Foreword

St. Martinus University has the right to preserve order and maintain stability by setting standards of conduct and setting forth procedures for the enforcement of these standards in order to fulfill its responsibility to educate future professionals. When a student joins St. Martinus University, they acquire certain rights and responsibilities. These will be explained in this handbook.

Students are required to comply with the regulations set forth in this handbook as well as the laws of the Netherlands Antilles. All students are subject to the policies and procedures explained in this handbook. In addition to disciplinary action, the University reserves the right to take legal action, deny or terminate financial aid, and revoke privileges when a student violates the policies of the University or the laws of the country.

Students who show behavior that endangers themselves or others will be required to withdraw from the University.

Students are required to provide the University with current contact information.

The University reserves the right to alter or amend these policies and the procedures at any time. The University does not take any responsibility for any misrepresentation that may have occurred as a result of errors in the preparation of the handbook. The University Administration and faculty are the final authorities on any topic in this handbook.
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Overview of the Academic Program

a) St. Martinus University (SMU) divides its Medical Program into two segments, the Basic Science program and the Clinical Program. In addition, SMU offers a Pre-medical Program. We will begin by giving an overview of the Pre-medical program, Basic Science Program, and lastly the Clinical Program.

b) The Pre-medical program is a 90 credit accelerated program consisting of three intensive 20 week semesters. In order to be accepted to the program, the students must have completed a challenging high school or Pre-University program. These admissions requirements are listed in the Brochure and on the University website www.martinus.edu.

c) The requirements for entry into the Medical Program or transfer into the Medical

d) Programs are listed in the brochure on the University website www.martinus.edu.

e) The Basic Science program consists of four semesters of 20 weeks duration. This program offers (and is not limited to) the following courses: Gross Anatomy, Embryology, Biochemistry/ Nutrition, Histology, Neurosciences, Physiology, Genetics, Molecular Biology, Microbiology/Immunology, Tropical Medicine and Parasitology, General and Systemic Pathology, Behavioral Sciences/ Psychiatry including Human Sexuality, Child and Spousal Abuse, Public Health, Epidemiology and Biostatistics, Pharmacology, Medical Ethics and Jurisprudence, Infectious diseases and Physical Diagnosis. Integrated Clinical Medicine course is covered in all four semesters at different levels.

f) In order to transition from the Basic sciences to the Clinical sciences, students must pass the USMLE (United States Medical Licensure Exam) Step 1.

g) The Clinical program consists of four semesters for a total of 72 weeks, including 48 weeks of basic required rotations and 24 weeks of elective rotations. Students who wish to transfer into the Clinical program will have to complete the fourth semester of the Basic Sciences program at SMU and will have to pass the USMLE Step 1.

h) In order to graduate with a Doctor of Medicine degree, the student must pass all the courses offered and pass the USMLE Step 2 CK and CS exams.

i) Detailed information about the program is available in the Curriculum and Course Catalogue.
Medical Student Conduct

1) St. Martinus University students must conduct themselves at all times in a professional and ethical manner. The student is expected at all times to uphold the academic integrity of the University and the standards of conduct expected of a professional in the medical field. On acceptance of admission into the institution, the student agrees to abide by all the policies, procedures, and regulations of the University including the Code of Ethics. It is the duty of the student to practice and preserve academic honesty and professionalism.

2) Professional behavior required of SMU Students includes:
   a) being truthful
   b) adhering to ethical principals;
   c) being punctual;
   d) complying with polices, rules, regulation and law;
   e) being accountable for his/her actions;
   f) presenting a professional appearance;
   g) participating in team work and working well with others;
   h) being able to express concern and compassion;
   i) being committed and motivated to achieving their goal of becoming an excellent medical professional;
   j) being open to constructive criticism;
   k) being respectful;
   l) being able to maintain confidentiality.

Code of Ethics

1) As a Student of St. Martinus University, I recognize that I am to be held to the highest standards of conduct, professionalism, and ethics in every aspect of my life. As a potential medical professional, I have read and will adhere to the policies of academic honesty published in this handbook. I will not lie, cheat, misrepresent myself, steal, or tolerate anyone who does. I will look and act professional by using proper deportment with my colleagues and with others. I will wear the proper and appropriate clothing when I am not in school or at an affiliate training site. All work handed in for grading will represent my own effort, without assistance from others.

a) I will not display any action of academic dishonesty including but not limited to: cheating or giving unfair assistance; plagiarism; using unauthorized materials; violating the directions of a Faculty member with regards to examinations or assignments; defacing, damaging, hiding, or removing without authorization any library materials or ancillary course
materials; falsifying documents or data. In my relationships with others, I will at all times demonstrate that I am a mature, caring adult worthy of consideration for advancement to the clinical years of training at St. Martinus University’s affiliated hospitals. At no time should my actions jeopardize the safety and well being of my fellow students, faculty, patients, or persons in the social community of the campus of St. Martinus University, the Curaçao community, and the community of the hospital affiliates. I will not cause disturbances, violate laws, initiate hostile or aggressive acts, display non-professional behavior, or violate patient confidentiality. I will serve patients to the best of my ability regardless of race, sex, ethnicity, national origin, sexual orientation, physical or mental disability, socioeconomic status, religion, or political beliefs. My mission, as to be made possible by this University, is to investigate, evaluate, and to formulate strategies for patient care through the assimilation and application of medical scientific evidence and compassion. I am ready and prepared to do all of the above.

b) St. Martinus students have the right to be themselves, while keeping in mind at all times the guidelines set out in this handbook. It is imperative for the medical student to be advised that any deviant social or personal behavior that is legally or ethically errant or that violates the academic integrity of the University will be handled through the proper University procedures. The procedures for handling any violation of SMU’s rules and regulations or conduct deemed unbecoming of a medical professional are addressed in the following section.

**Violations of Academic Honesty and University Policies**

1) In an academic community, honesty and integrity must prevail if the work done and the honors awarded are to be received with just credibility and respect; otherwise, the erosion of honesty and ethics is the academic community’s ultimate loss. The responsibility for the practice and preservation of honesty, ethics, and professionalism must be equally assumed by all of its members.

2) Definition: Academic honesty requires the presentation for evaluation and credit of one’s own work, not the work of others. In general, academic honesty excludes:

   a) Cheating on an examination of any type; Giving or receiving, offering or soliciting information on any examination; Poor behavior. This includes the following:

      i) Copying from another student’s paper or from data on the internet without citing the appropriate reference and/or acknowledgement

      ii) Use of prepared materials, notes, or texts other than those specifically permitted by the faculty member during the examination.
iii) Collaboration with another student during examination.

iv) Buying, selling, stealing, soliciting, or transmitting an examination or any other material purported to be unrealized contents of an upcoming examination, or the use of any such material.

v) Substituting for another person during an examination or allowing such substitution for one's self.

vi) Bribery of any person to obtain examination information.

vii) Using other methods then one's own when filling out clinical rotation examination.

viii) Wearing medical school scrubs or surgical scrubs outside appropriate areas.

b) Plagiarism is the failure to acknowledge indebtedness. It is always assumed that the written work offered for evaluation and credit is the student's own unless otherwise acknowledged. Such acknowledgement should occur whenever one quotes another person's actual work or whenever one appropriates another person's ideas, opinions, or theories, even if they are paraphrased, and whenever one borrows facts, statistics, or other illustrative materials unless the information is common knowledge. It would follow that plagiarism would apply to the use of claiming website material without giving credit to that website source: site, article, author, and date.

c) Collusion is collaboration with another person in the preparation or editing of notes, themes, reports, website materials, or other written work or in laboratory work offered for evaluation and credit, unless the faculty member specifically approves such collaboration in advance.

d) Credential misrepresentation is the use of false or misleading statements in order to gain admission to St. Martinus University. It also involves the use of false or misleading statements in an effort to obtain a residency, ECFMG certification, transfer of university admission elsewhere, while one is enrolled at St. Martinus University.

e) Continuous disregard and lack of respect for University policies or poor dressing and hygiene habits, and smoking on campus and eating in non-designated areas.
Procedures:

1) Student’s Responsibility

It is the duty of the student to practice and preserve academic honesty and professionalism. That means that a student should not cheat, lie, act out of character or pretend to be qualified and proficient as a medical professional (i.e. physician) when one is not. If the student has any doubt about a situation, he or she should consult with his/her class representative or his/her Faculty Advisor, Faculty member, and/or Attending Physician.

2) Due Process Procedures

The student should realize what the consequences might be if one is accused of improper behavior such as cheating. Upon encountering a (suspected) violation of academic honesty and professionalism by a St. Martinus University student, a faculty member would consider following these procedures:

a) The involved faculty member shall confront the student and make the allegations known.

b) Discuss the matter thoroughly with the student so that each position is clearly delineated.

c) Decide what action is appropriate. It is possible that the matter could be settled amicably at this time.

d) The faculty member must remind the student that if the accusations lead to review by the Student Disciplinary Committee and that if the student is found guilty on a concomitant academic matter, the matter goes to the Student Promotions Committee.

e) If the violation is severe enough to warrant a withdrawal with failure from the course of the University, the faculty member should initiate a review through the appropriate Dean's office that must involve the Student Disciplinary Committee.

i) The faculty member shall notify the Dean, who if he/she judges the case to have sufficient merit will refer the case to the Student Disciplinary Committee. The student could be suspended during and/or pending the outcome of the decision of the Student Disciplinary Committee.

ii) If those reviewing agree with the faculty member, then the withdrawal form, with these recommendations will be forwarded to the Dean and the Student Promotions Committee. The decision to give the withdrawal with failure should be made by the Student Disciplinary Committee although it is a recommendation, and the recommendation must be reviewed (and perhaps upheld) by the Student Promotions Committee.
iii) The recommendation (decision) of the Student Promotions Committee may be dismissal, suspension, some other penalty or if the student is removed from a course, then a WF (withdrawal with failure) or a make-up examination.

iv) These recommendations must be sent to the Dean for deliberation and action.

v) If those reviewing the matter do not agree with interpretation of the evidence or with the action taken by the faculty member (who reported the matter) those participating on the Student Disciplinary Committee, may ask him/her to reconsider. After reconsidering the matter, the faculty member may decide to rescind the original accusation or to stand by the original decision and forward the "WF" withdrawals form to the Dean.

