the computer shuts down, DO NOT TOUCH THE KEYBOARD! The IT team will assist each of you into restarting the exam. If the above procedure is not properly followed, you may lose the answers to the already answered questions. There are certain procedures to follow to resume the exam. Observe and follow the procedures under the guidance of your professor and the IT team.

OTHER OCCURNCES: From time to time a pop up may appear on the screen indicating that a java script did not succeed or perform properly; CLOSE the message box and disregard the message; it is a bug in the Windows software.

Occasionally, when ending the exam and after pressing the SUBMIT button, the application will freeze. When this happens, you will not be able to see the result of the test you have just finished, but the score will be properly recorded in the server.

- Wait until everybody finishes the exam and get the results from your course director.

In case ANY OTHER PROBLEMS occur, do not panic, raise your hand and someone will promptly assist you. Thank you for your understanding and patience.

ABSENCE FROM EXAMINATIONS

It is expected that students will not be absent from any examination. Allowances may however be made for emergency or catastrophic circumstances. Absence from a course examination without obtaining an excused absence from the Assistant Dean of Students will result in a zero mark for that examination. Absence from a course examination may be excused for the following reasons:

1. Personal medical emergency, such as personal injury, sickness or other urgent health-related matters;
2. Family emergency, such as death or sickness of a family member; or
3. Other critical circumstances at the discretion of the Assistant Dean of Students.

For non-emergency situations, the student is encouraged to refer to the student handbook

section regarding withdrawal from classes for the semester.

In order to obtain an excused absence, the student must present either an oral or a written request to the Assistant Dean of Students. A request for absence from an examination should preferably be made in writing prior to the anticipated absence. If the absence is unplanned and/or the student cannot reasonably provide a request prior to the examination, the student must present a request within one day after returning to classes.

The Assistant Dean of Students shall either approve or disapprove of the request within a reasonable time of its receipt. Approval of a request for excused absence from an examination is at the discretion of the Assistant Dean of Students. In the event a request has been disapproved, the student retains the option of appeal to the Associate Dean.

If a request for an excused absence from a course examination has been approved, the Assistant Dean of Students shall notify the appropriate Course Instructor(s). The Assistant Dean of Students and all relevant Course Instructors must then confer and agree as to which options will be offered to the student in lieu of taking the course examination. Such options include a “make-up” examination or other option(s)

deemed to be appropriate and agreed to by both the Assistant Dean of Students and the Course Instructor(s).

Approval of excused absences from an examination will only be considered where sufficient documentation of an emergency is presented. Upon return to classes, the student must present appropriate written confirmation of the event for which the excused absence was requested, such as a letter from a physician, death certificate, obituary from a newspaper, letter from a recognized authority, travel receipts or other relevant material.

Special requirements must be met in order to obtain an excused absence in the event of personal illness afflicting the student on the island on the day of a scheduled exam(s). The student must:

1. Inform the school before or at the time of the exam(s), and
2. Produce a physician’s note signed, dated, and timed on or about the start of the exam(s).

The physician’s note must state that he/she examined the student and found that the student was unfit to take the exam(s) at the scheduled time.

Grading

There are five academic grades: A, B, C , D and F.

The following grade definitions and transcript notations appear on the transcript legend And in all publications which outline grading policies.

A: (4.0) Students whose performance is of high caliber as expected for that discipline.

B: (3.0) Students whose performance exceeds the standard expected for that discipline yet is not of “A” caliber.

C: (2.0) Students a standard expected for that discipline.

D: (1.0) Below average results for that discipline.

F: (0.0) Students whose performance does not meet the standard expected for that discipline.

W: Withdrew from a course after registration, but before 50% of the course points were obtained ; requires prior approval of the Course Director; no academic impact upon

Grade point average (GPA) although progress may be affected.

The Dean of students may put an M.D. student into the Alternate Program up to one week after the Midterm Exams. In this case, the students will not be billed again for the course(s) dropped, but will be billed per credit throughout the Alternate Program.

X (WP): Withdrew from a courses after 50% of the course points were obtained (but before 66.6%); student was passing at the time of withdrawal; requires prior approval of the Course Director; no academic impact upon GPA although progress may be affected.

X (WF) : Withdrew from a course after 50% of the course points were obtained (but before 66.6); students was passing at the time of withdrawal; requires prior approval of the Course Director; no academic impact upon GPA although progress may be affected.

I: Until all course work is completed successfully, a student receives a grade of Incomplete (I) following approval from the Dean of students for the Incomplete (generally this is due to serious illness or catastrophic events during exam week). This ‘I’ grade remains on the transcript and another grade is given on completion. If a student has an ‘I’ grade on his/her transcript, the required course work must completed within 30 days of the beginning of the next term that the course work is not completed by this time, the Incomplete (I) will be automatically changed to a Fail (F) by the office of the Registrar. Incompletes are interim grades

All students must fulfill all course requirements as defined by the Course Director to obtain a final grade. The course requirements and

grading policy will be stated in writing on the first day of each course. Any student who wishes to contest an examination or course grade should consult the Course Director.

A grade ‘A’ of ‘F’ must be removed prior to progression into the next academic year. An ‘F’ grade on any course with 10 credit hours or more can only be remedied by repeating the course. A student with an ‘F’ grade, or with a grade point average (GPA) below 2.0, is placed on Academic Probation or may be dismissed from the University. Failure to appear for an examination without a valid reason (e.g. verifiable illness) will result in grade of ‘O’ for that examination. The Dean of student or course Director should be notified if catastrophic circumstances prevent a student from sitting an examination or other course requirement prior to that course requirement.

The evaluation of students’ performance in some courses is on a Pass/Fail basis. On the first day of class the Course Director(s) will distribute in writing the criteria used to distinguish a Pass from a Fail. The criteria may include a requisite attendance record at certain parts of the course.

The University uses the following percentage/ letter grades to indicate the record of achievement in courses completed.

Grade	GPA Points	Exam Points
A	4.0	90-100
B	3.0	80-89
C	2.0	70-79
D	1.0	60-69
F	0	<60

OTHER ACCEPTABLE GRADES

IN INCOMPLETE
Students who are unable to complete the semester’s work may receive an ‘IN’ on their permanent records. NOTE: The instruct must file a change of grade form upon student’s completion of course requirements within four weeks of the regular subsequent semester or the ‘IN’ will be changed to an ‘F’.

W WITHDRAWAL
After the add/drop period has closed, a student may withdraw from a course and be guaranteed a ‘W’ any time up to the mid-semester date of that term. After the mid-semester date, the designation awarded shall be at the discretion of the instructor.

AU AUDIT
A student wishing to audit a course must register at the onset as an ‘AUDIT STUDENT’ for that course and a grade of ‘AU’ will automatically be recorded on the grade roster.

S/U SATISFACTORY/UNSATISFACTORY

These grades are to be used only for special courses as stipulated in the courses description.

CC CONTINUING COURSE
The CC grade is issued only for courses which extend beyond one semester.

Standards
A full-time student is one who is registered for a minimum of 12 credits in the current semester. A student enrolled in a department-approved program in which fewer than 12 credits is the recommended full-time credit load is also considered to be a full-time student.

WARNING
A student who meets the cumulative GPA criterion but who’s GPA for any one semester falls below 2.0 in the first year, or 2.0 during year 2-4, shall received a letter of warning form the Dean reminding the student of the criteria for probation.

The Dean may waive any or all of these ineligibilities if the student’ progress with the students department chairperson and with the student, and may also consult with other appropriate persons. The resulting decision shall be communicated to the student writing by the Dean. Normally, the review will allow not more than one additional semester for the student to improve his/her performance.

If a student's performance is not satisfactory after the period of extension, suspension or dismissal is automatic unless the Dean grants an additional extension in writing.

GRADE POINT AVERAGE/GPA CALCULATION

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

TRANSCRIPT

A grade report of completed course work will be issued at the completion of each academic term to a student who is fully registered and in good standing. Official transcripts bearing the University seal and validating signatures are not issued to students or other individuals, but are mailed directly to institutions as confidential information, and only upon the written request of the student. Request for either official or unofficial transcripts from the medical school or graduate program should be addressed to either the appropriate Associate Registrar or the Office of the Registrar.

To protect confidentiality, a student must submit a written request on the University Transcript

Request Form available on campus or online and submit a payment of \$25 US either by credit card, US money order or personal check to the University Registrar.

A request for an official transcript release cannot be honored if administrative documents are missing or if a student is in financial arrears.

Upon receipt of written request and payment, the University Registrar will process the request accordingly and within 10 days.

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

PROMOTIONS

PREMEDICAL PROGRAM

The Premedical Program admissions follows the School of Medicine's procedures, therefore selection of pre-medicine as one's major must be declared at the time of application to the University. This program, although delivered through the School of Arts and Sciences, is a joint program with the School of Medicine. As a joint program leading to the Doctor of Medicine (M.D) degree, it has particular policies and guidelines

Behavioral qualities, cognitive skills, and personal attributes are all evaluated and must reach acceptable standards before promotion can be considered. Any conduct of a student

that can reasonably be seen as disgraceful, dishonorable, or unbecoming will be considered as a major component in the academic decision regarding retention and promotion.

The Premedical Academic Progress Committee will meet as necessary to receive reports on all students in the Premedical Program and to review their progress, and determine their suitability to remain in the premedical program.

Promotion Rules

1. Academic progress will be reviewed at the end of each term.
2. A Student with a cumulative GPA of less than 3.0 at the end of a term will be placed on Academic probation and a program of study will be mandated for the student. This will outline what the student must do in order to be removed from Academic Probation, and the consequences of not doing so.
3. If a student earns an 'F' in a course during the first term of Pre-medicine, the student will be required to take a make-up at the beginning of the next term. The higher grade will be used to compute cumulative GPA. All grades for a course will appear on the transcript. This represents the only opportunity for them to take a make-up. Thereafter, remediation will involve

repeating the course.

4. Students are required to take the full load of courses as outlined in the Premedical Program.
5. At the end of Pre-medicine Program, promotion into the School of Medicine Program requires the student to be within good standing with the university.
6. At the end of Pre-medicine Program, promotion into the School of Medicine Program requires that student to have a cumulative GPA between 3.0 and 3.2.

Should the student fail to fulfill any of the above criteria, the student may be recommended for dismissal from the Program by the Premedical Academic Progress Committee, or, at the committee's discretion, be assigned remedial work or an alternate program.

Appeal Process

Any student, with reasonable grounds may appeal a decision of the Premedical Academic Progress committee. Students may also appeal mandatory withdrawal (not dismissal) from the Program. Appeals must be directed, in writing, to Appeals Panel, in care of the Dean of Students. An appeal must clearly outline the grounds on which the appeal is made, and be received with two weeks after the order to withdraw has been imposed. The Appeal Panel will determine if it will hear the case. The decision of the Appeals Panel is final.

SCHOOL OF MEDICINE

The medical school faculty has specified the following non-academic standards which all applicants/medical students are expected to meet in order to participate in the medical education program and the subsequent practice of medicine. The faculty reserves the right to place on academic or non-academic probation, suspension, or request the withdrawal or dismissal of any student whose conduct, health, or academic performance would appear to render that student unfit for the practice of medicine. Such actions are determined by the Academic progress committee, Disciplinary Panel, or administrative action.

1. Observation Skill: the applicant/medical student must be able to participate actively in all demonstrations and laboratory exercise in the basic medical sciences and to assess and comprehend the condition of all patients assigned to him or her for examination, diagnosis and treatment.
2. Communication Skills: the applicant/medical student must be able to communicate effectively and sensitively with patients in order to elicit information, describe changes in mood, activity and posture, assess non-verbal communications, and be able to effectively and efficiently transmit information to patients, fellow students, faculty, staff and all members of the health care team. Communication skills include

speaking, reading and writing, as well as observation skills described above.

3. Motor Skills: The applicant/medical student must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other diagnostic maneuvers, be able to perform basic laboratory tests, possess all skills necessary to carry out diagnostic procedures and be able to execute motor movements reasonably required to provide general care and emergency treatment to patients.
4. Intellectual – Conceptual, Integrative and Quantitative Abilities: The applicant/Medical student must be able to measure, calculate reason, analyze, and Synthesize. Problem solving, the critical skill demanded of physicians, requires a all of these intellectual abilities. In addition, the applicant/medical student must be able to comprehend three-dimensional relationships and it understands the spatial relationships of structures. The applicant/medical students must have the capacity to perform these problem-solving skills in timely fashion.
5. Behavior and Social Attributes: The applicant /medical student must possess the emotional health required for full utilization of his or her 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 and others. Applicants/medical students must also be able to tolerate taxing workloads, function effectively under stress, adapt to changing environment, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, commitment and motivation are personal qualities which each applicant/ medical student should possess.

ACADEMIC PROGRESS COMMITTEES

A student's academic progress is evaluated by the Academic Progress Committee at the end of each academic year, that is: Term 2,4 and 6 for the Basic Sciences; and in January and June of each, for the Clinical Sciences. The Academic Progress Committee determine and non-academic performance. The committee determines if a student is making satisfactory academic progress, must be recommended for dismissal, or of the student is permitted to continue on academic or non-academic probation under specific conditions with a defined plan to remedy deficiencies within the school of Medicine's regulations. The Committee has the prerogative to request that

a student appear before the Committee or not. However, the Dean of students heads up an Interim Monitoring Review of all students at the end of the interim terms. A student whose academic record is so poor that he/she will not be able to meet, the or who have a probability of not being able to meet, the satisfactory academic progress guideline by the end of their current academic year, will be brought to the appropriate Academic Progress Review Committee for review and possible action according to the satisfactory academic guidelines. At the end of Term 1 all student who have a GPA of less than 1.5 will be dismissed.

Students who are in the Alternate Program have their academic progress evaluated at the conclusion of their first calendar year and again at the conclusion of their first eighteen months; at those evaluations they must have 2.0 cumulative GPAs and passed all course work or be placed in academic probation.

Continuous monitoring of a student's progress is ongoing by the Dean if Students un consultation with the Course Directors, faculty advisors, and the Department of Educational Services, and will occur to support a student's overall success. If a student has concerns about his/her academic progress that have not been addressed by one of the above, he/she should contact the Dean of the Students.

BASIC SCIENCE PROGRAM

Result of the Academic Progress committee’s evaluations are available in the Office of the Dean of Students on the day of the meetings. To be promoted from the basic science program, and into the clinical program, a student must have successfully completed all courses in the basic science curriculum, achieve a cumulative GPA of at least 2.0 and meet all other requirement of satisfactory academic progress. At the discretion of the Academic Progress Committee, a basic science student with a GPA between 1.5 and 2.0 will be placed on academic probation and must meet conditions prescribed by the Committee for relief from academic probation. Failure to meet the requirements of satisfactory academic progress by the end of the student’s next term of matriculation will result in dismissal.

