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AMERICAN SCHOOL OF MEDICINE GRADUATE PROGRAM HANDBOOK

THE SCIENCE OF INFORMATION



HELKI ROUNDTREE
AMERICAN SCHOOL OF MEDICINE



AMERICAN SCHOOL OF MEDICINE STUDENT HANDBOOK

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AMERICAN SCHOOL OF NEDICINE GRADUATE PROGRAM HANDBOOK

INTRODUCTION

The American School of Nedicine is a bilingual online school accredited by the American Nedicine Accreditation Board. Nedicine is a branch of natural medicine based on quantum electrodynamics, the science of information as medicine. Essentially, Nedicine is a new and dynamic branch of medicine. Physicians of Nedicine diagnose patient risk factors through the body's informational system and intervene appropriately to heal and prevent illness. Physicians of Nedicine are trained to correct information in the bio-cybernetic matrix of the human body.

MISSION STATEMENT:

American School of Nedicine's mission is to administer education at an unprecedented level of excellence in the field of Nedicine to create competent, qualified doctors of tomorrow.

VISION STATEMENT:

Our aim is to deliver:

- High standards of excellence and competence
- Innovative learning strategies spearheading the way for a dynamic branch of medicine

VALUES:

- Ethical Practices
- Trusted Advisors
- Expert Professors
- Flexibility

STRATEGIC GOALS AND OBJECTIVES:

- Achieve excellence in graduate education to meet student and community needs.
- Create more business partnerships consistent with the School's mission.
- Provide the best-in-class technology platform and information-based services.

The unique aspect of the American School of Nedicine is that it is the first school in the country to offer a doctorate degree program in Nedicine to English and Spanish speaking students. It is important to have competent doctors in the field of Nedicine. The objective of the American School of Nedicine is to ensure that students have had the proper education and abilities to be competent doctors of Nedicine. The purpose of the American

School of Medicine is to promote the field of Medicine so that it gains widespread recognition and growth in the communities that it serves due to its prominence.

ASN GRADUATE PROGRAM HANDBOOK

I. PROGRAM OVERVIEW

The American School of Medicine's curriculum follows a sequential course of study in which students continuously build their knowledge in Medicine integrating informational sciences and biological sciences. The learning objectives were developed based on body systems, where the subjects are not taught in a bubble, but are all interrelated so the clinical aspects are applied to the theory allowing students to experience the real world in theory. Students will have the flexibility to study at their own pace while working towards a doctorate degree.

The American School of Medicine will expose prospective students to new and innovative forms of alternative medicine as a method of healing. The student will learn the fundamentals of quantum electrodynamics directed at correcting informational distortions within the body. The curriculum offers advanced learning skills in informational medicine by interrelating nine subjects into a conglomerate of courses. Concurrently, students are integrating informational sciences and biological sciences into their medical knowledge. The purpose of the program is to enable the student to develop broad exposure to the clinical aspects of informational medicine. The curriculum is based on the studies of educational research and clinical studies to teach the following key principles: The knowledge of disorders, the diagnoses of the disorders and the treatment of the disorders that affect the body systems.

American School of Medicine Learning Style.

ASN has an instructional method of learning centered on the investigation and resolution of real-world problems. Rather than having a Professor provide facts and then testing students' ability to recall these facts via memorization, ASN attempts to get students to apply knowledge to new situations. Students are faced with contextualized cases of real life health problems and are asked to investigate and discover meaningful solutions.

ASN's goal is to help students develop critical thinking, creative skills, intrinsic motivation and the ability to apply knowledge to real life situations. ASN's professors adopt a role as facilitators of learning, by monitoring and guiding the learning process and promoting an environment of inquiry rather than handing solutions to the students. Students become active investigators and problem-solvers. The professor builds students' confidence to take on the problem, and encourages the students, while also stretching their understanding. ASN's approach represents a paradigm shift from traditional teaching and learning philosophy, which is more often lecture-based to a more innovative approach to learning. The constructs for ASN are very different from traditional

classroom/lecture teaching in which the vast amount of material presented have little relevance to the practice of medicine and clinically based medicine.

The curriculum is centered on projects that include everything students need to learn. The criterion is that there is a driving question that the student must answer through completing the project. This question is the most important aspect to a successful project based learning environment because it is what motivates the student to learn as well as gives the student an idea of what knowledge is expected to be learned from the project. Also the question does not have a predetermined outcome; it requires the student to use knowledge gained from research to come up with a conclusion. The curriculum focuses on constructive investigations, autonomy, and realism, which are important for the student because it helps pull the student into the project and captures their attention as well as allows for the student to make connections to real world situations.

ASN positions students in a simulated real world working and professional context, which involves policy, process, and ethical problems that will need to be understood and resolved by effective outcomes. By working through a combination of learning strategies to discover the nature of a problem, students understand its resolution, define the input variables, and understand the viewpoints involved. Students learn to convey the complex sociological nature of the problem and how competing resolutions may inform decision-making. This is more beneficial than a test because the students have to make these connections on their own and gather information that interests them instead of just memorizing facts for a test. Due to the learning style and the dissemination of information to the student a four-year program has been condensed into a two-year accelerated program.

ADMISSIONS

Nedicine Degree Program

Qualifications

In selecting applicants for admission, the American School of Nedicine seeks those qualities of motivation, intellect and character essential to becoming a physician. Applicants are considered on the basis of academic performance, maturity and demonstrated humanitarian qualities. Placement or entrance testing is not required.

Applicants to the Nedicine doctoral program must submit obtained educational degrees with a minimum 3.0 grade-point average (GPA), the applicant's essay, letters of recommendation, and a personal interview indicating strong motivation for completing the program and suitability for training as a practitioner/scholar in the field of Nedicine.

Applicants for the doctoral program must submit the following:

- Completed application form
- Appropriate non-refundable application fee in U.S. dollars

- Two letters of recommendation, which describes the referencing person's relationship to the applicant, the length of time acquainted and the applicant's strengths and weaknesses.
- Application essay of why you want to attend ASN, which is well structured, legible, and meets the standards of clear, skillful academic writing. It should be typed and not more than one page in length.
- Two current passport-type photographs
- Official transcripts of all undergraduate and graduate education must be sent by the issuing institution to ASN's Admissions Office at PO Box 813, Norwalk, CT 06852.
- Personal interview (in person or via telephone) is followed through after other requirements have been fulfilled. ASN's Dean will conduct the personal interview and the Admission's Committee will administer a final review.

ASN does not discriminate based on gender, ethnicity, sexual orientation, or religion.

International Students

To be eligible for enrollment at American School of Medicine, all international student applicants must submit an application, application fee, two letters of recommendation, official transcripts or an evaluation sent from a foreign credential evaluation service, a copy of an official identification, and a current passport-type photograph.

Students must submit all documents (excluding transcripts) directly to the school via mail to the Office of the Registrar at PO Box 813 Norwalk, CT 06852.

Criminal Background Checks

American School of Medicine requires national background checks for all students enrolling in courses. Background checks must be completed prior to any student contact with patients at a preceptorship site.

Transcripts and Enrollment Confirmation Statements

Students may request complete transcripts of their own records or statements certifying their registration by contacting ASN's Office of the Registrar. ASN student request for transcripts must be made in writing with an original signature addressed to:

American School of Medicine
Office of the Registrar
PO Box 813 Norwalk, CT 06852

Please allow 7-10 business days for regular processing. Transcripts can be expedited for an additional fee. Submitting the request 1-2 weeks in advance of your deadline is advisable.

Notice Concerning Transferability of Credits and Credentials

Due to the unique nature of the Medicine program at the American School of Medicine, transferable credits are not accepted for the applicable coursework completed at this School. ASN does not award credit for prior experiential learning. ASN does not have an articulation or transfer agreement with other institutions, colleges or universities. The transferability of credits you earn at ASN is at the complete discretion of an institution you may seek to transfer. Since courses are inter-related and cannot be separated, courses cannot be waived.

Acceptance of the credits you earn is also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals.

II. PROGRAM COMPONENTS/PLAN OPTIONS

At the American School of Medicine, students must take all required courses, including those students who enter ASN with advanced preparation in a specific discipline. ASN's curriculum is designated for students with advanced preparation. ASN's educational philosophy commemorates learning that other degrees do not necessarily incorporate in their medical focus and clinical integration. The official plan of study constitutes case studies, clinical research essays, exams and practical applications. Since the Medicine program is a graduate research degree, a thesis is not mandatory but is optional for the student who wants consideration of graduating with honors in the field of Medicine.

Textbooks and Course Materials

A list of required textbooks and materials for each course will be either available through the office of the Registrar before the beginning of each program or will be announced by the instructor on the first meeting day of the course. The school does not supply the student with the books for the courses. The student is responsible for purchasing their own books and the cost ranges from approximately \$500 to \$800 per year, depending upon the course semester. Numerous online resources (books, articles, videos) will be available for students to access for their studies. Students are required to purchase diagnostic equipment by week one of the first enrolled semester. All students will need a stethoscope to enhance their learning and for use in preceptorships. The preferred stethoscope is Cardiology III with pediatric bell from Littman.