The Student Disciplinary Committee

1) The Student Disciplinary Committee deals with cheating or other unethical academic conduct or violation of the University regulations. Examples of disciplinary problems are:
   a) Demonstrations of a behavior such as chemical and/or alcoholic dependency;
   b) Emotional instability which impairs judgment and/or represents a potential compromise to patient care;
   c) Continued (repeated) smoking, eating and drinking in University instructional areas;
   d) Any violation of policies and procedures followed by St. Martinus University.

2) Please note that social or civic disobedience off campus, at an affiliate hospital either in Curaçao, the United States or at an international hospital location or in a place of residence, while enrolled as a student, may be considered for possible disciplinary action.

3) Examples of disciplinary problems to come before the Student Disciplinary Committee include
   a) Violations of the civil and legal laws of Curaçao such as practicing medicine without a license, brawls, incurring debts beyond your means, driving without a valid Driver’s License, driving without car insurance, parking in areas where student parking is prohibited
   b) Atypical behavior
   c) Emotional instability which impairs judgment and/or represents a potential compromise to patient care
   d) Failure to follow good hygiene habits or by not keeping up a good appearance
   e) Any infringement of the policies, procedures, and Code of Ethics of St. Martinus University is a violation

4) Actions of the Student Disciplinary Committee include but are not limited to the following:
   a) Community service for minor offense
   b) Referring the situation and/or problem to the Student Promotions Committee
c) Suspension from the University
d) Dismissal from the University
e) Recommendation to withdraw with failure from a course or from the program.

5) Recommendations regarding suspension, dismissal, or withdrawal will be forwarded to the Student Promotions Committee for consideration and the final decision will be made by the Dean. Non-academic recommendations will be sent to the Dean for consideration and the final decision will be made by the Dean.

Appeals Procedure

1) The student may desire to appeal the academic decision for administrative action. There is a time period of one academic week. He/she shall notify the Dean who will deal with this academic matter. In Basic Science matters, it shall be the Dean of Basic Sciences while in clinical matters; it shall be the Dean of Clinical Science. The medical student must provide in writing the reasons for requesting the appeal. It is at this time that the student must submit any supporting documents relative to the appeal.

a) Student policy and procedures for an appeal of an academic decision as it pertains to a dismissal or other academic sanction. The following steps constitute the established procedure for appealing a decision for academic sanctions leading to a WF (withdrawal with failure) or an F grade or disciplinary dismissal or other sanctions. While policy allows up to one academic week (5 days) for the initial request of the Appeal process, it is strongly recommended that procedures be undertaken as rapidly as possible, without jeopardizing due process. In this area of an appeal for an academic disciplinary action, the Dean shall set in motion a review by a Student Appeals Committee. That means that the University student shall have due process as if the case was one of academic probation or grades issue. The student(s) can request and have legal representation at the student's own personal expense.

b) Following the recommendation of the Student Disciplinary Committee and the decision of the Student Promotions Committee, the Dean may wish to dismiss or impose other administrative sanctions on a student including that the student may appeal the decision. This would result in the setting up and implementation, by the Dean of an Ad Hoc Student Appeal Committee. As mentioned in the above, the appeal must be submitted in writing to the appropriate Dean within one academic week (5 days). The Dean will act as an ex officio representative on the Ad Hoc Student Appeal Committee. The Student Appeal Committee may have a Student Government Association (S.G.A.) representative and may have one faculty member on the committee as requested by the involved student. Other Ad Hoc members will be decided by the Dean or by his/her delegate.
c) The Student Appeals Committee will start its hearing within a reasonable period of time (usually five (5) class days) after its appointment. Within a reasonable period of time (usually five (5) class days) after the completion of its hearings, the Student Appeals Committee shall render its decision and notify the Dean. Additional notification shall go to the Director of Student Affairs, the Registrar, and to that student in writing. The decision of the Student Appeals Committee is final unless appealed directly to the Vice President/President of St. Martinus University. That means that a decision of the Student Appeals Committee may be appealed in writing to the Vice President/President within 5 academic days. The decision of the Vice President/President is final and shall occur within a reasonable period of time usually within a week or less.

**Summary of Academic Disciplinary Procedures**

1) A student is officially cited, by a faculty member, as violating one of many academic rules or University Policies.

2) The student is informed that he/she will be appearing in front of the Student Disciplinary Committee.

3) After the Students Disciplinary Committee hears the facts of the case, a decision is recommended. The decision may go in favor of the student or the decision may be that a violation probably did occur and this will result in the matter being sent to the Student Promotions Committee if the matter or the decision made by the Student Disciplinary Committee relates to or results in academic consequences. Their decision can be in favor of the student or against the student.

4) If the decision made is against the student, then that student can ask the Dean's office to arrange for an appeal hearing. (Note: In all situations, the student can have student representation and legal advice.)

5) If the finding is in favor of the student, then the student is dismissed of allegations and charges. If the Ad Hoc Student Appeals Committee finding is not in favor of the student, then a recommendation is made to the appropriate Dean and the student is informed of the decision. In this case, the student can accept the consequences or write an appeal (within five academic days) to the Vice President/President of St. Martinus University.

6) The decision made by the Vice President/President is final.
Academic Responsibilities of St. Martinus Students

1) The St. Martinus University (SMU) student, by voluntarily accepting admission to the institution, known as St. Martinus University, and by agreeing to accept the academic requirements, procedures, policies (the Code of Ethics), and academic regulations of this institution does understand that it is his/her responsibility to fulfill course work and to know and meet the criteria for satisfactory progress and completion of the program in a timely and honorable manner.

2) To assist the student in meeting these requirements and criteria, SMU has available and accessible, upon student request, the following types of assistance:
   a) A tutoring program.
   b) Formal regular academic meetings with faculty
   c) Informal mentoring sessions with faculty
   d) Study efficiency counseling activities
   e) Upper classmate mentoring activities
   f) Personal counseling and financial counseling
   g) Due process proceedings for academic and disciplinary problems

3) To obtain assistance, the student can see their classroom faculty member, Deans or the Faculty Advisor.
Registration and other Registration Services

Initial Registration of Incoming Students

1) Once admitted, a student will receive a registration form in the mail or by email, 4-6 weeks in advance of the first semester. This form can also be filled out on the registration day at the University. Any specified documentation upon which the student’s admission is contingent must be submitted to the University Registrar by the end of that semester. If essential documentation remains missing, the student will not be permitted to attend the subsequent semester, and will be administratively withdrawn. We recommend, but do not require, that students sit for the Medical College Admission Test (MCAT) and if taken then send the official MCAT scores to the Registrar.

2) Students enrolled in the Basic Science courses must register in person each semester before classes begin, and must present their passports on campus at that time in order to receive their official SMU identification. No unregistered student will be admitted to classes. Registration for Basic Science courses is conducted on the campus in Curacao.

3) At the time of registration, tuition and fees must be paid in full or registration must have been authorized by the University Bursar on the basis of one of the following circumstances:
   a) The University has received documentary evidence, satisfactory to the University Bursar indicating that payment of tuition and fees is guaranteed. In such cases, it is expected that payment will be made within thirty days from the beginning of the semester.
   b) Delayed payment has been authorized by the University Bursar.

4) Should there be an outstanding balance at the beginning of the second week of the semester and the aforementioned guarantee has not been provided, the registration will be annulled consistent with other applicable policies and regulations, and the student will not receive any credit for that semester.

Registration of Continuing Students

1) Continuing students in the Basic Sciences must register in person on campus at the beginning of each semester and must present at that time the official SMU identification card, to ensure proper identification. There is a charge of US$25 to replace a lost ID card.

2) Students who are unavoidably late returning from break, due to illness, must:
   a) Notify the Campus Registrar in writing before the registration date and, upon their return, present a valid medical report satisfactory to the Dean, giving specific information regarding their illness. Email communication is acceptable. Emails may be sent to: dean@martinus.edu
b) Students registering late without satisfactory documentation of illness are charged a late registration fee.

c) Students arriving on campus after the end of the registration period established for each semester, will not be permitted to register for that semester. Any financial aid disbursements received by the University will be returned to the lender.

3) Continuing students must also have paid tuition and fees by the time of registration confirmation, or have received authorization to register from the University Bursar. For continuing students tuition and fees are due 14 days prior to the commencement of the semester.

4) A fine of $100.00 per day applies to all students who do not register for classes on the scheduled registration date. For more information contact the admissions office.

Registration for Clinical Sciences

1) Students in the clinical phase of the curriculum register through the Office of the Dean of Clinical Sciences in Curacao. This includes the introductory clinical semester.

2) Once students have successfully completed the Basic Sciences, have passed the USMLE Step 1, have submitted documentation of their scores to the University Registrar (copies of both sides of the USMLE report), and have received financial clearance from the University Bursar, they will be assigned to clinical clerkships by the Office of the Dean of Clinical Sciences.

3) The University has a responsibility to place students in their individual clinical clerkships. This determination is made solely by the Office of the Dean of Clinical Sciences. All students are required to report to the clerkships to which they are assigned.

4) In general, clerkship programs will be taken according to a pre-arranged schedule. Students will be notified of their entry into a given program via written confirmation from the Office of the Dean of Clinical Sciences.

5) Students in the Clinical Sciences curriculum will register for an academic year (two semesters, each encompassing of 20 weeks of clerkships.) Clerkship schedules will be issued to students in blocks of 12 to 24 weeks of clerkship assignments. Students who decline their clerkship schedule must sit out for a semester (6 months) before reassignment will be provided. Failure to attend a scheduled clinical clerkship is grounds for dismissal from the University and a Failing grade will be posted on the transcript for that clerkship.

