

Table of Contents

Charter Foundation Program (CFP) Student Manual | Page 3

Academic Policies | Page 3

- Enrollment Requirements | Page 3
- Pre-Clinical Science Comprehensive Examination (PCSE) | Page 3
- Irregularity Reporting | Page 3
- Completion Examinations | Page 4
- Examination Attendance | Page 4
- Excused Absences from Exams | Page 4
- Medical Excuse | Page 4
- Non-Medical Excuses | Page 5

Administrative Policies and Process | Page 5

- Admission | Page 5
- Registration | Page 5
- Registration Check-In | Page 5
- Academic Coach | Page 5
- Academic Mentor | Page 6
- Learning Strategies Advice | Page 6
- Wellness Advice | Page 6

Satisfactory Academic Progress Standards and Process | Page 6

- General Description | Page 6
- Quantitative Standards | Page 6
- Qualitative Standards | Page 6
- Promotions Criteria Into 4-MD | Page 6

Technical Standards | Page 7

- Technical Standards for Charter Foundation Program (CFP) | Page 7
- Observation Skills | Page 7
- Communication Skills | Page 7
- Motor Skills | Page 7
- Intellectual/Conceptual, Integrative and Quantitative Abilities | Page 7
- Behavioral and Social Attributes | Page 7
- Computer Literacy | Page 8
- Electronic Examination Policies and Procedures | Page 8
- Before Examination Day | Page 8
- On Examination Day | Page 8
- After the Examination | Page 10

Charter Foundation Program (CFP) Student Manual

The Charter Foundation program is a one-term undergraduate program.

The academic policies, program, standards, and processes are set and overseen by the School of Medicine; the content is delivered by the School of Medicine.

All registered Charter Foundation to Medicine students are subject to the policies and regulations of the University, the School of Arts and Sciences, the Charter Foundation program, and the School of Medicine; however, should policies differ, the policies of the Charter Foundation to Medicine program shall supersede all other said policies.

Academic Policies

Enrollment Requirements

SGU students in the Charter Foundation program are not permitted to drop or add courses. The one term program includes a student academic load of 17 credit hours.

Charter Foundation students are expected to maintain a full-time schedule for the term. The program's curriculum is specifically designed to prepare students for entry into the School of Medicine. As a consequence, students must attempt this curriculum as prescribed. Upon completion of the Program, all students are required to submit an Explanation of Academic Performance (EAP) Report to the Director, Pre-Clinical Sciences program

There is no Leave of Absence granted from the Charter Foundation Program. If a student must leave, for whatever reason, he or she will have the option to **withdraw**. In this case, the university will refund the student's tuition.

In the event of a serious health related or personal issue that impacted a student's ability to study and focus on his/her curriculum, the Director, Pre-Clinical Sciences Program, in conjunction with the Dean of Students, may request that the student be readmitted.

Examination Policies

Pre-Clinical Science Comprehensive Examination (PCSE)

All students must take this examination at the conclusion of the one-term program.

The PCSCE exam is designed to measure students' requisite understanding of basic science disciplines. Questions are drawn from the content covered during the term. The procedures are distributed to students prior to the PCSCE administrations and made available on the Learning Management System (Sakai). The PCSCE does not count towards any course grade. This exam is one of four prerequisites for promotion into Basic Sciences. The **completion exam** policy applies to these examinations.

.Apart from required completion examinations and regular administrations of the PCSCE, students must request authorization from the Director, Director of Pre-Clinical Sciences at least three weeks in advance regarding any special sitting of the examination.

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 OUR 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 tellexaminationservices@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.

Completion Examinations

Students who receive an approved Incomplete ("I") for an exam must take a Completion Examination as scheduled. Failure to sit scheduled examinations results in an exam grade of zero ("0"). Students who take a medical excuse for a final examination must sit the completion examination.

Examination Attendance

All matriculated students are expected to attend all assigned academic activities for each registered course. If, due to extreme extenuating circumstances, students are unable to be present for an examination, the Charter Foundation Program students must follow the same procedures as found in the Pre-clinical Sciences (see [Examination Policy](#)), and approval must be obtained from the Director, Pre-clinical Sciences Program.

The University faculty recognize that exams are an integral part of training in the MD 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 is defined as a Quiz, Unified, Midterm or Final.

Students who fail to appear for an examination without a valid reason for doing so will receive a grade of zero ("0") for the examination. Students who miss an examination due to catastrophic event may be allowed to sit a re-scheduled examination within the term if the course director is notified of the excuse by the Director of Preclinical Sciences.

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 is required to 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 [medical excuse](#) per 12-month period. A student must fill out the ME form on the [University Portal](#) website and 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 still scheduled.

