

STUDENT PROMOTION POLICY

Policy Name: Student Promotion Policy at AIMU

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Previous Version of Policy: As in the Academic Bulletin 2016-17

Policy Date: Revised on 15th June 2018

Responsible Office: Student Promotion Committee

Responsible Officer: Chair, Student Promotion Committee

Policy Statement

The American International Medical University (AIMU) holds that activities at the school should be guided by written policies and that all members of the University Community, staff, students, suppliers and casual visitors should be familiar with and adhere to all AIMU's policies. AIMU is also committed to:

- a. Establishing policies that do not discriminate against any person on any basis whatsoever;
- b. Adopting only policies that are consistent with the laws of Saint Lucia and with University bye-laws;
- c. Updating its policies in a manner consistent with most recent and relevant knowledge;
- d. Ensuring that all members of the University become familiar with its policies;

Objectives of Policy

The major objectives of this policy are as follows:

1. To ensure that student promotions correspond to academic progression
2. To furnish clear and unambiguous guidelines for students' academic promotions at
3. To ensure that the said guidelines are strictly complied with by the Students' Promotion Committee, in letter and spirit, and that there is no bias in favor of or against any student.
4. To provide clear guidelines for special circumstances like absence from examinations, supplementary examinations etc, which would directly affect the promotion of the students.

Who would be affected by the policy: This policy enforces strict compliance by the teaching faculty, academic administration and students.

Effective Period: This policy will remain in force till there is any amendment in the policies contained here under.

1.1 Promotion Committee

At the end of each semester or other suitable period of time, and at other intervals as may be appropriate, the cumulative academic record and academic progress of each student is reviewed by the Promotion Committee. The Committee officially represents the teaching faculty of the School.

Objectives of the Promotion Committee

The Committee shall review the academic performance of the students and, based on Promotion Rules, makes appropriate recommendations regarding advancement of the students to the Office of the Dean of Medicine or other Deans. The Committee evaluates each student's performance

,particularly focusing on students who failed specific courses/classes.

Meetings

Promotion Committee meetings are held at the end of each semester, during the first week of each semester, also as and when needed.

Membership

The Committee includes full-time faculty, and consists of a Chair and members.

1.2 Promotions—Rules Governing Promotion

- a) Academic progress is determined by documented evidence of successful completion of all courses in each of the respective components of the program. For degree programs, the minimum requirement for promotion is C (70%) in subjects in the main field of study and an average of D (60%) in all other pre-medical subjects.
- b) In the School of Medicine and School of Prehealth, promotions would be based on the guidelines of this policy.
- c) In the School of Medicine and Nursing, students must successfully complete the required pre-requisite course with a pass mark of 70% (or a grade of “C”) to be eligible for promotion to the next semester.
- d) If the student is unable to achieve a pass in any given course, the Promotion Committee will determine the action to be taken. Excepting extenuating circumstances which would be analyzed by the Committee, the student would be required to repeat the semester.
- e) The students who achieved the final score of 50% and above are eligible to write supplementary exams. Those who achieved the final score of less than 50% must repeat the failed course during the earliest semester when the course is available.

Supplementary Exams:

- a) All supplementary exams are scheduled during the first week of the following semester. Based on the supplementary exam results, the Promotion Committee will review the results and academic progress of each student taking supplemental exams by the end of the first week. Students are given only one attempt to write the supplementary exams. If a student does not show for the supplementary exam when scheduled, the student must repeat the course.
- b) A student who failed a course, completed and passed the supplementary exam (70% and above) will receive 70% and grade C for the course irrespective of the actual marks, which have to be 70% or above.
- c) If a student fails the supplementary exam(s), he/she has to repeat all failed courses during the earliest semester when the course(s) is/are available.
- d) Written guidelines concerning promotion are distributed to each student annually and an outline of the due process and appeals is provided in the Academic Bulletin. Copies of these documents may be obtained from the Office of Registrar.