6) Students performing clerkships are considered enrolled full-time and are scheduled for a minimum of 20 weeks. The calendar period in which twenty weeks of clerkships are completed defines the semester for that student.
7) Students who are about to begin or are continuing in the clerkship program should consult the Clinical Handbook published by the Office of the Dean of Clinical Sciences for more detailed information.
Transcript Requests

Official transcripts are requested from and provided by the University Registrar in Curaçao for a fee of $75.00 per transcript and mailing charges if mailed by FedEx or similar mailing service. There is no charge for regular mail. Students may obtain a transcript request form from the Campus Registrar. Transcripts are not released until all financial obligations to the University have been met and any missing admission documents have been received. Students in the Basic Science program will receive a student copy of their transcript when leaving Curaçao.

Transcript Requests for Withdrawal

Students who receive financial assistance (scholarship, tuition waiver, partial tuition waiver, tuition deferment, partial tuition deferment or ANY other form of financial assistance) from the St. Martinus University, Faculty of Medicine want to withdraw from the school without finishing their MD degree from St. Martinus University, Faculty of Medicine, will be required to pay the entire amount of assistance provided by the School in order to receive their transcripts.
Attendance Policy

1) St. Martinus students are expected to attend all classes. All the SMU courses require a minimum of 80% class attendance. The attendance policy for each class will be emphasized by the Faculty at the beginning of each course and students are required to comply with the rules and regulations presented. All students are responsible for all material presented in syllabus, lectures, handouts, and assigned readings. Attendance and participation at demonstrations, laboratories, small group sessions, and conferences are required. If a student anticipates an absence or if an emergency arises, the student will contact the Registrar who will contact the faculty member involved in advance of the scheduled event. If the Registrar is unable to inform the faculty member involved, the Dean will be notified and the student may be excused upon notification of and approval by the Dean who will in turn contact the faculty member prior to the scheduled event. In the event that the student is excused from a class, laboratory, demonstration, small group session or conference, the event must be made up in a manner determined by the faculty member. In the circumstances where the approved absence is due to illness, the student must present to the Registrar an official letter addressed to the Dean, along with a written excuse from a general practice physician on Curaçao or a physician at one of the main hospitals or clinics on Curaçao, or when at an Affiliate Hospital Clinical Rotation from a Health Center physician. The University has the right to appoint a physician to evaluate a sick leave. The excuse must be written on the date of absence or should reference an ongoing illness before the student will be eligible to make up the missed event.

2) Any student who has failed to attend a minimum of 80% of the classes will be withdrawn from the class and prohibited to participate on the final exam of that course. Students should be aware that excused absences will be included in the calculation of total absences.

3) Exemptions to the course attendance policy can only be made by the Dean and the Faculty member upon written request from the student and will be decided on a case-by-case basis after evaluating any extenuating circumstances. The student must be aware that certain conditions will apply in these cases.
Refund Policy:

1. 75% of the tuition money will be refunded within 3 days of starting of classes.
2. 50% of the tuition money will be refunded within 1 week of starting of classes.
3. 25% of the tuition money will be refunded within 2 weeks of starting of classes. No refunds
   will be given after 2 weeks from the day of starting of classes.

Scholarship Policy:

Students understand that R.K. Sharma Scholarship or any other Scholarship awarded at St. Martinus
University, Faculty of Medicine (SMUFOM) is not a personal gift, but rather an MOU (Memorandum
of Understanding) between the student and SMUFOM. The conditions of the scholarship are
mentioned in the Student Handbook. Students who are offered a Scholarship will have to comply
with the conditions of the Scholarship. The home country government may also impose conditions
on the Scholarship, these will be outlined in the student handbook, if need be. The recipient of the
Scholarship has agreed to read and follow the Student Handbook in writing at the time of
registration.

Main Scholarship Conditions

In accepting any Scholarship at SMUFOM, the student will:

1. agree that the scholarship offered is for the appropriate field and level of study;
2. comply with conditions set down by SMUFOM, including not changing enrolment
   without the prior notice of SMUFOM;
3. agree to study full-time, achieve satisfactory academic progress and meet all course
   requirements set out by SMUFOM and agree not to engage in employment outside vacation
   periods without notifying SMUFOM
4. agree not to transfer to another institution on or off the Island of Curacao for their medical
   education for any cause without finishing their MD degree at SMUFOM;
5. acknowledge that the scholarship may be withdrawn by SMUFOM at any time;
6. agree to return home promptly upon the completion of the Scholarship;
7. agree to advise SMUFOM immediately should the student marry a person who is not a
   citizen in the student’s country of citizenship;
8. agree to ensure that SMUFOM has a current record of their residential and postal address in
   Curacao and in their home country;
9. agree to the disclosure of information regarding their progress; and
10. agree to act in a manner that will not bring disrepute to themselves, their family,
    their country or SMUFOM during the Scholarship.
**Scholarship Extensions**

An extension is defined as any increase to the length of a Scholarship or an increase in the cost of a Scholarship. Only one extension of six months for legitimate academic reasons will be approved for any Scholarship, and only in the second or subsequent years. Legitimate reasons for an extension include unforeseen and exceptional circumstances that are beyond the control of the Student and SMUFOM. It does not include health issues, family matters, academic failure or a death in the family.

**Conditions on repayment of scholarship costs**

Students will be required to repay the total cost of their scholarship if they either withdraw for any reason or transfer from SMUFOM to attend another Medical School to receive medical education without finishing their MD degree or any other degree for which they received the Scholarship for, at SMUFOM.

**Transportation**

Transportation to and from the hospitals for Clinical Medicine or any other ICM/Public Health related courses is the responsibility of the student. The University will not be responsible for providing any transportation.
St. Martinus University Laptop Policy

1) All students are required to have a laptop computer. In order to prevent virus infections on the University network, the University requires that individuals wishing to use the campus system are required to have installed antivirus software on their computer. We suggest installing any one of the following antivirus software programs: Norton Antivirus; McAfee Antivirus. It is requested that students keep their antivirus program updated with the most current version. The University does not assume any responsibility with respect to damage of laptops due to malicious software attacks. If individuals do not wish to have antivirus software installed on their personal laptops then they have the option to use one of the computers provided by the University to access class notes, the student will need the martinus.edu e-mail account user name and password (not the user name and password for accessing campus computers). For new students, this will be given at the IT Center once he/she is registered.

2) St. Martinus’ campus is a wireless environment. Students are expected to use this wireless environment productively. Use of laptop in the classroom is allowed to follow class material. Students are not to use the Internet during class sessions for email, surfing, Skype, Face book or anything other than class course material. Students who are in violation may be reprimanded.
Booklist and Textbook Policy

1) St. Martinus University requires that all students purchase the required textbooks for all their courses. Students may opt to purchase second hand texts or special student editions that may be available at reduced prices.

2) St. Martinus University's Faculty of Medicine reserves the right to change the recommended texts listed in the booklist. To prevent unnecessary expenditures, we suggest that students should purchase their books only one semester at a time. All textbooks, medical supplies, lab coats, etc. can be ordered directly through University Books Online. A link to their website is located on our website at www.martinus.edu. All purchases will be shipped directly to Willemstad-CURAÇAO.

3) The Registrar can provide you with the most up to date list of required textbooks.
**Dress Code**

1) University policy requires that all students must dress appropriately at all times, reflecting the position in society to which they aspire. While on Campus, students are required to wear pants/skirts/dresses and shirts/tops with collars during class hours. Scrubs are also allowed. Short or miniskirts are not permitted. Tops with spaghetti straps, flip-flops, sweat pants, and pajamas are not permitted on Campus. In laboratory, students are required to wear scrubs or short white coats. Open toe shoes are not acceptable in laboratory. While attending clinical rotations or courses in hospital setting, students must be dressed adequately at all times, preferably with short white coats or scrub and with proper identification. Students attending any conferences or public lectures should be adequately dressed as they are seen as representatives of the University. Shorts or any kind of beachwear is not considered adequate in such settings.

2) If a students’ state of dress is deemed inappropriate by a University official, the University has the right to remove the student from the class or other academic setting.
Program Evaluation

1) St. Martinus University is committed to a process of complete and meaningful evaluation of the curriculum and its faculty. The Dean for the Basic Sciences and the Faculty have the responsibility of conducting course evaluations and soliciting input from students and various other sources such as from USMLE scores, the Director of Medical Education, and feedback from affiliated hospitals.

2) Faculty evaluations become part of the personnel file of the individual faculty member.

3) It should be emphasized that student evaluations of Faculty, although important, are not the sole component of faculty or curriculum evaluations. Changes in teaching or curriculum will usually occur over a period of time; however, student evaluations of Faculty are important and contribute to the overall improvement of the program. The evaluation process is designed to solicit the views of students in a manner that will maximize participation and the validity of the following criteria as results namely: quality, quantity, organization, and presentation.
Email policy

1) All University communication will be done through the student’s University email address only.
2) It is the student’s responsibility to check and use the student’s University email.
3) The University does not keep a separate databank for personal email addresses. If the student’s email does not work, they should immediately inform the University about it. All emails are the property of the University.
Grading Policies and Procedures

Promotion

To be promoted from Semester I to Semester II, or from Semester II to Semester III, and so forth, a student must pass all courses and special projects presented during those respective phases. Allowance to attend courses in advanced semesters without completing or passing the required courses of any semester is determined by the Student Promotions Committee and the Dean of Basic Sciences in consultation with the Faculty.

Premedical and Basic Science Program Grading and Grade Point Average Scale

The following grading scale is used:

- A = 90% to 100%
- B = 80% to 89%
- C = 70% to 79%
- F = below 70%
- I = Incomplete
- W = Withdrawn
- WF = Withdrawn Failure
- WP = Withdrawn Passing

Students are expected to maintain a Grade Point Average (GPA) of at least 2.00 to avoid being placed on Academic Probation. Certain financial aid programs require that a student maintain a GPA above 2.80.

