

All American Institute of Medical Sciences
Medical Education Par Excellence



**MEDICAL EDUCATION GEARED TOWARDS GENERATING
PHYSICIANS THAT WILL SERVE THE COMMUNITY**



STUDENT HANDBOOK

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Preface

With sincere wishes for your success, we welcome you to All American Institute of Medical Sciences (AAIMS).

This Student Handbook provides you with information about, the student support services, the programs offered at AAIMS as well as certain academic information. The purpose of the Student Handbook is to answer questions about the operation of AAIMS, student services, programs, school policies and procedures, and student rights and responsibilities.

You should familiarize yourself thoroughly with the handbook's content because you are responsible for adhering to all policies and regulations of AAIMS

Note: *Any information here supersedes all other AAIMS student handbooks. AAIMS reserves the right to change its regulations, fees and announcements without notice whenever such action becomes necessary.*

Student Name: _____

Address: _____

Program: _____

MISSION STATEMENT

To coordinate resources necessary to deliver excellent medical education leading to generating physicians that will serve the community, and to form lifelong learners committed to excellence, faith, leadership and service.

VISION STATEMENT

Attain international reputation as an outstanding medical institute distinguished by excellence, leadership, research and innovation in the quality of our teaching, in student learning and achievement, and in engagement with our communities.

Getting Started

Orientation

The School's Orientation for all new students is normally scheduled at the beginning of the academic year preceding the start of Registration Week. This activity provides you with the opportunity to meet academics, administrative personnel and other students. Orientation activities are also carried out by the Faculty, the Guild of Students, and the Library.

There are several Campus tours which are organized to familiarize new students with the Campus and its environs. Participation is strongly recommended in order to avoid confusion and misdirection once classes have begun.

Guidelines & Policies

1.0 General

- 1.1 All students are required to register with the Office of Admissions before attending classes.
- 1.2 Students whose applications are incomplete are required to submit all outstanding documents before the end of the first term of attendance.
- 1.3 Changes of address and/or contact information should also be submitted to the administrative office immediately
- 1.4 The grounds should be kept clean at ALL times. Garbage receptacles are available at various points on the grounds.
- 1.5 Absolutely NO food or drinks should be consumed in the library and surrounding areas. This includes the classrooms and hallway. ALL FOOD MUST BE CONSUMED IN THE LUNCH ROOM!
- 1.6 No student is allowed to copy or print material on the copying machine without permission!

2.0 Library

Library orientation is a pre-requisite for library registration. Please ensure that you consult the Orientation schedule and attend one of the sessions.

- 2.1 Supplementary text books are available in the library.
- 2.2 Students who wish to borrow books are required to sign them out/in. A maximum of two (2) books per student is allowed and duration of two weeks is allowed per book.
- 2.3 Reserved materials and some reference books may be borrowed for overnight and weekend only. They must be returned by 9:00 a.m. the following day or the first working day after the weekend
- 2.4 Books that are not returned within the stipulated time will attract a late fee of JA\$50.00 for each additional day for general lending books and JA\$50 per hour for overnight and weekend loans.

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- 2.5 If student refuses pay the outstanding fees for the late book, the charges will be added/subtracted from accounts where applicable.
 - 2.6 Lost, damaged or soiled books will also attract a replacement or cost for damage where applicable plus 10% for processing.
 - 2.7 The Library is opened from 1:00 p.m. to 9:00 p.m. Monday to Saturday.
 - 2.8 There is a wireless internet access available on the campus, so visitors to the campus or students will be able to access the internet with his/her personal computer.
 - 2.9 **DOWNLOADING AND STORAGE OF MOVIES, GAMES AND ALL OTHER NON-ACADEMIC MATERIAL ON THE COMPUTERS IS STRICTLY PROHIBITED!**

3.0 Tuition and Fees

- 3.1 All tuition fees must be paid within the first month of enrollment. Please advise the administrative staff in oral or written format, if difficulties arise.
- 3.2 Tuition fees are to be made payable by Managers Check/Money Order or to any RBC Royal Bank Jamaica Ltd. Please visit Office of Admissions for account information.
- 3.3 Upon registration for AAIMS programs, a non-refundable deposit fee of US \$1000.00 is required (this fee is subject to change without prior notice).
- 3.4 Outstanding tuition must be paid based on arrangement made with the financial department.
- 3.5 Photocopying /printing is available for a fee. Students are reminded that materials to be copied must be submitted at least one hour prior to class time.

4.0 Refund Policy

4.1 The following shall be the schedule for refunds:

- a. 100% of tuition fees paid minus deposit amount paid on signing/registration will be refunded if a participant terminates his/her enrollment five (5) working days **before** the scheduled class begins,
 - b. Participants terminating his/her enrollment, one (1) week after class begins will be entitled to a 90% refund,
 - c. Participants terminating his/her enrollment, two (2) weeks after class begins will be entitled to a 60% refund,
 - d. Participants terminating his/her enrollment, three (3) weeks after class begins will be entitled to a 50% refund,
 - e. Participants terminating his/her training after the first three (3) weeks of training will not be entitled to a refund of any tuition or fees paid regardless of the payment option chosen,
- 4.3 Requests for enrollment termination should be made should be made in writing or on provided forms where applicable.

