

**CENTRAL AMERICA HEALTH SCIENCES UNIVERSITY
BELIZE MEDICAL COLLEGE**



**STUDENT HANDBOOK OF
POLICIES, RULES AND REGULATIONS**

2025

Revised 2024

This publication contains the most current information available as of the date published. However, this publication is neither a contract nor an offer to enter into a contract. The university reserves the right to modify, deviate from, or make exceptions to the provisions of this handbook at any time and to apply any such modification or make such deviation or exception applicable, to any student without regard to date of application, admission, or enrolment. Every student is responsible for knowledge of the regulations and information contained in this handbook, as well as for changes by the University. This publication supersedes all previous editions of the Student Handbook.

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Message from the Dean

I am pleased to have you as a member of the Central America Health Sciences University – Belize Medical College. I trust that while you journey through your medical education here with us, you will find your time here at our University to be an enlightening experience.

Here at CAHSU there is a sound and proud commitment to offer you our student the best possible medical education. The University is a wonderful place of opportunity with caring administrators, the most qualified faculty, and a committed staff, all eager to help you during these years of important preparation for your life ahead. It is important that you are aware of the content of this handbook prepared especially for you, and trust that you keep it available for future reference. The handbook is intended to serve as a primary resource for policies, procedures and information related to student life.

I urge you to meet regularly with your academic advisor, as you proceed toward your degree here at CAHSU. I encourage you to become familiar with the Student Services Department as this office is available to address any concerns you may have. On behalf of Management, Administration, Faculty and Staff I welcome you to the CAHSU family, and extend best wishes in your aspiration to become a doctor.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Modavi', with a stylized flourish at the end.

Maurice Modavi, M.D.
Executive Dean

**CENTRAL AMERICA HEALTH SCIENCES UNIVERSITY
BELIZE MEDICAL COLLEGE**

ACADEMIC CALENDER 2026-2027

SPRING 2026

Registration	January 5 th 2026
Orientation	January 5 th 2026
First day of Classes	January 6 th 2026
Last Day of Classes	April 23 rd 2026
Final Day of Examinations	April 24 th 2026

Spring break April 27th 2026 to May 1st 2026 (1 week)

SUMMER 2026

Registration	May 4 th 2026
Orientation	May 4 th 2026
First Day of Classes	May 5 th 2026
Last Day of Classes	August 20 th 2026
Final Day of Examinations	August 21 st 2026

Summer break August 24th 2026 to September 28th 2026 (1 week)

FALL 2026

Registration	August 31 st 2026
Orientation	August 31 st 2026
First day of classes	September 1 st 2026
Last Day of Classes	December 17 th 2026
Final Day of Examinations	December 18 th 2026

Fall break December 21st 2026 to December 31st 2026 (2 week)

SPRING 2027

Registration	January 5 th 2027
Orientation	January 5 th 2027
First day of Classes	January 6 th 2027
Last Day of Classes	April 22 nd 2027
Final Day of Examinations	April 23 rd 2025

Spring break April 26th 2027 to April 30th 2027 (1 week)

SUMMER 2027

Registration	May 3 rd 2027
Orientation	May 3 rd 2027
First Day of Classes	May 4 th 2027
Last Day of Classes	August 19 th 2027
Final Day of Examinations	August 20 th 2027

Summer break August 23rd 2027 to August 28th 2027 (1 week)

FALL 2027

Registration	August 30 th 2027
Orientation	August 30 th 2027
First day of classes	August 31 st 2027
Last Day of Classes	December 16 th 2027
Final Day of Examinations	December 17 th 2027

Fall break December 20th 2027 to December 31st 2027 (2 week)

Dates subject to change at the discretion of the University

Central America Health Sciences University

Central America Health Sciences University (CAHSU), Belize Medical College was founded in 1996. The University is located in Belize City, Belize, previously known as British Honduras, Belize lies on the east coast of Central America in the heart of the Caribbean Basin. The country borders Mexico to the north, Guatemala to the west and south, and is flanked by the Caribbean Sea to the east. Belize offers beaches and a semi tropical climate. It is a small, politically stable Commonwealth country with English as its official language. The University's location in Belize City allows easy access to the United States, Central and South America and Mexico.

The 2.097 acres campus is situated in Belize at 13.5 miles on the Phillip Goldson Highway. Our buildings are No. 4 and No. 5 in the DataPro Compound, Ladyville, Belize. A temperate climate with an average high temperature of 80`F enhances a campus lifestyle that is comparatively subtropical.

CAHSU is a medical school with a curriculum patterned after US medical programs. The University ensures its students receive a well-rounded education, allowing them to develop into skilled and responsible physicians well equipped to enter into the competitive job market upon graduation.

Mission, Vision and Core Values

MISSION

Central America Health Sciences University (CAHSU) is dedicated to educating and graduating competent, ethical, and compassionate physicians who are prepared to serve both locally and globally.

We strive to:

- Deliver high-quality medical education aligned with international standards.
- Respond to the healthcare needs of Belize, the Caribbean, and underserved populations worldwide.
- Foster a culture of lifelong, learning, research, innovation, and community service.
- Uphold values of integrity, professionalism, diversity, and social accountability.

VISION

To be recognized as a leading medical university in the Caribbean for academic excellence, clinical competence, and global contributions to health – preparing graduates to thrive in international healthcare systems and advance the well-being of communities worldwide.

CORE VALUES (E.E.I.I.A.A.)

- Excellence – in teaching, learning, clinical practice, and community service
- Equity – ensuring , fairness, diversity, and inclusion across all aspects of university life.
- Integrity – upholding the highest ethical and professional standards.
- Innovation – embracing creativity, research, and new approaches in education and healthcare.
- Accountability – to students, faculty, patients, and society for outcomes and responsibilities.
- Altruism- serving patients and communities with compassion and selflessness.

Medical Education Program Objectives

At the end of medical school training a graduating student will be able to:

I. Medical knowledge

Describe important biomedical concepts and apply them to the practice of medicine emphasizing the scientific principles and mechanisms that underlie health, disease and methods of therapy.

1. Knowledge of the altered structure and function (pathology and pathophysiology) of the body and its major organ system that are seen in various diseases and conditions
2. Apply medical knowledge, epidemiology and clinical reasoning skills to effectively solve problems related to patient care.
3. Knowledge of the molecular mechanisms that are important in maintaining body homeostasis
4. Knowledge of the various causes (Genetic, developmental, metabolic, toxic, microbiological, autoimmune, neoplastic, degenerative and traumatic) of maladies and the in which they operate on the body
5. An understanding of the need to engage in lifelong learning to stay abreast of relevant scientific and medical advances

II. Medical skills

1. Ability to obtain an accurate medical history that covers all essential aspects of the history, including issues related to age, gender, and socioeconomic status
2. The ability to perform both a complete and organ system specific examination, including a mental status examination
3. Ability to perform routine technical procedures including at a minimum, venipuncture, arterial puncture, thoracentesis, lumbar puncture, inserting a nasogastric tube, inserting a Foley catheter and suturing lacerations
4. The ability to interpret the results of commonly used diagnostic procedures
5. Knowledge of the most frequent clinical, laboratory, radiologic and pathologic manifestation of common diseases
6. The ability to construct appropriate management strategies (diagnostic and therapeutic) for patients with common conditions, both acute and chronic, including medical, psychiatric, and surgical conditions, and those requiring short- and long-term rehabilitation
7. Ability to recognize patient with immediate life threatening cardiac, pulmonary, or neurological conditions regardless of etiology, and to institute appropriate initial therapy
8. Ability to recognize and outline an initial course of management for patients with serious condition requiring critical care
9. Knowledge about relieving pain and ameliorating the suffering of patients
10. The ability to communicate effectively both orally and in writing, with patients, patients' families, colleagues and others with whom physicians must exchange information in carrying out their responsibilities

III. Patient Care

1. Gather essential and accurate information about patients and their conditions through history taking, physical examination, and the appropriate use of laboratory data, imaging, and other studies
2. Interpret and synthesize information from multiple sources (medical records, history, physical, diagnostic evaluations, family and other healthcare team members) in order to develop patient assessments
3. In collaboration with the patient and the healthcare team, make informed decisions about diagnostic plans using up-to-date scientific evidence and clinical judgment.
4. In collaboration with the patient and the healthcare team, make informed decisions about therapeutic interventions using up-to-date scientific evidence, and clinical judgment
5. Accurately summarize and clearly present patient data and patient care information in both written and oral formats in accordance with established guidelines
6. Perform appropriate procedures and skills safely and correctly with appropriate informed consent and supervision.

IV. Interpersonal and communication skills

1. Establish collaborative and trusting relationships with faculty, peers, patients, families, and inter-professional care team members
2. Utilize patient-centered interviewing skills to gather and share information with patients and families
3. Engage with patients and families in discussion of diagnostic, therapeutic and health promotion plans

V. Interpersonal and professional development

1. Use a recognized framework of ethical decision-making in addressing issues and concerns in diverse educational and clinical situations
2. Demonstrate sensitivity and respect to diverse patient populations, families and members of the health care team
3. Demonstrate compassion, integrity and altruism for others
4. Demonstrate accountability and an ability to give, receive and incorporate constructive feedback
5. Utilize appropriate methods and resources to demonstrate their commitment to maintaining personal health and well-being which promote optimal patient care and a sustainable work-life balance.

VI. System based practice

1. Describe and apply the principles of health care quality improvement, cost effectiveness and patient safety
2. Demonstrate familiarity with the professional standards of medical practice and issues of patient privacy.
3. Demonstrate the ability to work within a multidisciplinary and inter-professional patient care team.

VII. Practice based learning and improvement

1. Demonstrate skill in accessing, evaluating, and applying the best evidence to understand the causes and effects of disease and to improve the care of patients and populations
2. Identify the strengths and limitations in one's knowledge, skills, and attitudes in order to develop learning and improvement goals

VIII. Belize health profile

1. Describe and address the social determinants of health common to the population of Belize and their contributions to the development and/or continuation of disease.
2. Care and advocate for patients experiencing issues of health disparity and contribute to addressing the health care needs of underserved individuals and communities in Belize.

Part I Management of CAHSU

1. Official Communication

Email/written notices are the **official** form of communication between administration, faculty and students. Therefore, it is the responsibility of students to check their email account and/or the notice board for announcements on a daily basis. Students must maintain their email accounts and ensure that their electronic mailbox is emptied regularly. Request and/or concerns must be presented in writing. Students are urged to visit the Student Services Office for further information on forms available. Faculty members are also encouraged to make use of the internet for communication with students and administration.

2. Dean's Office

The Dean's Office is responsible for the administrative functioning of the University. It consists of the Dean, Campus Executive Office, Administrator, Faculty Chair and Finance Officer. The

Administrative staff is comprised of (with guidance from the Dean's Office): Records Officer, Executive Faculty Secretary, Student Services Officer, and the Executive Assistant. The Dean of the University exercises general executive responsibility for the educational policies, programs, and procedures of the University. The Dean presides at faculty meetings of the University and is empowered to appoint/hire/fire or form temporary faculty committees if needed. The Dean recommends all faculty promotions and non-reappointments. Among other duties, the Dean also prepares the annual budget and any other special reports. In addition, the Dean acts on recommendations from the Faculty Chair and the Academic Committee.

3. Office of Student Services

The Office of Student Services is responsible for overseeing student services within the University as well as the planning and execution of student activities and events. This office will also assist students with obtaining necessary student permits/dependents visa as well as student insurance on a trimester basis. In addition, the Office of Student Services will serve as overall support to the students on a daily basis.

4. Office of Records

The office of the Records Manager is responsible for the daily recording of official grades, review of exams to validate issued grades, maintaining student records, create forms such as: Professor reports, Parent consent forms, student confidentiality forms, register students at the beginning of each trimester, filing of student grades/exams at the conclusion of each course/trimester, serves as a student initial academic counsel and offers/recommends necessary support-If applicable. This office is coordinated by the Record Officer who provides direct support to office of the Registrar.

5. Office of Faculty

The office is coordinated by the Executive Secretary who is responsible for the daily preparations of course scheduling, attendance sheet issuance to lecturers, assist the Administrator with building professor database, and also this office is responsible to organize classes for each trimester based on qualified student's advancement based on confirmation from the Records Office. This office also serves as an aid for lecturers to invigilate exams. This office lies under the directive of the Faculty Chair and provides logistics and administrative support.

6. Office of the Administrator

The office of the Administrator is to serve as a representative of the Dean and Campus Executive Officer in their absence. The Administrator is also responsible for the day to day operations of the university to ensure works are carried out and the facilities are functional. For this reason, the Admin Manager must oversee the daily operations of the Records, Faculty, Student Services, Maintenance, Quality Assurance Officer, and the Security Officers. It is also the responsibility of the Administrator with the permission of the Dean and support of the Faculty Chair to elect members of the Academic Committee and serve as the Secretary for such Committee. The Administrative Manager serves as the Dean's liaison on a daily basis with the students at the University when necessary.

7. Office of the Campus Executive Officer

The office of the Campus Executive Officer (CEO) is solely responsible for the University's charter, ministerial and governmental activities, oversee recruiting and when so required deals with student matters that does not require the presence of the Academic Committee. The Campus Executive Officer is responsible to oversee the general operations of the Belize Campus.

8. Finance office

This office is responsible for the day to day coordination of the activities of the CEO and renders administrative support to Management. This office serves as point of contact for all financial matters.

9. Academic Committee

The Academic Committee consists of seven members of which four members are required to constitute a lawful meeting. The composition of the Committee is as follows, Faculty Chair, 2 faculty members, 2 Community Representative, 2 from Administration. The chairperson is appointed by the Dean to provide general direction and authority for the Committee. The Academic Committee is responsible to examine Policies and Regulations, students' academic performance/ discipline/ misconduct and behavior particularly where it affects the public's interest, students and the University. The Committee after deliberating on such cases will make recommendations and decisions to be presented to the Dean for his action. Additionally, the Committee may be called upon to perform other functions as may be necessary from time to time.