Case Studies

The purpose of the case studies is to ensure that a student is exposed to the major diseases that affect each body system, analyze how those diseases affect that particular body system, and synthesize the data based on the analysis to provide a solution to cure the disease. This approach allows the student to understand how the diseases manifest in the body system and how to assess the data to recommend a solution for the disorder. Case studies and essays should not exceed 3 pages and essay questions should not exceed 1 page. All assignments should be typed, single-spaced on standard-sized paper (8.5" x 11") with 1" margins on all sides and in a 12 point "Times New Roman" font using Chicago Style or Vancouver System format for citations.

Research Essays and Examination Policy

The purpose of the research essays is to gain qualitative and quantitative knowledge of the principles and theories of biological sciences and informational sciences. A separate research essay on a required book focusing on quantum electrodynamics is given to enhance learning in Medicine. The exams are a review of the concepts studied in the curriculum based on different modalities. The exams are administered to certify that the student understands the concepts of Medicine. Exams are based on course subjects related to the research that the student is exposed to each semester.

The policy on taking mid-term and final examinations is designed to be fair, uniform, and transparent across courses. Maintaining a standard of professional behavior applies to a student's responsibility for taking examinations. Students are required to take all exams during the mid-term week and the last-term week of each semester as posted in the Academic Calendar. Students may be permitted to take exams on a date later than the one stated in the Academic Calendar if extraordinary circumstances outside a student's control prevent him or her from taking the exams. Students who are unable to take the final exam will be given a grade of incomplete for the course until the exam has been taken. Students who fail to take the exams for an unsanctioned reason will receive an unsatisfactory grade. The minimum passing grade of all exams is 80%. Students are allowed to take all exams once, which are recorded as part of the final grades in each semester. Students who want to retake any exam must request permission from the professor, which is left to the professor's discretion if the exam should be retaken. If the professor allows an exam to be retaken and the student has passed, the grade will be changed on the record.

A testing process is provided that promotes high standards of excellence and competence. After completing a doctoral program in Medicine, the graduate would be able to take the national board exam issued by the American Medicine Board of Examiners and obtain a license from the American Medicine Licensing Board to practice legally in all fifty United States of America.

Practical Applications

The objective is to allow students to learn about the principles of Medicine so that they can apply the theoretical and practical aspects of Medicine after graduation. The student must complete 500 hours of a preceptorship that focuses on a different modality for the purpose of exposure to real world scenarios. Students have the option to complete the preceptorship during the semester, the break or at the end of the seventh semester. Preceptorships must be completed before a degree is granted. Students will be given a provisional license during the period of the preceptorship. Students will have hands on learning experience through interactions with patient and licensed practitioners to gain applicable knowledge and skills. Individuals holding a provisional license may recommend a protocol only in optimal dosages. An individual may provide services in their areas of knowledge and proficiency. All students must submit a Preceptorship Authorization Form before the approval of preceptorships can be granted. The School must approve all Preceptorships. Preceptorships may be accomplished in a clinical setting or via electronic video streaming platforms under the guidance of a Doctor of Medicine.

Study Suggestions

All written assignments (case studies and research essay questions) are due on Sundays before 11:59 pm EST and should be sent via e-mail to the Professor of the course. Discussion posts are due during the middle of the week (either Wednesday or Thursday) and discussion responses are due by Sunday. Time management is crucial to complete assignments as scheduled; therefore, set short and long term goals and resist procrastination. Always try to finish assignments ahead of deadlines. The best way to accomplish this is by creating a study schedule, develop good study habits by dedicating time each day to complete a little at a time, and use techniques to review material by organizing your thoughts and clear, concise note-taking. Set up some type of electronic filing system to organize all the different components of the coursework in folders. An essay book must be read throughout the first six weeks of the semester and a written research essay on the book must be completed by the twelfth week; therefore, schedule a time to read and take periodic breaks to keep the information fresh. Use the SQ3R method for reading comprehension. (S)urvey the chapter for the headings and summaries in the text; pose (Q)uestions to yourself about each section of the reading; and the (3) “(R)s” are “read”, “recite”, and “review” the questions. If you buy your textbooks, highlight important passages or flag important pages.

ASN Educational Computing

Computer technology plays a critical role in the medical education program. Students must have access to a computer, laptop, or tablet, and an internet connection in order to successfully complete their studies. The device should have a minimum of 2 gigabytes of RAM and an Intel Core processor is preferred. A Windows 7 Operating System is preferred but other operating systems such as Windows 8, Mac or Chrome OS, would be appropriate. Software programs that are necessary are Word-based applications such as

Microsoft Office or Apple Pages, Adobe Acrobat Reader, and Anti-Virus Software. A printer is optional. Through the ASN web portal, students are provided with a rich array of educational materials and course information. Browsers needed to access the ASN educational web portal are Google Chrome, Internet Explorer, Firefox Mozilla, or Safari. ASN educational web portal, which uses a Learning Management System (LMS) to provide a single access point to all educational materials used in the ASN curriculum, including class schedules, handouts, syllabi, discussion forums, exams, lecture videos, slide images, communication and other resources that support the learning of informational medicine. In addition, many of the resources available through the web portal are also available in a format accessible by portable, hand-held devices.

Electronic Communication

American School of Medicine neither sanctions nor censors individual expression of opinion on its systems. The same standards of behavior, however, are expected in the use of electronic mail as in the use of telephones and written and oral communication. Therefore, electronic mail, like telephone messages, must be neither obscene nor harassing. Similarly, messages must not misrepresent the identity of the sender and should not be sent as chain letters or be broadcasted indiscriminately to large numbers of recipients. This prohibition includes unauthorized mass electronic mailings. For example, e-mail on a given topic that is sent to large numbers of recipients should in general be directed only to those who have indicated a willingness to receive such e-mail.

Electronic Mail

All students are assigned a personal e-mail account, which provides local and remote access to the School's e-mail system.

1. Each faculty member and student has an American School of Medicine account. The address typically follows the format:
firstname.lastname@americanschoolofmedicine.com.
2. Email provides students, faculty and administrators with an efficient means of communication. It is the responsibility of the student to check this account regularly and to respond to messages received in a timely manner.
3. Email facilities are provided for American School of Medicine correspondence.
4. The confidentiality of sensitive information must be maintained. If emails need to be preserved, they should be backed up and stored on a personal email account.
5. IT management has the right to access incoming and outgoing email messages to check if students' usage or involvement is excessive or inappropriate.
6. Non-essential email, including personal messages, should be deleted regularly from the 'Sent Items', 'Inbox' and 'Deleted Items' folders to avoid congestion.
7. All emails sent must include the approved American School of Medicine disclaimer.

To protect the American School of Medicine from the potential effects of the misuse and abuse of email, the following instructions are for all users:

1. No material is to be sent as email that is defamatory, in breach of copyright or American School of Medicine confidentiality, or prejudicial to the good standing of American School of Medicine in the community or to its relationship with staff, students, suppliers and any other person or American School of Medicine with whom it has a relationship.
2. Email must not contain material that amounts to gossip about colleagues or that could be offensive, demeaning, persistently irritating, threatening, and discriminatory, involves the harassment of others or concerns personal relationships.
3. The email records of other persons are not to be accessed except by IT management (or persons authorized by management) ensuring compliance with this policy, or by authorized staff who have been requested to attend to a fault, upgrade or similar situation. Access in each case will be limited to the minimum needed for the task.
4. When using email a person must not pretend to be another person.
5. Excessive private use, including mass mailing, "reply to all" etc. that are not part of the person's duties, is not permitted.
6. Failure to comply with these instructions is an offense and will be investigated. In serious cases, the penalty for breach of policy, or repetition of an offense, may include dismissal.

PROFESSIONAL USE OF SOCIAL MEDIA

This policy applies to all staff and students of the American School of Medicine who:

- Have an active profile on a social or American School of Medicine networking sites such as LinkedIn, Facebook, MySpace, Bebo, Friendster or Twitter;
- write or maintain a personal or American School of Medicine's blog; and/or
- post comments on public and/or private web-based forums or message boards or any other internet sites.

American School of Medicine expects its staff and students to maintain a certain standard of behavior when using Social Media for educational purposes.

This policy applies to all staff and students of American School of Medicine who contribute to or perform duties such as:

- Maintaining a profile page for American School of Medicine on any social or American School of Medicine networking site (including, but not limited to LinkedIn, Facebook, MySpace, Bebo, Friendster or Twitter);
- making comments on such networking sites for and on behalf of American School of Medicine;
- writing or contributing to a blog and/or commenting on other people's or American School of Medicine' blog posts for and on behalf of American School of Medicine; and/or

- posting comments for and on behalf of American School of Medicine on any public and/or private web-based forums or message boards or other internet sites.