5.0 Attendance

- 5.1 Students are required to attend classes at the designated time during the day or evening.
- 5.2 Eighty percent (80%) of all classes should be attended by students.
- 5.3 Students who are late for more than one (1) hour of the lecture are considered absent, unless in the case of emergency or other valid reason.
- 5.4 If students are absent due to medical illness, emergency or other extenuating circumstances, a doctors' certificate in the case of illness or a letter stating reason for absence is required upon the students' return to school. PHONE CALLS ARE NOT SUFFICIENT REASONS FOR ABSENCE.
- 5.5 Failure to comply/adhere to these regulations will result in students having to re-do the entire course at a cost.

Communications and Information Channels

Students have a responsibility to keep themselves informed about their Academic Program and other Campus issues. They can do so by checking information posted on:

- Notice Boards – Registry, Department, Students' Guild Office
- School Web Site
- Assigned official e-mail messages sent by Faculty and Administration. All students are assigned an AAIMS e-mail account upon registering for the first time.

There are no phones in the rooms, so students are advised to purchase a local cellular phone from any of the two providers here in Jamaica. These phones can be easily topped-up by several means—ATMs, the Convenience Store, Supermarkets or just about anywhere that has a sign indicating card sales

6.0 Grading Policy

System of Grading

- 6.1. The following grading system is to be used for all our courses:

SCORE RANGE	FINAL RESULT	GRADES	LETTER GRADE	POINTS
90 – 100	Pass	Honors	H	4.0
80 – 89	Pass	Honors	H	3.6
70 - 79	Pass	Credit	C	3.3
60 – 69	Pass	Credit	C	3.0
< 60	Fail	No Credit	NC	0

FINAL GRADE = 60% of Coursework/Assignments, etc. + 40% of Final Exam Score

6.2. The passing Grade for each course is **60 marks** and above. Scores below **60** will result in the student having to **repeat** the course.

6.3. A fee is applied to all repeat courses. Fees are charged on a per credit basis.

6.4. Repeat Policy

6.4.1. Students will be allowed **three (3)** opportunities to take a course. Classes must be attended as normal, and all coursework, assignment, etc., must be submitted for grading. No carry forward of grades from the previous term will be accepted.

6.4.2. If, after **two (2) attempts** the student is still unsuccessful, on the third attempt the student will only be allowed to attend classes for the course being repeated. No additional course(s) will be approved.

6.4.3. If after **three (3) attempts**, the student is still unable to pass the course, the student will be **dismissed** from the program and counseled to find another course of study.

6.5. Advancing to the Next Level

6.5.1. No student will be allowed to advance to the next level with more than **two (2)** repeat courses. All Foundation Basic Science courses must be completed before the systems- based HBD courses are started.

6.6. Remediation

6.6.1. As a part of the remediation programme, the workload of student considered to be academically challenged is lightened no more than two (2) courses for a given period.

6.6.2. Student are required to work closely with their Academic Advisors in order to return to academic normalcy in the shortest possible time.

6.7. Clinical Clerkships

6.7.1. The grading system for the Clinical Clerkships is as shown below:

CLERKSHIPS GRADING SYSTEM

COMPETENCY SCALE	GRADE
Consistently exceeds expectations	Honors
Combination of meets and often exceeds expectations	High Pass
Mostly meets expectations	Pass
Do not meet expectations	Fail
Did not complete clerkship Incomplete	Incomplete

6.7.2 Students who fail a Clerkship course will be required to “remediate”, while students will have to “repeat” clerkships that are incomplete.

6.8 Dress Code

6.8.1 The Dress Code for classes is scrubs, and lab coats where applicable.

6.8.2 “Flip flops” and slippers are not permitted while attending classes.

7. Student Statement of Rights and Responsibilities

The Institute reserves the right to implement changes at any time. All changes are applicable to all students when and as announced.

AAIMS provides a Statement of Responsibilities and a set of policies each student should adhere to whilst being a student at AAIMS. The Institute attempts to establish a climate which encourages the assumption of responsibility by students for their individual and collective actions with minimum regulation. It shall be the responsibility of each student to comply with the appropriate standards of conduct and decorum befitting members.

Statement of Responsibilities

You are encouraged to develop a sensitivity to and an awareness of your environment by formulating and accepting a personal code which is compatible with the code of the community of which you are a member; that is, the AAIMS Community. This means that you must analyze your motives, study your impulses, accept responsibility for your behavior and discover the freedom and limits of that freedom as a community member. When a student becomes a member of the AAIMS, that student agrees to abide by all Institute policies and to accept four responsibilities: to self, to colleagues and community, to the Institute and to one’s education. The following sections detail responsible activities and also list actions that are prohibited by Institute policy.

The activities enumerated below constitute major violations of Institute rules, regulations, policies, and standards of conduct and shall be subject to disciplinary action. A student attending a Institute-sponsored function off campus is subject to the same standards of conduct as those expected on campus. Because AAIMS is located within a community, any AAIM student who has been involved in violating civil or criminal laws also may be subject to Institute judicial proceedings.

Violations of laws or regulations on campus may also result in the filing of criminal charges.

I. Responsibility to Ourselves

To engage fully in the pursuit of an education, one must treat oneself with respect. This means any things, but such self-respect is fundamentally a commitment to personal integrity and individual wellness. Those who are committed to personal integrity show a willingness to be accountable for their own actions. They conduct themselves honestly, thoughtfully and consistently with the values of the community. In addition, they strive for comprehensive

personal health. In doing so, they avoid practices which harm the body and the mind such as excessive consumption of alcohol or the recreational use of drugs. They endeavor to develop self-esteem and feel called to live in ways that exhibit leadership, ethics and values. All students will be required to pursue their academics to the best of their abilities (studying and attending classes). Students may lose their privileges (housing, parking, etc.) if they do not maintain their commitment to their course work.

