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Doctor of Medicine Pre-Clinical Program (PCLIN) Student Manual

Doctor of Medicine Pre-Clinical Program

The five, six, and seven-year MD programs begin with foundational courses. The academic policies, program, standards and processes of the Pre-clinical Program are set and overseen by the School of Medicine; the content of the first two pre-clinical years is delivered by the School of Arts and Sciences.

All registered pre-clinical students are subject to the policies and regulations of the University, the School of Arts and Sciences, the Pre-clinical Program and the School of Medicine; however, should policies differ, the policies of the MD program shall supersede all other said policies.

The English for Medicine Pathway (EMP)

The EMP program is designed to instill the academic and medical English communication skills necessary for success as SGU students and future health professionals. EMP integrates additional English courses into the pre-clinical curriculum to allow simultaneous pre-clinical and English skill progression with only one additional semester. Students from the 5-year, 6-year, or 7-year MD/DVM program are accepted into the EMP program on entry and remain in the program for their first three semesters at SGU. There is a standalone one- or two-term EMP program for the 4-year MD/DVM students who will enter the SOM/SVM upon completion of the EMP program. EMP is intensive language and communication support and students who fall below our language proficiency requirements are mandated to participate in the program.

Post Baccalaureate Program

This is a one-year pathway beginning in the Spring, that is designed to help students improve or acquire the relevant science background before entry into the 4-Year MD program.

Students must pass all the prerequisites before progressing into the subsequent term. The program is intensive in the sciences and includes a comprehensive exam at the end of each term.

Academic Policies Class Participation and Examination

Excused Absence from Required Course Activities (Non-Exams)

In exceptional circumstances, a student may be granted an excused absence from other required course activities (non-examination) that contribute points to a student's grade. In general, having a brief illness does not constitute an excused absence; students should not use the ME form described below for missed, non-exam course activities. The basis for an excused absence from non-exam activities typically relates to religious observances, scholarly/administrative activities, and catastrophic events as described in **Non-Medical** Excuses. Students should follow the procedures described in that section for obtaining an excused absence from required non-examination activities. If an excused absence is granted, then the student is given the opportunity to earn any lost point(s) associated with the missed activity through a makeup assignment, as determined by the Course Director. Unexcused absences result in a grade of "0" for the missed activity. With unexcused absences there will not be an opportunity for the student to earn back the lost points.

In addition, excused absences still count towards the total permissible number of absences a student can have per term, as defined in the course syllabi.

Pre-Clinical Sciences Examinations

In addition to the regularly scheduled examinations for each course, there are four other types of examinations in the Pre-clinical Sciences program.

If a student receives an “F” grade or does not fulfill the required GPA, the CAPPS decides whether the student can repeat the course(s) and stay in the program until the required GPA is met.

Pre-Clinical Year 3 Completion Exams

Completion exams are given toward the end of the term after the final exam week. The student submits an ME via the [Medical Excuse system](#) and course directors are notified. The completion exam date, time, and venue will be communicated to the student by the respective course director in the week of the final exam. Failure to sit for the scheduled examinations will result in an exam grade of zero “0.” Students who take an ME for a final examination must take the completion examination.

Pre-Clinical Diagnostic Tests

The Office of Admission may prescribe a Pre-Clinical Fundamental Science Diagnostic Test (SGUMAT) or a Pre-clinical English Language Competency Examination in order to determine appropriate placement within the Pre-Clinical Program.

Comprehensive Examination

Pre-Clinical Science Comprehensive Examination (PCSCE)- The PCSCE is taken by students in the 5 year-MD, Postbaccalaureate and Foundation to Medicine programs. All students must take this examination at specified period of their coursework.

PCSCE - Pre-Clinical

The examination is comprehensive for 5Yr MD science coursework as well as Communication for the Health Professional I & II courses. The exam involves an essay component in addition to multiple choice questions (MCQ). Students must achieve a minimum 70% pass on each component.

PBSCE - Postbaccalaureate

This is a MCQ (multiple choice questions) only exam offered to the Postbaccalaureate students. There are two (2) components PBSCE I and II offered at the end of term 1 and term 2 coursework respectively.

Examination Policies

The SOM Faculty recognize that exams are an integral part of training in the Pre-Clinical Program and expect all students to comply with all examination policies and attend all exams on their scheduled dates. It is expected that exams will only be missed in exceptional circumstances where illness, catastrophic or other pre-validated reasons preclude a student’s adherence to the exam schedule. An examination in Years 1 and 2 is defined as a Quiz, Unified, Midterm or Final. Year 3 of the Pre-Clinical phase consists of four exams (Exam One, Exam Two, etc.) that are equally weighted and apply to core science subjects.

Students must complete all course examinations in order to meet course requirements and earn a final course grade. If a student completes only part of an examination (e.g., Part 1 but not Part 2 of a two-part examination), then the completed part of the examination is invalidated, no score exists, and the examination as a whole is considered missed.

Students are expected to take all regular and Completion examinations as scheduled (see master School of Medicine schedule published on [the Office of the University Registrar site](#)).

All students are expected to adhere to the Code of Conduct with respect to all University-administered examinations. Examination policies apply to all Examinations (See Appendix Electronic Examination Procedures [here](#))

Irregularity Reporting

Any exam irregularities that negatively impact a student’s ability to complete the exam must be reported immediately within the examination venue to the Chief Proctor or email talexaminationservices@sgu.edu for online exam support. For issues that cannot be resolved in the venue, students should immediately request that an Irregularity Report be completed

by the Chief Proctor in the venue at that time of the occurrence. Students should email the Course Director immediately after the exam to alert the Course Director of the Irregularity Report that was filed in the venue. Irregularity Reports will not be considered after the examination is completed and the student has left the venue or if the outlined process is not followed.