Procedure

No student or staff of American School of Medicine is to engage in Social Media as a representative or on behalf of American School of Medicine unless they first obtain American School of Medicine's written approval.

If any student or staff member of American School of Medicine is directed to contribute to or participate in any form of Social Media related work, they are to act in a professional manner at all times and in the best interests of American School of Medicine.

All students and staff of American School of Medicine must ensure they do not communicate any:

- Confidential Information relating to American School of Medicine or its clients, American School of Medicine partners or suppliers;
- material that violates the privacy or publicity rights of another party; and/or
- information, (regardless of whether it is confidential or public knowledge), about clients, American School of Medicine partners or suppliers of American School of Medicine without their prior authorization or approval to do so; on any social or American School of Medicine networking sites, web-based forums or message boards, or other internet sites.

Confidential Information includes any information in any form relating to American School of Medicine and related bodies and student records, which is not in the public domain. This includes, but is not limited to information relating to marketing strategies, operations, or any other information of any kind which would be deemed confidential.

Privacy of Information

Information stored on a computer system or sent electronically over a network is the property of the person who created it. Examination, collection, or dissemination of that information without authorization from the owner is a violation of the owner's rights to control his or her own property. Systems administrators, however, may gain access to user's data or programs when maintaining or preventing damage to systems or ensuring compliance with other School rules.

Computer systems and networks provide mechanisms for the protection of private information from examination by unauthorized persons. These mechanisms are necessarily imperfect, and any attempt to circumvent them or to gain unauthorized access to private information (including both stored computer files and messages transmitted

over a network) will be treated as a violation of privacy and will be cause for disciplinary action.

In general, information that the owner would reasonably regard as private must be treated as private by other users. Examples include the contents of electronic mail boxes, the private file storage areas of individual users, and information stored in other areas that are not public. That measures have not been taken to protect such information does not make inspection of such information by others permissible.

III. DEGREE REQUIREMENTS

Full-time Status Requirements

The ASN curriculum is a four-year program but is condensed into a two-year accelerated program due to the learning style of the curriculum and the dissemination of information to the student. The integrated curriculum is by design full time; students are expected to complete the program in the time frame allotted by the American School of Medicine. Any deviations from this time frame will be considered on a case-by-case basis.

Full-time accelerated status requires a minimum of twelve-weeks per semester for seven semesters. A graduate student must achieve a cumulative grade point average (GPA) of 3.0 and complete all preceptorships to earn a degree. All students must be officially registered with the Registrar's Office each year. Students who do not register will be withdrawn from the School.

The academic year consists of three academic terms (semesters) – fall, spring and winter. Generally, the fall term (semester) is in session from the end of Aug – November, the winter term (semester) runs from January - March and the spring term runs from May - July. Each semester is 12 weeks in length and seven (7) semesters completes the Medicine program for graduation. Ten hours of course time constitutes 1 credit hour, and six hours of preceptorship constitutes 1 credit hour. The Office Hours of Operation for the School are 9 a.m. to 6 p.m. EST., Monday through Friday.

Policy on Length of Time to Complete Degree

Students ordinarily will not be allowed to spend more than seven years and must complete all seven semesters at ASN from matriculation to graduation. Under certain circumstances, students may take a leave of absence from their studies. Students who are granted an approved leave of absence will have the time away counted as part of the time to complete their degree, except that in no circumstances may a student seeking a doctorate degree in Medicine complete the degree in more than 10 years after matriculation.

Nedicine Prerequisites

Applicants to the Nedicine program must submit previously obtained educational degrees, the applicant's essay and letters of recommendation. The personal interview should indicate strong motivation for completing the program and suitability for training as a practitioner/scholar in the field of Nedicine. In selecting applicants for admission, the American School of Nedicine seeks those qualities of motivation, intellect and character essential to becoming a physician. Applicants are considered on the basis of academic performance, maturity and demonstrated humanitarian qualities.

American School of Nedicine provides a competency-based learning format in all courses. A competency-based evaluation of student work and performance is structured on the premise of demonstrating competence of a well-defined set of information and/or skills. With a competency system of grading, a student is aware of the learning objectives and core competencies for the courses and practicum, knows how knowledge and understanding of these objectives and competencies are measured, and has the opportunity to demonstrate mastery by means of exams, papers and/or practical application.

Grading

The professor of each course determines the scoring of student assignments. All formally designated research assignments consisting of case studies and essays and including exams are required of all students registered in the course. Course evaluations should take place no later than approximately halfway through a course with timely feedback to students about their academic performance. In the unusual event that a student does not complete the semester the professor will provide a single make-up opportunity for all students. Students who fail to achieve a passing grade are required to do remedial work. If the student performs unsatisfactorily in the remedial work, an unsatisfactory final grade is reported to the Registrar, and the student is referred immediately to the Dean. The Dean may require the student to retake the course. All unsatisfactory grades from one academic semester must be remediated before a student may begin the next academic semester. If a student fails to attain a satisfactory grade upon repetition of the course, the final grade will be unsatisfactory. All unsatisfactory grades must be resolved before a student may graduate. Students must complete a total of 232 credits in order to confer a degree in Nedicine. All disciplinary cases involving a student must be resolved, and the student's status in the School must be restored to "good standing," before the student may receive a degree. Only students who are in good standing will be permitted to participate in commencement activities or exercises.

Discussion and Lecture Attendance

Students pursuing the Nedicine degree at American School of Nedicine (ASN) are required to comply with the School's discussion board and lecture attendance policy. As a professional school, ASN expects active participation in all discussion boards and

lectures. Participation in the School's discussion board and lectures demonstrates the student's understanding and mastery of professional responsibilities. The granting of the Medicine degree attests to the fact that the student has demonstrated a commitment to his/her professional responsibilities through participation in all aspects of the curriculum as defined by the faculty. Students are expected to account for excessive absences from the course and should contact the Professor concerning missed work. The School uses a standard grading scale for its courses and attendance is not used as a method of evaluation for course grades. Faculty is required to keep accurate attendance records which are submitted to the Registrar's Office email.

If a student has not been in attendance within 30 days of their last date of attendance he or she may be withdrawn from the School.

Preceptorship Attendance Policy

All students are required to complete 72 preceptorship hours by the end of each semester. If the full practicum hours are not completed during the semester, provisions must be made to complete it during the break in order to receive a grade of Achieved Competency. Any circumstances that do not permit a student to complete all hours of the previous semester before the beginning of the next semester must be completed to satisfy degree requirements.

ASN Forms

Admissions Application – Must be submitted to be admitted into the school.

Authorization for Criminal Conviction Check Form – Must be submitted before entry.

Change/Drop Form – Must be submitted when making course changes.

Incomplete Grade Form – Must be submitted when requesting an Incomplete

Preceptorship Credit Application – Must be submitted when starting a preceptorship.

Statement of Intent – Must be submitted to be considered for Honors in Medicine

Course and Preceptorship Evaluation Form – Must be submitted at the end of the semester.

Request for Transcripts – Submitted to the Registrar's Office

Change of Contact Information – Submitted when address changes

ACADEMIC CALENDAR

Fall Semester 2014

Start Enrollment.....04/16/14

Admission Deadline.....07/21/14
Enrollment Deadline.....07/28/14
Payment Deadline.....08/01/14
Courses Begin.....08/25/14
Last day to Withdraw.....08/29/14
Refund Deadline.....08/29/14
Labor Day.....09/01/14
Last Day to Change a Course.....09/02/14
Mid-Term Week.....10/12/14
Veterans Day.....11/11/14
Final Exam Week.....11/16/14
Courses End.....11/16/14

Winter Semester 2015

Start Enrollment.....09/05/14
Admission Deadline.....12/08/14
Enrollment Deadline.....12/15/14
Payment Deadline.....12/19/14
Courses Begin.....01/12/15
Last day to Withdraw.....01/16/15
Refund Deadline.....01/16/15
Martin Luther King Day.....01/19/15
Last Day to Change a Course.....01/20/15
President's Day.....02/16/15
Mid-Term Week.....03/01/15
Final Exam Week.....04/05/15
Courses End.....04/05/15

Spring Semester 2015

Start Enrollment.....01/23/15
Admission Deadline.....03/30/15
Enrollment Deadline.....04/06/15
Payment Deadline.....04/10/15
Courses Begin.....05/03/15
Last day to Withdraw.....05/08/15
Refund Deadline.....05/08/15
Last Day to Change a Course.....05/11/15
Memorial Day.....05/25/15
Mid-Term Week.....06/21/15
Independence Day.....07/04/15
Final Exam Week.....07/26/15
Courses End.....07/26/15

Fall Semester 2015

Start Enrollment.....05/15/15
Admission Deadline.....07/20/15

| | |
|----------------------------------|----------|
| Enrollment Deadline..... | 07/27/15 |
| Payment Deadline..... | 07/31/15 |
| Courses Begin..... | 08/23/15 |
| Last day to Withdraw..... | 08/28/15 |
| Refund Deadline..... | 08/28/15 |
| Last Day to Change a Course..... | 08/31/15 |
| Labor Day..... | 09/07/15 |
| Mid-Term Week..... | 10/11/15 |
| Veterans Day..... | 11/11/15 |
| Final Exam Week..... | 11/15/15 |
| Courses End..... | 11/15/15 |

Holidays Observed

The American School of Medicine’s Registrar’s Office will be closed during federal holidays. The American School of Medicine is never in session during the federal holidays of Christmas and New Year’s Day.