1.3 Absence from Examinations– affecting Promotion

- a) If the absence of any student is unplanned and/or the student cannot reasonably provide a request for not attending an examination sufficiently in advance, the student or their representative must present a request within one day of the said examination.
- b) Students absent for monthly exams will be awarded zero marks. If a request for an absence from a course examination has been granted, the Dean shall notify the concerned Faculty. No supplemental exams or make up exams will be conducted for missed monthly exams. On submission of medical reports or other officially acceptable reasons, the faculty will then adjust the grades. Students absent for final exams will be scheduled to write make-up exams during supplemental exams week if they have valid reasons. If they do not have any valid reasons, they will be marked zero for all missed final exams.
- c) Approval for absence 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 absence was requested, such as a lab/hospital report, death certificate, or copy of the obituary from a newspaper, travel receipts or other relevant material.
- d) Special requirements (given below) must be met in order to obtain an absence in the event of personal illness afflicting the student on the day of the scheduled exam(s). The student must:
 - (i) Inform the school immediately before the time of the exam(s), and
 - (ii) The physician's note must state that he/she has examined the student and found that the student was unfit to take the exam(s) at the scheduled time.
- e) Applications for deferred/make-up examinations based on medical grounds must include medical certificates. These should be provided by a near relative or close associate of the student. The University reserves the right to check the validity of the medical certificate with the medical practitioner.
- f) Exceptional circumstances could include, but are not limited to:
 - (i) A scientific or sporting or cultural commitment at state, national or international level
 - (ii) serious personal or emotional trauma
 - (iii) an important planned family or social commitment. The student would be directly responsible for providing the necessary evidentiary support of the exceptional circumstances related to the absence.
 - (iv) in circumstances (i) and (iii) above, a request for a deferred/make-up examination should be forwarded as soon as the information is known and the absence is anticipated.
- g) The following are not grounds for the award of a deferred/make-up examination:
 - (i) holiday arrangements, including overseas travel;
 - (ii) misreading an examination timetable; and

(iii) social and leisure events, including sporting and cultural commitments other than at state, national or international representative level.

h) Failure to comply with any of the above rules would make the student liable for repeating a course/semester, as the case may be.

1.4 Academic Standing

There are three levels of Academic Standing:

- Good Academic Standing
- Academic Probation
- Failed

A. Good Academic Standing:

All students on initial entry to the University and all those who maintain satisfactory academic performance with a minimum of 70% on all courses attempted at the University are in “Good Academic Standing.” All students in “Good Academic Standing” are automatically promoted to the next semester.

B. Academic Probation:

All students with any academic deficiency, such as failed courses, are placed on “Academic Probation” until the deficiencies are cleared.

- a) A student on Academic Probation may have restrictions placed on his or her registration as described in each School’s program handbook.
- b) A student who had been required to discontinue his or her studies and later successfully appealed for readmission may also be placed on Academic Probation.
- c) Any failed course either due to the final score of less than 50% or failed supplemental exam must be taken again during the earliest semester when the course is available.
- d) A student who fails more than 60% of the total number of courses in a semester, must repeat the failed courses as well as the semester, and is not promoted to the next semester. This applies to both Pre-Health semesters as well as the Med 1-5 semesters. The student must pay the tuition fee for the semester.
- e) **Conditional Promotion:** If a student fails less than 60% of the total number of courses in a particular semester, he/she must repeat the failed courses. In addition to repeating the failed courses, the student can register for another course(s) in the higher level (Conditionally Promoted) provided that such course(s) is/are not pre-requisite(s). The schedule will be evaluated accordingly.

C. Failed:

A student who is unsuccessful on the second attempt of a course or failed to successfully complete all courses in a component of their program will be given an academic standing of “Failed.”

If a student fails on 2nd attempt, Promotion Committee may recommend special tutoring for the student by the faculty in charge of the course in which he/she failed.

If a student failed on 3rd attempt of any course will result in academic dismissal from the University. In order to rejoin the program the student must reapply to the University and will be considered as a new student as per the admission policy of AIMU.

Clinical Sciences

1. Students doing their core clinical rotations have to successfully complete the Multisource assessment (MSA), Final clinical exam, final knowledge based exam, MCQ and logbooks. Overall grade of 70% is required. Students also have to pass the final clinical exam (passing grade 70%) and MCQ/knowledge exam (passing grade 60%) separately. For core clinical rotations in the United States MCQs/knowledge exam may not be mandatory. The attendance requirement for the core rotations will be 80% or the hospital requirements whichever is higher.

2. Students are expected to repeat the rotation if the students fail in both final clinical exam and MCQ/knowledge exam, and overall grade.

3. For successful completion of the elective rotations students should meet the following requirements:

80% attendance or the requirements of the hospital whichever is higher

Weekly submission of completed logbooks

Satisfactory evaluation by the preceptor

4. Student failing either final clinical exam or MCQ can take the exam during the next available date. If the student fails again then he/she will have to repeat the rotation.