No student may proceed into clinical rotations while on academic probation.

In case of academic probation or dismissal, a letter so indicating will be sent by the Dean of Students to the student’s permanent address. However, it is the student’s responsibility to clarify his/her academic status within 24 hours of the Committee Meeting.

PROMOTION INTO THE CLINICAL SCIENCE PROGRAM

To progress from the sixth term into the clinical program, a student must complete all basic science courses with passing grades while achieving a cumulative GPA of at least 2.0. Passing of the United States Medical Licensing Examination (USMLE) Step 1 is a prerequisite for placement in an affiliated hospital in the United States. A passing score on the BSCE 11 of a student obtains written permission from the Dean of the Students.

To advance from one clinical rotation to another, a student must receive a passing evaluation from the supervisory physicians, and passing grades on oral and written examinations for that rotation. Failure of an examination or of a rotation requires passing a re-examination, or retaking the entire rotation as determined by the Dean of Clinical Studies or the Clinical Academic Progress Committee. A second failure requires individual consultation with the Dean of Clinical Studies, who may outline a specific program of remedial study prior to further re-examination, or who may recommend dismissal from the University.

Core clerkships are graded A, B, C, or F. Core grades are determined by the following breakdown:
60% clinical performance; 20% written

examination; and 20% oral examination. The required sub internship and primary care rotation –as well as electives-are graded on a pass/fail basis.

Medical Students attending hospital clinics or laboratories must dress in professional manner appropriate to the teaching facility. Any student not adhering to the dress code may face disciplinary action.

In matters of academic performance, students are evaluated at the Academic Progress Committee in accordance with the published grading policies by all Course Director of the academic year involved.

Based on the evaluations of all Course Director of the term being considered, the Academic Progress Committee will make a determination about progress of each student. Neither the Academic progress Committee nor the Appeals Panel hears individual course or examination grade disputes. A student who wishes to contest on examination of course grade should consult the Course Director. If the matter remains unresolved after discussion with the course remains unresolved after discussion with the Course Director, the student may raise the issue with the Dean of Basic Science or the Dean of Clinical Studies.

The Appeals procedure of decisions of the Academic Progress Committee is outlined below.

1. When a student is recommended for dismissal by the Academic Progress Committee, the Dean of the student will communicate this recommendation to the student and to the Executive Dean of the School of Medicine. The student has the option to withdraw from the School of Medicine or to appeal the dismissal recommendation. If neither of this option is chosen, the Executive Dean of the School of Medicine will Make about dismissal and transmit that decision in writing to the student with a Copy to the Dean of Students

If the wishes to exercise the right to appeal an Academic Progress Committee Recommendation regarding dismissal, he/she must submit notification of Appeal to the Dean of Students within 48 hours after the decision of the Academic Progress Committee. When a request for an appeal is filed with the Dean of Students, The Executive Dean of the School of Medicine will be notified of the request. The Appeal Panel will be held at the beginning of the next term. A student may request More time for his/her request for the appeal, but the Appeal Panel will be held no Later than six months, at least. A student who appeals is obligated to be present at the Appeals Panel Meeting. Failure

to appear constitutes an automatic waiver of the right to an appeal.

If the decision of the Academic Progress Committee is upheld by the appeals Panel, the Executive Dean of the School of Medicine will issue the letter of dismissal and this will be noted on the student's transcript. If the student appeal is successful, the Dean of Student will notify the student. Between the date of the Academic Progress Committee's recommendation for dismissal and date of the final decisions by the Executive Dean of the School of Medicine, the student will be given the status of 'pending' by the Registrar.

Clinical science students wishing to initiate such an appeal must present a request in writing to the Dean of Clinical Studies within 24hours of being notified of the committee's decision. The Dean of Clinical Studies will forward the request to the Dean Of Students within 15 working days, who will request a meeting of the Appeals Panel.

2. The Appeal Panel reserves the right to refuse to review a case unless it falls into one of The following two categories: (a) cases in which new evidence is presented or new Witnesses come forward, or (b) cases in which an irregularity of procedure can be Demonstrated.

In cases where the appeals panel modifies a recommendation of the Promotions Panel, the Dean of Students must be consulted about the precise Implementation of the modification.

3.All decisions of the Appeals Panel are reported in writing to the Dean of students, within 24 hours. The Dean thereafter informs the students involved, the Dean of Basic Sciences, or the Dean of Clinical Studies and the Office of the Register within the next 24 hours.

4. Final appeals can be made to the Executive Dean of the School of Medicine through the Dean of Students. However, it should be noted that the President may modify or reverse prior decisions only in the cases where due process has not been observed or where decisions made have been either inappropriate or unconscionable. These appeals should be made with in 5 working days, but will not be heard if later than one year from the date of the Appeal Panel decision.

Academic Dismissal

A student is subject to dismissal based upon the following:

- Failing all courses in a semester during the Pre-Medical and Basic Science Program;
- Failing any course while on Academic Probation;
- Failing to make Satisfactory Academic

Progress.

- Not completing the four (4) semesters of Basic Science in six (6) semesters;
- Failing 5th semester twice
- Failing to receive the minimum certifying score on the comprehensive shelf exam within the maximum allowed number of attempts
- Failing to sit for and pass Step 1 within one (1) year of completion of 5th semester with a maximum of three (3) attempts;
- Repeated failure in core or elective clerkships

Readmission

A student who has been dismissed or administratively withdrawn and who wishes to continue his/her medical education at CMU needs to formally apply for readmission to the Admissions Committee through the Chicago Office following the established procedure.

Readmission is not guaranteed. However, if a student is readmitted, the student is subject to all academic policies, tuition and fees which are in effect at the time of re-admission.A student who is ineligible for readmission will not be considered by the Admissions Committee. For further information, contact the Dean of Admissions or the University Registrar.

Evaluations

STUDENTS'COURSEANDINSTRUCTOR

EVALUATIONS

The CMU Faculty is committed to a process of complete and meaningful evaluation of the curriculum and faculty. The Curriculum Committee has the responsibility of conducting course evaluations and soliciting input from various sources, including students. Faculty evaluations become part of the personnel file of the individual. It should be emphasized that student evaluations, although important, are not the sole component of faculty or curriculum evaluations.

Changes in teaching or curriculum will usually occur over a period of time; however, student evaluations are important and contribute to the overall improvement of the program. The evaluation process is designed to solicit the views of students in a manner that will maximize participation, and the validity of the results.

EVALUATION OF COURSES

Student evaluations of courses are conducted by the Assistant Dean of Students, under supervision of the Dean's Office. This office tabulates the evaluation for each course, and transmits the information to the appropriate course coordinator as well as to the Curriculum Committee upon request.

Evaluation of courses is conducted using a survey form developed by the Associate Dean's

office, plus additional questions requested by course coordinators. Courses with extensive laboratory components, such as gross anatomy, histology, etc., will conduct a separate evaluation of the laboratory.

The evaluation will be conducted under supervision of the Dean's Office and the SGA, at appropriate times during a course or semester. During the evaluation, course faculty will be asked to leave and the SGA student representatives will conduct the evaluation. The Assistant Dean will tabulate the results, including acceptable written comments and transmit this information directory to the course coordinator, the Curriculum Committee, and the Associate Dean of Academic Affairs.

EVALUATION OF INSTRUCTORS

Instructor evaluations are conducted each semester using a survey form. Evaluations will be conducted of all instructors with faculty appointments of 50% or more. Upon special requests evaluations will be performed of faculty with less than 50% appointments.

The precise time of instructor evaluation will be selected by the instructor so as to follow the major teaching responsibilities of the instructor, and not be disruptive of the overall teaching and evaluation programs.

The Associate Dean of Academic Affairs will tabulate the evaluations and transmit the information to the instructor and to the proper

Dean's Office. Instructors are requested to make student evaluations available for use during annual reviews and considerations for promotion or tenure.

Advanced Standing Policy

Qualified student may be admitted with advanced standing to the University. A student must request in writing that his/her application be considered for advanced standing. Transcripts from other universities or colleges acceptable to Caribbean Medical University are evaluated by the Office of Admissions. Course descriptions and/or grading policy of the institution (s) attended previously may be required for review by the Board of Admissions. If these documents are not in English, they must be accompanied by an official English translation.

COURSE TRANSFER POLICIES

Students in the University may not receive credits for study in any other college or university while matriculated at Caribbean Medical University without the prior permission of the Office of the Registrar and the Dean of the school.

Students with 45 or fewer credits to complete for their degree are not eligible for this permission. No credits is allowed for course taken unless an official form granting permission is on file

with the Office of the Registrar, to whom an official transcript of this work must be sent directly. No credit for work completed at another institution may be applied toward a degree requirement unless the grade received is 'D' or better; grades from transfer courses are not used in computing the major grade point average or the overall cumulative grade point average.

The total number of credits a student may accrue via transfer or successful completion of a challenge exam is 75. Once a student reaches this maximum, no further transfer or testing authorization will be accepted.

Graduation

During registration for the 4th year, students are required to report to the office of the Registrar to file an application for degree. Students should consult their Science degree audit as a guide to course selection to assure that they meet degree requirements.

Graduation Eligibility

In order to be eligible for graduation, a candidate must successfully complete all degree requirements and must achieve the required minimum over all grade point average, as well as the minimum grade point average in his or her major, and in any second major or minor field he or she may have.

Participant in the commencement ceremony is

restricted to those students whom the Office of the Registrar determines to be eligible for a degree in accordance with the requirements defined by the department or division. The University may also allow students who are within six credits of degree eligibility, and who have the requisite grade point averages, to participate in the ceremony as space permits. Participation in the ceremony does not constitute confirmation of eligibility for a degree.

The entire academic record of every student will be reviewed by the University Registrar and Graduation Certification Committee before graduation. No student will graduate without its approval. In reviewing the academic record, the following requirements are carefully checked to ensure that each candidate for the MD degree meets the standard of the University:

1. Filed satisfactory evidence of having complied with the requirements for admission;
2. Be in good financial standing, discharged of all indebtedness to the University;
3. Met the requirements of the practical instruction in all departments and satisfactorily completed all course work and examinations;
4. Satisfy the Standard for Admission, Retention, and Graduation from the School of Medicine as outlined.

Student Services

5. Have successful completed the Basic Science and Clinical Sciences curriculum and achieved a cumulative GPA of at least 2.0, and passed the Basic Science Comprehensive Examination II or the University accepted equivalent examination;

6. Have passed the USMLE Step 1 and Step 2 CK/CS;

7. Have successfully completed the program within the Satisfactory Academic Progress Guidelines of the School of Medicine;

8. HavesatisfactorycompletedtheUniversity’s written, or University accepted equivalent examination, and oral final examination;

9. Be at least 21 year of age

10. Have pursued the study of medicine for at least two years at Caribbean Medical University; and

11. Have maintained acceptable academic ethics, professional behavior and good moral conduct.
- years, no more than seven years; part-time under graduated students are expected to complete their degree requirements in 12 years. Students may petition the Dean for an extension if medical problems, family obligations, changes in program, or other significant factors make it impossible to complete their degrees within the applicable time frame.

RESIDENCY

The final 45 consecutive credits for a degree must be taken at the University. Of these 45 credits, the number to be taken in the major field is determined by each department.

TIME LIMIT

Full-time undergraduate students are expected to complete their degree requirements in 4

When students arrive to Curacao, they are coming to a place of serenity, cultural diversity and warmth. Home of education, at least for the time being, is a complex teaching facility and dedicated student dormitories.

On-campus Student Services promote comprehensive study environment by providing students with an 400 seat auditorium, several contemporary lecture halls enhanced with audio/visual technology, an extensive library with a computer center, copying and printing area and more. A convenient restaurant and cafeteria are available as well as numerous common areas designed for student study and relaxation.

Students Living on the Island are captivated by the unique blend of African, English and Dutch cultures of Curacao. They can immerse themselves in Curacao’s rich history, dining at a local restaurant in the picturesque capital of Curacao, as native music fills the air. Though many languages are spoken, English is the widely spoken language.

With Student Organizations, ranging in scope from extracurricular activities, cultural associations, fraternities and sororities, performance groups, academic interest clubs, and service organizations, students actively take part in creating a lively and diverse campus community.

CMU also offers a breathtaking activity center featuring gym and jogging area. In addition, the island of Curacao affords students a wide array of Sports & Recreation to participate in. In one day, a student could dive the crystal clear waters, play golf or hike the nearby forest and return to campus for lectures and other student activities.

The Dean of Students Office works directly with students to help solve problems and to assist in individual and group crisis management. Students are encouraged to visit staff in the Dean’s Office to discuss ideas, personal issues, or general concerns about student life at CMU.

Registration
OVERVIEW

A student’s registration each semester or term is a agreement to comply with the requirements and provision of the University as published or amended in the Student Handbook. Particular registration rules for each school will appear in that School’s section. For those students matriculating in the School of Medicine, additional requirements and provisions will be found in the Clinical Training Manual.

It is the student’s responsibility to be aware of these requirements and to adhere to policy time limits as stated in this Manual. The privileges of the University and bona fide status as a student are available only when a student has completed registration. It must be expressly understood and agreed that should any difference between the University and a student arise, the law of Grandeur will be applied.

ACCEPTANCE

A student’s acceptance into the University is granted upon the presumption by the Board of Admissions that all statements made by the applicant during the admissions process, whether oral, written, or in submission of academic documentation, are true and correct. If it is subsequently discovered that false or inaccurate information was submitted, the University may nullify a candidate’s acceptance

or , if the student is registered, dismiss the student.

Each matriculating student is assigned a Faculty Advisor soon after registration by the Dean of students. The role of the Faculty Advisory is to counsel the student in academic and non-academic matters. In addition, the Faculty Advisor interact with the Office of The Dean of students and the Department of Educational Service in cases where students are not performing as expected. The Faculty Advisor plays an important role at the time of academic promotion and in the appeals process described later. The views of the Faculty Advisors and their interview summaries are filed with the Dean of Students for future reference (e.g. Dean’s Letters).

REQUIRED DOCUMENTATION

1. Student Health Insurance

All students attending at half –time and who are not covered by the University’s health insurance program must carry comparable health insurance and will be required to show proof of such coverage on an annual basis.

2. Student Health History Form

All freshman must complete a health history form prior to registration and meet the Requirements stated on the form. This form will give record of previous illnesses And inoculations. Students are required to include

in their health history forms all Physical or learning disabilities known at the time of matriculation.

3. Disabilities Form

A student who has physical or learning disability may seek special consideration at the university. Documentation of the disability must be provided at registration. This Documentation will be submitted to the Dean of Students Office. If a disability Is suspected after enrollment, it is the student’s responsibility to obtain appropriate documentation of this disability from a certified specialist. This documentation must be on file with the Dean of students.