10. Curriculum Committee

The Curriculum Committee of the School of Medicine is responsible for defining the goals and objectives of the curriculum; for the design, management, and evaluation of the undergraduate medical curriculum in accordance with the accreditation requirements of CAAM-HP and the mission and vision of the School of Medicine. The Committee is also responsible for establishing a process for reviewing, evaluating, and revising the curriculum on a recurring timeline to ensure that the curriculum is coherent, coordinated, current, and effective. The committee conducts annual revision of the curriculum and advises the Dean on necessary changes. The Student Council has representation in the Curriculum Committee and its function is to Solicit, organize and deliver feedback on all required medical school courses.

11. Promotion Committee

The Promotion Committee has as its main functions that of maintaining the school's standards for academic progress and professional conduct. To determine if students have achieved the requirements for promotion and graduation and to recommend individualized progress plans for students with academic difficulties. Nominate medical students for certification of graduation.

Promotion from one grading period to the next is contingent upon the satisfactory completion of courses in each preceding grading period. During the first two years of medical school, the curriculum is designed so that each successive semester builds upon the last. Students are expected to demonstrate readiness for the following semester by passing all courses in the previous semester. If a student receives an "Incomplete" or failing grade in one or more courses, the matter goes before the Promotions Committee for review and recommendation. The Promotions Committee will make a recommendation to the Dean based on a review of information on each individual case.

12. Admission Committee

To select and recruit outstanding students for admission to the School of Medicine. Establish admission requirements to the school and submit recommendations to the dean regarding questions that may arise regarding all matters relating to the entrance requirements and the submission of proper credentials. Review student applications to medical school and make recommendation on admissions to the Dean.

Applicants are assessed carefully in order to select students who are not only academically qualified but who have community and personal experiences to ensure that they will become physicians well prepared to care for the diverse population in our community.

Part II Technical Standards

1. Admittance

Central America Health Sciences University is committed to admitting “qualified students without regard to race, color, age, national or ethnic origin, disability, sex, marital status, or religion.” A qualified applicant is a person who demonstrates superior intelligence and other skills to complete a very rigorous curriculum and to meet certain technical standards for physicians and medical students. The M.D. degree attests to the mastery of general knowledge in all field’s requisite for the practice of medicine. The awarding of the M.D. degree signifies that the holder is a person who is prepared for the practice of medicine through entry into postgraduate training programs. Thus, the graduate of Central America Health Sciences University must possess the knowledge and skills to function in a wide variety of clinical settings and to render a wide spectrum of patient care.

In order to acquire the necessary knowledge and skills, medical students must possess certain sensory and motor functions to permit them to carry out activities described below. Medical students must be able to integrate all information received by whatever sensory function is employed, and to do so consistently, rapidly, and accurately. Furthermore, medical students must be able to learn, integrate, analyze, and synthesize data.

Medical students must demonstrate the ability to tolerate physically challenging workloads and to function effectively under stress. Attending to the needs of patients is at the heart of becoming a physician. Academic and clinical responsibilities of medical students may require their presence during daytime and night time hours, any day of the year.

Candidates for the M.D. degree must have a variety of abilities and skills including: observation, communication, motor, intellectual-conceptual, integrative, and quantitative abilities, and attitudinal, behavioral, interpersonal, and emotional skills.

Under all circumstances, a candidate for the M.D. degree should be able to perform in a reasonably independent manner. For example, the use of a third party means that a student’s judgment must be mediated by another person’s (the third party) powers of selection and observation. Therefore, the use of a third party to assist a student in meeting the technical standards for admission or graduation is not permitted.

2. Observation

Students must have sufficient vision to be able to observe demonstrations, experiments, and laboratory exercises in the basic sciences. They must be able to observe a patient accurately at a distance and close at hand. Medical students must be capable of viewing and interpreting diagnostic modalities and to detect and interpret non-verbal communication from the patient.

The

medical certificate required for registration must place special emphasis in the evaluation of visual and motor functions

3. Communication

Students must be able to communicate verbally with patients and colleagues. They should be able to hear the history of a patient and respond to the patient verbally. Students must be able to read and write in standard format and must be able to interact with computers in rendering patient care. Students must be proficient in English in order to be able to prepare a legible patient workup and present the workup orally in a focused manner to other health care professionals. In order to successfully attend to patients in Chetumal, students must possess some basic level of medical Spanish. Students must be able to communicate effectively with patients and family members and elicit a clinical history.

Applicants must demonstrate their ability to speak and write the English language through an online test that the University will administer prior to their coming to Belize. For those students who are interested in doing their clinical rotation training in a Spanish speaking country, they should make this known to the school administrator by the end of the second semester so that they could be enrolled in the Spanish course organized by the school. A certification of completion of the Spanish course is a requirement to do clinical rotation in Spanish speaking countries.

4. Motor Skills

Students must have sufficient motor function so that they are able to execute movements reasonably required to take a history and to perform a physical examination, including the ability to inspect various physical signs and recognize normal versus abnormal findings. They must be able to elicit information from patients using the techniques of palpation, auscultation, percussion, and other diagnostic maneuvers. They must be able to execute motor movements reasonably required to provide general care and emergency treatment to patients in accordance with currently acceptable medical practice. Students must be able to utilize gross and fine manual palpation, touch, vibratory sensation, and temperature sensation in describing and evaluating various body parts.

5. Intellectual-Conceptual, Integrative and Quantitative Abilities

Students must possess a range of skills that allows mastery of the complex body of knowledge that comprises a medical education. Students must be able to recall large amounts of information, perform scientific measurements and calculations, and understand and cognitively manipulate three-dimensional models. Students must be able to learn effectively through a variety of modalities including but not limited to: classroom instruction, small group discussion, individual study of materials, preparation and presentation of written and oral reports, and use of computer-based technology. Students must exhibit reasoning abilities sufficient to analyze and synthesize information from a wide variety of sources. The ultimate goal of the student will be to render patient care by solving difficult problems and making diagnostic and therapeutic decisions in a timely fashion.

6. Attitudinal, Behavioral, Interpersonal, and Emotional Attributes

1. Because the medical profession is governed by generally accepted ethical principles and by local and federal laws, students must have the capacity to learn and understand these values and laws and to perform within their guidelines.
2. Medical students must be able to relate to patients as well as staff and colleagues with honesty, integrity, non-discrimination, self-sacrifice, and dedication.

3. Medical students must be able to develop mature, sensitive, and effective relationships with patients.
4. Medical students must be able to identify personal reactions and responses, recognize multiple points of view, and integrate these appropriately into clinical decision-making.
5. Medical students must be able to communicate and care for, in a non-judgmental way, persons whose culture, sexual orientation, or spiritual beliefs are different from their own.
6. Students must be able to examine the entire patient, male or female, regardless of the social, cultural, or religious beliefs of the candidate or student.
7. Students must be of sufficient emotional and mental health to utilize fully their intellectual abilities, to exercise good judgment, to complete patient care responsibilities promptly, and to relate to patients, families, and colleagues with courtesy, compassion, maturity, and respect.
8. Students must be able to modify their behavior in response to constructive criticism. They must be capable of being non-judgmental when caring for a patient and not let their own personal attitudes, perceptions, and stereotypes compromise care of the patient.
9. In evaluating applicants for admission and in preparing candidates for the M.D. degree, it is essential that the integrity of the curriculum be maintained, that those elements deemed necessary for the education of a physician be preserved, and that the health and safety of patients be maintained.
10. Candidates for the M.D. degree will be assessed on a regular basis according to their abilities to meet the requirements of the curriculum.

7. Guideline for medical student transfer

Student must submit the following:

1. Letter requesting acceptance as a transfer student, outlining reason for transfer
2. Letter of support and good standing by Dean of present medical school
3. Notarized transcript of pre-medical studies courses
4. Official Transcript of performance to date at present university
5. Disclosure of the present school curriculum blueprint and course outline, including lectures per course and respective hours of lecture
6. Official document stating legal status of current medical school (school charter, catalogue)
7. CAHSU will compare applicant's transcript document with CAHSU's basic science curriculum in order to determine the amount of credits to be granted to the applicant per course taken. The comparative analysis of the applicant's transcript and CAHSU's basic science curriculum will determine the student placement in our medical training program.
8. Applicant must complete the balance of courses required to fulfill the basic science curriculum before he/she could be allowed to enroll in the clinical rotation program.
9. Transfer students should not be accepted into the final year of the program except under rare circumstances. The roster of visiting students is kept by the medical records officer.

Part III Academic Policies

1. Examinations

Examinations vary in frequency and format. Students are expected to take examinations at the scheduled time. It is mandatory that all students arrive by the advertised time to the assigned room and be prepared to sit for the given course subject examination. Students taking Subject Examinations must also sign in on attendance forms. Students who arrive late for an exam must still complete the exam within the predetermined time period (i.e., no additional time will be added to the original starting time). Any student who is unable to take an examination at the scheduled time must obtain permission from the Faculty Chair and Administrator via a written request with supporting documentation. Such requests will only be applicable in cases of severe illnesses, viable emergencies, death of immediate family member or disasters beyond student's control. Documentation is required. *It is the responsibility of each student to know the material of the entire course syllabus **not** only what is provided in class notes by your assigned professor.*

In the event that a student fails in any particular course and the option of a comprehensive is available, the University reserves the right to have the comprehensive exam(s) written by an independent professor and the material of the comprehensive exam will NOT be limited to the materials provided in class lectures by the assigned professor, rather from the University syllabus which includes all topics. Supplemental/comprehensive exams carry a charge. Similarly, exams that are missed due to valid documented reasons carry a charge of \$150.00usd per exam per person. Missed exams are only given to ongoing courses. Once course is completed the student cannot request a missed exam regardless of documentation.

2. Grading

Lecturers (including attending Physicians) of courses and clerkships are the instructors of record and assign grades at the end of each course or clerkship. Instructors evaluate students in a manner that is fair, unbiased, and consistent with the criteria and mechanisms announced at the beginning of the course or clerkship. Final course grades are Honors (H), Pass (P), Incomplete (I) Fail (F) or withdrawal (W):

Academic Requirements:

A minimum grade of 75% on a scale of 100 is required in order for students to receive a passing grade. Once a student receives a grade based on the percentage of performance in a course, the student will have an assigned letter grade according to the following scale:

H - 90-100 (Honor)

P - 75-89 (Pass)

F - Less than 75 =Fail (74 and lower)

I - Incomplete

WP - Withdraw Passing

WF - Withdraw Failing

WA - Administrative Withdrawal

Z - Information not yet available

R – Repeat

Grade Grievances

Student Grievance Policy

1. Types of Grievances

- **Academic:** Appeals against grades or clinical evaluations.
- **Administrative:** Issues with facilities, tuition, or support services.
- **Conduct-based:** Reports of harassment, bullying, or discrimination.

2. The Resolution Process

Step	Action	Timeline
Step 1: Informal	Student meets with the Department Head or Mentor to resolve the issue.	Within 5 days
Step 2: Formal	If unresolved, student submits a written grievance form to the Dean of Students.	Within 10 days of Step 1
Step 3: Committee	A Grievance Committee (including faculty and a student rep) reviews evidence.	Hearing within 14 days
Step 4: Decision	The Committee issues a written recommendation to the Dean.	Within 7 days of hearing

3. Non-Retaliation Clause

The institution strictly prohibits any form of retaliation against a student who files a grievance in good faith. Violation of this clause by faculty or staff will result in disciplinary action.

III. Disciplinary Actions

Failure to adhere to the Code of Conduct may result in:

1. **Verbal/Written Warning:** For minor first-time infractions.
2. **Probation:** A defined period of monitoring with restricted privileges.
3. **Suspension/Dismissal:** Reserved for severe ethical breaches, patient safety violations, or criminal activity.

a. Review of Exam Items

In Basic Sciences students are offered a one-time opportunity to review examinations (of the current trimester) and to submit comments about disputes or discrepancies they believe may have resulted in erroneous conclusions about students' competency.

The student will have the right to submit a written request within two weeks of receiving exam grade from the Records Office. Please be advised that within these two weeks, students are notified of days assigned for reviews.

During the revision process, students will not be permitted to write any question. The only recording will be by the records officer who will make notes of questions being challenged and answers indicated by the student.

All challenges to any exam question must be presented to the Faculty Chair/Records Officer in writing for further review by the professor of such exam– there is no other process for requesting a change to an exam answer key.

Once the trimester has come to an end, students cannot access exams from that trimester.

(Time and dates may vary for review sessions as per Records office)

b. Review of a final Course Grade

Students may dispute final course grades that they believe have been assigned in an arbitrary or capricious manner. The student must attempt to informally resolve grade disputes with the Professor during that trimester. If the grade dispute is not resolved on that attempt, the student may formally dispute the grade assignment to the Academic Committee.

To initiate the grade grievance process, the student must explain in writing why he/she believes the grade was assigned in an arbitrary or capricious manner. The student must submit the grade grievance, along with any supporting written documentation to the Academic Committee within 10 working days of the release of the course grade. If prior to the official release of the course grade, the professor informs the student in writing that the final calculation of course grades indicates that he/she will receive a grade of Unsatisfactory, the 10-day time period will begin with the written notification.

The Professor will provide the committee with the course syllabus, any additional information on grading policy, and all written documents evaluating the student's performance that have previously been shared with the student. This information will also be provided to the student making the grade grievance.

Within 10 working days of being convened, the Academic Committee will review the student's grade grievance. If the committee finds that the assignment of the grade resulted from consistent and fair application of the mechanisms of evaluation, the committee will inform the student, in writing, that the grade grievance is denied and the process is terminated. Otherwise, the committee identifies any mechanisms that were applied arbitrarily and capriciously and formulates a plan to address the deficiencies.

