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Welcome to St. George's University. This Manual has been designed to clearly articulate the rules, regulations, and administrative policies of the University in general, and the more specific policies of the individual Schools and Programs in particular. All administrators, faculty members, and students should familiarize themselves with the content of this Manual and adhere to the policies and procedures herein.

# General Policies for St. George's University

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## General University Rules, Policies, and Regulations

Students' who register each semester/term are required to comply with the requirements and provisions of the University as published or amended in the entire Student Manual and each School's catalogue. The current years Student Manual and School's catalogue supersedes the previous ones

It is the responsibility of all students to educate themselves on the contents of this Manual, and to adhere to the policies and provisions as stated herein. Ignorance of rules and regulations clearly outlined and defined within this Manual is no excuse for noncompliance.

The particular School or program rules are in addition to and supersede these rules.

For those students matriculated in the Doctor of Medicine program, additional requirements and provisions can be found in the School of Medicine Clinical Training Manual. Students fulfilling degree requirements at another institution are responsible for familiarizing themselves and complying with the rules and regulations of the affiliate university.

The privileges of the University and bona fide status of a student is available only when students have completed registration and the check-in process, are on a designated vacation period or an approved Leave of Absence and are in good academic, disciplinary and financial standing with the University.

It must be expressly understood and agreed, that should any difference between the University and a student arise, the local law of Grenada will be applied.

The University, its Schools and Programs, reserve the right to update and make changes to their respective Student Manuals at any time.

Students dismissed for disciplinary reasons are ineligible for re-entry or re-admission and any application for admission will not be considered.

## Administrative Letters

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### Letters of Enrollment Verification (LEV)

Letters of Enrolment Verification (LEV) are only issued to students who are in good academic, disciplinary, and financial standing. LEV are issued by the [Office of the University Registrar \(OUR\)](#).

### Letters of Good Standing

Letters of Good Standing (LGS), e.g. for transfer purposes are only issued to students who are in good academic, disciplinary, and financial standing. The [Dean of Students](#) issues LGS for all students in Grenada.

# Letters of Recommendation (LOR)

The University does not provide a Letter of Recommendation (LOR). LOR must be obtained directly by students from individual faculty members.

## Dean's Letters (DL)

Students should contact the appropriate Schools office directly to obtain a Dean's Letters.

- School of Medicine:
  - Preclinical Program: Dean of SOM and/or Preclinical Program Director
  - Medical Program, Basic Sciences: Dean of Basic Sciences Office
  - Medical Program, Clinical Years: Dean, School of Medicine—The Dean's Letter for postgraduate training applications is now known as the Medical Student Performance Evaluation (MSPE)
- School of Veterinary Medicine: Associate Dean, School of Veterinary Medicine
- School of Arts and Sciences: Dean of School of Arts and Sciences
- Graduate Studies Program: Dean of Graduate Studies Program

No fee is charged for any of these letter requests; however, please allow a minimum of two weeks for processing.

# Attendance

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## Attendance Requirements

Students are expected to attend all classes and clinical rotations for which they have registered. Although attendance may not be recorded at every academic activity, attendance may be taken randomly.

- Students' absence may adversely affect their academic status as specified in the grading policy.
- If absence from individual classes, examinations, and activities, or from the University itself is anticipated, or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed.
- A particular course may define additional policies regarding specific attendance or participation.

Absence Reporting Procedure

## Medical Excuse

There are specific medical excuse guidelines in each School or program. Please check the appropriate section in this Manual.

- [School of Arts and Sciences](#)
- [School of Graduate Studies](#)
- School of Medicine
  - [Charter Foundation Program \(CFP\)](#)
  - Doctor of Medicine - [Pre-Clinical Program](#)
  - Doctor of Medicine – 4 Year MD
- School of Veterinary Medicine
  - [Veterinary Foundation Program \(FTV\)](#)
  - [Doctor of Veterinary Medicine – Pre-Veterinary Program \(PV\)](#)
  - [Doctor of Veterinary Medicine](#)

## Non-Medical Excuse

If, due to a catastrophic event or emergency, students are unable to attend any mandatory activity, they must immediately notify the [Dean of Students Office](#) by email.

- For students in the School of Arts and Sciences, School of Graduate Studies, and the School of Veterinary Medicine, the Dean of Students Office will make a determination based upon information provided, and will notify the course directors as to the validity of the absence, requesting that the course directors make arrangements for remediation of the missed activity.
- For the School of Medicine, the Dean of Students Office will forward the information for the Office of the Dean of Basic Sciences to make the final determination.

## Religious Observances

Should a student need to reschedule an exam date for reason of religious observance, the student must notify the Dean of Students (DOS) by completing the [Religious Observation Form](#) no later than 30 days after the start of the term with the request. The DOS will inform Course Directors of such student requests as soon as practicable.

There may be specific attendance rules in a given School or program. Please check the appropriate section in this Manual.

# Course and Instructor Critique Program

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## Course and Instructor Critiques

Students are expected to attend all classes and other related academic activities as defined for each course by the course director. One such academic activity is participation in the St. George's University (SGU) Course and Instructor Critique Program.

Student participation in the Evaluation Process is mandatory.

When requested, students in a course are expected to complete all required faculty and course evaluations. The critiques coordinator notifies students when evaluation periods have begun and sends periodic reminders to ensure that critiques are submitted within the allotted time frame. Failure to complete all required course and instructor critiques means that students did not fulfill all course requirements

## The Importance of Evaluation

Evaluation is a necessary component of any course. Just as students anticipate a fair and accurate evaluation for their performance and achievement in a course, SGU requires that faculty and course evaluations be completed each term. Continual evaluation and assessment of faculty ensures that the instructional program not only remains consistent, but also improves as students' needs and expectations are considered.

## Providing Feedback

At the beginning of each term, course directors will address the class and summarize the results of the course and instructor critiques from the previous term. In this summary, course directors will report areas that students rated highly and areas that received the lowest ratings.

For areas receiving low ratings, the course director details what changes were made to address students' concerns, thus ensuring that course evaluation influences course design and delivery.

# Leave of Absence (LOA)

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## Permission to Take a Leave of Absence

Students\* who must interrupt their studies for part of a term or longer, must request a Leave of Absence (LOA) through [the Leave of Absence electronic application](#).

This application is maintained and reviewed by the Office of the University Registrar and can be accessed on the University portal.

Before submitting an LOA, students are strongly encouraged to reach out to the office of the Dean of Students and their Academic Advisor for guidance. Upon submission of this electronic form, the student will receive a confirmation email and an approval decision. It is the responsibility of the student to ensure he/she receives written approval prior to leaving the University.

The start date of the LOA will be the date the student submitted the electronic form or the last date of the documented attendance in an academically related activity (e.g., a course or a clinical rotation).

Please note that due to schedule and curriculum changes, an LOA may cause difficulties upon re-entering an academic program. Degree candidates are still required to complete their programs within the number of years specified by their degree program. Student utilizing US Title IV funding should also refer to the [Federal Aid and LOA section](#).

*\*This does not apply to SAS Non-Degree Programs, these students should not apply for an LOA.*

## Leave of Absence for School of Medicine (Terms 1-5)

1. Students can apply for an LOA prior to the start of a term or after a term has started. Students intending to take an LOA once a term has started can do so at any time up through 4PM AST on the day prior to the course's scheduled final examination (not including completion examinations). Students can apply [by clicking here](#). The last date for each term (final examination) is published on the [Office of the University Registrar webpage](#) on the SGU Portal. If a student submits an LOA request on the last day of the term (date of scheduled final exam), the LOA will not be approved.
2. Any student who misses the final examination and/or any scheduled completion exam and has not requested and been approved for an LOA, will receive a grade of '0' on the missing examination(s) and the final course grade will be an F.

## Leave of Absence for School of Veterinary Medicine (Terms 1-6)

1. Students can apply for an LOA prior to the start of a term or after a term has started. Students intending to take an LOA once a term has started can do so at any time up through the day prior to final examinations week. Students can apply [by clicking here](#). The final examination period is published on the [Office of the University Registrar webpage](#) on the SGU Portal.
2. Any student who misses the final examination and/or any scheduled re-sit/completion examination and has not requested and been approved for an LOA, will receive a grade of '0' on the missing examination(s) and the final course grade will be an F.

## Extensions of Leave of Absences

Any extension to a leave of absence must also be submitted through the electronic application stated previously. If a student has had a prior LOA during his/her course of study, needs an extension or the student has already repeated coursework, additional approvals may be needed from the student's Academic Dean.