Grading Policies and Procedures: Clinical Clerkship

The Attending physician at the affiliated hospitals site(s) will determine grades for all students in the clinical education program. The evaluation will be based on the total performance of the student with emphasis on the following:

- Knowledge and application of performing an appropriate History and Physical at their educational level
- Clinical diagnosis judgment and problem solving
- Chart work
- Psychomotor skills for doing procedures
- Treatment and involved implementation
• Case presentation ability to synthesize data
• Ability to communicate with physicians, hospital staff & patients
• Interpersonal relationships /skills
• Attendance and promptness
• Communication skills
• Professional interest while on the rotation service
• Readings such as the medical journals text, and reading on the internet
• Professional skills and attire
• Data organization
• Self motivation and study habits
• Skills in using internet evidence based learning resources and technology for problem solving
• Passing (any) standardized University core rotation tests

Students receive a grade for each clinical rotation reported as:

A  Excellent  90 – 100 %
B  Good     80 – 89 %
C  Average  70 – 79 %
F  Failure  Less than 70 %
I  Incomplete
W  Withdrawn

**Failure to Pass Courses**

A grade of less than 70% for any clinical discipline in any phase of the academic program constitutes a failure. The Registrar will automatically place a student with a failure in a clinical rotation on academic probation and his/her academic record will be sent to the Student Promotions Committee for review.
Reporting of Final Grades

The Registrar will report final grades in the Basic Science program to the students within three academic days. During the Clinical Program grades will also be reported by the Registrar within a reasonable amount of time after receipt of grades from the respective Hospital or Dean of Clinical Sciences.

Once Final Grades have been recorded by the Registrar they become permanent. No permanent grade will be changed, except to correct clerical errors or as the direct result of a grade appeal. Requests for correction of clerical errors must be initiated within five (5) calendar days after the student receives the grade. The request should be submitted in writing to the Registrar’s Office.

Grades from the records maintained by the Registrar may be used in composing a Dean’s Letter of Recommendation for a particular residency position sought by the medical student.

Removal of an Incomplete “I”

The requirements for the removal of a grade of incomplete (“I”), should be obtained from the faculty member who issued the grade. When the student receives an "I", the student in the basic science program must retake the final examination, repeat the course or complete some other form of remedial intervention.

If the grade of "I" is not removed after completion of the make-up exam, repetition of the course, or the required remedial intervention, a permanent grade of "F" will be recorded for the course. All grades of "I" must be removed before a student can enroll in the subsequent semester.

If an incomplete ("I") is assigned for a clinical rotation, the Attending Physician in conjunction with the Dean of Clinical Sciences will determine the requirements and method for removal of the incomplete("I") grades.

Appealing a Grade

Please refer to the section of Academic Grievances for the procedure to appeal a grade.
**Board reviews**

Board review sessions and examinations are mandatory. Absence from board review sessions or examinations will be considered violation of Academic responsibility of the student.
Examinations

1) Students are required to be present at the scheduled time for every examination. All grades are listed by random number originally developed and distributed through the administrative office. Hence, no one will know an exam score since the grades are personal and private. That means that grades are reported by a number system arranged in advance by the Administration. Students are reminded that it is their responsibility to refrain from academic dishonesty, to refrain from any conduct that may lead to suspicion of academic dishonesty, and to refrain from conduct which aids others in academic dishonesty. Scheduled examination policy and procedures are determined by the faculty. Examinations schedules will be posted on time by the Registrar, so students get sufficient time to be informed and plan accordingly. The University is responsible for determining the exam policy for all courses. The policy is presented to the students at the beginning of each course. These procedures, during an exam, will include the following activities:

- Faculty members will be present during the administration of every examination; Examinees will not sit close to each other;
- Only writing instruments and calculators (unless authorized by the faculty member) can be in the possession of the examinees during the exam.
- Examinees will sit in assigned seats;
- There is to be no eating, no drinking of refreshment beverages and no smoking; Examinees who have completed the exam may not loiter outside the test area.

2) Late arrival to an examination without a legitimate excuse as determined by the faculty member present can lead to excluding a student from taking an examination, unless no examinee has left the exam room by the time of arrival of the student. The student will receive only the remaining exam time if they present late and no other examinees have left the room. If the student is not allowed to sit the exam because of late arrival without a legitimate excuse, the student will be given a score of zero. Please note that make-up exams may be available for the final examination but there are no make-up exams for mid-term exams.

Unexcused absence from Examination(s)

A score of zero will be recorded in the event of an unexcused absence from a scheduled examination and this score will be averaged with all other scores when the final grade for the course is computed.
Excused absence from Examination(s)

In the case of an excused absence from a scheduled mid-term examination, the grading percentage will be redistributed and the percentage of the final exam will be recalculated. In order for an absence to be excused, the student must first be evaluated by Physician appointed by the University. This physician must then provide a letter explaining the reason for the absence and that letter must be presented to the Dean and the Faculty who will decide together whether the absence should be excused.

Examination Review Policy

The purpose of examination review is to allow students to use the mid-term exams as a learning tool. All students have the right to review their mid-term exams in order to assess their current academic situation and to learn from their mistakes and improve their performance on subsequent examinations. Although some faculty may choose to review their examinations in class, the student still has the right to review their individual examination. In order to review a mid-term examination, the student must submit a request to the Registrar within 5 academic days of receiving the mid-term examination grade. The Registrar will set up an appointment with the faculty member and the student for examination review. During the examination review, students will not be permitted to bring in any bags, writing instruments, computers, hand-held devices, computers, cellular phones, or recording instruments of any type. During the examination review, any student that is found copying or recording examination questions or changing answers on the examination will be subject to academic dismissal. Review of Final Examinations will only be permitted in the case that the student wishes to appeal their final grade in the course.
Make-up Exam or Remediation Exam Policy

The Make-up exam policy applies only for students in the Pre-medical and the Basic Sciences Programs.

1) Only students with maximum 2 (two) failed final exams will qualify for a make-up or remediation exam. Students with more than 2 (two) failures will be required to re-take the failed courses.

2) Students will only be allowed to take two (2) make-up exams per semester.

3) In order to qualify for the make-up exam, the student must have a final score in the course between 50-69%.

4) Make-up exams will not be offered for Pass/Fail courses.

5) The make-up exam will be given before the Registration Day of the following semester.

6) Any absence from the exam will result in the student having to repeat the course unless otherwise decided by the Dean and the Faculty member.

7) Students who fail a make-up exam will be required to retake all four course exams. Students who fail their retake exam, will have to repeat the whole course (classes + exams)

8) Students who have to retake a course will have to accommodate themselves to the schedule for the following semester. The schedule will not be adjusted to meet their needs.

9) Prior to registering for the following semester courses, any student with failures will be required to meet with the Dean in order to determine what courses they will be allowed to take.

10) Remedials/Retakes/Repeat courses, if passed, will show a score of 70/C.

The official transcript for students who qualify for make-up exams will not be finalized until after the completion of the make-up exam.
USMLE Policy

General Information about the USMLE

1) The United States Medical Licensing Examination is a three-step exam for medical licensure in the United States. This exam is sponsored by the Federation of State Medical Boards and the National Board of Medical Examiners. For Detailed information about the three steps please visit www.usmle.org.

2) Step 1 of the USMLE is used to assess a student's ability to apply the basic sciences to the practice of medicine. Step 2 is used to assess a student's clinical knowledge and skills and to determine if the student can apply these to care for patients under supervision. The Step 2 is divided into two separate exams the Step 2 CK (Clinical Knowledge) and the Step 2 CS (Clinical Skills). Step 3 assesses the ability of the graduate to apply the knowledge they have obtained for the unsupervised practice of medicine.

3) The Step 1, Step 2 CK, and Step 3 are computer based exams.

4) St. Martinus University requires its students to successfully pass the USMLE Step 1, Step 2 CK, and Step 2 CS prior to the completion of their medical education. Passing these exams is a prerequisite for graduation. In order to register for these examinations, students can obtain the appropriate application materials from the Educational Commission for Foreign Medical Graduates (www.ecfmg.org).

SMU USMLE Policy

1) All St. Martinus University medical students are required to take and pass the Step 1, Step 2 CK, and Step 2 CS exams to obtain their M.D degree from St. Martinus University regardless of whether they intend to complete the clinical sciences portion of the program in the United States. If a student is certain that they will not practice medicine in the United States, exceptions can be made regarding the Step 2 in rare situations. These exceptions will be made on a case by case basis and will only be made if the student opts to pass an equivalency exam for the country in which they choose to practice especially if the USMLE is not accepted in that country. Options include the PLAB exam for students choosing to practice in the United Kingdom and the MCI Screening test for students who choose to practice in India. Any student that wishes to opt out of the USMLE Step 2 in lieu of equivalency exam must contact the Dean prior to beginning clinical rotations. All students regardless of future plans will be required to sit for the Step 1 prior to beginning clinical rotations.

2) The application and scheduling process for the USMLE Steps is the responsibility of the student. Every student must make sure to read the bulletin of information from www.usmle.org and the
information booklet from [www.ecfmg.org](http://www.ecfmg.org) and to check these websites regularly for the most up-to-date information about the exams. Information about score reporting and specifics about scheduling exam dates, exam locations and fees will be available on these websites.

3) St. Martinus University aims to have students achieve the highest possible score on the Steps. This is especially important because higher scores make our students more competitive when applying for Residency Programs. In order to achieve this goal, a USMLE Advisor has been appointed to assist students throughout this process.

4) All students are required to sit for their first attempt of the USMLE Step 1 within 6 months of completion of the basic science program. This 6 month period is calculated from the last day of the semester in which they complete their basic sciences. Prior to completion of the Fourth semester, all students must have met with the advisor to determine a plan for their continued preparation for USMLE Step 1.

5) St. Martinus University is required to sign a portion of the application form for the exam thereby registering the student to sit for the USMLE Step 1 (Form 186- Certification of Identification form). St. Martinus University will only register a student to sit for the Step 1 once convinced that the student has a good chance of passing. Prior to applying and registering for USMLE Step 1, students will be required to sit for at least one mock exam similar to the USMLE Step 1. Please consult the USMLE Advisor concerning acceptable mock exams. Once the USMLE Advisor is satisfied with the score, the Advisor will discuss the performance of the student with the Dean of Basic Sciences. Once the Dean has approved the student for the USMLE Step 1, the Registrar will be authorized to register the student for the USMLE. The Registrar will only register students who have paid all outstanding amounts due to the University.