The Administrator will present the decision to the professor, who will apply the plan and recalculate the grade. The same adjustment process must also be applied to the grades of all students enrolled in the course or clerkship.

The Administrator will then inform the student, in writing, of the decision, and the process is terminated.

4. Satisfactory Academic Performance

Satisfactory academic performance requires that a student record a grade of at least Pass (P) in all courses. A student who receives a Fail (F) grade in any course, clerkship, or elective is required to redo that subject area. A student who receives a Fail (F) grade in two or more courses, clerkships, or electives or who receives an Incomplete (I) grade in the same course, clerkship, or elective twice has not met the Academic Standards of the University and is referred to the Academic Committee for Review of Academic Status. Failure of a Prerequisite Course will hinder / not allow a student to take a course for which the failed course is a prerequisite.

5. Advancement

Students are approved to advancement from Basic Sciences to Clinical Rotations ONLY after obtaining 75% or above in ALL course listed in the curriculum for 1st thru 5th trimesters. Students then move on to Clinical Rotations whereby they must complete the 6 listed CORE totalling a 72 weeks of core rotation with passing marks of 75% or above followed by 52 weeks of elective rotations again with a passing score of 75% or above. Once both basic sciences and clinical rotations are successfully passed, and there is no financial hold on a student, a student is then eligible to graduate only if they meet all academic degree requirements and professional standards of the University. This means that all courses must have a passing grade of 75% or above.

For all students who will have interest in doing clinical rotations in Mexico or other Spanish speaking countries, it is imperative that they sit in Spanish classes facilitated by the university.

6. Course Deferment

The University reserves the right to defer any course that does not carry sufficient number of tuition paying students and is therefore considered a financial loss to the university. On the last Friday before the commencement of the trimester, the Dean will meet with the Faculty Chair and review the enrolment candidates to decide which courses will be deferred for that trimester. This information will be posted on the University bulletin board in the Library for students to see or sent via Whatsapp group. While the University has all intention to offer courses listed within each trimester to its students, the University also reserves the right to ensure that classes offered are of feasible cost to the operations of the University.

7. Confidentiality of Student Records

Central America Health Sciences University's policy relating to the confidentiality of student records is one of the University most important roles. Information about students or former students will not be released without the consent of the student other than in the exceptions summons from court. During registration, all students are expected to sign a Consent form that allows the University to release academic and patient care information for credentialing and placement purposes as well as to parents. The University affords students certain rights with respect to their educational records. They are:

a. Amendment Student Educational Records

The right to request the amendment of the student's educational records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that

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

b. Disclosure of Personal Information

The right to consent to disclosures of personally identifiable information contained in the student's education records. However, CAHSU can on a need-to-know basis disclose information to school officials. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position, a person or company with whom the University has contracted (such as an attorney, auditor, collection agency, or Student Loan Agencies); a person serving on the Academic Committee; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfil his or her professional responsibility. Upon request, the University discloses educational records without consent to officials of another school in which the student seeks or intends to enrol. The University can also disclose directory information without the written consent of the student. Directory information is information contained in an education record of a student which generally would not be considered harmful or an invasion of privacy if disclosed. Directory information includes the student's full name, the fact that the student is or has been enrolled, local and permanent address(s), telephone number(s), date and place of birth, dates of attendance, division (school or college), class, major field(s) of study and/or curriculum, degrees and awards received, participation in officially recognized activities and sports, weight and height, and previous educational agency or institution attended by the student.

8. Student Academic File

A student's academic record includes:

- a Undergraduate Transcripts,
- b Criminal Background Check Results
- c Written evaluations from Clinical Rotations,
- d Documentation of acknowledgements of receipt of the Student Handbook,
- e Absence Request Forms/Withdrawal Forms, Drop Course Forms -if applicable,
- f Student Confidentiality Forms signed,
- g University contract agreements
- h Insurance Policy

A student has electronic access to his or her academic record via school assigned email and may review all aspects of his or her file at any time by contacting the Office of Records during normal business hours.

****All original documents presented to the university for admissions processing is the property of the university and will not be returned to students upon completion. ****

9. Academic Dishonesty

CAHSU believes that the administration of student discipline in the University community is a responsibility shared by students, faculty, and administrative staff. As such academic faculty members are responsible for establishing orderly procedures for academic discipline of students in matters of classroom integrity or demeanor. Lecturers and academic department chairpersons are primary responsible for academic discipline. Lecturers are expected to consult with the Records Department to prevent and respond to incidences of unauthorized duplication of academic work for more than one course, plagiarism and cheating, while ensuring that the students' rights to due process are upheld and that sanctions are appropriate to infractions. In more serious cases of repeated cheating, unauthorized acquisition or use of exams, unauthorized changing of grades, bribery, forgery, allegations are automatically forwarded to the Dean for the invocation of the University judicial process. Students wishing to dispute a charge of academic dishonesty or a sanction made upon them because of such allegations can do so by appealing to the Dean to invoke a review of the matter through the Academic Committee.

Cheating includes but is not limited to, being caught during &/or after (after meaning while still on campus) an examination with:

- Paper in hand or on person
- Writings on person or on paper on such person or on article of clothing or desk
- Cell phone on person – cell phone must be OFF and left in basket provided upon entrance of exam room
- Giving answers or receiving answers from others using “inventive” methods (signs, tapping, head movements etc.)
- Attempting or purchasing grade/exam from an instructor/professor
- Attempting or passing an exam material during ongoing examination
- Insisting to take compromised exams
- Insisting to keep compromised grades

**Note that any of the above mentioned are grounds for immediate dismissal from the university. Should this occur, the university reserves the right to publish the information on the student(s) on any public forum of choice as well as to relevant organizations.*

10. Student Academic Advising

CAHSU is committed to making advising services available and accessible to its students throughout their training. At the time of registration, each student is matched to a member of faculty who becomes that student adviser for the semester. In order to ensure that faculty time is available for advising student, the school pays and schedules two faculty members to be available at the school for one hour each per week. These two hours are dedicated exclusively for counselling. Students are informed of advising schedule and location at the beginning of each semester and appointments with adviser are made by the faculty executive secretary. Student exhibiting unsatisfactory academic performance during the semester eg

two scores of 50% or less in a given course or failure of a course, will be referred to the academic advisor by the Records Department.

11. Carrier Choice and Academic Advising

The school has established a committee comprising representation from the administration and faculty chair offices to coordinate student academic advising, carrier choice and electives. This committee coordinates the promotion and scheduling of advising services and monitor performance of students during their clinical rotation. A seminar on carrier choice, clinical rotation and electives is given once a semester to which all students are invited to attend. Attendance is nonetheless mandatory for 5th semester students.

Students exhibiting unsatisfactory academic performance during the semester e.g. a scores of 50% or less in a given course, will be referred to the academic Adviser by the Records department.

12. Enrollment

a. Prerequisites:

The following courses must have been completed satisfactorily for enrolment in Year 1 of Basic Sciences – unless alternate arrangements is approved by the Dean:

Course	Years
Biology (including lab)	1
General Chemistry (including lab)	1
Organic Chemistry (including lab)	1
Physics (including lab)	1
*Math	1
English	1

*For Indian students the minimum is that of 10th grade.

Social and Non-academic Entry Requirements:

Any of the following subjects in the social sciences and non-academic fields are recommended but not required.

Social sciences:

Economics
Anthropology
History
Political science
Psychology
Sociology
Public health

Non-academic:

Employment history
Awards
Research experience
Community development
Sports, art
Referral by Medical records to academic advisor

b. Full time enrolment

All students must be enrolled full time unless otherwise approved by the Dean for authorized arrangements. Registration for each session must be completed on the days designated by the Office of Records noted on the Academic Calendar.

c. Academic Calendar

The academic calendar is published in University Bulletin and on the website of the University. The organization of the academic year changes as student's progress through the curriculum from first year to fourth year.

d. Basic Sciences – Years 1 & 2

The academic year consists of Spring, Summer and Fall trimesters of approximately 16 weeks each respectively. Spring trimester begins in January and ends in April. Summer trimester begins in early May and ends in late August and the Fall trimester begins in Late August and ends mid-December. Typically, there is a ten days break between each trimester.

No classes are held on public and bank holidays of Belize namely, New Year's Day (January 1), Baron Bliss Day (March 9), Good Friday (April), Holy Saturday (April), Easter Monday (April), Labor Day (May 1), Commonwealth Day (May 24), National Day (September 10), Independence Day (September 21), Pan-American Day (October 12), Garifuna Settlement Day (November 19), Christmas Day (December 25), & Boxing Day (December 26).

Classes would only be scheduled on these days in extreme cases.

e. Clinical Rotations/Clerkships – Years 3 & 4

Clerkships consist of a total of 124 weeks at any given teaching hospital. Clerkships are broken down into core clerkship and elective clerkship.

Core clerkship comprise of successful completion of mandated twelve weeks (12) each in the following disciplines: OBG/YN, Pediatrics, Internal Medicine, Family Medicine, Surgery, & Psychiatry (totalling 72 weeks). These core rotations must be completed and passed before commencing elective rotation.

Elective clerkship is comprised of mandated 52 weeks- can be a minimum of three weeks per rotation or a maximum of six weeks per rotation. A core rotation may be redone once as an elective.

Student will be presented with Letters of Introduction from the University to arranged teaching hospitals upon commencement; without such, rotations will not be valid. Rotations are arranged by the University and facilitated at the respective hospital; no student is allowed to coordinate with the hospital on rotation arrangements. ** For students desiring to take USMLE and ECFMG, Basic Sciences must be successfully passed in order to qualify to take step 1. Step 2 can be taken 12 months prior to graduation. Both steps 1 & 2, requires the fulltime enrollment of a student on the form that the student will provide to the university for mailing to the relevant examination entity.

13. Attendance

Students are required to register for all courses through the office of Records before the first day of classes. Students who do not register will not be permitted to attend classes and should attendance occur, the student will not receive a grade for the courses they attended. A registered student must have 100% attendance record for all classes. Absences must be due to hospitalization, incarceration, verifiable emergencies and so on (in these cases, after 20% of absence from a class a student will be dropped due to loss of vital information given during

those times). ****Medical/Sick certificates will not be accepted from physicians teaching at CAHSU.**

a. Mandatory Activities

Regular attendance at all curricular activities is expected. Attendance at certain designated activities is **mandatory**. These include:

- 1) orientation and general class meetings organized by University officials.
- 2) examinations and quizzes
- 3) small group sessions /or classes.
- 4) clinically related activities, including, but not limited to, Interviewing and Physical Exam
- 5) any other activity designated as mandatory.

b. Absence from a Mandatory Activity

A student who will be unavoidably absent from a mandatory activity must receive written permission in advance.

c. Basic Sciences

The student must first complete an Absence/Withdrawal Request Form available from the Receptionist. The completed request form should be submitted to the Dean who will determine whether the absence can be excused and, if appropriate, the alternative learning experience that will be offered to the student. The request form after review of the Dean is submitted to the Records Manager for placement in the student's academic file.

d. Clinical Rotations

Attendance at certain designated activities in clinical rotations and sessions are expected. While conducting clerkships students must **first** complete a full sixteen (16) weeks of rotation before they become eligible for time off or request a leave of absence can be taken. To request a leave of absence the student must first complete an Absence Request Form 2 week prior to requested leave date, which is available from the Receptionist or can be requested via the Clerkship officer responsible for your clinical arrangements. Upon initial approval by the Dean, the student must submit the written approval to the hospital Director in order to make necessary arrangements within the hospital. Students who do not have a written approved authorization from the university will cause a reflection of "absent" on his/her university transcript and will be explained as an unauthorized withdrawal from rotations. Any days missed in a week from rotation will lead to the entire week being voided!

e. Absence from a Mandatory Activity Due to Illness

In the case of acute illness, trauma, or an emergency in which advance completion of a Student Absence Request Form is not practical; a student must phone or email the Faculty Manager as soon as possible. In clerkships, the student must also ensure that the attending physician is aware of the illness. A student who misses an activity due to an illness must complete a Student Absence Request Form upon his/her return, and present a doctor's note that explains the absence. Failure to verify the illness may result in course failure, disciplinary action for unprofessional behavior, and/or failure of advancement. The student is responsible for ALL missed work, regardless of the reason for the absence. The course director or attending

physician will determine the arrangements (assignment or alternative activity) that the student must complete to make up the missed activity. If an examination has been missed, the student will be expected to take a make-up exam at the earliest possible time following his/her return with the stipulated cost to prepare such exams.

f. Absence Associated with USMLE

A student is allowed time off to complete the USMLE examinations. Prior to any absence for this examination, the student must complete a Student Absence Request Form, and obtain the approved authorization from the Dean for the time specified by the Dean.

g. Inclement Weather

In inclement weather, cancellation of classes follows Hurricane/Disaster Preparedness policy. As professionals, students are expected to fulfill their clinical responsibilities - if inclement weather delays or prohibits their attendance at clinical activities, they must contact both their physician preceptor and the University immediately. If an exam is postponed by a University closing, students will be notified by email/telephone regarding the new date/time for the exam.

h. Medical Student Duty Hours During Clerkships

Principles: The learning objectives of the clerkship and rotation must not be compromised by excessive reliance on medical students to fulfill service obligations. CAHSU is committed and responsible for promoting patient care/safety as well as the student well-being and to providing a supportive educational environment. Duty hour assignments must be made in consideration that faculty and residents have the primary responsibility for the safety and welfare of patients.

i. Supervision of Medical Students:

The University must ensure that qualified faculty provides appropriate supervision of medical students in patient care activities. This will be clarified between the University and the hospital Director.

j. Fatigue

Medical Students must be educated to recognize the signs of fatigue and sleep deprivation and must adopt and apply policies to prevent and counteract its potential negative effects on patient care and learning.

l. Duty Hours

(1) Duty hours are defined as all clinical and academic activities related to the program; i.e. patient care (both inpatient and outpatient), the provision for transfer of patient care, time spent in-house during call activities, and scheduled activities, such as conferences. Duty hours do not include reading and preparation time spent away from the duty site.