## Intent to Return from Leave of Absence

### Returning to School

All students on a Leave of Absence should contact the Office of [the University Registrar](#) by email, six weeks prior to the end of the leave expiration date. E.g. November 30 for a Spring term return

Students must clarify their future intention and confirm that all documentation are in order, including medical and/or financial clearance, if required.

- Students wishing to return early may only do so with written permission from the Dean of Students.
- Students on a Medical Leave of Absence will be required to submit a health clearance to [the Director of Health Services](#) prior to registration check-in.
- In some cases, the Director of Health services may require an Independent Medical Evaluation (IME) prior to return for the subsequent semester.

Note: For students in the MD Program, please see [the Leave of Absence Policy](#) in the School of Medicine Section.

### Refund Policy

### University Refund Policy

Students who withdraw or take an LOA, who fail to return from an approved LOA, who are dismissed, or otherwise fail to complete the term for which they are charged, will receive a tuition adjustment of University charges based on a pro rata calculation if the student withdraws during the first 60% of a term.

University charges are prorated based on the percentage of the term that has elapsed. Pro-rata tuition adjustments are calculated based on the number of days from the start of the term to the date the LOA begins or the withdrawal date.

Applicable University charges may consist of tuition, administrative fees, and on campus housing. If a withdrawal takes place after the 60% point, full University charges remain due.

Special refund rules apply to students in their first term of attendance in the MD4 program (Grenada campus). Students who withdraw from the University prior to the 14<sup>th</sup> week of their first term of attendance, will have their tuition and administrative fees fully refunded. If the student is a federal or private student loan recipient, and the tuition reversal creates an overaward, the overaward amount will be returned to the lender on the student's behalf.

While a refund may be possible, it is not guaranteed.

- Tuition adjustments may result in either a refund to the student or a balance due to the University.
- For information related to the [Housing Cancellation Policy](#), please consult the University Website.

### A McCord Scholarship

Students who take a Leave of Absence during a term may apply for a McCord Scholarship by writing a letter to the [Office of Financial Aid](#) requesting consideration for this one-time award.



A McCord scholarship is a partial tuition scholarship awarded to students who take a Leave of Absence from a term due to compelling personal circumstances beyond their control, causing them to suffer undue financial hardships which affect their ability to pay for their education upon their return.

The scholarship is used to help defray all or part of the penalty paid as a result of the withdrawal.

The scholarship committee will review the details of the student's circumstances noted in their application letter and may require further documentation before determining eligibility for the scholarship. These awards are grants-in-aid and do not have to be repaid.

## Return of Financial Aid

## Return of Title IV Financial Aid

In accordance with US Federal Title IV Regulations (34 CFR 668.22), St. George's University is required by the Higher Education Act to recalculate the eligibility for federal Title IV aid for students who withdraw or take a Leave of Absence (LOA), up to 60% of a term.

When a student withdraws or takes a leave during the semester, the amount of Title IV program assistance that a student has earned up to the point of withdrawal is determined on a pro-rata basis.

- The amount earned is based on the number of days the student completes in the term as of the withdrawal date or Leave of Absence begin date for official withdrawals and the last date of documented attendance at an academically related activity as determined by SGU, for unofficial withdrawals.
- Scheduled breaks of five days or more are excluded from the calculation.
- For students who officially withdraw from SGU, the withdrawal date is the date the student began the withdrawal process.

There are special Title IV withdrawal rules for a term that has modules (courses that do not span the entire length of the term). This would apply to a student's clinical terms and MD Basic Science Term 3/4. A student is not considered withdrawn for Title IV purposes if at the point of ceasing participation the student:

- successfully completes 49% of the days in the term,
- earned half-time credits:
  - 5-term credits for MD Basic Science terms
  - 6-term credits for Veterinary Basic Science terms
  - 8-credits for Clinical terms
- Or completes all of the program requirements and is considered a graduate.

For days to count toward the 49% requirement, the student must receive a passing grade in at least one course that spans an entire module.

If the student meets any of these conditions, the student is not considered to be withdrawn for Title IV purposes, and all aid received for the term is retained. If grades for the term are not received within 30 days from the date the University determines the student ceased participation, the student will be processed as a Title IV withdrawal. If a passing grade is received at a subsequent point, the University will reevaluate the student's withdrawn status and may reverse the Title IV refund calculation and refund payments.

Though Title IV aid is generally posted to a student's account at the start of each term, these funds are earned as a student progresses through the term. Students who stop attending before completing more than 60% of a term will have their Title IV aid recalculated based on the percentage of the term they completed.

If a student withdraws or takes a leave during the term, the amount of Title IV program aid earned up to the withdrawal date is determined by a specific pro-rata formula of days completed to the total days in the term and is called the return to Title IV funds (R2T4) calculation.

For example, if a student completes 30% of the days in the term, the student would earn 30% of the Title IV aid originally scheduled for the semester and the 70% of unearned funds is returned.

Once more than 60% of the term is completed, all the Title IV aid the student was scheduled to receive for the term is earned. However, some earned Title IV aid may not be eligible for disbursement due to other eligibility requirements.

In compliance with federal regulations, the Financial Aid Office will perform the R2T4 calculation within 30 days of the student's date of determination (DOD) of withdrawal and funds will be returned to the appropriate federal aid program within 45 days of the DOD. As part of the R2T4 calculation process, an evaluation is done to determine if aid was eligible to be disbursed but was not disbursed as of the withdrawal date.

If a student received less Title IV aid than the amount earned, a student may be eligible to receive those additional funds as a post-withdrawal disbursement. If a student received more assistance than earned, the excess funds must be returned by the school and/or the student.

Students who are eligible for a post-withdrawal disbursement are notified of their eligibility within 30 days of determining the student's date of withdrawal and the student must give permission to make the disbursement within 14 days of this email notice. A student may choose to decline some or all of the post-withdrawal disbursement, to avoid additional debt.

If the student received Title IV aid in excess of what was needed to pay tuition and fees, a portion of the unearned funds may be considered an overpayment and due to be repaid from student instead of the institution.

- An overpayment exists when the excess unearned Title IV funds are to be returned in part by the institution and in part by the student because each party received a portion of the unearned funds according to the R2T4 calculation.
- For any loan fund overpayment that a student is required to return, repayment will be in accordance with the terms of the promissory note. That is, scheduled payments should be made to the holder of the loan over the term of repayment.

Unearned Title IV funds held by the institution are returned within 45 days of the date of determination of withdrawal in the following order:

- Federal Direct Unsubsidized Loan
- Federal Direct Grad PLUS Loan

The requirements for the R2T4 policy calculation described above are separate from the calculation of the University's Refund Policy, which determines the amount of tuition and fees a student is charged upon withdrawal from a term. Therefore, a student may owe unpaid institutional charges that were once paid by Title IV aid which were deemed unearned by the R2T4 calculation.

The student will receive a notice from the University, which details the outcome of both the R2T4 policy and the University's Refund policy and information on any returns that were paid or balance due.

If you have questions about your Title IV program funds, you may contact the Office of Financial Aid directly, or call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available online at [studentaid.ed.gov](http://studentaid.ed.gov).

## **OFFICIAL AND UNOFFICIAL WITHDRAWAL**

If a student wishes to officially withdraw from the University, he or she must complete and submit the appropriate Withdrawal Form through the University Portal.

If a student stops attending classes or clinical rotations and has not provided a Withdrawal Form, notified the Registrar of a withdrawal or requested a Leave of Absence, he/she will be unofficially withdrawn from the University through the Administrative Withdrawal process.

### **LEAVE OF ABSENCE (LOA)**

Students who must interrupt their studies for part of a term or longer, should submit their LOA requests electronically via the link on the University Portal and are required to receive written approval for a Leave of Absence (LOA) from the Office of the Dean of Students. These forms will require a reason for the LOA, the student's signature, and a date. Under federal regulations, a LOA in the Basic Science terms is treated the same as a withdrawal for Title IV purposes. In the clinical terms, a LOA must be requested and approved in advance, may not exceed 180 days in any 12 month period. Clinical LOA's that do not meet these conditions are treated the same as a withdrawal for Title IV purposes.

It is the responsibility of the students to ensure he/she receives written approval prior to leaving the University. Once the form is electronically submitted, the student receives an immediate email, confirming receipt of the request and the request is automatically sent to the Office of the Dean of Students and Registrar's Office. Each school has its own regulations regarding how withdrawn courses are noted on the transcript. Students are advised to seek counseling from the Dean of Students and their Faculty Advisors prior to withdrawal. If a student has had a prior Leave of Absence during his/her course of study, needs an extension, or the student has already repeated coursework, the Dean of Students may need to seek approval from the student's Academic Dean. A request for an extension can be made in the comments section of the LOA form. Requests must include an explanation of special circumstances.