- A. All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the institution and forgery, alterations or use of institutional documents or instruments of identification with the intent to defraud are prohibited.
- B. Misuse of alcohol. The legal age for the possession and use of all alcoholic beverages in Jamaica is 21. Fraudulent identification for the purpose of securing alcoholic beverages and/or purchasing such beverages for minors is a violation of law.
- C. Gambling is not permitted on Institute grounds, in residence halls or at official functions of student organizations.
- D. Possession, use or sale of controlled substances or drug paraphernalia is not permitted. AAIMS has the obligation to uphold laws of Jamaica with regard to the possession and use of drugs by its students. The Institute will cooperate with legal authorities when necessary. Although students so involved are subject to Institute action, the Institute reserves the right to view each case of drug-related activity as an individual case, with the kind of drug and level of involvement as criteria for the action and role taken by the Institute in the case (see "Substance Abuse Policy").
- E. The Institute has instituted a fire safety action plan.

II. Responsibility to Colleagues and Community

To allow others to engage fully in the pursuit of their own education, one must treat other members of the Institute community with respect. To do so involves a commitment not only to refrain from conduct that harms, but also to engage in the conduct that makes the community a better place for all to live and learn. Only the individual can accept the duty to act affirmatively. The Institute is committed to an environment that encourages such a duty, and it sets forth the following policies to guide conduct concerning classmates and other members of the community.

- A. Physical confrontation of and/or bodily harm to any person on Institute premises is prohibited. This includes physical conflict, lethal, and less-than-lethal use of weapons.
- B. Hazing of any person by a campus organization or another person is prohibited. AAIMS prohibits conduct by an individual, organization or group affiliated with the Institute that is in violation of the Jamaican Law on Hazing, or any hazing activity which threatens a person's rights of self-respect, which disrupts community life, or which encourages the violation of civil, Jamaican law, or AAIMS Policies and Procedures.
- C. Discriminatory harassment to any person on Institute premises or at Institute-sponsored functions is prohibited (See "Discriminatory Harassment Policy")
- D. Failure to comply with directions of Institute officials acting in performance of their duties is prohibited.
- E. Community members may not engage in conduct unbecoming of an AAIMS student.

III. Responsibility to the Institute

To assist the Institute in offering the finest education possible, one must treat the Institute campus and the Institute resources with respect. Such respect involves stewardship of community assets through responsible use, as well as refraining from damaging or misusing Institute facilities and resources. The following is prohibited:

- A. Disruption of the Institute community or obstruction of teaching, research, administration, disciplinary proceedings or other institutional activities.
- B. Theft from or damage to Institute property or the property of a member of the Institute community.
- C. Acts of vandalism or malicious defacement of property, or the property of the Institute community, including tampering with telephones, the computer network/institute's website and safety and/or fire equipment on campus.
- D. Unauthorized possession or use of campus keys, access cards or identification cards.
- E. Violation of published Institute regulations including those relating to entry and use of Institute facilities, and any other regulations, which may from time to time be enacted. F. Contempt of the judicial process or its authorities.
- G. Violation of laws of Jamaica or regulations
- H. Promotion of self-inflicted activities on the Internet, including harming others and underage drinking.
- I. Non-Payment of Student Accounts

IV. Responsibility to One's Education

To ensure a comprehensive and authentic education, the student is responsible for planning his/her academic program and progress, and for evidencing academic performance with honesty and integrity. Intended learning cannot be evidenced if one misrepresents the work of others as his/her own. While the Institute encourages students to assist one another (e.g. tutoring; group projects), the student is accountable for work submitted to meet his/her requirements. Faculty members and advisors are available to assist the student in program planning and in academic achievement. The student has accountability for meeting course, degree and graduation requirements.

8. Student Identification Policies – AAIMS Card

Student Identification Card

Every student is issued with a AAIMS Card bearing his/her picture and name. The card allows easy identification of students and gives the student access to various institute services (e.g. the library, the residence halls, food services etc.). Every student must ensure that they have their card at all times and that the card has the correct information and is valid for the duration the student is at the institute.

Loss of Identification Card

A student who loses his/her institute identity card will be required to report the loss to the office and acquire a new one.

Alcohol Policy

Abide by current parish ordinances, Jamaican law and Institute policy. Students should also be aware that in the event prosecution occurs inside or outside the Institute, applicable legal sanctions under Jamaican law for unlawful possession and/or consumption of alcoholic beverages includes fines or imprisonment.

Students experiencing difficulties with alcohol or drug use are encouraged to talk with a staff member to get advice about classes.

Drug Free Campus/Workplace Policy

The use, possession or distribution of any drug, including marijuana, or drug paraphernalia on any Institute property or as part of an Institute sponsored activity, in violation of the law is strictly forbidden. Anyone violating the law may be turned over to civil authorities for prosecution and will be subject to all of the Institute's disciplinary procedures. Students should not be in a room where drugs or drug paraphernalia are present. Jamaican law prohibits the possession and/or distribution of illicit drugs and any student suspected of breaking the law will be subject to Institute review and sanction. Criminal penalties include fines, imprisonment and, in certain cases, the seizure and forfeiture of the violator's property.

