

UNIVERSITY OF SINT EUSTATIUS  
SCHOOL OF MEDICINE



**LACK OF ACADEMIC PROGRESS**

Dear Student:

Our administrative team has approved a policy that limits, with and without fees, the periods of inactivity without making academic progress. The accepted policy outlined below (G-07-03) became effective on July 2, 2007 and requires that your status with the University be understood and defined relative to the criteria of the policy. Please read the policy very carefully being mindful of the number of months since you have exited the basic sciences, transferred into Sint Eustatius, attempted USMLE exams, been challenged by finances or have not been active in clinical clerkships. Those of you on formal Leaves of Absence (LOA) must also be cognizant of this policy as it imposes limitations on the length of Leaves of Absence.

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**INSTITUTIONAL POLICIES, PROCEDURES AND GUIDELINES**  
**University of Sint Eustatius School of Medicine**

**Category:** Academics

**Identification No:** G-07-03

**Topic:** Lack of Academic Progress (greater than 6 months)  
Extended Enrollment

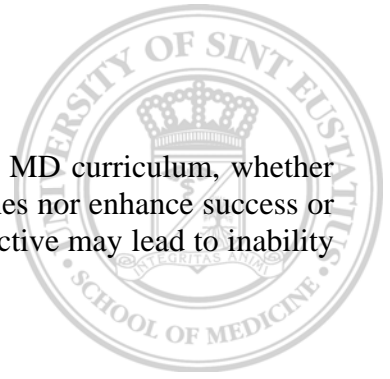
**Date Policy Approved:** June 21, 2007

**Date Policy Became Effective:** July 2, 2007

**Policy:**

- Any student who has been inactive and made no academic progress (has not written nor passed USMLE Step I) after 6 months will be charged \$200/month for the next 6 months to remain officially enrolled in the program. Eligibility for this extended enrollment requires that students be up to date with tuition and fee payment.
- If any student after 12 months is still inactive and made no academic progress (written or passed Step I) they will receive a letter of Administrative Dismissal.  
**Students who believe they have extenuating circumstances and have reached the 12 month period of inactivity will have a process to appeal to the Committee for Academic Progress.**
- Administrative Dismissal will not mitigate the responsibility for any unpaid tuition and fees owed to the University and subsequent enrollment will require reapplication.
- This policy will apply to students who are on a documented Leave of Absence (LOA) if the LOA extends beyond 6 months. (Months 7-12 of any officially requested LOA will require \$200/month)

**Rationale:** Students who are exiting the basic science program on Sint Eustatius or have transferred into the clinical phase of the curriculum sign a contract allowing 6 months to sit and pass the



USMLE Step I exam. Periods of inactivity longer than six months in an MD curriculum, whether waiting to sit Step I or in between clinical rotations, do not support timelines nor enhance success or positive outcomes on USMLE exams. Change of status from active to inactive may lead to inability to have loans deferred.

**Procedures:**

- This policy will be provided to students as they exit the basic sciences or upon admission for Step I sponsorship.
- If a student is billed for fees as outlined in this policy and there is unpaid clinical deposit or tuition/fees, the funds must be received within 20 days of invoice. Not paying these fees or past due tuition in a timely manner will signify the student’s desire to no longer be actively enrolled and Administrative Dismissal will occur.

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This policy will take effect 6 months after you have either been away from our basic science program or been admitted as a transfer student for Step I sponsorship. After 6 months and up to the 12<sup>th</sup> month you will be charged \$200/month until you either become active by passing Step I or you reach 12 months of enrollment without making progress with Step I. You will be billed monthly and payment must be received in accordance to the policy above. I would encourage and suggest that you communicate regularly with our office regardless of your status so we can best understand and hopefully provide some guidance to assist you in accomplishing your goals.

Should you require or anticipate requiring more than the 12 months allowed by this policy to remain fully enrolled before dismissal occurs, you must communicate, before your 12 months has expired, with a formal written letter of petition with supporting documents describing your current challenges, providing detailed, specific plans and hard time lines for meeting your goals. Your petition will be reviewed by committee and a decision will be provided. Failure to communicate with the clinical team or to provide a formal written petition before your 12 months have expired will lead to enforcement of the above policy.

**Please also acknowledge the receipt of this letter by printing, signing and returning to our offices immediately: University of Sint Eustatius/IEMC  
6901 Jericho Turnpike, Suite 215  
Syosset, NY., 11791  
Attn: Clinical Department**

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**Signature**

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**Date**

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**Printed Name**

Respectfully submitted  
Marc A. Poulin, MS  
Associate Dean of Clinical Medicine  
University of Sint Eustatius School of Medici