After grades are published by the Course Director no changes will be made based on Irregularity Reports that are filed inappropriately or late, therefore students should ensure that all irregularities are dealt with appropriately in venue and that the Course Director is alerted to the presence of a filed Irregularity Report immediately after the examination. In this circumstance, the affected grade is sequestered until the irregularity is investigated.

Once the Irregularity Report is filed by the OIA and it is agreed by the Course Director in consultation with the Dean of Basic Sciences Office that it may have affected student performance, the affected grade will remain sequestered. A student may be offered a Completion examination after investigation of the events. The Completion exam, if offered, is scheduled at the end of term at the regularly scheduled date of the Completion exams for the course affected.

In exceptional circumstances it may be necessary to delay the start time of an exam or postpone the examination. Students are advised to not make travel arrangements for immediately after an examination to cover this eventuality.

Excused Absences from Exams

In very limited circumstances, an excused absence from examinations may be granted to students. If the absence is excused, then the student receives an "I" for the exam grade and can take the Completion Examination at its next scheduled time, as outlined in the master schedule.

Medical Excuse

A student may request a **Medical Excuse (ME)** for an exam. A student may request only one ME per

12-month period. A student must fill out the ME form on the Members Center of the SGU Portal [**Medical excuse** form submit it before the time of the first scheduled examination to be missed. This student is excused from all examinations falling within seven (7) days of the ME submission. If a student recovers during the examination period, he/she may attend any remaining examinations that are scheduled. If a student attempts to submit the ME form more than once in a 12-month period, they will be denied the Medical Excuse and must sit the examination(s). If the student does not sit the examination(s), then the student will receive a grade of "0" for the examination. The University may elect to place the student on a **mandatory Medical Leave of Absence** should the student's medical condition prevent them from making normal progress through the Doctor of Medicine program. If a student makes a second ME request within 12 months, the student shall receive a written notice about the consequences of not sitting the examination(s).

Non-Medical Excuses

Excused absences from examinations for non-medical reasons generally fall into three domains:

1. **Religious Observance:** A student who wishes to observe a religious holiday may receive an excused absence, if appropriate protocol is followed for seeking the excused absence. Specifically, the student must inform the Dean of Students (DOS) Office of the dates of the religious holidays within the first 30 days of each academic term, in order for these absences to be approved. Any dates of travel associated with the religious observance, beyond the actual holiday, are NOT covered by excused absences.
2. **Scholarly/Administrative Activities:** Activities that enhance a student's scholarly achievement and/or contribute toward the administrative activities of SGU's School of Medicine may be eligible for an excused absence. Examples may include presenting at a national conference or attending required meetings with officials of SGU.
3. **Catastrophic Events:** Unforeseen and extraordinary events (e.g. funerals, prolonged hospitalization), may be considered an excused absence. An application for an excuse for a non-medical excused absence, should be made in writing

by the student to the [Pre-Clinical Dean of Students Office \(mailto:dos@sgu.edu\)](mailto:dos@sgu.edu). If approved, the Pre-Clinical Dean of Students, will inform the Pre-Clinical Program Director and the Course Director of a student's excused absence.

Transfer and Award of Credit

Pre-Clinical Program

The five, six, and seven-year MD Programs are set up to accommodate students from a variety of educational models. Admissions will determine appropriate entry to the 4, 5, or 6 year MD Program based on academic history, therefore transfer credit is not required.

BS/MD Combined Degree Program

Where applicable, Pre-Clinical students who wish to obtain the Combined BS/MD Degree, may apply for advanced standing or transfer credits. Transfer or advanced standing credits, can be awarded provided that a minimum of 71 credits towards this degree is completed at St. George's University, through the completion of the prescribed curriculum for Year 3 of the Pre-Clinical Program and Year 1 of the MD Degree. Credit is granted only for documented appropriate coursework and will be assessed on an individual basis based on the "[Advanced Standing and Transfer Credit Policy](#)" of the Pre-Clinical Program Office. Only courses with a grade obtained of "C" or better will be considered for credit. Transfer Credits from Academic Partner Institutions will be assessed according to the agreement of cooperation in place at the time.

Each candidate is responsible for ensuring that all related documentation, including official transcripts, grading policy and official course descriptions, are sent directly to the Office of the University Registrar (OUR), who will then forward all documentation to the Pre-Clinical Program Office for assessment.

Academic Progress Academic Appeals Process and Dismissal

PCAPPS Academic Appeals Process

The mission of the PCAPPS is to make fair and objective decisions on individual student appeals.

Although the School of Medicine is committed to providing students with remediation and support needed to facilitate student success, the PCAPPS is obligated to consider not only the individual student's appeal but also key considerations such as program requirements and standards, as well as student's performance history, timeline and academic risk factors.

Review Dismissal and Appeals Process

1. Following major examinations, the Academic Progress Review Committee (APRC), comprised of designated faculty, will conduct a review and analysis of student performance. At this meeting, the APRC will identify students at risk of failing to meet academic standards.
2. Following major examinations, Academic Advisors will counsel at-risk students and inform them of the appeals process, should they find themselves recommended for dismissal at the end of the term.
3. At the conclusion of the final exam period for each term, the APRC will conduct comprehensive review and analysis of student performance. The APRC makes academic progress recommendations to the Dean of Basic Sciences Office based on students' achievement of standards as stated in the Student Manual or in additional post-appeal PCAPPS stipulations.
4. Within two working days of the APRC meeting, the Dean of Basic Sciences Office will email an offer for the student to continue in the program (with stipulations) or a recommendation for dismissal to any student who fails to meet the standards. Students permitted to continue must reply

to the email indicating they have accepted the offer to continue with stipulations within the timeframe specified in the email.