Federal Holidays observed:

Martin Luther King, Jr., President’s Day, Memorial Day, Independence Day, Labor Day, Veterans Day and Thanksgiving Day.

Vacations

Vacation periods are published in the course calendars. Students are not allowed to begin vacations earlier than the published start date or extend vacation period beyond the published time.

IV. THESIS DEFENSE

The final doctoral examination is the culmination of a student’s graduate education and training and reflects not only on the accomplishments of the graduate student but also on the quality of the graduate program. Therefore, academic units will develop policies and procedures that will ensure the maintenance of expected professional standards in the preparation of the written documents and in the oral defense of the thesis/dissertation. An approved thesis/dissertation that is accepted by the Graduate School becomes a single-author publication and contributes to the body of knowledge of the discipline.

Policy Recommendations:

For doctoral defenses, to ensure fairness in the examination procedure and maintenance of academic standards, the Dean of the School appoints an outside examiner to read and critique the dissertation and to participate in the oral part of the exam. If in disagreement

with the Institutional Review Board or otherwise finding noteworthy issues, the examiner will submit a report to the Dean of the School.

Degree with Honors in a Special Field

The Medicine degree with Honors in a Special Field of Medicine (cum laude, magna cum laude, summa cum laude) is awarded to graduating Medicine degree candidates who have performed original and meritorious investigation in a subject and have demonstrated ability, scholarship, and special knowledge of the field in which the chosen subject is a part. An original thesis, describing basic or clinical research or other scholarly investigation, must be submitted for consideration. Candidates who wish to be considered for Honors in a Special Field must complete a Statement of Intent, and return with the appropriate signatures, 3 months before the expected graduation date, to the Office of Student Affairs, attention: Honors Department. A current resume or short curriculum vitae and a brief summary of the work are also required at the time of the submission of the Statement of Intent. These materials are reviewed by a special faculty committee that forwards recommendations regarding the level of honors to the Dean for final action. Students who take an additional year to work in research should, during that year, discuss the requirements for Honors in a Special Field with the Dean. Much of the work done in a research year lends itself to writing a thesis and earning Honors. ASN students must submit their completed thesis to the ASN Program for evaluation and submission to the Honors process. A student must be in exceptional academic standing in the Medical School to be considered for a degree with honors.

V. ACADEMIC PERFORMANCE POLICIES

Grading System

All courses taken by ASN students are graded according to the standard academic grading system. Any grade below a B represents failure (or no credit) and signifies that the work was either (1) completed but at a level of achievement that was not worthy of credit, or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an "I". Grades of B- and C+ are not acceptable in a graduate program. A graduate student must achieve a cumulative grade point average (GPA) of 3.0 to earn a degree. A cumulative GPA below 3.0 will place a student on academic probation. Final grades will be determined by the quality of the student's work. The Professor will observe the following point calculations. Late assignments will be deducted by 10%. Assignments that are not turned in will receive a 0 grade (no credit).

1. Academic Grading System

| | | | | | |
|--------------|------------|----|-----------|----|----------|
| Assignment | Percentage | A+ | 100 - 97% | C+ | 79 - 77% |
| Case Studies | 45% | A | 96 - 93% | C | 76 - 73% |

| | | | | | |
|---------------------------------|-----|----|----------|----|-----------|
| Discussion | 5% | A- | 92 - 90% | C- | 72 - 70% |
| Essay on Informational Medicine | 20% | B+ | 89 - 87% | D+ | 69 - 67% |
| Research Question Essays | 20% | B | 86 - 83% | D | 66 - 63% |
| Mid-Term Exam | 5% | B- | 82 - 80% | D- | 62 - 60 |
| Final Exam | 5% | | | F | Below 59% |

| | | | |
|----|----------|---------------|-----|
| A+ | 100-97 | Exceptional | 4.0 |
| A | 96-93 | Excellent | 3.7 |
| A- | 92-90 | Above Average | 3.5 |
| B+ | 89-87 | Average | 3.3 |
| B | 86-83 | Below Average | 3.0 |
| B- | 82-80 | Unacceptable | 2.7 |
| C+ | 79-77 | Unacceptable | 2.3 |
| C | 76-73 | Unacceptable | 2.0 |
| C- | 72-70 | Unacceptable | 1.7 |
| D+ | 69-67 | Unacceptable | 1.0 |
| D | 66-63 | Unacceptable | |
| D- | 62-60 | Unacceptable | |
| F | Below 59 | Failure | |

2. For students of exceptional merit, a Letter of Excellence may be written and forwarded to the Registrar, to be added to the student's permanent file.

3. Marginal performance by a student is to be noted by the course Professor in the performance record in the appropriate column. The marginal grade will be noted in the student's performance record but will not be part of the student's official record.

4. Ordinarily students are required to repeat any academic course if they do not receive a passing grade. A grade of incomplete signifies failure to complete course requirements because of personal illness, death in the family, or a similar compelling, serious reason, and must be resolved within a specified time or a grade of unsatisfactory will be recorded. An incomplete grade may be given by a course Professor only for those reasons and must be given before the end of a course. A grade of incomplete must be accompanied by a written explanation to the Registrar.

5. When incomplete and/or unsatisfactory grades have been remediated, the course Professor should notify the Registrar, in writing via email, as soon as possible in order for the grade to be updated in the student's permanent academic record.

Incomplete Policy

An 'I/IN' indicates an incomplete grade, and is a temporary grade for a course which a student is unable to complete due to extenuating circumstances. An incomplete may be

granted to a student at the end of a semester at the discretion of the instructor under the following conditions:

1. An incomplete form is completed which identifies:
 - a. The work to be completed
 - b. Qualifications for acceptable work
 - c. The deadline for completing the work (within two weeks of the last day of class)
 - d. The grade to be entered should the student not complete the work by the deadline (the calculated grade)
2. An incomplete form is not valid unless signed completed by both the instructor and the student prior to the date that final grades are due and then e-mailed to and signed by a Dean. If unsigned by the student or instructor, the calculated grade is to be entered as a final grade.

Incompletes will rarely be granted; instructors will take the following into consideration when granting an incomplete:

1. The work to be completed must be regularly assigned work, identified in the course syllabus.
2. The student can reasonably be expected to complete the work by the deadline.
3. The student's grade will be substantially improved.
4. The student has demonstrated a commitment to completing work in a timely fashion.
5. Granting the incomplete is truly in the best interest of the student.
6. By completing the work, one of the following will apply:
 - a. The student will learn substantive information by completing the work.
 - b. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.
7. Allowing the student extra time compensates for events or conditions not within the student's control (i.e., illness, emergencies, etc.) as opposed to compensating for poor planning, poor attendance, or failure to take assignments seriously.
8. Incompletes may not be granted only for the sake of improved cumulative grade point average, nor will they be granted to allow students to make up "extra credit" work.
9. Credits for all incomplete courses will be counted as credits attempted but not earned in the semester of enrollment. Incomplete grades must be completed within two weeks of the last day of class. An incomplete grade not completed by the deadline will be changed to an 'FA' (or the calculated alternate grade designated by the instructor on the incomplete form) and will be included in the cumulative grade point average. The final grade awarded for the course is included in the calculation of the cumulative grade point average.

Please note: Instructors may request an incomplete form and a grade change form from the web portal. After the student work has been completed, Instructors should e-mail a completed grade change form to the Registrar's Office at registrar@americanschoolofmedicine.com in order for the grade to be entered onto the student's record.

Student Disagreement with Grades or Evaluations

A student's disagreements with grades, evaluations, or reports of academic or clinical performance should be raised with the course professor, who has ultimate authority over such grades, evaluations, and reports in his or her course. If such disagreements are not satisfactorily resolved, the student may then bring the concerns to the attention of the Dean, who may consult with the Professor the appropriateness of the grade, evaluation, or report in order to help the student understand the basis for the grade thereof. In all such cases, the decisions of the course Professor and Dean is binding.