Decisions regarding special accommodations for students’ disabilities will be made by The Dean of students after consultation with the Chair of the Department of Educational Services and appropriate professionals.

PROVISIONAL REGISTRATION

If a student has paid in full for all previous academic terms but has yet paid for the Upcoming / current term, the student may register provisionally. For this purpose, a Provisional Registration Voucher may be issued by the Associate Registrar.

Students choosing the provisional registration option must be aware that there will be a

financial charge of one and a half (11/2) percent per month on any unpaid balances.

In addition to registration procedures previously described, provisional registration is permitted for a student in terms 1-4 of the M.D. program only if the following (3) requirements are met:

A. If you are a receipt of MedLoan or alternative loan;

- 1. Your prior term balance is paid in full.
- 2. You are certified for MedLoan loans or approved for an alternative loan for the current term.
- 3. If you are certified for MedLoan only, and your current bill exceeds the amount you will receive from MedLoan loans, a check for the difference must be paid by the due date designated on your bill.

B. If you are not a recipient of either MedLoan or an alternative loan, you may register provisionally if the following (2) requirements are met:

- 1. Your prior term balance is paid in full.
- 2. You have received written approval from the Office of students Finances outlining a payment plan.

BILLING

All students are responsible for payment of tuition and fees which are due approximately

one month before the start of each term or academic year depending on the program. Students will be billed one month before the applicable due date. In the event that a student does not receive a timely tuition bill, it is his or her responsibility to contact the Office of Student Finance and to ensure that the tuition bill is paid before the due date. Tuition and fees are published in the University Handbook and university website. Caribbean Medical University reserves a right to change tuition and fees at any time without a prior notice.

ADHERENCE TO PAYMENT DUE DATES

Payments of tuition and fees must be postmarked by due date indicated on the tuition invoice or statement of account. Failure to meet the due date will result first in a monetary penalty.

ASSIGNMENT OF LATE PAYMENT PENALTIES

Late payment penalties are assigned from the designated due date at a rate of 18% per annum on any unpaid balance. University privileges commence upon payment of all tuition and other charges.

PROCEDURE

Registration procedures will be published and distributed immediately before each term. Financial clearance from the office of Student Finances is required for registration.

LATE REGISTRATION

Every student, except for clinical students in the school of Medicine, is required to register on or before the first day of each term as scheduled by the Office of Registrar. The late registration period ends at 5p.m. on the seventh day following the date of the end of the registration period (i.e. if registration ends on a Monday, the late registration period will end at 5 p.m. the following Monday).

NO STUDENT MAY REGISTER BEYOND THIS TIME.

On the morning of the eighth day, permanent roster will be distributed to faculty. No service, including study-group help, tests or examinations, will be offered to non-registered students. A student who fails to register by the end of the seventh day, and who has neither received approval for an Official Leave of Absence nor has officially withdrawn from the University will be “Dismissed for failure to Register” effective on the eighth day of the term.

PERMANENT ADDRESS FORM

Each student must have a permanent address on file with the University. It is the responsibility of the student to identify one place to which the University will send ALL correspondence, billing, etc.

A form asking for the preferred permanent address will be distributed at registration. After registration, the student MUST notify the Office of the Registrar in writing of any change in the permanent address on record. It is especially important for medical students on clinical clerkships to notify the office of the Registrar of any change of permanent address during clinical rotations.

A change of address during a term, between terms, or while taking clinical clerkship should be filed with the office of the Registrar.

Campus Services

The mission of the Student Organization Office (SOO) is to promote student involvement as an integral part of a University education, register student organizations, and provide services, information, education, support, and advising to assist with the development and strengthening of students and student groups.

Working with university and community partners, including student group advisors, alumni, and national organizations, and through education on university resources, policies, and procedures, SOO provides leadership development, organizational management, and skill development opportunities in an effort to empower students, to support quality learning experiences outside of the classroom,

and to encourage active, thoughtful, involved community citizens.

At Caribbean Medical University, students' needs are a top priority. To this aim, CMU offers a variety of campus services to make the transition into medical school as smooth as possible and to provide an enriching experience, in addition to delivering medical education.

STUDENT COUNSELING

Each first semester student is assigned a Freshmen Advisor, a fourth semester student, who shares insight about living on Curacao, best study techniques, what to expect during the first semester, and more. Additionally, all CMU professors are available for individual student consultation during posted office hours and CMU's Student Government Association (SGA) operates and funds a tutorial service for students who need additional after-hours assistance.

COMPUTING AT CMU

There are over forty (40) computers available for student use on the CMU's campus. All of these computers are connected to the campus local area network (CMU LAN) and to the Internet via blazing fast, dedicated 8Mbps connection.

Students can also access the Internet using

their own computers in various locations on campus via wired and wireless (802.11a/b/g) connections. Additional wireless hotspots will be added to provide Internet access throughout the entire campus.

All accepted students are provided with an e-mail address. Orientation Guide includes detailed instructions of how to access the university network and e-mail account.

CMU Library

The University Library invests in technologically advanced resources, employs professionals who manage, disseminate biomedical information, and promotes in-service staff training to meet the demand for information provision from various sources to students, faculty and other users.

Composed of hundreds medical books, dictionaries, manuals, CD's and DVD's, CMU's Library has become a great educational resource and an exceptional place to study.

RESOURCES AVAILABLE

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

and help students succeed academically.

CMU students, faculty members, area physicians, and allied health professionals can borrow library materials. The general public may use material in the library, but do not have borrowing privileges. The library loans books and audio-visual materials to medical students, area physicians and staff for a period of one week.

The library has a full range of current biomedical books, basic biomedical journals (printed and on-line), study aids, audiovisual programs, and computer-assisted instructional materials that supplement required readings. It continuously acquires latest editions and books required for faculty and students of Basic Sciences. For information on the library services and resources please visit <http://www.cmumed.org/mycmu/library>.

INTERNET

The library provides high-speed computers and Wi-Fi Internet access to students and faculty for learning, research, and teaching. The entire library has Wi-Fi hot-spots and the University encourages students to bring their personal laptops to the Library to take advantage of Wi-Fi connections.

The students are encouraged to contact the Director of Information Technology for more information.

IDENTIFICATION CARDS

A student must display his/her CMU identification card to gain entry to the Library and for all library transactions and services: borrowing books, making photocopies, using multimedia resources and accessing the Internet.

FINES

A charge of .25 cents per hour for reserve books and a charge of \$1.00 per day for other materials will be assessed on overdue books. The penalty for repeated abuse of the reserve system is being barred from using the system.

Overdue notices will be placed in your mailbox. If you receive an overdue notice, please act promptly. The library has an automated circulation system that maintains accurate records of the fines and over dues on library materials. If there is a conflict, you need to resolve the situation early with the circulation clerk and Library Director. All lost books and fines must be taken care of before graduation in order to receive your diploma.

All circulating material must be returned to the library before graduation.

1. Notices will be sent to the student if they are off campus or put in their mailbox if they are on campus.
2. After three overdue notices, the library will

send the student a bill for the cost of the book.

A bill for the book will be sent every month until the book is paid for or returned.

3. If there continues to be a problem, discuss the conflict with the Library Director.

4. A letter from the Library Director will be issued to the student when the conflict has been resolved. This letter can be presented to the Registrar before graduation so that the diploma can be received.

PHOTO COPY SERVICE

There is a copy machine available in the Library. Students must purchase a "copy card" from the administration office or Librarian to access the copier. Copies are .20 cents per copy.

LIBRARY HOURS

The library is open according to posted hours.

EATING OR SMOKING IN LIBRARY

Eating is not permitted in the library. It attracts insects that can damage books and leaves the table surfaces dirty for the next student. According to Caribbean Medical University Code, it is unlawful to smoke anywhere in campus buildings. Smoking is prohibited in all campus buildings. Plain water bottles are allowed in this section. Cans, Food and Soft drinks are NOT permitted.

LIBRARY POLICIES

A. The following is prohibited in the library at any time:

- i. Eating, drinking, smoking, using mobile phones, chatting
- ii. Speaking loudly

B. A student is expected to return library materials on time:

- i. Overdue charges are assessed on overdue items borrowed from the library to ensure the prompt and timely return of heavily used items.
- ii. Failure to pay overdue charges or return materials on time affects a student’s ability to borrow further and may affect the release of his final grades. If the payment is not cleared, a report is sent to the Chairperson of the Examination Committee, and his/her grades are not released until the dues are cleared.
- iii. A student who steals, damages, vandalizes, or mutilates library materials, equipment or furniture, or who threatens a staff member physically will be suspended immediately, pending a hearing that may result in expulsion from CMU.
- v. The library is not liable for loss or damage to a student’s property, notebooks/laptops and personal items left unattended in the library.
- vi. The Library staff initially warns any student who ignores the library rules. The staff then informs the Vice President of Academic Affairs and Dean, who then refers the issue to

the Grievance and Disciplinary Committee.

A student who receives more than three (3) warnings for inappropriate behavior is subject to disciplinary action, which includes, but is not limited to, denial of library access and services for the remainder of the current semester and/ or the following semester.

- vii. The students are advised to be respectful to library staff. They must understand that the library personnel are performing their duties as assigned to them.
- viii. If any incidence of rude behavior is noted from the library personnel, please report the matter in writing to the Dean of Library Services or the Associate Director so that necessary investigation is carried out.
- ix. The students are strongly urged to follow rules and regulation of the library.

Academic Support Services

LEARNING SKILLS PROGRAMS

The Learning Skills Program was designed to help any student become efficient and effective learners. This objective can be reached through goals consisting of:

- Developing new study skills and techniques;
- Memory improvement;
- Learning to keep up with your coursework;
- Improve test preparation and performance skills;

Time Management Assistance

Time Management is an essential element for all students who want to attain their highest level of academic success. Students can receive information on how to create a realistic schedule that includes not only time for studies but also the important daily needs necessary for creating a balanced student life. (Yes, there really can be time to eat, sleep, and have a little fun.)

Multiple Choice Question Assistance

Students are offered an opportunity to improve their overall test-taking skills through workshops and/or individual meetings. These meetings address both ways to prepare for CMU exams as well as techniques to use during the USMLE examination. It is hypothesized that good test taking skills can improve exam scores from 5 to 15 percent.

ACADEMIC ADVISING

A qualified advisor from the Dean of Students Office provides counseling service to students and members of their families for problems related to studying or concentrating, test-taking, emotional difficulties, complications of physical illness, or difficulties with spouse, parents, or friends, and is strictly confidential. Apart from classroom periods, all professors are readily available for individual consultation

with students in their offices during posted office hours.

ASSESSMENT SERVICES

The Office of Educational Assessment offers evaluations of teachers, programs and courses, online grades through MYCMU Online Services as well as computerized testing, courses and USMLE reviews.

Course and Instructor Evaluation

- Developing new evaluation instruments as needed;
- Revising and updating standardized course evaluation instruments through consultations with faculty;
- Administering evaluation questionnaires;
- Responding to requests for evaluation reports;
- Providing interpretations of reports to the Chief Academic Officer;
- Creating efficient and effective methods of data gathering, analyzing and reporting;

Accommodations

Computerized Test Scoring, Online Courses and Grades

- Developing the existing test scoring and analysis electronic test scanning, scoring and analysis
- Providing students with an access to their score results and online grade reports;
- Consulting students on interpreting test analysis results (e.g., item analysis, score distributions);

COMMUNITY SERVICES

Students are encouraged to participate in volunteer activities, sporting events, and other exciting projects. Students have the opportunity to join events focusing on general health care, such as (breast cancer screenings) and to promote health awareness.

During the first semester students are required stay in university dormitories, where students will take the opportunity to learn about life on the island and make informed future housing choices. To assist in subsequent semester choices the University has offered independent agents the opportunity to present their available housing options in a comprehensive presentation. Students will be able to review these choices while on campus.

CMU Dormitories

Our University is proud to be among only few medical schools in the Caribbean offering student dorms. The complex consists of 80 single and double occupancy units.

The apartments are located within 15 minutes walking distance from the main campus, furthermore there is a \$50 per month public transportation and free school’s bus shuttle, students may use every day to get from and to the campus.

All apartments are fully furnished one and two bed units featuring a study desk, chairs, refrigerator, stove, microwave. They include a small kitchen, dining/living areas, and are fully air-conditioned. There are two bathrooms for each unit. All apartments feature phone service, High Speed Wireless and Wired Internet connection and Direct TV.

Dorm rates per person are as follows:

- One Bed Apartment (single occupancy) - \$2,800/semester per student
- Two Bed Apartment (double occupancy - \$1,800/semester per student

Rent is payable in advance for each semester and includes all utilities, such as electricity, water, A/C and Internet. Room cleaning is available for addisional charge. Dorm assignments are on a first-come-first-serve basis.

Please Note: A security deposit is payable to reserve housing and students are fully responsible for any damages to the units.

You are required to seek off-campus housing if you have children and/or pets, or have received special request from the Housing Office.

Once first semester students have been housed, University Dormitories will be offered to the Upperclassmen on a first-come, first-served basis.

DORMITORY POLICY

Alcohol and Drug Policy

Caribbean Medical University prohibits the possession or consumption of alcoholic beverages and/or illegal drugs in the CMU dormitory or as a part of any University activity.

Appliances

The use of certain electrical appliances is permitted in the residence halls. One refrigerator per student is permitted in each room; however, they must not exceed 2.5 amperes of electricity, 110-120 volts, or 50 watts of electricity. Appliances such as microwave ovens, hair dryers, curling irons, and electric fans are acceptable. Electric blankets, additional air conditioners, or cooking appliances are not permitted in the resident's room. Microwaves are available in each dormitory for student use.

Decor Items

Posters, pictures, plaques, and other wall hangings may be placed on dormitory walls if secured by poster putty, tacks, or thin hanging nails. The use of large nails, screws, glue, two-sided adhesive, or tape to secure items to dormitory walls is prohibited. Damages incurred by such items will be charged to the resident(s) of the room that is affected. In selected residence halls, contact paper may be used for decorating lavatory counters. All paper must be removed before the students vacate the room. Items are not to be displayed in windows. Lewd and obscene pictures or displays that are in conflict with the school's philosophy are prohibited. Students are allowed to bring carpet for the room, but no tack strips, glue, or other adhesives are permitted. If students have questions about decorating their rooms, they should contact the Campus Office.

Room Checks

While striving at all times to respect students' personal privacy, the University reserves the right to authorize entry into a student's room at any time to evaluate cleanliness and general maintenance, to investigate a possible violation of University policy or when the welfare of the occupant, another student, or the residence hall is a concern. A Managing Director or Dean of Students must approve such entry. Reasons for entry include, but are not limited

to, maintenance repairs, facility safety, or to investigate a suspected violation of University regulations.