(2) Duty periods may be scheduled to a maximum of 24 hours of continuous duty in the hospital. It is essential for patient safety and medical student education that effective transitions in care occur. Students may be allowed to remain onsite in order to accomplish these tasks; however, this period of time must be no longer than an additional four hours.

(3) Medical students must have 14 hours free of duty after 24 hours of in-house call. Medical students must not exceed 60 hours per week. Duty hours will be settled with the Director of the hospital with the notification and advice of the Dean of the University.

Violations of Duty Hours

If a student feels that he or she has violated the duty hour policy, or if a fellow student observes another student violating duty hour policy, he or she is to report the proposed or completed violation to the Clerkship staff of the University. The Dean will initiate an investigation into the duty hour policy by the first meeting with the student who violated the policy to determine why the violation occurred. If there was pressure by a faculty member or resident to violate the duty hour policy; the Dean will meet with the Academic Committee to discuss the violation of the duty hour policy without naming the student. The Committee will be asked to respond to the violation with an action plan in writing to prevent further violations. Random students on that rotation will then be contacted regularly for a period of three months to ensure that there are no further violations. If the violation was due to an oversight by the student, the student will be reminded of the duty hour policy and will be asked to provide his/her duty hours in writing for the duration of the clerkship or rotation. If there is a pattern of violation of duty hours by a particular department, the Dean will meet to discuss the pattern and need to take corrective action against any faculty or resident who is pressuring a student to violate the duty hour policy. All duty hours must be recorded on sign in sheets that are present with the hospital of rotation.

14. Leave of Absences

A student is granted a leave of absence when a temporary interruption of his/her academic schedule is in the best interest of the student or the University. A student may request a leave of absence in writing from the Dean who will determine whether a leave will be granted. The University alone decides whether to grant or deny a request, for a leave of absence, and may impose a leave of absence on a student when it decides it is in the best interest of the student or the School of Medicine. Return from a leave of absence must be approved by the Dean and/or the Academic Committee. Notwithstanding a leave of absence, students in Basic Sciences are expected to progress through the curriculum in the normal sequence. Students in Clinical Rotations may return from a leave of absence only at the beginning of a clerkship or elective period. A leave of absence is not granted for longer than four months. A leave of absence may not be granted for longer than four months. If a leave runs longer than four months, the student will be subject to re-application and fees and tuition rates will change as per the discretion of the university. An official leave of absence is needed for any student who has been granted leave in order to prove the validity and current enrollment of such student. Without this official authorization, a student will not be considered a student and the leave of absence will be viewed as unauthorized time off by the student. ****It is important to note that any financial arrangements made and are broken during the course of an academic leave will still carry a penalty charge*****

a. Leave of Absence - Academic

The Academic Committee may place a student on an academic leave of absence due to academic difficulties. A student on academic leave of absence is expected to address the causes of his/her academic deficiencies during this period.

b. Leave of Absence – Administrative

A student who has been dismissed by the Academic Committee is placed on an administrative leave of absence while his/her case is reviewed. Following a decision of the Dean, the student will either be reinstated or dismissed from the University.

c. Leave of Absence - Educational

The University may grant an educational leave of absence to a student to pursue graduate-level course work or research within or outside the University. However, this is based solely on the discretion of the Dean and/or Academic Committee based on the overall academic performance of the student.

d. Leave of Absence – Medical

A medical leave of absence may be granted by the University for documented medical/psychological reasons or if a student's medical/psychological status is seriously impairing his/her academic or clinical performance. The student may return from a medical leave only with appropriate documentation from a physician or licensed psychologist that his/her condition will not impede academic progress or clinical performance and that the student can adhere to the Technical Standards of the School. Any documentation must be approved by the Dean and/or the Academic Committee.

e. Leave of Absence – Personal

The University may grant a personal leave of absence when personal circumstances (e.g., family illness) seriously impair a student's academic progress. The student may return from a personal leave of absence only after consultation with and approval from the Dean and/or the Academic Committee.

15. Suspension

a. Misconduct, Academic Performance

The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus and the community. This includes the right to suspend or expel, or request the withdrawal of a student at any time, with or without specific charge or hearing. Such suspension may be the result of acts of misconduct, academic performance or otherwise within reasonable opinion that the community, student body or the reputation of the University may be at risk. The student may request review of academic-related disciplinary matters by the University Dean. **Suspension obtained due to student conduct will carry penalties of running tuition; meaning tuition will not freeze until reinstated in classes or will there be any financial adjustments (see the Business office for further clarifications).

b. Physical or Mental Illness

The Dean may also temporarily suspend a student who has significant physical or mental illness or whose behavior arouses serious concern. In these special circumstances, the student may be required to submit to appropriate medical, psychological, psychiatric, and/or laboratory testing/evaluation and to authorize release of the results to the Academic Committee. The Committee will confidentially review relevant evaluation results and determine the nature and length of any suspension or whether further disciplinary action is

necessary. Refusal to undergo or authorize release of requested evaluations will result in continued suspension and action by the Committee.

c. Period of Suspension

Suspension shall be for no more than 90 days unless the Academic Committee believes the circumstances warrant an extension/decrease of time. A student suspended shall cease to attend classes, but shall make him or herself available to the Dean or the Academic Committee until the matter is concluded.

16. Withdrawal

A student may withdraw from the School of Medicine by submitting to the Dean a written statement of the reason for withdrawal as well as his/her understanding that the withdrawal is voluntary and final. A student may not avoid disciplinary action or formal dismissal by voluntary withdrawal. Students who have discounted tuition with the university via student contracts is obligated to follow certain criteria found in the agreement form in order to successfully withdraw and obtain necessary documents from the University. If a student chooses to withdraw in the course of disciplinary action or dismissal proceedings, the proceedings will continue and the results will become part of the student's permanent record. Students who abandon the University will be termed as Voluntary Withdrawal. Any student who withdraws will be unable to receive any documentation until payments are settled with Finance Office. Discounted students who withdraws must pay fee difference between original tuition and discounted tuition.

Types of withdrawals:

a. Voluntary Withdrawal

The student has made the personal decision to withdraw from the university on a given effective dates.

b. Medical Withdrawal

Due to medical reasons (illness or injuries) the student &/or guardian has made the decision to withdraw. This decision must be submitted to the Academic Committee for further notice to the Dean for approval. This is to be supported by medical documents (letter of medical clearance from a physician, psychologist, or psychiatrist stating the professional expert prognosis). Should refund be requested, such request must fall under the refund policy of the University.

c. Administrative Withdrawal

The Dean may instruct a student to withdraw from the University if he consider such student to be a threat to the institution.

d. Financial Withdrawal

The Finance has authorized a student to be withdrawn from the University based on directions from the Finance Office due to none payment. This order is final unless directed by the Dean of the University or if payments are made immediately with relevant late fees to resolve the present matter.

17. Dismissal

Students are expected to maintain a high standard of excellence in their academic and clinical work. If a student fails to maintain acceptable ethical, professional, academic, or clinical standards, the Academic Committee may dismiss the student from the University. Students who have discounted tuition with the university via student contracts is obligated to follow certain criteria found in the agreement form in order to successfully withdraw and obtain necessary documents from the University. The following will result in a referral of a student to the Academic Committee for a recommendation for dismissal:

a. Unsatisfactory Academic Performance

Failure to meet the academic standards of the University. If students fail to progress satisfactory, the academic committee may recommend withdraw for that student. If a student repeats a course three (3) times the student will be withdrawn until further knowledge is gained in subject area.

b. Unprofessional Behavior

Failure to maintain the professional standards of the University. Any pattern of behavior that indicates insufficient aptitude, emotional stability, or moral character to successfully practice medicine may be reviewed by the Academic Committee.

c. Inadequate Academic Progress

The Academic Committee may make the determination that it is impossible for the student to complete the requirements for the M.D. degree.

d. Financial Reasons

Failure to meet and sustain financial activity can possibly lead to dismissal from the University.

e. Any other time

At any time, the Academic Committee can review the overall academic performance and professional behavior of a student and recommend appropriate action, up to and including dismissal.

18. Review of Academic & Professional Performance

a. Advancement

Students are advanced to the next trimester if they achieve satisfactory performance as measured by both Academic and Professional Standards and verified by the Promotion Committee. Promotion to the next trimester or graduation requires a record of at least satisfactory academic performance, with no failure outstanding in any course, clerkship or elective, completion of all requirements for graduation. Advancement to Clerkships also requires passing grades in all Basic Sciences courses of 75% or above.

b. Ongoing Review of Academic Status

1. If a student receives a Fail (F) grade in any course, clerkship, or elective, the Academic Committee determines if and under what conditions the student may be able to retake the course.

2. If a student does not meet the academic standards of the University, the Records Manager under directive from the Academic Committee, officially notifies the student by email that his/her academic status will be reviewed by the Academic Committee. Within 10 calendar days of this notification, the student must submit any viable documentation relevant to his or her academic performance (e.g., personal, family, or medical hardship) for consideration by the Academic Committee. At the next meeting of the Academic Committee, faculty members are reminded by the chair that anyone who has provided sensitive health, psychiatric, or psychological services to a medical student before the committee must refuse him/herself from taking part in decisions regarding his/her advancement and/or graduation. The student may make a presentation to the members, who review all relevant information and determine what, if any, remedial action or change of student status (up to and including dismissal from the University) is appropriate. Remedial action may include:
 3. Under Review: A student who is placed “under review” will be required to follow all recommendations of the Academic Committee. The student’s academic performance will be monitored by the Academic Committee for one year. “Under review” status will not be reported in the student’s Medical Student Performance Evaluation as an Adverse Action.
 4. Probation: A student who is placed on probation, which may occur without having previously been “under review,” will be required to follow all recommendations of the Academic Committee. The student’s academic performance will be monitored by the Academic Committee for a period as designated by the Committee. “Probation Status” will be reported in the student’s Medical Student Performance Evaluation as an Adverse Action.
5. The Chair of the Academic Committee notifies the student of the decision by email. The student may accept the recommendations of the Academic Committee *or* may request, in writing, a review of the decision by Review Committee based on the guidelines, described in section 4 below. The student must submit the request for review, including any new evidence and letters of support, to the Dean within ten (10) calendar days of notification of the Academic Committee’s decision. If the student fails to request a review by the Review Committee within the 10-day period, his/her right to request a review is forfeited and the Academic Committee’s decision is final. Any Clinical student recommended for dismissal by the Academic Committee shall be placed on a leave of absence until a final decision has been rendered.

c. Review of Professional Conduct

- i. Any faculty member, staff, or student within the University may forward allegations of unprofessional conduct to Dean. Acts of unprofessional conduct include, but are not limited to those defined in Part IV of this Handbook.
- ii. Upon receipt of an allegation of unprofessional conduct on the part of a student, the Dean examines the allegations and relevant documentation. At that time, the Student Affairs may resolve the case informally with the student and other parties, without

- right of review by the student, or may recommend that the Academic Committee consider the case.
- iii. The Administrator notifies the student by email if he/she recommends that the allegation be reviewed by the Academic Committee. Within 10 calendar days of this notification, the student may submit any documentation relevant to the allegation of unprofessional conduct for consideration by the Academic Committee. At the next meeting of the Academic Committee, faculty members are reminded by the chair that anyone who has provided sensitive health, psychiatric, or psychological services to a medical student before the committee must recuse him/herself from taking part in decisions regarding his/her advancement and/or graduation. The student may make a presentation to the members, who review all relevant information and determine what, if any, action or penalty (up to and including dismissal from the University) is appropriate. Action may include:
 - iv. Under Review: A student who is placed “under review” will be required to follow all recommendations of the Academic Committee. The student’s professional conduct will be monitored by the Academic Committee for one year.
 - v. Probation: A student who is placed on probation, which may occur without having previously been “under review,” will be required to follow all recommendations of the Academic Committee. The student’s professional conduct will be monitored by the Academic Committee for a period as designated by the Committee. “Probation Status” will be reported in the student’s file.
 - vi. The Chair of the Academic Committee then notifies the student of this decision by email. The student may accept the recommendations of the Academic Committee *or* may request, in writing, a review of the decision by a Review Committee based on the guidelines described in section IV below. The student must submit the request for review, including any new evidence and letters of support to the Dean within 10 calendar days of notification of the Academic Committee’s decision. If the student fails to submit this information within the 10-day period, his/her right to request a review is forfeited and the Academic Committee’s decision is final.

d. Ad Hoc Committee for the Review of Academic Committee Decision

(1) Review Committee: A Review Committee may be appointed *ad hoc* to review decisions of the Academic Committee to determine whether the Academic Committee adhered to the Policies and Procedures of the University if evidence unavailable to the Academic Committee warrants a modification of a decision of the Academic Committee. A Review Committee is initiated by the Academic Committee on a need –to-activate basis.

e. Review of Academic Committee Decisions

A request for a review of a decision of the Academic Committee must occur within 10 calendar days of the Academic Committee decision and will be accepted only if the proposed action is serious (i.e., dismissal, suspension, or a request for withdrawal). If accepted for review, the Review Committee may only consider information presented by the student that specifically

pertains to the following: (1) failure of the Academic Committee to follow procedural due process, and/or (2) new evidence that indicates that the academic performance or the conduct of the student was unduly impaired by a significant and previously undiagnosed medical condition or personal or family hardship. In the latter case, the evidence should indicate how the impairment can be removed by accommodation or other means consistent with the Technical Standards of the University.

f. Notification of Decision

The Admin Manager notifies the student of the date, time, and location of the Review Committee meeting. The student must submit any new evidence relevant to the review prior to the meeting; the student may make a presentation to the Review Committee. However, legal council may not be present. The Review Committee reviews all pertinent facts and may request additional information before deciding, by majority vote, on a decision. The student may accept the decision or may request that the decision be reviewed by the Dean. If the student requests a review by the Dean, he/she must request, in writing to the Dean to review his/her case. The Dean will have the option to accept or deny a review. If the Dean decides to review the case, the Dean will review the case and notify the student by email of the findings, which are final. The filing of any further review does not confer the right to continue a course of study that has been suspended by a decision of the Academic Committee or Dean.