Smoking/Tobacco Policy

In an attempt to respect the rights of both non-smokers and smokers, and with a definite concern for health of all members of its community, AAIMS has developed the following policy for tobacco use on campus. Smoking or use of any form of tobacco IS NOT permitted inside any academic, residential or administrative building on campus. All smoking or tobacco materials are to be properly extinguished and disposed of in a cautious, sanitary and appropriate manner.

Non-Discrimination Policy

AAIMS does not discriminate in its admission policies, programs or activities; educational policies; scholarship and loan programs; athletic and other Institute administered programs or employment practices and programs on the basis of age, religion, sex, disabilities, race, color, national and ethnic origin. In addition to meeting fully its obligations of nondiscrimination under Jamaican laws, AAIMS is committed to maintaining a community in which a diverse population can live and work in an atmosphere of tolerance, civility and mutual respect for the rights and sensibilities of each individual, regardless of difference in economic status, ethnic background, political views or other personal characteristics and beliefs. The Institute is also committed to providing all of its students, faculty, staff and visitors with reasonable access to its programs, events and facilities. If a person believes they have been a victim of discrimination or harassment or for further information and assistance, they may contact the Office of Student Services or Dean's Office.

Hate Crime Policy and Procedures

A hate crime is classified by law as a felony offense and is in direct violation of the Institute nondiscriminatory policies. Therefore, the Institute, in addition to processing hate crimes in

accordance with the law, may simultaneously proceed with internal investigatory and adjudicative processes as defined by our handbook. A person commits hate crimes when by reason of the actual or perceived race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability or natural origin of another individual or group of individuals, he commits assault, battery, aggravated assault, misdemeanor or criminal danger to property, criminal trespass to property, mob action or disorderly conduct, and/or harassment by telephone.

A person who has been a victim of a hate crime may report the crime to the AAIMS Office of Student Services or Dean's Office. Those who report a hate crime will be advised of the importance of preserving evidence which may be necessary to provide proof for prosecution. The Institute will support services for persons who have been victims of hate crimes. Staff will serve in an advocacy role and help refer individuals for appropriate medical, police, judicial and counseling assistance. Upon request, assistance will be provided in changing academic schedules and living arrangements.

When criminal charges are filed, judicial procedures will begin against the student. The alleged misconduct of a student will be subject to review through formal hearing procedures, both the accused student and the victim will be afforded the opportunity to present relevant information, be accompanied by a support person from the AAIMS community, and be appraised of the results of the hearing. In the event the accused is found in violation, the entire range of sanctions outlined in the Student Handbook may be considered, including, but not limited to, no trespass status to certain campus locations, no contact with the victim, probation suspension or dismissal from the Institute.

Sexual Assault Policy and Procedure

The term sexual assault as used by AAIMS encompasses the legal definitions of sexual abuse and sexual assault contained in Jamaican law. AAIMS defines sexual assault as any form of forced sexual contact, including, but not limited to, acts of rape (stranger and acquaintance), as well as unwanted touching, fondling or other forms of sexual conduct.

Sexual assault is a serious violation and will not be tolerated. This policy applies to all members of the AAIMS community: students, staff, faculty and visitors.

Discriminatory Harassment and Sexual Harassment Policy

The Institute believes that all employees and students should be able to work and learn in an educational environment free from discriminatory harassment. Harassment of any person or group of persons on the basis of race, color, national origin, religion, gender, sexual orientation, age, disability, veteran's status or other protected status, as those terms are defined by applicable Jamaican laws, is a form of discrimination specifically prohibited and not tolerated in the AAIMS community. Any employee, customer, student, vendor or other affiliated person who violates this policy will be subject to disciplinary action up to and including permanent exclusion from the Institute or termination in the case of employees.

Harassment is expressly forbidden and includes unwelcome conduct (verbal, written, graphic or physical) directed against any person or group of persons because of the individual's or group's protected status. The Institute will not tolerate harassing conduct that affects tangible job

benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working, educational or learning environment. To succeed personally and academically, an individual must be able to live free from unnecessary emotional stress caused by others. Physical or emotional harassment will not be tolerated in an academic community. Therefore, it is the policy of AAIMS that all students, employees and student staff should be able to enjoy and work in an educational environment free from harassment and intimidation. Harassment and intimidation include conduct (oral, written, graphic or physical). Harassment of any person or group of persons on the basis of ability, sexual orientation, age, beliefs and values, economic class, ethnicity, gender, personal experience, national origin physical appearance, race, religion, social status, and veteran's status as those terms are defined by applicable Jamaican law, is a form of discrimination specifically prohibited in the Institute community. Harassment of any person, discriminatory or not, is not tolerated. Additionally, no person shall exhibit behavior that harms or threatens to harm another person or another person's property. Sexual harassment deserves special mention.

Unwelcome sexual advances, requests for sexual favors, and other physical, verbal or visual conduct based on sex constitutes sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's status in a course, program or activity or;
- Submission to or rejection of such conduct by an employee or student is used as the basis for employment or academic decisions;
- The conduct has the purpose or effect of unreasonably interfering with an employee's work performance, a student's academic performance, or creating an intimidating hostile, or offensive employment, educational, or living environments.

