

*THE UNIVERSITY OF  
SINT EUSTATIUS  
SCHOOL OF MEDICINE  
FALL 2011  
STUDENT HANDBOOK*



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## Welcome

Dear Medical Student,

We congratulate you on your admission to medical school—your first step in becoming a physician. You have worked hard for the privilege to pursue a medical career, and in many cases you have needed to make great personal sacrifices to be able to spend the next several years in medical training. The Basic Sciences are the foundation of your future medical career. Even though direct patient care during this training is relatively limited, the Basic Sciences are essential for your functioning as a medical doctor. Only when you understand the fundamentals of the Basic Sciences will you be able to interpret the signs and symptoms that a patient presents with when seeking your expertise in. We, the faculty of your medical school, will teach you those fundamentals and will prepare you on your way into clinical medicine. It is our vocation to give you a thorough education and to prepare you for your future role as a medical doctor.

The island of Sint Eustatius welcomes you! This island will be your home for many months. Living in a different cultural environment will not always be easy but will offer much added value to your studies. Your studies on Sint Eustatius will prove to be a memorable and worthwhile experience that will benefit not only you but also your future patients. It is our wish that as a student at our medical school and as a resident on the island of Sint Eustatius, you will have a truly successful and personally rewarding experience.

Sincerely,

The University of Sint Eustatius School of Medicine

### Caribbean Campus

Address: P.O. Box 73  
Goldenrock, Sint Eustatius  
Netherlands Antilles  
Telephone: 011-599-318-2600  
Fax: 011-599-318-2088  
Email: [island@eustatiusmed.edu](mailto:island@eustatiusmed.edu)

### Executive Offices

Address: 6901 Jericho Turnpike  
Suite 215  
Syosset, NY 11791  
Telephone: 516-656-9250  
Fax: 516-656-9262  
Email: [info@eustatiusmed.edu](mailto:info@eustatiusmed.edu)

## **Nondiscrimination Notice and Disclosure Statement**

USESOM consistently pursues a policy of nondiscrimination with regard to race, color, religion, gender, national origin, sexual orientation, and mental or physical handicap. USESOM follows Section 504 of the Rehabilitation Act of 1973 and the Americans with the Disabilities Act of 1990. USESOM may use affirmative action programs to positively encourage the enrollment of women and minorities in USESOM programs in which under-enrollment exists. Allegations by students of discriminatory behavior will be handled under the USESOM Disciplinary Policy.

This edition of the Student Handbook supersedes all previous versions. This handbook has been prepared and is intended for the convenience of our students by the faculty and administrators of USESOM. New students are required to read the entire handbook upon matriculation and are responsible for taking note of any changes that occur in policy as subsequent handbook versions are posted. Upon distribution of this handbook it is assumed that all students are aware of the policies and procedures contained within and thus accountable for any disciplinary action for failure to abide by them. In the event of any discrepancy between information presented in this handbook and the bylaws or policies of the University, the official bylaws and policies of the University shall prevail.

The President of the University and the Provost of the School of Medicine have final authority regarding the interpretation of any policies, procedures and regulations in this handbook. Changes in the handbook will take effect at the beginning of the term immediately following either the posting of the changes on campus and/or the date of a statement issued via mail or e-mail to all concerned.

The students of USESOM represent a wide range of cultural, ethnic, racial and religious backgrounds and perspectives. Consistent with the standards established by the National Council for Accreditation of Teacher Education (NCATE), we seek to provide leadership in medical education while maintaining a culturally competent and diverse academic workplace. From a global perspective, we prepare our students and future healthcare providers for an increasingly interconnected world.

USESOM is recognized by the World Health Organization (WHO), the Educational Commission for Foreign Medical Graduates (ECFMG), Ontario Students Assistance Program (OSAP), and the government for the provinces of Alberta, British Columbia, Manitoba, Newfoundland and Labrador. USESOM is also listed in the Europa World Book of Learning. Our students are eligible to sit for the USMLE Step examinations and are eligible to become ECFMG certified upon completion of the M.D. curriculum and passing the USMLE Step I, IICK, and IICS examinations. Canadian students should be mindful of the MCCE eligibility criteria if they wish to seek a Canadian residency as well. We do not claim in our literature to be accredited by any agency, either U.S. or foreign.

## **Our Mission and Educational Philosophy**

The mission of USESOM is to develop skilled and compassionate physicians, through innovative educational approaches in conventional and complementary health sciences, to serve the expanding global need for comprehensive, quality health care.

The University Of Sint Eustatius School Of Medicine is dedicated to providing a quality medical education towards the Doctor of Medicine degree. Paralleling the United States' model with a commitment to fundamentals, the University seeks to develop our students in other meaningfully and differentiated ways. The Four Pillars and Two Guideposts for the Healing Professions™ are a framework for our curriculum in line with advances made by leading schools of medicine around the world. We believe that these educational pillars provide a unique and valuable opportunity for our students to be fully prepared for the practice of medicine in today's world.

## *The Four Pillars and Two Guideposts*

### **The Four Pillars**

#### **1) Integrative Collaborative Care:**

A patient-centered model that endorses the active participation of several healthcare disciplines and professions. An approach to treatment that involves ongoing collaboration among the required health service providers, patients, their families and caregivers, and the community, where patients are both the focal point and full partner in the overall effort.

#### **2) Cultural Competence:**

Sensitivity and responsibility to ethnic, social, and cultural identity which are integral to effective, comprehensive healthcare. Promotion of awareness of how age, gender, spiritual beliefs and other factors affect the interaction between physician and patient, encouraging the healthcare worker to be cognizant of terminology and presentation of recommendations that may be tailored to promote optimal patient outcomes.

#### **3) Clinical Sensitivity:**

The ability to express compassion in clinical interactions may be the single greatest tool for overall healing. Both an internal and external practice for the care provider, and using a "physician know thyself" approach, students can learn emotional sensitivity and interpersonal communication skills that will enrich the clinical experience for both the patient and themselves.

#### **4) Technological Innovation in Healthcare:**

The very nature of the practice of medicine requires that doctors learn and retain enormous amounts of data as well as possess interpersonal skills. Staying up-to-date with the ever-increasing scientific findings is equally as important as maintaining compassion and humanism in the daily interaction with patients and colleagues. From eLearning to gaming, technology based learning has the potential to strengthen student and physician retention of facts required to teach cultural competence, practice empathetic communication skills, and provide opportunities to mature decision making in areas, such as ethics, diagnostics, and triage.

### **The Two Guideposts: Resolving Global Medical Issues**

#### **1) Increased Services to the Underserved:**

The global shortage of healthcare professionals is broadly recognized as a serious concern. In the course of medical education, emphasis can be placed on the importance of providing medical care in communities and countries where there are shortages.

#### **2) Decreasing the Brain Drain:**

Balancing the Global Distribution of Healthcare Professionals: Graduates who do not return to their homeland to practice medicine sometimes foster a so-called brain drain that can have devastating consequences, in some instances. To increase the number of physicians worldwide and to curtail the brain drain of physicians, it will be necessary to expand medical recruitment opportunities to more students around the world and encourage newly trained physicians to return to their homeland and become pillars of their communities. Educational institutions can help by ensuring that international students have the requisite knowledge to succeed in their medical training.

**The Four Pillars and Two Guideposts** set the stage for a much needed revitalization and compass correction to medical education.

## *Our Values, Virtues and Principles*

With an understanding that the following ideals are central to the practice of medicine, it is anticipated that USESOM medical students will strive to:

- Respect the dignity and intrinsic value of every individual, regardless of race, ethnicity, national origin, age, gender, socioeconomic background, sexual orientation, religious belief or political affiliation;
- Respect faculty, fellow students, patients, and other individuals interacting with the medical school community;
- Place the interests and needs of others, especially the sick and the disadvantaged, above our own self-interest;
- Identify that the ability to share in the experiences of others – especially, the suffering of the sick – is critical to the work of healing;
- Speak and act in ways that testify to, and support our values and principles;
- Recognize that care for patients and ourselves, demands the integration and coordination of the talents, knowledge, and skills of all members of the health care team;
- Be willing to accept and acknowledge our shortcomings, as well as our successes;
- Commit ourselves to responsibility and accountability for both current and lifelong learning;
- Endeavor to improve our knowledge and skill, both within and beyond the learning environment; and
- Acknowledge the limits of our science and our practice.

## *History of the University of Sint Eustatius School of Medicine*

USESOM was founded by experienced and highly regarded medical school educators and administrators committed to educating future physicians in a student centered, physician driven learning environment– one which promotes academic excellence with personal and professional integrity at an affordable cost.

The founders of the University received enthusiastic support for USESOM from the citizens and government of the island of Sint Eustatius. Subsequently, USESOM was awarded a Charter, which was signed by the Minister of Education, the Minister of Health, and the Governor of Sint Eustatius on April 21, 1999.

On May 27, 1999 ECFMG confirmed the eligibility of graduates from USESOM to register for USMLE examinations. Later The University received recognition by WHO, IMED and the Europa World of Learning Directory. With a wealth of knowledge and experience, the Deans and faculty opened the doors of USESOM to its first class of students on September 1, 1999

## **Admission Requirements**

### **Pre-Medicine Application Requirements**

USESOM offers a distinctive Pre-Medical Program with four semesters (90 Credits) of college level sciences and humanities courses. This track is ideal for highly qualifying, recent high school graduates who are committed to the study of medicine. The Pre-Medicine Program is intended for non-traditional students who wish to complete the credits and prerequisite courses necessary for acceptance into the Doctor of Medicine program at USESOM.

### **Basic Sciences Application Requirements**

Applicants to USESOM must have a Bachelor's Degree or 90 semester credit hours of college level study from an accredited U.S. or Canadian college or a Baccalaureate Degree or equivalent from an accredited university in another country. During their prior post-secondary education, it is expected that applicants have completed college level coursework with laboratory work in biology, inorganic chemistry, organic chemistry, mathematics and physics with an overall GPA of 3.0 or higher.

Candidates with GPAs less than 3.0 may be considered for admission if other accomplishments or work experience demonstrate superior aptitude. Candidates who have taken the Medical College Aptitude Test (MCAT) must submit their most recent scores with their admissions application. Candidates are encouraged to sit for the MCAT prior to enrolling, as MCAT scores are used to strengthen a candidate's application.

Students with advanced degrees may use completed coursework to qualify for admission, but not for transfer credit, unless the degree or coursework was completed as a matriculated Doctor of Medicine degree student.

All candidates are required to submit a personal statement, provide two letters of recommendation, a valid passport and demonstrate proficiency in English. Sealed official transcripts must be sent to the University Admissions Department in New York directly from all previous University programs attended.

### **Transferring into the Basic Sciences**

Students may transfer into the Basic Sciences at any stage of Basic Sciences training. The exact courses for which transfer credit may be awarded will be determined on a case by case basis by the Provost or his/her designee.

### **Transferring into the Clinical Medicine Program**

Students who transfer from another ECFMG approved medical school into the Clinical Medicine Program must enroll in USESOM for a minimum of 24 weeks of clerkship. This provides our clinical administrators with sufficient insight into the student's clinical performance to permit accurate composition of a Medical Student Performance Evaluation (MSPE) and to assist with the residency application process. To receive transfer credit, previous academic accomplishments must be verified by transcript for Basic Science courses and by completed evaluations for clinical clerkships. Any unverified Basic Science coursework or clinical clerkships will not be accepted and must be completed with USESOM. If the Clinical Medicine staff is not familiar with the applicant's medical school program, contact will be made to assess the nature of the clerkships in which the student participated to determine whether transfer credit will be given.

Requirements for graduation from the Clinical Medicine Program are the same, regardless of where a transfer student originated. For example, if a student was required to complete eight weeks of Internal Medicine and Surgery (IMS) at another medical school, that student would still need to complete an additional four weeks of IMS to meet the minimum 12 week requirement for this discipline for graduation from this University.

### **Education Taken Outside of the U.S.**

The education of applicants (either new or transfer applicants) who have completed coursework outside the U.S. or Canada must be evaluated on a course-by-course basis by a service that is a member of the National Association of Credential Evaluation Services (NACES) (see [www.naces.org](http://www.naces.org)).

If transcripts are not in English, a formal translation must be provided from World Education Services WES (see [www.wes.org](http://www.wes.org)).

When English is not the applicant's native language, the applicant must submit results from the Test of English as a Foreign Language (TOEFL). The applicant must have earned a TOEFL score of at least 550 points (written version) and 213 points (computer version).

## **Admissions Committee**

All applications are screened on the basis of the required academic criteria. Those who meet the criteria must participate in an Admissions interview. Acceptance is at the sole discretion of the Admissions Committee. The Admissions Committee may require additional information and/or schedule additional interviews, if necessary. The Committee reserves the right to determine the applicability of any special circumstances and whether the candidate demonstrates the personal qualities characteristic of good physicians (e.g., motivation, commitment to a medical career, empathy, compassion, maturity and flexibility in dealing with problems). The Admissions Committee may consist of the following parties and or individuals:

Associate Dean of Clinical Medicine  
Director of Admissions

University Provost  
Director of Financial Aid

## **Admissions Committee Notification**

Notice Letters of acceptance, provisional acceptance or non-acceptance will be mailed within one week of the Admissions Committee reaching a decision. Students are encouraged to forward their registration form and required seat deposit fee within 30 days of acceptance in order to reserve a place in the upcoming class. The seat deposit is non refundable. This seat deposit fee is incorporated within the first term's tuition.

Unsuccessful applicants may reapply by repeating the admissions process but are encouraged to provide additional supporting documentation to reinforce their application.

## **Deferment of Admission**

Prior to the start of classes, students admitted to a specific semester may request to defer their admission to a subsequent semester. This is limited to no more than the next two semesters. Those who do not begin enrollment during that period are considered to have deactivated their applications and must re-apply for admission. Requests for deferral must be made to the Dean of Admissions, in the NY office, and include the required \$500.00 seat deposit. Students deferring to a future semester must meet all the requirements in effect for that semester.

## **Immigration Requirements for Attending Medical School on Sint Eustatius**

Even though Sint Eustatius is a small island, it is part of a much larger entity called the Kingdom of Holland. As such, adherence to immigration requirements is an important factor in being able to move to the island of Sint Eustatius to study. As students reside on the island for a minimum of 20 months (5 terms) during their study, they are required by law to apply for a temporary residency permit. Students who attend the Basic Sciences Program on the island of Sint Eustatius fall into one of two categories with respect to documentation required for immigration purposes. The two categories are those that need VISAS for entry and those that do not need visas for entry into Sint Eustatius. Students should visit the school's website at [www.eustatiusmed.edu](http://www.eustatiusmed.edu) and follow the link under "Admissions-Required Documents" for the list of countries whose residence requires a VISA to enter the Netherlands-Antilles (Sint Eustatius). After reviewing the list of countries on the website, those who require a visa to enter the island should proceed to the section below titled "Visa requirements for entry into the Netherlands".

If after a review of the list of countries scheduled on the website you find that you do not need a visa for entry, then please proceed to the section below entitled "Essential Immigration Documentation that must be brought to Sint Eustatius".

### **Visa Requirements for Entry into the Netherlands-Antilles**

Please read the following section carefully to determine if your situation requires you to obtain a visa for entry into the island of Sint Eustatius. If after reading this section you are still unsure if you require a visa for entry please contact the admissions office in New York for assistance. If you arrive without a visa, and you are required to have one, you will be refused entry and forced to return to your point of origin. Therefore it is imperative that you read the following section carefully to determine if you require a visa for entry. If you are a resident and hold a passport from one of the countries listed, then a visa needs to be obtained before arrival into Sint Eustatius.

If you have been residing in a non-listed country, under a visa stay or Permanent Resident Status, but still hold a passport from a country on the list, then a visa must still be obtained before arrival into Sint Eustatius. Visas are obtained from your nearest local Dutch Embassy. However, before applying for a visa you must have a 'Permission to Land Letter' (PLL) from the local immigration department on the island of Sint Eustatius. To obtain the PLL, this University must apply on your behalf for an island temporary residency permit. To obtain this, the student **MUST** send ALL of the documentation listed below under "Essential Immigration Documents that **MUST** be brought to Sint Eustatius".

Once the PLL has been issued for you, it will be sent to you via Federal Express for you use in completing the visa application. Once you have been accepted to USESOM, you will receive a letter of acceptance that can be used to apply for a visa. The subsequent visa that is provided must be brought with you when entering Sint Eustatius. If you do NOT have this visa upon your arrival, you will be refused entry by immigration. Once on island USESOM Administration must apply, on your behalf, for a temporary residency permit for you. Therefore, even if you are from one of the countries that require a Visa for entry into Sint Eustatius, you must ALSO bring the following documents with you to the island:

### **Required Immigration Documents**

All candidates **MUST** fulfill the following requirements to establish temporary residence on the island. **ORIGINAL** documentation of the materials below **must be with you, on your person** in order to gain entry to the island and **COPIES** must be sent to the **New York office** as soon as possible prior to your arrival at the University.

Send your copies to:

University of Sint Eustatius School of Medicine  
Attn: Enrollment Support  
6901 Jericho Turnpike, Suite 215  
Syosset, New York 11791

**PLEASE NOTE:** All tuition and fees must be paid in full or have Bursar clearance prior to your arrival on the island of Sint Eustatius. Failure to do so will result in denial of entry to Sint Eustatius.

- **Passport-** (Original) your passport must be valid for at least 2 years beyond date of entry into Sint Eustatius.
- **Bank Statement** – In order to demonstrate financial means, all students are required to provide a bank statement showing U.S. \$6,708 or a letter from a parent/guardian that guarantees a minimum account balance of U.S. \$559.00 per month for 12 months will be available for living expenses on island.
- **Island Immigration Fee** – A Sint Eustatius Immigration Department fee of U.S. \$372.00 is required for the processing of all immigration paperwork on island. This fee is to be paid **directly** to the University in conjunction with your tuition prior to arrival on island.
- **Passport Photos:** 4 passport photos are needed with your application
- **Police Clearance-Background Check:** (Original) In general, you will need to go to the local Police Commissioner's office, obtain a form, pay a fee, and spend about ½ day beginning this process and requesting that it be expedited. The expedited process takes about 1 week or less; the normal process takes about 3-4 weeks. In some locations you can now get an appointment time on-line for your PCC. Police clearances will be needed for any countries where you might have lived in the past 5 years as well if applicable. (See Sample Letter)
- **Fingerprint Check:** Required only if 5 year Police Clearance-Background Check is unavailable.

1. Go to [www.fbi.gov/about-us/cjis/background-checks](http://www.fbi.gov/about-us/cjis/background-checks) and follow the instructions for obtaining a FBI Identification Record Request/Criminal Background Check (fingerprint check). Download the following forms:

Applicant Information Form (pdf)

Standard Fingerprint Form (FD-258) - take this card to law enforcement, and ask that they take "rolled" impressions (also called "plain" or "flat" impressions) of all 10 fingers

2. Send the completed Fingerprint Card, Applicant Application Form and fee (see payment options) to the following address for FBI processing:

FBI CJIS Division – Record Request

1000 Custer Hollow Road

Clarksburg, WV 26306

Because it takes up to 13 weeks for the information to be returned, you may not have an answer before you begin classes at the University of Sint Eustatius School of Medicine.

- **Apostille Certificate:** Documents issued in one country and intended for use in another country must be "authenticated" or "legalized" in order to be recognized as valid in the foreign country. The sole function of the Apostille Certificate is to certify the authenticity of the signature on the document; the capacity in which the person signing the document acted; and the identity of any stamp or seal affixed to the document. All students/family members coming from abroad are required to register on the island with an Apostille Certificate from their country of origin or the Embassy there. (Original)

#### **Canadian Students**

Canada didn't sign Hague convention. Instead Canada requires and is required to provide a **Certificate of Authentication or Form 10 - International Certificate of Identity** which is almost similar like the Apostille. It is this Certificate of Authentication issued by Canadian authorities which is same as Apostille. It should cost CAD 12 per certificate.

For more information please see the links below.

Canada: [http://international.gc.ca/about-a\\_propos/authentication-authentication\\_documents.aspx?lang=eng](http://international.gc.ca/about-a_propos/authentication-authentication_documents.aspx?lang=eng)

Alberta: [http://justice.alberta.ca/programs\\_services/official/Pages/authentication.aspx](http://justice.alberta.ca/programs_services/official/Pages/authentication.aspx)

Ontario: [http://www.mgs.gov.on.ca/en/OffDoc/STEL02\\_046905.html](http://www.mgs.gov.on.ca/en/OffDoc/STEL02_046905.html)

**Other countries that do not offer Apostille Certificates:** Students should contact the offices of the Secretary of State or Ministry of Foreign Affairs and request a document equivalent to the Apostille.

- **Birth Certificate:** An original Birth Certificate is required as part of your immigration documentation for Sint Eustatius. Additionally, a letter from a notary will be required for Resident Permit if Apostille Certificate is unavailable. Please send s copy to the New York office and bring originals with you to island.
- **Drivers License or Formal Identification with Picture:** (Original)  
Below are additional documents that might be required if they apply to your situation:
- **Marriage Certificate:** If applicable.
- **Proof of Residency and Name Change:** If applicable.
- **Common Law Agreements for Non-Married Partners:** If applicable.