1. For those students permitted to continue, a failure to formally accept the terms of the APRC by the deadline specified may result in a recommendation for dismissal.
2. For those recommended for dismissal, the email will describe the reason for the recommendation, detail the student's options to appeal or to withdraw, and specify the timeframe in which to do this.
5. The email will provide a link to the electronic Appeal Form which must be completed and submitted, along with official documentation in support of extenuating circumstances described in the appeal by the stipulated deadline (see timeline below). The submission will be automatically directed to the PCAPPS office. Once the timeframe to submit the appeal has ended, a comprehensive report providing all appeal information for each student will be generated by the PCAPPS office in preparation for the review by the committee.

Should a student fail to submit his/her appeal by the stipulated deadline, there is no guarantee that the appeal will be reviewed. While preparing their appeals and considering what supporting documentation to include, students should bear in mind that there is only one opportunity to appeal a recommendation for dismissal. Extensions to the appeal deadline will not be granted, nor will additional appeals be accepted.

6. If a student's appeal is successful, the PCAPPS will determine the conditions a student must meet to progress in their program. A letter will be issued to the student detailing the conditions as specified by the PCAPPS. The student must respond to this communication to indicate his or her acceptance of the conditions. A student who does not accept the PCAPPS conditions has the option to withdraw from their program within a specified timeframe. If a student does not accept the PCAPPS' conditions and does not withdraw within the specified timeframe, the student will be dismissed.
7. Students who are retained after a successful appeal of a recommendation of dismissal are placed on a Period of Academic Focus

(PAF). Students on PAF are required to check in periodically with the Pre-clinical Sciences program directors, and with their assigned academic advisor who will assess and monitor their progress and make referrals to relevant support services.

8. The APRC reviews students on a PAF each term. Students are removed from a PAF by successfully achieving the academic performance standards and satisfying their academic plan as prescribed by the Dean of Basic Sciences Office or the PCAPPS.
9. If a student's appeal is unsuccessful, the letter to the student with a rejected appeal will provide the student with the option to **withdraw** from their program within a specified timeframe. If the student does not withdraw within the specified timeframe, the student will be dismissed. The School of Medicine has no further mechanism for appeal.

Professional Behavior

Behavioral qualities, cognitive skills, participation in pre-clinical pre-professional activities, and personal attributes are also evaluated, and must reach acceptable standards before promotion can be considered. Any conduct of students that can reasonably be interpreted as disgraceful, dishonorable, or unbecoming is a major component in the academic decision regarding retention and promotion.

Students may have their registration placed on hold and will be required to meet with a professionalism panel in order to address professionalism concerns, if the panel determines that the student has not demonstrated the behaviors and attitudes considered by St. George's University to be essential for the profession of medicine.

Explanation of Academic Performance (EAP) Report

All students are required to complete an Explanation of Academic Performance (EAP) Report sent by the Office of The Pre-clinical Program. Completion of the EAP report is considered a professional requirement. Students who are mandated to meet with their Academic Advisors must present the completed form for

discussion. Students failing to comply with this requirement may be placed on Monitored Academic Status for non-academic reasons.

Academic Progress Committee Promotion to Basic Sciences Phase

Promotion Information

For promotion to the basic sciences phase of the medical program, in addition to the information about dismissals:

1. The APRC determines whether students with a Year 3 WMPG less than 80% or a Science GPA of 2.75 are recommended for dismissal.
2. The APRC determines whether students who failed the Pre-clinical Science Comprehensive Examination (PCSCE) are dismissed from the Pre-clinical Program, or are permitted to take a re-sit of the examination. Students are permitted to sit the PCSCE a maximum of two times, as determined by the APRC.
3. Students who do not meet the nonacademic standards may be dismissed or may be allowed to continue in the pre-clinical program on Monitored Progress for Nonacademic Reasons for a specified period of time with a prescribed course load. Students are monitored in accordance with the method described in their letter issued by the Office of the Dean of Students, defining the terms of their Monitored Progress for Nonacademic Reasons.

Academic Progress Review and Prescribed Policies

Committee for Satisfactory Academic Progress and Professional Standards

All students accepted to the Pre-clinical Program are expected to maintain the qualitative and quantitative standards as defined prescribed. Students who do not meet the nonacademic standards may be dismissed or may be allowed to continue in the Pre-clinical Program on Monitored Progress for Nonacademic Reasons

for a specified period with a prescribed course of action. Students are monitored in accordance with the method described in their letter defining the terms of their Monitored Progress for Nonacademic Reasons.

Academic Progress Review Committee

The Academic Progress Review Committee (APRC) consists of faculty from the Basic Sciences. The committee reports to the Dean of Basic Sciences Office. The committee reviews the performance of students and makes recommendations for promotion or dismissal.

Dismissal, Monitored Academic Progress and Repeating a Course

The APRC determines the consequences of not achieving satisfactory academic and professional progress for students enrolled in Year 3 of the Pre-Clinical Program, who have not met the requirements for promotion

- failing to earn a Year 3 WMPG of 80% and a science GPA of 2.75
- failing to maintain the professionalism standards of the School of Medicine
- failing the PCSCE).