## **US Federal Aid Recipients and LOA's**

### **How does an LOA affect Student Aid**

Federal Aid recipients who have requested and been approved for a Leave of Absence during the Basic Science portion of their program will be reported as withdrawn to the National Student Loan Data System.

- The withdrawal date will be the first date of the Leave of Absence.
- Any student loans will no longer be considered eligible for an in-school deferment and the loans will either enter in a grace period or begin repayment.

Federal Aid recipients who have requested and been approved for a Leave of Absence for the clinical portion of their program, can continue to have their federal student loans deferred in an in-school status as long as the leave (or combined leaves) does not exceed 180 days in any 12 month period.

Due to the nature of the scheduling process of the Clinical Studies portion of the program, School of Medicine students in the interim period between the completion of their Basic Science terms and the start of their clinical terms period typically request an Interim Leave of Absence (ILOA) if they are not placed in a rotation within 20 weeks from the end of their final Basic Science term.

- These leaves are automatically approved by the Office of the University Registrar, as long as they do not exceed 180 days.
- If the leave exceeds 180 days, financial aid recipients will be reported as withdrawn to the National Student Loan Data System, and the withdrawal date will be the end last day of the Basic Science term.
- Your federal student loans will no longer be considered eligible for an in-school deferment and the loans will either enter into a grace period or begin repayment.

# Withdrawal Policies

## Withdrawal from the University

### University Withdrawal Policy

If students wish to withdraw from the University, they should complete and submit the electronic [Withdrawal Form](#) through the University Portal

Once the form is electronically submitted, the student receives an immediate email to their personal email address confirming receipt of the request and the request is automatically sent to the Office of the University Registrar, which is the designated office for notification of a withdrawal.

Students are advised to seek counseling from the Dean of Students and their Faculty Advisors prior to withdrawal.

### Withdrawal from the School of Medicine

1. Students intending to withdraw from the School of Medicine must submit a [Withdrawal Request](#)
2. Any student who has stopped participating in course activities and/or has not submitted a withdrawal request by 4PM AST on the day prior to the scheduled final examination will receive a grade of '0' on the missing examinations(s) and the final course grade will be an F. The last date for each term (final examination) is published at the [Office of the University Registrar webpage](#) on the SGU Portal.

### Withdrawal from the School of Veterinary Medicine

1. Students intending to withdraw from the School of Veterinary Medicine must submit a [Withdrawal Request](#)
2. Any student who has stopped participating in any mandatory course activities and/or has not submitted a withdrawal request by 4PM AST on the day prior to final examinations week will receive a grade of '0' on the missing examinations(s) and the final course grade will be an F. The final examination period is published on the [Office of the University Registrar webpage](#) on the SGU Portal.

Students are advised to seek counseling from the Dean of Students and their Faculty Advisors prior to withdrawal.

### Administrative Withdrawal

If a student has not notified the Office of the University Registrar (OUR) that they have Withdrawn from the University or have failed to request a Leave of Absence for any of the below reasons:

- fails to check-in/register for classes for the semester
- stops attending classes
- stops attending clinical rotations

they will be Administratively Withdrawn from the University. Failure to keep in contact with the university will result in an Administrative Withdrawal,

# Administrative Withdrawal Appeal

Within six months of the date of the Administrative Withdrawal, a student may appeal in writing to the [University Registrar](#) for consideration to be reinstated to an active student status.

# Administrative Withdrawal Re-Matriculation

After the six month period has passed, a student must now reapply to the University and program using the Rematriculation Application. The Committee on Admission will render a decision in a timely fashion.

# Notice of Directory Information

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## The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) also requires that St. George's University, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from students' education records; however St. George's University may disclose appropriately designated directory information without written consent, unless students have advised the School to the contrary in accordance with School procedures.

The primary purpose of directory information is to allow St. George's University to include this type of information from students' education records in certain School publications.

Examples include:

- School catalogue or bulletin, showing a student's role in a school-related activity;
- Annual yearbook;
- Honor roll or other recognition lists;
- Graduation and other ceremony programs; and
- Sports activity sheets, such as basketball, showing weight and height of team

Directory information, which is information that is generally not considered harmful or an invasion of privacy, if released, can also be disclosed to outside organizations without students' prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

If students do not want St. George's University to disclose directory information from their education records without prior written consent, students must notify the [Office of the University Registrar](#) each calendar year.

St. George's University has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level

- Most recent educational agency or institution attended
- Residency match placement

## St. George's University Privacy Policy

# St. George's University Privacy Policy

## SGU PRIVACY POLICY

The St. George's University Privacy Policy affords students certain rights with respect to their education records.

These rights include:

1. The right to inspect and review students' education records within 45 days of the day the University receives requests from Students, who should submit written requests to the Office of the University Registrar that identify the record(s) they wish to inspect. The Office of the University Registrar will make arrangements for access and notify students of the time and place where the records may be inspected. If the Office of the University Registrar does not maintain the records, that official shall advise students of the correct official to whom the requests should be addressed.
2. The right to request the amendment of students' education records that the students believe to be inaccurate. Students may ask the University to amend records that they believe to be inaccurate. They should write the University Official responsible for the record, clearly identify the part of the record they want changed, and specify why it is not accurate. If the University decides not to amend the records as requested by students, the University will notify students of the decision and advise them of their right to a hearing regarding requests for amendment. Additional information regarding the hearing procedures will be provided to students when they are notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in students' education records, except to the extent that the SGU Privacy Policy authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to School Officials with legitimate educational interests. A School Official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement, unit personnel, and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another School Official in performing his/her tasks; or a third party carrying out an activity, such as auditing financial aid or the financial management of the school, relevant to the administration, ownership or management of the school. A School Official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility, or for the evaluation of, management or administration of the school. Upon request, the University discloses education records without consent to officials of another school in which students seek or intend to enroll.
4. SGU's Privacy Policy and Rights guidelines are consistent with the US government's Family Educational Rights and Privacy Act (FERPA). US students have the right to file a complaint with the US Department of Education concerning alleged failures by George's University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
 US Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-5901

# Required Documentation

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## Documentation for Students

### Student Health Insurance

All students must carry comprehensive health insurance for the duration of the academic year in which they are enrolled. Students can review the health insurance requirement and insurance plan details by logging onto the University Portal and clicking the Student Health Insurance Information link. Students can then enroll in the school sponsored plan by logging into the Enrollment / Waiver Portal and selecting their insurance option. Students who have existing health coverage must log into the Enrollment / Waiver Portal and submit their insurance details. Enrollment in the school sponsored plan or confirmation of existing coverage is required of all students. Students whose coverage has expired during the year may enroll in the student plan by contacting [medins@sgu.edu](mailto:medins@sgu.edu) within 30 days of the loss of coverage.

### Health History Form

All matriculated students must complete a Health History form prior to registration and meet the requirements stated on the form. This form will give a record of previous illnesses and immunizations.

Throughout students' matriculation, Health History forms must be current and verification must be provided, as determined by the University. Students who fail to fulfill these requirements may have their matriculation status suspended. Medical records will be kept confidential and used only for valid University purposes. If a student is seeking accommodation for a disability such as extra time on an examination, they must follow the [procedures here](#)

Students returning from a medical Leave of Absence must submit documentation of their health status for review by the Director of University Health Services one month prior to their intended return to the School. They should receive clearance from the Director of Health Services, which is then communicated to the Dean of Students Office.

### Address

All students must maintain an accurate record of their permanent address, emergency, and immigration information, including citizenship and passport or immigration number, with the Office of the University Registrar.

It is important to note there are three different types of addresses that are part of the students' record:

- **Permanent Address** – This is the address that is entered and recorded as part of the students file upon admission to SGU. The permanent address on file with the University is the only place to which the University will send ALL correspondence when students are not on campus.
- **Mailing Address** – This address is where a student would like their mailing correspondence from SGU to be sent. It can be different from the Permanent and Local addresses. When a change is needed it is entered and maintained by the OUR upon request.
- **Local Address** – This address refers to the actual address of the student whilst registered for the semester at the various campus location sites. It is to be entered and maintained, semesterly by the student via in Banner and/or the [Off Campus Housing application](#).

## Change of Address

A change of address during a term, between terms, or while taking clinical clerkships must be filed in writing with the Office of the University Registrar.

It is especially important for medical and veterinary medical students on clinical clerkships to notify the Office of the University Registrar of any change of address during clinical rotations.

## Personal Contact Information

Personal Contact information refers to a student's telephone number and email address.