## **Financial Information**

### **Tuition and Fees**

Tuition and fees are subject to change. They must be paid in U.S. dollars via personal check, money order, traveler's check or credit card. Students must be able to demonstrate ability to pay and/or ability to obtain financial aid before commencement of classes or placement in a clinical rotation. Students with an outstanding balance are not eligible to register for the next semester without clearing up that outstanding balance to the satisfaction of the Bursar. Tuition and fees are billed on a semester basis for students in the Basic Sciences and Pre-Medicine programs.

### **Tuition Due**

Students must have their tuition paid in full or have a payment plan agreed to explicitly with the Bursar's office in order to register for classes. Upon arriving on the island for each term, students will be required to register with the island Registrar (currently Erva Jones) prior to attending class. The Registrar will have a list of students who have the financial clearance of the Bursar's office to attend classes, if a student does not have financial clearance they will not be able to register for, or attend, classes. A similar process will be in effect at the Atlanta campus. Any student who has not registered will not be allowed on campus or in classrooms.

Any payment plan agreed to will have the following requirements;

- 1) A minimum of 50% of tuition must be paid before the start of each term, the remainder of the tuition must be paid off by the end of the term in monthly installments due by the first of each month.
- 2) There will be a non-waivable late/financing fee 1%/month applied on the first of each month if you are not paid in full. This fee will be non-waivable as it is inherently unfair to those students who pay on time.
- 3) Failure to abide by the payment schedule will result in an immediate suspension for non-payment of tuition until such a time as you make payment, students who are suspended will not be permitted on campus or in classrooms.

Students are required to have a payment plan and adhere to it, or they will be removed from the island. Failure to abide by the payment schedule will result in an immediate suspension for non-payment of tuition until payment is made, students who are suspended will not be permitted on campus or in classrooms.

Students who have not paid in full or agreed upon a payment plan will not be considered in good financial standing. As per our existing policies, students will not be issued transcripts or sponsored for Step exams while in suspended status or otherwise not in good financial standing, students on a payment plan are considered not to be in good financial standing. Students will have until the completion of their Basic Sciences to pay off any remaining debts.

### **Clinical Tuition Due**

Tuition and fees are charged for all clinical rotations. Tuition and fees for students in Clinical Sciences are due 14 days prior to the commencement of the clinical rotation. Each student will pay a maximum of six (6) clinical sciences semesters (given that no rotations were failed).

## Clinical Deposit

A non refundable \$1000.00 Clinical seat deposit is required in order for students to be sponsored for the USMLE Step One Licensing Exam, obtain letters of enrollment for loan deferment or participate in the USMLE Step 1 Live Prep Course.

## Late Fees

Tuition and fees are due prior to the first week of classes. Students may not attend classes until tuition and fees are paid. A U.S. \$150 late fee will be assessed at the end of the first week that the student fails to make a due payment. Failure to pay by the end of the second week will result in cancellation of the student's registration.

## Late Registration Fees

USESOM recognizes that there may be circumstances under which a student may have to register late. In such situations students are expected to notify the Administrative Offices immediately of their own circumstances which results in their late registration. Proper establishment of an emergency will be required. Those who register late will be assessed an additional administrative late-registration fee of U.S. \$150.00, which will be added to the cost of tuition. No student will be allowed to enroll in USESOM beyond the end of the first week of classes without prior approval of the Provost.

## Forfeiture of Tuition and Fees

No fees or tuition paid by or owed by a student for the semester in which the student is separated from USESOM for disciplinary reasons shall be refunded or forgiven. If the student is readmitted before the close of the semester in which the disciplinary action is imposed, no additional tuition or fees shall be required of the student during that semester.

- Any newly enrolled student at USESOM requesting withdrawal within three days of payment of the tuition to USESOM shall receive a full refund of all tuition paid.
- The first semester seat deposit fee of U.S. \$500 and the U.S. \$100 application fee are excluded from this refund policy and are not refundable as previously described.

## Refund Policy

Students withdrawing from the University for any Reason other than dismissal must submit their intention in writing to the Provost (on island) or the Associate Dean of Clinical Services.

The date that the letter is received by the respective Administrator will be the student's official date of withdrawal. The termination date for refund computation purposes is the last date of actual attendance in class or clerkships by the student.

Up to 1 week of attendance:	100%
Between 1 and 2 weeks of attendance:	70%
Between 2 and 3 weeks of attendance:	50%
Between 3 and 4 weeks of attendance:	30%
Greater than 4 weeks of attendance:	0%

A refund for first term is calculated less the U.S. \$500.00 tuition deposit and U.S. \$100.00 application fee which are both non-refundable.

### ***Schedule of Fees***

Admissions Application Fee	\$ 100.00
Auditing a Course	\$ 500.00
Basic Sciences Seat Deposit (due within 30 days of acceptance) non refundable	\$ 500.00
Basic Sciences Tuition (per term) for Full-Time* Students	\$ 7,800.00
Basic Sciences Tuition (per Billing Credit*) for Part-Time* Students	\$ 1,300.00
Clinical Medicine Deposit (deducted from 1st clinical tuition bill) non refundable	\$ 1,000.00
Clinical Medicine Tuition (per 12 weeks of rotations)	\$ 8,400.00
Graduation/Diploma Fee	\$ 350.00
Health Insurance for Spouse in US per month	\$ 500.00

Health Insurance for non-rotating student in US per month	\$ 250.00
Health Insurance for Dependent in US per month	\$ 300.00
Health Insurance for Spouse on Sint Eustatius per month	\$ 200.00
Health Insurance for Dependent on Sint Eustatius per month	\$ 65.00
Health Insurance Reinstatement Fee	\$ 25.00
Late Registration Fee	\$ 150.00
Late Tuition Payment Fee	\$ 150.00
Library Late Fees (per day)	\$ 1.00
Official Transcript Fee	\$ 35.00
Photocopies (per page)	\$ 0.04
Printing to University Black and White Printer (per page)	\$ 0.04
Printing to University Color Printer (per page)	\$ 0.15
Shipping Fees per lb.	\$ 0.75
Student Kit	\$ 1,149.00

\*Each Basic Sciences course has been assigned a Billing Credit (BC) value of either a 1 or a 2. A student is considered full time if he/she is taking a course load of 6 or more BC's within a term and will be charged \$7,800.00. Students taking a course load of less than 6 billing credits within a term will be charged U.S. \$1,300.00 per BC.

\*\*All costs are subject to change without notice.

\*\*\* All fees are in U.S. dollars.

## **Scholarships and Bursaries**

### **US Veterans Bursary**

A U.S. \$1000 bursary per term is offered as a tuition reduction to full-time students who are eligible for tuition support from the U.S. Veterans Administration at the time of matriculation. Students should apply for the bursary by completing the application on the University website. The bursary is available for each term that occurs after the date the application is approved and during which eligibility criteria have been met. For Basic Sciences terms, a student must establish and maintain a cumulative GPA of at least 3.3. After each term in which the GPA criterion is met, the bursary is awarded post-hoc by giving the tuition reduction for the next term. If there is no subsequent term, then the past tuition rate is adjusted accordingly. The bursary may be revoked or suspended at the discretion of the Provost if a student's cumulative GPA drops below 3.3. Reinstatement of the bursary is possible by raising the GPA to a satisfactory level or by passing Step 1 on the first attempt. For Clinical Medicine terms, a student must pass Step 1 on the first attempt and keep in good standing during clinical terms.

### **Academic Scholarship for Antillean Citizens**

An academic scholarship is available to citizens of the Netherlands Antilles who wish to pursue their medical studies on Sint Eustatius. Scholarship recipients pay U.S. \$1,500 tuition/fees per term while enrolled in the Basic Sciences Program and U.S. \$4,500 tuition/fees per term while in the Clinical Medicine Program. The scholarship can be awarded to one new recipient each calendar year. The matriculation date for scholarship recipients is, in general, each May term. Applicants must have an undergraduate GPA of at least 3.0 (straight Bs on average) in preferably a science-related field of study from a recognized college or university. Eligible applicants should write a letter to the Admissions Committee indicating that they wish to be considered for this scholarship.

### **Recruitment Incentive Program**

Students serve as important ambassadors for the University, often attracting new enrollees through the sharing of information via electronic and other means. In order to encourage the sharing of information related to the School of Medicine and hence to facilitate recruitment of new enrollees of high academic caliber, the School of Medicine may provide tuition relief to those students whose ambassadorial actions demonstrably increase enrollment.

### **Recruitment Incentive Program Requirements**

- Only enrolled students may act as recruiters for the purposes of this incentive program;

- Claims must be filed by the enrolled student to an enrollment recruiter in advance of the matriculation of the recruited student;
- Names of recruited students, for the purposes of the claim, must not appear on existing lists of prospective students; be recorded in the IEMC recruiting database, or ACT database prior to the naming of the recruiter;
- The name of the enrolled student’s enrollment recruiter must be indicated by the recruited student on the application for admission;
- Newly recruited students must remain enrolled full-time and in good financial standing for at least 6 weeks following matriculation, in order to be eligible for tuition relief.
- The incentive is only available to newly-enrolled students entering the Basic Sciences Program;
- Enrolled students recruiting students from other medical schools will not be eligible for tuition relief;
- If the value of the approved claim amount exceeds the tuition owed by the claimant for a given academic term, then residual amounts will be credited during the subsequent term; and
- Final decisions for each claim rests with the New York Admissions Office after review of the recruited students’ permanent admissions file, database notes and admissions staff records.

### **Financial Aid Information – U.S. Students**

The University of Sint Eustatius School of Medicine, Office of Financial Aid continues to work diligently to seek new funding sources and loan programs for our students. Currently there is no financial aid available for U.S. students.

**Please note:** that we do not qualify for Deferment or Forbearance from US Federal Loan programs as the University of Sint Eustatius does not have an OPE-id number or School Code. Therefore we do not qualify for In-School Deferments. Please contact your lender to find out what other forms are available or see our website at <http://www.eustatiusmed.edu/downloads.html> to determine if any of the forms available there apply to your situation. Please be aware that transfer students who have not yet passed Step One, students on leave of absence, and students who are not in good financial standing do not qualify for any type of forbearance or deferment forms or letters from the OFAS.

**For additional information on the Office of Financial Aid Services please refer to our Financial Aid Handbook**

**Thank you**

### **Financial Aid Information – Canadian Students**

The University of Sint Eustatius is excited and proud to say that we have been approved for financial aid from most of the Provincial Government in Canada. Please see the Financial Aid Handbook for detailed instructions on your Province of Residence or contact the Office of Financial Aid. Many forms and documents can be found on our website for download at <http://www.eustatiusmed.edu/downloads.html>. These forms are updated regularly, so please check with the OFAS or your own province for the correct documents.

### **Health Insurance Plan**

Students at USESOM are covered under a basic medical insurance plan, the cost of which is included in tuition. The plan covers expenses related to unexpected or acute illnesses, accidents and emergency evacuation back to the student’s home country, if necessary.

#### **Highlights of the Plan**

The following are highlights of the medical insurance plan (U.S. \$) while on Sint Eustatius (or other than home country):

Deductible per injury or illness	U.S. \$50.00
Coverage of eligible expenses	100% See “Highlights of Plan”

Coverage of eligible expenses	80%	See “Highlights of Plan”
Outpatient prescription drug costs	50%	
Up to a maximum of	U.S. \$250,000.00	

For select expenses incurred as part of an emergency evacuation (either to the nearest medical facility that can appropriately treat the condition or to person’s home country).

While in their home country (e.g., during school breaks, for a maximum of 35 days/year):

Deductible per injury or illness	U.S. \$100.00	
Coverage of eligible expenses	100%	See “Highlights of Plan”
Of eligible expenses	80%	See “Highlights of Plan”
Of outpatient prescription drug costs	50%	

Payment of all eligible expenses by the insurance company will be honored if the insurance carrier considers the cost of treatment “reasonable and customary”.

### **Medical Expenses While on Sint Eustatius**

On Sint Eustatius, students are responsible for paying up front for any health services (including consultations) received at a hospital and for all expenses involved in an emergency evacuation to another island or country (e.g., hotels, flights, attending nurse, etc.). It is the sole responsibility of the student to obtain reimbursement for costs covered by the school’s medical insurance plan. In order to be reimbursed, the student is required to complete the appropriate claims form (including obtaining a signature from the treating physician) and mail the form and original receipts directly to the insurance company. The student is also responsible for paying any bill that is not covered by the insurance policy. A copy of the insurance policy and claims form are available for download on the USESOM website ([www.eustatiusmed.edu](http://www.eustatiusmed.edu)).

### **Outpatient Prescription Drug Expense**

If an insured person requires a prescription drug prescribed by a doctor, the insurance plan will pay 50% of the usual and customary expenses incurred according to the benefit schedule.

### **Spouse & Dependent Insurance**

Any student dependent (i.e., spouse or child) that lives on Sint Eustatius while the student is enrolled in the Basic Sciences Program must have medical insurance coverage (including emergency evacuation coverage) prior to their arrival on the island. Without medical insurance coverage in place before arrival on Sint Eustatius, dependents will not be sponsored by the school for temporary residency, which is a requirement in order to reside on the island. A student can choose to purchase dependent health insurance through the school or to obtain different health insurance coverage. If the school’s plan is chosen, the student should contact the Bursar in the New York Office with the names and dates of birth of the people to be added to the policy.

Currently, the fees for added coverage are U.S. \$200.00/month for a spouse and U.S. \$65.00/month for each child. Dependent insurance fees must be paid 10 days in advance of each month or coverage will be dropped. There will be a U.S. \$25.00 reinstatement fee. Fees are subject to change without notice. If a student obtains dependent insurance coverage other than USESOM’s, then proof of coverage must be submitted to USESOM at the beginning of each semester.

### **Medical Insurance Card**

During a student’s initial term at USESOM, the student’s healthcare coverage card (and a dependent’s card, if purchased) will be distributed. If the card is lost, the student should report the loss by contacting the Bursar in the New York Office.

### **Medical & Malpractice Insurance during Clinical Medicine Program**

Medical and malpractice insurance are included in the clinical tuition. Once students begin clinical rotations, their health insurance coverage begins. Students may elect to purchase insurance prior to the start date of their clinical rotation. Students who have medical insurance and do not want additional medical insurance must contact the Bursar’s Office in New York for a tuition adjustment.

## **Highlights of the Plan**

After a U.S. \$300.00 deductible per injury or sickness, 80% of the usual and customary expenses incurred are covered for the first U.S. \$25,000.00. Then 100% of the usual and customary expenses incurred up to an aggregate maximum of U.S. \$100,000.00 per injury or sickness is covered.

## **Spouse & Dependent Medical Insurance**

A spouse of dependent child (or children) may be added to this policy while the student is matriculated in the Clinical Medicine Program. Currently, the additional fees are U.S. \$500.00 per month for a spouse and U.S. \$300.00 per month per child.

## **Premedical Program**

The University of Sint Eustatius School of Medicine offers a distinctive Pre-Medical Program consisting of four semesters of college level sciences and humanities courses. This track is ideal for highly qualified students who are committed to the study of medicine upon their successful completion of high school. It is a path for non-traditional students who wish to complete their prerequisite courses necessary for acceptance into the Medical Program (MD) at the University of Sint Eustatius School of Medicine. The prerequisite premedical courses offered may be completed during the Basic Sciences Program depending upon the student's individually tailored curriculum requirements.

### **FIRST TERM:**

#### **Medical Terminology (4 Credits)**

This basic course will provide the necessary framework to learn basic rules and elements of medical terms. The course will focus how to break down medical terms by knowing the meaning of the prefix or suffix. By learning the individual parts of a medical word, students will be able to understand the complex medical terms and their definitions. Students will be able to identify medical abbreviations, spell and pronounce basic medical terminology.

#### **General Biology with lab 1 (4 Credits)**

This course is to provide students with the concepts and factual knowledge in Biology. It covers the biological principles, organization of living matter, structure and functions of cell, tissues, organs and systems of the human body. It deals with fundamental life processes and concepts common to all living organisms. Emphasis is on the application of biological principles and concepts in the field of medicine. Course includes lab work.

#### **Inorganic Chemistry with Lab 1 (4 Credits)**

This course provides the students with the fundamental concepts of the chemical processes, enabling students to use chemical concepts in daily living and in the understanding of biochemistry. It covers matter, nomenclature of chemical compounds, chemical composition and properties of compounds and modern atomic theory. It includes atomic structure, chemical bonding; solutions and gas laws. Topics are developed by thoughtful integration of laboratory and problem based instruction.

#### **English Composition I (4 Credits)**

This course is designed to give students practice in writing. It helps students to understand the functions of writing and to communicate effectively. Students participate in a variety of writing tasks including preparing descriptions, writing summaries of readings, preparing drafts, and writing compositions.

#### **College Algebra (4 Credits)**

The design of this course is to provide a solid foundation in algebra. The topics include the fundamentals of algebra, relations, functions, solutions of first-and second- degree equations and inequalities, systems of equations, matrices and determinants, binomial theorem, polynomial functions, exponential and logarithmic functions, analytic geometry. The concepts examined in this course will include, critical thinking and decision making.

### **SECOND TERM:**

#### **Computer Science (4 Credits)**

This computer science course is designed to give the students the fundamental knowledge and introduction with regard to database management, presentation, web design search engine optimization and other critical disciplines that are necessary in today's workplace. Emphasis will be placed on making technology the asset/tool and assisting the student with the technological challenges they will confront. This course will offer independent projects dealing with real world applications and situations.

#### **General Biology with Lab II (4 Credits)**

The course emphasis is on developing an understanding the concepts of Biology as a living process rather than a body of facts. It helps the students to understand the concepts of cell physiology and structure. All human systems, including the structures, actions and processes of the human body are covered. It enables the students to apply the biological knowledge and critical thinking to medical, environmental and social concerns. Course includes lab work.

#### **Inorganic Chemistry with Lab 11 (4 Credits)**

The course is developed to emphasize the applications of chemistry in the field of medicine. Chemical reactions, equilibrium, acids and bases, electrochemistry and topics related to biochemistry are included. This course enables the students to improve their problem solving skills, and mathematical skills. The course structure is designed to enhance the connections between theory and practice by engaging students in sessions of integrated laboratory and lecture.

#### **English Composition II (4 Credits)**

This course is designed to develop the writing skills of students. The course emphasizes precision in grammar, maturity of style and diction, clear organization of material, skill in methods of objective analysis and interpretation of literature. Students will develop skills in critical thinking, organization, and clear precise communications.

#### **Biostatistics (4 Credits)**

This course is an introduction to statistical concepts and analytical methods as applied to data in biomedical sciences. It emphasizes the basic concepts of quantitative analysis of data, and statistical inferences. Topics include probability, frequency distributions, central tendency and dispersion; hypothesis testing, confidence intervals for means, variances and proportions; the chi-square statistics; data analysis and linear correlation. The course provides students a foundation to evaluate information critically.

### **THIRD TERM:**

#### **Physics with Lab I (4 credits)**

This course is a conceptual study of units and dimensions of physical quantities, vectors, and kinematics, laws of motion and its applications, work and energy, properties of matter, sound, oscillations, gravitation, fluid mechanics and thermal physics. Students perform experiments dealing with the basic laws of mechanics, vibration, circular motion, fluids, heat and thermal properties of materials.

#### **Physiology I (6 Credits)**

This course is designed to provide students with an understanding of the function and regulation of the organ systems of the body and physiological integration of the systems to maintain homeostasis. Course content will include study of the musculoskeletal, circulatory, respiratory, digestive, urinary, immune, reproductive, and endocrine systems. Students receive a quantitative and integrated concept of sub cellular, cellular and organ system functions.

#### **Organic Chemistry with Lab I (4 Credits)**

This course covers basic principles of structure and nomenclature of organic compounds, both aliphatic and aromatic. It emphasizes the principles of chemical reactions of organic compounds related with the synthesis or degradation of biomolecules in human metabolism. Saturated hydrocarbons, unsaturated hydrocarbons, Cis-trans isomerism and addition reactions are covered. Lab activities include the use of models for the design of hydrocarbon and isomer structures. Experiments such as purification or separation, physical characterization, reaction types, and synthesis of organic compounds are included.

#### **Human Anatomy with Lab I (5 Credits)**

This is a basic course which provides knowledge of the structure and functions of human body. Students will understand the key principles in human anatomy and recognize the unique role of anatomy in clinical settings. The course covers the anatomical terminology to describe the basic structures of the human body. Students work as a member of a laboratory team.

### **Microbiology with Lab (6 Credits)**

This course provides basic concepts of microbiology with emphasis on microbial pathogenesis and immunity. Medically important microorganisms including bacteria, fungi, viruses, protozoa, and the diseases which they produce are covered. The course focuses on human diseases caused by microorganisms, its prevention and treatment. The laboratory section illustrates the diagnostic applications of immunological and microbiological techniques related to human diseases.