Academic Difficulty during the Program

If a student is having academic difficulty in the program, the Professor and the Dean will determine whether the student should continue the program, withdraw or discontinue. In either case a remediation plan will be formulated. If the decision is to require the student to discontinue the program, the student should be presented at the Review Board and placed on Monitored Academic Status (MAS) or will be placed on Academic Probation.

Academic Remediation Categories

The Review Board may place a student in any one of seven academic categories for remediation or sanction based on its review of student performance. Remedial or sanction programs will be implemented by the Dean.

The seven academic categories remediation include the following:

1. Formal Notice
2. Monitored Academic Status
3. Academic Probation
4. Involuntary Leave of Absence
5. Requirement to Withdraw
6. Withdrawal
7. Expulsion

Formal Notice

Ordinarily the Board will send Formal Notice to a student after documented failure to meet ASN's academic level and standards of professional conduct and responsibility. Any Formal Notice sent to the student will include a written explanation of the Board's concerns such as:

1. Three or more unsatisfactory grades
2. Three or more Formal Notices from the Board
3. Failure to complete conditions specified by ASN

4. Requirement to discontinue participation at ASN for academic reasons; or
5. Failure to meet ASN standards of professional conduct and responsibility.

Monitored Academic Status (MAS)

Monitored Academic Status indicates that a student requires closer monitoring by the School. Monitored Academic Status is designed primarily as a program for remediation tailored to an individual student's special challenges. Each student on Monitored Academic Status is strongly encouraged to work with the Dean to remediate academic difficulties and to employ all available resources of the School to address issues that may have contributed to his/her academic difficulties. Students on Monitored Academic Status are eligible to be taken off said status when they have completed all conditions specified by the Review Board. The monitored period will be a minimum of one year, to allow sufficient time for close monitoring of student performance. Any monitored period may be extended past the original period if the Board determines that the student requires continued monitoring. Students will be automatically be placed on Monitored Academic Status for failure of a course.

Academic Probation and Dismissal Policy

Academic Probation is a formal action by the Board that changes a student's status in the School from "good standing" to "academic probation." Academic Probation is noted permanently in the student's official ASN record. Probation places a student on notice that his or her academic performance or behavior has created considerable cause for concern and is subject to critical evaluation. Students are eligible to be taken off Academic Probation when they have completed all conditions specified by the Review Board. Any probation period will be a minimum of one year, to allow sufficient time for correction and close monitoring of student performance. Ordinarily students will be placed on Academic Probation for one or more of the following reasons:

1. Failure to complete conditions specified by the Review Board; or
2. Serious or repeated failure to meet the Review board's standards of professional conduct and responsibility.

The Dean of the School makes decisions based on the student's academic progress per the School's published policy. Should the GPA fall below what is required for graduation, a student may be placed on academic probation.

A formal advisory will be sent to the student with the reason for the probation. Failure to maintain satisfactory academic progress may result in dismissal from the program. Make explicit any expectations about demonstrable mastery of the subject matter at the different stages of the training program and deadlines.

Review Board-Imposed Leave of Absence (Voluntary or Involuntary)

In certain cases, the Review Board may choose to offer a student the opportunity to go on voluntary Leave of Absence or be placed on Involuntary Leave of Absence. This type of Review Board-imposed Leave of Absence is indicated when remediation has been unsuccessful and time away for extensive academic remediation or medical help is deemed crucial to successful completion of the degree program. A student who has been placed on a Review Board-imposed Leave of Absence (either voluntary or involuntary) and who subsequently petitions to return to the Medical School will be required to demonstrate to the Review Board that the circumstances that led to the Leave of Absence have been addressed satisfactorily. If a leave was necessitated because of health concerns, prior to a student's return, the student must obtain a medical or psychiatric clearance, as the case may be, from a physician approved by the Review Board. Students who do not return to full-time status at the end of an approved leave and who have not reapplied for a second year of leave are considered to have withdrawn from the American School of Medicine. Such students need to formally reapply through the Registrar's Office. If the request is accepted, the student may be required to repeat stipulated courses.

Voluntary Leave of Absence

A leave of absence is a period of non-enrollment during which a student is not considered to be working toward the Medicine degree. Students, who are prevented by extraordinary personal or professional reasons from attending ASN, but plan to return as soon as possible, must apply for a formal leave of absence. The duration of such a leave must not be longer than a year.

Before taking an approved leave, the student has a virtual meeting with the Dean. The student acquires a Leave of Absence Form from the School's website and submits it to the Dean's email. The Dean informs the Registrar's Office that the leave has been approved and stipulates the length of the leave. In addition, the student must inform the Dean before his/her return and schedule another virtual meeting with the Dean. Students on approved leave are not held accountable for changes in degree requirements that were instituted during the leave. Students who do not return to full-time status at the end of an approved leave and who have not reapplied for a second year of leave are considered to have been withdrawn from the American School of Medicine. Any student who does not attend class for a period of 30 days and has not applied for a Leave of Absence will be considered absent without leave and will be considered to have withdrawn from the American School of Medicine. Such students must formally reapply through the Council on Student Affairs. If the request is accepted, the student may be required to repeat stipulated courses.

Application for a Leave

Students applying for a leave of absence must follow the steps outlined below:

1. Notify the Dean in writing of your decision to take a leave.

2. Include the last date you attended class, which must be no more than 30 days before your decision to take a leave.
3. Indicate the anticipated start and end dates of the leave.
4. The Registrar's Office will confirm your leave in writing and will provide information regarding your official status.

Readmission

Any student who has withdrawn or has been withdrawn from ASN and wishes to reapply for the Medicine program must follow the regular admissions process. In addition, applications for readmission must be supported by two new letters of recommendation as well as by transcripts of any formal academic training taken since leaving the Medical School. Consideration is given to the record of each applicant, the length of absence, the activities undertaken during the absence. Readmission, if approved, may be conditional, requiring performance of specific tasks at a specific standard, either prior to or following readmission. Any student who was required to withdraw from the Medical School ordinarily may not submit an application for readmission until two academic terms have passed.

Requirement to Withdraw

Students may be required to withdraw in situations involving repeated failures, when attempts of academic remediation have been unsuccessful, or when students have failed to meet Review Board requirements while subject to Monitored Academic Status, on academic probation, or during a Review Board imposed Leave of Absence. Students may also be required to withdraw if found to have committed an act of academic dishonesty or for the repeated or gross failure to meet professional standards of conduct.

Withdrawal

A student who decides to withdraw from the American School of Medicine must notify the Registrar's Office in writing of the decision to withdraw. The letter must indicate the reason for withdrawal and the effective date of withdrawal.

The Review Board, under certain circumstances, may require a student to withdraw or expel a student. In these cases, the Review Board will determine the effective date of withdrawal and notify the student in writing. The Registrar will be copied on this correspondence.

Expulsion

Expulsion is triggered by serious misconduct or a continuing pattern of academic and/or behavioral failures that have not been successfully remediated.

Academic Appeal of a Dismissal

An appeal of an academic dismissal is submitted to the Dean and can only be made in the event of factual error. The written appeal must be made to the Dean within five working days of the date on the dismissal letter or e-mail. The appeal must specify and include the alleged documented inaccuracy and the relevance of the fact(s). The Dean will confer with the Review Board to review all evidence. The Dean will respond within 10 working days to an appeal of academic dismissal and can only consider an appeal based on an error of fact. The decision made by the Dean is final and cannot be appealed.

Student Evaluation of Educational Experiences

The advisory board oversees the administration and collection of anonymous student evaluations of the curriculum and faculty. Student evaluation of core courses and faculty is mandatory. Each student is required to complete an evaluation at the end of each course before receiving a grade for that course. The Advisory Board collects, summarizes, and analyzes the data to create an Annual Report of students' evaluations of courses. If the comment constitutes unprofessional conduct, the Center for Evaluation will authorize the ASN Information Technology department to override the confidentiality protections and identify the responsible student. This information will be provided exclusively to the Dean, who will determine the remediation approach most helpful to the student. The comment will also be redacted from the course survey record.

The Annual Report provides the leadership with information for ongoing quality improvement. The School's course survey policy is designed to maximize student participation. In order to protect student confidentiality and ensure the integrity of the survey process, results are not released to course faculty until the students' final grades have been submitted to the Registrar's Office. The feedback students provide should be written respectfully and with professional etiquette. It should be aimed at providing thoughtful, candid feedback directed at the improvement of performance. Professors who receive high ratings from students are recognized for their excellent teaching with a certificate from the Dean.

Program Evaluation

In addition to student evaluation of courses and preceptorships, the Advisory Board conducts evaluation of the curriculum. The Advisory Board also engages in evaluation research linking student performance and outcomes and conducts surveys to determine the satisfaction of the professors with the competence of our graduates.

Access to Educational Records

Family Rights and Privacy Act of 1974 (FERPA): This Act was designed to protect the privacy of education records, to establish the right of students to inspect and review their

education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Rights and Privacy Act Office (<http://www.ed.gov/policy/gen/guid/fpc/ferpa/index.html>) concerning alleged failures by the School to comply with the Act.