19. Independent Study Courses

These courses are normally intended to provide students with opportunities for specific courses that are not offered due to enrollment deficiencies and are needed by the student to advance into clerkships. If approved by the Dean, no more than one (1) course could possibly be approved by the Dean. Visit the Business Office to inquire and finalize course costs.

20. Registration

The University has a system in place that allows all official documentation/forms to be obtained and filled during the registration process. Registration process is for both basic sciences and clinical rotation students every trimester of every year. It is imperative for students to note that registration can only take place upon proof that all financial obligations are settled (show of receipts/signed agreements etc). This means that relevant fees and tuition payments must be paid (unless there is a written agreement authorized by the Dean). Once students have paid all relevant fees, signed all relevant forms, and submitted all relevant documentation for the student files, student will have the official status of Registered Student. Students on scholarships/discounts must ensure they follow the same registration process in order to ensure authorized agreements are indeed in place. If a student cannot afford to pay any fees or tuition at the time of registration, he/she cannot register. Students who are not registered are not allowed to attend classes; any student that is not on the official registered attendance sheet will not receive any credit.

On the day of registration, students will be required to visit the following offices and obtain the relevant documents.

1. Finance Office:

- a Pay relevant Service Fees and Tuition
- b Receive a Financial Obligation Sheet

- c. Ensure proper contracts are in order if applicable

2. Records Office:

- a. Sign and receive a copy of Course Registration
- b. Obtain a copy of CAHSU Student Handbook
- c. Signing of Student Confidentiality Agreement, which is mandatory by the university
- d. Completing of Student Profile Form (Next of Kin)
- e. Verify documents on file required by University
- f. Relevant phone/email/home address of parent/guardian & self

3. Faculty Office:

- a. Obtain a copy of course listing /syllabus
- b. Assignment of academic advisor
- c. Dress code information
- d. Academic calendar
- e. Quick Facts Sheet

4. Student Service Office:

- f. Student Permit
- g. Addresses & Phone numbers locally
- h. ID's
- i. Medical Conditions

Late Registration

Late registration is allowed with an applicable late registration fee of \$50.00USD. The late registration period commences after the day of registration until the end of the first week of classes ONLY. Students who register late will be susceptible to the 20% attendance rule (speak with Faculty Office for clarification). No twenty (20) hour courses will qualify under the late registration rule!

Part IV Student Support

1. Professional Standards

Students are expected at all times to (a) act with professionalism, and with academic and personal integrity; (b) respect and promote the dignity of all persons; (c) respect the policies of CAHSU and the rights of its members both on and off campus, as well as the just laws of the civic community and the rights of its members; and (d) support the personal, professional, academic, and vocational development of the members of CAHSU.

2. Professional Ethics

Consistent with the Accreditation Council for Graduate Medical Education guidelines, students are expected to demonstrate a commitment to carrying out professional responsibilities, adherence to ethical principles, and sensitivity to a diverse patient population.

Therefore, students are expected to demonstrate respect, compassion and integrity; a responsiveness to the needs of patients and society that supersedes self-interest; accountability to patients, society, and the profession; and a commitment to excellence and on-going professional development. They are also to demonstrate a commitment to the ethical principles pertaining to provision or withholding of clinical care, confidentiality of patient information, informed consent, and business practices. Students are also to demonstrate sensitivity and responsiveness to patients' culture, age, gender, and disabilities.

3. Code of Conduct

As a member of the University community, students have an obligation to the preservation of its academic functions. As citizens and international students, students have the responsibility to know and obey the laws of the country of Belize. Students also have an obligation to know and follow the regulations of the University. Students are responsible for upholding a civil campus environment conducive to learning. As such they should NOT engage in any of the following actions that are expressly prohibited:

- a. Academic dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the University.
- b. Forgery, alteration, misuse, mutilation of university documents, records, identification, educational materials, or property.
- c. Unauthorized use of the University computer system and/or computer access codes.
- d. Obstruction or disruption of teaching, research, administration, disciplinary procedures, and other university functions. Rioting, aiding, abetting, encouraging, participating in or inciting a riot is specifically forbidden on university premises.
- e. Violation of any national law while on university property or at university functions or affiliated places.
- f. Abusive conduct which threatens, endangers, or intends to threaten or endanger the physical or psychological health, safety, or welfare of an individual or a group of individuals; harassment of any member of the University community including harassment on the basis of race, socioeconomic status, age, gender, religion, creed, ethnicity, national origin, physical ability, learning ability or learning style.
- g. Unauthorized interference with the right of access to University facilities, or freedom of movement or speech to any person on campus.
- h. Failure to comply with the verbal or written directions of any university officials while in the performance of their duties and in the scope of their employment, or resisting university security officers while acting in the performance of their duties.
- i. Theft, or damage to, use of, or possession of other persons' or university property in a manner inconsistent with its designated purpose; unauthorized entry, use, or occupation of university facilities, property, or vehicles.
- j. Violations of any rules, contracts, or agreements governing residence in or use of university owned or controlled property including contracts governing authorized special events.
- k. Unauthorized soliciting or selling on university property during university activities including but not limited to those covering alcoholic beverages, controlled and illegal drugs, gambling.
- l. Commitment of a crime of a serious nature (proven by conviction). Upon the filing of charges in the courts involving on offense of a serious nature and an administrative

determination that the continued presence of the student would constitute a threat or danger to the university community, such person may be temporarily suspended pending the result of the case. In other cases in which the student behavior presents an immediate danger to the university, the student may be immediately removed from the university property by the Security officers or by the local police.

- m. Student cannot commit arson, sex offenses, assault, harassment, violation of civil rights, copyright, disorderly conduct, or lewd, indecent or obscene conduct or expression.

4. Timelines & Reliability

Students must be present and ready to carry out assigned responsibilities at the expected time, and must remain until their responsibilities are discharged. Fulfillment of clinical responsibilities and attendance at required activities must be a high priority. For example, if mechanical problems disable a student's car, the student is expected to use a taxi or other form of public transportation to arrive on time. Arrangements for travel out of town must not interfere with clinical responsibilities or attendance at required activities – for example, a student may not ask to be excused from such activities in order to get a lower airfare or on an earlier flight.

5. Dress Code

CAHSU has a set dress code policy that includes a list of appropriate dress/appearance guidelines for the workplace/classroom during normal working hours and when representing CASHU at outside activities. Medical students must adhere to these policies. CAHSU follows a uniform system which is a burgundy scrub set in color with the school logo placed on the left side of the scrub top.

Clinical Clerkship Attire

When providing direct patient care, students must adhere to the following:
Clean white coordinated scrubs, white lab coats, and white closed shoes/nursing shoes.

These articles of clothing are not permitted for females:

flip flops, alter tops, jeans pants, tube tops, shorts or sparse attire, as well as strap shoes.

These articles of clothing are not permitted for males:

flip flops, shorts, caps, t-shirts with derogatory words are not permitted.

The following applies to all students as part of their attire:

1. Photo identification
2. Lab coats must be clean, mended, and pressed. Lab coats contaminated with blood/body fluid are considered infectious and cannot be taken home for laundering.
3. Hair (including facial hair) should be clean, combed, and neatly trimmed or arranged. Length may be individualized; however, it must be worn in a manner that keeps it from contact with the patient. Any accessories worn in the hair should be minimal and complimentary to the outfit.
4. Fingernails should be clean, neat, moderate in length and well maintained. Artificial fingernails will not be worn by employees providing direct care due to the risk of transmission of healthcare-acquired pathogens.
5. Aftershave, cologne, scented lotion, and perfume should not be worn as patients may have sensitivities.
6. Body piercing/adornments (other than in the ears) should be discrete. Tattoos should be discrete.
7. Socks and hosiery are recommended but not mandatory.
8. Lab coats and/or surgical “booties” should be removed when leaving hospital property.

Administration and interpretations: The Dress Code Policy shall be administered by CAHSU.

Amendment/termination of the Dress Code Policy: CAHSU reserves the right to modify, amend or terminate this policy at any time.

6. Violations of Law or Codes of Conduct

Students are accountable to both civil and University authorities for acts that constitute violations of law and the Codes of Conduct specified in the University Handbooks. When a student has been apprehended for violations of local or national law, the University will not request or agree to special consideration for the individual because of his or status as a student. The University will cooperate with law enforcement agencies and other agencies responsible for rehabilitation. On the other hand, because of the severely disruptive nature of many violations of this code, the University will normally not defer its disciplinary proceedings while civil or criminal proceedings are in process. In addition, the University will not necessarily accept or be bound by the findings of civil or criminal proceedings in its proceedings.

7. Respect for Patient Confidentiality

Affiliated hospitals require that health care professionals and students respect the confidentiality of patient health information. Privacy rules allow students qualified access to patient information while on rotation. Copies of patient health information are allowed for educational purposes. However, other hospitals have grave concerns about student’s handling of records, once accessed. The concerns include duplicate copies, excessive copies, and how students handle confidential information once obtained. Students must adhere to the following rules regarding patient records on ANY course, clerkship, and elective at ANY facility:

- a. Regardless of the format (paper, electronic, verbal) and no matter how socially benign, patient information is protected under laws of the country. It is the duty of the student to protect the confidentiality of patient information by keeping that information reasonably secure;
- b. Patient information may never be accessed for inappropriate use;
- c. Students may not grant access to or divulge patient information to anyone who is otherwise not authorized to have it;
- d. Reasonable security for paper includes keeping it in a reasonably secure location, whether at home or in the hospital or other site. It is NOT reasonable to leave papers unattended at a nurse's station or anywhere else;
- e. Reasonable security for electronic items includes encryption of files or machines and controlling the physical custody of those files and machines (e.g., do not leave your PDA unattended);
- f. Reasonable security for verbal items includes having conversations only with the care team and others in the academic program or class. It also includes having those conversations in a relatively secure location (e.g., not in elevators);
- g. Reasonable security also includes shredding for paper and "cleaning" for electronic records when your program need for that information ends.
- h. If a student is found violating patient confidentiality, the student may face discipline through the University as well as the hospital. If a student fails to follow A-G, the hospital or other site may deny that student and other students the right to make copies or to participate in rotations at that site.

8. Harassment and Abuse

a. Sexual Harassment

In accordance with its history, mission, and credo, CAHSU believes that each individual should be treated with respect and dignity. It is obvious that any form of sexual harassment is a violation of human dignity, and the University strongly condemns any such harassment. Whether verbal or physical, conduct of this sort violates another person's rights and can create an intimidating, hostile, or offensive working or learning environment. Such conduct, when it is genuinely discerned, is subject to prompt and effective remedial action.

Types of Sexual Harassment

- i. Sexual harassment can fall into one or both of two categories: *quid pro quo* and hostile environment.
- ii. Quid pro quo (one thing in exchange for another) sexual harassment occurs when a supervisor or other employee or student attempts to use his or her position or authority to obtain sexual favors from an employee or student in expressed or implied exchange for the granting of job or academic benefits or other favorable treatment.
- iii. Hostile environment sexual harassment occurs when an employee or student is subjected to an intimidating, hostile, or offensive work or learning environment because of offensive sexually based or sexually oriented physical, verbal, or other conduct. Such conduct shall be subject to prompt and effective action. Any harassment or other unequal treatment of a student, or group of students, that would not occur but for the sex of the student(s), if sufficiently patterned or pervasive, may be prohibited sexual harassment.

b. Policy for Assuring a Positive Learning Environment

Purpose: The mission statement of CAHSU states: “CAHSU exists for students and learning.” Thus, it is vital to create a positive learning environment for students (learners) at all levels of education (including undergraduate students, graduate students, medical students, hospital residents, and fellows). Mistreatment of students/learners and abuse of power is unprofessional and antithetical to the Creighton mission. Harassment and Discrimination, as defined in the University Student Handbook and the University’s Harassment and Discrimination Policy will not be tolerated. The University’s policy provisions outline any behaviors, actions, or expressions by faculty or staff toward a learner that a reasonable person would consider mistreatment or demeaning or an abuse of power (the “Unacceptable Behavior”) are unacceptable and will be dealt with appropriately.

Some examples of such Unacceptable Behavior include:

- 1) (Public belittling or humiliation [commenting on inadequate preparation of assignments is not Unacceptable Behavior unless done in an inappropriate manner.]
- 2) Mandated performance of personal services (e.g., babysitting, shopping)
- 3) Behaviors, actions or expressions by faculty or staff toward a learner that a reasonable person would consider harassment or discrimination will be dealt with under the University Policies.

Procedures for Reporting of Unacceptable Behaviors:

- 1) Students/learners are encouraged to report Unacceptable behavior as soon as possible following the incident(s). Observers are also encouraged to report witnessed incidents of Unacceptable behavior.
- 2) As noted in the University's Policies, a member of the University community who believes himself or herself to be the victim or harassment and/or discrimination, or any individual who has witnessed or has knowledge of such conduct is encouraged to report the

information to the University to enable it to investigate and to take corrective action where appropriate.

- 3) Reports of incidents should be made to the Dean.
- 4) The Office of Student Affairs will make all reasonable attempts to maintain confidentiality and to protect students from harm or retaliation; any form of retaliation following the reporting of alleged Unacceptable Behavior is forbidden, and complaints of retaliation will be dealt with by the Dean of the University. The University Policies also forbid retaliation.

