

Table of Contents

Doctor of Medicine Pre-Clinical Program	3
The English for Medicine Pathway (EMP)	3
Post Baccalaureate Program	3
Academic Policies	3
Class Participation and Examination	3
Excused Absence from Required Course Activities (Non-Exams)	4
Pre-Clinical Sciences Examinations	4
Pre-Clinical Year 3 Completion Exams	4
Pre-Clinical Diagnostic Tests	4
Comprehensive Examination	4
PCSCE - Pre-Clinical	4
PBSCE - Postbaccalaureate	4
University Examination Policies and Procedures	5
Examination Policies	5
Excused Absences from Exams	6
Medical Excuse	6
Non-Medical Excuses	6
Pre-Clinical Program	7
BS/MD Combined Degree Program	7
Academic Progress	7
PCAPPS Academic Appeals Process	7
Review Dismissal and Appeals Process	7
Professional Behavior	8
Explanation of Academic Performance (EAP) Report	9
Promotion Information	9
Committee for Satisfactory Academic Progress and Professional Standards	9
Academic Progress Review Committee	9
Dismissal, Monitored Academic Progress and Repeating a Course	10
Monitored Academic Progress	10
Preclinical Tuition Repeater Policy	10
Pre-Clinical Grading	11
Incomplete (I)	11
Withdrawal (W)	11
Leave of Absence (LOA)	12
Honors Designations for Pre-Clinical Sciences	12
Honors Designated for BSC in Medical Sciences	12
Promotion to Basic Sciences	12
Required for Graduation with BSC	13
General Description of Academic Progress	13
Academic Standards	14
Quantitative Standards	14
Quantitative Deficiency	14
Qualitative Standards	14
Grades	14
Academic Performance Standards	15
D and F Grades	15
Monitored Academic Status (MAS)	15
Recommendation for Dismissal	16
Monitored Academic Status (MAS)	16
Period of Academic Focus (PAF)	16
Administrative Policies and Process	17
Pre-Clinical Program	17
Baccalaureate/Md Combined Degree Program (BS/MD)	17
Registration	17
Enrollment Requirements	17
Registration Check-In	18
Student Contact Information	18
Academic Coach	18
Learning Strategies Advice	19
Academic Mentor	19
Wellness Advice	19
Technical Standards	19
Technical Standards for Pre-Clinical	19
Observation Skills	19
Communication Skills	19
Motor Skills	20
Intellectual/Conceptual, Integrative and Quantitative Abilities	20
Behavioral and Social Attributes	20
Computer Literacy	20

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 pathway 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

Students must participate in all scheduled educational activities; including but not limited to lectures, labs, small group discussion, as defined in the course syllabus.

Students must be aware that class participation policies may vary across courses. Course directors may take participation into account when determining grades, provided that a clear written statement on attendance policy and its impact on grading are given in the course syllabus. The University considers participation to be an essential component of professionalism. Absenteeism can adversely affect grades and may result in a failing grade.

Students are responsible for complying with the conditions set by the Course Directors and Director of the Pre-clinical Program for remediation of performance deficiencies. Students are expected to access their grades and be aware of their performance in exams and courses. Students who miss any exams for validated reasons are expected to attend the completion exams as outlined in the term schedule. Examinations will not be offered outside these dates. It is the responsibility of students to know the time and dates of all examinations and assignments.

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. It is one of the prerequisites for entry into the MD4 program that all students must take and pass. There are two

(2) components PBSCE I and II offered at the end of term 1 and term 2 coursework respectively. Students are allowed two attempts at each component and need an aggregate of 75% from PMSCE I & 2.

Examination Policies

University Examination Policies and Procedures

[Exam Policies](#)

[Exams on Paper](#)

[Exams on the Computer](#)

[Examination Services](#)

[Chief Proctor](#)

[Venue Requirements](#)

[Publication of Examination Schedules](#)

[Adverse Conditions in an Examination Venue](#)

[Compromised Integrity of an Examination](#)

[Procedures following Examination Termination/Invalidation](#)

[Guidelines for Rescheduling Examinations](#)

[Prior to Examination Day](#)

[On Examination Day](#)

[After the Examination](#)

[Irregularity Reporting](#)

[Unprofessional Behavior During an Examination](#)

[Procedure in Case of Unprofessional Behavior](#)

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 and specific science courses in Years 1 and 2 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 [Taking the Examination](#)).

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 “O” 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 Office of Student Affairs 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 Office of Student Affairs (studentaffairs@sgu.edu). If approved, the Pre-Clinical Office of Student Affairs will inform the Pre-Clinical Program Director and the Course Director of a student's excused absence.

4.

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 of less than 80%, Year 3 Cumulative GPA of less than 3.2, or a Science GPA of less than 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 Student Affairs, 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 WMPC of 80%, a Year 3 cumulative GPA of 3.2 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.
6. Students should refer to the Preclinical Tuition Repeater Coursework Policy section of this manual for information on costs associated with repeating coursework.

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 WMPC is below 80%, their Year 3 cumulative GPA is below 3.2, 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.

Preclinical Tuition Repeater Policy

****Effective for students repeating coursework as of January 2023***

Preclinical students (5/6/7 Year MD Pathway) who repeat a course due to:

1. Failure

2. or as required remediation

will be charged the published tuition rates when they return to repeat the coursework.

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%.

- Students must pass the Pre-Clinical Science Comprehensive Examination (PCSCE), with a 70% or better.
- 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	Meet SOM standards for admission and professional conduct
EMP – Year 3, final term	80%	Science GPA: 2.75 Cumulative GPA: 3.20	Pass PCSCE (≥ 70) Written and MCQs	Meet SOM standards for admission and professional conduct
Post Baccalaureate	80%	Science GPA: 2.75% Cumulative overall GPA 3.20	Pass PBSCE 1 (Term 1) and 2 (Term 2) with an aggregate of $\geq 75\%$	Meet SOM standards for admission and professional conduct

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:

- 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.
- Maintain acceptable professional behavior and standards.
- Be discharged of all indebtedness to the University.
- Be approved for graduation by the Graduate Assessment Board (GAB).
- Students must achieve a 'PASS' grade at the end of Term 1.
- 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 WMPG 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 WMPG	Cumulative GPA	Other
Pre-clinical Sciences – Years 1 & 2	n/a	Cumulative GPA: 3.20	No D or F grades
Pre-clinical Sciences – Year 3	80%	Science GPA: 2.75 Cumulative GPA: 3.20	No D or F grades
EMP – Years 1 & 2	n/a	Cumulative GPA: 3.20	No D or F grades
EMP – Years 3	80%	Science GPA: 2.75 Cumulative GPA: 3.20	No D or F grades
Postbaccalaureate	80%	Science GPA: 2.75 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)

Students who have been retained following a successful appeal to the PCAPPS will be placed on a PAF. The PAF is an internal marker placed in students' progress files by the APRC.

It allows students who were recommended for dismissal to continue in their program, for one semester with stipulations set out by the PCAPPS. Students may continue PAF for an additional semester if the APRC sees significant improvement. While on a MAS, students are reviewed by the APRC each semester. Mandatory academic advising may also be required as stipulated by the PCAPPS.

Students on PAF must achieve the minimum GPA standards for their year and term ([as previously described](#)) to avoid an automatic recommendation for dismissal.

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 Office of Student Affairs 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 information with the patient and throughout the medical community.