## **FOURTH TERM:**

### **Physics with Lab II (4 credits)**

This course provides basic knowledge in Biophysics. It enables the students to understand the concepts of human physiology. The course includes basic principles of electricity, electromagnetism, light and optics. Modern physics consists of quantum physics, relativity, atomic physics, nuclear physics and nuclear medicine. The course is designed to increase problem-solving and analytical thinking skills. Students perform experiments based on the principles of electricity, optics and atomic physics.

### **Physiology II (6 Credits)**

This course provides the students with a high level of understanding of the physiological basis of medicine. The essential concepts of physiology and mechanisms of body function are presented at various levels of organization, ranging from cellular and molecular to tissue and organ system levels. Emphasis is placed on understanding the integrated regulation of various body processes among the major systems.

### **Organic Chemistry with Lab II (4 Credits)**

This course is a further study of the chemistry of carbon compounds from a functional group perspective. The course covers structure and nomenclature of specific organic compounds like alcohols, thiols, aldehydes, ketones, amines, esters and carboxylic acids. Emphasis is given on reactions, preparations, uses, and simple mechanisms. Lab activities are focused in the detection and identification of the presence of the functional groups studied in the course in molecules of biomedical relevance as proteins, drugs, and others.

### **Human Anatomy with Lab II (5 Credits)**

This course is a study of human body by regions and systems. The course emphasizes the aspects of clinical anatomy. It provides the knowledge of the role of human anatomy in health and disease. Anatomy laboratory course provides laboratory experiences that apply to the topics and concepts covered in the fundamentals of Anatomy.

### **General Psychology (6 Credits)**

The course is an introduction to topics in the field of psychology. The course content includes the biology of behavior, learning, memory, cognition, motivation, emotion, personality, abnormal behavior and its therapies, social behavior and individual differences. The course includes coverage of dealing effectively with the demands of everyday life, interpersonal relationships, and approaches to personal growth.

## **Core Competencies**

Core competencies are the essential skills and functions USESOM students must demonstrate in order to fulfill the requirements of a general medical education, and thus, are prerequisites for retention, and graduation from USESOM.

Core Competencies identified by USESOM and integrated into the appropriate course(s) include:

Medical Knowledge	Patient Care	System-Based Practice	Professionalism
Practice-Based Learning and Improvement		Interpersonal and Communication Skills	

USESOM will consider for admission applicants who meet immigration and visa requirements, academic criteria, criteria of personal integrity, and demonstrate the ability to learn and perform skills identified in this section.

Students registering in USESOM Basic Science and Pre-Clinical courses (i.e., during the first five semesters of study) are required to complete those courses in the prescribed time as outlined in the curriculum, unless otherwise authorized in writing by the Provost. Student performance and success are measured by achievement in each prescribed course or clinical clerkship objective. Students must achieve a passing level established by the faculty of each course or clinical clerkship rotation in order to be promoted from semester-to-semester or rotation-to-rotation. Student performance in the Basic and Pre-Clinical Sciences will be recorded as Honors, High Pass, Pass, or Fail. Faculty will, where relevant, evaluate and document each student's general performance including, but not limited to, objective knowledge, problem-solving abilities, clinical competence, personal and professional maturity, interpersonal and communication skills, and manual and technical skills. Successful passage of Step I of the United States Medical Licensing Exam (USMLE) is required before any clinical rotations are scheduled.

### **Behavioral and Social Attributes**

Empathy, integrity, honesty, concern for others, good interpersonal skills, interest, and motivation are all personal qualities required of USESOM students. Students must be able in all clinical and academic settings to fully utilize their intellectual abilities, to exercise good judgment and to promptly complete all responsibilities attendant to the diagnosis and care of patients. They must be able to develop mature, sensitive, professional, and effective relationships with fellow students and patients of all genders, ages, races, life-styles, sexual orientations, and cultural backgrounds, as well as with their families, with other health care providers, and with all members of the learning and working community. Students must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients.

### **Patient and Professional Communication**

Students must be able to relate effectively and sensitively with medical professionals as well as patients of all genders, ages, races, life-styles, sexual orientations, and cultural backgrounds, and be able to convey a sense of compassion and empathy. A student must be able to communicate clearly with and observe patients in order to elicit information, accurately describe changes in mood, activity, and posture, and be able to perceive verbal as well as nonverbal communications including speech, reading, and writing.

Medical education presents exceptional challenges in the volume and breadth of required reading and the necessity to impart information to others. Students must be able to communicate quickly, effectively, and efficiently in oral and written English with all members of their health care team.

## **Basic Sciences Program**

The Basic Sciences Program takes place during 15-week terms on the island of Sint Eustatius. Summer and winter breaks are short by U.S. standards, permitting three academic terms in any given calendar year. Students also have the option of completing their 5th semester in the United States, which further reduces students' total time away from their home country.

The Basic Sciences consists of training in multiple disciplines taught in a 5-term format. Most courses are taught in double 50-minute blocks, 3-5 times per week. Training in some disciplines may span two terms.

For students needing extra preparation for the Basic Sciences Program, the University offers an extended program involving an extra 4-month term of pre-basic sciences coursework (e.g., medical physics, chemistry in medicine.) To optimize learning, the courses in the extra term are taught in an integrated, clinically-relevant fashion.

### **Introduction to Clinical Medicine:**

This course is crucial to students entertaining the possibility of a vocation within the medical profession. As multiple university medical educational institutions have shown, the introduction of Clinical Medicine at the earliest possible juncture during the assimilation of the Basic Sciences coursework provides the greatest benefit to the student. This course introduces students to the background and procedural functions of a physician such as: the psychological mind-set, professionalism, skill sets, medical decision making, ethical conundrums, differential diagnosis, and finally making a diagnosis and treating the same real patient predicated on that diagnosis. Thus, the Clinical Medicine Course fully outlines for students, all the aspects of being a physician, which contribute to both the hard work and incredible rewards of practicing the 'art' of medicine.

### **FIRST TERM:**

#### **Professionalism & Patient-Doctor Skills I**

This course consists of fifteen weeks of lecture during which time students will be educated on what it means to BE the doctor, what is expected in terms of personal deportment, professionalism, appearance, and cultural awareness. Students will practice what they have learned in the classroom and will also observe at a local, pharmacy, laboratory, and at an in-patient and out-patient hospital, with clinical mentors from 4th and 5th terms.

#### **Gross & Developmental Anatomy**

*Gross structure and development of organs and systems of the human body.* This course is dedicated to teaching developmental aspects of major organ systems, integrated with a discussion of the gross anatomy of the human body. Within the course, an emphasis is placed on applied and clinical aspects of gross and developmental anatomy. In addition to didactic lectures and cadaveric dissection, the learning of anatomy is enhanced with the help of small group discussions in the laboratory with computer software, study of X- rays, CT scans, MRIs and osteology.

#### **Histology and Cell Biology**

*Microscopic structure and function of cells, tissues and organs.* Formal lectures and student presentations explore the microscopic anatomy of cells, tissues and organs. Emphasis is placed upon the correlation of structure with function.

#### **Public Health**

*Epidemiology, Biostatistics and Preventive Medicine.* Epidemiologic principles, measurements, investigations and research designs will be discussed. Students will gain experience in applying epidemiologic methods in clinical problem solving and decision making. Principles of biostatistics as they apply to medicine will be covered. Students are expected to build upon and in turn demonstrate their knowledge in the process of testing hypotheses and making inferences from various types of data. Disease trends in human populations and methods of disease prevention will also be explored. Public health systems and medical care organizations will also be reviewed. Students participate in practical instruction through their participation in community health care projects.

### **SECOND TERM:**

#### **Ethics & Patient-Doctor Skills II**

Students will be instructed on the *Moral and legal concerns in medicine*, through Didactic lectures. The course will explore complex issues pertaining to confidentiality, informed consent, mental competency, obstetric/pediatric ethics, physician-assisted suicide and conflict of interest situations. Current laws, regulations and judicial precedents governing ethical matters in medicine will also be discussed. Students will be instructed in physical and practical skills involving a stethoscope, Otoscope, ophthalmoscope, tuning forks, reflex hammer, laryngoscope, vaginal specula, surgical gloves, gowns, hats, booties, surgical instruments, suture material, casting material, syringes, needles, and other medical instruments essential to a physician's main functions. Students will also gain valuable hospital experience with 5th term mentors.

### **Biochemistry and Genetics**

*Structure and function of carbohydrates, lipids, proteins, and other important biomolecules.* Lectures will cover important topics such as structure-function relationships in molecular diseases, enzyme characteristics and kinetics, bioenergetics, metabolism and metabolic interrelationships of important biomolecules, the molecular basis of metabolic diseases, the biochemistry of hormones and cell signaling, and biochemical principles in nutrition. In lab activities, students will be instructed on the basic tests and procedures used in general practice, including pregnancy tests, urine reagent strips and tablets for the detection of glucose and ketonic bodies, and glucometers for monitoring diabetic patients.

*Basic genetics and its relevance to inherited disorders.* This course covers topics including the structure and function of genes, the general organization of the human genome and the principles of Mendelian and non-Mendelian genetics as applied to disease. Chromosomal abnormalities, cytogenetics in principles and practice, population genetics as applied to issues of human health and the use of genetics in medicine will also be covered. Principles of molecular recognition, the control of cellular proliferation and the organization, replication and repair of the genome will also be emphasized. Gene expression, mutation, molecular genetics and the techniques of molecular biology will also be covered.

### **Physiology**

*Basic human biological processes.* Both normal and abnormal physiological states, as seen in both everyday life and in the clinical setting, will be examined fully. Specifically, the mechanical, biomedical, and regulatory processes of major organ systems including cardiovascular, respiratory, renal, endocrine, gastrointestinal, and neural will be covered. Clinical correlation is stressed via case studies of patients with major organ system dysfunction.

### **Neuroscience**

*Structure and function of the brain, spinal cord and peripheral nervous system.* Students will gain knowledge of Neuroscience through didactic sessions and laboratory dissections of the human brain and spinal cord. This will promote a clinically relevant understanding of a functional and dysfunctional nervous system. Through the integration of neuroanatomy, physiology, pharmacology, and biochemistry, students will converse fluently in the language of the nervous system. Emphasized are the clinical examination and the correlation of findings with neuroimages.

## **THIRD TERM:**

### **Ethics & Patient-Doctor Skills Didactics III:**

As part of this course, lectures will discuss patient medical history including how it is gathered and recorded. Students will learn how to glean patient information by from dialogue, neurolinguistics (body language), medical records, and other healthcare professionals. The didactics will include the patient's demographics, chief complaint, and family, social; review of systems, and past medical history. The course will also explain the function as well as how to use SOAP notes. With 5th term mentors, physicians, and clinical asst. students will gain practical knowledge of recording patient history.

### **Medical Psychology**

*The biological and psychological bases of mental illness.* Major psychiatric disorders are covered with an emphasis on diagnostic features, neurobiological correlates, and psychotherapeutic and biological treatments. During practical role-play exercises, students will gain experience conducting mental status exams, interviewing for specific neuropsychiatric disorders, and managing suicidal behavior.

## **Microbiology**

***Microorganisms causing infectious diseases.*** The course will cover the classification, laboratory identification, pathogenesis and clinical manifestations of disease processes and treatment strategies. Major human diseases of bacteria, viruses, fungi, protozoa and helminths will be presented in lectures. Student experiences within the laboratory will supplement didactic instruction. Fundamental concepts of immunology are covered and integrated as various diseases are discussed.

## **Pathology I**

***The study of basic reactions of cells and tissues to abnormal stimuli that underlie all diseases.*** Students examine the mechanisms of injury and disease processes and the body's response. Lectures cover cell injury, acute and chronic inflammation, ischemia and necrosis, neoplasia and mechanisms of pathogenicity. Infectious disease and response to infectious agents are covered.

## **FOURTH TERM:**

### **Physical Diagnosis & Patient-Doctor Skills IV:**

Didactic lectures will demonstrate to students how to perform head to toe physical examinations of mock and real patients. Students will be introduced to clinical skills such as: Auscultation of Cardiac, Pulmonary, and Gastrointestinal sounds; Otoscopy, including the Otoscope, its practical use and functions in the observation of adults and children; Ophthalmoscopy, including the Ophthalmoscope, with instruction on how to use it for observation; Performing interpretation of 12 Lead Electrocardiograms; Using Doppler devices in order to auscultate fetal heartbeats and find arteries and veins; Phlebotomy and starting an intravenous line; Suturing- two handed, one-handed, and instrument-tie; The use of airway and respiratory care instruments and maneuvers in critically ill patients; Administering oxygen through use of the nasal cannula, face mask, and non-rebreather mask, Ambubag-mask, Ambubag-endotracheal tube manual ventilation, Laryngoscope, endotracheal tubes and endotracheal intubation; Cardio-pulmonary resuscitation, Advanced Cardiac Life Support, Percussion of body cavities and organs; Pelvic, rectal, and speculum examinations in vitro and on live models and patients; Central intravenous line placement, Gowning and gloving in preparation for surgery; Casting and immobilization of the extremities of injured or post-operative patients; The use of splints, plaster and fiberglass casting materials and their application on live patients injections; Intradermal, subcutaneous, and intramuscular injection techniques; Lumbar puncture, Epidural and Subarachnoid (spinal) anesthesia; Local Anesthetic techniques, including local, ring, and nerve blocks.

## **Pharmacology**

***An integration of anatomy, histology, physiology, biochemistry, microbiology and pathology in the understanding of complex actions of drugs on the living organism.*** The main focus of this course is to provide future doctors with a basic understanding of the functions of drugs in the treatment of patients. Basic principles of pharmacology including absorption, distribution, metabolism, excretion, drug toxicity and drug-drug interactions will be presented together with the principles of drug-receptor interactions. After basic concepts are covered, the pharmacology of all major organ systems will be explored, including the autonomic and central nervous systems and the cardiovascular, respiratory, renal, and blood systems. The anti-microbial and cancer chemotherapeutic agents and the basic principles of toxicology will also be covered.

## **Pathology II**

Students will gain an understanding of patho physiology manifestations and the management of common diseases. Pulmonary, cardiac, gastrointestinal, endocrine, rheumatic, orthopedic, renal, and neurologic and hematology organ systems will be covered. Course includes laboratory hours.

## **THE FIFTH TERM:**

### **INTRODUCTION TO CLINICAL MEDICINE:**

Didactic lectures: System by system look at clinical patho physiology as elucidated by demonstrating thorough knowledge of the Basic Sciences and the art of Differential Diagnosis. Clinical experience will be specifically tailored by the Clinical Staff and assistants to the areas in which there is more practical hands-on technical skills or

more information acquiring skills needed. The students will be evaluated purely on their clinical skills and ability to communicate their findings to their colleagues. There will be a Clinical Medicine “Grand Rounds” monthly.

### **Introduction to Clinical Medicine:**

This course is crucial to students entertaining the possibility of a vocation within the medical profession. As multiple university medical educational institutions have shown,\* the introduction of Clinical Medicine at the earliest possible juncture during the assimilation of the Basic Sciences coursework provides the greatest benefit to the student. This course introduces students to the background and procedural functions of a physician such as: the psychological mind-set, professionalism, skill sets, medical decision making, ethical conundrums, differential diagnosis, and finally making a diagnosis and treating the same real patient predicated on that diagnosis. Thus, the Clinical Medicine Course fully outlines for students, all the aspects of being a physician, which contribute to both the hard work and incredible rewards of practicing the ‘art’ of medicine.

### **Fundamentals of Clinical Medicine: (USMLE Review)**

This course provides students with an overview and synthesis of materials covered in the Basic Sciences Program in preparation for the successful writing of USMLE Step 1. Presentations will focus on the systems and disciplines which are central to the USMLE Step 1, including Anatomy, Behavioral Sciences, Biochemistry, Immunology, Medical Genetics, Microbiology, Pathology, Pharmacology, and Physiology, etc. Students will also have access to USMLE-type practice questions.

To enhance the Review Course, faculty of USESOM makes them selves available to students in order to address any questions arising from the presentations or practice questions. Course achievement is measured through a simulated USMLE Step 1 examination, which lasts lasting approximately four hours in length. The simulated USMLE Step 1 examination provides diagnostic feedback to permit targeted formulation of remediation plans geared at addressing specific areas of weakness. Grades for the Review Course are awarded on a pass-fail basis.

### **Option for U.S.-Based 5th Semester**

After completing the 1<sup>st</sup> through 4<sup>th</sup> term Basic Sciences terms on Sint Eustatius, students have the choice of completing their 5<sup>th</sup> term either on Sint Eustatius or our teaching location in Duluth, Georgia.

As on Sint Eustatius, the 5<sup>th</sup> term in Duluth includes the Introduction to Clinical Medicine and Fundamentals of Clinical Medicine: (USMLE Review). Housing in Duluth is affordable and the class room is located in a location in close proximity to many shops, stores and conveniences. In addition to classroom work, best efforts will be made to provide students participating in the U.S. 5<sup>th</sup> term with formal preceptor directed clinical instruction in a patient environment to include either clinics or hospitals.

For eligibility for the U.S.-based 5<sup>th</sup> term, students must enroll by established deadlines, be in good financial standing with the University, and have the legal right to reside in the U.S.

## **Clinical Medicine Program**

The Clinical Medicine segment is a stimulating and enriching feature of medical training at USESOM which requires drive, resolve and perseverance. The Clinical Medicine Staff will work personally with each student to ensure that they fully benefit from their clinical rotations and attain rewarding residency positions.

USESOM Clinical Medicine students are eligible to apply for clinical rotations in order 90 hospitals across nearly 36 states. Many of our clerkships have ACGME (“Green Book”) listed or affiliated programs on site. Students who have earned their M.D. degree and certification through ECFMG have had great success in gaining entrance into a residency training program after graduation.

The Clinical Medicine Program, which follows the Basic Sciences Program, consists of 72 weeks of clinical experience, including 48 weeks of core clinical rotations and 24 weeks of elective clinical rotations. During these rotations students are able to practice clinical skills through patient contact, which is supervised by a physician-preceptor in patient care settings. Students thereby enhance their proficiency in taking medical histories and conducting physical diagnostic examinations and develop their patient/relationship skills in training to become competent physicians.

### **Clinical Assignments**

Prior to a student’s last term of Basic Sciences, students will take part in a Clinical Orientation where they will receive information on available clinical rotations and sites. Each student will also complete a Clinical Questionnaire to indicate his/her most preferred geographic sites. Careful attention is paid to matching the student’s qualifications, requirements and desires with a program and rotation that satisfies the Clinical Medicine requirements and rotation availability. Every effort is made to assure that the student receives the best quality rotations available.

All clinical rotation assignments are made by the clinical team using criteria such as geographic preferences, family considerations (e.g., life partners, school-age children, etc.), timeliness in completing the program, hospital criteria and availability, USMLE scores and overall needs of the medical school. With a variety of clinical sites available both in the U.S. and abroad, students need to remain flexible and to expect some geographical mobility in their rotation assignments. It is not always possible for students to complete all their clinical rotations within one hospital or in one geographical location.

It is the responsibility of the University to establish hospital affiliations and make all clinical assignments. Should a student discover new clinical opportunities, there must be coordination with the Clinical Office to ensure that the appropriate documents are sent to the clinical sites within 4-6 weeks of the start of the rotation.

If a student declines a clinical rotation assignment or fails to show for the start of the rotation, he/she may be required to wait until the next rotation cycle to begin a rotation. Furthermore, students who take a leave of absence during a clinical rotation are not guaranteed placement at the same site. Students need to budget for transportation and housing expenses at each clinical training location. For some select sites, there may be additional fees associated with the clinical rotation.

### **Clinical Rotation Responsibilities**

#### **Patient Care**

Students will perform histories and physicals, write progress notes, present cases and assist in procedures. At the discretion of the supervising physician, the student’s written notes may be incorporated into the medical record.

#### **Supervision**

One physician will be designated at the start of the rotation as the principal supervisor who will oversee daily activities and assignments of the student. There may be multiple physicians participating in the education of the student, but students will be supervised at all times by their assigned resident or an attending physician.

#### **On-Call**

Students may have to take overnight call during each clinical rotation to enhance the learning experience and to participate in continuity of care.

#### **Attendance**

100% attendance is required.

### **Lectures**

Students will attend scheduled conferences for students, residents and attending physicians. The learning objectives of the curriculum will be used by the faculty to determine appropriate lecture topics.

### **Reading Assignments**

Students will often be given reading assignments by the supervising physician to augment clinical experiences.

### **Written Assignments**

Many clinical sites require written examinations at the completion of each rotation as part of the evaluation process. Students will be required to attain a passing score on these exams in order to receive credit for the rotation.

### **Student Evaluation**

Evaluation by the principal supervisor is based on observations and information collected during the course of the rotation from the supervising physician, other supervising physicians and other members of the health care team. Evaluations are based on: Direct observations, case presentations, studies and write-ups; Participation in conferences, case discussions and rounds; Written and/or oral examinations; and Clinical competency examinations. A passing grade is required in all clinical rotations, to satisfy graduate requirements.