6) In addition to mock examinations, all students preparing for the USMLE Step 1 will be required to be in frequent contact with the USMLE Advisor. The frequency of the contact will be determined by the USMLE Advisor but all students will be required to communicate with the Advisor at least once every 2 weeks.

7) If a student fails to perform sufficiently on the mock examinations or fails to communicate with the Advisor as required, the Advisor will refer the student for evaluation by the Student Promotions Committee.

8) St. Martinus University requires that all students send their complete score report including their performance profile to the Registrar upon receipt. Once the student has passed the Step 1, he or she is eligible to continue with the clinical program. Students should be aware that delays in receiving score reports could result in delays in scheduling clinical rotations.
9) Once a student has applied for the USMLE Step 1, the ECFMG will assign them a 3 month eligibility period. This period can be extended by another 3 months through the ECFMG. This eligibility period is different from the 6 months granted by the University and may fall outside that time frame. This does not mean that the University will automatically permit the student to sit after the 6 month deadline. Students that choose to sit after the 6 month deadline will need to contact the USMLE Advisor for a form to extend that deadline. The student must explain the reasons for which the extension has been requested. The Dean of Basic Sciences together with the USMLE Advisor will decide whether to extend that deadline and what conditions they would like to place on the extension. The deadline can only be extended once for an additional 3 months. Any further extensions due to extenuating circumstances will have to be considered by the Student Promotions Committee together with the Dean of Basic Sciences. If a student does not sit within the 6 months St. Martinus University has the right to require the student to return to the Curaçao campus and repeat courses in the Basic Science Program.

10) The University recommends that the students take the USMLE Step 2 after completing 48 weeks of required rotations. Prior to applying for the USMLE Step 2 CK and CS, the student must contact the Dean of Clinical Sciences. Once the Dean has given his/her approval, the student can be registered for the exam. Students will be required to pass both these exams and complete the clinical program successfully in order to meet the requirements for the Doctor of Medicine (M.D.) degree.

USMLE Failures

A student who fails any of the USMLE Steps will automatically be placed on Academic Probation. Those that fail on their first attempt will be allowed to repeat the exam within 1 year of completion of Basic Science program for the Step 1 and prior to completion of the Clinical Sciences program for the Step 2 CK or CS.

1) SMU will allow a maximum of 3 attempts of the Step 1 within 1 year of completion of the Basic Science Program.

2) Failure of the first or second attempt of Step 2 may lead to a delay in commencing the fourth year of clinical rotations; this decision will be made by the Clinical Dean in conjunction with the Student Promotions Committee. Students who have not passed the Step 2 CK and/or Step 2 CS upon completion of the clinical program will be reported to the Student Promotions Committee for review of their academic record and will not be eligible to graduate. The Student Promotions Committee in conjunction with the Dean of Clinical Sciences may consider granting the student an additional 6 months to pass the Step 2 CK and/or CS.
4) If a student fails to pass at their third attempt of any Step, the student will be automatically dismissed from the University.

5) After any failure of USMLE exams, the University has the right to require that the student repeat a portion of the program or enter into another form of remedial intervention prior to re-registering the student for the examination. Scores of each examination taken will become part of the student's academic record.

**Remaining on Curaçao to Prepare for USMLE Step 1**

Students are allowed to remain on Curaçao for up to one semester after completion of the Basic Sciences program to prepare for USMLE Step 1. Students who wish to take advantage of this opportunity must first produce evidence of their financial ability to cover their living expenses for this extra semester and they must obtain clearance from the Registrar 30 days prior to the end of the fourth semester. The student will be charged to cover health insurance for the additional semester.

During this additional semester, students will have access to the facilities of the University. Auditing of courses will not be allowed unless clearance has been obtained from the Dean of Basic Sciences and the Faculty member.

**Leave of Absence to Prepare for USMLE Step 2 CK**

Students will be allowed to request a Leave of Absence (LOA) in order to prepare for the Step 2 CK exam. The maximum period of time that will be allowed is 12 weeks. Please refer to official University policy in order to formally request this LOA.
Course Exemption Policy

1) Prior to enrolling in St. Martinus University, some students may have successfully
2) Completed courses in biomedical sciences that are equivalent to basic science courses offered
during the medical curriculum. The faculty and administration recognize that these students
may not need to retake those courses. These students may request a course exemption. All
exemptions must be authorized by the Dean of Basic Sciences. In order to qualify for an
exemption, the student must submit the following documents:
a) A formal letter requesting the course exemption including the reasons why the student feels
that the exemption should be granted.
b) An official transcript listing the equivalent course and the grade received.
c) A copy of the syllabus of the previously passed course.
d) A letter submitted by the Faculty member approving the course exemption.
3) If the decision is made to grant the exemption both the student and the Faculty member will be
notified in writing that credit has been granted. A written record of the decision will be placed
in the student’s academic file.
4) The student’s transcript will list the grade for the exempted course as a Credit. Grades from
exempted courses will not be included in the student’s overall GPA calculation.

Acceptance of Transfer Credits

Prior to enrolling in St. Martinus University, some students may have successfully completed basic
science courses at another medical school (LCME listed) or equivalent LCME listed program.
Transfer credits may be accepted for these courses. The decision to accept transfer credits will be
made by the Admissions Committee, and the decision must be approved by the Dean. If the decision
is made to grant the student transfer credits, a formal record of the decision will be sent to the
student and a copy will be placed in the student’s academic file. The student’s transcript will list the
grade as Credit for the courses in which the student has received transfer credits.
Promotions

Student Promotions Committee

It is a fundamental responsibility of the faculty and administration of SMU to determine whether students are making adequate progress toward promotion and graduation. The Student Promotions Committee is organized to maintain academic standards and ensure fairness and consistency in decisions, especially with regards to students with academic difficulties. The Student Promotions Committee will deal with issues including but not limited to the following:

1) Students with academic deficiencies (failures) in one or more courses
2) Students with GPA's below 2.0
3) Students with difficulties in the Clinical Clerkships
4) Medical Student Transfers
5) Students who have to take a leave of absence
6) Failures of the USMLE Step 1, Step 2 CK, or Step 2 CS.

At appropriate times during a semester (e.g. after exam periods or when early evaluations have been received) the Student Promotions Committee will receive a report from the Registrar or the Dean of Basic or Clinical Sciences with the names of the students who are at risk for failing a course or clerkship. Based on the student's semester level and on all the factors involved the Student Promotions Committee will make their recommendations to the appropriate Dean. The Dean or Associate Dean will meet with each student individually to discuss the decision after the student has received written notification. At that time if the determination is to continue the course or clerkship the appropriate Dean will assist the student by arranging the appropriate tutoring or support.

Guidelines for Promotion

Students are promoted once they have met the requirements for promotion.

1) Students must pass all courses in order to be promoted to the next semester. Students with 2 or more failures or incompletes will not be promoted to the next semester.
2) Students must remediate any failures in MD1 and MD2 before they can be promoted to MD3.
3) Students must remediate any failures in MD3 before they can be promoted to MD4.
4) All course pre-requisites must be completed prior to the student enrolling in the course.
5) All core clerkship deficiencies must be resolved prior to advancement into the fourth year of the program.
6) Students must sit for the USMLE Step 1 prior to starting the clinical program. Students will not be promoted to the clinical program until they pass the USMLE Step 1.

Any promotions deviating from the above requirements must be evaluated by the Student Promotions Committee. These will be evaluated on a case by case basis. In the case that a student wishes to deviate from the above requirements, the student must submit a written request to the Student Promotions Committee. The decision made by the Student Promotions Committee must be approved by the Dean and the Faculty member.

Guidelines for Graduation

In addition to completing the medical curriculum, students must pass the USMLE Step 1, Step 2 CK, and Step 2 CS in order to graduate.

The degree of Doctor of Medicine may be conferred on a candidate who fulfills these criteria:

1) Has successfully completed the first two years of the Basic Sciences Program.
2) Has passed Step 1 of the United States Medical Licensure Examination (USMLE)
3) Has successfully completed the required clerkships in the third year.
4) Has successfully completed their approved fourth year program, consisting of at least 40 weeks of fourth year clinical rotations
5) Must be at least 21 years old
6) Has satisfactorily completed a series of comprehensive review tests in the required clerkship rotations.
7) Has passed Step 2 of the United States Medical Licensure Examination (USMLE)
8) Has paid all tuition incurred plus any additional fees owed to St. Martinus University.
9) Has been recommended for the, Doctor of Medicine degree by the Student Promotions Committee, the Dean, Vice President, President and approved by the Board of Trustees of the University.

The office of the Dean handles the details and arrangements of the graduation ceremony.

Guidelines for Failures in the Basic Science Program

1) When a student receives a failing grade (F) in a basic science course, the Student Promotions Committee will evaluate the student’s academic situation. The Student Promotions Committee can recommend a make-up exam if the student fits the criteria according to the policy or they can recommend that the student repeat the course. If there are multiple failures, the Student Promotions Committee may consider making alternate recommendations. Note that the
students will not be allowed to advance into the clinical clerkships until they have successfully completed the basic science program and passed the USMLE Step 1.

2) Any failing grade is considered an Academic Deficiency. Please see the make-up exam policy to understand which students may be granted a make-up exam prior to the start of the following semester. In the case of a make-up exam, the student must successfully pass the exam in order to be promoted and to be eligible to enroll in the following academic semester. Students who fail make-up exams will be required to repeat the course. Students with two or more failures will not be eligible for make-up exams. If it is determined that the student is not eligible for a make-up exam, the student must repeat the course(s). Students with four failures may be required to repeat all the semester course work or considered for academic dismissal from the program. Please consult the financial section of the handbook to determine the impact this will have on the student’s tuition.