## Telephone

Students must maintain active current and permanent phone numbers with the OUR so that they can be reached both when school is in session and during holidays. It is to be entered and maintained, semesterly by the student via [Student Self-Service](#) in Banner and/or the [Off-Campus Housing Application](#).

## SGU Email

The SGU assigned email accounts are the official means of communication between students and the University. Students should ensure that their password remains secure and must not be shared with others. Students are required to check their SGU email accounts frequently, as important student information will be emailed there. Any information disseminated via the students' SGU email account will be the responsibility of the student whether or not they claim to have actually sent the email.

## SGU Website

The University from time to time may broadcast general University communications via the University website. Students may not use the public website for general communications. There are sites within the University Portal where students may post general announcements or messages.

# Student Accessibility and Accommodation Services

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## Accessibility Options for Students

A student with a disability or disabling condition that affects one or more major life activities, who would like to request an accommodation, must submit a completed application form and supporting documentation to the [Student Accessibility and Accommodation Services \(SAAS\)](#) located in the Dean of Students Office.

- It is highly recommended that students applying for accommodations do so at least one month before classes begin to allow for a more efficient and timely consideration of the request.
- If a fully completed application is not submitted in a timely fashion, an eligibility determination may not be made, and accommodations, where applicable, may not be granted prior to the commencement of classes and/or examinations.



The application form, guidelines for submission of required disability documentation, and contact information can be found [here](#).

SAAS welcomes an opportunity to speak with you regarding your accommodations and to answer any questions.

## Student Housing

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### Student Housing Requirements

In Grenada, all entering students must live on campus for at least one term.

Medical, Veterinary Medical, Graduate, Undergraduate as well as those in Pre-Professional programs, are required to live on campus for the first term only. Students under the age of 18 are required to remain on campus and must seek parental authorization to be permitted by the Housing Department to reside off-campus. Exceptions to this policy include students with Pets, married students, students with children, and students from Grenada who live on island.

After the required residency period, on-campus housing is not guaranteed in Grenada. All students who wish to live on campus must enter a lottery. The lottery is held during March/April for the Fall term and October/November for the Spring term.

- Information on off-campus housing can be obtained from [the Housing Office](#).
- All matriculated students on the Grenada campus must live in approved housing, either on or off campus, at the discretion of the University.
- Students are reminded that no pets are permitted in University housing. Only service animals for a documented disability approved by SAAS are permitted in housing on the True Blue campus. [\(See Service Animal section in this manual for requirements.\)](#)
- The University reserves the right to require students to live on campus.

For those students enrolled in the Doctor of Medicine and Doctor of Veterinary Medicine programs, housing opportunities vary at different clinical centers, affiliated hospitals, and veterinary clinical locations. In all cases, during the medical and veterinary clinical years, housing is the responsibility of students.

Some affiliated hospitals in the United Kingdom provide single accommodation for students. Students are responsible for the cost of these accommodations.

For further and current information on Student Housing Requirements please visit the [Housing Office site](#).

## Transcripts

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### How do I Get my Transcript?

Grade reports including all completed coursework to date will be issued to students four to six weeks after the completion of each academic term as long as students are in good academic and financial standing.

Official transcripts bearing the University seal and validating signatures are not issued to students or other individuals, but are mailed directly to institutions as confidential information, and only upon the written request by students.

Requests for official transcripts are to be submitted in writing by completing the appropriate [Transcript Request Form](#) by email or in person at the OUR – Grenada campus.

A charge of \$15.00 US for each transcript request may be paid directly to the Accounts Office (Grenada). Checks should be made payable to:

St. George's University  
Office of the University Registrar (OUR)

St. George's University  
Grenada, West Indies

Or

Office of the University Registrar (OUR)  
University Support Services, LLC  
3500 Sunrise Highway, Building 300  
Great River, NY 11739  
Fax: +1 (631) 665-2047

For further information on Transcripts please visit the of [Office of the University Registrar site](#) on the University portal.

# Registration and Matriculation Policies

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## Registration Policies & Procedures

### Acceptance

The Committee on Admission grants students' acceptance into the University upon the presumption that all statements made by applicants during the admission process, whether oral, written, or in submission of academic documentation, are true and accurate. If it is subsequently discovered that false, misleading, or inaccurate information was submitted, the University may nullify a candidate's acceptance; if a student is registered, dismiss the student; or, if a degree has been conferred, rescind the degree.

Please be advised that each entering student to St. George's University has a continuing obligation and responsibility to inform the University of any adverse changes to the information submitted in their application until graduation.

### Pre-Registration Procedures

Students in professional programs will be automatically pre-registered for their required courses. Students enrolled in undergraduate or graduate programs are required to meet with their faculty advisors during the designated pre-registration period. Scheduled appointments are recommended.

After consultation with an Faculty Advisor, the advisor will submit students' official pre-registration forms. Students will be able to view and print their registration status and course schedule from their Student Self-Service account.

These procedures will be available prior to the pre-registration period.

# Check-In Procedures

All students must complete registration for all coursework to be attempted within the upcoming academic period during the official check-in period. Students must have academic, financial and health insurance clearance in order to be checked-in for the term.

The check-in period typically begins on or before the first day of a programs scheduled classes for the term, and also includes a late check-in period. Registration and check-in procedures will be distributed immediately before the start of classes. The dates and times of check-in will be posted on campus and published on the [OUR](#) section of the University Portal.

Students can view in their [Student Self-Service account](#), if there are holds on their account which prevent check-in completion.

During the designated check-in period, students will receive an updated overlay for their SGU identification cards (Fall semester) and a validation sticker to be added to their SGU identification card (Spring and Summer semesters), once they complete the check-in process.

Students will not be able to successfully check-in and receive their overlay or validation sticker until they have formally completed the registration/check-in requirements.

No services, including on-campus housing, study-group help, or participation in academic activities will be offered to non-checked in students.

Students will be administratively withdrawn (effective as of the eighth day of the term), if one or more of the below apply:

- fail to complete the check-in process by the end of the seventh day of a new term, (as outlined in [the late check-in period](#))
- have not applied/received approval for an official Leave of Absence (LOA)
- have not officially Withdrawn from the University

## Late Registration

All students except for clinical students in the Schools of Medicine and Veterinary Medicine are required to check-in on or before the first day of classes as scheduled by the Office of the University Registrar. The late check-in period ends at 5:00 pm on the seventh day following the date of the end of the check-in period (for example, if registration ends on a Monday, the late registration period will end at 5:00 pm on the following Monday). Fees are incurred daily, for each day that a student is late to check-in. No student may check-in after the close of the late registration period.

Students should note that if they register and begin classes late, they will miss important academic concepts and their grades may suffer. Late registration will not be considered an excuse for poor academic performance.

## Change in Registration

To alter registration, students must submit the appropriate [forms](#) to the Office of the University Registrar within the time period allotted for the particular School or Program.

## SGU ID Card Requirements

Students are required to have their ID cards on their person and visible at all times while they are on campus.

- The ID cards must be clearly displayed for easy reading and presented for examination whenever requested by University security or administrative personnel without argument.
- Any student who does not present his or her ID card upon the request of University security or administrative personnel may be subject to disciplinary action and / or directed to leave University property, until he or she is able to produce and display his or her ID card, and may be escorted off of the premises.
- Repeated failures to produce ID and/or arguing with the individual directing that such ID be produced will result in further action from the administration, which may include disciplinary action.

Any student who refuses to comply with the directives of University security personnel or administration to visibly wear his or her ID card and/or the directives of such individuals to display his or her ID card as required may be considered insubordinate and subject to removal from campus pursuant to this Policy and may also be subject to disciplinary action.

## MD/DVM Clinical Registration

MD: There is no formal registration period during clinical rotations in the Doctor of Medicine Program. The Office of Clinical Studies schedules clinical rotations for the School of Medicine. Clinical students in the Doctor of Medicine Program are required to be present on the day and time indicated for the assigned rotation.

DVM: The final year of clinical training of the Doctor of Veterinary Medicine Program takes place on the campus of one of our affiliated Universities. The final year of the program is scheduled through the School of Veterinary Medicine. Students must appear at the assigned educational institution as advised and follow the course registration procedures of that particular institution. Registration is communicated immediately to the Office of the University Registrar. Students are simultaneously registered at St. George's University while registered at the affiliated University.

## Financial Obligations

All students are responsible for settling any financial obligations to the University before registering for a new term. Financial clearance from the [Office of Student Finances](#) is required for check-in.