### **Student Conduct**

Students are expected to demonstrate the highest standards of conduct and professionalism in each clinical rotation. Violation of hospital rules or a pattern of inappropriate or unprofessional behavior will result in immediate disciplinary review.

### **Third Year Core Clinical Rotations**

Third-year clinical rotations provide a broad scope of knowledge in the core areas of clinical medicine through the completion of clinical rotations in each of the following disciplines:

<b><u>Clinical Rotation</u></b>	<b><u>Weeks</u></b>
Family Practice	6
Internal Medicine	12
Obstetrics & Gynecology	6
Pediatrics	6
Psychiatry	6
Surgery	12
<b>Total</b>	<b>48</b>

\*The University requires students to have passed the USMLE Step 1 licensing examination prior to beginning any core clinical rotations.

### **Family Practice**

Students will be exposed to the broad range of services provided by Family Practitioners, from birth to senescence, in both hospital and clinic based settings.

### **Internal Medicine**

Diagnosis and treatment plans are developed after learning how to conduct effective and thorough histories, physical examinations and diagnostic workups. Opportunities for increasing students' foundation of knowledge include treatment plan implementation, patient follow-up, participation in grand rounds, individualized research and readings as well as presentations from the treatment team.

### **Obstetrics/Gynecology**

All phases of care related to fertility, pregnancy, labor, delivery and postpartum care are presented to students. Participation in family planning sessions and pre and post-natal care are expected. Students will learn to detect, diagnose and develop treatment plans for gynecological diseases through observing normal and pathologic cases including regular and cesarean deliveries.

## **Pediatrics**

Students will learn to establish a rapport with young patients and their caregivers while developing diagnosis and treatment plans for newborn to adolescent patients. Students will learn to interact with parents and caregivers to enhance the efficacy of the treatment plan for each patient.

## **Psychiatry**

Students gain a better understanding of mental disorders and improve their diagnostic skills after completing mental status exams and psychiatric histories. Students become more familiar with the variety of therapies and treatments for mental disorders.

## **Surgery**

Students become familiar with pre-operative assessment, operating room protocols, surgical procedures, intensive care during the time in recovery and post-operative follow-up care. Students study each patient's case history including prior examinations, diagnoses and treatments. Post-operative care opportunities may provide students with an insight into support services, community resources and discharge processes.

## **Fourth Year Elective Clinical Rotations**

After the completion of core clinical during their third year, students are able to choose rotations from a variety of specialty areas in order to enhance their developing interests during their fourth year. Each elective is generally 4 weeks in length but can vary from 2 to 8 weeks. The duration of elective rotations must total a minimum of 24 weeks. There are numerous opportunities for fourth year electives, which are typically referred to as "Visiting Senior Electives," both at University-affiliated and non-affiliated programs.

The following are common electives from which students choose:

Allergy & Immunology	Infectious Disease	Anesthesiology	Nephrology
Cardiology	Neurology	Gerontology	Oncology
Hematology	Critical Care	Ophthalmology	Dermatology
Pathology	Rheumatology	Community Health Care	Pulmonary Disease
Emergency Medicine	Preventive Medicine	Endocrinology	Urology
Family Practice	Radiology	Gastroenterology	

Most program departments will only offer elective rotations after the appropriate core rotations have been completed. However, it is possible to participate in an elective before the entire core rotations are completed provided that the relevant prerequisite core rotation(s) have been completed. Permission must be secured from the Clinical Staff in order for students to complete electives in conjunction with the core rotations. A student can complete additional hours in any core rotation and count the hours toward elective rotations. For example, 16 weeks of surgery might represent 12 weeks of core credit and 4 weeks of elective credit.

## **International Opportunities**

For students who want to experience international opportunities, clinical rotations are available at affiliated accredited teaching hospitals in Canada and the United Kingdom. The U.K. provides both short-term and long-term exposure to most specialty areas, which can augment experiences within North America and can positively increase the student's marketability in their evaluation by residency directors. International rotations are the student's choice and are not required. The criteria for consideration at these clinical sites are the same as for U.S. rotation eligibility.

## **Rotation Approval**

Students will not receive credit for a clerkship unless the University approves and certifies all core and elective rotations. Any student who secures a rotation in a hospital that is NOT affiliated with the University must have permission from the Clinical Medicine Department.

## **Undergraduate Training**

Three states (DC, MA and NJ) specifically require one year of Biology and Inorganic Chemistry coupled with one term each of Physics and Organic Chemistry. Other states do not specifically mention courses, but it is assumed that students have a strong undergraduate background in the life sciences.

## **Type of Clinical Training**

Some states expect students to have all residency sponsored clinical training, whereas others require rotations in their affiliated hospitals. Other states have no specific requirements about the type of clinical training. States requiring residency sponsored training include CA, DE, KY, LA, MI, NC, NE, NJ, NY, PA, TX and VA.

## **Number of Medical Education Hours**

Pennsylvania requires 4,000 hours of medical training and is the only state that specifies the number of hours of medical education a student must have completed.

## **State Policy**

Each state lists the maximum number of times a student can fail the USMLE before becoming ineligible. If the maximum number of attempts for Steps 1, 2 or 3 is exceeded, the student may be required to petition the Medical Board to accept a Step 1, 2 or 3 passing score on an attempt greater than the required maximum.

## **Clinical Transfers**

Three states (IL, VA and WY) require that all clinical clerkships (i.e., 3rd and 4th year work) be completed with the school of graduation. This regulation prevents students who want to transfer clinical experiences gained at a previous institution from being eligible in these states.

## **Lack of Academic Progress & Extended Enrollment**

Students who are exiting the Basic Sciences Program at USESOM or who have transferred into the Clinical phase of the curriculum sign a contract requiring that student to sit for the USMLE Step I exam within 6 months of their matriculation date. Students with periods of inactivity longer than six months in an M.D. curriculum, even if using the time to study for the examination will hurt their ability to take the exam as well as their score on the exam. The longer the time period the student is from their Basic Sciences coursework the more difficult the exam can be. Additionally, changes in enrollment status such as from active to inactive may put a student's prior loans into repayment status, which can result in missed loan payments or in the inability to have loans deferred at all.

- Any student who has been inactive and made no academic progress (has not passed USMLE Step I) after 6 months will be charged U.S. \$200/month for the next 6 months in order to remain officially enrolled in the program. Eligibility for the 6-month (Months 7-12 after Basic Sciences or transfer in) extended enrollment requires that students be up to date with tuition and fee payments.
- If a student takes Step I within 6 months but fails the exam, then the U.S. \$200/month fee for extended enrollment past 6 month still applies.
- Students who believe they have extenuating circumstances and have reached the end of the 6 month period of inactivity will have to appeal the U.S. \$200/month fee to the Committee for Academic Progress.
- If any student who remains inactive after 12 months (not passed Step I) and made no academic progress they will receive a Letter of Administrative Dismissal.
- Students who believe they have extenuating circumstances and have reached the 12 month period of inactivity will be permitted to appeal their dismissal to the Committee for Academic Progress.
- Administrative dismissal will not mitigate the responsibility for any unpaid tuition and fees owed to the University and subsequent enrollment will require reapplication.
- This policy will apply to students who are on a documented Leave of Absence (LOA) if the LOA extends beyond 6 months. (Months 7-12 of any officially requested LOA will require U.S. \$200/month)

## **Eligibility to Repeat USMLE Step I**

Students who have successfully completed the Basic Sciences Program, and are in good financial standing as determined by the Bursar, are eligible to sit the USMLE Step 1 Exam. These students fall into three (3) categories and this policy outlines the requirements and expectations to matriculate the USMLE Step 1 Exam for multiple attempts.

1. Students completing USESOM's Basic Sciences Program:

Each student will be granted, upon successful completion of the Basic Sciences Program, six (6) months to sit the USMLE Step 1 Exam. Posting a passing score will allow promotion to the clinical clerkships. Failure will require submission of a Written Plan of Action to remediate and this Plan must be accepted by the Committee for Academic Progress before a second Exam sitting will be approved. This second sitting must occur within four (4) months from the sitting of the first Exam. Passing the Exam on the second sitting will allow promotion to the clinical clerkships. Failure will **mandate** participation in the **next available** USMLE Step One Live Prep Course supported by USESOM. Within five (5) months from the start of this Remediation Course, students will be allowed to sit for a third and **final** attempt to pass the USMLE Step 1 Exam. Failure on the third and final attempt will result in Administrative Dismissal.

2. Transfer students who have not yet written the USMLE Step 1 Exam:

Each student will be granted, upon admission, six (6) months to sit the USMLE Step 1 Exam. Posting a passing score will allow promotion to the clinical clerkships. Failure will **mandate** participation in the **next available** USMLE Step One Live Prep Course supported by USESOM. Within five (5) months from the start of this Remediation Course, students will be allowed to sit for a **final** attempt to pass the USMLE Step 1 Exam. Failure on this second and final attempt will result in Administrative Dismissal.

3. Transfer students who have failed to post a passing score on their first or second writing of the USMLE Step 1 Exam:

Each student, from the time of admission will be **mandated** to participate in the **next available** USMLE Step One Live Prep Course supported by USESOM. Within six (6) months from the date of admission, and following completion of the Remediation Course, students will be allowed to sit for the USMLE Step 1 Exam. Failure will result in Administrative Dismissal.

## Requirements for Residency and Licensure

As a graduate from USESOM, a student is considered a non-U.S. or foreign medical graduate. For a foreign medical graduate to be eligible for residency and licensure in the U.S., they must fulfill the training specifications required by that state. Although the curriculum at USESOM has been designed to meet the minimum standards for the majority of states' requirements (e.g., the number of undergraduate credit hours, length of time matriculated in a M.D. program, ECFMG certification and WHO recognition), students must still be knowledgeable about the specific regulations existing in a state of interest. It is incumbent on the student to become aware of rules and regulations especially if they have a narrow geographic preference and current information can always be obtained by visiting [www.fsmb.org](http://www.fsmb.org) where you can link to any states rules and regulations regarding requirements for residency and license application.

## Requirements for Graduation

Students who have fulfilled the following requirements will receive a Doctor of Medicine (M.D.) degree:

- Payment of all financial obligations related to USESOM;
- Completion of an appropriate Basic Sciences curriculum;
- Passing the USMLE Step I;
- Completion of a minimum of 72 weeks of clinical training; and
- Passing the USMLE Step 2CK and 2CS.

## ***University Facilities***

### **Office of Student Services**

The Office of Student Services mission is to assist students with their transition to life on Sint Eustatius, and to help them achieve success while studying at USESOM. Adjusting to life in a new location can be challenging, and the Office of Student Services can assist students by offering services including:

- Community housing information;
- Advice on being an informed and prepared student tenant;
- Conflict mediation services;
- Working with students and their goals to help them succeed.
- Emergency support during extended illness or hospitalization; and
- Student legal advocate;

The Office of Student Services works collaboratively with faculty and staff to improve the student experience for all. For more information on how the Office of Student Services can assist you, please contact [mhassell@eustatiusmed.edu](mailto:mhassell@eustatiusmed.edu) in case of emergencies contact Maritza Hassell at 011-599-553-7705.

### **Office of Financial Aid Services – Sint Eustatius Office**

The Office of Financial Aid Services on the Island of Sint Eustatius works collaboratively with the Office of Financial Aid Services in New York. Students who are applying for loans and need to have credit review sessions can do so on island in the Financial Aid Staff on the island campus. Information on obtaining letters of enrollment, making tuition payments and obtaining forbearance and deferment forms is available from the island's Financial Aid Staff. The Office of Financial Aid Services is located in Suarez adjacent to the Information Technology Office.

### **Faculty Offices**

Students may inquire about the location of the office of a particular faculty member's office by contacting the island administration. If the student wishes to arrange a meeting with a faculty member, the student is advised to request that the faculty member be contacted so that a mutually agreeable appointment time may be arranged. Faculty members schedule regular office hours for students in each of their courses. In addition to these scheduled office hours, students may also arrange mutually convenient appointments directly with individual faculty members. It is not appropriate for students to call members of the faculty or administration after hours or at home, nor is it appropriate to go to their homes unless invited.

### **University Library**

All students are expected to abide by library policy and to comply with the policy-related directives of all library personnel.

Specific library hours are posted at the beginning of each term. Books may not be removed from the library under any circumstances. Students may not remove books from the reserved book section unless a library staff member gives the books to them.

FedEx, DHL and UPS deliver post to the University library.

### **Library Rules and Regulations**

- Students must maintain silence in the library at all times.
- While working in the library, students must completely shut off their cell phones.
- Students may not leave any items at the front of the library or outside of the library area.
- Students must make sure to always treat the library's books with respect and care, and return them to the circulation desk when finished using them.
- No food, snacks, candy or drinks are allowed in the library. The dress code in effect for all other areas of the campus will also be enforced for students using the University library.

- Faculty members may place certain materials on reserve in the library office. These are available at the library office for specified periods of time and must be signed for and returned according to staff instructions. If the reserve books are not returned within the required time, a fine will be imposed.
- **Under no circumstances may books placed in the Reserve Section be removed from the Library.**

### **Office of the University Registrar**

The Registrar's Office is located in the New York Office. The Registrar maintains official records including grades, transfer credits, transcripts, and other student evaluation data and documentation. When necessary, the Registrar's Office facilitates the transmission of records to other institutions and programs according to University policy.

### **Document Request Procedures**

- Student may request official documents by contacting the Registrar via email at [registrar@eustatusmed.edu](mailto:registrar@eustatusmed.edu).

Transcripts: (official or unofficial) Will not be released to students unless the student is in good financial standing with the University. Students can confirm their financial standing by contacting the Bursar in the New York Office. Official transcripts will be issued by the Registrar in the New York Office upon explicit request by a student after the appropriate fee for an official transcript has been paid and verification of financial status is made.

- Students may submit a transcript request via email, and send payment to the New York office. Requests cannot be made over the telephone. There is a U.S. \$35.00 fee for the first official transcript and a U.S. \$10.00 fee for each additional transcript.
- Transcripts will only be issued for completed coursework, although a list of courses in progress can be included upon a student's request.

Unofficial Transcripts: Unofficial transcripts will be issued by island staff automatically at the end of each Basic Sciences term to students in good financial standing as verified by the NY Office. There is no fee for unofficial transcripts.

### **Grades, Transcripts and Other Student Records**

In addition to grades and transcripts, the Registrar keeps records of official leaves of absence and official withdrawals from the University. Add/Drop forms and other paperwork required for documentation of absences and withdrawals from the University may be obtained from the Administration Office on Sint Eustatius.

The Family Educational Rights and Privacy Act of 1974 (20 U.S.C.S. section 1232G) protects a students' right to access his/her educational records. Although the University is outside of the United States, it will follow the intent of this Act. The Act grants students the right to access educational records, request explanations and interpretations of these records, and obtain copies of these records on a timely basis and at a reasonable cost.

USESOM provides eligible students with a hearing to challenge the content of such educational records in order to:

- Ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students;
- Provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein; and
- Insert a written explanation into such records.

Prior to disclosing any personally identifiable information other than directory information, except as allowed by the Act, the University must obtain the written consent of the student and then must maintain a record of the disclosure. The University will protect the confidentiality of student records by building into faculty and administrative offices the necessary safeguards against improper disclosure. The University shall not release the records of a student to agencies or individuals except as authorized by the Act. Educational records are located in the Registrar's Office in New York.

### **After Hours Use of Lecture Halls**

Certain classrooms are open after hours with the consent of the University Provost. One week before exams there is always the option to have more classrooms available after hours. These requests are permitted only after approval

is given by the University Provost. Additionally a requirement of this privilege is that the lecture halls be left orderly with chairs and tables returned to their proper places, garbage removed, desks cleaned, etc. If the lecture hall is not left in an orderly state, or if the group does not comply with requests by USESOM employees, the group who requested the privilege will be denied future privileges.

## **Student Services**

### **New Student Orientation**

New incoming students attend a day of orientation and activities relating to academic and personal advisement prior to the first day of class. The Provost, Office of Student Services, University Coordinator, Administrative Staff, and Information Technology Department collaborate with faculty, staff and returning students to facilitate the introduction of new students to USESOM's administrators, faculty, curriculum, class schedules, campus facilities, teaching and learning philosophies, programs, policies and procedures.

- Members of the Student Government and the local AMSA chapter introduce the new students to life on campus and are available to answer questions and the USESOM experience.
- Additionally, a variety of community-based organizations introduce incoming students to services available through their organization.
- The Lieutenant Governor or a member of their staff, police representative and members of the tourist bureau make it a point to be present at each orientation.
- Prior to arrival on Sint Eustatius, incoming students may contact Student Mentors who assist with a variety of issues relating to adjusting to life on Sint Eustatius and medical school in general. At orientation many of these Student Mentors are available to provide additional answers and support.
- Final registration for classes occurs on this day and an explanation of core curriculum and expectations is discussed. Orientation Day ends with a White Coat Ceremony where students are presented with their first White Coats. This ceremony signifies their entrance into medical school and the recognition that they are now students at USESOM.

### **Welcome Committee**

The student Welcome Committee is at the airport to greet students arriving on the island. They provide a cold bottle of water and a new Chippee phone. The Welcome Committee is on hand to assist students in finding their apartments, their classrooms and the administrative offices. The Welcome Committee not only ensures that all students arriving on the island are provided with a hearty meal, but also do all they can to ensure that the students have a smooth and comfortable transition into island life.

### **Student Counseling**

USESOM recognizes the inherent stressors which medical school coursework and attending school so far from home can place upon our students. In rare instances, this stress can compromise academic or social functioning. For this reason, USESOM provides counseling services geared toward providing resolution and coping mechanisms to help students combat any stress or anxiety which may arise. Students experiencing difficulty in the management of their academic or personal lives are encouraged to take advantage of the wisdom and experience of the Faculty and or Peer Counselors. Appointments may be made at the island Administrative Office or by e-mailing [counseling@eustatiusmed.edu](mailto:counseling@eustatiusmed.edu).

### **ID Badges**

Student ID Badges will be issued during the first week of the semester. The student's, name and entering class will be visible. Student ID badges must be worn at all times while on the USESOM campus.

### **Tutoring Service**

The Student Government Association sponsors and coordinates a peer tutoring service for students. The tutoring service is free of charge. Students who are interested in receiving tutoring in specific courses should email the Peer Tutoring coordinator at [tutoring@eustatiusmed.edu](mailto:tutoring@eustatiusmed.edu).

## **Mentorship Program**

To assist new students in adapting to a life of medical studies in a foreign country, the Student Government Association sponsors a Mentorship Program. Acting as guides, Mentors are a source of support and information for the new incoming or prospective student. First, the program intends to answer the many questions that both prospective and incoming students have prior to their arrival on the Island of Sint Eustatius. Second, the Mentoring Program aims to help orient students during their first term on island.

In advance of their arrival, matriculating students are matched with a more senior student currently living on Sint Eustatius who has volunteered to serve as a mentor. That mentor is available initially by e-mail and then in person once the new student arrives on island. The Mentor is available to answer questions and provide practical advice on topics ranging from the optimization of study time to their experiences as a medical school student.

Participation in this program is voluntary however the Mentoring Program is an important resource that has proven useful and beneficial to many incoming students. Interested students should send an e-mail to the address below. A mentor will be assigned who will then reply and answer any issues or questions. During orientation week, the Mentoring Program will schedule a get-together for students to meet with their mentor and receive valuable information. Students are invited to contact the mentoring team at [mentoring@eustatiusmed.edu](mailto:mentoring@eustatiusmed.edu).

## **Students with Special Academic or Physical Needs**

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

Students seeking accommodations should contact the Director of Admissions to request an application and/or coordination of each request. It is critical that the student communicate with the Admissions Department prior to matriculation or within the first two weeks of the semester so that all parties have time to consider the request for an accommodation, review the supporting data and make a decision well before the first examination period.

## **MyStatia**

MyStatia is the social and academic network of USESOM.

Membership in MyStatia is available to students, alumni, faculty, administration and staff. Students are invited to join MyStatia once they have committed either a seat deposit or clinical rotation deposit. Continued membership is contingent upon matriculation and enrollment of the student through graduation.

MyStatia is an environment geared towards enhancing communication and access to resources for USESOM students. USESOM administration and faculty, as well as clubs including SGA and AMSA, post announcements and calendar events while other groups such as Clinicals and Alumni are used to keep off-island members informed and connected. Additionally, new students are encouraged to use MyStatia to learn more about USESOM and join the Mentor-Mentee Program where they can have their questions answered by existing students.

Forums, classified ads, blogs, and medical industry news are just a few examples of the resources and applications available on MyStatia.

## **Student Email**

When initially being processed for admission, students will be assigned a “eustatiusmed.edu” email account. Students should be sure to frequently check this email address for mail, as the Sint Eustatius and New York Administration Offices frequently use this email address for important communications.

- Messages may include, for example, requests from faculty to report to the faculty member’s office to discuss grades, attendance, or some other matter relevant to the student succeeding in their coursework, or requests from the Provost to report to his office to discuss the student’s schedule, academic progress, etc.