Guests

With the exception of designated hours, dorm residents may not host any quests in their residence room; however, residence hall lounges and lobbies are open to all students except during night hours. Refer to the dorm office for the hour schedule for each dorm.

Guest hours are from 9:00 a.m. until 9:00 p.m. Guests must be at least 18 years of age or older. Guests must be registered in the Residence Office by their host no later than 5:00 p.m. on the day of the visit. Guests arriving during the weekend should be registered by 5:00 p.m. on Friday. Guests not registered may be turned away by campus security. Students who fail to comply with advanced registration policies may be subject to a \$50.00 fine.

Those residents hosting guests should not leave them alone in the room at no time. Guests must remain with the individual they have registered to visit. All guests are subject to University regulations. Each student is responsible for the conduct of his or her guest, including the serving of penalties for infractions committed by the non-student guest.

Any activity deemed inappropriate or

questionable by the school's officers will not be tolerated and the inviting student is fully responsible for any damages incurred by the guest's activity. Guests may be asked to leave the facility if necessary.

Holiday Accommodations

Based on availability, residence halls remain open on a limited basis during campus holidays. Full time students are allowed to remain in campus housing between semesters or terms.

Room Locks and Keys

Residents are issued individual room keys and are encouraged to lock their rooms at all times. Should the resident lose or fail to return a key, a \$25.00 charge will be made and a new key will be issued once the key is reprogramed for security purposes. If the old key is found and returned to the Resident Director, the resident is entitled to a \$5.00 refund. Any duplication of a room key is prohibited. Residence Hall students are not allowed to place any type of additional lock or security device on doors or windows without prior approval through the Residence Office.

Students who are locked out of their rooms are required to pay a fee in order to have their room opened. The fee is \$25 during the office hours (Monday through Friday 9 a.m. till 4 p.m) and \$50 after the office hours, nights and

weekends. The average response time to such accidents is 2-3 hours.

Fair Usage Policy

All rooms are equiped with electical units such as TV, microwave, stove, air conditioning, electical fictures. As these use a large amount of electricity its prohitied to leave them on especially AC unit while not in the room. Each occurance of the violation of the air usage policy and/or any excessive use will be additionally charged to the student.

Fire and Tornado Safety

It is the responsibility of the residents to be familiar with safety policies and procedures. Fire and tornado evacuation procedures are listed in the Policies and Procedures section of this Handbook. Routes for exiting each room in case of fire or tornado are posted in the halls.

Fire and Tornado drills are conducted several times a year. All residents are required to follow prescribed procedures during fire or tornado drills. Failure to participate in emergency drills is subject to disciplinary action. In the event of an emergency, students should call campus emergency number or the University switchboard. Campus administration will notify 911.

Fire Hazards

The following items are prohibited because they are serious potential fire hazards: open flames, such as candles, or incense; appliances with exposed heating elements; appliances which overload the electrical system; fireworks; use of paints; halogen lamps; and smoking. Residents should not store fuel or other accelerants in their room.

Smoke Alarms

Smoke alarms are placed in residence hall rooms for the protection of the students. A fine of \$250.00 will be charged to students for vandalism or removal of these alarms. Batteries in smoke alarms are not to be employed by students for any purposes other than that for which they were installed.

Unauthorized removal of batteries will result in a \$50.00 fine. Any malfunction of the system should immediately be reported to the Resident Assistant or Resident Director.

Maintenance

If there are problems with a resident's room (plumbing problems, heater/air conditioner not working, etc.), he or she should report it to their Resident Assistant immediately. If the Resident Assistant is not available, report problems to the Resident Director or the Campus Administration.

Baby-sitting

No baby-sitting is allowed on the University campus.

Pets

To insure a safe and healthy environment for all residents, animals, including cats, dogs, birds, insects, and/or reptiles are not allowed in the residence halls. Residents are allowed to keep fish if their container holds no more than 10 gallons of water.

Quiet Hours/Noise Control

Quiet hours are from 10:00 p.m. until 8:00 a.m. Residents are to observe posted signs and keep the volume on TVs, radios, and stereos low. A student's right to study or sleep during quiet hours must be respected.

Sound from stereos and/or any type of amplifying equipment should be no louder than to be heard within the extent of the room walls. Noise should also be kept to a minimum on the front porch and areas around the residence halls.

Residence Hall Meetings

When mandatory meetings are called in the residence halls, all residents are required to attend. Students will be given timely notice to make arrangements to attend these meetings. Announcements regarding upcoming hall

meetings will be posted on the residence hall bulletin boards. If a student is prevented from attending, he/she is to inform the Resident Director. Failure to attend without excuse from the Resident Director may result in disciplinary action.

Sign In/Sign Out

All students must sign out if they anticipate being off campus during the overnight hours. Sign-out sheets are located at the dorm office in each residence hall. If the student is going to be off campus for an overnight visit, he/she must sign out with designation and expected time of return and the destination of their visit. A student may not have another person sign in or sign out for him/her. When this procedure cannot be followed, students must contact the Resident Assistant or Resident Director.

Media Entertainment

Due to the availability, content, and influence of entertainment in our culture, it is crucial that personal decisions regarding television viewing, choice of video and theater films, and use of computer reflect discernment, or careful judgment, based on thoughtful application of the common principles/values.

The educational or entertainment value of media should not supersede the application of common principles relating to thought life, sexual purity, honesty, kindness, justice,

wholesome and constructive language, etc. It follows that individuals are to avoid media that promote, or otherwise present as desirable, behaviors that violate these and other values.

Telephone, TV and Internet Service

Each room is equipped with connection to the phone service and wired high-speed internet service. There is also a DirectTV channels connected to each TV set in the rooms. Those services are however provided by the third party vendors therefore the University doesn't hold any responsibility for their malfunction or lack of connection.

There is also a wireless internet service available to the residents. There are 5 routers/ access points in the building with the SID name CMUNET or CMUAP. The passcode for the connection is CMUSTUDENTS.

The use of the internet in the dorms is regulated by the Digital Media Usage Policy included in the Student Handbook. Violations may result in losing Internet privileges, or other discipline action as outlined in the Student Handbook.

Windows

Windows must be closed when air-conditioning units are in use. No one is permitted to stand or loiter outside the residence hall windows. Clothing, banners, flags, etc. may not be hung in the windows without permission. Window

coverings of any kind should be hung on the interior side of the blinds. Students should not enter or exit rooms through windows or use windows as a portal to pass items to the outside.

FAILURE TO COMPLY WITH THE DORM POLICY MAY RESULT IN IMMEDIATE EVICTION OR ACCESS RESTRICTIONS TO THE UNIT.

Located on the southwest peninsula on the island of Curacao, Caribbean Medical University campus provides both a beautiful and comfortable environment for new experiences. In order to enjoy the time spent while living on the island, here's some important information to know.

Living on the Island

PRIVATE APARTMENTS

Private apartment prices (per month) may range from \$275 to \$800, depending on the proximity of the apartment to the campus and the amenities offered. All apartments require one month's security deposit. In most instances, the security deposit is equal to a month's rent.

Off-campus housing must be at a university approved site. A list of university approved off-campus accommodations can be obtained from the Housing Office on Curacao.

Additional methods of finding good off-campus housing are:

- Word of Mouth – If someone has a house you like, find out when they are moving.
- Bulletin Boards at School – Always make a point of reading them, whether you are looking for housing or various other things such as furniture for sale, social events, etc.
- CMU Forum – This is an online bulletin board for the CMU community that contains information such as academic and social announcements as well as, books, cars and other items for sale.
- Local Real Estate Agencies – Check the Curacao Yellow Pages. It is advisable to have any leases checked over by a local lawyer.

The following qualities should ALL be considered when choosing your "home away from home."

Lease - Leases should be read carefully making sure that everything the landlord promises is included. It may be wise to have a local lawyer

Student Live @ CMU

review the lease for your protection.

Cost: Check with upperclassman for going rates.

Utilities - These include water, electricity, maid service, gardener, etc. What kind of arrangements do the current tenants have? Who pays?

Convenience - How close is it to campuses, transportation, beach, shopping, etc.?

Appliances - These include a ceiling fan, air conditioning, washing machine and television; make sure they work.

Privacy - How noisy is the neighborhood? Are there loud discos or night clubs, etc? Barking dogs can be an annoying problem in some areas.

Deposits - Clarify the process by which the deposit is returned. The deposit is not usually applied to the last month's rent. Landlords often wait until a tenant moves out and an inspection for damage and inventory has been conducted before returning the deposit.

For more detailed housing information, please refer to the Residential Life brochure. For questions about first term housing please contact the CMU Housing Office.

GUEST HOUSES

Guest Houses is another option of accommodation on Curacao, especially for students with families or group of friends.

There's a room to fit and accommodate all visitors from large families traveling together to students willing to live together.

The houses are fully equipped with all the amenities and facilities necessary for a comfortable stay. They include full kitchen with fridge and stove, air conditioning, television, internet and private bathrooms. Standard 2-3 bedroom houses are located nearby the main campus and are available through our Housing Department.

Monthly rents start at \$1100 for 2 bedroom unites and may reach up to \$2500 for 4 and more bedroom, large houses. Students split those costs among them so the final rate per person is low and affordable compared to other Caribbean islands.

HOTELS & RESORTS

Students' families, friends or other short-term visitors can be offered a wide variety of accommodations to suit everyone's preference, with the island's century long tradition of warm hospitality.

Experienced travelers that have been around the Caribbean, will find Curacao a place that gives very good value for money. On Curacao there are hotels and resorts that cater to any size of wallet, great or small.

You will find plenty of large and luxurious beachfront resorts, with a wide choice of activities and entertainment. For those seeking unspoiled charm, the island offers many quaint bungalows and villas that capture the essence of Caribbean living at a quieter pace. And of course, Curacao also offers an irresistible array of appealing and affordable midsize hotel accommodations.

Whether you decide upon a secluded seaside resort, or opt for an international hotel, you will be sure to enjoy your stay on the island far more than a good night's sleep.

Majority of the hotels and resorts are located along the south coast, the beach areas, and in Willemstad. The room rates vary depending on the quality of the complex and location. On average a night at a standard hotel would cost between \$50 and \$90 and some include daily breakfast.

The map below shows locations of the most popular hotels & resorts on the island as well as the Curacao International Airport and Caribbean Medical University main campus.

Transportation

Even though Curacao is the biggest Antillean island, many places are within a walking distance from the campus and dormitories. However to make students' life easier, Curacao

offers many convenient options to commute. From public and university transportation to purchased or rented cars, mopeds or bikes, everyone will find a suitable way to move on the island.

We have listed below descriptions of the most common methods of transportation used by CMU students.

SCHOOL SHUTTLES

The main form of travel is by the Campus Shuttle. It transports students between the main campus and the student dorms.

The Shuttle Service begins in the morning at 7:45 a.m. and ends at approximately 3:00 p.m., Monday through Friday except for local holidays. It is not available on Saturdays and Sundays.

There is no charge to take the University bus but a Student ID must be shown to board the van.

Pick up and drop off locations are updated regularly according to recommendations of the Student Government Association, which represents CMU student body in the process of improving transportation services.

The round trip between school and the dorms should take no more than 10 to 15 minutes.

Faculty Members, Employees and Students who have questions or comments about the service should email Director of Administration at administration@cmumed.org.

CITY BUSES

Yes, public transportation is an option on Curacao. Curacao has two different types of busses which are both available for use by students who want commute via public transportation. The major bus system is actually a van or shuttle bus system, and the secondary bus system is made up of more traditional busses. This latter form of bus is called konvoi by locals on Curacao.

The public transport network of buses covers the whole island. There are two major bus terminals on Curacao, both of which are used by both type of bus. The first is located in Punda, near the post office. Twelve bus routes leave from that location. The other is located in Otrobanda, near the underpass. Nine routes leave from that location. Between these twenty one busses, nearly all major locations on the island can be reached by public transportation. Busses run scheduled routes, usually on the hour.

The bus fare for the 'Konvooi' busses is Naf1/\$0.55 for rides within the city and to locations Eastwards and Naf1,50/\$0.82 for rides Westwards.

For further information, regarding timetables and destinations, please call the bus company at +5999 868 4733

MINI-BUSES

One of Curacao's more useful ways of transportation and certainly worth a mention are the minibuses which carry up to nine passengers. They are recognizable by the word BUS displayed on the registration plates. The mini buses run regularly throughout the day until 23.00. Although the mini bus fares are higher than the scheduled bus service, they are safe to travel on and most are air conditioned, making it good value for money.

Mini bus journeys start from the bus depot in Punda and Otrobanda and like the scheduled public buses, they cover the whole island. The destination of the mini bus is displayed on a board on the front and rear windscreens. The mini buses do not operate to a fixed timetable. At peak times the buses are very full which makes for an uncomfortable journey and journeys take much longer because of the frequent stops to allow passengers to get on and off.

The island is divided into three zones to ensure that all passengers pay the correct fare. You pay the driver when you get off the mini bus. The cost of a single ticket is between NAF1.25/\$0.69 and NAF1.75/\$.96 dependent

on the zone and end destination. These prices are fixed for all day time journeys made during the week. It is recommended that the fare is agreed with the driver before starting your journey if traveling in the evening, at weekends and public holidays, as these prices will vary.

Many drivers are eager to accommodate groups of students and will arrange group rates for short trips or provide transportation to social events during off-peak hours, which is helpful in the evening.

Both bus systems are reported to be safe, efficient and inexpensive, making them an excellent method of getting around Curacao, especially for those students who are traveling on a budget.

MOTOR VEHICLES

If you plan on driving on Curacao, you must have a valid US, Canadian or International Driver's License.

Students usually purchase used cars along with other colleges to split the costs and then sell them to freshmen upon completion of Basic Science.

Car Rental is another way to have a car while staying on the island and sometimes students use also taxi service for quick and easy method of transportation.

The following hints and tips on the road rules and conditions on Curacao are not meant to put you off! It's useful to know that the island's inhabitants have a relaxed driving style.

Motorists on Curacao do not speed. They drive between 30-50 miles per hour.

At a T-junction, traffic traveling straight ahead has the right of way.

Drivers often stop suddenly in the middle of the road to greet an acquaintance, or because they are lost or want to turn around.

Keep your distance and avoid breaking suddenly which is often the cause of accidents. Always wear your seatbelt.

Many motorists do not indicate when changing direction. They often cross a road, make a U-turn or drive up a one way street without looking.

30% of road users do not have insurance. If you have an accident, always call 199. Never negotiate any private deals with third parties.

The roads become extremely slippery when it is raining. Motorists drive at 10-20 miles/hour when it is raining, so take extra care!