## Billing

Students will be billed approximately one month before the applicable due date. In the event that students do not receive a timely tuition bill, it is their responsibility to contact the [Office of Student Finances](#) to ensure that the tuition bill is paid before the due date. All students are responsible for payment of tuition and fees by the due date, which is approximately one month before the start of each term or academic year depending on the program. Payments must be postmarked by the due date indicated on the tuition invoice or statement of account. Tuition and fees are published in the University catalogues and are subject to change.

## Late Payment Penalties

Late payment penalties are assigned from the designated due date at a rate of 18% per annum on any unpaid balance. Students are not considered to be students in good standing if they have any unpaid balances. Students will not receive any University services or records until their good standing status is restored. These include transcripts, diplomas, bona fide student letters, and letters of recommendation.

# Student Policies, Procedures and Non-Academic Standards

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## Honor Code

### SGU Honor Code and Ethics

Cooperation and collaboration are encouraged in all aspects of work and study which can benefit from collective effort.

Plagiarism and/or other forms of dishonesty are firmly rejected in the SGU community. In accordance with these ideals, all students of the University are required to adhere to the Honor Code.

The University's Honor Code must be signed by all students upon matriculation at the University. The agreement is binding throughout students' tenure at the University.

### Text of Honor Code

As a member of the student body of St. George's University, which is an institution of education dedicated to a high standard of ethics and academic achievement, and recognizing that it is the duty of all of the University community members to nurture honesty and social responsibility, I agree:

- to adhere to the University policy of maintaining a high standard of honor and academic integrity;
- to refrain from violations of these ideals by breach of this Code of Conduct, for example, cheating, plagiarizing, lying, or stealing and;
- to accept the responsibility for reporting such wrongdoing upon witness.
- to adhere to all University safety and security rules and regulations as stated in the Student Manual. This includes wearing a helmet while riding a motorcycle, a motor scooter, or any two-wheeled vehicle in Grenada.

It is understood that any breach of this Honor Code necessitates disciplinary action subject to the discretion of University Officials. Once enrolled in the University, acquiescence to this Code is in effect for the duration of the student's matriculation at the University.

Students must be above suspicion in all testing situations. When cheating is suspected, it is not the obligation of the University to prove violation of this Code beyond a reasonable doubt, but rather by a preponderance of the credible evidence submitted.

Students are strongly advised to consider the following guidelines:

- Students must not expose themselves to any situation that lends itself to a suspicion of cheating, such as talking during an examination, looking at another student's examination paper, or the unauthorized possession of notes and other materials.
- Students found cheating are subject to dismissal from the University, pursuant to applicable disciplinary procedures.
- Students found helping, abetting, or acquiescing to an act of cheating by another student are presumed to be equally in violation of this Code.

# Plagiarism Policy

## Plagiarism Policy

### Plagiarism Policy

St. George's University (SGU) is committed to promoting a culture of scholarship. In doing so, SGU places a high value on adherence to the principles of academic integrity, honesty, respect for, and acknowledgement of, the work of others. The submission of work by students is considered an important part of a continuous process of learning and assessment. It allows for a determination of a student's achievement of the necessary knowledge and skills related to their respective academic qualifications, which are to be achieved in accordance with the principles of academic integrity and honesty. To this end, students shall not submit or claim the work of others as their own or engage in any academic activity which provides an academic advantage over one's peers, by cheating. Plagiarism is regarded as a dishonest and cardinal offense in academia. As a form of academic misconduct, plagiarism is considered a breach of the student honour code; therefore, **it is not tolerated**. Plagiarism brings into disrepute the credibility of the University, its faculty and students.

### Definition

The Oxford Concise Dictionary, 9 ed., (1995: 1043) defines plagiarism as 'the act or instance of plagiarizing, something plagiarized.' The dictionary then defines plagiarize as 'take and use (the thoughts, writings, inventions, and so forth of another person) as one's own; pass off the thoughts and so forth of (another person) as one's own.'

Plagiarism can be either intentional or unintentional. (See: <https://www.turnitin.com> for the spectrum of plagiarism practices).

The presentation of work, written or oral, as one's own can be done from a plurality of sources.

Such sources include, but are not exclusive of, published or unpublished material, the work and ideas of faculty, students, internet sources, print and digital publications, written and oral opinions and/or presentations, artwork software, websites or other electronic resources such as artificial intelligence (AI) eg, ChatGPT.

The following list, while not exclusive, is indicative of the practices that qualify as plagiarism (See <https://www.turnitin.com>) :

- Copying verbatim, entire or substantial portions of paragraphs and sentences, written or oral, without the use of quotation marks and indicating the source
- Paraphrasing entire or substantial portions of paragraphs or sentences of the works of others, without referencing the source of such words/ideas
- Utilizing AI (eg ChatGPT) technology to produce entire or substantial portions of work.
- Cutting and pasting paragraphs and/or sentences from various sources and presenting as one's own work, either in a written or oral format
- Copying the works of others, using peripheral or minor changes, while at the same time retaining the original idea, without referencing
- Copying or adapting part, or all, of the work of another student as one's own, for the purpose of any form of course requirements, including presentations or other scholarly forms of assessment
- Cooperating or being complicit with other students in the sharing and copying of answers, including during examinations
- Contract cheating, involving the payment for, or ordering of, essays, software and other material for submission as one's own work or ideas
- Self-plagiarism, involving the re-submission of work previously submitted for assessment

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The presentation of work, written or oral, as one's own can be done from a plurality of sources.

Such sources include, but are not exclusive of, published or unpublished material, the work and ideas of faculty, students, internet sources, print and digital publications, written and oral opinions and/or presentations, artwork software, websites or other electronic resources.

The following list, while not exclusive, is indicative of the practices that qualify as plagiarism (See <https://www.turnitin.com>):

- Copying verbatim, entire or substantial portions of paragraphs and sentences, written or oral, without the use of quotation marks and indicating the source
- Paraphrasing entire or substantial portions of paragraphs or sentences of the works of others, without referencing the source of such words/ideas
- Cutting and pasting paragraphs and/or sentences from various sources and presenting as one's own work, either in a written or oral format
- Copying the works of others, using peripheral or minor changes, while at the same time retaining the original idea, without referencing
- Copying or adapting part, or all, of the work of another student as one's own, for the purpose of any form of course requirements, including presentations or other scholarly forms of assessment
- Cooperating or being complicit with other students in the sharing and copying of answers, including during examinations
- Contract cheating, involving the payment for, or ordering of, essays, software and other material for submission as one's own work or ideas
- Self-plagiarism, involving the re-submission of work previously submitted for assessment

# Procedures

Unless they have been otherwise authorized by their respective course instructors, students are expected to produce works/ideas that are the product of their own original research/investigations.

Students are provided with protocols/guidelines which inform the styles of referencing for coursework requirements and must familiarize themselves with those acceptable to their respective School/Department. This ensures that every statement that is NOT an original thought is appropriately and accurately cited and referenced. Students must therefore seek clarification from their instructors, if necessary, regarding the University's plagiarism policy. The University offers means by which a faculty member might seek confirmation of a suspicion that student work is plagiarized.

The University offers services, including software tools such as *Turnitin* to allow a student to review their submission for an evaluation of plagiarism. It is also valuable to a faculty member seeking confirmation of a suspicion that student work is plagiarized. Students may also seek guidance from the Department of Educational Services (DES) for technical assistance on citing, referencing and writing to avoid plagiarism.

## Penalties

Penalties are transparent procedures to be followed where plagiarism is confirmed by the faculty member and verified by colleagues. Penalties are intended to protect the integrity of the work of students and faculty of St. George's University and the reputation of the University. Faculty members reserve the right to take appropriate action, including the award of a 'penalty grade' such as an "F", for confirmed plagiarism, in addition to referring the matter to the Dean of Students for disciplinary action.

## Copyright Infringement and Peer-to-Peer File Sharing

The University takes copyright infringement seriously and has taken steps to combat the unauthorized distribution of copyrighted materials through illegal downloading or peer-to-peer distribution of intellectual property. All students must abide by all applicable laws and University policies when using University computing or network resources.

Refer to IT [Computing Policies](#) for further information.

## University Examination Policies and Procedures

### Exam Policies

The St. George's University Examination Policies and Procedures govern all computer-based and written examinations administered at SGU.

All students are responsible for knowing and complying with the University's Code of Conduct and the guidelines listed below. Students must read and then sign the Honor Code statement at the start of examinations to indicate that they will comply with the University Code of Conduct.

The guidelines that follow may not specifically cover every possible situation.

The chief examination proctors for examinations have the authority to make interpretations at their discretion for situations not specifically detailed below, and to determine if a report of unprofessional behavior should be submitted.