- Students will be held responsible to reply or respond to e-mails from faculty or administration. It is incumbent upon students to check their e-mail accounts provided by USESOM for messages on a daily basis.
- If a student's email account is not functioning properly, an IT specialist is available to make necessary adjustments to the email account.
- If the student has provided an alternative email address to the University, this may also be used for communication to the student.

### **Student Government and Student Organizations**

The two primary student organizations on campus are the Student Government Association (SGA) and the American Medical Student Association (AMSA). All students enrolled at the USESOM campus are automatically considered part of the student body and as such make up the constituency of the USESOM Student Government. Students who join the American Medical Student Association (AMSA) pay dues, receive special benefits associated with membership in the organization, and are eligible to run for office in USESOM's AMSA Chapter.

Groups of students who wish to form other official campus organizations or host a chapter of a national student organization must first seek charter approval from the Provost.

All students must be in good academic and financial standing to be allowed to run for or hold any Student Office position.

- Students who wish to run for a Student Office position must maintain a GPA of 2.0 or above and be in good financial standing with USESOM as determined by the Bursar.
- Students who have failed a course or have to repeat a course in a subsequent term are not permitted to hold Student Office.
- Students that are placed on Academic Probation or are considered to be in poor financial standing with USESOM at any time during the course of a term, as determined by the Bursar, will be asked to resign their Student Office position.

### **Student Government Association**

The Student Government Association (SGA) is made up of student representatives from each semester class. Student representatives are elected by members of their own graduating class to act as a student advocacy and administrative unit for their class. SGA is led by an elected President and advised by the University Coordinator and the Office of Student Affairs. The Student Government periodically organizes educational and social events open to the entire student body and holds fundraising events for the purpose of supporting the administration of student government sponsored programs and services.

SGA is also responsible for approving students recommended by faculty committees to serve on various University committees and for making initial recommendations to the University Administration regarding charter approvals for new student clubs and organizations on campus.

Student representatives meet with their semester-classes regularly to discuss issues relevant to student life and academics at USESOM and then report back to SGA where student-body-based solutions and proposals constructed and presented to the Provost.

### **The American Medical Student Association (AMSA)**

The USESOM Chapter of the American Medical Student Association (AMSA) received its official charter from the National AMSA Conference in 2007. AMSA has already organized a number of "Grand Rounds" lectures on campus, covering topics of academic and professional interest. They have also sponsored fund-raising events, including a BBQ to help cover the costs of future projects and activities. AMSA sponsors health promotion and education programs, clinical skills workshops on campus, and many other programs of educational and professional interest to USESOM students.

## **Teaching Assistantships**

Students who have completed certain courses with Honors at the University may qualify as teaching assistants or tutors for those courses in subsequent semesters. These positions are competitive and limited. Students typically work no more than a few hours per week and may be engaged in activities such as lab supervision, tutoring, and other duties as assigned by the course instructor. Students interested in serving as Teaching Assistants for a particular course should apply in writing to the appropriate course instructor.

## **Student Clubs & Associations**

Numerous clubs and associations are available for student participation and leadership. A few examples are:

Mentor/Mentee	Peer-To-Peer	Dive Club
Sankofa	Sports Club	Spouse/Family Association
Christian Club	Muslim Student Association	Asian Students' Association

## ***The Island of Sint Eustatius – Community Resources***

### **Walking Tour**

The walking tour covers Upper Town and Lower Town and gives an overview of the fascinating history of Sint Eustatius. The tour is considered one of the highlights of the island. The Dutch Reformed Church (consecrated in 1755), the ruins of one of the oldest Jewish Synagogues in the western hemisphere (Honen Dalim, built in 1739) and Ft. Oranje (built in 1629) are just a few of the historical points of interest to encounter.

### **Historical Foundation Museum**

For those who enjoy history, there is a museum in town that displays interesting artifacts from Sint Eustatius's past. The museum is well-organized and considered one of the finest in the Caribbean (Tel: 011-599-318-2288).

### **National Parks and Hiking**

Two National Parks have been established in order to protect rare and endangered species of flora and fauna found on Sint Eustatius (e.g. orchids, cacti, the endemic Sint Eustatius morning glory vine, Antillean iguana, and the red bellied racer snake). The Quill National Park in the south is a 2000 feet high dormant volcano which has a unique elfin forest within its' intact crater and rim. The Boven National Park in the north comprises five hills from an eroded 1.5 million year old volcano and has much more arid vegetation (cacti and century plants) due to less rainfall.

Sint Eustatius National Parks Association maintains trails in the Quill National Park and has ongoing research projects in both parks. The most popular hike is the 3 hour Quill and Crater Hike where hikers climb to the rim and then descend onto the floor of the enormous crater to a depth of 810 feet to explore the lush tropical rain forest. Other favorite hikes include the Round the Mountain Trail (2.5 hours) that takes hikers to the Botanical Garden via spectacular view points of St. Kitts and Nevis and the Mazinga Trail to the highest point on the volcano with a bird's eye view of the entire island.

Information on all trails, together with maps and trail passes, can be obtained from the National Parks Office in Gallows Bay. All trails are very well marked, and hikers can choose whether to walk independently or whether to organize a group guided hike with a National Park Ranger. Hikers are advised to plan excursions for early morning when the temperature is lower. Hikers are recommended to wear long pants and sturdy shoes and to take plenty of water.

### **Miriam C. Schmidt Botanical Garden**

The Botanical Garden is about 3 miles from town and is nestled on the southern slopes of the Quill Volcano. It is accessible by car or via foot (2.5 hours on the Round the Mountain Trail or 1 hour by road). The Garden provides a haven for the protection of the island's natural vegetation whilst, at the same time creating an opportunity for a rest in peaceful surroundings. The Garden is under development with new planting started in 2000. There are several garden areas to visit (Sensory Garden, Look Out, and Palm Garden). Visitors are invited to learn more about Sint Eustatius flora take a walk through the forest (on the Bird Observation Trail) or simply relax with a picnic on the pavilion to enjoy views of St. Kitts and beyond. Sint Eustatius National Parks Association maintains the Botanical

Garden with the assistance of their volunteer program (see [www.SintEustatiuspark.org](http://www.SintEustatiuspark.org)).

## **Beaches**

There are two distinct beaches on Sint Eustatius, each quite different in character from the other. Neither of the beaches have lifeguards. Oranje Beach is lovely with interesting sand colors of light beige and black. The waves are lower on this leeward side of the island with no strong current or undertow and with no sea urchins or dangerous fish. Zeelandia Beach, a deserted two-mile stretch of black and tan sand, has exciting Atlantic surf and fresh, invigorating trade winds. Swimming is not recommended here however, due to a dangerous undertow, but wading with a partner is considered safe.

## **Scuba and Snorkeling**

Sint Eustatius has been termed the “undiscovered secret of the Caribbean.” There is a wide variety of diving available, from the coral reef spur and groove formations (80-180 feet) in the southern marine reserve, to steep buttresses (80-120 feet) in the north and a fringing reef on the Atlantic Coast (0-60 feet). In addition to the natural coral reef, there are dive sites on 17th and 18th century shipwrecks where divers find many artifacts (anchors, cannons, pottery, blue glass trading beads and more). There are also three modern shipwrecks sunk in the past 10 years to create artificial reefs.

The waters around the entire island within depths of 100 feet are protected by the Sint Eustatius Marine Park (see [www.SintEustatiusPark.org](http://www.SintEustatiusPark.org)) which results in a largely unspoiled coral reef with large numbers of fish, lobster and turtles. Water temperature ranges from 78-84 degrees F. There are 30 dive sites and 3 snorkel sites with moorings for access by boat. Alternatively, it is captivating to snorkel along the submerged 19th century town wall along the Caribbean side (60 feet from the beach). Students are welcome to visit the National Parks Office in Gallows Bay for information about diving and marine life.

There are three Professional Association of Diving Instructors (PADI) certified dive centers that offer SCUBA courses and guided dives. All of these dive shops offer diving certification to students at a discounted price. Dives for certified divers are also offered at discounted rates for medical students. Snorkeling is also available through all three diving centers. No certification is necessary for snorkeling. Dive shops are located on the Caribbean side of the island.

Dive Statia - [info@divestatia.com](mailto:info@divestatia.com)

ScubAqua - [dive@scubaqua.com](mailto:dive@scubaqua.com)

Golden Rock Divers - [grdivers@goldenrocknet.com](mailto:grdivers@goldenrocknet.com)

## **Athletics**

### **Canoeing and Kayaking**

Canoes and kayaks are available through various local businesses. Dive shops offer canoes and kayaks at hourly and daily prices. There are no special classes necessary to rent the canoes, although a basic knowledge of water safety and the ability to swim are crucial. Canoeing and kayaking are unguided sports, so these activities allow students are free to explore the Caribbean Sea side of the island.

### **Boating**

Boat trips are available for large groups (10 and up) to the neighboring island of St. Kitts. Day and weekend trips are available. Students may choose to travel using the services of local fishermen, local boat owners, or the dive shops.

### **Basketball**

There are two basketball courts available for use by students on Sint Eustatius. One is located at the Community Center near the bottom of Rosemary Lane. The second is located next door to Chocolate's Bar & Restaurant, down the street from the Administration Building. Both of these sites offer full court basketball, as well as night time lighting (1 hour for U.S. \$5.50). Players must provide their own basketball.

The University organizes a Basketball Tournament at the end of the 11th week of every term. Team competitions include Men's, Women's, and Co-ed three person games. Individual competitions include pair shooting and three point shooting sessions. In addition to the tournament, weekly pick-up games in the afternoons and weekends are

often arranged by students.

### **Volleyball**

Beach volleyball and court volleyball are available on Sint Eustatius. Beach volleyball is mostly played on Zeelandia Beach, because of the wider site offered there. Games are arranged on an individual basis. Court volleyball can be played at the Community Center on Rosemary Lane. Students typically play an unofficial game on Saturday mornings. Anyone is welcome to play. Local team membership is also available.

### **Football**

The beach at Zeelandia and the Athletic Field neighboring the community pool are both great venues for football. Zeelandia offers a wide beach and plenty of soft sand, which is perfect for games of touch and flag football. The athletic field offers a large playing ground for games to be held. Players need to provide their own equipment.

### **Soccer**

USESOM has a number of soccer teams that participate in the local Sint Eustatius Men's Soccer League. Games are usually held on Tuesday, Wednesday and Thursday evenings from 7 to 9 p.m. Soccer played on Sint Eustatius is arena soccer. Teams usually range from about 7 to 10 members, with five members on the field during play. There has recently been a growing demand for a women's soccer league, although there are only two teams at present. Games are held weekly. To start a team, students should speak to the owner of Chocolate's Bar & Restaurant.

Due to growing popularity, weekly non-league games are played between students. These games are co-ed and are played at 7 p.m., on Tuesdays and Thursdays. Every player pays U.S. \$0.55 for night lighting costs. These games tend to be less competitive and more laid back than the league games.

### **Tennis**

There are two tennis courts available for students to use on an individual basis as well as through the Tennis Club. Rackets and tennis balls are available through this club.

### **Shopping**

Sint Eustatius has a few stores that sell costume jewelry, clothing and knickknacks. Most stores are open Monday through Saturday.

## **Island Resources**

### **Mail**

The post office on Sint Eustatius is open weekdays from 7:30 a.m. to 4:00 p.m. (Tel: 011-599-318-2207/2678). To mail to the U.S., single sheet letters cost approximately U.S. \$1.25 and post cards about U.S. \$0.62. Postal mail service to and from the Caribbean can be slow— it commonly takes two weeks or longer for mail to be received on either end. UPS, DHL, and Federal Express provide expedited mail service to the island. This service takes about 3-4 business days but is somewhat expensive and probably should be reserved for urgent matters. In addition, those people who return to the U.S. during the term will often act as couriers of pre-stamped mail to be posted from within the U.S. Students often bring a supply of U.S. stamps for such occasions.

### **Student Mail**

At Sint Eustatius mail is not delivered directly to homes, or offices. Therefore individuals and businesses must have a post office box. USESOM provides boxes for student to receive personal mail as well official mail from the University. Students may pick up postal mail from their personal mailboxes located in Suarez. Mail and packages being sent to students should be addressed as follows:

Student Name  
c/o University of Sint Eustatius School of Medicine  
Golden Rock  
P.O. Box #73  
Sint Eustatius, Netherlands Antilles

Student mailboxes are used to facilitate official communication between students, faculty, and administrators. It is therefore imperative that students determine whether they have received mail on a regular basis. Failure to heed an

official summons to the office of an administrative officer within the designated time frame or to comply with direction of a University Official acting in the performance of his or her duties may lead to disciplinary action, regardless of whether or not the student was unaware of the situation as a result of failure to check his or her mail.

## **Churches**

Visitors to Sint Eustatius are welcome at all houses of worship. The following religions have services on the island: Seventh Day Adventist, Methodist, Roman Catholic, Jehovah Witnesses, Baha'i Faith, Baptist, Anglican, Apostolic Faith, Pentecostal and World of Faith Ministry.

## **Public Library**

The Public Library is open on weekdays only. Library cards cost U.S. \$9.00 per year.

## **Internet**

The University of Sint Eustatius provides students with high-speed Internet access in University facilities.

The cost of this service is included in tuition. However, students may also wish to establish an internet connection in their personal residence through the local phone company at their own expense. Students who are interested in establishing Internet at their Sint Eustatius residence should contact the local phone company (Eu-Tel) at 011-599-318-2320.

## **Telephones**

Students may wish to establish a phone connection in their residence. Please note that a phone connection may take several weeks to establish. The local phone company charges approximately U.S. \$70.00 for installation plus a U.S. \$500.00 deposit that is fully refundable upon disconnection. The service fee for a phone is about U.S. \$30 per month. The phone rate from Sint Eustatius is about U.S. \$0.67 per minute to the U.S. and U.S. \$0.90 per minute to Europe. Pre-paid cellular (Chippee) phones are available. For information about cell phones, contact the local phone company (Eu-Tel) at 011-599-318-2320. Because phone calls from the U.S. to Sint Eustatius can be expensive, students' families may wish to purchase international calling plans through their local phone companies.

## **Money and Banking**

The official currency on the island is the Netherlands Antilles guilder. However, U.S. cash and Euros are widely accepted. All monetary amounts in this document are specified in U.S. dollars unless otherwise specified. The current exchange rate offered on the island is U.S. \$1.00 = fl. 1.78. Local banks will also exchange other currencies.

Traveler's checks, personal checks and American Express credit cards are generally NOT accepted at local businesses, including grocery stores. Some merchants accept VISA and MasterCard.

There are two major banks on the island: First Caribbean International Bank (FCIB) and Windward Islands Bank (WIB).

## **Opening an account**

Students are required to present a letter of reference from their home bank.

- This letter should identify the name, address, and phone number of the student's primary bank.
- Indicate the length of time the student has had an account
- State that the student is in good standing with the bank.
- In addition, the banks on Sint Eustatius require an official letter from USESOM verifying that the student is enrolled and living on Sint Eustatius. This letter is available from the University Administration Office upon request.

FCIB requires a minimum deposit of U.S. \$300.00 to open a savings account. Students are not eligible to open checking accounts at FCIB.

WIB requires a minimum deposit of U.S. \$5.00 to open a savings account and U.S. \$600.00 to open a checking account.

U.S. personal checks and cashier's checks take eight or more weeks to clear and may be associated with a fee (minimum U.S. \$10.00 at WIB; no charge at FCIB); other foreign checks may take longer to clear and be associated with a higher fee.

The time involved in depositing a U.S. cashier's check in a WIB account may be reduced by using a cashier's check issued by Bank of America, the clearing house for WIB. Banks will cash personal traveler's checks immediately, with a variable fee (1% at FCIB, U.S. \$0.50 per check at WIB). Banks will transact cash advances from major credit cards (FCIB charges a fee of 1.15% in addition to the credit card company's interest charges) bank accounts may be opened by this method.

Please note that there is one ATM on the island located across the street from WIB. There is also a bank (no checking privileges) within the local post office. The account is in guilders only; therefore other currency will automatically be converted. Personal checks are not accepted. Money in the postal account accrues interest at 6% per year. The postal bank is also the agent for MoneyGram, a worldwide money transfer service.

Thus, students who anticipate utilizing wire transfer services frequently may find the postal savings bank more convenient than the other two banks. Students should bring enough money to cover housing costs and other living expenses for the term. It is recommended that students should bring at least U.S. \$5,000 for the first term.

## **Medical Care**

Queen Beatrix Hospital is a 22-bed hospital on Sint Eustatius that is staffed with three full-time physicians (Tel: 011-599-318-2371/2211). The small hospital serves as both the emergency room and the place to go for routine doctor's visits. Students may opt to inform the Provost concerning any major medical condition they have. This will better prepare the school's administrators to handle an emergency, should one arise.

## **Day Care**

For students who plan to bring young children to Sint Eustatius, there is a day care center, the Buzzy Bees Inn (Tel: 011-599-318-2329), which provides part-time and full-time care. According to faculty members who utilize this service, the center provides excellent care at an affordable cost (U.S. \$93/month for full-time daily care).

## **Education for Children**

There are three elementary schools on Sint Eustatius:

Golden Rock Roman Catholic School (Principal Debbie Clarke, 011-599-318-2505)

Governor de Graaff School (Principal Floyd Woodley, 011-599-318-2321)

Lynch Plantation SDA School (Principal La-Verne David, 011-599-318-2338)

Students with elementary-aged children are encouraged to contact a principal of one of these schools for information about schooling opportunities in English for their children. Education for children 7 through 12 years of age is offered in English after that age children are taught in Dutch.

## **Transportation**

Most students can easily navigate the island on foot. However, bicycles and motor scooters are becoming popular modes of travel for students. Limited selections of bicycles are available for sale on the island. Motor scooters can be purchased on nearby St. Maarten. Used motor vehicles are often available for purchase. Any student considering such a purchase, however, should have the vehicle inspected before purchase, and a clear bill of sale should be obtained to confirm any transaction.

## **Weather**

The average high temperature on Sint Eustatius is approximately 85°F year-round. In the winter months, the temperature in the evenings can drop to the mid to high 60's. Although the weather is mostly sunny, tropical rains sporadically occur during most months. Every fall, during "hurricane season," inhabitants of the Caribbean keep their eyes out for unruly weather. Sint Eustatius and the University have well-established protocols for dealing with such events.

## **Electricity**

Electrical outlets supply alternating current at 110V (as in North America). Power surges and brownouts are fairly common, so students are strongly advised to protect computers and other electronic devices when off campus with surge suppressors and in their apartment with uninterruptible power supplies.

## **Language**

Although Sint Eustatius is a Dutch island, the islanders commonly speak English. Classes at the USESOM are taught in English.

## **Time Zone**

Sint Eustatius operates on Atlantic Standard Time, which is the same as Eastern daylight savings time, all year round. Sint Eustatius does not change its clocks.

## **Preparing for Life on Sint Eustatius**

### **School Supplies**

Throughout the Basic Sciences Program, students need to have professional diagnostic instruments and other related equipment (listed below). Some items are needed as of 1st term (e.g., scrubs, long white coats, masks), whereas others are needed in subsequent terms. For convenience purposes, the items that are required for the Basic Sciences Program have been assembled in a complete kit, which may be purchased through the University. Alternatively, a student may choose to purchase these items separately through their own resources.

### **Student Medical Kit**

Students interested in purchasing the kit should contact the Admissions Office in New York or the Administration Office on Sint Eustatius. Order forms are available for download on our website and can be faxed to the New York Office. The kit costs U.S. \$1,149.00, which includes delivery to Sint Eustatius. To ensure timely delivery of the kit to Sint Eustatius for use as of 1st term, students should order the kit at least 6 weeks before their arrival on island.

The items will be available for pickup at Administration on Orientation Day.

Note:

Items in the kit are not available individually for purchase through the school except for scrubs and lab coats (both long and short). These are available for individual purchase at the Administration Office on Sint Eustatius.

The University supplies dissection kits and latex gloves for both the Anatomy and ICMPD labs.

The Student Kit Contains:

- Tongue Blades
- 4 Medium-Sized Paper Clips
- Otoscope/Ophthalmoscope
- Safety Pins
- Scientific Calculator – Solar
- Tuning Fork C-512 Frequency
- School ID Badge & Neck Band
- 2 Scrub Sets (available with kit or sold separately at the University)
- 2 Prof. Lab Coats, Long w/Pocket - School Seal (available with kit or separately at the University)
- 1 Prof. Short White Physician Coat - School Seal (available with kit or separately at the University)
- 2 Empty Vials
- Mask
- Cotton-Tipped Applicators 6”
- Pen Light
- Sphygmomanometer
- Tuning Fork C-128 Frequency
- Multi-Pocketed Medical Bag
- Otoscope Disposable Covers
- Physicians Tape Measure
- Pocket Vision Guide
- Taylor Percussion Hammer
- Stethoscope Littman Dual

### **Textbooks**

Students have the option of purchasing their required textbooks at a discounted price from the University’s on-line bookstore. The bookstore is located at [www.eustatiusmed.edu/bookstore.html](http://www.eustatiusmed.edu/bookstore.html). The on-line bookstore offers students a convenient and affordable method of shipping their books to the island. Each courses required and recommended texts are listed on the website for ease of purchase for first term and transfer students as well.