Depending on the circumstances, sexual harassment may include:

- same sex harassment;
- explicit propositions;
- suggestive comments;
- sexually oriented "kidding," "teasing" or "practical jokes;"
- jokes about obscene printed or visual material;
- physical contact such as patting, hugging, pinching or brushing against another's body.

Responsible Use of Institute Technology Resources Policy

Information on the responsible use of Institute technology resources will be distributed separately by the Office of Information Technology.

Insurance Policy

In the event of loss or damage to your personal property while working, residing or visiting at AAIMS, the Business Office can issue a statement, should you wish to file a claim against your personal insurance policy. The Institute is not responsible for any personal property loss.

In order to have the statement prepared, the damage or loss should be reported to Institute Police as soon as possible. A copy of the Institute Police report should be brought to the Business Office with a note indicating the name and address of your insurance carrier, and your address. Our statement will be prepared and mailed to you for attachment to your claim.

9. Family Educational Rights and Privacy Act (FERPA)

AAIMS maintains an educational record for each student who is or has been enrolled at the Institute. The following student rights are covered by the Act and afforded to all eligible students:

1. The right to inspect and review information contained in the student's educational records.
2. The right to request amendment of the contents of the student's educational records if believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to request a hearing to challenge the content of the educational record. The right to prevent disclosure without consent, with certain exceptions, of personally identifiable information from the student's educational records.
4. The right to secure a copy of the Institute's policy.

Each of these rights, with any limitations or exceptions, is explained in the Institute's policy statement.

AAIMS Registrar may provide directory information in accordance with the provisions of the Act without the written consent of an eligible student unless it is requested in writing that such information not be disclosed. The items listed below are designated as Directory Information and may be released as to any student for any purpose at the discretion of the Institute unless a written request for non-disclosure is on file:

- **Category I:** Name, address, telephone number, dates of attendance, class
- **Category II:** Previous institution(s) attended, major field of study, awards, honors, degree(s) conferred
- **Category III:** Past and present participation in officially recognized sports and activities, physical factors of athletes (height and weight), date and place of birth

Disciplinary and Counseling Records Procedure

Information from student disciplinary or counseling files is considered a confidential, educational record and is not available to unauthorized persons on campus. To comply with law, as well as for reasons of confidentiality, disciplinary records/files may not be released to anyone off campus unless under legal compulsion or in cases where the safety of persons or property is involved. A student's disciplinary record/file may only be reviewed by the student within the confines of the AAIMS campus and the guidelines designated by the appropriate Institute administrator. Only the student and authorized persons may have access to such records. The Institute will take all reasonable steps to ensure that the confidentiality of student educational records is maintained. Any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the Office.

Freedom of Expression Procedure

AAIMS in its role as an academic institution, is committed to an environment in which a variety of ideas can be reasonably proposed and critically examined. The Institute community recognizes

that the freedom of inquiry and expression which we seek to encourage may produce conflicts of beliefs, and of proposals for action.

It is the responsibility of all members of the Institute community to maintain channels of communication which will foster a climate favorable to the freedom of expression. Implicit in this freedom and with regard for the common purposes of the institution is the right to dissent and demonstrate in a peaceful and non-disruptive manner without unreasonable obstruction or hindrance. The Institute expects that those who enjoy these freedoms must also accept responsibility for order and discipline. Permissible speech does not include unlawful activity, activity that threatens or endangers the safety of any member of the community, destruction of property or obstruction of the normal operations of the Institute and will not be tolerated.

10. Conflict Resolution Procedures

A failure to abide by your Responsibilities and any Institute Policies and Procedures will be resolved through the campus resolution procedures. Many times misconduct can be resolved informally, but situations may require a more formal procedure. The procedure is grounded in the concept of fairness and impartiality, thereby supporting the values of our community by addressing misconduct in a constructive and positive way. Community members are notified that a report with their name has been filed.

Any member of the Institute community may file reports. After an incident report is filed, an investigation will be conducted by the Associate Dean of Administration Office. If Institute judicial action is warranted, a student will receive a phone call and/or e-mail to their email account notifying them that a charge has been filed. Student will have seven business days to schedule a meeting with the Associate Dean of Administration Office regarding the charge(s).

Mediation

Incidents may be resolved through mediation - a voluntary, private and informal process.

Hearings

Two kinds of hearings are possible: an administrative hearing and panel hearing. Administrative hearings can be used to resolve minor disciplinary matters. Hearing panels can be convened to resolve more serious matters, i.e. those that may result in a student being suspended or dismissed from the Institute (not limited to theft, dangerous weapon possession, misuse of fire protection equipment, sexual assault, illicit use of drugs and repetitious misconduct). The Associate Dean of Administration can arrange some serious matters.

Administrative Hearing

Appointed Institute Officials, including the Associate Dean of Administration can be involved.

Panel Hearing

The Associate Dean of Administration will maintain a list of trained community members (students, staff and faculty) to act as hearing panel members.

Hearing Process

The following provides the basic Hearing Process. Students are expected to obtain further details if they attend a hearing. The hearings will follow appropriate procedures to ensure a fair process. The parties will have the opportunity to present any facts to substantiate the claim, including witnesses.

Hearings will proceed in the absence of a respondent who was given proper notice, who does not request a postponement and who does not attend the hearing. No parent, guardian, legal counsel or person outside of the Institute community is allowed to appear at the hearing, except if criminal proceedings are occurring simultaneously.