PRIVATE CARS

Used cars can be purchases for approximately \$1000 to \$3000 at local dealers or through newspaper advertisement. There are several car for sale offers on CMU forum, posted by current students finishing the program and willing to sell their cars before leaving the island. You

may also check with current student or school’s officials for more information on buying a car on Curacao.

To cover all unexpected incidents, damages and avoid further complications, you will also need to purchase a car insurance. Consult the University’s Insurance Agency for best rates and full coverage.

CAR RENTALS

There are several car rental agencies on the island — consult a CMU Administration or the Curacao Yellow Pages for a complete listing. Several agencies have desks at major hotels and at the airport. Rates can vary considerably. Expect to pay between US\$ 40 and US\$ 60 per day. An international credit card or substantial cash deposit is required. Inquire for special rates for rentals of a week or longer.

Available vehicles include standard cars with both manual and automatic transmissions, jeep-like four-wheel-drive vehicles and mini mokes, which are open jitney-like vehicles. Many students get together in a group and rent a vehicle for the term of study. The rate for vehicle rental can range from \$400 - \$600 US per month.

TAXI CABS

Some students living on Curacao opt to use taxi

service from time to time as a supplement to either public transportation or car rental during their stay.

There are many ways to recognize a taxi, they are easily identifiable with the taxi-sign on top of the cab and the letters TX on the license plate. All taxi-drivers carry a badge to identify themselves, and inside the taxi you will also see a label, identifying the driver. Every taxi has a taxi meter with fixed rates for your journey. There are taxi stands at the airport, in Punda and Otrobanda, and outside major hotels.

Taxis are generally the transportation of choice when coming or going to the airport or when stranded at night. Taxi rates are standardized for all cab companies. \$10 is enough to get you to most places although \$20 is the standard charge to or from the airport. Some taxi drivers will give island tours in addition to taking passengers between destinations.

Informative brochures and books provide information about taxi rates. These brochures, called “Taxi Tariff Guide” can be found on campus, at the Tourist Board, cruise terminals, airport and hotels.

For more information or complaints, don’t hesitate to call 163.

BIKES AND MOPEDS

Several students have opted out to use bikes for daily commute. CMU is a strong proponent of cycling as a means to reduce motor vehicle travel and vehicle emissions. We encourage you to ride but please be sure to wear a helmet and ride safely especially on public roads!

Our University actively promotes physical activity and emission free transportation therefore each student presenting a valid receipt of bicycle purchase will receive up to \$100 tuition discount.

It is also possible to rent or purchase motorcycles. A bike helmet is not required but strongly recommended for driver’s safety.

PLEASE NOTE: The same road rules apply to motorcycles as to the other types of vehicles so please obey all traffic signals and speed limits.

Merchandise & Services

Everything an international student would need for living can be found on Curacao. The island has been a major trade center for hundreds of years so It’s not surprising that supermarkets and stores are stocked with quality items from around the world. While some people think museums reflect the culture of a country, but in fact the markets and shopping areas tell a lot about the history and lives of the people.

SUPERMARKETS

The shelves of Curacao’s supermarkets and specialty food shops are well stocked with a variety of goods from around the world and also some local products. Because of its prosperity and its role as a major Caribbean transshipment center, Curacao imports virtually all the food that is consumed locally. Supermarkets carry European, American as well as South African products.

It is easy to shop on Curacao. Shop employees are generally fluent in English. Most stores accept US dollars and major international credit cards. Although prices are fixed and there is no bartering, if you hesitate about buying, you may be offered a “special price.”

Another marvelous thing about shopping on Curacao is the relative small distances. You can accomplish all this buying in a day or two. Prices are very competitive and in some cases up to 30% less than in the United States.

So you will still have time to study for a next exam and money to enjoy the rest of this island paradise.

Best shopping tip: wear comfortable shoes and enjoy the sights and sounds and smells along the way.

Supermarkets come in all shapes, sizes, styles and price classes here on Curacao. Generally speaking, you will find that the prices are somewhat higher than you are used to, but this is because everything has to be imported.

What often happens is that an item will be a lot cheaper in one place, and something else will be a lot cheaper in another – so keep your eyes open for fluctuations and special offers. The rule of thumb is to use your colleagues at school for personal recommendations, and then make your own price comparisons.

A new type of store has just made its appearance on Curacao – the American-style wholesale warehouse. These are often much cheaper than the supermarkets, but only if you are buying in bulk, or need household items. Be selective in the beginning, until you have got the feel of the place.

At the other end of the spectrum, there are numerous little grocery stores (called “Toko’s” or “Fruterias”) which are family businesses, usually run by the Portuguese. You will probably find a toko close to your home where you can get food in an emergency. Their hours are more flexible than those of the big supermarkets, and they often stay open on Sundays and holidays.

Tips: Cheese lovers will not be disappointed because cheese, particularly Dutch, is one of

the few items that is a lot cheaper than in the U.S.A. If you like strong coffee, the Dutch (Douwe Egberts) and Colombian makes are excellent.

BAKERIES

The better supermarkets have their own bakeries and their bread is usually deliciously fresh. There are also a number of bread factories which supply regular sliced bread and “pan frances” (long crispy rolls) to the supermarkets and small grocery stores. Two independent bakeries, the Hollandse Bakkerij, Ilandweg (close to school) and the Zoete Zuikerbol, Winston Churchillweg, are highly recommended.

DAIRY PRODUCE

There is a wide choice of local and imported dairy produce. Both American and Dutch products are available, but do check the expiration date. As mentioned earlier, the Dutch cheese “wheels” are particularly recommended. If you want to take one back with you to the USA, buy it at the supermarket or in the wholesale food store, not in the tax-free shop at the Airport where it is twice as expensive. There will be no problem taking it back to the USA if you mark your customs form “Factory packed cheese”.

FISH

Zuikertuin is the only supermarket that sells fish every day. The others sell frozen fish, and sometimes fresh fish on Fridays and weekends. There is one fish specialist, called the Vis Paleis (Ilandweg, close to the school) which sells fish from Holland, often freshly flown in. You can also try the Venezuelan boats at the Floating Market. However, if you want really fresh fish, it is worth visiting the places where local fishermen sell their catch: Caracasbaai, the Koredor (behind the desalination plant) and Westpoint are three of them; however, it can sometimes be difficult to hit the right time when the boats have just come in.

You will probably notice a number of street stalls in strategic locations selling fresh fish. Despite Curacao being surrounded by the ocean, fish are not as prolific as some years ago. This fact is reflected in the price.

FRUIT AND VEGETABLES

You will find a good choice of imported fruit and vegetables in all supermarkets. It may not look quite as fresh as you are used to in the U.S.A., but the quality seems to be improving daily. Again, you can also go and visit the Floating Market which sells produce from Venezuela. Sometimes there are very good buys here, such as large bags of oranges to squeeze fresh O.J. for your daily breakfast. Don’t be put off by the

greenish color of the oranges – it just means they haven’t been dyed.

The small grocery stores (fruterias and tokos) are another source of fruit and veggies if you are in a hurry and don’t have time to go to the supermarket. Locally grown produce, when available, is sold in some supermarkets, but more often in the little “tokos”. The supermarkets also have a huge assortment of American and European tinned goods. Be selective when buying frozen produce which sometimes gets “freezer burn”. N.B. Locally grown limes are usually available the whole year round – they are delicious. If you are lucky, your landlord/lady will have a lime tree in the garden. If so, ask if you can pick them from time to time.

INDONESIAN/SPICY FOOD

All of the big supermarkets have a wide selection of Indonesian products, which are now so popular in the US. “Conimex” is a well-known brand, but there are plenty of others. The peanut sauce (“Pindasaus” in Dutch) is excellent. Meat Most beef is imported from Brazil or Argentina. Leaner than American cuts, it is also healthier. American prime is available in the better supermarkets, but very expensive. Imported pork is readily available, at reasonable prices, as is chicken. Nearly everything is, or has been, frozen. Lamb is sometimes available, but ask the butcher if

you don't see it on display. Goats' meat is a favorite among the local residents and is always available at reasonable prices.

SPOILAGE

All food products have a shorter shelf life in the tropics. It is advisable to keep practically everything in the fridge or freezer (except tinned food, of course). Ants and weevils love breakfast cereals, flour and sugar, so put these in the fridge for safe keeping. Cookies should be transferred to an airtight container or zip-lock bag and put in the fridge. Fruit and vegetables (except bananas, onions and potatoes) stay fresh longer in the fridge. And of course, it goes without saying that all dairy products must be kept in the fridge.

Local residents often put their bread in the freezer, and take out only as much as they need each day. A quick warm up in the oven, or toaster, does wonders. Unless you plan to cook on the same day as you bought it, meat and fish should always be kept in the freezer. Before buying, always check the expiry date on perishable products. Eat leftovers quickly, or put in freezer.

RESTAURANTS

Curacao, with its cultural diversity, offers a large selection of flavorful restaurants. As is to be expected, they present a wide variety of

international as well as local cuisine, and each and every restaurant will be sure to make you feel at home away from home. Most restaurants add a 10% service charge besides the 5% government sales tax. An additional tip, if you are pleased with the service, is a nice gesture.

The local food includes delicious seafood, meats and side dishes. Some of the local sea food is Dradu (Mahi Mahi), Piska Kora (Red Snapper), Karko (conch meat), shrimp, and lobster. Kabritu Stoba (goat meat) is also a local specialty. Plantains (fried bananas) are usually served as vegetables or side dishes. Keshi Yena is also very delicious and means "filled cheese"; the cheese is filled with chicken, raisins, beans, and many other good things. Funchi is another specialty and is made out of corn; it's similar to corn bread and is usually fried like french fries. Another local specialty is Iguana soup. Typical side dishes are rice with beans, white rice, french fries, or baked potatoes.

Atop the hill at the entrance of the Schottegat stands the 18th century fortress 'Fort Nassau'. The restaurant within the fortress walls serves a variety of international dishes with a caribbean touch. An extensive wine list and a unique view of the entire island will make your lunch or dinner at Fort Nassau an unforgettable experience. The menu offers a variety of exceptional culinary delights: from creamy mustard soup to caramelized salmon,

from U.S. prime beef to a bounty of fish and seafood specialties. No wonder critics say: 'You haven't seen Curacao if you haven't been to Fort Nassau!'

Known on the island as one of the island's most stylish meeting places, join us for an evening of sophisticated fun and entertainment. Enjoy exotic Cocktails in refined surroundings. Sip a frozen mojito to the beat of live Cuban Salsa music on Friday Nights. A selection of enticing seafood appetizers is offered every afternoon and evening mouthwatering ceviches, spicy crab cakes, fresh tuna and more. Specialties: Dining: Fried calamari, oysters Rockefeller and bouillabaisse as entree and a tuna BLT, Key West Grouper sandwich or crab salad wraps as entree. Finish up with a delightful dessert as key lime pie.

A note on dress: beachwear is not appropriate except for beach bars and takeout, shorts and sandals for men are not acceptable at many places. Expect locals to dress very fashionably. Students may want to bring a light jacket or coverup.

Shopping

Curacao offers many shops. Most of them can be found in the downtown area of Punda and Otrobanda, but there are also several excellent shopping centers scattered around the island.

Curacao is a shopper's paradise. Some 200 shops line the major shopping streets such as Heerenstraat and Breedestraat. Right in the heart of Willemstad is the 5-block Punda shopping district. Most stores are open Monday through Saturday from 8am to noon and 2 to 6pm (some 8am-6pm). When cruise ships are in port, stores are also open for a few hours on Sunday and holidays. To avoid the cruise-ship crowds, do your shopping in the morning.

Punda is the city's commercial center, with several upscale boutiques selling fashionable designer clothing, perfumes, imported linens and expensive jewelry. There are other smaller streets and shops selling electronics, souvenirs and bargain clothing. It's hard to beat Willemstad for shopping ambiance. You bargain hunt in exquisite, centuries-old buildings while ocean liners cruise up the channel that cuts through the city.

Look for good buys on French perfumes, Dutch Delft blue souvenirs, finely woven Italian silks, Japanese and German cameras, jewelry, silver, Swiss watches, linens, leather goods, liquor, and island-made rum and liqueurs, especially Curacao liqueur, some of which has a distinctive blue color. The island is famous for its 5-pound wheels of Gouda and Edam cheeses. You'll also see wooden shoes, although we're not sure what you'd do with them. Some of the stores also stock some deals on intricate lacework

imported from Portugal, China, and everywhere in between. If you're a street shopper and want something colorful, consider one of the woodcarvings or flamboyant paintings from Haiti or the Dominican Republic. Both are hawked by street vendors at any of the main plazas.

Incidentally, Curacao is not technically a free port, but its prices are often inexpensive because of its low import duty.

Curacao has been a major trade center for hundreds of years so it's not surprising that stores are stocked with quality items from around the world. Strolling around in exquisite, centuries-old buildings while ocean liners cruise up the channel that cuts through the city,

so close you could almost touch them, all this makes the shopping ambience very special.

The city's commercial center, Punda, has numerous shops offering everything from clothing to jewelry and souvenirs. On the outskirts of Willemstad there are some elegant shopping centers. No matter where you go, the salespeople are courteous and attentive and will effortlessly switch between English, Spanish, Dutch and Papiamentu, sometimes in the same conversation.

THE HARBOR DUTY FREE ZONE

This Free Zone is the largest in the Caribbean. It is patronized by retailers from throughout the region, who come to stock up on goods

from all over the world. It's a distribution center for clothing textile, shoes, perfumes, pharmaceutical products and many other wholesale or retail sale goods with attractive duty free prices. The Harbor Free Zone is a fenced-in area of 57 acres. The majority of companies established in the Harbor Free Zone consists of trading companies that distribute products from the United States, Europe and Asia to the Caribbean and Latin America.

There is also tax-free shopping at the free zone. Goods purchased in the Free Zone must be shipped directly to your home or transferred to your ship or flight. You can pick them up when you arrive home.

AIRPORT FREE ZONE

The Airport Free Zone is located adjacent to the International Airport Hato, 8 miles (13 kilometers) from the seaport and 7 miles (11 kilometers) from town. The Airport Economic Zone is especially advantageous for companies that export goods by air. Being part of the airport customs area, the Free Zone is especially adventurous for the transshipment of high value, low volume consumer and capital goods.

The items purchased at the free zone, may not be taken out of the zone. These items will be delivered to the buyer at the airport. Buyers at the free zone must always have a valid passport, airline ticket or an immigration card at hand.

Services

Curacao offers state of the art services, matching world standards. These services include the local water and electricity company, which offers safe to drink tap water and reliable electricity, and also communication and medical facilities.