Guidelines for Failures in the Clinical Program

Typically, resolution of a failing grade in the Clinical Program requires repeating all or part of the failed clerkship. The advice of the Attending Physician and the Dean of Clinical Sciences will be taken into account by the Student Promotions Committee in determining how to resolve the deficiency. Incomplete grades will also be brought to the committee. When making their decision, the Committee will take into account the maintenance of the academic integrity of the University as well as the well-being of the patients under the student’s care. Any failing grade in the clinical program may be grounds for dismissal. The student has the right to appeal the decision made by the Student Promotions Committee as specified in the Appeals procedure.

Guidelines for Probation

1) A student can be placed on Probation for academic and/or professional reasons. The terms of the probation will be defined at its outset, including the length of the probationary period, any sanctions to be imposed during this period, and the criteria for removal from probation. Failure to meet the terms of probation may result in a recommendation for dismissal. For information on how to appeal the recommendation of probation, please refer to the Appeals procedure.

2) Failure of any course or clerkship will result in the student being placed on Academic Probation. All transfer students admitted with advanced standing will be placed on Academic Probation for their first semester and monitored by the Student Promotions Committee. Students who have taken a leave of absence and been readmitted to the University will also be placed on Academic Probation for their first semester after returning and monitored by the Student Promotions Committee.
3) At the end of each semester, the Student Promotions Committee will review all the students who are on probation, if a student has demonstrated superior academic performance then they may be removed from Academic Probation.

Guidelines for Suspension

The Student Promotions Committee may place a student on suspension when deemed necessary. A suspension is defined as a mandatory separation of the student from the SMU Campus or Hospital Affiliates. The terms of the suspension will be defined at its outset, including the length of the suspension, any sanctions to be imposed during this period, and the criteria to petition reinstatement. Reinstatement of suspensions will be decided by the Student Promotions Committee in conjunction with the Dean of Basic or Clinical Sciences. Readmission is subject to the approval of the Dean of the University.

Guidelines for Dismissal

The Student Promotions Committee, the Dean of Basic Sciences, the Director of Student Affairs, or the Dean of Clinical Sciences can recommend a student for dismissal from SMU if it is determined that the student is not making adequate academic progress toward graduation, is involved in drug and/or alcohol abuse or any other controlled substance, carries a dangerous weapon on the island without permission of local law enforcement authorities, indecent exposure, threatens or harasses another fellow student, indulges in any criminal activity, indulges in any kind of unethical business, starts any rumors about the University or misleads other students about any University related issues. Students who are dismissed may appeal via the Appeals procedure. Examples of lack of Academic progress include but are not limited to multiple failures and a lack of professional qualities or academic abilities necessary to become a future medical professional.

Guidelines for Repeating Students

Students repeating any part or all of an academic year are placed on academic probation. Failure to meet the terms of the Academic Probation may result in a recommendation for dismissal. The probationary period ends on completion of the repeated course(s). Students who fail the same course twice may be considered for academic dismissal. Student with four failures in consecutive semesters may also be considered for academic dismissal. All dismissal proceedings will be conducted according to the due process guidelines of the University.

Notification of Student Promotions Committee Decisions

The Student Promotions Committee will review the progress of all SMU students who have earned grades of F or I. They will make recommendations when deemed appropriate. In addition, members
of the faculty or administration may bring forward to the committee for discussion any student who may not be making satisfactory progress due to academic, personal, or professional concerns. The Dean or the Associate Dean will notify the students in writing of the recommendations made by the Student Promotions Committee. The student has the right to appeal any decision made by the Student Promotions Committee.
Leave of Absence

1) A Leave of absence may be granted for reasons including, but not limited to: Family Leave of Absence (maternity), Medical problems, Family catastrophes, Financial difficulties, and/or mental health problems.

2) The stress involved in the pursuit of a medical degree is usually not an adequate reason for being granted a leave of absence. A student desiring a leave of absence must provide a written request to the Dean’s office. In the case of a medical leave of absence, the request must be accompanied by a letter from a physician or appropriate professional documentation describing the nature of the disability for which the leave is requested, and the estimated length of time needed for recovery. The form for requesting a leave of absence is available from the office of the Registrar.

3) The Dean of the Basic Sciences or the Dean of the Clinical Sciences, will notify the student in writing of the final decision, including starting date for the leave and a date when the leave will end. The corresponding Dean will also notify the faculty and the Registrar’s Office. The student is responsible for all academic work scheduled up to the date the leave is approved. Students will not be excused from academic responsibilities prior to the approval of the request except in emergency situations.

4) A student who is granted a leave of absence will be withdrawn from all classes by the Registrar, and their permanent record will be marked with a withdrawal ["W"], withdrawal passing ["WP"] or withdrawal failing ["WF"], as appropriate. Before a student may return, a written request must be submitted to the Dean. In the case of a leave for medical reasons, a letter from a physician or appropriate professional must state that the student has recovered from the disability leading to the withdrawal.

5) A returning student may be recommended to the Admissions Committee or the Student Promotions Committee to determine re-entry into the program prior to the final determination to be made by the Dean. On re-entering the program, the student will be required to successfully complete all the courses from which they have withdrawn prior to registering for additional courses.

6) The maximum period granted for a leave of absence will be two semesters. An extension of this period may be considered after submission of a written request to the Dean. This request will be considered by the Dean in conjunction with the Student Promotions Committee and together they will decide whether to approve or deny the request.
Withdrawal Policy

Withdrawal from the Basic Sciences or Clinical Program

1) Application for voluntary withdrawal from the program must be made in writing to the Dean. The application will be accompanied by a personal interview.

2) At the time withdrawal is granted, the Registrar will mark on the official permanent record indicating the academic standing of the student in the courses under progress (see grading scale; withdrawal (W), withdrawal passing [WP] or withdrawal failing [WF]). In addition, the student must report to the Registrar’s Office to sign a withdrawal form before they can officially withdraw from St. Martinus University. Students who do not complete this application for voluntary withdrawal will not be entitled to an official withdrawal and consequently will not be considered for readmission, will not be issued an official transcript, and will not be allowed to apply for transfer. Re-admission following withdrawal is not assured and the student must submit an application for readmission to the Admissions Committee.

3) There will be a financial penalty if the student transfers from SMUFOM to another medical school within 50 mile radius from Curaçao.

Withdrawal from a Course (Procedure for “Dropping” a Course)

1) A student may, upon advice from the Student Promotions Committee and/or the Dean of Basic Sciences or Clinical Sciences, withdraw from a course during the semester.

2) If a student withdraws from a course within 5 academic days of sitting for the second semester exam, a record of withdrawal (W) will be noted regardless the academic standing of the student in the withdrawn course.

3) If a student withdraws from a course more than 5 academic days after sitting for the second semester exam, the Registrar will mark on the official permanent record the standing of the student in the course(s) under progress either withdrawal passing (WP) or withdrawal failing (WF) and the grade will be incorporated in the calculation of the semester G.P.A.

4) For information regarding the financial reimbursement policies in the case of withdrawal from the program or from a course contact the Bursar’s Office.
Student Grievance Policy

Purpose of the policy:

St. Martinus University is committed to mutual respect among all constituents of the university community. This commitment includes students, faculty, staff, and administration alike. In all concerns about fair treatment, we seek to work together to understand and address those concerns without having to resort to formal grievance procedures. When that is not possible, we are at all levels committed to a fair and reasonable resolution of issues through a formal grievance process guided by the information and documentation provided in the process. The regulation described below guides the orderly procedure of grievance, and attempts at resolution.

Policy Principles

The student grievance resolution procedures of the University are based on the following principles:

1) The procedures used to review and resolve complaints or grievances are fair;
2) Confidentiality will be respected for all parties, unless the use of the information is authorized by law;
3) The staff involved in resolving complaints or grievances will act fairly at all times and ensure that conclusions will be based on a fair hearing of each point of view;
4) There will be no reprisals or any disadvantage arising as a result of a student making a complaint or grievance in good faith;
5) The complaints or grievances are handled in a timely manner with achievable deadlines specified for each stage in the resolution process;
6) Any student who makes a complaint or grievance on any staff member or student on whom the complaint or grievance has a direct impact is regularly informed of the progress of the matter;
7) Where the complainant is not satisfied with the outcome proposed by the decision-maker, the student is entitled to seek a review, either on procedural or substantive grounds, from a higher internal body or an appropriate external agency.
Academic grievances that may be addressed
These are usually complaints or appeals against academic decisions. They include but are not limited to:

1) Academic progress decisions
2) Assessment matters
3) A decision of a member of academic staff that affects an individual or groups of students
4) Selection or admission decisions
5) Content or structure of academic programs, nature of teaching, or assessment

Administrative grievances
These relate to decisions and actions associated with administrative or academic services. They include but are not limited to:

1) Administration of policies, procedures and rules by the University, student support groups, faculty and departments
2) A decision by an administrative staff member that affects an individual or groups of students
3) Access to University resources and facilities

Discrimination, sexual harassment and bullying
Because other procedures apply, these procedures do not apply to complaints or grievances relating to:

1) Discrimination on the grounds of gender, race, disability, age, career status, gender identity, parental status, political belief or activity, lawful sexual activity, breastfeeding, industrial activity, sexual orientation, marital status, physical features, religious belief or activity, pregnancy, or sex
2) Sexual harassment
3) Bullying

Grounds for complaint or grievance
Without limiting the circumstances which may give rise to a complaint or grievance, a student has valid grounds for making a complaint or grievance or lodging an appeal against a decision made in relation to a complaint or grievance, where the student considers he or she has been adversely affected by one or more of the following:

1) Improper, irregular or negligent conduct by a university staff member.
2) Failure by a University staff member to act fairly.
3) A decision that has been made without sufficient consideration to facts, evidence or circumstances of specific relevance to the student.

4) Failure by the University to make a decision within a timely manner.

5) A penalty that, where applied, is or would be too harsh.

**Stages for Resolving Academic Grievances**

The three stages in the academic grievance resolution process are explained below.