Consequences may include:

1. Recommendation of Dismissal
2. Repeating one or more courses to maintain a minimal 15 credits and maximum 20 credits workload
3. Continuing their academic program on MAS
4. Having their registration placed on hold and being required to meet with a professionalism panel, to address professionalism concerns. The panel determines if the student has not demonstrated the behaviors and attitudes considered by St. George's University to be essential for the profession of medicine.
5. Re-sitting the Pre-clinical Science Comprehensive Exam (PCSCE) prior to the start of the next term. Students are usually permitted to sit the PCSCE a maximum of two times, as determined by the Pre-Clinical Program Director.

Monitored Academic Progress

If students are not making satisfactory academic progress, they may be placed on Monitored Academic Status (MAS).

MAS is an internal marker placed in students' progress files by the APRC or the PCAPPS.

It allows students who do not meet the satisfactory academic progress guidelines to continue in the Pre-Clinical Program for one semester with a prescribed program of courses. Students may continue on MAS for an additional semester if the CAPPS or the APRC sees significant improvement. While on MAS, students are reviewed by the APRC each semester.

- Students on MAS must achieve the minimum GPA standards for their year and term within two semesters to avoid an automatic recommendation for dismissal.
- Students enrolled in the Year 1 or 2 of the Pre-Clinical Phase are placed on MAS if they earn a failing grade in any course or if their cumulative or term GPA is below 3.2.
- Students in Year 3 are placed on MAS if their Year 3 WMPG is below 80%, or their Science GPA is below 2.75, or if they have D or F grades.
- Students are required to comply with the decisions and conditions stipulated by PCAPPS. There is no appeal of PCAPPS decisions or conditions.

Grading

Pre-Clinical Grading

The pre-clinical phase uses the following letter grades to indicate the record of achievement in courses completed:

Letter Grade Grade Point Score (Percent)

A+	4.00	100
A	4.00	90-99
B+	3.50	85-89
B	3.00	80-84
C+	2.50	75-79
C	2.00	70-74
D	1.00	65-69
F	0.00	<65

Students are responsible for knowing if courses taken have been passed or if any form of remedial activity is required as decided by the APRC or CAPPS. It is the responsibility of the student to know the time and dates of all examinations.

Incomplete (I)

In the Pre-Clinical Program, incomplete grades are given when course requirements have not been completed, due to serious mitigating circumstances, such as illness or family emergencies.

The Director of the Pre-Clinical Program, must approve the reason supporting the receipt of an "I" grade. This "I" grade remains on the transcript until another grade is given upon completion. Students with "I" grades on their transcript must complete the required coursework/ examination prior to registration for the next term. The grade must be submitted prior to the start of the next term that the course is offered.

If the grade is not received within 30 days of the start of the next term, the Office of the University Registrar (OUR), automatically changes the Incomplete ("I") to an "F."

Incompletes are interim grades. A student with an "I" grade does not repeat the course. A student who is absent from a final examination, due to illness must sit the Completion Examination. He/ she is not allowed to retake the course prior to sitting and receiving a grade for the Completion examination.

Withdrawal (W)

In the Pre-Clinical Program, a "W" is given when a student has decided to leave the program. This "W" grade remains on the final transcript. Please refer to the [Leave of Absence](#) LOA and [withdrawal](#) statement in SOM manual

IMPORTANT NOTES

Students cannot drop/withdraw from an individual course/s in the Pre-Clinical Sciences Program

Leave of Absence (LOA)

Students intending to take an LOA once a term has started can do so at any time up through 5PM EST **on the day prior to the first scheduled final course examination** (not including completion examinations). Please refer to the Leave of Absence LOA and withdrawal statement in SOM manual.

Honors

Honors Designations for Pre-Clinical Sciences

Provost's List:* Students will be placed on the Provost's List once they have achieved a cumulative grade point average of 4.00.

Dean's List:* Students will be placed on the Dean's List having achieved a minimum cumulative grade point average of 3.50 to 3.99.

*NOTE: Only students who take a full credit load per semester (15 credits or more per term) qualify for the Provost's and Dean's Lists.

Honors Designated for BSC in Medical Sciences

Summa Cum Laude (with highest honors): Students completing the Pre-clinical Program of the MD program with a WMPG between 95-100% and satisfactorily completing Year 1 of Basic Sciences.

Magna Cum Laude (with high honors): Students completing the Pre-clinical Program of the MD program with a WMPG between 90-94.99% and satisfactorily completing Year 1 of Basic Sciences.

Cum Laude (with honors): Students graduating with a WMPG between 85-89.99% and satisfactorily completing Year 1 of Basic Sciences.

Promotion from Year 3 into Basic Sciences

Promotion to Basic Sciences

For promotion from the Pre-Clinical Program Year 3 into the first year of Basic Sciences, satisfactory academic progress is determined by each student's cumulative GPA for courses completed in Term 5 and 6 only.

As it relates to coursework completed in Year 3 of the Pre-Clinical Program of the MD Program (i.e., Year 3 Term 1 and Year 3 Term 2, respectively), the minimum GPA and professional standards for promotion into the Basic Sciences must be met at the conclusion of each term.

1. For purposes of determining promotion, retention, and recognition of academic distinction, for all students enrolled in the Year 3 of the pre-clinical program the Year 3 GPA constitutes the cumulative GPA for all courses included in Year 3: Term 1 and Year 3: Term 2.
2. Students who are dually enrolled in the B.Sc. in Medical Sciences/MD Combined Degree Program retain a cumulative GPA for the purposes of degree completion, graduation and academic distinction, which is determined at the conclusion of the B.Sc.
3. Students enrolled in the final year of the pre-clinical program are promoted, retained, and dismissed based on their performances in Year 3.
 1. Students must obtain a cumulative GPA of 3.20 or better in all Year 3 course work.
 2. Students must obtain a minimum Science GPA of 2.75 in all Year 3 course work and a Science WMPG of 80%.
 3. Students must pass the Pre-Clinical Science Comprehensive Examination (PCSCE), with a 70% or better.
 4. Students must meet the School of Medicine standards for admission and professional conduct.