To ensure a fair process, parties may request community members' assistance in preparing for and participating in the investigation and hearing process. Students, faculty or staff who agrees to assist and/or attend the hearing with the party, but not to speak at the hearing, shall provide such assistance. The administrator or Hearing Panel will, in addition, be responsible for assigning a remedy in the event it finds that a violation of the Statement of Responsibilities or of an Institute policy has taken place. Consideration of a student's entire disciplinary record at AAIMS will be taken into account when designing an appropriate sanction.

Appeal Process

A student may appeal a decision made by a hearing concerning the finding of a violation or the remedy imposed within five days of notification of a decision. To do so, the student must deliver a typewritten explanation of the grounds upon which the appeal is made to the Associate Dean of Administration. The burden of demonstrating an inequity in the hearing or remedy shall lie with the student. The final decision will rest with the Associate Dean of Administration. A diversion of these procedures, unless it results in significant prejudice to a party, shall not invalidate these proceedings.

11. Sanctions

Sanctions are defined and imposed as follows:

A. Warning

A written statement to the student indicating disapproval of his/her conduct or violation of regulations, and stipulating that continuation or repetition of such action may be cause for more severe judicial action.

B. Restitution

Reimbursement for damage to or mishap of property. Restitution may take the form of monetary compensation or the appropriate service to repair damages and may be combined with another type of sanction.

C. Monetary Fine

Financial assessment imposed according to specific sums stipulated in published rules and regulations, or when no sum is so stipulated, according to the merits of the case and established precedents.

D. Disciplinary Probation

The student is informed in writing that any subsequent misconduct or violation of institutional regulations during a specified period of time will be evaluated within the context of his/her probationary status and may result in suspension or expulsion. The terms of probation apply during the period of probation and may include any of the following:

- 1) May not become an officer or student representative in any Institute organization or committee
- 2) May not represent the Institute at any public function, including intercollegiate or co-curricular activities
- 3) May not be eligible for scholastic honors or distinctions

E. Counseling or Psychological Treatment Mandate

If deemed necessary due to physical or psychological problems, a student can be required to provide a release of information form to verify psychological/substance abuse/evaluation and may have further treatment mandated as a condition of enrollment.

F. Residency Probation

The student is informed in writing that their general behavior in the residence hall indicates that they are not able to appropriately adjust to group living, and that any subsequent misconduct or violation of institutional regulations may result in the termination of their residence hall contract. In such cases, room and board charges will not be prorated or refunded.

G. Community Service

The student will be assigned a task to complete that will, on many occasions, relate to the inappropriate behavior. A time frame will be set up for the completion of this task and the student will be assigned a supervisor to report to.

H. Behavioral Contract

A contract between the student and the Institute that limits students activities and spells out specific consequences for violation of the contract may be issued.

I. Special Projects

An assignment relating to the offense may be issued as a possible sanction.

J. Suspension

The student is informed in writing that he/she must leave the Institute community temporarily. Suspension shall be interpreted to include any or all of the following stipulations: the student may not attend classes, contact faculty, reside on campus or visit the residence halls, frequent campus facilities, and participate in campus activities or exercise student privileges. Suspension may be specified as follows:

- a. **Terms:** suspension may be stipulated for a specified period of time after which the student is automatically eligible for readmission.
- b. **Conditional:** suspension may be stipulated for an indefinite period of time premised on the student's accomplishment of certain specified conditions.
- c. **Interim:** the Institute reserves the right to suspend a student on an interim basis when circumstances and facts indicate the student's continued presence on the campus constitutes an unreasonable danger of harm, danger to institutional property, to the student involved or to others. Interim suspension may be interpreted to permit all of the stipulations stated above, or it may be interpreted to permit students to continue attending classes while they are suspended from representing the Institute in extracurricular activities, including intercollegiate athletics.

K. Expulsion:

The student is informed in writing that he/she is permanently separated from the Institute.

Non-Sanction Resolutions

Interim Intervention

The Institute reserves the right to suspend a student on an interim basis when circumstances and facts indicate that the student's continued presence on the campus constitutes an unreasonable danger of harm or injury to institutional property, the student involved or others. Students may also be suspended on an interim basis while undergoing judicial resolution by Institute or by civil authorities.

Involuntary Withdrawal

A student may be subject to involuntary withdrawal from the Institute or from the residence halls, if it is determined that the student is suffering from a mental illness, and/or engages (or threatens to engage) in behavior which poses a danger of causing physical harm to self or others; engages in behavior which would cause property damage, impedes the lawful activities of others or disrupts the community.

Academic Honesty - Student Responsibilities

Academic honesty is expected and required in all academic work. Each student shall be honest in his or her academic work and shall support the honesty of others. In accordance with the academic honesty policy, activities such as, but not limited to which are prohibited, include:

- Giving or receiving unauthorized aid on a quiz or examination
- Taking an exam or doing homework assigned for another student, or arranging to have it done
- Plagiarism (submitting the work and/or ideas of others without giving proper credit)
- Falsifying data or other results
- Using material, information or sources specifically and legitimately restricted by the instructor
- Sabotaging the work of others ☒ Altering academic records.
- Cheating on an formal written scripts, for e.g. examination papers is strictly prohibited. Anyone caught cheating in any level or capacity will be penalized.

12. Travelling to Jamaica

Student Immigration & Visa Requirements

Nationals of CARICOM countries as well as citizens of all Commonwealth Countries are allowed entry to Jamaica without a Student Visa.