There is a state of the art dialysis center that allows dialysis patients to tend to their medical needs while studying on the island. CDC guarantees the best quality of care in a beautiful, friendly and luxury environment. The facility currently has 10 leather chairs. Each chair has its own flat screen TV, and the treatment room offers wireless high speed internet connection.

IN CASE OF EMERGENCY:

Call the emergency number you need. Stay calm, and tell the person on the other side of the line what you need and where you are.

An emergency number is intended to be used only in an emergency. Emergency and important phone numbers:

- Ambulance: 912
- Police: 911
- Fire Department: 911
- Hospital: 910
- Coast Guard: 913
- Youth Telephone: 109
- Animal Ambulance: 465 1616

- Water/Power Outage: 0800-0135
- Long Distance Operator: 021
- Local Phone Numbers: 9221
- International Phone Numbers: 022
- Telegram: 0231

PHARMACIES

are called APOTHEKEN in Dutch and BOTICAS or BOTIKAS in Papiamentu. Pharmacies also sell general drugstore items. However, remember that articles like toilet paper, toothpaste, deodorant and shampoo are usually cheaper in the supermarkets. Bring prescriptions from your home country if you need any special medicine. Most prescription medicines can be found on Curacao.

The local papers publish a list of pharmacies on duty at night and at the weekend. There is a complete list of pharmacies in the Yellow and Blue pages of the telephone directory.

HAIR STYLISTS/BARBERS

For women this is an expensive business. Hairstylists who specialize in European type hair are listed below. For Afro-American styles, there are plenty of stylists to meet every pocket and special request. Barbers for men are relatively cheap. Consult a colleague for recommendations as there are many stylists who run a home business and are cheaper than the advertised salons. We suggest you

ask for a price before you get anything done. KAPSALONS in the Yellow pages for women and unisex, KAPPERS for men only.

UTILITIES

on Curacao, as elsewhere are of the most importance. Therefore some knowledge about the different companies activities and how to reach them is essential. On these page we give you some information on utility companies and related services.

Curacao gets its water from the sea. The world's largest desalination plant is located here and produces delicious tap water. In houses there is no hot or cold water, just the water, and its temperature depends on how strong the sun is.

Electricity is 127/120 VAC at 50 cycles. This means that most appliances made in the USA (60 cycles) will work well, except for electrical devices with internal time mechanisms. For electrical appliances from the USA you do not need an adapter plug. We use the same two-pronged flat plugs as in the States.

Visitors from Europe will need an adapter plug for their round-pronged plugs. These can be found anywhere on the island and most hotels keep them in stock and in the rooms as well. Only dual-voltage appliances from Europe can be used on the island.

It's best to use some multi purpose transformers that are made for this current. Some appliances such as refrigerators need special transformers. Houses usually have the above current in addition to 220 volts, mainly used for air conditioners, washing machines, etc. Water and electricity may drop out on occasion. For cooking, every house has gas bottles to operate stove and oven.

COMMUNICATION

On the island of Curacao local providers offer a full range of customized Internet, phone and media-related services with US standard quality, reliability at affordable prices and delivery time tailored to the needs of its customers.

GPRS data services, prepaid roaming, Wireless Internet, cell phone services with rollover minutes, SMS to e-mail and multimedia messaging are some of the services available to CMU students and faculty members.

They are creating value for its consumers in many ways by offering the latest cutting-edge technologies and innovations.

Below you will find brief description of the services being offered:

INTERNET CONNECTION

Caribbean Medical University formed strategical partnership with Scarlet N.V. to deliver exeptional phone and internet services to our students and faculty members.

CMU Dormitories and campus facilities feature free wireless High Speed Internet connection available to all students delivered by Scarlet. Those who live off campus may purchase wireless modem or notbook PCMCi card and connection plan through the university at a discounted price offered by Scarlet exclusively to CMU students.

Scarlet One is the solution for a reliable and fast wireless Internet connection for you as a student. The company provides the largest wireless network on Curacao.

Since the Scarlet One wireless internet modem is portable with no hassle installation, CMU students stay always connected wherewer they need it.

The Scarlet One wireless internet connection has many advantages above other internet (DSL) providers on the Island.

Underneath some of the advantages:

- Portable
- Broadband speeds
- 24 Hr per day online

- Multiple users
- 100% wireless Easy Plug-and-Play
- Non-line-of-sight technology
- Easy and fast installation
- No additional hardware necessary
- NEW - Free phone calls to U.S. and Canada

Discounted subscription fee per month is offered through the University. Please contact CMU Administration for any questions or purchase requests.

Curacao also offers many Internet cafes where you can check your mail, surf the net and stay in touch with your family and friends. Some of these cafes also offer other facilities like copying, faxing, scanning, burning, downloading, laminating, filming, processing and making international calls.

PHONE SERVICE

Since Scarlet is constantly looking for additional, money saving services we are finalizing a new service which will make it possible, for CMU students only, to call for free to the USA, Canada and the Netherlands.

All packages include an US local number which makes it also more affordable for parents, friends or family to call without a hassle of international rates. More info can be found at <http://www.scarlet.an>

Curacao's international code is 5999; there are no internal area codes. All local telephone numbers are seven digits, except for some special numbers, which are three or four digits.

International roaming is available on Curacao, so you will be able to make and receive calls outside the coverage area. Local companies are UTS (United Telecommunication Services) and Digicel.

The local mobile (cellular) phone companies have agreements with the major international networks. It is strongly recommended that you check calling costs and network coverage with your provider before you arrive. If you have a SIM lock free mobile (cellular) phone, you can purchase a local prepaid SIM card and top up cards from most retail outlets.

Students appreciate the value of mobile communication from a cellular phone. If roaming is not available with your local network, you can either opt for a rental cellular phone, or buy a pre-paid chip and number for your own phone.

RADIO & TV

The Caribbean Broadcasting Corporation (CBC) is the government-owned media corporation located on Curacao. The television service broadcasts on channel 8 and is the only

legally-licensed, over-the-air television channel broadcasting in the country of Netherlands Antilles. The corporation also owns three radio stations: two FM stations and one AM radio station.

The company also operates a wireless Cable TV subscription service called Multi-Choice TV (MCTV) which offers many television stations from across the globe, including the United States and Canada.

There is also Direct TV available on the island via satellite provider, which provides access to all US TV and radio stations. Each room at CMU dormitories is equipped with Direct TV decoder at no additional cost.

MAIL SERVICE

There are several post offices on the island. The main ones are situated in Punda, Otrabanda, and Groot Kwartier (Ring Road), and the small branch are at the University and the airport. Stamps can also be purchased at bookstores and the front desk of many hotels. Some hotels also offer letter drop facilities. The postal services are generally reliable, but the time it takes a letter to reach its destination can vary.

For more info visit: Nieuwe Post N.V. Netherlands Antilles

Entertainment

Curacao is a perfect place for diving, but as you will find, our island has so much more to offer. There are dozens of undiscovered adventures to be enjoyed. Ranging from practicing water sports to visiting 17th century architecture sites, from enjoying tennis to enjoying world-class cuisine, from playing golf in our sunny climate to visiting high-standard casinos.

Sun, sea, and sand lovers will find secluded bays that are ideal for sunbathing, snorkeling and just relaxing. Nature enthusiasts can climb Mt. Christoffel and explore the underground Hato caves. So if you are looking for more than just studying, Curacao has something out-of-the-ordinary for everybody.

ATTRACTIONS

Most cruise-ship passengers see only Willemstad -- or, more accurately, its shops -- but you may want to get out into the cunucu, or countryside, and explore the towering cacti and rolling hills topped by landhuizen (plantation houses) built more than 3 centuries ago.

Willemstad was originally founded as Santa Ana by the Spanish in the 1500s. Dutch traders found a vast natural harbor, a perfect hideaway along the Spanish Main, and they renamed it Willemstad in the 17th century. Not only is Willemstad the capital of Curacao, but it's also

the seat of government for the Netherlands Antilles. Today it boasts rows of pastel-colored, red-roofed town houses in the downtown area. After 10 years of restoration, the historic center of Willemstad and the island's natural harbor, Schottegat, were inscribed on UNESCO's World Heritage List.

The easiest way to go exploring is to take a 1 1/4-hour trolley tour, visiting the highlights of the city. The open-sided cars, pulled by a silent "locomotive," make several trips each week. Tours leave at 10 or 11am. The tour begins at Fort Amsterdam near the Queen Emma Pontoon Bridge. The cost is \$20 for adults, \$10 for children age 2 to 12.

The city developed on both sides of the canal. It's divided into Punda (Old World Dutch ambience and the best shopping) and Otrabanda ("the other side," the contemporary side). A pedestrian walkway, the Queen Emma Pontoon Bridge, connects both sections. Powered by a diesel engine, it swings open many times a day to let ships from all over the globe pass in and out of the harbor.

From the bridge, there's a view of the old gabled houses in harmonized pastel shades. The bright colors, according to legend, are a holdover from the time when one of the island's early governors had eye trouble, and flat white gave

him headaches. The colonial-style architecture, reflecting the Dutch influence, gives the town a storybook look. The houses, built three or four stories high, are crowned by steep gables and roofed with orange Spanish tiles. Hemmed in by the sea, a tiny canal, and an inlet, the streets are narrow, and they're crosshatched by still narrower alleyways.

Except for the pastel colors, Willemstad may remind you of old Amsterdam. It has one of the most intriguing townscapes in the Caribbean. But don't let the colors deceive you: Up close, the city can be rather dirty.

In addition to the pontoon bridge, the Queen Juliana Bridge opened to vehicular traffic in 1973. Spanning the harbor, it rises 59m (194 ft.), which makes it the highest bridge in the Caribbean and one of the tallest in the world.

The Waterfront originally guarded the mouth of the canal on the eastern or Punda side, but now it has been incorporated into the Plaza Hotel. The task of standing guard has been taken over by Fort Amsterdam, site of the Governor's Palace and the 1769 Dutch Reformed church. The church still has a British cannonball embedded in it. The arches leading to the fort were tunneled under the official residence of the governor.

A corner of Fort Amsterdam stands at the intersection of Breedestraat and Handelskade, the starting point for a plunge into the island's major shopping district.

At some point, visit the Waterfort Arches, which stretch for .4km (1/4 mile). They rise 9m (30-ft.) high and are built of barrel-vaulted 17th-century stone set against the sea. At Waterfort, you can explore boutiques, develop film, cash a traveler's check, or purchase fruit-flavored ice cream. You can walk through to a breezy terrace on the sea for a local Amstel beer or a choice of restaurants. The grand buildings and cobbled walkways are illuminated at night.

MUSEUMS

The Curaçao Museum is located in the western part of Otrobanda in an historic building dating from 1853. This spacious museum, Curaçao's largest, showcases works by traditional as well as contemporary local and foreign artists. A permanent collection of antique period furniture, including some exquisite mahogany pieces from the 18th and 19th centuries, antique maps of Curaçao and the Caribbean, and Indian art are also on display. Special exhibitions are organized regularly. The large shaded grounds are a pleasant place to stroll; children love the real locomotive.

In addition there are other museums including Maritime Museum, Jewish Cultural Historical

Museum, Postal Museum, Fort Church Museum, Numismatic Museum and Tele Museum.

THE FLOATING MARKET

A few minutes' walk from the pontoon bridge, at the north end of Handelskade, is the Floating Market, where scores of schooners tie up alongside the canal, a few yards from the main shopping area. Boats arrive from Venezuela and Colombia, as well as other West Indian islands, to dock here and sell tropical fruits and vegetables -- a little bit of everything, in fact, including handicrafts. The modern market under its vast concrete cap has not replaced this unique shopping expedition, which is fun to watch. Hours are daily 6am to 6pm -- arrive early or stay late.

En route to Westpunt, you'll come across a seaside cavern known as Boca Tabla, one of many such grottoes on this rugged, uninhabited northwest coast. In the Westpunt area, a 45-minute ride from Punda in Willemstad, Playa Forti is a stark region characterized by soaring hills and towering cacti, along with 200-year-old Dutch land houses, the former mansions that housed slave owners.

Out toward the western tip of Curacao, a high-wire fence surrounds the entrance to the 1,800-hectare (4,446-acre) Christoffel National

Park in Savonet (tel. 599/9-864-0363), about a 45-minute drive from the capital. A macadam road gives way to dirt, surrounded on all sides by abundant cactus and bromeliads. In the higher regions you can spot rare orchids. Rising from flat, arid countryside, 369m-high (1,210-ft.) St. Christoffelberg is the highest point in the Dutch Leewards. Donkeys, wild goats, iguanas, the Curaçao deer, and many species of birds thrive in this preserve, and there are some Arawak paintings on a coral cliff near the two caves. The park has 32km (20 miles) of one-way trail-like roads, with lots of flora and fauna along the way. The shortest trail is about 8km long (5 miles) and, because of the rough terrain, takes about 40 minutes to drive through. There are also various walking trails; one takes you to the top of St. Christoffelberg in about 1 1/2 hours. (Come early in the morning, when it isn't too hot.) The park is open Monday to Saturday from 7:30am to 4pm, Sunday from 6am to 3pm. The entrance fee is \$10 per person and includes admission to the museum.

Next door, the park has opened the National Park Shete Boka (Seven Inlets; tel. 599/9-864-0363). This turtle sanctuary contains a cave with pounding waves off the choppy north coast. Admission to this park is \$2.50 per person.

Just northeast of the capital, Fort Nassau was

completed in 1797 and christened Fort Republic by the Dutch. Built high on a hill overlooking the harbor entrance to the south and St. Anna Bay to the north, it was fortified as a second line of defense in case the waterfront gave way. When the British invaded in 1807, they renamed it Fort George in honor of their own king. Later, when the Dutch regained control, they renamed it Orange Nassau in honor of the Dutch royal family. Today, diners have replaced soldiers.

CURACAO SEAQUARIUM

In 1984, the Curacao Seaquarium was developed. This unique complex, built on the oceanfront at Bapor Kibra next to Lions Dive hotel, with a healthy coral reef within no more than a stone's throw from the entrance, makes a great family outing. This beautiful aquarium complex is one of the most unique in the world because of its "open-water-system," meaning that seawater is continuously pumped into the aquariums. During visiting hours, the aquariums, theatre and museum are open for the public, and you can enjoy watching feeding shows. Part of the fun learning experience of Curacao's underwater world is a big "touch tank" for touching live animals.

During the feeding shows you can touch and learn about the animals. For some real fun, you can snorkel or scuba dive and hand feed stingrays, sea turtles, sharks and many other

colorful tropical fish. After all that excitement, you can relax in the coolness of the museum and theatre. Watch a feeding show, shop for souvenirs, have lunch in the restaurant, and swim off the sandy beach.