Program	Science WMPG	Cumulative GPA	Other
Pre-clinical Sciences – Year 3 Term 2	80%	Science GPA: 2.75 Cumulative GPA: 3.20	Pass PCSCE (≥70) Written and MCQs

Program	Science WMPG	Cumulative GPA	Other
EMP – Year 3, final term	80%	Science GPA: 2.75 Cumulative GPA: 3.20	Pass PCSCE (≥ 70) Written and MCQs
Post Baccalaureate	80%	Science GPA: 2.75% Cumulative overall GPA 3.20	Pass PBSCE 1 (Term 1) and 2 (Term 2) with $\geq 75\%$

Requirements for Graduation with BSC in Medical Sciences

Required for Graduation with BSC

The Graduation Assessment Board (GAB), reviews the entire academic record of all students before graduation.

Student will not graduate without meeting all degree requirements. In reviewing academic records, the following requirements are carefully checked to ensure that all candidates for the BSc in Medical Science Degree meet the standards of the University.

All candidates must:

1. Meet the requirements of all the departments and have satisfactorily completed all coursework in the Pre-Clinical Program of the MD program and the Year 1 of Basic Sciences.
2. Maintain acceptable professional behavior and standards.
3. Be discharged of all indebtedness to the University.
4. Be approved for graduation by the GAB.
5. Students must achieve a 'PASS' grade at the end of Term 1.
6. Students must achieve a 'PASS' grade at the end of Term 2.

Satisfactory Academic Progress Standards and Process

General Description of Academic Progress

The School of Medicine faculty has specified the following standards that all Pre-clinical Program students are expected to meet in order to participate in the Pre-clinical Program. The School reserves the right to issue a warning, place on monitored academic status (MAS), suspend, or dismiss a student whose conduct or performance renders the student unable to meet the required standards.

The appropriate Committee for Satisfactory Academic Progress and Professional Standards (CAPPS) determines such actions. While on nonacademic probation, students' performance must improve in accordance with the specific written instructions given to students by CAPPS, or they risk a recommendation of dismissal by the CAPPS.

Academic Standards

There are professional behavioral, quantitative and qualitative standards for academic progress, promotion, and retention. The quantitative standards relate to the progression of students through the academic program in a timely fashion. The qualitative standards relate to the ability of students to have a satisfactory grade point average at the end of each term.

The Director of the Pre-clinical Program on behalf of the SOM Basic Sciences Office, (through the Academic Progress Review Committee (APRC)) reviews the progress of all students after midterms, at the end of each academic term, and at the end of each academic year. Based on its review of student progress, the Director of the Pre- Clinical Program advises and/ or makes decisions on the academic status of students, including the promotion and retention of students, according to the following standards.

Quantitative Standards

The Pre-Clinical Program is designed as three academic years, or a six-semester program that leads to entrance into Term 1 of the four-year Basic Sciences Doctor of Medicine Program. The Pre-Clinical Program is designed to be continuous with minimal time off. Each term serves as a building block for subsequent terms.

Quantitative Deficiency

Students who are not progressing in the Pre-clinical Program, according to the quantitative standards, receive a warning when it is apparent that they cannot complete within the allocated time frame. Students may petition through the Pre-Clinical Program Director for an extension if medical problems, family obligations, or other significant factors make it impossible to complete the program within the required time frame.

Qualitative Standards

Students must pass all required core coursework and must achieve the minimum GPA, or WMPC in the 5 year-MD program.

Grades

Students are expected to satisfy specific academic standards, in order to progress in their respective programs.

Satisfactory academic progress relates to the ability of students to achieve standards as measured by course grades. These standards require students to achieve at least an overall GPA of 3.2 with no D or F grade. All grades earned in the program will appear on the student transcript.

The performance of students who do not achieve minimum standards will be reviewed by the Academic Progress Review Committee (APRC) during and at the end of the academic term. Those students whose performance goes beyond these minimum standards are formally acknowledged by the Dean.

Academic Performance Standards

Program	Science WMPC	Cumulative GPA	Other
Pre-clinical Sciences – Years 1 & 2	n/a	Cumulative GPA: 3.20 Science GPA: 2.75	No D or F grades
Pre-clinical Sciences – Year 3	80%	Cumulative GPA: 3.20 Science GPA: 2.75	No D or F grades
EMP – Years 1 & 2	n/a	Cumulative GPA: 3.20 Science GPA: 2.75	No D or F grades
EMP – Years 3	80%	Cumulative GPA: 3.20 Science GPA: 2.75	No D or F grades
Postbaccalaureate	80%	Cumulative GPA: 3.20	No D or F grades

At the end of each academic term, the APRC will review students' academic performance and identify any students who are not meeting academic progress standards. The APRC will make recommendations to the SOM Basic Sciences Office, for a student's progression, promotion, or dismissal.

D and F Grades

A failing grade ("F") is defined as a final course grade of less than the minimum grade established for each term.

A "D" grade is defined in the Grading table in this section of the manual. If this is the student's first attempt at a course, they may be recommended to continue on Monitored Academic Status (MAS) or recommended for dismissal.

Monitored Academic Status (MAS)

Students may be allowed to continue in their program, despite failing to meet academic progress and performance standards, if the following conditions are met:

1. No previous D or F grade in any course in a prior term in a course less than 2 credits
2. No previous recommendation for dismissal
3. No timeline delays that may prevent students from completing their programs within the maximum allowable timeframe

Students who are allowed to continue in their program will be given an opportunity to repeat courses with F or D grades and will be placed on MAS for the subsequent term.