Once a student has started an exam, a score will be submitted and contribute to a student's grade, irrespective of how much of the exam has been completed. In the case of any exam with multiple sections or parts, any student who fails to sit for any section of the exam will receive a 0 for each section that remains incomplete. Students may not request an ME once they have started an exam. Therefore, students are strongly discouraged from taking an exam if they are unwell.

However, if a student attempts to invoke the ME form more than once in a 12-month period, he/she is denied the ME and must sit for the examination(s). If the student does not sit for the examination(s), then, the student receives a "0" grade for the examination, and the University may place the student on a mandatory IME Medical Leave of Absence since the student has medical issues that are preventing the normal progression through medical school. If a student makes a second ME request within 12 months, the student receives 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 Observances:** 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 month 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.

Administrative Policies and Process

Admission

Students in the Charter Foundation program have been reviewed and accepted by the Committee on Admission of the School of Medicine into the Charter Foundation program. Students are accepted and placed into the program according to the educational achievement documented by the Committee on Admission. The Committee also evaluates achievement in standardized examinations, since medical students must frequently demonstrate success in this area. Students must have a Bachelor's degree or higher with all of the science prerequisites.

Registration

All students in the Charter Foundation 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 \(OUR\)](#).

Registration Check-In

Students are pre-registered in specific courses. In order to complete check-in for the Charter Foundation Program, students must have financial, academic and health insurance clearance. All tuition fees and other University charges must be paid before students are permitted to register for classes. Students should not proceed to Grenada without financial and academic clearance.

Student Advising

The Charter Foundation Program utilizes a four-tiered advising system for its students:

Academic Coach

Each student in the preclinical sciences is assigned to an Academic Coach within the

Department of Pre-clinical Sciences who is available to provide academic advice to students. These faculty provide advice regarding academic options (e.g., withdrawing from a course, and improving academic performance and program expectations). Each student is expected to meet several times during the term with their academic coach in order to develop, monitor, reflect upon and revise their individually designed goals and strategies and to construct and revise a personalized learning plan in order to meet their learning goals.

Academic Mentor

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

Learning Strategies Advice

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

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)).

Satisfactory Academic Progress Standards and Process

Standards for Admission, Retention, and Graduation

General Description

Behavioral qualities, cognitive skills, participation in pre-professional activities, and personal attributes are all evaluated and must reach acceptable standards before promotion can be

considered. Any conduct of students that can reasonably be seen as disgraceful, dishonorable, or unbecoming will be considered as a major component in the academic decision regarding retention and promotion.

Quantitative Standards

The time allocation for the Charter Foundation program is one semester.

Qualitative Standards

Students who wish to enter Term 1 of Basic Sciences in the School of Medicine must:

1. Attain a WMPG of 80% and a Science GPA of 3.00 or better. (see criteria below)
2. Pass the Foundations Pre-Clinical Science Comprehensive Exam (PCSCE)
3. Complete the program as prescribed by the criteria below with no grades below "C".
4. Demonstrate the behaviors and attitudes considered by St. George's University to be essential for the profession of medicine,
5. Receive the recommendation of the Director of Pre-clinical Program, to enter the Doctor of Medicine Program (MD)

Promotions Criteria Into 4-MD

Program	Science WMPG	Cumulative GPA	Other
Charter Foundation Program (CFP)	80%	Science GPA: 3.00	PCSCE (≥75%) MCQs only Meet SOM standards for admission and professional conduct
Repeat CFP	82%	Science GPA: 3.20	PCSCE (≥75%) MCQs only Meet SOM standards for admission and professional conduct

Students who fail to meet any or all of the specified criteria for the CFP as specified in the table shown above may have the opportunity to repeat the CFP.

For those students who are granted a second opportunity to take the CFP, they must meet the criteria listed in the table above.

Students who are unsuccessful after taking the CFP for one full term may be given the opportunity to repeat the program. The criteria for passing is:

1. A WMPG of 82% and above
2. A Science GPA of 3.20 and above
3. and an 75% in the PCSCE

If the student was successful in the PCSCE previously, there is no waiver of the exam if the program is repeated.

Technical Standards

Technical Standards for Charter Foundation Program (CFP)

Technical Standards for Charter Foundation Program (CFP)

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

Electronic Examination Policies and Procedures

Electronic examinations at SGU are administered at a physical venue (on site) or distance (remote) The following policies and procedures supplement the general guidelines outlined in the University Examination Policies and Procedures in the SGU Student Manual. Each examinee is responsible for reviewing and adhering to these policies.

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:
 - Laptop and accessories
 - SGU ID
 - Completely clear (see-through) bottle of plain water, which must be placed outside the examination venue for all examinations
 - 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 tellalexaminationservices@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.

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.

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.