### **Linens**

Although bed sheets and pillows are provided in most living accommodations, students may wish to bring their own linens, including blankets, towels and pillows (full size flat sheets are recommended).

### **Toiletries**

If a particular brand of item is preferred, it is recommended that the student brings a supply of it to the island. Contact lens wearers should bring a supply of solutions. For those who are easily awakened by sound (e.g., the crowing of roosters), earplugs are recommended. Use of sunscreen is highly encouraged.

## **Insect Repellent**

Like all Caribbean islands, mosquitoes are prevalent on Sint Eustatius. Although repellents are sold on the island, students may wish to bring repellent with them in case they cannot access a store upon arrival. Students who are prone to insect bites are recommended to bring a stock of Vitamin B complex, which has been used with variable success as a mosquito repellent. Non-aerosol repellents are recommended to comply with airline cargo regulations.

## **Clothing and Related Apparel**

It is required that students have at least two sets of scrubs to wear during anatomic dissections. Long lab coats are required for Microbiology and Premedical Chemistry laboratory work. Two short white coats are required for the ICMPD course on the island. Appropriate casual attire, collared short sleeved shirts and shorts, are typically worn given the warm climate and should be made of cotton. Students should bring two "formal" outfits (e.g., slacks, shirt, and tie for men; slacks, skirt or dress for women), for presentations and other special events. Students should bring long pants, a sweatshirt, a light jacket, sunglasses, a hat, an umbrella, a flashlight and a battery-operated alarm clock. For some class presentations and in certain facilities, open-toed shoes/sandals are prohibited. Students are recommended to bring at least one pair of close-toed dress shoes. Please note that the temperature in the air-conditioned classrooms may be too cold for some people, students are advised to bring layers of clothing to class to adjust accordingly.

## **Employment Opportunities**

Students who matriculate at the USESOM are not allowed to be employed on Sint Eustatius. This restriction is part of the Student Declaration requirements that has been established by the Netherlands Antilles Immigration Department in order for students to obtain temporary residency on Sint Eustatius (see downloadable "Student Declaration Document" on this website). Students' spouses (or other relatives) who obtain temporary residency status on Sint Eustatius could legally secure employment on Sint Eustatius. However, there are virtually no job openings on Sint Eustatius. Furthermore, when an employment opportunity does arise, Antillean labor law mandates that first priority be given to a Sint Eustatius or other Antillean citizen. Thus, spouses of students who come to Sint Eustatius, in almost all cases, will not be employable on island.

## **Medication**

A supply of many over-the-counter and some prescription medications are available on the island. If the needed medication is not readily available on Sint Eustatius, students should bring a sufficient quantity of the medication to last between visits home. For a majority of students, this means having a supply of the medication which will last for 4 months.

## **Pets**

Pets may accompany students to Sint Eustatius without being quarantined. A current (within 1 month) health certificate from a vet is required. Students with pets must secure housing with a landlord who allows pets.

## **Student Housing**

If you have never lived on your own or rented a property before, you are encouraged to visit the Office of Student Services for resources on how to go about finding the property that meets your personal and scholastic needs, understanding and successfully working with a lease agreement, and protecting yourself from being mistakenly held responsible for damages or disrepairs.

Students who rent a property in the community are responsible for all aspects of fulfilling their lease, including full payment of rent and all utilities. The Office of Student Services, and USESOM, shall assume no responsibility in acquiring property, apartments or monies due. Student tenants are solely and totally responsible for all finances associated with housing. The Office of Student Services will provide educational materials and advice for students only. Furthermore, mediation services are available as a mechanism to facilitate communication between a property owner and student-tenant when differences arise. The Office of Student Services does not take any responsibility for agreements reached between parties or lack thereof, concerning leases or rental agreements.

## How to Rent an Apartment

Students will need to find living accommodations in the local community. Once the student has been accepted to the University, the student should visit the University website <http://www.eustatusmed.edu/housing.aspx>, which lists the available housing in the community.

Photos and complete descriptions of the residences (including the price and location relative to the University facilities) are provided. Rents generally range from U.S. \$395.00/month for a small studio to about U.S. \$1000/month for a multiple bedroom house.

New students are responsible for contacting landlords directly and making necessary arrangements. If the landlord requires a deposit in advance of the student's arrival on Statia, then students must make arrangements with that landlord to pay the deposit. Deposits can be wired to the island through Western Union. When sending money using Western Union, students must send the wire to the St. Maarten office specifying Netherlands Antilles on the form. Students having problems paying their deposit should contact the Bursar's Office in New York. Otherwise; the student should be prepared to pay the deposit (and first month's rent) directly to the landlord upon their arrival on Statia. If students have any questions about housing listed on the website, they should email [rentals@eustatusmed.edu](mailto:rentals@eustatusmed.edu) for assistance.

## Driving

Before you are permitted to drive on Sint Eustatius, you must have in your possession an Antillean driver's license. Otherwise, you risk a traffic fine and having any motor vehicle that you are operating impounded. There is no grace period during which you can drive with a non-Antillean license. To be eligible for an Antillean driver's license, you must have in your possession a temporary residency permit, which you apply for on Orientation & Registration Day. Once you receive your temporary residency permit, you must register at the Census Office and receive your Census ID card. At that point, you are eligible to apply for a driver's license.

Note: The fees shown below are quoted in guilders, which are worth approximately 0.55 of a U.S. dollar.

## To Obtain an Antillean Driver's License

Write a letter to the Lieutenant Governor requesting permission to convert your current valid driver's license to a Dutch Antillean driver's license. The letter must be written on special paper that has an official stamp on it (referred to as "stamp paper"), which can be purchased for a cost of 5 guilders at the Receiver's Office. The letter should include the local address and phone number of the student and should specify the license for which the student is applying (e.g., scooter, car, or motorcycle). It is important that the student attach a copy of their current driver's license to the request. The letter should be turned into Ms. Millicent Lyfrock, Secretary of to the Lieutenant Governor, at the Government Administration Building, which is located across from First Caribbean International Bank (please note that students must be dressed appropriately in order to be granted admission to the Government offices). After the request has been submitted and approved by the Lieutenant Governor, a student should:

### 1. Go to the Receiver's Office:

- Purchase a medical form for 6 guilders, which must be completed and signed by one of the physicians at the local hospital.
- Purchase official stamps for 36 guilders.
- Pay the driver's exam fee of 100 guilders.
- Purchase an official proof-of-registration stamp for 8 guilders and take this stamp to the Census Office (located next door to the Receiver's Office), where the proof-of-registration forms will be issued.

### 2. Bring the following items to the Police Station:

- The medical form (signed by an island physician)
- The official stamps that were purchased at the Receiver's Office
- The receipt for paying the driver's exam fee
- The proof-of-registration form
- Two passport photos
- A copy of your passport

## **Lodging**

### **King's Well Hotel**

The Hotel is located on the beautiful Oranje Bay on the curve of the Bay Road. It hosts eleven spacious rooms and offers fine German, Continental and American restaurant.

Tel/Fax: 011-599-318-2538.

Caribbean Plus Connection: 1-800-692-4106/203-261-0295

### **Old Gin House**

This Hotel is a faithful reconstruction of an 18th century building. The rooms feature king size beds, private baths and air-conditioning.

Tel: 011-599-318-2319

Fax: 011-599-318-2135

Website: [www.oldginhouse.com](http://www.oldginhouse.com)

E-mail: [reservations@oldginhouse.com](mailto:reservations@oldginhouse.com)

### **Golden Era Hotel**

This hotel has 20-rooms and is located on the edge of the Caribbean Sea.

Tel: 011-599-318-2345

Fax: 011-599-318-2445

Caribbean Plus Connection: 1-800-692-4106, (203) 261-0295,

USA: 1-800-223-9815; Canada: 1-800-344-0023

### **Sint Eustatius Lodges**

With elegant private bungalows on a cliff, this hotel overlooks a magnificent seascape with St. Kitts as a majestic backdrop. There are separate kitchen facilities in each unit. A swimming pool and bar on site. Rental rates include scooter or car.

Tel: 011-599-318-1900

## **Restaurants**

### **Blue Bead Bar & Restaurant**

This restaurant is located on the beautiful Gallows Bay among 18th century ruins. It specializes in West Indian, Continental and Indonesian cuisine.

Tel 011-599-318-2873

### **Cool Corner Bar & Restaurant**

This restaurant is located in the center of town and Features Chinese cuisine.

### **Chocolate's Bar & Restaurant**

This restaurant is located in Goldenrock. It serves a variety of local and West Indian dishes. Student meal plan is available.

Tel: 011-599-318-2830

### **Grillhouse/Sanyen Chinese Bar & Restaurant**

Located on beautiful White Wall Road, this restaurant specializes in Chinese cuisine.

Tel: 011-599-318-2915

### **Golden Era Hotel**

This restaurant is situated on the edge of the Caribbean Sea. It specializes in West Indian, Creole and International cuisine.

Tel: 011-599-318-2345

### **Intermezzo Coffee Shop**

This coffee shop is located at Oranje stratt #22, opposite the Fed Ex office. It serves European/American style coffee shop dealing in a varied breakfast and lunch menu.

Tel: 011-599-3180075.

### **King's Well Bar & Restaurant**

This restaurant is located on Oranje Bay on the curve of the Bay Road. It features prime US beef, Jaeger and Wiener schnitzel.

Tel: 011-599-318-2538

### **L'Etoile**

This restaurant is located on the Heiligerweg. The menu offers creative local seafood and meat dishes at an affordable price.

Tel: 011-599-318-2299

### **Sandbox Tree Bakery**

This bakery is located on the Kerkweg opposite the Dutch Reformed Church. It specializes in all types of breads and pastries, as well as cake orders for special occasions.

Tel: 011-599-318-2469

### **Smoke Alley Bar & Grill**

This Bar & Grill is located on Oranje Bay. It serves good, affordable food in a festive atmosphere. A student meal plan is available.

Tel: 011-599-318-2002

### **Stone Oven Bar & Restaurant**

This restaurant is located in town on the Faeschweg. It serves West Indian cuisine in Caribbean style decor.

### **Ocean View Terrace**

Dine quietly on a protected terrace overlooking historic Fort Oranje and glorious sunsets. Engaging ambiance, friendly and efficient staff, and well prepared food.

Tel: 011-599-318-2733

### **Sonny's Chinese Restaurant**

This restaurant is located on Prinsesweg. It serves Chinese and local dishes, and gives tasty and generous portions. They do not accept credit cards. Student meals plans are available.

Tel: 011-599-318-2929

### **Superburger**

This restaurant is located in the heart of Skell. It serves innovative burgers, sandwiches, shakes, ice cream and daily specials.

Tel: 011-599-318-2412

## *University Policies and Procedures - Academics*

### **Class Attendance Policy**

- Any student who misses over 20% of lectures in a given course will be brought to the attention of the Provost for possible course withdrawal and/or other actions.
- The Basic Sciences curriculum is designed to be a series of integrated, consecutively scheduled learning experiences. Interruptions of the educational program are academically undesirable and are of concern to medical licensure boards, and can also affect financial aid eligibility and loan repayment status.
- Emergency absences are only permitted under extraordinary and well-documented circumstances.

During the clinical clerkship students must also abide by the policies and procedures of the institutions they are attending. Short breaks due to scheduling constraints may occur between clinical clerkships, such breaks if not exceeding four weeks have no impact on the student's enrollment status.

Classes at USESOM provide an atmosphere in which student/teacher and small group interaction is encouraged. Therefore, students are expected to attend all class sessions.

- The University has a mandatory 80% minimum attendance policy.
- It is the responsibility of students to keep track of their own attendance.
- Faculty, administration, and staff are not responsible for notifying students of their attendance record within a class, but may do so as a courtesy.
- Students who are absent for more than 20% of lectures will not be permitted to take the final examination for that course.
- Students who miss 20% or more of lectures face possible course withdrawal and/or other actions as determined by the Provost in consultation with the professor of the course.
- Students who miss a scheduled examination will receive a "0" for that examination. In the rare case of an emergency, only the Provost may override this policy.
- Students who are absent from class will receive a "0" for any assignment or exams scheduled on that day, whether or not these were announced prior to the class period.

### **Auditing a course**

Upon request and with approval from Administration, a student may audit one or more courses for a fee of U.S. \$500.00 U.S. Auditing entails attending lectures without taking exams or receiving course credit.

### **Withdrawing from a Course**

If a student withdraws from a course before the end of the fourth week of the semester, the withdrawal will not be listed on the transcript. Students withdrawing from a course between the first day of week five and the last day of week thirteen will receive a grade of "W" for that course. When the student repeats the course, the course name and grade will be recorded on the transcript. The original grade of "W" along with the course name will remain on the transcript. Any student who fails or withdraws from a course will be required to repeat that course the next semester in which he/she is registered.

### **Missed Exams**

Only under rare circumstances will a student be excused from taking an examination. Only a Dean or the University Provost (not the course Professor) has the authority to excuse a student from an examination. Students who miss an examination must observe the following procedures:

### **Pre-arranged Absence**

Students who know in advance that they will be absent from an exam due to an emergency (e.g., a death in the family necessitating departure from the island) must submit a letter to the University Provost explaining in detail the nature of the emergency and the justification for missing the exams). Evidence of the emergency (e.g., a copy of the family member's death certificate) may be requested.

## **Unexpected Absences**

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

## **Excused Absences**

The Professor will base the student's course grade on the completed examinations and course assignments (e.g., if a course grade is typically calculated from the weighted average of four exam scores, then the student's grade would be based on the weighted average of three exam scores). Administration will inform Professors of the new exam weightings to use for the individual.

## **Academic Remediation**

If a student is performing unsatisfactorily, as evidenced by failures on multiple examinations and/or in multiple courses, the student's Faculty Mentor will arrange an appointment to meet with the student. Based upon a mutually agreeable plan of action identified during their meeting, the student may then be referred to the Office of Student Affairs, the Office of Student Services or to the Provost for follow-up services, which may include personal counseling or academic counseling. The student will be responsible to follow through with any appointments or referrals made by the Faculty Mentor.

## **Academic Probation**

Students who receive a cumulative grade point average of less than 2.0 at the end of a semester will be contacted by their Faculty Mentor and notified that they have been placed on Academic Probation. Students on probation shall be placed on a list that will be monitored by their Faculty Mentor for further progress in coursework. Removal of probationary status requires achieving a cumulative grade point average of 2.0 or higher. Probation beyond two semesters may affect enrollment in subsequent courses and/or clerkships and financial aid eligibility, thus delaying progress toward degree completion.

## **Second Time Dismissal**

Students who have been re-admitted to the Basic Sciences Program following Academic Dismissal from the Basic Sciences Program will be automatically dismissed from the University following one more course failure.

## **Make-Up Exams 1, 2 & 3**

Make-Up Exams will be a completely novel exam compared to the exam administered during the previous term.

- Administration of a Make-Up Exam 1, 2 or 3

Students who must participate in a Make-Up Exam must first obtain permission from the course Proctor and from the Provost. Make-Up Exams 1, 2 & 3 will be offered on an emergency basis only. Scheduling of the Make-Up Exam will be arranged between the Proctor and the Provost.

- Grading of Make-Up Exam 1, 2 & 3

A score on a Make-Up Exam will not be curved. However, as per accepted protocol, exam questions that are deemed unacceptable (e.g., questions that are flawed) may still be deleted and the student's grade recalculated based on the reduced number of exam questions. The maximum passing score on a Make-Up Exam is 70% (i.e. Pass), although a student may score above 70%.

## **Final Examination Policy**

Students are not exempt from any final or Shelf examination.

Final and Shelf Examinations are held in Finals Week according to the Provost's published examination schedule.

- In courses in which alternate evaluation procedures and schedules are appropriate, or if there is no Shelf Examination for that course, the use of such procedures and schedules is subject to the approval of the Provost.
- Any change in time or location from the published schedule requires prior approval by the Provost.

- A student who is absent from a regularly scheduled Final Examination without an excuse considered valid by the Provost shall be given a “0” for the examination. If the excuse is considered valid by the Provost, then the policy on incompletes will apply, as defined below.
- No student shall be obliged to take more than two final examinations on the same day. In courses where there is (a) regularly scheduled lab period(s), the combined lecture examination and laboratory examination are counted as one examination.
- Conflicts in examination schedules may be resolved only by the Provost, who will reschedule an examination to avoid the conflict. In the unlikely event that a student is unable to take the final examination, at the discretion of the instructor he/she may receive an “Incomplete” in the course.
- Faculty is not permitted to give a final examination prior to or after the Provost’s scheduled date and time, or in a different location than that approved by the Provost.

## Final Make-Up Exam

The Final Make-Up Exam will be the same as the Final Exam for any course.

- Administration of the Final Make-Up Exam

All students who need to participate in the Final Make-Up Exam must be present at 8:45 am at Suarez on the first day of each term (Orientation Day). The exams will commence in classroom #4. There will be close supervision by the Course Director or a designated Proctor.

- Grading of the Final Make-Up Exam

A score on a Final Make-Up Exam will not be curved. However, as per accepted protocol, exam questions that are deemed unacceptable (e.g., questions that are flawed) may still be deleted and the student’s grade recalculated based on the reduced number of exam questions. The maximum passing score on a Final Make-Up Exam is 70% (i.e. Pass), although a student may score above 70%, the final recorded Final Make-Up Exam score will be no higher than 70%.

- Passing Grade on a Final Make-Up Exam

If a student earns a passing grade on the Make-Up Exam, then the course is considered completed and passed. The grade for the Make-up Exam (70%) will be recorded on the student’s transcript for the course for the current term. Once the Final Make-Up Exam is passed, there will be no further opportunity to sit another Final Make-Up Exam to improve a grade.

- Failing Grade on a Final Make-Up Exam

If a student fails the Make-Up Exam, the student must repeat the course for that term. The failing grade on the Make-Up Exam will be recorded on the student’s transcript as the grade for the course for the present term.

- Missing the Final Make-Up Exam

Any student that misses the Final Make-Up Exam will automatically receive a failing grade for that course.

## Incompletes

To receive a grade of “Incomplete” (I) for a course requires the approval of both the professor of that course and the written approval of the Provost. Students who receive a grade of “Incomplete” in a course will be required to complete coursework and/or examination(s) by the end of the first week of classes of the following semester in which the student is enrolled. Students are responsible for scheduling the completion of their coursework with the appropriate professor. Once the course has been completed, the course instructor will submit the final course grade to the Provost, who will then forward the grade change to the Registrar.

## Failing a Course

Failed courses are listed and remain on the student’s permanent transcript. When the course is repeated, it is listed a second time along with the grade received. Any student who receives unsatisfactory grades for a combined total of 24 semester credit hours will be dismissed. The number of failed credits in a course, that is successfully repeated, is not used to compute a grade point average

- A student failing any major course should anticipate spending at least one additional semester in coursework prior to completion of his/her degree.

- Students who earn a score below 70% for the final grade in any course will fail the course. An F will be recorded on the student's transcript for the course, along with the percentage earned in the course for that term. The student must re-register for the course during a subsequent term but is not required to attend classes for the course. Instead, the student is given the option to retake the final exam for course credit at the end of the subsequent term.
- At the same time the student is preparing to take a Retake Exam, the student is allowed to progress in the curriculum.
- The opportunity to take a Retake Exam is not available to students seeking to circumvent failing grades for courses taken at another medical school. Students who accumulate two or more course failures without subsequently receiving passing grades for these courses, in most cases, are ineligible to take Retake Exams for those courses. Those students, if eligible for continued school enrollment, must re-enroll in the failed courses and fulfill all course requirements. In general, they will not be allowed to take courses in more advanced terms until the failed courses are passed.

## **Emergency Absences**

Students may have unavoidable, non-academic reasons for interrupting their enrollment during a semester. With the approval of the Provost or her/his designee, a student may be temporarily excused from classes during a semester due to documented emergency circumstances, such as severe illness or major injury to the student himself, or a similar emergency or death in the student's immediate family. Such a brief absence, wherein a student intends to (and can) return within two weeks to complete all coursework for that semester, constitutes an emergency absence and has no effect on the student's enrollment status. Documentation of the emergency is required.

A student who finds it impossible to return for an emergency absence within two weeks may request an academic leave of absence extending for the remainder of the semester. Failure to request an academic leave of absence will result in administrative withdrawal and the student must apply for readmission.

The interrupted semester will not be counted when determining time limits for satisfactory academic progress.

## **Academic Leave of Absence**

The first four semesters are scheduled three times per calendar year with short breaks between semesters. A student who needs a long break between semesters for personal reasons may request an academic leave of absence as outlined below. As a general policy an academic leave of absence be granted for only one semester, and the student must return in the following semester.

An academic leave of absence must be requested in writing on the standard form, stating specific reasons and return date, and must be approved by the Provost.