4. Additional stipulations relating to promotions criteria that must be met will be applied (e.g., specific WMPG requirements, repeating and passing comprehensive examinations, etc.). The student will be permitted to register for the course a second time and to earn a second grade for the course.

The new grade and credits earned will be calculated into the WMPG/cumulative GPA. The grade earned on the second attempt does not replace the grade earned on the first attempt. Both grades will appear on the student's transcript.

5. Students who repeat a course will receive whatever grade is earned. Only the higher grade is used to compute the cumulative GPA; however, all grades for a course appear on the transcript.

Students who fail to meet the minimum requirement for a comprehensive exam may be given the opportunity to repeat and pass the examination within a stipulated timeframe. If the student fails the comprehensive exam on the second attempt, the student may be allowed to repeat the term (as per stipulations listed above) or will be recommended for dismissal.

It may be necessary for the student to repeat one or more courses to maintain a minimal 15 credits and maximum 20 credits workload.

Recommendation for Dismissal

Students will be recommended for dismissal by the Dean of Basic Sciences Office from the Pre-Clinical, and English for Medicine Pathway (EMP) if any one of the following applies:

1. Previous F or D grade in a course
2. Failure to meet PCAPPS stipulations after the PCAPPS retains a student following an appeal of a recommendation for dismissal
3. Failure to accept the terms of the APRC letter by the deadline specified

4. Failure to pass the Pre-clinical Sciences Comprehensive Exam (PCSCE)/Post Baccalaureate Science Comprehensive Exam (PBSCE) after a second attempt
5. Failure to complete the program within the maximum allowable timeframe (where applicable)
6. Failure to meet specified standards in terms of science and/or cumulative GPA and/or WMPG
7. Failure to meet criteria for promotion into MD program
8. All students who are recommended for dismissal can then appeal to the CAPPS, as per the section on **REVIEW, DISMISSAL AND APPEAL PROCESS**
9. Students who are dismissed from the Pre-clinical Program can appeal to continue in the School of Arts and Sciences in a different degree program.

Monitored Academic Status (MAS)

If students are not making satisfactory academic progress, they may be placed on Monitored Academic Status. MAS is an internal marker placed in students' progress files by the APRC.

It allows students who do not meet the academic performance standards to continue in their program, for one semester with a prescribed program of courses. Students may continue MAS for an additional semester if the APRC sees significant improvement. While on MAS, students are reviewed by the APRC each semester. Mandatory academic advising may also be required as stipulated by the APRC.

Students on MAS must achieve the minimum GPA standards for their year and term (as previously described [insert reference to page with relevant table] within two semesters to avoid an automatic recommendation for dismissal. Students in the last term of their program will be given one additional term in which to meet the requirements.

Period of Academic Focus (PAF)

If students are not making satisfactory academic progress, they may be placed on Monitored Academic Status. MAS is an internal marker placed in students' progress files by the APRC.

It allows students who do not meet the academic performance standards to continue in their program, for one semester with a prescribed program of courses. Students may continue MAS for an additional semester if the APRC sees significant improvement. While on MAS, students are reviewed by the APRC each semester. Mandatory academic advising may also be required as stipulated by the APRC.

Students on MAS must achieve the minimum GPA standards for their year and term (as previously described [insert reference to page with relevant table] within two semesters to avoid an automatic recommendation for dismissal. Students in the last term of their program will be given one additional term in which to meet the requirements.

Administrative Policies and Process

Admission

SGU Admission Policies

Pre-Clinical Program

Students in the Pre-Clinical Program have been reviewed and accepted by the Faculty Student Selection Committee of the Admissions Committee for the School of Medicine, into the 5, 6 or 7-year medical program according to the educational achievement documented by the Admission's Committee.

Students entering the 6- or 7-year MD Program are required to participate in the Professional Learning Institute (PLI). The PLI is designed to help students new to the St. George's University School of Medicine in the process of building a professional identity as a medical student.

Baccalaureate/Md Combined Degree Program (BS/MD)

Pre-Clinical students, especially those admitted to the first year of the Pre-Clinical Program, may choose to obtain a degree of Bachelor of Science in Medical Sciences in addition to the medical degree. Students who wish to pursue the Baccalaureate/MD combined degree must notify the Office of the University Registrar (OUR), and the Pre-clinical Program Office in writing during the first semester of matriculation. Students may request the opportunity to simultaneously complete the Bachelor of Science Degree later in the program; however, they may be precluded from doing so due to program and time restraints.

Registration

Registration

All students in the pre-clinical program are required to complete check-in on or before the first day of classes each term as scheduled by the Office of the University Registrar (OUR).

Enrollment Requirements

SGU Pre-Clinical students must obtain approval from the Pre-Clinical Program Director in order to register, drop, or add courses. An average student academic load is 15-17 credit hours per term in the first two years and 19-20 credit hours per term in the third year of the Pre-Clinical Program. Students may register for up to 18 credit hours per term in a balanced (science and non-science) academic load. Students are not permitted to accelerate their academic program.

Under special circumstances, permission to register for additional credits may be granted by the Pre-Clinical Program Director. To be eligible for such consideration, students must have a cumulative GPA of 3.30 or higher. In addition, students must not undertake excessive amounts of work or extracurricular activities during this period.

Pre-Clinical students are expected to maintain a full-time schedule each term unless otherwise mandated by PCAPPS.

Registration Check-In

In order to check-in for the Pre-Clinical program, students must have financial, academic and health insurance clearance.