Students are encouraged to seek to resolve any issues or concerns informally listed under Stage 1 before initiating formal grievance resolution procedures under Stage 2 and Stage 3.

A student who has a question or concern about a decision, act or omission of a member of the staff or the Faculty that affects their academic experience should follow the steps set out below. The student should take careful note of the deadlines for following up with the grievance at each step.

1) **Stage 1: Informal discussion with person(s) directly involved**

   The student should first make an appointment and approach the person(s) directly involved to discuss any questions or concern and resolve the complaint informally within ten (10) calendar days.

2) **Stage 2: Referral to Deans, Administrator or Registrar**

   a) If satisfactory resolution has not been reached, the student may file a formal complaint in writing to the Administrator within ten (10) working days of the alleged act or omission. If the complaint is against the Administrator then the complaint should be filed with the Dean.

   b) Upon receipt of the complaint, the Administrator will inform the respondent and the Dean immediately in writing and within 5 calendar days of the Administrator’s receipt of the complaint, the Administrator and the Dean will conduct a preliminary administrative inquiry.

   c) All materials reviewed will be considered confidential and shared only with those who need to know.

   d) The Administrator or the Dean may communicate with the respondent and give the respondent the opportunity to present any relevant evidence.

   e) The Administrator may:

      i) Refuse to take the matter further if there are insufficient grounds for the grievance;

      ii) Conciliate the matter; or

      iii) Will appoint a 3-5 member Ad-Hoc Review Committee within 5 calendar days. The committee will consist of SMU employees with one member appointed the chair of the
committee and will have one or two student representatives. The committee will be advised to review materials obtained during enquiry.

3) **Stage 3: Referral to Ad-Hoc Committee**

   1) After the student has gone through the processes explained above, the student may appeal to the Ad-hoc Review Committee if he/she believes that there has been a failure to follow due process in Stages 1 or 2 or relevant new or additional information is available to him/her.

The student must lodge their appeal in writing with the Chair of Ad-Hoc Committee within five working days of receiving written notification of the decision of the Dean. The committee will hold a fact finding conference or conduct an investigation.

The student and the respondent are entitled to be present during this meeting and may be accompanied by a representative at his or her own expense. The representative may advise the student during the course of the meeting but cannot personally participate.

Within 10 working days of the fact finding conference, the Ad-Hoc committee will deliberate and issue a brief written opinion containing the findings and any recommendations to the Dean who will review the recommendations and render one of the following decisions in writing:

   1) A Ruling in favor of the student and student’s proposed resolution
   2) A Ruling in favor of the student with a new proposed resolution or
   3) A Ruling not in favor of the student.

If the decision of the Ad-Hoc committee is not agreed upon by the student, the student can then submit an appeal to the Vice President/President

The Vice President/President’s decision is final and not subject to appeal.
Legal Issues and SMU Policies on Substance Abuse

Student Privacy

All matters of student privacy must be governed by the laws of Curacao. By University policy, no document in any student’s permanent file in possession of the University shall be released without the student’s written authorization including official transcripts, official academic records, or any document relating to the performance of students on examinations. However, the University may release, on advice of counsel, any documents or information required by a court order or judicial warrant. The University reserves the right to release confidential or otherwise privileged information from student files if, upon advice of counsel, such is deemed reasonably necessary for the protection of the public or for the prevention of a criminal act or for the detection and/or prosecution of a criminal act. In all such cases, the University will provide copies of released information to the subject(s) of that information unless the University is prevented or enjoined from doing so by a judicial body of competent jurisdiction and upon advice of University counsel. It shall be the continuing duty of present and former University students to keep the University Registrar apprised of students’ current mailing addresses and telephone numbers so the University, at its discretion, may inform present and past students of requests for official records.

SMU Policies on Smoking, Drug and Alcohol Abuse

1) St. Martinus University is a smoke-free environment. Fire regulations, insurance provisions, and University policy prohibit smoking on the Campus.

2) The University is concerned with the international problem of alcohol and substance abuse. One of its tasks is to educate physicians to identify and to treat such problems in patients who may come into their care. A second task is to assure, as best it can, that the physicians it graduates will be men and women who, by the stability of their lives and conduct, show themselves able to meet the public trust and responsibility for the care of sick people and the prescription and handling of controlled substances.

3) The University recognizes the widespread availability of drugs that lend themselves to abuse. Illegal possession, distribution, or use of drugs, are violations of University policy. Such violations are not in accord with the University’s requirement of fitness or suitability for the practice of medicine. It is equally clear that the University cannot responsibly grant a medical degree to a student whose life and performance is being impaired by drugs, including alcohol. St. Martinus University through its administrative bodies and procedures will make the ultimate judgment in these matters. The University is concerned with the health of its students and their ability to meet the demands and challenges of their profession. The University also
recognizes and supports the local laws on controlled substances. Students should be aware of these laws and the consequences of violating them. Students should be aware that a student with an untreated alcohol or other substance abuse problem is unfit to continue in the program or to graduate.

**Sexual Harassment Policy**

1) St. Martinus University will not tolerate harassment of employees or students on the basis of sex. Sexual harassment is defined as verbal or physical conduct of a sexual nature that creates an unproductive or offensive working/learning environment and that has a harmful effect on an individual. Offenders will be subject to dismissal or other sanctions after adherence to due process requirements.

2) Unwelcome sexual advancements, requests for sexual favors and other verbal/physical conduct of a sexual nature constitute sexual harassment when:
   a) Acquiescence to such conduct is made a condition, either explicitly or implicitly, of an individual's employment or academic standing.
   b) Acquiescence to, or rejection of, such conduct by an individual is used as a basis for employment or academic decisions affecting an individual.
   c) Such conduct will unreasonably interfere with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

**Law and Jurisdiction**

Students must understand that they have submitted to the legal jurisdiction of the Government of Curacao. Local staff will do their best to assist students who experience cultural or legal conflict.
Licensure to Practice Medicine

Licensure to Practice Medicine in the United States and Obtaining a Residency Program

The first step in this process is to obtain an ECFMG Standard Certificate. Information with regards to this process can be obtained from www.ecfmg.org

The Requirements for initial medical licensure vary from State to State. USMLE Step 3 exam is required for this process. Please refer to the website of the Federation of State Medical Boards (FSMB) for the most up to date information regarding obtaining medical licensure in the United States. The website for the FSMB is www.fsmb.org.

Licensure to Practice Medicine in Other Countries

1) St. Martinus University is listed in the World Health Organization (W.H.O.) Directory of Medical Schools. It is now incorporated into the new AVICENNA Directories since 2007 which is the global directories of Education Institutions for Health Professions.

2) St. Martinus University is also listed in the International Medical Education Directory (IMED), maintained by the Foundation for Advancement of International Medical Education and Research (FAIMER) of Educational Commission for Foreign Medical Graduates (ECFMG) of U.S.A.

3) It is Chartered by the Government of the Netherlands Antilles, an independent member of the United Nations. As such, graduates of St. Martinus University are eligible for licensure in all member countries of the United Nations. Such licensure is subject to specific conditions that each country has established for foreign medical graduates.

4) Students that are interested to be licensed and practice medicine in countries other than the United States can expect to be subjected to examinations similar to the USMLE. Such examinations are recognized to be International Equivalent Medical Examinations or IEME. Under very special circumstances, some students may be allowed to pass an IEME that is acceptable to St. Martinus University instead of the USMLE Step 2 CS and CK; in these cases passing the IEME will be a condition for graduation and obtaining the degree.
Dormitory Rules and Regulations

Introduction

St. Martinus University Faculty of Medicine, Curacao (SMU) want Students to be able to achieve their goals and be successful in school while living in the dormitories. Therefore, please understand while Student is a resident in the dormitory Students will have certain rights and responsibilities that guide their lifestyle.

When choosing to live on campus Students must fully understand that they are agreeing to recognize and adhere to SMU Rules and Regulations. If Students choose not to abide by SMU Rules and Regulations they do have the option to find alternate housing elsewhere off campus.

Please understand that SMU reserves the right to make revisions to these rules and regulations if necessary. SMU will make every honest attempt to notify students when and if rule changes are proposed. SMU strongly encourages student involvement in the development of its dormitory rules and regulations. Student’s observation and cooperation with the following dormitory rules and regulations will be very much appreciated.

The following are the rules and responsibilities which a Student has to follow:

General conduct while living in the dormitories

1) Housing privileges. Continued residency in the dormitories will depend on a student’s conduct and observance of dormitory rules. Students must be aware that housing is a privilege not a right. Students may be required to find alternate housing if they choose not to recognize SMU housing rules and regulations. Students requesting a room transfer must submit a written request to the Resident Hall Director. The Director will assign alternate living arrangements if the move is necessary and if room is available.

All students are required to attend class regularly. SMU strongly encourages students to make the best use of their time when not in class. Students are strongly encouraged to spend as much time outside of the dorm as possible.

2) Personal conduct. All residents and their guests are expected to conduct themselves in a respectable manner at all times. In case of any unacceptable behavior by the room-mate, the other room-mate must report it to school authorities.
3) **Zero Tolerance Policy.** Drugs and Alcohol, SMU enforces a Zero Tolerance Policy to drug and alcohol use and possession with persons on campus. This means that no drugs and alcohol are allowed in the dormitories at any time by any person. Any violation of the Zero Tolerance Policy will result in disciplinary action as outlined in this Student handbook.

4) **Alcohol containers.** Because the use of alcohol beverages or drugs is prohibited, storage of these items is also prohibited. Empty alcohol containers are not allowed in the resident rooms.

5) **No smoking or chewing tobacco.** Smoking and chewing tobacco use is prohibited in each hall. Students that violate this rule will be subject to disciplinary action. Continued violations may result in the loss of housing privileges.

6) **Weapons.** No firearms, knives or any device which could cause bodily harm may be stored in rooms. If a student has knowingly brought a weapon with them to campus, they are required to turn it into Security immediately upon arrival to campus, regardless of the hour. If a student is found to be in possession of a weapon and has not turned it into Security, it will be confiscated. A student must be aware that they may be subject to a penalty according to law and that the weapon will be forfeited and not returned.