5. Students are required to start their next of set of core or elective rotations, as the case may be with Two months of completing the first set of rotations. Students failing to do so will have to reapply to the MD program.

6. The University strongly recommends that students do their core rotations first before starting the elective rotations.

7. Student failing final comprehensive exam are given another chance to take the exam within a month. If student fails on the second attempt she/he has to repeat the core rotation where the student has scored the least in the final exam breakdown.

8. Students are only allowed a maximum break of two months between individual rotations with documented reasons which has to be approved by the clinical academic leadership. Students with a break longer than two months will have to reapply to the MD program.

Appendix A: Prerequisites for courses

Course	Semester	Prerequisite	Semester	Desirable	Semester

Gross Anatomy & Embryology	Med-1	Intro to Anatomy	CMED		
Cell Biology and Histology	Med-1	Intro to Cell Biology	CMED		
Public Health and Biostatistics	Med-1				
Medical and Legal Ethics	Med-1				
Medical Physiology	Med-2	Gross Anatomy and Embryology, Cell Biology and Histology	Med-1		
Biochemistry and Genetics	Med-2	Cell Biology and Histology	Med-1		
Behavioral Science	Med-2			Med Ethics	Med-1
PDR	Med-2			Med Ethics	Med-1
Pharmacology	Med-4	Microbiology and Immunology	Med-2 Med-3	Path-I	Med-3 Med-3
Pathology – II	Med-4	Pathology – I	Med -3		Med -3
ICM	Med-5	Physical Diagnosis	Med-4		Med-4
BRS	Med-5	All Courses	All Med		All Med

Appendix B

REQUIREMENTS FOR PROMOTIONS TO SUBSEQUENT

SEMESTERS Requirements for Promotion into Premed2

1. Completion of at least 60% of courses offered at Premed1

Requirements for Promotion into CMED1

1. Must successfully complete all the courses from Premed-1
2. Completion of at least 60% of courses offered at Premed2
3. In case of direct admission to CMED1, please refer admission policy.

Requirements for Promotion into CMED2

1. Completion of at least 60% of courses offered at CMED1
2. If the student has taken Premed at AIMU, must have complete all course from Premed2

Requirements for Admission into Med-1

1. Completion of all the courses from CMED.

Requirements for Promotion/Registration into Med-2

1. Must have completed 60% of courses from Med 1
2. Students should complete the required courses of the online Health Quality Improvement module.
3. Student must have completed the Early Clinical Exposure module.

Requirements for Promotion/Registration into Med-3

1. Must successfully complete all the courses from Med-1 and Med -2
2. Students must complete the online nutrition in medicine module.
3. Must successfully complete the health humanities module.
4. Student must have completed the Early Clinical Exposure module.

Requirements for Promotion/Registration into Med-4

1. Must successfully complete 60% of the courses from Med -3
2. Must successfully complete the online Healthcare improvement module from Med 3

Requirements for Promotion/Registration into Med-5

1. Must successfully complete all the courses from Med-3 and Med-4.
2. For the MD4 courses which are offered as organ systems, the students should obtain a grade of 70% overall to pass the MD4 semester. If the students do not obtain an overall grade of 70% then they will repeat the subjects in which they had failed to obtain a passing grade. This will be applicable to students who are taking all three required MD4 courses.

Requirements for promotion to Clinical Science program

1. The student must complete all courses of Basic Science, the comprehensive OSCE along with NBME Basic Science Comprehensive exam to promote to clinical sciences. Commencing from September 2018 students joining the MD program (MD 1 semester) will be required to pass the USMLE Step 1.

3. Students have to start their clinical rotations within a semester (four months) of completing the NBME Basic Science comprehensive exam. Students who do not do so will have to reapply to the MD program and write and pass the Basic Science comprehensive exam again. Students have to sit for the NBME Basic Science comprehensive exam within a semester of completing the MD5. Students who do not sit will have to do the MD5 semester again. Students are also only allowed a maximum break of one semester (four months) between different MD Basic Science semesters. Students with a break longer than 4 months will have to reapply to the MD program, pay the reapplication fee and take required examinations and fulfill other conditions as will be decided by the promotions committee. Students who are writing the USMLE Step 1 exam before joining the clinical will be allowed a maximum break of six months to complete the exam and join the clinical program.

This policy consists of seven (7) pages