Students who are not in good financial standing are required to work with the Office of **Student Finances** to receive permission for provisional or full registration. Students should not proceed to Grenada without financial and academic clearance.

New students who are not pre-registered in specific courses must first meet with the Combined Degree Coordinator in the Department of Pre-clinical Sciences to determine their course schedule.

A student who has paid in full for all previous academic terms, but who has not yet paid for the upcoming/current term, will be reviewed by the Office of Student Finances for approval for a payment plan. If approved, the student is permitted to register for classes.

Students who choose the provisional registration option must be aware that there will be a financial charge of 1.5% per month on any unpaid balances.

Student Contact Information

Students are responsible for ensuring that the School of Medicine (SOM) is able to contact them at all times. Students must respond to all SGU communications via their SGU email account, during their entire matriculation at the University, including while on vacation or during a leave of absence. Students who fail to monitor University communications are nevertheless responsible for the content of those communications. If a student is expected to respond to or act on a communication or is expected to act on information contained in a communication, failure to do so may lead to an administrative withdrawal from the University. Reinstatement is only granted after an appeal to the Office of the University Registrar (OUR).

Students who fail to appeal and do not respond to communications from the School are dismissed from the University, when they fail to meet satisfactory academic guidelines as **previously described**. Failure to respond to

communications from the School is considered unprofessional behavior and can result in administrative withdrawal.

Student Advising at SGU School of Medicine

The Pre-Clinical Program utilizes a four-tiered advising system for its students:

Academic Coach

Each student in the Pre-clinical Program is assigned to an academic coach who is available to provide academic advice to students. These faculty provide advice regarding academic options (e.g., withdrawing from the program, taking a Leave of Absence, and improving academic performance, program expectations).

Learning Strategies Advice

Students in need of specific skills training (e.g., study skills, time-management skills, test-taking skills) may seek help from a member of faculty the learning strategies team in the Department of Educational Services (DES).

Academic Mentor

All teaching faculty in Basic Sciences provide office hours every week to students of each term.

Wellness Advice

Students who seek counsel for non-academic personal reasons are met by faculty in the Dean of Students Office who are skilled in attending to student wellness. Referrals may be made to other campus support services (e.g., Student Health Services, the Psychological Services Center, Student Financial Department).

Technical Standards

Technical Standards for Pre-Clinical

Technical Standards for Pre-Clinical

Candidates for admission to the MD programs must have functional use of the somatic senses, adequate motor capabilities to negotiate situations in which these senses would be employed and the ability to integrate data acquired via these senses.

Compensation through technology for deficiencies in any of these areas may be acceptable; however, such compensation should not preclude candidates' abilities to act reasonably and independently. The use of a trained intermediary would mean that candidates' judgment must be mediated by someone else's power of selection and observation; therefore, third parties cannot be used to assist students in accomplishing curricular requirements in the skill areas specified below.

Observation Skills

Applicants/Medical students must be able to participate actively in all demonstrations and laboratory exercises in the first two years of the curriculum and to assess and comprehend the condition of all patients assigned to them for examination, diagnosis and treatment.

Communication Skills

Applicants/Medical students must be able to communicate effectively and sensitively with patients in order to elicit information, describe changes in mood, activity and posture, assess verbal and non-verbal communications and be able to effectively and efficiently transmit information to patients, fellow students, faculty, staff and all members of the health care team. Communication skills include speaking, reading and writing, as well as the observation skills described above.

Motor Skills

Applicants/Medical students must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other diagnostic maneuvers, be able to perform basic laboratory tests, possess all skills necessary to carry out diagnostic procedures and be able to execute motor movements reasonably required to provide general care and emergency treatment to patients.

Intellectual/Conceptual, Integrative and Quantitative Abilities

Applicants/Medical students must be able to measure, calculate, reason, analyze, and synthesize. Problem-solving, a critical skill demanded of physicians, requires all of these intellectual abilities. In addition, applicants/medical students must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. Applicants/Medical students must have the capacity to perform these problem-solving skills in a timely fashion.

Behavioral and Social Attributes

Applicants/Medical students must possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities, attendant to the diagnosis and care of patients and the development of mature, sensitive and effective relationships with patients and others. Applicants/Medical students must also be able to tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, commitment and motivation are personal qualities which all applicants/medical students should possess.

Computer Literacy

In the 21st century profession of medicine, basic computer literacy is a necessary skill. Students and graduate physicians must understand and be able to utilize-unaided-technology used in education, medical records and in the transmission of data and

Electronic Examination Policies and Procedures

Before Examination Day

1. Each student is required to have a laptop for taking computer-based examinations at SGU. Examinees must ensure that their laptops meet the current system requirements, as published by Examination Services at the Office of Institutional Advancement (OIA).

NOTE: Some of the latest operating system updates may jeopardize the compatibility with electronic examinations. Examinees are encouraged to seek guidance from Examination Services at OIA, prior to installing updates.

2. Examinees must ensure that they meet the requirements to access the university network at any time and should confirm access prior to examinations.
3. Examinees must set the clock on their laptops to the correct local time and time zone (Grenada: Atlantic Standard Time AST = UTC-4; UK: Greenwich Mean Time GMT = UTC, or British Summer Time BST = UTC+1).
4. For examinations using ExamSoft, examinees are responsible for downloading and registering the required version of Exemplify on their laptop prior to examination day.
5. Examinees are notified via the electronic course management system of all examination related information, including venue assignments, time sequence of examinations (including the download window, time when students enter the assigned venue, and when the doors are closed), and examination specifications (e.g. number of questions, duration etc.).
6. For examinations using ExamSoft, examinees are required to download the examination during the allocated time window (see time sequence in the examination notification above).