### Exams on the Computer

The following guidelines 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.

All SOM and SVM examinations will be offered only in the computer-based format. There will be no paper alternative.

### Prior to Exam Day

Each student is required to have a laptop for the purpose of taking computer-based examinations (e-Exams) at SGU. Students must ensure that their laptops meet the current [minimum system requirements](#) prior to exam day:

1. Examinees must use their University Portal username and password to access the [Custom Home Page \(examsoft.com/sgu\)](#) created by ExamSoft for the University.



2. Examinees are responsible for downloading and registering the latest approved version of Examplify on their laptop prior to exam day. Examinees are strongly encouraged to familiarize themselves with the software by downloading and taking the practice Mock Exam.
3. Examinees will be notified via MyCourses, of all exam related information. Email notifications will also be sent from ExamSoft Support to examinees, notifying them of examinations available for downloading. Students MUST download exams 24 hours in advance and will not be permitted to download in the examination venue.
4. Examinees experiencing difficulties with their laptop are encouraged to visit the IT department for assistance prior to exam day. Examinees in need of a laptop must visit the Office of Institutional Advancement (OIA) to request an examination loaner.

## On Exam Day

1. All examinees scheduled to sit a computer-based exam are required to bring their laptops and all approved accessories (mouse, Ethernet cable and power cord/battery charger) for use during the exam.
2. Examinees must ensure that the clock on their laptop is synchronized to the correct local time and time zone (Atlantic Standard Time – AST).
3. Examinees must download ALL exam blocks, (where applicable), within the stipulated 24-hour download window. Any examinee who is unable to download all examination blocks, must contact the online support team; [TellExaminationServices@sgu.edu](mailto:TellExaminationServices@sgu.edu) immediately
4. Requesting Assistance: An examinee who is experiencing a computer problem should:
  1. **ONLINE EXAMS:** immediately send an email to [TellExaminationServices@sgu.edu](mailto:TellExaminationServices@sgu.edu) for assistance in resolving the issue. If however, the issue requires escalation, the student will be invited to a Zoom call with the technical support team.
  2. **IN-PERSON EXAMS:** An examinee who encounters a technical issue should notify a proctor. Students whose computers fail to start at the beginning of the exam or crash during the exam, will be directed to an alternative venue to sit the exam or may be required to sit a completion exam at a later date. This will be recorded as an exam irregularity on each such occasion.
5. All examinees who present themselves to sit an examination are required to display a current SGU student identification card in order to gain access into the exam 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. In the absence of an SGU ID, the examinee MUST present a valid, physical, government issued photo ID in order to gain access into the exam venue.
6. Students will consult the examination seating list posted outside the examination venue, where applicable, to find their assigned seat. Examinees may only sit in their assigned seat. Any discrepancies or seating problems will be reported to the Chief Proctor/Course Director as unprofessional behavior.
7. No wristwatches of any type will be allowed in the examination halls, either on the arm, on the examinee's person or on the desk.
8. Examinees' eyes must always be visible. Hair long enough to cover the eyes and ears must be pulled back. Hats or headwear with brims or bills or which cover the eyes or ears are prohibited.
9. No communication of any kind is permitted between examinees after entering the examination venue.
10. Examinees arriving after the published examination start time will not be allowed to enter the examination venue after door closure. In such cases, the examinee will be directed to the Dean of Students' office.
11. Examinees with a white board accommodation are not allowed to write notes on the white boards prior to the official exam start time.
12. Examinees are not allowed to use a telephone or other communication device at any point during the exam.
13. Restroom breaks are limited to the times prior to the examination, after the examination, or during the breaks between examination blocks.

1. **ONLINE EXAMS:** are only permitted after the examinee has successfully completed and uploaded all answer and monitor files for the said block. Attempting to leave the examination desk, no matter how brief, is not permitted during an examination block.
  2. **IN-PERSON EXAMS:** are only permitted between examination blocks after successfully completing and uploading both answer and monitoring files. Once an examinee leaves the examination area without signing out and back in as stipulated, he/she will be considered to have concluded the examination.
14. To start the exam:
1. **ONLINE EXAMS:** Passwords will be announced via the online course management system (SAKAI) / email notification approximately 15 minutes prior to CHECK IN TIME of each examination block.
  2. **IN-PERSON EXAMS:** the Chief Proctor will provide examinees with the examination password.
15. Students will be allowed to leave the examination area when they have completed their exam and displayed the “Congratulations! Your answer file(s) uploaded successfully,” screen to a proctor.
16. Examinees found violating any of the Examination Policies and Procedures including attempting to disable or tamper with Examplify’s security features will be subject to academic disciplinary action.
17. Permitted Items—only the following items will be allowed into the exam area:
- Laptop and approved accessories
  - Personal items exceptions
  - SGU ID
  - Completely clear (see-through) bottle of plain water
  - Authorized items specified by Course Director or permitted by Student Accessibility and Accommodation Services within the Dean of Students office.

(No other personal belongings will be permitted.)

## Exams on Paper

1. All students who present themselves to sit for any examination are required to display their valid SGU identification card. This is the only accepted form of identification. Individuals who fail to present this form of identification will not be admitted into the exam. In the absence of an SGU ID, the examinee **MUST** present a valid, physical, government issued photo ID in order to gain access into the exam venue. The only exception to this, is the presentation of a properly completed Missing/Lost Identification form.
2. Students may not bring any personal belongings into the examination venue. All electronic devices and devices capable of storing or transmitting information are also prohibited, except for medical devices needed to maintain health. If any personal belongings are brought to the examination site, they must be stored outside of the testing area. No wristwatches of any type will be allowed in the examination halls, either on the arm, examinees’ person or on the table. The University assumes no responsibility for any personal belongings stored outside the testing area.
3. Students will consult the examination-seating list posted outside the examination venue, where applicable, to find their assigned seat. Examinees may only sit in their assigned seat and must ensure that their examination and Akindi bubble sheet (if used) matches their assigned number. Any discrepancies or seating problems will be reported to the Chief Proctor as unprofessional behavior.
4. Only examination test books, answer sheets, pencils with eraser, current SGU ID cards, and materials specifically permitted by the Course Director/ Instructor will be allowed on students’ desks. Clear water bottles will also be allowed.
5. Students’ eyes must be visible at all times. Hair long enough to cover the eyes must be pulled back. Hats and headwear with brims or bills are prohibited.
6. No communication of any kind is permitted between students after entering the examination.
7. Examinees arriving after the published examination start time must wait outside the examination area until all of the pre-examination instructions have been given. Late arrivals will then be given the examination and be seated. Late arrivals will not be given any additional time to complete the

examination. After the first student has completed the examination, late arrivals will not be allowed to start the examination, and will be considered to have failed to appear for the examination.

8. Students are not allowed to use a telephone or other communication device at any point during the examination.
9. A restroom break is the only permitted break during the examination. Students may not eat or smoke during a restroom break. Students may not communicate with anyone other than an assigned proctor during a restroom. Students must sign out and back in (and be accompanied by a proctor) if permitted to leave the room during the examination for a restroom break. Once students leave the examination area without signing out and in as stipulated, they will be considered to have concluded the examination.
10. Students may not remove or dismantle any portion of pages of the examination, or leave the examination room with any written notes of the examination content unless specifically allowed by the Chief Proctor.
11. Time announcements will be made approximately halfway through the testing period, just prior to the end of the allowed time (approximately ten minutes remaining), and at the end of the exam.
12. Once the last time remaining announcement has been given (approximately ten minutes remaining), students must remain seated until a proctor has collected their examination materials.
13. Students must immediately stop writing when 'time' is called at the end of the examination period. All examination-related activities, including filling out the answer sheets, must be completed within the specified examination.
14. Students found violating any of the examination policies will be subject to academic disciplinary action. ([See Unprofessional Behavior During an Examination](#)).

## Unprofessional Behavior During an Examination

Unprofessional behavior includes any action by examinees or others when solicited by an examinee that subverts or attempts to subvert the examination process. If students have information or evidence indicating that any type of unprofessional behavior or any infringement of legal rights has occurred, they should submit a written report to or telephone the applicable course director, department head, and/or the Dean of Students. Failure to adhere to any of the examination administration guidelines listed above constitutes unprofessional behavior.