Investigations of reports of Unacceptable Behavior:

1. Within ten (10) days of receiving the report of Unacceptable Behavior, the Dean or his delegate will discuss the incident(s) with the Academic Committee and would immediately lounge and investigation of the incident(s).
2. Within two weeks of receiving the report of incident(s) of alleged Unacceptable Behavior, the Committee will institute an investigation and develop an action plan for resolution of the problem and/or discipline of the responsible individual(s), if the allegations are substantiated.
3. Administrative Manager will prepare a written report that will be given to the Dean for review.
4. Prior to issuance to the Dean, the Committee will schedule a meeting with the student(s)/learner(s) initiating the original complaint to discuss the actions taken.
5. C. Reporting by the Committee shall prepare a written report to be provided to the Dean of the University of the Harassment and Discrimination concerning all reported incidents of Unacceptable Behavior investigated, and dealt with, during that academic year.

9. Student Relationships with Others

1. CAHSU desires to foster relationships among its members and with others that are based on dignity and respect, and free from discrimination. By selecting and utilizing the medical programs of CAHSU, students have demonstrated confidence in the Staff and Faculty of the University.
2. In their personal dealings with students, University employees are representatives of the University and are expected to exemplify good morals and values of the University.
3. It is incumbent upon all those who are in positions of authority over students not to abuse, or seem to abuse, the power with which they are entrusted.
4. Inappropriate personal relationships between employees and students may have the effect of undermining the atmosphere of trust and mutual respect upon which the educational process depends.
5. Particularly troublesome are romantic relationships. Even when both parties have consented to such a relationship, it is the employee who holds a position of special responsibility within the University. It is the employee, therefore, who will be held accountable for unprofessional behavior.
6. Employees should be aware that a romantic relationship with a student may render them liable for disciplinary action or possible termination especially if the relationship creates, reasonably has the potential to create, or reasonably appears to create a conflict between the employee's personal interest and the employee's obligations to the University and its students.

7. Because residents, fellows, tutors, and teaching assistants may be less accustomed than other employees to thinking of themselves as possessing professional responsibilities, they should be particularly sensitive and exercise special care in their relationships with students whom they instruct or evaluate.

10. Alcohol and Substance Use/Abuse

a. Alcohol Use

Alcohol use by medical students is forbidden on the premises of the University and in the Hospital setting unless an appropriate officer of the University or the hospital specifically approves it. Any alcohol use by students must be done in a responsible and legal manner. Students are referred to and are responsible for adhering to all policies as set forth on alcohol and substance use and abuse in this handbook.

b. Events Providing Alcohol

Prior approval must be obtained from the Dean's Office of the University for any activity where alcohol is served within medical school facilities. Any alcohol use by students must be done in a responsible and legal manner. During all events in which alcohol is served, non-alcoholic beverages as well as food/snacks must be available to the students. Drinking of alcohol during approved events must be done in a responsible manner. Students must be free from any effects of alcohol prior to seeing any patients or sit in classes.

c. Alcohol Abuse

CAHSU defines the abuse of alcohol as: "Any alcohol-related behavior that adversely affects a person's life in regard to physical health, feelings of self-esteem, personal or family relationships, educational and occupational goals, or one's standing in regard to local laws." Students suspected of alcohol abuse problems will be counselled by the Dean and may be referred for mandatory evaluation and treatment. Students who fail to follow through or experience continuing problems will be subject to a hearing before the Academic Committee. Possible recommendations include, but are not limited to, referral for further evaluation and counselling, leave of absence - medical, and/or dismissal.

d. Substance Use/Abuse

As an academic institution, CAHSU's goal is to alleviate the problem of illegal drug use, preferably in a manner that educates rather than one that punishes. However, CAHSU members are subject to the same local laws that govern all citizens, including those laws that concern the use, sale, and possession of drugs. Therefore, persons engaging in such illegal actions will be subject to disciplinary action up to and including suspension and expulsion. Individuals cannot be protected by the University from the possible additional legal consequences of their acts.

e. The University's policy concerning illegal drugs

1. CAHSU considers the use, possession, cultivation, sale, distribution, or transfer of any unlawful drug, including marijuana, unacceptable behavior that is incompatible with the educational goals of the University.
2. Students are considered to be adult citizens, and as such, are subject to civil law. In accordance with local laws, the illegal use, possession, cultivation, sale, distribution,

- or transfer of any drug, narcotic, or hallucinogenic substance including marijuana is strictly prohibited on University property.
3. Knowledgeable association in an environment where illegal substances are being used constitutes grounds for disciplinary action.
 4. Misconduct resulting from the illegal possession, consumption, sale, or transfer of drugs or narcotics renders the person subject to action ranging from rehabilitation, probation, dismissal from residence halls, and up to and including suspension or dismissal from the University. (5) The University's disposition of individual cases does not preclude criminal prosecution in accordance with federal and/or state laws. Due process guaranteeing fundamental fairness, as determined by the University community, shall be adhered to in the treatment of these matters.

11. Criminal Background Checks

CAHSU requires a background check on all of its students in order to enhance the health and safety of patients, students, faculty, and staff in the academic and clinical environments, to adhere to applicable healthcare regulations, and to attest to affiliated clinical facilities and licensure entities a student's background and eligibility status. The background check will determine whether there are incidents in an applicant's or student's history that would pose a risk to patients or others, or would prohibit the individual from being licensed in the future, and this is done through submission of a Police Record.

All students accepted and enrolled in at CAHSU must meet admission and technical standards including background checks. "Background checks" is defined as, but not being limited to, a combination of the following:

1. Screenings for every state and county of residence:
2. Social Security Report (name/address search)
3. County Criminal Record History
4. National Criminal Database
5. Federal Criminal Record History
6. National Sex Offender Registry

a. Confidentiality

The handling of all records and subject information will be strictly confidential. Findings that result in action taken by the Academic Committee will become part of the student's academic record.

b. Procedures

Admission Application Procedures

- 1) All students applying to medical school must permit a background check conducted by University. The background check commences upon acceptance into CAHSU or any other affiliated hospitals or institutions.
- 2) In cases where no criminal records appear, the accepted student's record will reflect that the investigation was completed and satisfactory.
- 3) In cases where a criminal record appears in the results of the background check, the student will be contacted by email.
- 4) The accepted student must submit a written response of this notification. Such written response should be sent to the University in care of the Dean. Any student

who fails to provide a response may have their acceptance rescinded by the University.

- 5) The Dean will review the information and will then make a recommendation to the Admissions Committee to allow matriculation or rescind admission to any student based on the timing, severity, number, and nature of any findings.

c. Decision of the Committee

The Committee shall make this decision based on:

- 1) Number of convictions
- 2) Nature, seriousness and date(s) of occurrence of the violation(s)
- 3) Rehabilitation
- 4) Relevance of the crime committed relative to medical profession standards
- 5) State or federal requirements relative to the medical profession
- 6) All known information regarding the accepted student, including the written explanation
- 7) Any other evidence demonstrating an ability to perform academic and clinical expectations competently and free from posing a threat to the health and safety of others.
- 7) The Admissions Committee will notify the student in writing of its decision within 10 days of its decision.
- 8) No student will be allowed to matriculate until a background check is completed and approved by the University.

NOTE: Any identified misrepresentation, falsification, or material omission of information from the application discovered during the criminal background review process may result in a recommendation to rescind the admission of the student.

12. Drug Testing

a. Students

All students within the University, hospital or affiliated organizations is subject to drug testing if there is reasonable cause for such action. In any case where a drug or alcohol test is performed, if the test has positive results the following will occur:

- 1) The student will be immediately removed from all patient care or classes.
- 2) If the student is able to present satisfactory evidence of the reason for the positive result to the course instructor, the clinical education coordinator, or other designated member of the School's administration, the course instructor or other designated School official may permit the student to continue to have patient care responsibilities while the matter is being considered by the committee. (In cases where the test is performed before a student is permitted to begin an off-site clinical training activity, the clinical site, not the University, will make the decision as to whether the student may participate in the clinical training).
- 3) If the test was performed prior to the student's participation in clinical training, then the student may request that the same sample be retested at a certified lab of their choice. If the student chooses to seek retesting, he or she must authorize the certified lab to send the results of the retesting directly to the school. The costs for any retesting

- will be the student's responsibility. The student must make any request for retesting within three business days of being notified of the positive test result.
- 4) If the test was performed pursuant to paragraph 2 above, or if the student does not request that the results be re-tested, or if the results remain positive after the specimen is retested, the issue will be referred to an internal committee. The internal committee will be charged with the responsibility to assess and recommend action in cases involving students and drug or alcohol usage. The recommendations may include assistance and/or sanctions, up to and including dismissal from the school.
 - 5) The committee will present its recommendation and findings to the Dean of the University for final approval and action. The Dean's decision is final.
 - 6) A student may be dismissed from the School for failure to submit to testing if he/she is requested to submit to a test for any reason. In the event a student refuses to submit to testing, the matter will be referred to the internal committee which will assess the situation and recommend action to the Dean of the School. The Dean's decision is final.
 - 7) The Health Sciences Schools reserve the right to modify, amend or terminate this policy at any time.

13. Public Health

All students of the University must ensure that they have received a sound medical clearance indicating their ability to perform as a student at the university. Additionally, students must ensure for themselves as well as for others, that they are health conscious at all times of body odor as confinement is part of classroom setting. Matters of serious nature while on campus will be referred to the Karl Heusner Memorial Hospital. All other minor inquires can be placed with the office of student services or the campus community clinic. CAHSU recognizes standards set forth by the Ministry of Health and encourages its students to ensure 100% compliance as seen fit.

14. Student Activities

The office of Student Services will be organizing events and activities throughout the trimester, students are urged to visit this office to obtain relevant information to actual dates and activities/events scheduled.

15. Lost and Found

Students can utilize a lost and found station available in the office of Student Services in the Administrative Office.

16. Library Policies

CAHSU Librarian has the authority to ensure that the library operates in the best possible environment for study and research. This requires that certain regulations be observed in the library.

a. Membership

Any registered student or staff of CAHSU automatically becomes a member of the library. However, any family members and/or friends of student or staff wanting to use the library

facilities will need to gain access through the office of Student Services before any facilities can be utilized.

b. Library Cards/Student Identification

Being a registered student of CAHSU allows you access to the library facilities. Without possession of ID borrowing of books will not be possible.

Student ID card is automatically afforded to a student the first week of classes. The Student ID card must be presented at all times once books are to be borrowed. Service will not be provided without it. Loss of card must be reported immediately. A replacement charge of \$15.00 will be paid to obtain a new card. Cards are not transferable between borrowers since each card is an individualized library card with students' name and identification numbers.

c. Books on Loan

Text books are not permitted on loan for courses that are ongoing (current courses). The loan period for books is 21 days. At the discretion this may be reduced for books in demand. The loan period may be extended on request by two separate further periods of 21 days, up to a total of 63 days provided that the book has not been reserved by another borrower. Such books are to recall during the extended period if reserved by another student borrower. If the reserved book is not returned on time, fines are incurred (refer to "FINES"). A total number of five (5) to (9) books (not to be exceeded) can be borrowed by an individual. Books must be returned or the loan renewed on or before the date due for return. No renewal of loan period will be granted for books in demand. Books on loan are under no circumstances transferable.

Reference book, unbound book or research works may be used inside the library **only**.

d. Fines

Books borrowed from library, which are returned to the library after the end of the authorized loan period, are subject to charges as follows:

e. Library Closing

On a daily basis, no one is to enter the library 15 minutes before closing time. In periods of adverse weather conditions, usually heavy rains, flooding and/or hurricane the university reserves the right to close the library at times other than those published. The university has established procedures to deal with emergencies. For your own safety and the safety of others, please obey instruction and procedures issue by the university.

f. Prohibited Activities

In order to ensure that the best possible environment for study and research is provided for all users, each users of the library is required to follow the CAHSU regulations which prohibit:

1. Removal or attempted removal of library materials or property from the library without authorization.
2. mutilation of library materials or files by marking, underlining, removing pages or portions of pages, removing binding or staples, removing security devices, tampering electronically or in any other way damaging or defacing library materials.

3. Deliberately concealing or misfiling library materials in the library for the exclusive use of an individual or group.
4. Refusal to abide by library regulation regarding the return of material and payment of fines and/or penalties. These would include e.g. penalties for lost or damaged items, and 'block' (preventing the patron from using library services, until penalties are paid or book returned).
5. Any disturbance or behavior which interferes with normal use of the library. Such inappropriate behavior includes activities that are distracting or disruptive to others. Examples of inappropriate behavior rowdiness, noise, prolonged conversation, abusive behavior, loitering and obstruction of facilities or access.
6. Bringing of animals into the library.
7. Harassment or assault of library staff or users.
8. Consumption of food and beverages.
9. Smoking.
10. Remaining in the library after closing or when requested to leave during an emergency.
11. Access to or use of any restricted library facilities, equipment or services without proper permission by authorized personnel.
12. Access to or use of any restricted area of the library, remaining in the library after closing or when requested to leave during an emergency or emergency exercise.
13. Damage or defacement of library or its equipment/books.
14. Refusal to abide by regulation pertaining to matters of health, safety and security.
15. Cell phones; put cell phone on vibrate, calls are **not** to be answered inside the library.
16. Card playing or any board games.
17. Attempting to repair equipment that is faulty.
18. Leaving children inside the library.

g. Care of Books

1. Borrowers are responsible for all the books and other items borrowed on their cards and for all charges incurred in respect of such items.
2. Borrowers are responsible for paying the replacement value – the original price of any item lost or damaged whilst on loan. This amount is under no circumstances refundable.
3. Lost library books and other library materials that are recovered must be handed to the university librarian. It remains the property of the library although it may already be replaced or compensated for.
4. Annotation and marking of library material is prohibited. Appropriate action will be taken against any individual caught or found attempting to deface or vandalize any material.

h. Return of Library Material

All material borrowed from library must be officially issued by a member of the library staff. Readers are advised to ensure that the material they return is given to the library staff. Material should not be left on the library counter or on top of any other desk. It is the responsibility of individual to make certain that material borrowed is return to the library.

i. Conduct in the Library

Library staff has authority to maintain good order in the library. The librarian, manager and/or Campus Executive Officer may exclude from the library or suspend from its use any person who behave in an unacceptable manner or fringes the regulation. Users are required to treat the library environment with respect and the library staff with respect and courtesy. Should any incident be reported, this matter will be pursued with the appropriate authority.