During the first four semesters, an academic leave of absence can begin only after the completion of a semester, and the student must return at the beginning of the next semester following the completion of the student's academic leave of absence. Once the academic leave of absence has extended beyond 180 days, the student will be reported as withdrawn effective the last day of class attendance. Students may not have more than one academic leave of absence within a 12-month period. A student who does not return from an academic leave of absence at the specified time will be administratively withdrawn, effective the last day of class attendance.

During the Clinical clerkship phase, an academic leave of absence can be taken on at the end of a clinical segment or clerkship, and the student must return to resume clinical clerkships at the time specified.

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

## **Unauthorized Leaves**

Except for approved emergency absences outlined above, students who leave during a semester or a scheduled Clinical clerkship will be administratively withdrawn.

Students wishing to return to the University after an unauthorized leave must apply for readmission. The past performance of these students will be reviewed by the Promotion Committee to determine whether they can be readmitted and, if so, under what conditions, including academic probation.

### **Withdrawals from the School**

Students who have been withdrawn (by student request or administrative actions) must apply for readmission if they wish to return to the University. Such readmission must be reviewed and is not guaranteed. They will be subject to all academic policies and tuition and fees then in effect, without any “grandfathering” provisions based on their original admission.

### **USMLE Review Course & NBME Exam Criteria**

To pass the 5th Term Review Course, students must attend lectures as per University attendance policy regulations and take the comprehensive NBME exam as the final exam.

Students with excessive absences and who do not take the NBME comprehensive exam will fail the course and will be required to repeat the course the following semester.

Actual performance on the NBME exam will not be considered as a factor in passing the Review course however each student must take this exam seriously and put forth their best effort as poor performance could create a significant delay to sit USMLE Step 1.

Students who might lack proficiency on the NBME exam may be counseled appropriately in methods and techniques to prepare for USMLE Step 1. Common resources would be discussed including formal preparation / remediation courses.

### **University Policies and Procedures – Student Conduct**

It is the responsibility of each student to become informed of University policies and rules, and to abide by them at all times.

University policies, rules, and regulations are made with the view of protecting the best interests of the individual, the general welfare of the entire student body, and the University’s educational objectives. These policies have been adopted by the Board of Trustees and the administration of USESOM and are discussed in more detail in the sections to follow. It is the mission of USESOM to graduate individuals who are both intelligent academicians and skilled clinicians with a mature capacity for moral reasoning and ethical and professional judgment. Effective coping, interpersonal, and self-management skills are considered important aspects of a physician’s professional character, and USESOM’s students are encouraged to learn to deal with all types of demands while remaining in a position of responsibility and control. To this end, clerkship assignments will seriously take into consideration how the student has presented him/herself, managed conflicts, and contributed to the general well-being of the community, both on and off USESOM campus. Each USESOM student is expected to behave in a manner consistent with the University’s published policies and mission as an educational institution. Behaviors judged unprofessional, unethical, dishonest, illegal, threatening, or dangerous may be considered examples of misconduct.

The Dean of Student Affairs also handles disciplinary referrals. The Dean will conduct an initial investigation and may then administer the necessary remedies or refer the case to the University’s Disciplinary Committee for more extensive investigation and judicial hearing. When it is determined that a disciplinary violation has occurred, the committee can recommend remedies ranging from a written warning to suspension or dismissal from the University. In addition, the Dean of Student Affairs can fine any student found in violation of one or more policies. Fines are charged to a student’s bill and, once paid, are applied to student government-related expenses. Procedures and policies regarding the administration of disciplinary hearing and associated remedies can be found in “Appendix B: Academic Dishonesty: Reporting and Hearing Procedures.”

### **Student Dress Code**

While at the USESOM and specifically in patient care areas or health care delivery settings, a student should be dressed professionally in appropriate attire. “Appropriate attire” is determined by societal convention and society’s expectation of the medical profession. A student who is engaged in patient contact must keep in mind that

members of the professional community are obligated to maintain an acceptable professional standard. Good grooming and personal hygiene are also essential for professionals in a health care setting.

Appearances that may potentially offend or distract others should be avoided. Examples of these appearances include but are not limited to:

- Easily visible body piercing
- Unusual hair coloring or style
- Sloppy attire (e.g., jeans, shoes that are not intact, revealing or ill-fitting clothing)
- Unwashed or unkempt appearance
- Word slogans on clothing accessories other than professional identification

Between the hours of 7:30am and 5:30pm, Monday through Friday, in all areas of the campus, and during designated University events, students are required to adhere to the following dress code:

- Students must wear shirts with standard collars and short sleeves.
- Shorts may be worn, but must not be torn, ripped or stained.
- Female students have the option of wearing knee length skirts or shorts that must be of an appearance appropriate to a professional business environment.
- Shirts are not to be worn unbuttoned over t-shirts and are to be properly tucked into the pants/skirt as appropriate.
- Footwear may include sandals but not thongs.
- Hats may not be worn on campus. Traditional head coverings will be permitted if worn for religious purposes.
- Appropriate jewelry includes: watches, appropriately sized earrings, necklaces, and bracelets. Other jewelry will not be allowed when you are in the hospital and therefore will not be allowed on USESOM premises.
- During cooler weather, students may wear professional looking indoor sweaters or jackets in addition to their regular clothing.
- Please note, while in anatomy modules and labs, students must wear closed toes shoes only.

Violations of the dress code are subject to fines and other consequences handled through the Office of the University Coordinator and the Office of Student Affairs. Students improperly attired may be asked to go home to change clothing, be counted absent for the day, and given a “0” for the day’s work at the professor’s discretion. Although the Dress Code applies only to USESOM’s campus, students are expected to dress tastefully when out in public. Remember, you are not only students when in the general community; you are also ambassadors for the school. Additionally, the community will see you as a “physician in training” and will expect you to act and dress accordingly.

In the Clinical Sciences program, students are expected to maintain business attire at any time that they are in the remediation program, Atlanta Campus, or in their preceptor’s office. Business attire is defined for men as slacks with collared shirts and proper ties. Females are required to wear dresses, suits, pantsuits, or blazers and slacks appropriate for physicians in training.

### **Littering**

Litter, including but not limited to cigarette butts, empty bottles or cans, food wrappers, napkins, and discarded paper, should be placed in proper receptacles. These items are not to be left on school premises or thrown on the ground outside of the campus building. Food and/or drinks are not permitted in classrooms or the library.

### **Photography or Video**

Any type of photography such as still pictures, video and film recorded or broadcast by any means including storage by electronic media, which occurs in or around the facilities of USESOM is not used for commercial purposes and that it does not interfere with the educational, scholarly or administrative functions of the institution, or impair any individual’s right to privacy.

This procedure applies to all visitors, faculty, staff and students. Pictures are not for publication or public distribution unless approved by the Provost.

Photography is generally permitted as long as it is in good taste and for personal use. Photography shall be considered to be for commercial purposes if it is intended to be sold or otherwise exchanged for value, or is for any use that could imply endorsement of a product or service.

Photography will be considered to be for a political purpose if it used or intended to support or oppose either a candidate for any public office, or any particular point of view on an issue of public concern or debate.

Prior permission from the Provost is required when (1) the photography is for commercial purposes; (2) photography has questionable content; (3) the photography is intended for a political purpose; (4) the photography will require set up of equipment which could impede normal activities on campus; or (5) the photography involves human specimens or cadavers.

Photography for film or videos may require submission of storyboards or scripts prior to approval. All photography permissions are for designated times and dates. The University does not guarantee that any specific area or activity on campus will be available at the requested time or date. Permission by the University must specify designated times and dates in writing and be signed by the Provost. The University may withhold its permission or require conditions for its permission at its discretion.

Permission of USESOM does not include or imply any permission to photograph any individual, regardless of whether such person is a staff member, student or visitor to the USESOM facilities. Photographers are reminded that they need to obtain the permission of each individual photographed and that the commercial use of an individual's image or likeness typically requires written consent of that individual.

In the event of an incident or emergency requiring police, fire or other emergency response personnel, access to areas previously open to photographers may be barred or limited to allow emergency personnel to ensure safety and security. Depending on the nature of the photography, the amount of equipment used and the location of the photography, proof of general liability insurance may be required. Specific contractual arrangements must be negotiated in advance.

Photography will be considered questionable in content if it may be viewed as libelous, defamatory, or pornographic.

## **Theft**

Although the Island of Sint Eustatius is an extremely safe place, theft of personal property is the most frequently reported crime on the USESOM campus. The majority of thefts are due to unattended personal property and more than likely involve students finding other students' personal items unattended. In view of this, the school recommends that students always take time to assure that personal possessions are properly secure. Here are a few helpful tips:

Never leave your property unattended

Engrave your personal items (bikes, calculators, laptop computers, etc.) with your driver's license number or other form of ID.

Do not leave computers unattended in lecture halls or in the library.

## **Substance Abuse Policy**

USESOM has a ZERO tolerance policy concerning the use of illicit substances by students, faculty, staff, and visitors present on property owned, leased, or otherwise under the control of USESOM. Any student found possessing controlled or illegal substances or drug paraphernalia, or abusing prescription drugs or illicit drugs on campus will be subject to dismissal from the University and may be subject to legal actions by local, state, and/or federal authorities. Treatment options are available in the general community. Students may self-identify the need of such services by contacting the Provost. Members of the USESOM community who would like additional information about substances of abuse should contact the Office of Student Affairs.

USESOM is concerned about the international problem of alcohol and substance abuse. One of its tasks is to teach physicians to identify and to treat such problems in patients who may come into their care. A second task is to assure, as best it can, that the physicians it graduates will be men and women who, by the stability of their lives and conduct, are able to meet the public trust and responsibly prescribe and handle controlled substances in the care of

sick people.

USESOM recognizes the widespread availability of drugs that lend themselves to abuse and acknowledges the rigors of medical training that cause students to become particularly vulnerable to such abuse. Substance abuse, however, is not in accord with USESOM's requirement of fitness or suitability for the practice of medicine. Students should be aware that a student with an untreated alcohol or other substance abuse problem is unfit to continue or to graduate. USESOM cannot responsibly grant a medical degree to a student whose life and performance are being impaired by these substances. USESOM, through its administrative bodies and procedures, makes the ultimate judgment in these matters.

## **Regulations**

USESOM has strict regulations pertaining to substance use that apply to any student attending, or person employed by, USESOM. These regulations are as follows:

### **Alcohol**

The consumption of alcohol will not be permitted in campus buildings. This includes in classrooms, laboratories, offices, or decks/entrances associated with these rooms or offices.

In general, alcohol will not be served at a USESOM-sponsored or sanctioned events.

If the serving of alcohol is desired at a sponsored or sanctioned event, then prior approval must be obtained from the Provost.

If alcohol is served as part of a USESOM-sponsored or sanctioned event, then non-alcoholic beverages will always be provided as an alternative beverage.

When alcohol is consumed, whether it be at a USESOM-sponsored or sanctioned event or at a facility within the local community (e.g., a restaurant), consumption is expected to be moderate. Disruptive behavior due to excessive alcohol consumption that creates potential for harm or infringes on the rights of others is prohibited.

Disruptive, impulsive, aggressive, lewd or otherwise inappropriate behavior resulting from alcohol consumption of any amount will be considered as excessive.

USESOM students are expected to comply with all University regulations regarding alcohol possession, as well as with applicable local and laws of the Netherlands Antilles regarding the possession, use or sale of alcohol, whether on or off-campus.

### **Tobacco**

The right to a healthy, smoke-free environment is recognized and supported. To this extent, no smoking is permitted in all University buildings and facilities. Smoking should not occur in doorways or other areas in which others can readily breathe second-hand smoke. Individuals who smoke should discard butts and other refuse in appropriate containers. However, the right to smoke where smoking does not affect others is recognized.

### **Other Drugs**

USESOM has a strict policy against buying, possessing, using, manufacturing or distributing illicit drugs such as, but not limited to, substances falling in the following classes: amphetamine-related, cocaine-related, cannabis-related, phencyclidine-related, hallucinogen-related, opioid-related, and inhalant-related drugs.

USESOM also prohibits the use or possession of controlled substances without a physician's prescription. Buying or selling prescription-based controlled substances is also a violation of USESOM policy.

The possession, use and sale of illegal drugs are a violation of Netherlands-Antilles law.

### **Violations of Policy**

USESOM affiliates who are reported to (or are caught) violating any of these policies will be brought in front of the Disciplinary Committee. The Committee will be comprised of 3 faculty members, chosen ad-hoc by the Provost. Following an investigation of the alleged infraction, including personal interviews with the violator and any witnesses, the Committee will make a recommendation to the Provost regarding disciplinary action. Sanctions can range from an official reprimand to dismissal from USESOM, depending on the nature of the infraction, any aggravating or mitigating circumstances and the number of offenses committed by the individual.

In addition to academic consequences, the person may be required to receive out-patient substance abuse counseling (e.g., from a counselor in St. Maarten or somewhere in their home country). In the case of serious substance dependence, USESOM may mandate that the person undergo a psychiatric evaluation and, if warranted, complete an in-patient substance abuse program in their home country before being allowed to re-register at USESOM. In addition to these actions, USESOM will notify local law enforcement authorities if the person's behavior is a criminal offense in the Netherlands-Antilles.

## **External Sanctions**

Sanctions imposed under this policy do not diminish or replace the penalties available under island or Antillean Kingdom laws. An appendix of applicable laws is available upon request.

## **Guidelines Regarding Discrimination Based on Gender**

As defined in this document, sexual harassment, whether verbal or physical, is not acceptable among students, faculty, staff, or administration. Sexual harassment includes, but is not limited to: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. This behavior constitutes harassment when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's academic evaluation or status;
- Submission or rejection of such conduct by an individual is used as the basis for academic or other decisions which affect the individual's status as a student; or
- Such a conduct has the purpose or effect of unreasonable interfering with an individual's performance as a student or creating an intimidating, hostile, or offensive educational environment.

In determining whether conduct constitutes sexual harassment, the University will look at the record as a whole and the totality of circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. The determination of the nature of a particular action will be made from the facts, on a case-by-case basis. University policy on equal opportunity and nondiscrimination are in effect. This policy includes sexual harassment under sex discrimination guidelines which cover academic and administrative staff as well as students. Questions concerning the applicability of these guidelines to specific situations or incidents should be directed to the Provost whenever a faculty member of the University is involved in the complaint. Complaints or questions involving staff (but not faculty) should be directed to the University Coordinator. Complaints involving only students should be referred to the University Coordinator and Provost. Applicable grievance procedures are available for these individuals and may also be reviewed in "Appendix C: Other Disciplinary Offences: Reporting and Hearing Procedures" section.

Following an investigation and finding of sexual harassment, the individual(s) accused of sexually harassing another may be disciplined according to the applicable disciplinary policy, which may include termination of employment or dismissal from the University.

## **Student Interaction with Faculty, Staff, Community and Peers**

USESOM recognizes the importance of student interaction with faculty, staff, community and peers, and therefore provides a high level of interaction, communication, advisement, and supervision. During interactions between students and members of faculty, staff and administration, students are expected to address them by their proper titles and last names. USESOM's students are expected to treat each other and members of the general community in a fair, honest, and professional manner, both in daily interactions and while attempting to resolve concerns and conflicts that may exist. Spreading rumors and making inflammatory statements about others is considered unprofessional and detrimental to the educational mission and vision of the University. Conversations should not be based on hearsay and gossip, particularly in such a small, isolated community. If one is unaware, based on evidence you yourself have immediate access to, whether or not you are making a true statement about another person or the University, you should not make that statement. Students found to be involved in slanderous commentary that is injurious to the reputations of another person or the University will be brought to the Disciplinary Committee, whether the facts of the accusation are true or not. Students who have a conflict or

concern that cannot be discussed directly with the person in question should seek the guidance of a member of administration as to how to proceed in addressing the issue.

## **Violations of the Law of Human Rights**

All violations of the law or of human rights (theft, assault, etc.) should be reported to the Provosts or the University Coordinator. If the violation poses a serious threat to an individual or property of any kind, the local authorities should be contacted. All violations of the law of human rights will be prosecuted in the local court system under the laws of Sint Eustatius and The Netherlands.

## **Statement Regarding HIV/AIDS**

The University provides students with didactic information regarding HIV-infection and will provide educational materials as well as HIV testing, counseling, and medical care in the general community. In the event that a student, staff member, or faculty member has contracted the HIV virus or is medically diagnosed with an HIV-related illness, the University may impose such conditions and requirements as may be medically necessary and legally permissible to protect the health of that individual, and to prevent the transmission of HIV. Individuals failing to abide by such conditions or requirements may be subject to disciplinary action by USESOM or local enforcement agencies.

Except where release of information is required or authorized by law, information concerning the HIV status of employees or students and any other portion of the individual's medical record will not be released without the written consent of the individual of whom an inquiry is being made. USESOM shall construe nothing as an assumption of risk or other legal responsibility for the health welfare of any individual beyond the limits of previously existing University policy. Individuals are cautioned to act prudently and to use good sense in their personal and social relationships. Because of the extensive medical research currently under way on HIV and AIDS, and the additional medical evidence that may become available with the regard to HIV and AIDS in the future, this statement is subject to change. Students seeking additional information on HIV and AIDS should contact the Office of Student Affairs.

USESOM seeks to minimize any HIV-related disease health risk on campus. Medical and public health officials advise that increasing public awareness and education to prevent the spread of the virus responsible for HIV-related diseases can minimize such a health risk.

The university will respond to each HIV/AIDS case on an individual basis subject to prevailing medical research and current legal opinion, using the American College Health Association's "General Statements on Institutional Response to AIDS" as a guide.

## **Student Code of Professionalism**

The University of Sint Eustatius School of Medicine Code of Professionalism identifies and describes the values, virtues, and principles critical to students pursuing the study of the art and science of medicine. The Code reinforces the importance of serving patients competently and compassionately, as well as the profession and society with honor.

Students of medicine will find that the Code of Professionalism has a threefold purpose:

1. To assist students, as they consecrate themselves to a set of eternal guideposts which will shape their thoughts and actions, especially in the midst of the demands of their studies and the eventual practice of their profession;
2. To testify to them, the necessity of being both responsible and accountable; and
3. To uphold to them, the virtues of honesty and respect, which they understand to be essential to their identity and integrity as professionals.

The USESOM Code Of Professionalism as a living, vital concept, subject to ongoing reflection, dialogue, and change, especially as experience is gained with its impact on:

- The formation and sustenance of the therapeutic relationship between patients and their physicians;
- Effective collaboration between physicians and other health care professionals;

- The relationship between the student/physician and the greater community; and
- The cultivation of a medical professional worthy of the public trust;

## **Academic Dishonesty**

The University expects all students to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in their academic experiences, which take place both in and outside of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to appropriate disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion, and the abuse of resource materials.

### **“Cheating” includes, but is not limited to:**

- Copying from another student’s test paper, laboratory report, other report of computer files, data listing, and/or programs;
- Using, during a test, materials or information not authorized by the person giving the test;
- Using, during a test, any unauthorized electronic devices;
- Collaborating without authorization with another person during an examination or preparing academic work;
- Knowingly and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or processing, in whole or in part, the contents of an un-administered test;
- Substituting for another student, permitting any other person or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or test or the preparation of academic work to be submitted for academic credit;
- Bribing another person to obtain an un-administered test;
- Purchasing or otherwise acquiring and submitting as one’s own work any research paper or other writing assignment prepared by an individual or firm; and
- Signing in for another person on an attendance sheet or soliciting another to sign in for you.

## **Other Definitions and Requirements**

- “Plagiarism” – the appropriation of another individual’s work or ideas and the unacknowledged incorporation of that work or idea into one’s own work offered for credit.
- “Collusion”- the unauthorized collaboration with another person in preparing work offered for credit.
- “Abuse of resource material” - the mutilation, destruction, concealment, theft, or alteration of materials provided to assist students in the mastery of course material.
- “Academic Work” - the materials provided to students in the mastery of course material.
- Students taking examinations will not be permitted to go to the bathroom once an examination has begun.
- Students are not permitted to bring to an examination room book bags, hats, or any written material.
- Students may enter an examination room with only pencils and erasers, or any other required material as determined by the instructor.

## **Other Misconduct**

The following is an extensive but not exhaustive list of other behaviors which constitute a violation of University Policy, and which may lead to disciplinary action and/or actions by local authorities. The order in which these are listed is not intended to imply the level of importance or seriousness of any violation.