7) **Respect for others.** Inappropriate public display of affection is not to be tolerated. Students must be mindful and respectful of others at all times.

**Visitors and Guests**

1) **Guests in room.** The occupants of the room are responsible for the conduct of guests. SMU students are allowed to visit in the student’s room as a guest regardless of gender. Dorm Residents will be limited to having two people as a guest in their room at one time, in accordance with local law. The door to the room must be open at all times during a visit. Students should be sure that guests are not interfering with privacy of his/her roommate. All non-student guests are subject to removal from campus if they are a threat to themselves or others.
2) **Registration of Guests.** It is the student’s responsibility to seek approval from his/her roommate before having guests. All non-students, including family members are required to fill out a guest form. All guests, including other students who are visiting a dormitory resident and who are not already a resident of the dormitory they are visiting, are required to sign in at the Resident Assistant desk upon entering the halls, and provide photo identification at that time. If the person is under the age of 18, photo identification is not required, in which case the person must be under the control of a parent or guardian or other relative 18 years or older. The guest register is maintained by the Dorm Resident Assistant.

3) **Guest hours.** All guests must leave the dorm by 9:00 pm Sunday through Thursday and 10:00 pm on Friday and Saturday. There are no overnight guests allowed in resident rooms unless the Resident Hall Director grants prior approval.

**Student rights to privacy and our right to inspect**

1) **Privacy.** All residents of the dorm are placed on notice that they should not have an expectation of absolute privacy. SMU will make every effort to contact a student and schedule an appointment to enter their room. The only time SMU should enter a student’s room without prior notice is when an emergency requires it or all other alternatives have been exhausted. When entering a student's room, SMU personnel are required to knock loudly several times and announce themselves and wait for a response, if there is no response, the SMU official has the right to enter. If official enters the room without the student’s presence, SMU official will leave notice that they have accessed Student room. All students will have the rights provided in this student handbook regarding any action taken as a result of the inspection by SMU personnel.
2) **Search and seizure.** If a student is suspected of using alcohol or drugs within the dorm, they will automatically subject themselves and their property to a search. A student's property may be seized as evidence and turned over to the appropriate authorities for follow up. Before a search can take place, the SMU employees requesting a search will contact the Dean of Student Affairs for authorization to conduct a search. If a search is authorized the student is requested to fully cooperate.

3) **Room inspections.** Regular weekly room inspections will be made. SMU will post a schedule and make an honest attempt to adhere to the schedule. Students may be present during the inspection if they so choose. A checklist will be used to guide the personnel making the inspection. The checklist will be reviewed with students during their orientation session to the dormitory.

4) **Security of rooms.** Students are strongly encouraged to lock their rooms at all times. SMU is not liable for loss of theft or damage to any property of the student. Tampering with a lock is illegal. Students found to be tampering with a lock will be subject to SMU rules and regulations and local and federal laws. Duplicating a SMU key is a serious offense and a student must be aware that they could face criminal penalties.

5) **Threats and physical violence.** Any threats or physical violence directed towards or at anyone is not tolerated. SMU considers these to be serious offenses. Students violating these rules will go through disciplinary action including possible suspension, termination or legal proceedings.

**Hours of Operation and Access**

1) **Dormitory hours of access.** Exterior dormitory doors will be locked at 11:00 pm on Sunday-Saturday. If Student is unable to contact a Dorm Resident Assistant after hours to gain entry into the dorm, Student must ask Security to either let him/her into the dorm. Please understand that Security and Dormitory Staff may be busy with other responsibilities at the time of Student request. They will respond to Student's request as soon as possible. It is important for Student to provide his/her name and location. If others are also with the Student and they need to access the dormitory, please provide their names and location as well. This must be done for Student safety.

2) **Quiet hours.** These hours will be recognized between 10:00 pm and 6:00 am each day.
3) **Room keys.** Keys to individual rooms are issued upon arrival to all residents. A $50.00 deposit is automatically billed to Student account. Students are responsible for their keys at all times. Students being found to use keys that do not belong to them will be reported to Administration. The student in possession of the stolen key will be accessed a fine of $75.00. This amount will be billed to the students account. The key will be confiscated and returned to the appropriate owner.

**Using Student’s room and taking care of it**

1) **Roommates.** Student is expected to show consideration for his/her roommate and other students in regards to loud music, radios, or stereos. The volume must be kept at a reasonable level at all times. Students are strongly encouraged to use headphones if the music is offensive to others. If someone asks Student to turn his/her music down, please respect the request. If students are found to be in violation of this rule and refuse to cooperate, they will be subject to disciplinary action.

2) **Cleaning responsibilities.** Students are responsible for maintaining cleanliness in their individual rooms. SMU would conduct a regular inspection of each individual dormitory room. Students that do not keep their rooms clean may be subject to disciplinary action and/or penalties may be imposed. Hostiles will be responsible to have the room in a condition that they had when they moved in.

3) **Disposal of trash.** Students are responsible for disposing of their trash into the common dustbin located on campus.

4) **Linen.** All students are required to have linen on their beds. The student provides will provide their own bedding. All linen must be laundered weekly. Dormitory is equipped with coin operated washers and dryers. Students are responsible for their own laundry detergent and /or supplies. SMU is not liable for any laundry that may be stolen or damaged.

5) **Furnishings.** The Administrator must approve all exchanges of furniture between rooms. Furniture may not be removed from the lounge area and used in individual rooms, etc. All furniture requests must be made through the Administrator. Hostelites will be charged for all damages except damages caused by normal wear and tear. Any damage to the hostel property must be reported immediately to the accommodation officer.
6) **Appliances.** SMU prohibits the use of all cooking appliances, space heaters, etc., that may start fires in the dormitory rooms. Students must be made aware that this is also a violation of CURACAO Fire Laws. A student that has violated this rule or refuses to comply may be subject to penalties under these laws. Only microwaves and refrigerators will be allowed. Hostelites will be charged for all damages and/or repairs for any appliances provided by the university.

7) **Food items.** No perishable foods are to be stored in the dorm rooms.

8) **Wall hangings.** Student is allowed to hang pictures, mirrors, etc., on the walls of his/her room providing Student should have permission from the Administrator. The material must not be offensive to others. If the material is found to be offensive to others Student will be required to remove it permanently. Please refer to the Students Rights sections of this Student Handbook if Student is unsure of about whether the material Student wants to post is considered to be appropriate. Student is not permitted to use large nails, screws, tape hangers, bolts, scotch tape, contact paper, or glue on doors, walls and ceilings.

9) **Use of religious items.** Burning of sage, sweet grass, cedar and other religious items is allowed within each resident hall only as specified in this rule. Before using these materials, the student must inform the Administrator of their intention to use these items. This is done to recognize that a student needs privacy during the ceremony and for staff to be on notice that a fire hazard is present.

10) **Use of candles or incense.** No burning of candles or incense is allowed within each resident hall due to the fire hazard they present.

11) **Pets.** Pets are prohibited anywhere on campus.

12) **Babysitting.** Babysitting is prohibited in resident halls.

13) **Vandalism.** Residents will be responsible for vandalism occurring to their rooms or other areas throughout the resident hall. This means writing on walls, kicking holes in doors or walls, etc. If Student is found to have caused damage, SMU will assess an appropriate fee for labor and material. This amount will be billed to the students account. A student will not be eligible to receive an official transcript or diploma until the amount owed is paid.
**Vacating Student’s room**

1) **Notice to vacate.** Students that have received a Notice to Vacate must leave the dormitory within 48 hours. There will be no exception to this rule.

2) **Disposal of property.** Any personal belongings left in a resident hall room after a student leaves will be inventoried and put in storage for 30 days. If the student has not claimed the property within 30 days, SMU will dispose of it in accordance with CURACAO Law.

**Miscellaneous**

1) **Messages.** Bulletin boards are to be used as a source of information and should be checked regularly. SMU may not post material that is offensive or inappropriate. Students may receive permission from the Administrator on duty before posting any material.

2) **Student illnesses.** If a resident should become ill please contact the Administrator, or the Registrar. In extreme emergency cases, please call 911 for assistance. If Student is uncertain of whether a situation is serious enough to call 911 SMU strongly encourages Student to call 911. It is always best to err on the side of caution. Students that become ill must notify the Administrator.

3). **Cleaning in commons areas.** There is a cleaning person on staff that will take care of cleaning of the restrooms, lounge area, hallways and kitchen. The cleaning person will check rooms for cleanliness daily. The dorm resident is responsible for cleaning up after themselves in all areas and may be called upon to clean over the weekend, breaks and other holidays.

**EMERGENCY**

In case of any emergency, please contact the warden or call hostel/college authorities. Important telephone numbers are provided with these guidelines.
REVISION OF RULES AND REGULATIONS
The hostel management reserves the right to revise the rules and regulations from time to time and will keep the hostelite informed of any changes in the form of notices on the hostel notice boards or via email. Ignorance of rules will not be accepted as an excuse.

COMPLAINTS AND SUGGESTIONS
Any complaints, suggestions or enquiries are always welcome and should be sent to registrar@martinus.edu.

Note: Facility administration reserves the right to inspect the living quarters at their discretion. If the rules are found to be violated, penalties will be imposed including fines up to USD 1000 and/or immediate dismissal from the dorm.
APPENDIX:

Public Holidays in Curaçao

- Jan 1st, New Years Day
- The day after the “big” Carnival parade
- Good Friday
- Easter Sunday and Monday
- Ascension Day
- Whitsunday
- April 30th, The Queen’s birthday
- May 1st, Labor Day
- July 2nd, Flag Day
- October 10, Independence Day
- December 15th, Kingdom Day
- December 25th, Christmas Day
- December 26th, Boxing Day

Note: For holidays that have varying dates, students will be notified by the administration at the start of the semester.

For the academic calendar: please refer to the website [www.martinus.edu](http://www.martinus.edu)