Specific examples of unprofessional behavior include, but are not limited to, the following:

1. Seeking and/or obtaining unauthorized access to examination.
2. Taking an examination for which one is not eligible or attempting to do so, impersonating an examinee, or engaging someone else to take the examination on one's behalf.
3. Giving, receiving, or obtaining unauthorized assistance during the examination or attempting to do so (for example, copying from another examinee).
4. Communicating with another examinee during the examination.
5. Making notes of any kind during an examination except on the examination booklet or materials provided by the Chief Proctor.
6. Failing to adhere to any SGU policy, procedure, or rule, including instructions from examination proctors prior to, during, and after the examination.
7. Disrupting others at the examination.
8. Possessing unauthorized materials, including photographic equipment, communication, or recording devices, including electronic paging devices and cellular telephones, during an examination.
9. Reproducing unauthorized material, including reconstruction through memorization, and/or dissemination of copyrighted examination materials.
10. Providing or attempting to provide any information, including that relating to examination content that may give or attempt to give unfair advantage to individuals who may be taking the examination.

11. Failing to sit in the assigned examination seat or moving examination papers from one seat to another, unless authorized by the Chief Proctor.
12. Eating or smoking during an examination.
13. Communicating with anyone other than an assigned proctor.
14. Demonstrating any other behavior, which is deemed as inappropriate by proctors, faculty and/or course directors.

## Procedure in Case of Unprofessional Behavior

If the chief proctor observes or receives information, which suggests that unprofessional behavior has occurred, all pertinent information, supporting materials, and statements from any witnesses will be gathered, and a written report accompanied by a signed complaint submitted to the Dean of Students or directly to the University Judicial Office.

Implicated students will be advised of the alleged unprofessional behavior and they will have an opportunity to provide information that they consider relevant to the evaluation of the allegation.

The SGU policies and procedures regarding violations of the University Code of Conduct are outlined in the disciplinary process, which describes in detail the process for reaching final decisions regarding unprofessional behavior. If it is determined that students have engaged in unprofessional behavior, information regarding this determination, and any penalties deemed necessary, will be maintained as part of the student record by the Dean of Students and the University Judicial Office for any future reference.

### **Students may be asked to sign the University Code of Conduct statement prior to any or all University examinations:**

*As a student at St. George's University, I am expected to conduct myself with integrity, dignity, and courtesy according to the University Code of Conduct by which I agreed to abide at the time of my enrollment. I must not expose myself to any situation that lends itself even to a suspicion of cheating, such as talking during the examination, looking at another student's paper, or the unauthorized possession of notes and other materials. I am also not to aid, abet, or acquiesce to an act of cheating by another student. Furthermore, I agree that I have not sought and/or obtained access to unauthorized examination materials prior to this examination; that I have not impersonated an examinee, nor engaged a proxy to take the examination; that I possess no unauthorized materials, photographic equipment, or recording devices during this examination, and that I will not alter or misrepresent examination scores. I understand that for any of these acts I am subject to dismissal from the University.*

## COVID-19 Vaccination Policy (Effective Summer 2022)

## Mandatory COVID-19 Vaccination Policy for In Person Learning on Grenada Campus

*Effective Summer 2022 (Including Term3)*

### **Purpose**

The University is committed to providing students, faculty and staff with a learning environment and workplace free of recognized hazards. This policy is intended to maximize vaccination rates against COVID-19 among St. George's University students, faculty, staff and community members, and highlights our recognition that preventing the spread of COVID-19 is a shared responsibility.

An effective vaccination program is a continuation of the University's commitment to health and safety for all members of our community and the people of Grenada.

### **Student Policy**

All students accessing campus are required to be fully vaccinated against COVID-19 (full/complete vaccine and booster dosage) to attend any academic or social activities. This policy also applies to academic activities at the Grenada General Hospital).

To be compliant with the requirement, all students must provide proof of complete COVID-19 vaccination (full/complete vaccine and booster dosage).

The CDC currently recommends a COVID-19 booster vaccination five months after the second dose for those who received the Pfizer or Moderna vaccine, and two months after the Johnson & Johnson vaccine, for non-immunocompromised individuals. SGU will continue to follow, at a minimum, the [CDC guidelines](#) and the policies of the Government of Grenada.

### **Reasonable Accommodation**

Students in need of an exemption from this policy due to a medical reason must submit a completed [medical exemption form](#) and the [medical information release form](#). Students who have any questions about exemptions or who wish to follow up on an exemption request, should email the Exemptions Committee at StudentExemptions@sgu.edu.

Accommodation requests will be reviewed (minimum of 7-10 business days) and may be granted where determined to be medically valid and if they do not cause the University undue hardship or pose a direct threat to the health and safety of others.

All COVID-19 vaccination cards must be valid/authentic and reflect actual vaccination with WHO approved vaccines. Please be advised that St. George's University has adopted a **zero-tolerance** policy regarding any students who falsify any aspect of their COVID-19 vaccination documentation.

The following process will be implemented if any student is suspected of falsifying his/her vaccination or PCR tests:

1. The student will be automatically placed on **suspension** pending an investigation by the Office of Judicial Affairs. This means that the student will not be permitted to access campus resources or engage in academic activities.
2. If following investigation, the Office of Judicial Affairs determines that charges should be brought, the judicial process shall be followed.
3. If the Panel determines that the student has falsified any such documentation, the student will be **dismissed** from St. George's University.
4. **Appeal Process:** Students will be given up to 5 days after the decision has been served to appeal the decision.
5. Proof of forged documentation will be also be provided to the appropriate local authorities in Grenada and elsewhere as necessary

## University Code of Conduct

### University Code of Conduct

Students attending St. George's University are expected to conduct themselves with integrity, dignity, and courtesy, according to a code of conduct that defines the interests, reputation, and stature of the University community.

Learning experiences at St. George's University are not only meant to develop strong academic skills, but also to cultivate students with positive professional attributes, who are well adjusted to the norms of social graces and good social behavior.

Student comportment refers to the civil and professional behavior that is expected from students at all times in their conduct toward all individuals that are part of the University community.

The Code of Conduct includes student comportment and the honor code, as well as those actions that warrant disciplinary action.

The University reserves the right to take any action that it sees fit to protect the rights of the student body, as well as the reputation of the University.

Abuses of this Code, outlined in this section, will result in disciplinary action, which may include suspension or dismissal.

It is the responsibility of all students to know the University Code of Conduct.

It is required that all students abide by the terms of the University Code of Conduct.

## THE UNIVERSITY CODE OF CONDUCT

*As a student at St. George's University, I am expected to conduct myself with integrity, dignity, and courtesy according to the University Code of Conduct by which I agreed to abide at the time of my enrollment. I must not expose myself to any situation that lends itself even to a suspicion of cheating, such as talking during the examination, looking at another student's paper, or the unauthorized possession of notes and other materials. I am also not to aid, abet, or acquiesce to an act of cheating by another student. Furthermore, I agree that I have not sought and/or obtained access to unauthorized examination materials prior to this examination; that I have not impersonated an examinee, nor engaged a proxy to take the examination; that I possess no unauthorized materials, photographic equipment, or recording devices during this examination, and that I will not alter or misrepresent examination scores. I understand that for any of these acts I am subject to dismissal from the University.*

Enforcement of University Code of Conduct

## Enforcement of Code of Conduct

The University, through the Office of the Dean of Students, has the duty and corollary disciplinary power to protect its educational purpose and objectives through the setting of standards of conduct.

The disciplinary systems and procedures are substantially secondary to the use of example, guidance, counseling, and admonition in the development of responsible student conduct. When these preferred means fail to resolve problems of student conduct, procedural safeguards allow for proper action while protecting students from unfair imposition of serious penalties.

## Violations of the University Code of Conduct

Examples of misconduct for which students are subject to disciplinary action by the University are:

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the University (subject to the Honor Code; see previous section). Violations of the Honor Code that will result in disciplinary action include, but are not limited to:
  1. impersonation during an examination.