It is the policy of the American School of Medicine to treat all student information, both personal and academic, as strictly confidential. Student information will only be released after appropriate written permission has been obtained.

Change of Contact Information

All student information including contact information must be updated whenever changes occur by filling out the Change of Contact Information Form located on the website.

Licensure: USNLE (United States Medicine Licensing Examination)

The American Medicine Board of Examiners has established a single, two-step examination for medical licensure in the United States. The United States Medicine Licensing Examination (USNLE) provides a common evaluation system for applicants for medical licensure after graduation. ASN medical students are required to obtain passing scores on the following steps to be eligible for licensure:

- Step 1 - Jurisprudence exam
- Step 2 –United States Medicine Licensing Examination - USNLE (Part 1 Clinical Knowledge in biological sciences and Part 2 informational sciences)

United States Medicine Licensing Examination:

The United States Medicine Licensing Examination (USNLE) is given by the American Medicine Board of Examiners to promote high standards of competency, assure that our licensed professionals meet specific standards of education and help maintain these standards through required continuing education. The exam consists of a two-part examination of true/false and multiple-choice questions. Part I is based on biological sciences and Part II is informational sciences. Applicants must first submit the application and the required fees. Applicant will be notified when the administrative process of their application is complete and will then be given a username and password to take the exam. The exam is taken online by going to the page entitled Examination. The exam must be taken within 7 days of notification. The duration of the test is 3 hours. The minimum passing grade is 85%.

The Jurisprudence Exam consists of true/false and multiple-choice questions. The Jurisprudence Exam is to ensure that our licensed professionals understand the laws that govern the field of Medicine. Applicants must first submit the application and the

required fee. Applicant will then be notified when the administrative process of their application is complete and will then be given a username and password to take the test. The test is taken online by going to the page entitled Examination. The test must be taken within 7 days of notification. The duration of the test is 2 hours. The minimum passing grade is 85%.

VI. INTEGRITY AND SAFETY IN RESEARCH AND PRACTICE

Integrity in research and creative activities is based on sound disciplinary practices as well as on a commitment to basic values such as fairness, equity, honesty and respect. Students learn to value professional integrity and high standards of ethical behavior through interaction with members of their academic unit and their faculty advisor and by emulating exemplary behavior.

Student Conduct and Responsibility

Students are responsible for upholding the utmost professional and ethical academic conduct. Students are expected to abide by all rules regarding the honesty and integrity of their academic work. Presenting another's work as one's own is unacceptable and considered academically dishonest. Cheating, plagiarism, forgery, alteration or misuse of ASN's documents, records or identification, knowingly furnishing false information to the School, and misrepresenting oneself as an agent of the School are considered forms of academic dishonesty, and students found responsible for such acts are subject to disciplinary action, including dismissal.

Definition of Academic Honesty: Any test or assignment which has been given to an individual to be completed independently is completed independently without assistance from another student or others outside of the School.

One of the most common forms of cheating is plagiarism. Plagiarism is defined as the intentional or unintentional use of someone else's words or ideas without giving them proper credit and/or attempting to pass off someone else's words as your own.

American School of Medicine's academic misconduct policy is as follows:

- **First Offense:** Any student caught cheating will receive no credit on whatever he/she is caught cheating on and will not be allowed to redo the work.
- **Second Offense:** The student will be expelled from the course, and the final grade assigned for the course will be an 'F/FA'.

The administration reserves the right to expel a student from the School if there are more than two offenses. Aiding and abetting in cheating is considered as grave as initiating the cheating, and will be treated in the same manner.

Instructors and deans should work together to the extent possible prior to any communication with the student to determine the exact nature of the incident or

incidents in question, in order to determine if misconduct has indeed occurred and how the situation should be handled.

Students have the responsibility of being respectful to faculty, other students, and patient, doctor relationships. Students must adhere to instructions, procedures and/or professional expectations that may lead to the compromised safety of a patient, student, or faculty member. If a student fails to abide by the instructions, procedures and/or professional expectations, disciplinary actions considered are academic probation or dismissal. Final decisions will be made by the Review Board.

Copyright

ASN adheres to the copyright law of the United States which prohibits the making or reproduction of copyrighted material except under certain specified conditions. Acts of copyright infringement include, but are not limited to, misusing copyrighted material in one's coursework and misusing material for which the School owns the copyright (i.e., web site materials, course materials, publications, etc.)

Intellectual Property

All intellectual property developed by students during their attendance at the American School of Medicine, including discoveries, patents, copyrights or inventions made in the performance of their duties related in any way to the American School of Medicine, will remain the property of the American School of Medicine. Failure to comply with this policy may result in disciplinary action including dismissal, and the American School of Medicine may also pursue monetary damages or other remedies.

Institutional Review Board (IRB)

The Institutional Review Board assures federal regulatory agencies that the institution will review and approve all research that meets the federal definition of human subjects' research. The Institutional Review Board meets whenever a case is presented.

The IRB has five mixed gender members who have enough experience, expertise, and diversity to make an informed decision on whether the research is ethical, informed consent is sufficient, and appropriate safeguards have been put in place. The members of the IRB are not of the same profession and include at least one scientist and at least one non-scientist. The IRB includes at least one person who is not affiliated with the institution or in the immediate family of a person affiliated with the institution. These are commonly called "Community Members." IRB members may not vote on their own projects. The IRB may include consultants in their discussions to meet requirements for expertise or diversity, but only actual IRB members may vote.

Determining whether or not a project meets the federal definition of human subjects' research is a two-step process. The investigator must determine if the project meets the federal definition of research and, if so, determine if the project includes human subjects. The information below will help staff assess whether IRB review is required. The Federal Policy for the Protection of Human Subjects (Common Rule) defines research as a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge...

The Federal Policy for the Protection of Human Subjects (Common Rule) defines human subjects as "...a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information."

Notice that the definition of human subject focuses on what information or material is obtained from people. If either of the following is true, your research activity involves human subjects.

As per Subpart A Basic HHS Policy for Protection of Human Research Subjects, §46.101: (b) Unless otherwise required by department or agency heads, research activities in which the only involvement of human subjects will be in one or more of the following categories are exempt when:

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (i) information obtained is recorded in such manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (ii) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.

American School of Medicine's research falls under §46.101(b), which is exempt. If any research is not exempt, it must follow the Federal Policy for the Protection of Human Subjects (Common Rule) guidelines and require submission to the IRB.

Note: Projects including the use of drugs or devices (either approved or unapproved by the FDA) require submission to the IRB.

VII. STUDENT CONDUCT AND CONFLICT RESOLUTION

The profession of medicine is founded on the highest standards of conduct. In admitting a student to ASN, we believe the student has demonstrated behavior that reflects the

maturity and civility that are the foundations of the profession. After a student is admitted, enrollment remains contingent on a continuation of this high standard of conduct. The teacher-student relationship confers rights and responsibilities on both parties. Behaving in a way that embodies the ideal teacher-student relationship creates a culture of mutual respect, minimizes the likelihood of mistreatment, and optimizes the educational experience. If an issue arises, the student should not address the faculty but will address all issues to the Student Grievance Committee when there are conflicts with administration or faculty.

Student Rights - Grievance & Complaint Procedures

A Student Grievance Committee enables students to pursue grievances against the administration or faculty. The Committee is composed of the Department Chair (for the program in which the student is enrolled), who will serve as Chair of the Grievance Committee, the President, and a faculty member appointed by the Academic Dean. The Grievance Committee will:

- A. Hear the grievance.
- B. Hear the School's response, including any charges against the student.
- C. Review any actions taken either by the student or by the School or its members.
- D. Gather relevant information by such means as are appropriate.
- E. Prepare a recommendation to the Academic Dean/President.
- F. If the circumstances include the Academic Dean/President, and the Academic Dean/President does not accept the recommendations of the committee, the chair will refer the matter to the Secretary of the Board of Directors, for the Board of Directors' decision. In all other circumstances, the decision of the President shall be the final decision.
- G. If the circumstances include the faculty and the charges are against a faculty member found guilty, disciplinary actions will be taken within a reasonable time frame.
- H. A student or any member of the public may file a complaint about this School with the Better Business Bureau.

VIII. WORK RELATED POLICIES

Preceptorships

Students will begin their preceptorships in the first semester of the first year and continue throughout the whole Doctor of Medicine program. The preceptorship experience is for the benefit of the student. Preceptorships are designed to coincide with the theoretical applications of the particular course of study for each semester. The preceptorship has clearly defined objectives/goals related to the goals of the student's academic coursework. Practical training begins with observation, in which the student follows a supervisor through his/her patient appointments. Then the training builds to active observation, with practical skills demonstrated by the student and evaluated by the supervisor. The training supports the students to gradually and continually develop and expand their practical skills and competence throughout their roles as novice,

intermediate and experienced student physicians. Students are required to successfully complete a minimum of 500 hours of practical training.