NOTE: Silence must be observed at all times in the library

j. Personal Property

Neither the librarians nor the university authorities accept responsibility for the loss of any personal property left in the library. Property left on chairs and tables to reserve places in the absence of the individual may be remove by the library staff to make room for others. No items or area is to be marked as individual property. The library is for everyone who has membership to use the facilities. Such kind of action and attitude will not be tolerated. Also, the moving of furniture is prohibited. No furniture is for one particular person only. The library is for the use of everyone who has membership.

k. Information Technology

CAHSU, BMC Library is committed to ensuring a working and learning environment in which all person treat one another with humanity and respect. The library's information technology facilities include WIFI access and a multi-media device. Such resources and tools are made available to staff and to faculty in support of their teaching research and administrative activities and to students in support of their academic objectives and requirements. Every user bears the primary responsibility for the material he/she choose to access. The facilities may not be used in any manner to create, store, send display or make available to others materials which contravenes the relevant policies. Devices that belong to the user, are the property of the user and must be cared for by the user at all times. Failure to adhere to these guidelines may result in the suspension of access privileges as well as other actions as deemed appropriate by University.

Appropriate use of information technology includes:

1. Respect for the right of others
2. Respect for the property of others
3. Consideration of other person using shared systems, equipment and facilities
4. Confidentiality in the use of password and personal numbers
5. Use of tools for the purpose for which they are intended
6. Adherence to etiquette and culture as appropriate.

Inappropriate use of information technology includes:

1. Unauthorized access, alteration, destruction, removal and/or disclosure of data, information, equipment, software or system
2. Disclosure of confidential passwords, personal identification numbers and/or access devices or information for accounts, equipment, telephone voice mail and electronic mail

3. Use of university facilities and resources for commercial purposes
4. Propagation of hate literature
5. Harassment, including sexual harassment
6. Theft of resources
7. Malicious or unethical use – including abuse of e-mail facilities
8. Use of PC phones in the library
9. Software piracy, software is subjected to licensing restrictions

Use that violates law of Belize

l. Disciplinary Procedures

Anyone who believes a breach under these regulations has been committed may initiate a complaint by bringing the matter to the attention of the university authorities. Whenever possible and appropriate, reason and moral suasion shall be used to resolve issues of individual behavior before resort is made to inform disciplinary procedures. Library staff will issue warnings to library users who may have committed offenses as defined in the regulations

m. Library Sanctions

CAHSU Library may impose the following sanctions or combinations of them upon library user found to be in breach of the regulation.

1. Probation for a period not exceed six months with the provision that one or more of the sanctions, as appropriate, will be applied if the probation is violated by one or more further breaches of regulations. The user will be notified in writing.
2. Formal writing reprimand. In the case of a student or staff member, a copy of the written reprimand may be sent to the library user's director or manager respectfully
3. Denial access to the library and its services for a period of up to eight (8) months. This denial will be confirmed in a written notice to the library user. In the case of a student or staff member, a copy of the written reprimand may be sent to the library user's director or manager respectfully.

n. Appeal Procedures

1. A library user who has been notified of access to CAHSU Library and its services has up to 10 days (from the day of notice) to appeal the decision to the Campus Executive Officer of the university.
2. The Campus Executive Officer of the university or his designated (other than the person who considered the case and imposed the sanction being appealed), will hear the appeal and will render a decision to uphold or to dismiss the appeal or possibly to vary the sanction imposed. The accused library user or users may be assisted in the appeal by another person, who may legal counsel.

17. Financial Obligations

Certification will not be conferred on any student who has not settled all financial obligations to the University or who is in unauthorized possession of University property. It is noteworthy that tuition payment is not redeemable after the second week of classes!

a. Tuition Fees

All Tuition fees are subject to payment dates as are designated by the University business office; this includes clinical tuition. Student with special arrangements should visit the offices for specific dates. Tuition is subject to change at the discretion of the Dean of the University. Tuition that is not paid on the specified date- due date or arrangement date- will be subject to late fees, no exceptions!

b. Clinical Rotation Hospital Payments

All Clinical hospital payment fees (doctor fee) is payable one week prior to due date. Fees that are not paid on due date or arranged date will be subject to late fees. Registration fee is payable every 16th of the month to the Belize Office.

c. Late Fees

All financial contracts once broken will carry an automatic charge of \$1000.00USD hereafter known as Late Fees.

d. Repeat Courses

All repeat Courses are subject to a charge per credit hour as determined by the Finance Officer. This must be paid prior to the commencement of the trimester. All repeat courses will carry a contract and once broken students can be subject to the possibility of being dropped completely from the specified course(s). Fees that are not paid on due date or arranged date will be subject to an additional late fee charges.

e. Service Fees

Service Fees are to be paid on Registration Day at the notified designated amount per trimester. Registration Fees are applicable to All students for payment (both Basic Sciences and Clinical Rotations) regardless of scholarships or special arrangements. **Prices are subject to change at the discretion of the university. Fees that are not paid on due date. Any arranged date will be subject to late fee charges.

f. Official Transcript Request

A fee of \$30.00USD is charged for any official transcript requested provided that the student does not have any pending financial obligation with the school.

g. Health/Life Insurance

CAHSU requires each student to have medical and life insurance while enrolled in the University. Failure to provide the administration with proof of health/life insurance when registering will cause automatic cancellation of registration. Insurance coverage is needed to cover possible medical expenses that may or may not arise during a student time of study in Belize.

h. Missed Examination

Students who miss an examination with verifiable documentation and approval to sit for such missed exam will be permitted to request a makeup test and will be charged at \$150.00usd per exam per student. Missed exams with proper documentation IF

APPROVED, is only granted to ongoing courses. No 20 hour course will be considered for missed exams.

i. Graduation Fee

Graduation fee is payable one week after completion of clinical clerkships. - Graduation Fee: \$500 (This only applies to students paying full tuition fee). Contact Business office for further information.

Part V Graduation Requirements

a. Degree Requirements

To receive the degree of Doctor of Medicine (M.D.), a student must have demonstrated the knowledge, skills, maturity, integrity, and professional behaviors necessary to undertake the responsibilities of a physician. The student must have passed all Basic Science courses. After obtaining clearance of Basic Science courses, student must then had entered clerkships and passed all areas of rotation comprising of 124 weeks. Upon successful completion of Basic Sciences, Clinical Rotations and relevant exit exams, students are then cleared by respective departments in Administration. At this point students after completing clinical clerkship then liaise with the coordinator of rotations to obtain relevant forms needed for graduation/diploma/transcript requests. Files are then submitted to the Main Office for assessment to ensure that required documentation is on file in order to facilitate diploma and transcript requests. After verification that student file is completed, diplomas will be sent for printing, a process which normally takes a minimum of six months dependent on the student document verification process; please note any discrepancies will automatically lead to a delay in processing time. Upon return of diplomas, student will be mailed their diploma, transcript (3 in total -1 opened and 2 sealed).

*****It is important for students to understand that failure in any course will automatically lengthen the duration of his/her studies. This means that the trimesters will be more costly as student will be subject to payment of additional tuition and applicable fees such as service fee, clinical fee, and tuition payment where applicable!***

The attestations of diplomas is the sole responsibility of the student.

Indian students are advised to schedule MCI exams only after receiving his/her diploma and transcripts to avoid any delays or loss of grades from the MCI office.

Part VI - Annexes

As mentioned in various parts of this handbook, these are the relevant forms that students must fill out to request and/or address particular matters. Attached is a sample of each form. Kindly be advised that should the need arise, forms may be obtained from the Administration Office at the Front Desk.

- A. CAHSU Registration Checklist
- B. Acknowledgement Form
- C. Confidentiality Form
- D. Consent Form
- E. Student Request Form
- F. Withdrawal Form
- G. Leave of Absence Form
- H. CAHSU Financial Obligation Sheet
- I. Theft/Vandalism Policy
- J. Immigration Regulations

***** It is important to know that all student requests must be done in writing utilizing one of the relevant forms.***



**CAHSU Semester Registration Form
January/May/September _____ (Year)**

Student's Name: _____ Student ID _____

Student Enrollment Semester: _____ Date of Registration _____

A. EXECUTIVE OFFICE:

1. Cleared Not Cleared Student has paid Service Fees
2. Cleared Not Cleared Student has paid tuition fees in full
3. Approved Not Approved
4. N/A Student has a financial agreement contract
5. Received Not received Financial Obligation Sheet
6. Method of Tuition Payment _____ Agent Package _____ Yearly Payment

7. Name of Agent:

8. Details of Package:

OFFICE COMMENTS:

Department Signature indicating student registration clearance from

Dept. _____ Student's Signature: _____

B. RECORDS OFFICE:

- 9. Obtained Not Obtained Obtained electronic copy of CAHSU Student Handbook.
- 10. Signed Not Signed Signed Student Confidentiality Agreement & Consent Form
- 11. Filled Not Filled Filled Student Profile Form(Next of Kin Form)
- 12. Submitted Not Submitted All Required Documents for Personal File as per application
- 13. Signed Original Signed Copy CAHSU University Contracts (Annex I, II)
- 14. Active Policy None
 Time Granted Life/Personal/Accident Insurance * Insurance Activation date
- 15. _____ Parent /Guardian Telephone number Date Confirmed
- 16. _____ Parent/Guardian Email Address Date Confirmed
- 17. _____ Parent/Guardian Home Address Date Confirmed

OFFICE COMMENTS:

Department Signature indicating student registration clearance from

Dept.: _____ **Student's Signature:** _____

C.FACULTY OFFICE:

- 18. Received Not Received Received email of CAHSU Course Syllabus for each registered course
- 19. Received Not Received Course Information-Name of Professor
- 20. Appointed Not Appointed Appointed an Academic Advisor –
Advisor's Name: _____

21. ___Received ___Not Received Faculty Quick Facts

OFFICE COMMENTS:

Department Signature indicating student registration clearance from

Dept.: _____ **Student's Signature:** _____

D. STUDENT SERVICE OFFICE:

- | | |
|---|---|
| 22. ___YES ___NO _____Date to get S.P. | Valid Student Permit (S.P.) ___Date of
visa expiration |
| 23. _____ | Local Home Address (Belize) |
| 24. _____ | Local Telephone Number
_____WhatsApp# |
| 25. _____ | CAHSU Email Address |
| 26. _____ | Personal Email Address |
| 27. ___Valid ___Expired ___Lost ___Require
Replacement | CAHSU Photo ID |
| 28. _____ | |
| 29. _____ | Do you have any medical condition(s)? |
| 30. _____ | Name & Number of Emergency contact |
| 31. ___YES ___NO | Signed waiver form |

Office Comments

Department Signature indicating student registration clearance from

Dept.: _____ **Student's Signature:** _____

E. Faculty Chair:

32 Registered Student Not Registered Registered with Conditions from the
Office(s) of:

33. Student's Signature: _____

Faculty Chair's *Signature*: _____

Any Other Relevant Comments:

Registration form is for University purposes only!



CAHSU Clinical Clerkship/Rotation Registration
January/May/September_____ (Year)

Student Name: _____ Student ID# _____

Student Hospital of Rotation: _____ Date of Registration: _____

of clinical weeks completed: _____ Current Area of Rotation: ___ Core ___ Elective

A. EXECUTIVE OFFICE:

1. ___ Cleared ___ Not Cleared Student has paid Service Fees
2. ___ Cleared ___ Not Cleared Student has paid tuition fees in full
3. ___ Approved ___ Not Approved ___ N/A Student has a financial agreement contract
4. ___ Received ___ Not received Financial Obligation Sheet
5. ___ Paid ___ Not Paid _____ If paid proof Has hospital fees been paid?
6. _____ Method of Tuition Payment
7. ___ Agent Package ___ Yearly Payment
8. Name of Agent: _____
9. Details of Package: _____

Office Comments:

Department Signature indicating student registration clearance from

Dept.: _____ **Student Signature: _____**

B. RECORDS OFFICE:

OFFICE COMMENTS:

Department Signature indicating student registration clearance from

Dept.: _____ **Student's Signature:** _____

C.FACULTY OFFICE:

14. ___ Appointed ___ Not Appointed ___ Appointed an Academic Advisor

Advisor's Name: _____

OFFICE COMMENTS:

Department Signature indicating student registration clearance from

Dept.: _____ **Student's Signature:** _____

E. FACULTY CHAIR:

16. ___ Registered Student ___ Not Registered ___ Registered with Conditions from the
Office(s) of: _____

33. Student Signature: _____ *Faculty Chair*

Signature: _____



CENTRAL AMERICA HEALTH SCIENCES UNIVERSITY (CAHSU)

BELIZE MEDICAL COLLEGE

Confidentiality Agreement for Students

I understand that I may come in contact with various types of information in my studies or through engaging in my academic program at Central America Health Sciences University (CAHSU) as well as at affiliated hospitals, organizations/groups. This information may include, but is not limited to, information on patients, employees, plan members, students, other workforce members, donors, research, and financial and business operations. Some of this information is made confidential by law (such as “protected health information”, “Patient Confidentiality” or “Employee Contracts” by law or by the University.