Curacao Seaquarium, off Dr. Martin Luther King Boulevard at a site called Bapor Kibrá (tel. 599/9-461-6666; www.curacao-sea-aquarium.com), has more than 400 species of fish, crabs, anemones, sponges, and coral on display in a natural environment. Located a few minutes' walk along the rocky coast from the Breezes Curacao Resort, the Seaquarium is open daily from 8:30am to 3:30pm. Admission is \$15 for adults, \$7.50 for children 5 to 12.

Special features of the aquarium are sea lion encounters and dolphin encounters, costing \$58 to \$179 for divers or \$34 to \$154 for snorkelers. Divers, snorkelers, and experienced swimmers can feed, film, and photograph sharks, which are separated from them by a large window with feeding holes. In the animal-encounters section, you can swim among stingrays, grouper, sea turtles, and other marine life, feeding and photographing these creatures in a controlled environment where safety is always a consideration. The Seaquarium is also the site of Curacao's only full-facility, palm-shaded, white-sand beach. There is also a 3-D slide presentation in the mini theater.

Sea world Explorer is a semi submersible submarine that departs the Seaquarium daily in the mornings (times vary) on hour-long journeys into the deep. You're taken on a tour of submerged wrecks off the shores of Curacao and treated to close encounters of coral reefs with rainbow-hued tropical fish. The Explorer has a barge top that submerges only 2 or so meters (6 1/2 ft.) under the water, but the submerged section has wide glass windows allowing passengers underwater views, which can extend 33m (108 ft.). Reservations must be made a day in advance by calling tel. 599/9-560-4892. It costs \$30 for adults, \$20 for children age 11 and under.

Curacao Underwater Marine Park (tel. 599/9-462-4242), established in 1983 with the financial aid of the World Wildlife Fund, stretches from the Breezes Curacao Resort to the east point of the island, a strip of about 20km (13 miles) of untouched coral reefs.

The Hato Caves, F. D. Rooseveltweg (tel. 599/9-868-0379), have been called mystical. Every hour, guides take visitors through this world of stalagmites and stalactites, found in the highest limestone terrace of the island. Actually, they were once old coral reefs, which were formed when the ocean water fell and the landmass was lifted up over the years. Over thousands of years, limestone formations were

created, some mirrored in an underground lake. After crossing the lake, you enter the Cathedral, an underground cavern. The largest hall of the cave is called La Ventana ("The Window"). Also on display are samples of ancient Indian petroglyph drawings. The caves are open Tuesday to Sunday.

Family Life

Curacao is a pleasant, safe place for students and teachers with families. They'll find all the expected conveniences of home without many of the headaches; a small town atmosphere prevails across the island. Food purchased at roadside snack bars ("Snacks"), the market, or anywhere else is safe to eat; the tap water is pure and drinkable. Larger supermarkets are well stocked with familiar foods from the U.S., South America and Europe, as well as other items.

Curaçaoans are child-oriented people. Most people come from large extended families and are used to having lots of children around. Feel free to ask CMU's administration about children's programs.

Day care for babies and toddlers, after school care, clubs and courses are available for all ages. There are also a lot of public and private organizations that cater to the needs of our youngsters.

But adequate skills are not only for the young to master, there are myriad possibilities for adults to further themselves: From language courses to technical training, and from general knowledge to cookery classes.

SCHOOLING

There are many public and private schools located on the island. Public schools are free, and attendance is required. The educational system on Curacao is based on the Dutch system, and schools on the island meet the high standards applicable to institutions in the Netherlands. Most primary schools teach the first years in Papiamentu and switch to Dutch when children reach 5th grade, when they are approximately 8 years old.

The Curacao educational system includes schools for elementary, secondary, technical, higher and limited university education, as well as schools for vocational training, in Dutch. Those attending the University of the Netherlands Antilles (UNA) at this time may pursue degrees in Law, Technical Engineering, Business Administration or attend teacher Training College. Recently a Medical university and a general University have settled on the island.

Completely Dutch/Dutch based and American style education is also available.

Get married on Curacao White sandy beaches, picturesque allies, stately plantation houses... Curacao has it all and it provides the perfect romantic background for your dream wedding. And that is the reason why Curacao rates in the top three of romantic wedding destinations of Dutch wedding magazine 'Bride and Groom magazine'. Bridal couples to be are very welcome on our lovely island. A lot of hotels offer special arrangements and our intriguing history, beautiful bays and friendly people will make for an unforgettable honeymoon. To make sure your wedding day is free from care, we give you some information about the procedures you need to follow. If you are both living abroad make sure to make known your wish to get married at least two months in advance. You need to send a letter to the Curacao Registrar's Office stating the date and time you wish to be married. With this marriage petition, signed by the both of you, you have to send several documents:

- Birth certificate
- Copy of valid passport (Signature & Photo page)
- Declaration of unmarried state

If you are divorced or widowed you'll need to send the relevant documents (divorce decree, death certificate)

Please note that all these documents have to be the originals, not copies, they need to be

legalized and may not be older than six months. Depending on your circumstances you may be asked for more documents, but if this is the case you will be notified in time.

Festivals & Events

Carnival is a main event in Curaçao which usually takes place in late February. Many carnival groups come up with unique and interesting themes, colorful costumes, and large floats that they display during the parade. Preparations always start several months in advance. The carnival is not government funded and groups have their own way of raising money. One of the main fund raisers every year are the so called Jump-Ups that start in January. Bands on trucks playing carnival music followed by a dancing crowd move through the streets of Willemstad and party.

Participants have to purchase a T-Shirt and get music, drinks, and fun in return. Most importantly, everybody is getting into the carnival mood and bands can practice their carnival songs for the year. The actual carnival parade usually takes several hours and is done twice, once during the day and once at night, resulting in two very different looking displays. Every year one of the groups participating is chosen to be the winner based on their theme and their appearance. In addition to those groups, popular bands on trucks and drumming

groups are contributing with live music, and floats with Miss Curaçao etc. are participating. Carnival is known to be the busiest time of the island since many international spectators come to visit.

After the official opening day of the Carnival season Carnival groups assemble and organize different events to raise money for their participation in the Gran Marsha ('The Grand Parade'). One of these events is a Jump up where they and go around dancing in the streets following musical bands, wearing T-shirts so the audience can recognize the name of the group.

One of the main events before the Parades take place is the Tumba Festival. The Tumba Festival is a four-day musical event where the best local composers, singers and bands from all over the island compete for the honor of having their piece selected as the year's official Carnival road march Tumba song.

Also, a separate Children's Tumba Festival allows aspiring young singers to show off their talent. The winning tumba becomes the road march song for the children's carnival parade.

The main parades, the product of months of enthusiastic preparation, feature hordes of fantastic floats, costumes, and characters,

plus the Carnival Queen and Prince and Pancho elected during contests. There are two big parades, one on Sunday in the daytime - Curacao's Gran Marsha - and the Marsha di Despedida ('the Farewell Parade') on Tuesday evening. The Marsha di Despedida is very special, the floats are adorned with sparkling lights and at the end of the parade at midnight, Rei Momo (a big straw-filled doll) is burned, marking the end of Carnival.

PUBLIC HOLIDAYS:

- Jan 1 - New Year's Day
- Feb 6 - Carnival Monday
- Apr 14 - Good Friday
- Apr 17 - Easter Monday
- May 1 - Labour Day
- May 25 - Ascension
- Jul 2 - Curaçao Flag Day
- Dec 24 - Christmas Eve (half day)
- Dec 25-26 - Christmas
- Dec 31 - New Year's Eve (half day).

Nature & Landscape

At first glimpse Curacao may seem a rather barren island, and it's true due to the scant rainfall, there is certainly a limit to the types of plants and animals that can survive here. But on closer inspection, you'll be amazed at the variety nature has to offer. What at first seems to be a monotonous desert landscape, turns out to be a scenery teeming with life. Curaçao's total

surface area is 444 square km. The stretched northern coast of the island is characterized by rough limestone cliff formations set on top of eons-old volcanic rock, and weather-beaten terrain. At the western end of the island you will find expansive, hilly landscapes. The Christoffel Park encompasses most of the landscapes. Inside the park you will find the highest point on the island-the 375m high Mt. Christoffel. The east end of the island comprises flat and mostly barren plain, with few settlements and some secondary roads weaving to and from its coastal inlets.

Local plants have ingenious mechanisms allowing them to weather the dry, desert climate, scant rainfall and the ever-present trade winds. These include marvelous adaptations to their roots, leaves and stems. Total vascular flora amounts to about 450 species. Species composition differs significantly between the different geological formations. No group of plants is as well suited to the climate as the cacti, which are specially designed to reduce the amount of moisture lost to evaporation. Their nasty thorns are, in fact, modified leaves. The island hosts hundreds of species. Not all of the species on the Island are harmless. One plant you have to avoid contact with is the manzaliña tree, called manchineel in other parts of the Caribbean. This tree has rough, dark bark and small green leaves. The fruit of this plant

is poisonous, and will cause skin irritations and burning if touched. One of Curacao's most characteristic trees, is the Dividivi tree-recognizable by its "wind form," caused by the trade winds.

Beaches

Curaçao has some thirty public and private beaches, ranging from intimate rocky coves to long strands bustling with activity. Almost all of the swimming beaches are scattered along the sheltered southwestern coast, where the waters are generally calm and crystal clear. The northern coast, with its powerful surf and strong undertow, is not suitable for swimming. Topless bathing is officially prohibited on all public beaches and some private ones, although tacitly accepted in some places.

Boca Tabla

On the northern side of the island the rough sea water has been smashing against the rocky coastline for centuries and has built several caves and little inlets into the rock. The most interesting one to see is probably Boca Tabla which is located close to Westpoint on the north-western end of the island. Visitors can walk over the massive volcanic rocks and observe the wild sea and listen to the wind. It's exciting to climb down into the cave to observe the waves clashing against its walls. On weekends simple but good local food is

offered and people can sit in the cool shade of Divi-Divi trees and eat.

Hato Caves

These are limestone caves located close to the Curaçao airport. The cave has been commercialized in the early 90s and is now open to the public. Joining one of the hourly tours, visitors can enter the cave and learn more about Curaçao's geological history. The Hato Caves were formed below sea level thousands of years ago and as the water level dropped with the Ice Ages the cave became exposed. Like in other sea caves, shells and corals can be recognized in the stone.

The cave is still active and stalactites (icicle shaped rocks hanging from the roof) and stalagmites (inverted stalactites on the floor) are growing to form columns. Flowstone and dripstone, curtain formations, lime ribs, and terrace formations suggest that the cave has been wetter in earlier times. Movements of the earth about 4000 years ago caused cracks (visible by lime deposits) and rocks fell down from the roof of the cave creating a small opening.

This opening is used by the few hundred bats living in the cave to leave at night and hunt for food. Outside the cave Caquetios Indians carved Petroglyphs into the rock wall indicating that some of their religious ceremonies took place there about 1500 years ago.

Student Organizations

The mission of the Student Organization Office (SOO) is to promote student involvement as an integral part of a University education, register student organizations, and provide services, information, education, support, and advising to assist with the development and strengthening of students and student groups.

Working with university and community partners, including student group advisors, alumni, and national organizations, and through education on university resources, policies, and procedures, SOO provides leadership development, organizational management, and skill development opportunities in an effort to empower students, to support quality learning experiences outside of the classroom, and to encourage active, thoughtful, involved community citizens.

Student Government Association (SGA)

Bases on its Constitution, Student Government Association works closely with the administration at Caribbean Medical University to address student issues and serve as the interface between the student body and the faculty. SGA offers resources to make students' educational experience a success.

First, note service, the campus copy and supply center, reproduces and distributes professors' actual lecture notes and sells medical school supplies, snacks, and CMU paraphernalia. Second, SGA publishes "CMU News," a monthly newsletter that contains interviews, campus news, current medical events, articles from fellow CMU students, social activities, a photo gallery, and more. Finally, tutorial services are available. For more information, please visit sga.cmumed.org.

SGA can be contacted by email at sga@cmumed.org.

SGA CONSTITUTION

We the students of Caribbean Medical University, along with its administration, establish the Student Government Association and adopt this constitution. The constitution has been established in order to from a democratic, efficient, and responsible governance to represent, lead, and unify the student body.

The SGA will decide and act responsibly on behalf of the students, representing the students' interests, and working with the faculty and administration of the school in the pursuit of mutual goals. Officially, this organization shall be recognized and known as the "Student Government Association (SGA) of Caribbean Medical University (CMU)."

Following is the stated constitution. All members of the SGA and the student body at Caribbean Medical University shall be governed by the policies of this constitution and the "Students' Rights and Responsibilities" document, which is a comprehensive statement on student rights, responsibilities, and due process. Any violation of the policies is an offense against the school community and subject to disciplinary action. It is the responsibility of every member of SGA to act honorably in all phases of student life, to understand this constitution, to understand the document on student rights, and to act upon them.

The SGA shall not discriminate against any person(s) or group of people and must create an environment, either in the academic venue or outside academic grounds, reflective of these outlined policies open to all, irrespective of gender, race, religion, ethnicity, disabilities, or sexual attraction.

Article I. Purpose:

The SGA shall be the main body on campus responsible for initiating, presenting, and approving a variety of entertainment, cultural, educational, and community service activities and functions deemed under its jurisdiction and facilitated by the SGA President.

The SGA shall represent a visible student presence in the activities and programs of Caribbean Medical University, the faculty, and administration. The organization shall also advocate and facilitate ongoing communication between students, faculty, the university administration, local facilities, and the local community.

Article II. Powers and Jurisdiction:

The powers of the SGA are outlined below, but not limited to, and must be governed by policies outlined within the "Students' Rights and Responsibilities" and following bylaws:

1. Representing student concerns and issues and voicing opinions across to the administration
2. Acting on behalf of and dealing with all matters pertaining to the general welfare of the student body
3. Passing and enacting bylaws and legislation necessary for carrying out the foregoing powers and duties
4. Supervising, organizing, and/or administering social and academic functions deemed appropriate by the organization
5. Establish permanent and/or temporary committees and sub-committees responsible for specific tasks
6. Creating and carrying out tasks, events, or programs of various background being beneficial to the student body
7. Directing management and dispersal of funds allotted to the SGA by the administration
8. Coordinating freely nominations and elections of students within designated positions of the SGA and its associated chairs
9. Overseeing the initiation, development, and functioning of other student groups and organizations
10. Facilitating needs required and desired by the students within the dormitory setting

Article III. Executive Branch:
The Student Government Association shall consist of one branch, known as the Executive Branch. The Executive Branch of the SGA shall consist of a minimum cabinet including the President and the Vice President, as being positions that must be in permanent and constant power in order for SGA to be considered eligible for legal functioning. Positions, such as Secretary, Treasurer, Public Relations Officer (Student Liaison), Social Events Coordinator, and Community Outreach Director shall be instated, as conditions and student-body size require. The Executive Branch shall ensure that the interests of the student body are upheld, within the scope of the constitution and the policies and regulations guiding the university and administration. Article IV discusses the roles and responsibilities of each position within SGA.