- Giving false testimony or other evidence at campus disciplinary or other administrative proceedings;
- Failure to meet financial obligations to the University;
- Issuance of a check without sufficient funds;
- Forgery, alteration, or misuse of any University documents, forms, records, identification cards, or official University stationery;

- Failure to maintain a current official mailing address with the Registrar's Office, or giving a false or fictitious address to such office;
- Possession of or use of University keys;
- Unauthorized entry or use of University buildings, facilities, equipment, or resources;
- Failing to abide by the University's published policies regarding solicitation, banners, posting, and advertising;
- Commission of an act that would constitute an offense under prevailing law;
- Advocating or recommending, either orally or in writing, the conscious violation of any law;
- Misuse of fire or other life-safety equipment on University property;
- Use or possession of ammunition, firearms, or other illegal weapons on University property;
- Unauthorized possession, ignition, or detonation of any explosive device or fireworks that could cause damage by fire or explosion to persons or property on University grounds;
- Initiating a false alarm or report where a person knowingly communicates or circulates a report of present, past, or future bombing, fire, offense, or other emergency that is known as false or baseless;
- Harassment where a person intentionally threatens, in person, by telephone, in writing, or by any other means, to take unlawful action against any other person and by this action intentionally, knowingly, or recklessly annoys or alarms the recipient;
- Unauthorized throwing of objects in or from University facilities;
- Conduct that significantly endangers the health and/or safety of other persons including members of the University community or visitors to the campus;
- Conduct on University owned or controlled property, or at a University sponsored or supervised function, which inhibits or interferes with the educational responsibilities, reputation, environment, or relationship between the community and the University;
  - Such conduct might include, though is not limited to the following:
    - Using abusive, indecent, profane, or vulgar language;
    - Making offensive gestures or displays which tend to incite a breach of the peace;
    - Perpetrating fights, assaults, abuse, or threats;
    - Evincing some obviously offensive manner or committing an act that causes a person to feel threatened, or spreading false rumors about the University, its employees, or students.
- Stealing, destroying, defacing, damaging, or misusing any University property or property belonging to another person;
- Engaging in hazing or voluntarily submitting to hazing;
- Gambling in any form in any area of the campus;
- Illegal possession, use, sale, or distribution of any quality, whether usable or not, of any drug, narcotic, or other controlled substance; and
- Disrespectful and/or abusive language or actions toward any University employee or the University itself.

## Appendix A – Disaster Plan for Hurricane Evacuation

Inhabitants of the Caribbean must be aware and mindful of the risks and threats posed by hurricanes during the hurricane season—from June to November. Sint Eustatius inhabitants must be prepared to ready themselves in the event that a hurricane is due to hit the island. It is the mission of the University to provide a safe, healthy, and secure environment for all members of the University community. One component of providing for such an environment is a plan that clearly defines the roles and responsibilities of each member of the University community and the specific procedures to be followed in the face of a natural disaster that threatens the physical well being of the community.

The purpose of this plan is to establish the policies and procedures related to the preparation for natural disaster situations and the emergency response actions to be carried out by the University in response to those situations. The plan specifically addresses hurricanes, as they are the most likely scenarios creating the need for such a plan; however, the specifics of the plan may be applied to any other disaster situations.

### **General Information**

There are typically several days warning before a hurricane may strike. In advance of the hurricane, students, faculty and staff should tell their family members that they may be out of communication for several days or longer due to downed phone lines. For weather tracking purposes, Sint Eustatius's geographical coordinates are 17°N and 63°W. Also, automated e-mail hurricane updates can be received, free of charge, by subscribing to Lowe's hurricane website.

Hurricanes are typically both preceded and followed by a day of tropical storm conditions. The hurricane itself typically doesn't last more than 24 hours. For safety reasons, electricity is shut down on the island in high winds. Thus, even if only tropical storm conditions ultimately occur, island inhabitants can expect to be without power for at least a day. If damage to power lines does occur, then power will be out until repairs can be made (usually at least a few days).

### Terminology

- **Natural Disaster:** Any act of nature that threatens the physical well being of the University and the members of its community. On Sint Eustatius, the most likely threats are tropical storms and hurricanes that can bring dangers of wind, water and fire damage as well as a general shut down of all communications and public utilities. In the aftermath of such a disaster, the community should expect severe damage to housing (and therefore a lack of it), loss of telephone communications within Sint Eustatius (for days), loss of fresh water and proper sewage/garbage disposal (for days), and a loss of residential electricity (possibly for a few weeks).
- **Tropical Storm Watch:** A tropical storm watch is issued when tropical storm conditions, including winds from 39 to 73 miles per hour (mph), pose a possible threat in a specified coastal area within 36 hours.
- **Tropical Storm Warning:** A tropical storm warning is issued when tropical storm conditions, including winds from 39 to 73 mph, are expected in a specified coastal area within 24 hours or less.
- **Hurricane Watch:** A hurricane watch is issued for a specified coastal area for which a hurricane or a hurricane-related hazard is a possible threat within 36 hours.
- **Hurricane Warning:** A hurricane warning is issued when a hurricane with sustained winds of 74 mph or higher is expected in a specified coastal area in 24 hours or less. A hurricane warning can remain in effect when dangerously high water or a combination of dangerously high water and exceptionally high waves continues, even though the winds may have subsided below hurricane intensity.
- **Hurricane Season:** The hurricane season is the period from June 1 to November 30. This is the period of time in which there is a high level of tropical storm activity in the Caribbean Sea. However periods of storm activity at other times of the year can cause wind and water damage to some areas of Sint Eustatius.
- **Hurricane Watch:** If a tropical storm or hurricane moves into or develops anywhere in the quadrant south of 20° north latitude and between longitude 58° and 60° west, a hurricane alert will be in effect.
- **Hurricane Warning:** If a tropical storm or hurricane moves into or develops anywhere within the quadrant south of 14° north latitude and west of longitude 60° west, a hurricane warning will be in effect. If a

hurricane warning is issued than at that point, it would appear likely that the storm will strike the coast of Sint Eustatius within hours.

- **All Clear:** When it is safe to return to your normal residences an all clear is called. This signifies that the hurricane is past or that a normal weather pattern has returned to the area.
- **Testing and Training:** Once a semester, the hurricane evacuation procedure will be reviewed and the pre-evacuation procedure will be tested to insure that each member of the University community stays informed and ready. Every member of the university community is required to participate. The training and test exercise will be arranged by the hurricane committee and scheduled by the Provost.
- **Important Phone Numbers and Staying Informed:** Staying informed at all times is the key to a successful plan and the safety of everyone at the University. During the hurricane season especially, members of the University community should have radio and daily access to the Internet or the TV weather channel. Each individual should make a habit of checking the regional weather reports once or twice a day. The University posts the weather report each day on MyStatia.

### Recommended Emergency Evacuation Kit

- **Medications:** Take enough for at least 10 days, as you may spend time traveling.
- **Food:** Have enough to survive for five days. – Dehydrated fruits, dehydrated meats, dry cereals, snack bars, etc. (food items you can survive on that are light weight and you don't have to add water to). If you have a pet, don't forget a supply of pet food!
- **Water:** Due to the loss of use of pumps during a power outage, access of water via the cistern will not be possible. A large supply of drinking water is suggested as well as water to shower and manually flush the toilet. Lighter, waterproof matches and candles should be carried in a zip lock bag.
- **Clothing:** It is recommended that you carry two sets of outer clothing and five sets of underwear. A rain suit is also highly recommended.
- **Personal Hygiene Items:** Each person should have one toothbrush, one tube of toothpaste, one bar of soap, deodorant, and a roll of toilet paper, one washcloth, and one towel.
- One small **first aid kit**, one **small blanket**, one **flashlight** – With one set of extra batteries.
- **Immigration documents** should be carried in a zip lock bag (passport, driver license, Social Security etc.)
- **Radio** (battery-operated) - Once the electricity is shut off to the island, a battery-operated radio will be the best way to keep informed about the progress of the hurricane.

### Additional Hurricane Preparations

Windows and glass doors of buildings need to be boarded with shutters. The University will take responsibility for boarding up the University buildings. The landlords of other housing facilities (e.g., the Henriquez Complex, the Houtman Complex, and other individual houses and apartments) will be responsible for boarding up those residences.

Secure all movable, outdoor items (e.g., lawn furniture, BBQ grills, potted plants, etc.): Any object that can become airborne during high winds needs to be either secured or brought indoors. Gas tanks should be chained or moved under cover so that they don't topple, roll, or fly.

Vehicles need to be parked in a sheltered area (e.g., against the side of the house opposite to the direction of the hurricane strike).

Hurricane winds tend to drive rain inside buildings through cracks and crevices (e.g., under doors and the base of roofs). To help prevent water damage, furniture should be moved away from walls, and items such as textbooks and electronics should be covered with garbage bags. Because hurricane winds also shake the walls of the house, remove picture frames and other items that may fall and break. Please be aware that students and faculty may purchase insurance for the contents of their houses for a low cost (U.S. \$17.50 to U.S. \$20.50 per U.S. \$1000 of coverage, depending on the house structure). If interested, please inquire with the Administration.

Contingency Planning: We never know what damage, if any, will be sustained during a hurricane. One of the possibilities is that a roof can be damaged (e.g., punctured or torn off). You should assess the structure of your

house and determine the driest/safest part of the house (i.e., an enclosing completely surrounded by poured concrete) and prepare to bunker there if necessary.

### **During the Hurricane**

There's not much you can do during a hurricane. It will be dark and very noisy. Despite temptation, please do not try to "peak" out of windows or doors to glimpse the action—the force of winds and the impact of flying debris is strong, and you risk personal injury and property destruction if you expose yourself to hurricane forces.

### **Post-Hurricane Protocol**

#### **Wandering Around Outside**

After a hurricane has subsided to a "mere" tropical storm, the temptation is for people to wander outside to view the aftermath. Please be advised that it's still quite dangerous to be outside during tropical storm weather due to flying and falling debris. The police will likely issue official warnings against being on the streets, and we ask that you obey any curfews imposed.

#### **Head Count**

After a hurricane, the university will need to do a head count of all its students as soon as possible. To facilitate this, we require that, on the day AFTER the island curfew has been lifted following a hurricane, all students and faculty must be physically present at the Administration Building at noon.

#### **Messages**

During and immediately after a hurricane, you should keep tuned to 91.5 FM (via a battery-operated radio) - the University will post messages via this radio frequency.

#### **Resumption of Classes**

After a hurricane, classes will likely be cancelled for a day or so until it's safe to be out of the house. However, even if electricity for the island has not been restored, we will be able to resume classes quickly given that we have a large generator to power part of our facility.

## *Appendix B – Academic Dishonesty: Reporting and Hearing Procedures*

### **Reporting**

Instances of academic dishonesty should be reported to the Director of Student Affairs, who will conduct further investigations and discuss the case with the Provost to determine whether or not there is sufficient evidence or testimony to warrant a hearing.

### **Hearing Procedures & Rules**

Once the Disciplinary Committee has decided to conduct a hearing, it will be conducted in accordance with the model hearing procedures adopted by the University in order to assure due process. The accused student (or respondent) will be asked to meet with the Director of Student Affairs who will present in writing the specific charges against the student, a summary of the evidence against him or her, and a list of witnesses who will be called by the accusers (or complainants) and the Disciplinary Committee to testify at the hearing. The student will be informed of the hearing date, which will be set within three days of the presentation of charges. The student will be provided with an opportunity to ask questions about the hearing procedures at this time.

### **The Judicial Panel**

The Judicial Panel will be made up of at least five members including the Chairman of the Disciplinary Committee (or an appointee if the Chairman must serve as a material witness in the case) two faculty and two students.

### **Respondent Rights and Responsibilities**

The respondent has the right to appear and to present evidence in person and to be assisted during the hearing by a designate representative or advisor of choice. However, the designated representative or advisor may not present the case for the respondent.

- To the extent that the panel uses legal counsel for other than advisory purposes during the hearing, the student will be allowed the same opportunity. The panel shall give the student notification of the intent to use legal counsel for other than advisory purpose at the time the student is notified of the hearing.
- The respondent or accused student must attend the hearing if he or she wishes to present evidence.
- If the student fails to appear, the hearing may proceed.
- Respondents may choose to waive their right to a formal hearing in writing if they do not dispute the charges and/or do not wish to present evidence in their own defense. In such a case, the panel will review the evidence and recommend penalties to the Provost.
- The respondent who waives the right to a formal hearing maintains the right to submit a personal statement to the panel and/or the Provost to be considered during the review process.
- Respondents who wish to proceed with a formal hearing must provide the committee with the name of the chosen panelist and any chosen advisor, a list of witnesses, expected testimony, and documents to be introduced within two business days of the hearing.
- Respondents are responsible for notifying their witnesses and chosen advisor of the hearing date, time and place and in order to make sure that they will be present.
- Any further witnesses, testimony or documents to be introduced by the Complainant or the Panel will also be provided to the Respondent at least two business days before the hearing.

### **Hearing Proceedings**

1. Hearings are typically “Closed” meaning that they are not open to the public and that witnesses and others involved in the hearing are not to discuss the case with others not involved in the hearing. The hearing will be recorded on audiotape.
2. If any party wishes to appeal the finding of the Panel, a copy of the recording will be produced at the expense of the party appealing the finding for review by the Provost who will hear all appeals. Both the panel and the respondent shall have the right to question witnesses during the hearing.
3. Each party will limit its presentation and questioning to relevant evidence. Witnesses will be present at the hearing only while providing testimony or responding to questions.

- The hearing will begin with some introductory statements by the Panel Chairman, and then the respondent will be given an opportunity to make a brief opening statement. In general, all Complainants and witnesses called by the panel will be heard next.
4. The respondent may question each of these witnesses after the panel has completed their questioning.
  5. If the respondent becomes inappropriate in his or her manner or line of questioning, the Panel may require the respondent to submit questions in writing to the panel who will then question the witness for the respondent.
  6. After all witnesses have been heard, the panel will question and hear testimony by the respondent and then provide the respondent with an opportunity to make closing statements.
  7. At this point the hearing will be adjourned, and the panel will schedule their deliberations.

## **Disciplinary Actions**

The Judicial Panel must deliberate to determine whether or not the charges against the respondent are proven by the greater weight of the credible evidence. Once the deliberations are concluded, the Chairman will communicate to the respondent and the complainants, the panel's decision as to the guilt or innocence of the respondent. In the case of a guilty verdict, the panel will recommend a penalty or penalties to the Provost. Penalties for academic dishonesty may include probation, suspension or dismissal from the University. Additionally, the panel may recommend that the respondent be given failing grades on relevant coursework, withdrawn from courses, or failed in relevant courses. The length of probation or suspension may also vary according to the offense.

### **Probation**

Means that a student is allowed to attend specified classes but may be suspended or dismissed if found guilty of another incident or academic dishonesty. Students on probation are usually subject to increased observation and scrutiny and may be required to adhere to specified seating arrangements during tests. In some cases, the student will be required to participate in academic counseling sessions during the student's probation.

### **Suspension**

Means that the student is not allowed on campus during the period of suspension and may not receive grades for the semester in which the violation occurred.

### **Dismissal**

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

- If a guilty verdict is rendered and the penalty involves only probation, the decision of the panel is final. If more severe penalties are recommended, then the student may submit an appeal in writing to the Provost who will consider the appeal during his final deliberations.
- There may be only one appeal. The decision of the Provost is final.
- No student who has been suspended or dismissed from the University for Disciplinary Reasons shall be permitted on campus after the dismissal or during the period of the suspension without the prior written approval of the Provost.
- Similarly, students who are withdrawn or failed a course as a result of a disciplinary offense may not attend the course without similar approval.
- Student's who submit an appeal to the Provost immediately after receiving the Judiciary Panel's decision, may be granted permission to attend classes until the Provost renders his final decision.

## *Appendix C – Other Disciplinary Offenses: Reporting and Hearing Procedures*

### **Reporting**

Disciplinary offenses involving behaviors other than academic dishonesty should be reported to the Director of Student Affairs, who will conduct further investigations and discuss the case with the Provost to determine whether or not there is sufficient evidence or testimony to warrant a hearing.

Offenses considered especially serious, possibly warranting disciplinary consequences such as probation, suspension, or dismissal, will be referred to the Disciplinary Committee for a hearing.

### **Hearings**

When the Director of Student Affairs and the Provost determine that a violation is serious enough that it should be sent to the Disciplinary Committee, the hearing procedures used will be essentially the same as described above for a violation involving academic dishonesty. The Judicial Panel's decision will be final with the exception of cases in which it makes a recommendation of suspension or dismissal from the University. In those instances, students may appeal the panel's recommendation in writing. The appeal will be given to the Provost, whose decision on the matter will be final.

## *Appendix D – Academic Grievances: Reporting and Hearing Procedures*

The University's commitment to academic quality and integrity, as well as to academic freedom, rests upon honesty and fairness in all aspects of scholarly endeavor.

- Faculty must test, grade, and review student work in a manner that is fair and reasonable. Students must maintain scholastic honesty beyond reproach.
- Disputes that arise about honesty and fairness are best resolved through open and sincere communication among all parties: students, faculty, committees, and administrators.
- The University's commitment to academic quality and integrity, as well as to academic freedom, rests upon honesty and fairness in all aspects of scholarly endeavor. Faculty must test, grade and review student work in a manner that is fair and reasonable, and students must maintain scholastic honesty beyond approach. Disputes that arise about honesty and fairness are best resolved through open and sincere communication among all parties, including students, faculty committees and administrators.
- "Academic Grievance" is defined as a statement of complaint or accusation by a student relating to instruction that a student perceives to be unfair or otherwise detrimental to the education process at USESOM. Such issues include method of grading, testing procedures or quality of instruction, or an academic circumstance (such as grading, testing or quality of instruction) which is thought by the student to be unfair.
- A student has the right to appeal a grade received in an individual examination, project or paper, or any other grade given by a course instructor based upon work that is submitted as part of a grade in a course. The appeal process has several stages which must be completed in their entirety in order for the appeal to be considered properly completed and appropriate for submission as a grievance. The number of stages is dependant on whether the grievance is submitted during the semester for course examinations, or at the end of the semester, when the grievance is being made regarding a final grade in a course.

### **For Grievances Made During the Semester**

1. **Submit a Written Petition to the Professor:** While a course is in progress, the student or students shall present a written petition to the professor with the intent to clarify to the professor a course-related concern.
2. **Submit a Written Petition to the Department Chairperson:** If a resolution of a student(s) concern is not reached after submitting the concern directly to the faculty member, the student(s) may submit a written petition to the Department Chairperson. In it the student(s) should identify the concern, and the fact that an attempt was previously made to resolve the concern by contacting the faculty member in a written petition.
3. **Submit a Written Petition to the Provost:** Step Three in the Academic Grievance Process is based on the premise that the student(s) grievance did not result in a correction of the concern addressed in the petition to the Department Chairperson and the student(s) believes that due process was not followed in the decision. A written petition shall be presented to the Provost. After reviewing the case along with all evidence presented,

the Provost shall render a decision as to whether due process was followed in the original case. If necessary, a new review may be conducted if the Provost finds in favor of the student(s) making the appeal based on lack of due process.

### **For Appeals Made at the End of the Semester for a Final Grade Received**

1. Petition the Academic Grievance Committee: This procedure is used only at the end of a semester, once students have received their final course grades.
  - The student shall present the grievance in writing to the Academic Grievance Committee.
  - The Statement of Grievance must specify the exact nature of the grievance and suggest mutually beneficial ways to resolve the grievance.
  - The Academic Grievance Committee will only hear grievances presented in writing that include the names of the aggrieved student(s).
    - a. Forms used in this procedure will be available to students at the end of the semester, and must be filled-out completely and properly in order to be considered by the Grievance Committee.
  - If the grievance involves issues of a general nature to an entire class, then the aggrieved student or students may request a representative to participate in bringing the matter before the Academic Grievance Committee.
  - The objective of the Academic Grievance Committee shall be to examine the evidence and identify a resolution that will promote the overall academic integrity of the USESOM educational process.

The Academic Grievance Committee will determine a resolution to the grievance in accord with this objective, and present this resolution in the form of a recommendation to the Provost. Upon receipt of this recommendation, the Provost shall render a decision in this case and report the decision to the grieving student(s). The decision of the Provost shall be **final** regarding the form and substance of the resolution.

2. Appeal to the Provost: Step Two in the Academic Grievance Process is based on the premise that the student(s) believe that due process was not conducted properly, and therefore wish to appeal the decision of the Academic Grievance Committee to the Provost.
  - The exact nature of the grievance (i.e., the nature of the lack of due process) must be presented to the Provost, and after reviewing the case along with all evidence presented, a decision will be rendered as to whether due process was followed in the case by the Academic Grievance Committee. If necessary, a new review of the original petition may be conducted if the Provost finds in favor for the student(s) making the appeal, based on lack of due process.

### **Appendix E – Other Grievances: Reporting and Mediation**

USESOM students are expected to treat one another and members of the surrounding communities in a fair, honest, and professional manner. There may be instances in which a student reports a grievance against another student, or a member of the surrounding community reports a grievance against a USESOM student.

In either case, these grievances should be directed to the Director of Student Affairs who will discuss the situation with all parties involved and attempt to mediate a fair solution to the conflict.

In some cases, the grievance may lead to disciplinary consequences for a student who is found to have violated University policy. However, in many instances, the Director of Student Affairs will be able to help the parties solve problems in a manner which reduces the likelihood of either party needing to initiate legal proceedings or disciplinary action. The Director of Student Affairs may determine that the issues raised by the parties are outside the jurisdiction or interest of the University and recommend that the parties seek legal assistance.