A student participating in a preceptorship must provide a current transcript that indicates the successful completion of all preceptorships to date. Students must also provide a letter from the registrar's office or dean stating that the student is in good academic standing and submit a completed preceptorship application. The student will be evaluated by participation, engagement, interaction and understanding learning concepts of the particular course and application during the preceptorship. The supervisor will provide routine feedback to the student and professor. The supervisor will assess the student's preceptorship participation based on the student learning outcome goals and objectives, which will be submitted to the professor on an evaluation form. The final grade of Achieved Competency from the preceptorship will be submitted with the final grades of the semester.

Students participating in a preceptorship must adhere to the instructions, procedures and expectations of the facility and the practitioner to ensure a safe work environment for the health, safety and welfare of the patient, who may be affected by the work. Students must wear protective clothing such as lab coats, masks, and gloves when necessary. Students must practice safe, clean hygiene such as washing hands and avoid hazardous materials when around patients.

Preceptorship Attendance Policy

All students are required to complete a preceptorship by the end of each semester. If the full preceptorship hours are not completed during the semester, provisions must be made to complete it during the break in order to receive a grade. Any circumstances that do not permit a student to complete all hours of the previous semester before the beginning of the next semester must be completed to satisfy degree requirements.

Reporting of Allegations of Mistreatment

Students are encouraged to report allegations of mistreatment by their supervisors while completing a preceptorship by submitting an Evaluation Form. Students who believe they have been mistreated or have witnessed mistreatment have the option to report their allegations to the immediate attention of the Dean, who will treat such reports with discretion.

As you consider potential allegations of student mistreatment, please keep in mind that clinical practice and clinical training involve a high level of accountability to the well-being of patients, and expectations of clinicians and of students are high.

Process for Addressing Allegations of Mistreatment

The American School of Medicine is committed to addressing allegations of student mistreatment in a manner that protects students from potential retaliation or reprisals. The Dean will make a determination as to an appropriate response that protects to the extent possible the identity of the complainant. The Dean will communicate with the Student Grievance Committee and take appropriate action to resolve the allegations with the appropriate recommendations and address the situation.

Earnings Policy

Students can negotiate a wage outside of the regular academic credits required for each semester but any negotiations established are not affiliated with the American School of Medicine.

Non-Discrimination, Sexual Harassment, and Bullying Policy

The American School of Medicine is in compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and section 504, Rehabilitation Act of 1973. The American School of Medicine does not discriminate on the basis of race, color, religion, sex, or national origin in its activities, programs, or employment policies, in accordance with Federal, State, and local laws. American School of Medicine is committed to providing an educational environment free from discrimination, sexual harassment and bullying. Behavior that constitutes discrimination, sexual harassment or bullying will not be tolerated and will lead to action being taken, which may include dismissal.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive environment; b) has the purpose or effect of unreasonably interfering with an individual's performance; or c) otherwise adversely affects the individual.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group, which is circulated on School time using personal or School equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

For the purposes of this policy, the following definitions apply:

Sexual Harassment:

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly; b) submission to or rejection of such conduct by an individual is used as the basis for admission decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive environment.

Discrimination:

Direct discrimination occurs when someone is treated unfavorably because of a personal characteristic that is protected under Title VII of the EEOC.

Indirect Discrimination occurs when a rule seems neutral, but has a discriminatory impact on certain people.

The American School of Medicine provides equal opportunity in employment to people without discrimination based on a personal characteristic protected under state and federal equal opportunity legislation.

Under State legislation they include:

- Age
- Career status
- Disability
- Employment activity
- Gender identity
- Industrial activity
- Lawful sexual activity
- Marital status
- Parental status
- Personal association with someone having any of these characteristics
- Physical features

- Political activity/belief
- Pregnancy
- Race
- Religious activity/belief
- Sex
- Sexual orientation

Any faculty, staff member, or student found to have contravened this policy will be subject to disciplinary action, which may include dismissal.

Staff and students must report any behavior that constitutes sexual harassment, bullying or discrimination to the Chair.

Staff will not be victimized or treated unfairly for raising an issue or making a complaint.

Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)

The right to the American School of Medicine's compliance with the Americans with Disabilities Act (ADA) of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended.

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of American School of Medicine to comply with all federal and state laws concerning the employment and admissions of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our School's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment or placement.

The School will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to American School of Medicine. Contact Human Resources with any questions or requests for accommodation.

IX. TUITION AND FEES

Tuition

ASN offers three 12-week semesters each year, in which a total of seven (7) semesters completes graduation requirements. Each semester integrates nine subjects of online instruction, which equals 182 credit hours of instruction, and a preceptorship equaling 50 credit hours of training. A student must complete all seven semesters to be eligible for the Medicine degree. Tuition is \$7,200 per semester for the Medicine program. Tuition is payable before each semester starts.

Total tuition of program, excluding: cost of books, materials, application fee, graduation fee and any other fees applicable:

Medicine Program

| | |
|---|----------|
| Total Cost of Program | \$50,400 |
| Cost per Semester..... | \$7,200 |
| Cost per Unit..... | \$600 |
| Application Fee..... | \$65 |
| Registration Fee..... | \$200 |
| Change/Drop Fee..... | \$10 |
| Challenge Exam..... | \$7,200 |
| Late Registration Fee..... | \$50 |
| National Criminal Background Check..... | \$50 |
| Diploma..... | \$25 |
| Late Payment Charge..... | \$50 |
| Return Check Fee..... | \$35 |
| Official Transcript, per copy..... | \$10 |
| Rush Transcript, per copy..... | \$15 |

Financial Aid

Currently, ASN does not participate in any federal or state financial aid programs. Financial aid may be available from a variety of private lending institutions. Students may opt to pay educational expenses with MasterCard, Visa, Discover, and American Express, Money Order or Check. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan to the originator of the loan.

If the institution utilizes public resources to provide financial aid to students enrolled in the institution, the financial aid program will be administered in accordance with applicable state and federal requirements. Financial aid personnel will regularly participate in professional training programs in order to remain current in their

knowledge of financial aid requirements and practices; they will also participate in any government-mandated training programs. Financial aid records will be kept according to state and federal requirements.

The institution will provide precise and complete information to students about opportunities and requirements for financial aid. The institution will ensure that students receiving financial aid participate in entry and exit interviews where loan repayment responsibilities are explained. Students have the opportunity to receive staff assistance in planning for efficient use of financial aid and the student's own resources for education in order to help students keep their borrowing at a responsible level.

The institution closely monitors student loan default rates and compliance with its responsibilities regarding governmental student loan programs; to ensure that the institution's default rate on loan programs is within acceptable limits under applicable state and federal law.

Cancellation Policy

A student has the right to cancel his or her enrollment agreement, including any equipment or other goods and services included in the agreement, and receive a full refund of charges (less administration fee) paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The cancellation takes effect when the school receives written Notice of Cancellation at ASN, PO Box 813, Norwalk, CT 06852. Any written expression that states the student wishes not to be bound by the agreement will serve as Notice of Cancellation to the school. If the student mails a Notice of Cancellation to the School, it becomes effective as of the postmark, if properly addressed with proper postage. A student is due a complete refund within thirty days after the School receives a valid Notice of Cancellation. However, if the student received any equipment, it must be returned to the school within thirty days of the date of the Notice of Cancellation. If it is not returned, the school may deduct the documented cost of the equipment from the amount of the refund.

Refund Policy

Dropping a term before the first day courses start entitles a student to a 100 percent tuition refund. Every student must maintain full-time status for each semester that he or she is enrolled. **ONCE A COURSE HAS STARTED IT CANNOT BE DROPPED AFTER THE DEADLINE.** Exceptions are made for unusual and compelling circumstances regarding refunds to the student. The notice of withdrawal and the request for refund must be made in writing to the Registrar's Office email. We do not allow students to contact course Professors to make special arrangements. All drops must be processed through the Office of the Registrar; please do not negotiate directly with the Professor. The refund is to be paid within 45 days of withdrawal. A refund notice is to be sent to the student 30 days after the refund is made.

SCHOOL ADMINISTRATION

Administrators

Beverly Jackson, N.D.

President and Director

beverly.jackson@americanschoolofmedicine.com

Helki Roundtree

Vice President and Provost

helki.roundtree@americanschoolofmedicine.com

Winfield Maurice

Chief Financial Officer

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Christian Bernard

Chief Communications Officer

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Mark Italiano

Dean of Students

mark.italiano@americanschoolofmedicine.com

School Board of Directors

Beverly Jackson, N.D.