Before arriving in Jamaica, you should ensure that your passport is valid to cover at least the period up to the end of the academic year. You should also travel with proof of your student status (that is, a Student ID card) or if a new student, with the official Letter of Offer from the School. At the airport, you will be issued a temporary Visitor's Visa.

During the first week of the Semester, a list of all Jamaican and non-Jamaican students, who are citizens of Commonwealth Nations, will be sent to the Immigration Office to enable these students to obtain permits.

If you are not a Jamaican, you must check at the Student Services Office to ensure that your name has been submitted to the Immigration Office

Citizens of non-Commonwealth Countries must obtain a valid Student Visa prior to entry into Jamaica. Such persons must make their request at the nearest Jamaican Diplomatic Mission or Consulate. On arrival, you will be granted two weeks landed status.

During the first week of the Semester, a Master List is prepared and submitted with the names of all enrolled foreign students and their passports or travel documents, as well 2 – 3 Passport size photographs. Passports are endorsed and returned with the notion "Student". Students may be required to attend for an interview in special cases. All local Immigration and Visa Fees are paid by the school.

Travel Arrangements

When making your travel arrangements you are advised to travel on a return, NOT a one-way ticket, to arrive at the Donald Sangster International Airport, (MBJ) in Montego Bay, Jamaica. You are to provide all your flight arrival information to the Student Services Office at least 7 days

beforehand, so that arrangements can be made for you to be picked up at the airport, as normal working hours and pick up times are between the hours of 8:30 – 4:30pm local time.

Should your flight arrive outside of these hours, special arrangements will have to be made for you to be picked up.

Accommodation

Students have a choice of a variety of very comfortable, furnished housing accommodations on Campus and off-Campus. Full-time students are given priority for housing on Campus during their first year.

Your accommodation on Campus will be provided with basic furnishings in each room, that is: a bed, night table/s, desk, chair, chest of drawers and a clothes closet. There is a communal living/lounge area and a fully equipped kitchen. You will need bed linen (size is dependent on your room assignment), towels, toiletries, kitchen utensils including cutlery, pots and pans, if your accommodation includes a kitchenette. These items can also be purchased in Jamaica.

Advice and assistance with renting accommodation off-Campus can be accessed through the Community Relations Office. Students should indicate their housing needs when submitting their applications.

Prescription Drugs

If you are on prescribed medication, you should bring at least a one month's supply of the drug/s and travel with your original prescription. Prescriptions may be filled at the Black River Hospital Pharmacy.

Clothing

Jamaica is a tropical island, cooled by sea breezes; however, the location of the Campus is on the coast where the temperature varies. Clothing should be lightweight and suitable for a climate that is fairly humid in the summer months. Annual temperatures in Black River range between 22° and 32° Celsius (70° – 90° degrees F.) Most lecture rooms and bedrooms are airconditioned or have ceiling fans. Students normally attend classes as per institute's dress code policy. You should travel with at least one semi-formal outfit.

Food Items

There are dining facilities on Campus where you can purchase meals, should you so desire. There are also supermarkets, restaurants and fast food outlets that are within close proximity to the Campus.

Note: Everything you will need is available in Jamaica, but most imported items will cost more than you are accustomed to paying at home.

Arrival in Montego Bay, Jamaica

On arrival, after Immigration and Customs clearance, proceed to the **Arrivals Exit** where you will be met by an AAIMS Official. In the event of any delays, please contact Student Services Department at 876 634 4068.

Arrival on Campus

If you are allocated accommodation on the Campus or off Campus, you will be transported directly from the airport to your residence, where you will be met by a Student Services Officer who will welcome you, give you the keys to your room, and assist you in settling in.

After you have settled in, you are to report to the office of the Registrar, Student Services, no later than the next working day following your arrival on Campus, where you will be given your Student ID and Orientation Package. The office of the Registrar is open Monday to Friday, between the hours of 8:30 am and 4:30 pm.

Support Services

Healthcare and Insurance

The Black River Hospital, which is adjacent to the Campus, caters to all registered students. Optical and Dental care are also provided under the Health Scheme. The Black River Hospital offers a wide range of services including emergency services. General Insurance is provided for students registered at the AAIMS Campus. Students who require comprehensive medical insurance must make their own arrangements. The Student Services Office can provide you with a list of companies in Jamaica, which provide medical coverage.

Dining on Campus

The Cafeteria provides a variety of meals in the Dining Room which seats up 150 persons. Students can choose from local Jamaican dishes, as well as international cuisine prepared by our talented chefs. Opening hours are: 7:30 am – 7:00 pm. Whereas you are encouraged to eat in the Dining Room, take-out service is available.

In addition, there are a number of fast food restaurants in the town e.g. Juice Patties, is within walking distance of the Campus.

Laundromat

A Laundromat is available on the Campus. Tokens can be purchased at the Laundromat on presentation of your ID card.

For ironing or light cleaning services, you should check with Student Services Office for an approved list of Housekeepers.

Banks

The Sagicor Bank is in close proximity to the Campus, providing full banking services and ATM machines. The Bank of Nova Scotia and the National Commercial Bank are within walking distance.

Visa and Master Card are accepted and can be used to transact business in Jamaica. Some businesses do not accept American Express. The Jamaican Dollar is the currency used locally; however, the exchange rate varies. Traveler's cheques attract a more favorable rate of exchange. Foreign currencies can be converted at any bank and at Cabios.