Article IV. Positions within the Executive Branch:
All officers are to be elected as according to the outlined Election Bylaws. The SGA shall consist of full-time enrolled students of Caribbean Medical University and are to be elected by the student body. Each member shall only hold one position within cabinet, unless circumstances require otherwise. All members of SGA are to be in good academic standing prior to matriculation and during the course of

the term. A term within SGA is defined as per semester basis. A student may be re-elected into SGA for the same position previously held or another position indefinitely until completion of Basic Sciences at the university.

1. President of SGA:
 - a. Shall be the official representative of the student body
 - b. Shall serve as liaison to the faculty, administration, and community
 - c. Can be and will be held responsible for the SGA in terms of accordance and functioning
 - d. Will oversee all activities of the SGA and activities sanctioned by the SGA
 - e. May sign or veto any recommendation or act of SGA
 - f. May sign or veto any recommendation to the constitution
 - g. Will be head chairperson at SGA and student-body meetings and will have the right to schedule and preside over all meetings, standard and special
 - h. Will withhold voting on SGA issues until the end, unless there is a tie, or due to other circumstances
 - i. Must serve the entire term as designated from appointment to the election of a new President
 - j. Can establish any necessary committees of/ for the SGA and appoint their respective chairs

- k. Will lead the nomination and elections process for SGA positions (which are needed/required)
2. Vice President of SGA:
 - a. Shall uphold all tasks and responsibilities assigned thereunto by the President
 - b. Assist in coordinating SGA meetings, as determined by the President
 - c. Coordinate all standing SGA committees and sub-committees and report developments to the President
3. Secretary of SGA:
 - a. Responsible for the accurate recording of all SGA meeting minutes and their appropriate distribution
 - b. Maintain and revise all SGA records
 - c. Archive SGA materials
4. Treasurer of SGA:
 - a. Shall oversee all financial activities of the SGA, including accurately documented disbursement(s) and reimbursement(s) of SGA funds
 - b. Shall prepare monthly reports of financial activity of the SGA and present findings to university administration towards each semester end
5. Public Relations Officer (Student Liaison):
 - a. Conduct routine correspondence between

- the SGA, the student body, faculty, other student/university organizations, and administration

b. Can also serve in SGA simultaneously, except for the position of President
- b. Coordinate all public relations involving SGA

Article V. Interim Officers:
During months or terms that the SGA is not in session, sue to incapability to elect a minimum of a President and Vice President, the administration shall appoint an Interim President who shall oversee all SGA duties and formulate means for nominations and elections as outlined by Election Bylaws.
6. Social Events Coordinator:
a. Shall plan and coordinate all social programs and projects
b. Will serve to gather students together for betterment of relations between individuals and persons
c. Will work with the Treasurer and/or President in matters of obtaining funding for programs

Article VI. Elections and Election Bylaws:
Elections are to be held at the beginning of each semester, within three weeks of the semester starting. The process for elections is described below:

1. The President must determine as to which positions within SGA cabinet are appropriate for the current given circumstances
2. Nomination forms (hard copy) must be delivered to all students
a. Nominations must be taken for each position (President and Vice President minimum), as will be required for the newly begun term, and students must be encouraged to state why a particular individual is fit in terms of skills set for the mentioned position
b. The exception for taking nominations for Vice President may stand; Vice President
7. Community Outreach Director:
a. Shall initiate and maintain contact between the local community and the student body
b. Shall organize activities and programs in which students can volunteer in appropriate positions and gain experience and opportunities
c. Will work with the Treasurer and/or President in matters of obtaining funding for programs
8. Class Representatives:
a. Shall be elected, one for each class, by Election Bylaws, to represent the needs and interests of the particular class to the SGA and administration

- may continue his/her term if the individual is in a class and there is only one newly matriculating class joining the current students. In this case, the Vice President can be deemed Interim President by the administration

5. Ballots (hard copy) with all eligible candidates must be delivered to all students
- c. A minimum of 2 days and a maximum of 4 days must be given for students to make nominations

6. A neutral faculty should be appointed to oversee ballot completion and collect all ballots. The faculty member must then tally all results and determine winners based on the total amounts of votes received and the administration should verify all results
3. Upon the ending of the nomination period, nominations must be collected by the Secretary and/or President

Article VII. Voting, Ratification, and Amendments to the Constitution:
All students and SGA members may propose changes and/or amendments to the Bylaws stated within the constitution. Changes should be brought to the attention of the President and/or Public Relations Officer. The issue must, by order of student rights, be brought up by the President and presented to the rest of the cabinet.

Amendments must be passed by a two-thirds vote (2/3) of the SGA. The President may not vote on the issue, until the end if circumstances require, or unless there is a tie; however, the President may chose to veto the amendment. Vetos may be overridden by a two-thirds majority vote (2/3) by the SGA cabinet. The same must apply for any new bylaws created.

If a proposed amendment is vetoed or rejected, it can be submitted via a written proposal
4. The President must then make contact (either in hard copy letter, or via email) with the nominees, describing to them the position(s) they have been nominated for and the roles and responsibilities for the position(s), as outlined in Article IV.
a. A minimum of 2 days and a maximum of 4 days must be given for students to consider and accept nominations for a position
b. Upon accepting, the student must be placed on the ballot
c. The Secretary (and if none, then Vice President) shall reserve the right to check all nomination forms to ensure contact is made properly for any and all nominees for their respective nominations
d. Nominees must meet all requirements for running for SGA positions

(by the author(s) of the amendment) to be considered by the student body as a whole. A two-thirds majority vote (2/3) is required for ratification of the law.

All Bylaws according to the Constitution must be upheld and any violations by SGA may result in disciplinary action.

Article VIII. Interpretation of Differing of Opinions:

If, in the event, that there is a discrepancy in terms of understanding the Constitution and its Bylaws, by either the SGA itself, or between the SGA and student body or SGA and administration, the Dean of Students' Affairs shall render an interpretation and reserves the right to enforce any decision made or taken. In the event of absence of the Dean of Students' Affairs, then a consensus amongst all faculty must be taken, requiring a two-thirds (2/3) majority vote.

Article IX. SGA Funds:

The university shall distribute funds to the SGA collected from students under the title of "SGA Fee," designated for SGA to use for its operations and conduct its programs and projects. The amount shall be specified by the CMU President and may be adjusted upon request every year on the basis of the SGA needs. The funds shall be allocated to the

SGA account and made readily available to the President and Treasurer, if one is instated. Funds may not be abused or misused. Reports relative to spending, including all receipts and invoices, must be drafted and made available to the administration by each semester's end.

Article X. SGA Meetings:

Meetings, their necessity and covered agenda, are to be determined by the SGA President. Rules for meetings are determined as follows:

1. Regular meetings of the SGA shall be held at least once a month at regular intervals throughout the semester, as determined necessary by the President
2. An agenda(s) and/or objective(s) must be made clear
3. The SGA shall hear all cases referred to it by the SGA President, by students, faculty, the Dean of Students' Affairs, and the administration
4. A quorum shall be required to convene a meeting and shall consist of at least half of the amount of total SGA members, excluding the President
5. A simple majority of SGA members shall be required to approve a motion or vote
6. All meetings shall be held at CMU unless designated by the President well in advance
7. All meetings shall be open to all students, faculty, and the administration

8. Meeting times and dates must be posted and made known at least five days prior
9. The President may call upon special/emergency meetings, as can also be done by a minimum of two students with an established agenda
10. Meeting minutes must be taken by either Secretary or by a person appointed by the President and must be readily available to the CMU community

AMERICAN MEDICAL STUDENT ASSOCIATION (AMSA)

The American Medical Student Association provides health care events for the community and gives members the opportunity to gain hands-on medical experience. For example, AMSA offers monthly Diabetes screenings free of charge and clinical workshops open to all students that focus on perfecting basic clinical skills. For more information, please visit <http://www.amsa.org>.

CLINICAL RESEARCH SOCIETY

Students who are members of the Clinical Research Society demonstrate the highest levels of academic performance and have the opportunity to interact intellectually amongst themselves, professors, and other experts in the medical field. Students use the latest cutting-edge technology to conduct anatomical research and their work is regularly submitted

to recognized medical journals.

WOMEN'S MEDICAL STUDENT ASSOCIATION

The mission of this organization would be to facilitate the integration of women into the field of medicine at all levels. It is dedicated to the enhancement of personal growth, promoting gender balance in administrative and faculty appointments and sponsoring education events for the Caribbean Medical University community to further the cohesion of all medical students.

THE INDIAN STUDENTS ASSOCIATION

The ISA promotes Indian culture and heritage among students, faculty, staff and the local population of CMU. Membership is free and open to all students of the University. ISA encourages members from various cultural and ethnic backgrounds to share their cultural experiences with the group. Celebrations of important festivals and social events will be sponsored by ISA throughout the school year.

MUSLIM STUDENT ASSOCIATION

The MSA hosts several special events such a welcome dinner for new incoming students and Eid in November and February. Meetings are held monthly and are open to all students and spouses.

CHRISTIAN STUDENT ORGANIZATION

This Christian group is open to all students and is non-denominational and Bible based. Students can play musical instruments and the worship service is led by fellow students.

JEWISH STUDENTS CLUB (JSC)

The mission of this organization is aimed at exposing Jewish culture and identity to all participants. This group is open to all students. The Jewish Students Club maintains strong affiliations with the Jewish community of Curacao and celebrate almost all major holidays. The club will also organize Sabbath dinners as often as possible.

Sports and Recreation

Sports and recreation are an essential part of University and campus life. Students take full advantage of the warm, tropical climate, participating in outdoor activities in their free time such as snorkeling, swimming, and scuba diving. But sports at Caribbean Medical University goes beyond that as a result of a University commitment to provide facilities similar to any educational institution, anywhere.

ACTIVITY CENTER

The Activity Center is a popular destination for students at CMU. It is conveniently located in the Student Center near the library. The area

is stocked with free weights and a selection of Hammer Strength cabled selector machines and everything a well-balanced strength program requires. In addition to the strength equipment, there is an Aerobics Center with a growing selection of cardio equipment.

SCUBA DIVING & SNORKELING

Curacao diving is unique for many reasons. It is set apart from other Caribbean destinations by its diversity and its density of sea life, its many underwater landscapes, and its reef’s proximity to shore. Reefs surround the island, attaching to the shore like a narrow fringe. Massive coral formations extend into the depths with deep-water fish patrolling the plunging walls.

The reef walls on Curacao vary from moderate 45 degree angles to steep 90 degree angles. There is plenty to see, be it dolphins playing, turtles sunning, or even pilot whales migrating. Even the most experienced diver will find the fish life of Curacao entertaining. even sometimes dramatic. Instead of exploring the whole reef in one dive, choose one coral-covered spot and just float above the coral heads and watch life go on. There are over 500 species of fish inhabiting these Caribbean reefs, so you are sure to see plenty of activity.

DEEP SEA FISHING

The marlin, Dolphin, sailfish, tuna, and wahoo,

Barracuda, Snapper in nearby waters provide an exciting challenge even for seasoned anglers.

HORSEBACK RIDING

Ashari’s Ranch and Rancho Alegre provide guided tours on horseback for beginning as well as experienced riders.

HIKING/RUNNING

Trails run throughout the 4,500 acres of Christoffel Park, and the 2-mile Rif Recreation Area offers a surfaced track for jogging.

WINDSURFING

Windsurfing on Curacao, is windsurfing as it was meant to be—riding a great surf on a clear blue sea! You never windsurfed before and think it’s difficult? Give it a try at one of the following organizations, and see for yourself. With year-round winds of over 13 knots, Curacao offers excellent opportunities for windsurfing operations. Skilled professionals are on hand to offer instruction for beginners.

SAILING

Enjoy the opportunity to set sail in the Caribbean waters surrounding Curacao. Many of the following organizations offer full packages. How about a sunset trip? Or a full day at sea to “our” Klein Curacao? You will be sure to feel pampered with on board barbeque lunches, the wind blowing through your hair,

and a beautiful view on Curacao.

Curacao is home to a number of sailing regattas throughout the year, and Hobbie-Cat and Sunfish equipment are always available for rent.

TENNIS

Feel free to contact one of these clubs: RCC Racing Club Curacao, Sport & Country Club Sta. Catharina or Blue Bay Golf & Beach Resort

BOWLING

Looking for an outing with your family or friends, and still having the same fun and comfort as home? Curacao has two bowling clubs: Tropical Bowling Club 3000 and Curacao Bowling Club.

PAINTBALL

Paintball is a fast and furious sport played on both a social and serious level by a large number of people around the world. It is one of the fastest growing sports on the planet and it is also being played here on the island. Want to play paintball on your birthday? Or just have fun with your friends & family? Paintball is known to help build teamwork amongst people, so get your employees to come play paintball, and boost your company’s productivity.

GOLFING

The combination of varied landscape, wonderful climate, beautiful view across the sea and the turbulent trade wind ensure an unforgettable golf experience. Enjoy a round of golf at one of the island's golf courses.

Dean of Students

The Dean of Students Office is a general resource for students and will advocate for students when appropriate. Staff in the Dean's office often help develop, articulate, disseminate and enforce University rules, regulations, and policies. The Dean of Students Office supports teaching, learning, research and service through:

- Facilitating student academic, personal, civic and professional growth and development.
- Preparing students for leadership in a global, diverse and changing society.
- Cultivating a caring and supportive campus environment.

The Dean of Students Office works directly with students to help solve problems and to assist in individual and group crisis management. Students are encouraged to visit staff in the Dean's Office to discuss ideas, personal issues, or general concerns about student life at CMU.

The mission of the Dean of Students Office is to engage and support students throughout their learning experience by providing co-curricular programs and services.

Your success is our primary objective. The Office of the Dean of Students (DOS) will serve you from orientation to graduation as it strives to ensure that every student's experience at CMU is not only professionally rewarding but also an opportunity for personal growth. The DOS accomplishes this goal by providing guidance in both academic and nonacademic areas, enabling you to freely access the support you need to achieve your professional goals and grow as a person during your time at CMU.

The Office of the Dean of Students advocates on behalf of students to help you make the best use of the services available both on and off campus. Any student with mental or physical disabilities is provided a wide range of support services. The DOS works closely with DES, as well as with the academic deans and the various support services available to the University community. The DOS sits on the University Council of Deans, the Student Academic Affairs Committee and the Student Nonacademic Affairs Committee, as well as other committees and panels involved in the interests of student affairs.



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