Board of Directors, Member

Dr. Beverly Jackson has been working tirelessly in the field of natural medicine to improve people's health for over 30 years. Dr. Beverly Jackson is the President of the American School of Medicine and founder of the American Medicine Licensing Board. Dr. Beverly Jackson made it possible for physicians of alternative medicine from all over the United States to practice legally. Dr. Beverly Jackson wanted to protect the legal rights of doctors who practiced noninvasive therapies; therefore, she founded the American Medicine Licensing Board to license these doctors. The American Medicine Licensing Board was awarded a Certification Mark by the U.S. Patent and Trademark Office to license Doctors of Medicine in 2010. A certification mark is a special type of trademark intended for a purpose uniquely different from that of an ordinary service mark or trademark.

Helki Roundtree

Board of Directors, Member

Helki Roundtree is the Vice President of the American School of Medicine and of the American Medicine Licensing Board. She has been involved with the field of natural medicine since 2003. She has maintained the production operations, marketing and information systems technology capabilities of the American School of Medicine and the American Medicine Licensing Board.

Advisory Board

Dr. Carmen Leston
Dr. Nelson Echeverria
Dr. Jimmy Escobar

Faculty

The faculty at ASN creates their own office hours but students are welcome to leave messages on the office phone and email whenever they have questions or concerns. Professors must contact a student within 24 hours.

ENGLISH MEDICINE DEPARTMENT

Ionel Dodos, N.D.

ionel.dodos@americanschoolofmedicine.com

Neurology and Immunology/Dietetics
Doctor of Medicine, American School of Medicine
Doctor of Philosophy, California University
Doctor of Medicine in Alternative Medicine, California University
Doctor of Natural Medicine, Southern College of Naturopathic Medicine
Massage Therapy, Ahem's Massage Therapy School
Certified Reflexologist, International Institute of Reflexology
Dental Technician, Magna Institute

Kathleen A. Jones, N.D.

kathleen.jones@americanschoolofmedicine.com

Gastroenterology/Urology/Thermodynamics
Doctor of Medicine, American School of Medicine
Doctor of Naturopathy, Clayton College of Natural Health
Clinical Nursing M.S., Governor's State University
Nursing, B.S., Governors' State University
Nursing, A.S., Kankakee Community College
Exercise Science, B.S, Benedictine College
Digestive Health Specialist, Loomis Institute of Enzyme Nutrition

Hilda Lauderman, N.D., D.H.M, Ph.D., N.M.D, RN

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Endocrinology/Gynecology/Herbology
Doctor of Medicine, American School of Medicine
Doctor of Naturopathy, Westbrook University
Doctor of Philosophy of Nutrition, Westbrook University
Registered Nurse, Mott Community College
Fields of Specialization: Homeopathy and Herbology

Clayton Gibson III, N.D., D.C., DM(P), FAARFM, ABAAHP, BCIM, FIAMA, DAAIM, DMBBP, DEM, DCM, DWMS, CCSPP, CCEP, RTP, CSCS

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Rheumatology/Dermatology/Aromatherapy

Doctor of Medicine, American School of Medicine

Doctor of Chiropractic Medicine; Neuromuscular Physiology, Life University

Doctor of Integrative Medicine, International Quantum University

Exercise Science, B.S, Furman University

Health Science Administration, M.S., Central Michigan University

Fields of Specialization: Sports Rehabilitation, Integrative Medicine Specialist and Functional Medicine Nutrition Specialist

Lecturer

C. Hugh Jonson, N.D., O.M.D, J.D.

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Cardiology/Pneumology/Homeopathy

Doctor of Medicine, American School of Medicine

Doctor of Natural Medicine, Clayton School of Natural Medicine

OMD, San Francisco College of Oriental Medicine

Juris Doctor, Lincoln University

BSE, Sussex College of Technology

MSC, U.S. Navy Medical Training Center

Senior Medical Officer, US NAVY

Fields of Specialization: Cardiology

Silvina Indri, N.D.

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Sociology/Psychology/Bach Flower

Doctor of Medicine, American School of Medicine

Certified Quantum Medicine NES Practitioner

Doctor of Naturopathy, Trinity School of Natural Health

Master of Herbalist, Trinity School of Natural Health

Jewel Euto, N.D.

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Neuroscience/Cognitive Psychology/Nutrition

Doctor of Medicine, American School of Medicine

Doctor of Naturopathic Medicine, USAT

Doctor of Naturopathy, Westbrook Institute

Doctor of Education in Vocational, Technical, & Occupational Education Administration, Nova Southeastern University

Counseling & Human Development, ME, St. Lawrence University

Human Development, BS in Community & Human Services, SUNY Empire State College

Doctor of Philosophy in Clinical Psychology, Saybrook Institute

Fields of Specialization: medical and clinical research, vocational and rehabilitative counseling, and natural medicine, health and nutrition, alcohol & chemical dependency,

human relations, human services, medical and health sciences, clinical psychology, and administration

NEDICINE HISPANIC DEPARTMENT

Arely Jimenez, N.D.

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Neurology and Immunology/Dietetics

Doctor of Medicine, American School of Medicine

Master of Science in Marital and Family Therapy – California State University, Dominguez Hills, California

Active Washington License (LMFT) #LF00002661

Master of Education, Harvard University

Clinical Psychology, B.A. California State University

Doctor of Natural Health, Clayton College of Natural Health

Forensic Mental Health Associates, Glendale Humanistic Psychological Center and

California Hispanic Psychological Association Psychodrama Role training – The California Institute of Socioanalysis

Luisa Osorio, N.D.

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Gastroenterology/Urology/Thermodynamics

Doctor of Medicine, American School of Medicine

Doctor of Alternative Medicine, International Lutheran University

Doctor of Philosophy, Business Administration, Western States University

Counseling, MA, New Jersey University

Alfonso Van Uden, N.D.

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Endocrinology/Gynecology/Herbology

Doctor of Medicine, American School of Medicine

Doctor of Medicine and Surgeon, Juan N. Corpas School of Medicine

Doctor of Natural Medicine, University Juan N. Corpas University

Acupuncture, School of Chinese Medicine, Colombia

Founder of Medical Center, San Antonio, Colombia

Founder of La Bogotanita, a naturopathic /homeopathic pharmacy, Columbia

Juan Uribe, N.D.

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Rheumatology & Dermatology/Aromatherapy

Doctor of Medicine, American School of Medicine

Doctor of Holistic Health, American University of Holistic Healing

Emotional Psychoanalysis, Internship, Clinica Medica R. Hoyos

Philosophy, B.A., Universidad de Antioquia

Human Ecology, Instituto Ecologia Humana y Naturismo

Medical Massage and Aromatherapy, Institute of Human Ecology and Naturalism

Doctor of Natural Medicine, Roger School of Naturalism

Dietetics, Hallelujah Acres Institute

Cesar Echeverria, N.D.

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Cardiology/Pneumology/Homeopathy

Doctor of Medicine, American School of Medicine

Doctor Medicine and Surgeon, Universidad Nacional de Columbia

Cardiovascular Surgery Internship Clinic A. Shaio. Columbia

Specialist in Anesthesia, Universidad del Rosario. School of Medicine

First Surgical Assistant Certified, American Board of Surgical Assistants

American Heart Association, Emergency Educational Institute

Human Nutrition/Diet Therapy, Seminole State College of Florida

Phlebotomy, Florida Health Care Academy

Rafael Corrales

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Sociology/Psychology/Bach Flower

Doctor of Medicine, American School of Medicine

Doctor of Medicine and Surgeon, Instituto Superior de Ciencias Medicas

Surgery Internship, Camilo Cienfuegos Hospital

Pediatric, Obstetrics/Gynecology, Pediatric Internship, Hospital Sancti Spiritus

Psychology and Psychiatry Internship, Camilo Cienfuegos Hospital

Osteopathy, B.S., Universidad Pedro Lantigua

Language Arts, B.A. Universidad Pedro Lantigua

Physical and Occupational Therapy, Carlos J. Finlay Medical School

Luis Navas, N.D.

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Neuro-science/Cognitive Psychology/Nutrition

Doctor of Medicine, American School of Medicine

Doctor of Naturopathy, American University of Natural Medicine

Therapeutic Natural Health Consultant, Instituto Internacional Vida Universal

Certified Nutritional Consultant, AACNC

Specialist in Informational Medicine, NES Health

X. UNIVERSITY RESOURCES

Career Center

The career center is available for students and alumni. The center helps students prepare for job search activities and plan their career path. The career center will assist graduates with the transition from student to professional.

Alumni Services

The Alumni Association encompasses former students and graduates. American School of Medicine will provide services to help graduates to engage in a community network of alternative medicine professionals. Alumni will be listed in the online directory and in the professional opportunities listing on the web. Graduates will have mentorship and professional opportunities with the School to develop the next generation of Medicine practitioners.

Library Services

Students at the American School of Medicine have the following online library resources available to them:

The Library of Congress, Science and Technology section and the National Library of Medicine, through PubMed.gov.