7. Examinees who are not eligible to take an examination (e.g. students who have withdrawn from course work, or students on an approved leave of absence) are not permitted to download the examination.
8. Examinees experiencing technical difficulties are encouraged to visit Examination Services at OIA for assistance prior to the examination day. An examinee who needs a loaner laptop must adhere to the loaner laptop policy provided by OIA.

On Examination Day

1. Examinees are expected to assemble outside their assigned venue and ready to enter by the time stated in the examination announcement (see notification prior to examination day above).
2. Examinees must adhere to the instructions given by the Chief Proctor, or the proctors acting under his/her supervision.
3. Examinees are required to enter their assigned venue only (see notification prior to examination day above) and must take their assigned seat.
4. All examinees scheduled to sit a computer-based examination are required to bring their laptops and all necessary accessories (mouse, Ethernet cable and power cord/ battery charger), for use on examination day.
5. All examinees who present themselves to sit a University examination are required to display a current SGU student identification card to access the examination venue. The SGU ID is the only acceptable form of ID. Any examinee who fails to present this ID will be required to complete a Missing/Lost Identification Form and to present a government- issued photo ID to access the examination venue.
6. Once seated, examinees must place their ID clearly visible on the left side of the desk they are seated at.
7. Permitted items – only the following items are allowed in the examination venue:
 1. Laptop and accessories
 2. SGU ID
 3. Completely clear (see-through) bottle of plain water, which must be placed outside the examination venue for all examinations
 4. Items explicitly permitted for a specific examination (see announcement), or

approved by the Student Accessibility and Accommodation Services Office (SAAS).

8. Items that are explicitly NOT permitted inside the examination venues include:

- Cell phones
- iPods/ iPads
- Wrist watches
- Calculators
- Paging devices
- Recording/filming devices
- Reference materials (book, notes, papers)
- Backpacks, briefcases, or luggage
- Beverages or food of any type
- Coats, outer jackets, headwear
- Jackets/sweaters with pockets
- Hooded jackets/sweaters

Note: Jackets/sweaters with pockets are considered outer jackets and are not permitted. Hooded sweaters are considered headwear and are not permitted.

9. Examinees will need to be prepared to turn their pockets inside out for inspection. Please avoid trousers with an excess of pockets, such as multi pocket work trousers, cargo pants, or hiking trousers. These will slow down the process of entering the exam venue, causing unnecessary stress and anxiety for everyone.
10. Any prohibited items found inside the examination venue will be confiscated.
11. Examinees are assigned a seat (either by posting of individual seat assignments outside the venue, on the website, or by the Chief Proctor or an authorized representative at the venue).
12. Examination conditions are in effect at all times inside the examination venue, from the time the first examinee has entered, until the last examinee has left the examination venue. During examination conditions, no communication of any kind is permitted between examinees. Access to any files or programs other than those explicitly specified by the Chief Proctor is not permitted.
13. No examinee is permitted to enter the examination venue after the doors have been closed

(in preparation of the password announcement; see notification prior to examination day above).

14. White boards, dry erase markers and erasers are provided. Examinees are not allowed to write on the white boards prior to starting the examination.
15. Examinees' eyes must be visible at all times. Hair long enough to cover the eyes and ears must be pulled back.
16. An examinee who is experiencing problems should seek immediate attention from a proctor.
17. Some problems may be solved immediately and on site, but more severe problems may require relocation of an examinee or even termination of the examination or contact tellexaminationservices@sgu.edu.
18. A bathroom break is the only allowed break during an examination onsite. No bathroom breaks are allowed during online examination. Examinees may not eat, smoke or communicate with anyone other than an assigned proctor during a bathroom break. Examinees must get the attention of a proctor, get permission, sign out and back in and be accompanied by a proctor.
19. No bathroom breaks are permitted for 30 minutes after the assessment password has been provided and no examinee may leave the examination during this time period. For distance (remote) electronic examination no bathroom breaks are allowed during the exam.
20. Once an examinee leaves the examination area without signing out and back in as stipulated, he/she is considered to have concluded the examination. He/she will not be allowed back into the examination venue to resume the examination.
21. To start the examination, the Chief Proctor will provide examinees with the assessment password and give the start signal "START NOW" (or "BEGIN NOW").
22. For remote exam takers passwords are sent via Sakai announcement to students' email.
23. Once the start signal has been announced, examinees are required to proceed with their exam without delay.
24. Examinees are allowed to exit the examination venue when they have completed their examination and displayed the upload confirmation screen (in case of Exam Soft examinations), or whatever procedure has been specified by the Chief Proctor. During the last 10 minutes of an examination, examinees may be instructed to remain seated until dismissed.
25. It is the responsibility of every examinee who downloaded an Exam Soft examination,

but is unable to take the examination on examination day, to contact Examination Services at the OIA immediately, to facilitate the process of removal of the examination from their personal computer.

26. All examination activity is logged and any log file demonstrating irregular activity, such as attempting to disable or tamper with security features, is subject to academic disciplinary action.

After the Examination

1. An examinee may not attempt to reproduce a test or a test item by any means, including but not limited to reconstruction through memorization and/or dissemination of examination materials by any means.
2. Communications about specific test items, cases, and/or answers with another examinee, potential examinee, or any other person at any time before, during, or after an examination, are strictly prohibited.
3. Every examinee is required to fully cooperate in investigations regarding any examination irregularities, whether committed or observed by themselves or others.

Violation of any policy or procedure outlined in this document is reported as an examination irregularity to the Dean of Students and to the Course Director. The Dean of Students decides on subsequent disciplinary action and the Course Director determines the implications for examination scores and course grades.