Confidential information may be in any form, e.g., written, electronic, oral, overheard or observed. I also understand that access to all confidential information is granted on a need-to-know basis. A need-to-know is defined as information access that is required in order to engage in my studies or to complete my approved academic requirements program at CAHSU. I will protect the confidentiality of all confidential information while at CAHSU. I will not share protected information with those outside of CAHSU unless they are part of my studies or educational program at CAHSU. I will not remove any confidential information from CAHSU except if authorized with written documentation of CAHSU policies or specific agreements or arrangements applicable to my situation.

If I knowingly violate this agreement, I will be subject to expulsion from my studies or educational program at CAHSU. In addition, under applicable law, I may be subject to criminal or civil penalties. I have read and understand the above and agree to be bound by it. I understand that signing this agreement and complying with its terms is a requirement for my studies or enrollment in an educational program at CAHSU.

Student Name (Print): _____ Daytime Phone: _____

Student Signature: _____ Date: _____

CAHSU Program Semester: _____

CAHSU ID#: _____

Use of Confidential Information at CAHSU

It is important that the entire CAHSU community share a culture of respect for confidential information. To that end, if you observe access to or sharing of confidential information that is or appears to be unauthorized or inappropriate, please try to make sure that this use or disclosure does not continue. This might include advising the person involved that they may want to check for appropriateness of the use or disclosure with a CAHSU Administrator. It may also involve letting your professor or others in authority at the University know about the issue or possible issue.



**CENTRAL AMERICA HEALTH SCIENCES UNIVERSITY
BELIZE MEDICAL COLLEGE**

Grade Notification/Issuance Consent Form

Student Name: _____ ID#: _____

Current Semester: _____ Date: _____

I, _____, Student# _____ understand and consent that the University will notify and issue all grades obtained during the course of each semester at the end of each semester to my parent/guardian.

I also consent to the University providing information be it academic, financial or otherwise on my performance and behavior at the university.

**Name of
Parent/Guardian:** _____

**Email of
Parent/Guardian:** _____

**Parent/Guardian contact
number:** _____

Student Signature

Dated

CAHSU GENERAL REQUEST FORM
Letters/Meetings/General Matters



Student's Name: _____ Student ID#: _____

of Copies Requested: _____

TICK RELEVANT

REQUEST:

Letter of Enrollment

Immigration

Tuition/Fees

Structure

University Cost Estimate

Drop a Course

Add a Course

Bank Letter

Grade Report

Letter of Good

Standing

Letter of Completion

Basic Sciences only

Clinical Rotation only

Both (B.S.&C.R.)

Review of exam(s) list requested

exam _____

Request a Meeting

with _____ Regarding _____

*****Kindly be advised that certain letters may require time for verification purposes. For this reason, all letters will be issued within two (2) days; letters may be obtained faster at the discretion and based on the workload of the employee.***

FOR OFFICIAL USE ONLY

Received by: _____ Dated: _____

Employee's Signature

Pick up Date of Request: _____

Date Meeting Scheduled for: _____



**CENTRAL AMERICA HEALTH SCIENCES UNIVERSITY
BELIZE MEDICAL COLLEGE**

Withdrawal Form

Academic Year: _____ Student's Name: _____
ID#: _____ Signature: _____

Current Semester: _____ Requested Duration of Leave: _____

Supporting Documents: *(Attach Documentation if Space is Insufficient)*

_____ **VOLUNTARY WITHDRAWAL**

Student has made a personal decision to withdraw from the University. Personal reasons must have a valid &/or supportive evidence.

_____ **MEDICAL WITHDRAWAL**

Due to medical reasons (illness or injury) the student and /or guardian has made the decision to withdraw. This decision must be submitted to the Advisory Board for further notice to the Dean for approval. This is to be supported by medical documents (letter of medical clearance from a physician, psychologist, or psychiatrist stating the professional expert's prognosis). Should refund be requested, such request must fall under the refund policy of the university.

_____ **ADMINISTRATIVE WITHDRAWAL**

The Dean, with advice of the Advisory Board, has authorized a student to be withdrawn from the University due to continued presence of the student on campus constituting

1. direct threats to the students
2. threats to other members of the University community or
3. for academic reasons.

_____ **FINANCIAL WITHDRAWAL**

The Dean has authorized student to be withdrawn from the university based on directions from the Bursar Office due to non-payment. This order is final unless directed by the Dean of the university or if payments are made immediately with relevant late fees to resolve the present matter.

OFFICIAL USE ONLY (do not write below)

Received by: _____ Dated: _____

CAHSU EMPLOYEE

Approved by: _____ Dated: _____

Dean &/or C.E.O

Approved Duration: _____ Designated Date to Return: _____ Termination _____



**CENTRAL AMERICA HEALTH SCIENCES UNIVERSITY
BELIZE MEDICAL COLLEGE**

Leave of Absence Request Form

A student is granted a leave of absence when a temporary interruption of his/her academic schedule is in the best interest of the student or the University. A student may request a leave of absence in writing from the Dean. The University alone decides whether to grant or deny a request, for a leave of absence, and may impose a leave of absence on a student when it decides it is in the best interest of the student or the University. Return from a leave of absence must be approved by the Dean and/or the Academic Committee. Notwithstanding a leave of absence, students in Basic Sciences are expected to progress through the curriculum in the normal sequence. Students in Clinical Rotations may return from a leave of absence only after completing 16 weeks of clerkship. A leave of absence may not be granted for longer than four months.

Student's Name: _____ ID # _____
Signature: _____ Dated: _____

Supporting Documents attached: _____

Kindly tick the applicable purpose for requesting absence:

_____ Leave of Absence - Academic

The Academic Committee may place a student on an academic leave of absence due to academic difficulties. A student on academic leave of absence is expected to address the causes of his/her academic deficiencies during this period.

_____ Leave of Absence - Administrative

A student who has been dismissed by the Academic Committee is placed on an administrative leave of absence while his/her case is reviewed. Following a decision of the Dean, the student will either be reinstated or dismissed from the University.

_____ Leave of Absence - Financial

The University may grant a financial leave of absence to a student to secure funding in order to complete his/her studies at the University. However, this is based solely on the discretion of the Dean and/or Academic Committee based on the overall financial performance of the student.

_____ Leave of Absence - Medical

A medical leave of absence may be granted by the University for documented medical/psychological reasons or if a student's medical/psychological status is seriously impairing his/her academic or clinical performance. The student may return from a medical leave only with appropriate documentation from a physician or licensed psychologist that his/her condition will not impede academic progress or clinical performance and that the student can adhere to the Technical Standards of the School. Any documentation must be approved by the Dean and/or the Academic Committee.

Leave of Absence – Personal

The University may grant a personal leave of absence when personal circumstances (e.g., family illness) seriously impair a student's academic progress. The student may return from a personal leave of absence only after consultation with and approval from the Dean and/or the Academic Committee.

OFFICIAL USE– Do not write below

Received & Approved by CAHSU employee: _____

Dated: _____ **Duration approved:** _____ **To:** _____

Student due back in classes: ____/____/____



Central America Health Sciences University Student's Financial Obligation Sheet

The following are guidelines and costing for students to note regarding their financial obligation with CAHSU:

****A Mandatory Registration/Service Fee of \$300.00USD* must be paid at the beginning of every Semester no later than Registration day. (Effective January 2021 the new fee structure for registration fee will be \$300.00usd)** This applies to both Basic Sciences and Clinical students

****All repeat courses are charged a rate of \$16.00USD* per credit hour and must be paid before the course commence.**

**** Graduation Fee: \$500usd (this only applies to students paying **full tuition fee**). This fee is payable one week after successful completion of clinical rotations.**

****All Tuition fees or any payment arrangements must be made by specified deadline or as per your Fee Structure.**

****A Late Fee of \$1000.00USD* automatically applies once payment is not made by the scheduled due date.**

****A fee of \$30.00USD* is charged for any official transcript requested provided that the student does not have any financial obligations with the school.**

****When a special reduction in tuition fee is given and a student wishes to withdraw or transfer to another school, the actual tuition fee less the tuition reduction fee must be paid before any official transcript is given. Example: Tuition of \$5,000.00 is paid as a result of deduction. The normal tuition is \$8,500.00. Money owed to the school is \$3,500.00 if transferring or withdrawing.**

****The last day to request a refund on tuition is the last day of the second week of classes and an official withdrawal request form must be filled out and submitted by the same day if you wish to receive a refund. (Any contract signed will supersede this agreement)**

****Student must be cleared financially before registering and graduating. Any expenses incurred such as damages to property, library fees for not returning books and other expenses will be calculated as monies owed.**

****As per the fee structure of the Government of Belize, foreign students are responsible to pay a fee for their student permits at the beginning of every semester.**

Valid Life & Health Insurance (Approximately \$350usd per year)

***It is important to note that the above-mentioned fees are subject to change at any time or at the discretion of the Dean.**



**Central America Health Sciences University
Belize Medical School
Vandalism and Theft Policy**

Any Student, Faculty or Staff member caught, or suspected of, vandalizing and/or stealing from the university will be disciplined as described herein.

1. Penalties:

A. Students: Students found guilty possibly face any combination of suspension, expulsion, banning from campus, fees, revocation of visas, deportation at their own cost to their country of origin and possible criminal & civil charges.

B. Faculty & Staff: Faculty & Staff face immediate termination from the university, banning from campus and possible criminal & civil charges for damages.

C. Visitors: Visitors and all other parties not specified herein face banning from campus, and possible criminal & civil charges for damages.

2. Incentive Program: Any student, faculty or staff who discovers or witnesses theft or vandalism and reports it and the criminal is charged and convicted will be rewarded with \$50 BZ. This \$50 fee will be added to the cost of the guilty party to resolve the issue at hand.

3. Alert System: Students, Faculty and Staff are encouraged to report all potential instances of theft and vandalism to Administration. Reports may be submitted in person or in email. Reports will be kept confidential and anonymous to the best of the Administration's ability in investigating and resolving the issue. In the event that an offense is reported where a suspect is not identified, CAHSU Administration will document the issue, investigate and will alert the student body via email with pictures of the offense(s) attached.

The first person to respond with information leading to the culprit will be rewarded \$50 BZ upon the guilty party paying their fees.

4. False Reports: Anyone who knowingly files a false report, either for financial gain or to wrongfully incriminate another they know to be innocent, will face the equivalent penalties of the person they wrongfully accused. The wrongfully accused will not face penalties.

5. Report Categories:

A. Witnessed: Any Student, Faculty or Staff who is witnessed without a reasonable doubt committing an act of theft and/or vandalism will be immediately suspended from classes/work until the issue is resolved with CAHSU Administration.

B. Suspected: Any Student, Faculty or Staff suspected of committing an act of theft or vandalism will be notified via email and/or letter and will be responsible to report to CAHSU Administration to give a written statement to aid in the investigation. If CAHSU Administration determines there is sufficient evidence of guilt, the person(s) in question will face penalties. If written statements are determined to be false or misleading, the fees will equal triple the cost of the damage. Failure to report to CAHSU Administration for a statement within 3 business days of notification to do so will result in an automatic plea of guilty.

C. Admitted: Any Student, Faculty or Staff who pleads guilty to vandalizing or stealing, will be liable to pay the exact amount of damage prior to returning to classes. On the first offense they indicated amount of the damage. On the second offense, they will be liable to pay double the cost of the damage for the first offense. A third offense will result in immediate expulsion from the university, revocation of their visa and immediate departure to their country of origin at their own cost. In this instances, a plea of guilty due to failure to report to the office will incur a penalty double the cost of the damage.

D. Unknown: In the event that vandalism or theft is reported and investigated but no responsible party is identified, the cost of the damage will be divided amongst the student body.

For example: If a \$250 door is destroyed, the cost of the door, the supplies needed to reinstall it, the cost of gas to pick up the door and supplies and the labor of the person reinstalling it may realistically total \$400. Thus the \$400 would be divided by the 60+ students and each student would pay \$6.66.

6. Exceptions: If the dollar amount of the offense is in excess of \$1000 BZ, the person(s) responsible will face immediate expulsion from the university, revocation of their visa and immediate departure to their country of origin at their own cost.

Notes:

- Exams missed during suspensions will not be made up.
- CAHSU administration reserves the right to determine the dollar amount of damages, the severity of punishment, the definitions of “theft” and “vandalism”, the deadline of fees and whether or not to press criminal and/or civil charges.

IMMIGRATION VISA FEE STRUCTURE



BELIZE PRESS OFFICE

•Phone: 822-0094 or 0092

•Fax: 822-2671

• website: www.belize.gov.bz

PRESS RELEASE

Adjustment of Immigration Fees Effective May 1, 2020

Belmopan. April 27, 2020. 3:00 p.m.

The Ministry of Immigration hereby advises the public that on March 23, 2020, Minister Hon. Godwin Hulse signed Statutory Instrument No. 42 of 2020, gazetted on March 28, 2020.

The Statutory Instrument, titled Immigration (Permits and Fees) (Revised) (Amendment) (No. 2) Regulations, 2020 authorize the adjustment of immigration fees with effect from May 1, 2020, as follows:

Schedule

Column I Permit or Certificate	Column II Duration of Permit or Certificate	Column III Fees
ENTRY PERMITS (Visas) including Student's or Dependent's Permit		
(a) Tourist, visitor's, student's and dependent's permits for nationals of the People's Republic of China (PRC)	On each occasion (Single Entry) Multiple Entry (Valid up to twelve months)	\$3000.00 \$4000.00
(b) Tourist, visitor's student's dependent's permits for nationals of India, Nepal, Thailand and Burma Bangladesh, Pakistan & Sri Lanka	On each occasion (Single Entry) Multiple Entry (Valid up to twelve months)	\$750.00 \$1000.00
(c) Visitor's Entry Permit (Visa) for nationals of all other countries not listed in (a) or (b) above that require a visa to enter Belize	Single Entry (valid for three months) Multiple entry (valid up to twelve months)	\$200.00 \$300.00
(d) Dependent's Permit for nationals of countries other than PRC	One Year	\$200.00
(e) Student's Permit for		