Places of Worship

There are several places of worship in the areas surrounding the campus. The St John's Parish Church (Anglican/Episcopalian) is situated on the High Street. Churches situated near the campus include: St Theresa (Roman Catholic) High Street, just across from the hospital, Baptist Church at 22 Marigold Path.

Public Library

The library is open 9am-9pm Monday to Thursday; 9am-5pm Friday; 10:30am-4pm on Saturdays. You can also access resources online from the comfort of your room (or from wireless campus hotspots) using your student ID. Internet access is widely available in the libraries to enhance your research requirements. The Community Public Library is adjacent to the Campus on High Street.

Shopping

There are several shopping areas in Black River, carrying a wide variety of goods and services. The Black River Market is adjacent to campus and provides a wide assortment of fresh fruits and vegetables Monday to Saturday. Most business places are closed on Sundays.

Transportation

There are several privately owned and operated vehicles, as well as registered taxis which can be hired via the telephone. AAIMS also has a bus which plies between the Campus and specified off-Campus locations. This service is provided free of cost to students with ID cards. For more information on our support services please visit Community Relations Office on our web site. Bicycles and Motor Bikes can be rented for a nominal amount from the Community Relations Office on Campus. Students should exercise caution and use only marked public passenger vehicles for transportation.

Extra-Curricular Activities

All registered students are members of the Guild of Students which is the registered association of students of the school. We urge you to take an active part in the Guild's activities while you are at AAIMS. Other activities in which you may participate are sports, various clubs and societies, the Community Service Programme and many other cultural and civic activities which take place on and off campus during the year. Your participation in such activities will assist the enhancement of your cultural experiences.

During your stay, you might be asked to give a presentation on your own university or country. Our students would love to hear from you about your "home" university before making a decision



on where to go for clinical rotation. Material for display and distribution can be provided to assist in your presentation.

Leisure Activities (South Coast)

Jamaica's west coast boasts several miles of whites and beaches and hotels, while its north coast is known for the famous Dunn's River Falls located in Ocho Rios, St. Ann as well as other attractions. In the east there is Reach Falls located in Portland; The south coast is known for Treasure Beach and Alligator Pond in St. Elizabeth. There are also activities such as snorkeling and scuba diving which are enjoyed by many visitors year-round.

The Island is also famous for its reggae music, food, as well as personalities such as Bob Marley, Usain Bolt, Marcus Garvey, Louise Bennett, Shaggy to name a few.

YS Falls

Situated on an estate of the same name, these cataracts are among the most spectacular in Jamaica. There are eight of them, falling a breathtaking 120 feet in majestic tiers. Up at the falls you can relax on an emerald green lawn and just look, or you can climb to the top beside them. The dramatic three-tiered waterfall is most dramatic when the river is in spate and the brown water thunders and foams, misting you with spray as you climb. In dry weather the postcard pretty river sings a gentler song as it plunges and froths into green-blue pools. Swimming is permitted and there are lifeguards on duty. A sign posted at the base reports the condition of the river each day. Some of the flora at the falls, are extremely rare.

Appleton Rum Tour

The Appleton Estate has been producing sugar and making rum since 1749. It is the largest of three sugar estates/factories owned by J. Wray and Nephew, this billion-dollar company began in 1825 as a popular Kingston rum shop. Today, J. Wray and Nephew is one of the island's leading exporters and its core business remains the production, blending and bottling of rum.

The Rum Tour covers all aspects of production. Enroute you will see the 100-year-old donkey driven cane mill and sample fresh cane juice, molasses, wet sugar, high wine and finally Appleton

Rum, considered by connoisseurs to be the finest in the world. A full line of rum products, as well as crafts made in St Elizabeth, can be purchased.

Bamboo Avenue at Lacovia is a well-known attraction where the road is lined for miles with tall bamboo which meets overhead like a vaulted cathedral roof.

Lover's Leap is another remarkable beauty spot where a sheer cliff, 1,600 feet high, overhangs the sea. Though it is a bit out of the way, Lovers Leap is well worth the trip if you enjoy a little adventure and spectacular views.

Treasure Beach not so long ago, was known only to Jamaicans and a very few privileged visitors. Now, a few more people have heard the secret. The natural peace and tranquility has not yet been spoiled and the warmth and hospitality of the people will touch your heart
Treasure Beach is just now becoming popular with tourist even though it has been a favorite spot of Jamaicans for decades.

Jakes Restaurant offers fresh seafood and spicy cuisine. Dine by the seaside in a romantic setting and experience the real taste of Jamaica.

Apple Valley Nature Park In the town of Maggoty, in St Elizabeth, you can fish, hike and paddle your own canoe.

Milk River Baths. A 1 ½ hour drive from Black River, these mineral baths are said to be highly restorative. The baths have long been considered to have healing powers and are still popular with people the world over.

Security

The safety and security of our students is taken very seriously. All buildings are well equipped with the necessary fire and smoke detection equipment and alarms.
In addition, the school has a dedicated security team that can be contacted 24/7. All Staff and Students are provided with personal IDs which MUST be used on entering and exiting the premises.

AAIMS

All American Institute of Medical Sciences



MEDICAL EDUCATION PAR EXCELLENCE

**MEDICAL EDUCATION GEARED TOWARDS GENERATING
PHYSICIANS THAT WILL SERVE THE COMMUNITY**

**66 High Street, Black River
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