2. possession of pertinent examination information, such as lecture notes and/or texts, during an examination.
3. possession and/or distribution of examination questions in advance.
4. copying from another student or making information available to another student during an examination.
5. submission of work done wholly or in part by someone else
6. fabricating or falsifying laboratory data.
7. preparation of an essay or assignment for submission by another student.
8. alteration of transcripts or other official documents relating to student records.
9. misrepresentation of one's credentials.
10. alteration of official Letters of reference.
2. Forgery, alteration, possession, duplication, or mis-use of University documents, keys, records, or identification without consent or authorization.
3. Theft of and/or damage to property of the University, of a member of the University community, or of a visitor to the University.
4. Unauthorized entry to, or use of, University facilities that are locked, closed to student activities, or otherwise restricted in use.
5. Tampering with fire equipment, exit lights, fire alarms, or any other safety equipment or structure. Leaving a cooking area unattended while stove is in use.
6. Disorderly, lewd, indecent, or obscene conduct or expression on any property or site utilized by the University for official University-sponsored or supervised activities
7. Abusive Behavior: Any action or situation which produces mental or physical discomfort for any member of the University community, or which places the individual or group in danger of physical or mental discomfort. This behavior includes, but is not limited to:
  1. **Sexual Harassment:** as defined herein under the [Sexual Harassment section](#).
  2. **Harassment:** conduct (not of sexual nature) that creates an intimidating, hostile, or offensive environment that affects the education or working environment for another. This includes verbal, written, and electronic communications.
  3. **Physical Harassment:** use of, or threatened use of, physical force or violence.
  4. **Stalking:** to follow or otherwise contact another person repeatedly, so as to put that person in fear for his/her life or personal safety.
8. Misuse of electronic networks, platforms or forums, including social media, where such misuse is targeted at any member of the university community. Such actions include but are not limited to:
  1. Online Harassment
  2. Electronic impersonation
  3. Cyberbullying
9. Incurring financial obligations on behalf of a person, organization, or the University without consent or authority.
10. Acting in a way that might bring dishonor or disrepute to the University community.
11. Students in a professional degree program are expected to act in the manner appropriate to the profession, within the ethical standards defined for that profession.
12. Failure to comply with directions or a legitimate request of a University Official acting in the performance of his/her duties or obstructing assigned responsibilities of appropriate officials. This shall include failure to show University identification card.
13. Failure to comply with a disciplinary sanction. This includes the violation of specific probationary status.
14. Purporting to be or representing another person, an organization, or the University improperly without consent or authority.
15. Lying or perjuring self to University Officials including the Disciplinary Panel.
16. Being present during the commission of an act, which violates University policy, and failing to take steps to prevent or promptly report the act.
17. Violating terms of University housing contracts, policies and procedures.
18. Failing to take an active role in assuring proper behavior of guests, on University premises including, but not limited to, residence halls.
19. Refusing to properly evacuate a University facility or moving from specified University grounds during a fire alarm or emergency situation, whether a drill or an actual emergency.

20. Possessing, consuming, dispensing, or being under the influence of alcoholic beverages in violation of the laws of Grenada, the United Kingdom, or of a specific state in the United States where a student may be enrolled in a specific program ([See University Drug and Alcohol Policy](#)).
21. Violating the University policy on tobacco use in specified facilities.
22. Soliciting/Selling for personal or organizational profit without proper consent of University Officials.
23. Violating University motor vehicle policies.
24. Disruption of the normal activities of the Institution, including physical violence or abuse of any person, or conduct which threatens or endangers the health or safety of persons, acts of self-harm, the deliberate interference with academic freedom and freedom of speech, and forcible interference with the freedom of movement of any member or guest of the University.
25. On-campus possession or use of firearms, explosives, other weapons, dangerous articles, or substances, including non-lethal weapons, such as pellet guns.
26. Violation of University policies or regulations governing student behavior and life on the campus, and failure to inform personal guests of said policies and/or regulations.
27. Illegal Drugs: possession or use of illegal drugs and/or narcotics; distribution, delivery, or sale of illegal drugs and/or narcotics; and the possession or use of drug paraphernalia in violation of the [Alcohol, Tobacco and Other Drug Use policy](#).
28. Violation of any local civil and criminal laws.
29. Violation of other published University policies, rules, or regulations including, but not limited to:
  1. Violation of the [University Sexual Misconduct Policy](#)
  2. Violation of the [University Alcohol, Tobacco and Other Drug Use Policy](#)
  3. [Violation of the University Code of Conduct Standards](#)
30. Violation of published policies, rules, or regulations of other institutions:
  1. Violation of hospital policies during medical clinical training
  2. Violation of affiliate university policies during veterinary clinical training
  3. Violation of policies at other sites during placement opportunities
  4. Violation of policies at other institutions or sites during research opportunities
31. \*During their time as an enrolled student at SGU, students are not permitted as either individuals, an organization and/or company to charge, request, require and/or accept any financial remunerations and/or equivalent services in return for tutoring, training, instructing or otherwise assisting other students at SGU, or who are enrolled at other academic institutions.
32. Students are not permitted to advertise their services and cannot financially charge or require remuneration of any form, for the provision of any of the following services or materials or equivalents thereof:
  1. Academic content tutoring, instruction and/or training including clinical skills
  2. Exam preparation including question-taking skills
  3. Study advice, whether general or specific
  4. NBME standardized examination or USMLE Step examination preparation (whether advice or in the form of the provision of questions and/or question banks).
  5. Students, Staff, Faculty and Significant others are not permitted to render services in the gym or on SGU premises of any form as it relates to training students, faculty, significant others and staff in the following:
    - Personal Fitness Training
    - Personal Cardio Classes
    - Any other not mentioned fitness or athletic training

Only authorized SGU staff members are permitted to perform such training. Individuals taking photos and videos for social media should not hinder or delay other gym users from their workout. If filming is reported as disruptive, you will be requested to stop immediately. Use link for a complete list of [Fitness Center's Rules](#).

33. All SGU resources, including but not limited to online resources such as PowerPoints, handouts, lab or training manuals, videos, recordings, multiple choice questions or any other similar educational materials are the intellectual property of SGU and cannot be distributed or shared.



34. Students or student organizations who are contracted by, receive financial remuneration, promotional materials and/or any payment in kind from any USMLE Step, NBME preparation companies to promote, recommend and/or advertise said companies' service or products must notify SGU in writing.

35. Any SGU student identified as doing such, or who financially contracts the services of another SGU student to perform such activities, may be subject to disciplinary action.

## Disciplinary Process

### SGU Disciplinary Process

The University judicial system permits all members of the University community (student, faculty, administrator, and staff member) to submit a complaint against a student or student organization (undergraduate, graduate, or professional) with the Dean of Students. Should the Dean of Students receive information from any source that there may have been a violation of the Honor Code, the Code of Conduct, or for medical students, of professionalism, the Dean of Students, through the Judicial Officer will upon receipt of information determine the validity of the information. The Judicial Officer will advise the General Counsel of any and all complaints and information. The disciplinary process commences with the filing of a written and signed complaint. All students, faculty members, and employees must cooperate fully with the Dean of Students and Judicial Officer.

Upon completion of an investigation, the Dean of Students and the Judicial Officer may determine that counseling measures will suffice, or that a formal hearing must be held to review the complaint and consider if a violation has occurred.

A Board exists to formally address disciplinary matters involving SGU students:

- **The Faculty Judicial Panel** has discretion to handle any disciplinary case for which there is governing faculty legislation, such as the Honor Code, the Code of Conduct, and professional standards, and for which there is precedent for interpreting and applying the rules and standards of conduct of the University.

The disciplinary system is not a criminal process; however, basic due process rights will be protected. Hearings will be conducted in Grenada unless the Judicial Officer determines there are extraordinary circumstances that warrant another location.

Students will be given an opportunity to present information, including any witness, during a fair and impartial hearing. All pending complaints or hearings must be resolved prior to students' graduation.

All complaints found to be false, intentionally dishonest, or malicious are subject to University discipline up to and including dismissal. The nature of the discipline shall be guided by the seriousness of the offense.

The Office of Judicial Affairs, in consultation with General Counsel, decides whether an informal or formal hearing is necessary. When two or more individual cases stem from the same incident, those cases should normally be heard by the same Faculty Judicial Panel.

### Informal Hearing

The Dean of Students can conduct the informal hearing, unless the Dean of Students appoints any other member of the faculty/administration to conduct the hearing.

1. The University does not automatically call witnesses to support the issues to be reviewed, although the Dean of Students may gather any additional information needed, including the interview of a witness.
2. Students will be informed of any additional information gathered by the Dean of Students or designee.
3. The responding student may call witnesses and present evidence
4. The hearing is scheduled at the convenience of the responding student and the Dean of Students or designee.
5. Normally there is no attorney or advisor present.
6. Brief written decision (with or without a findings of fact) will serve as the record and will be communicated within ten days of the final meeting with the student

## Formal Hearings

The Judiciary Board hears serious violations of the Honor Code and Code of Conduct. For students in the School of Medicine, violations of the principles listed in the Clinical Training Manual entitled "Professional Conduct and Responsibilities" are handled by the Judiciary Board. The procedures and policies of the Judiciary Board and the Student-Faculty Judiciary Board can be found in St. George's University Judicial Disciplinary Process.

A copy of St. George's University Judicial Disciplinary Process can be found [here](#).

## Appeal of Disciplinary Actions

A student who disagrees with the decision of the Dean of Students may appeal the decision within five (5) business days of the date the decision is sent. This appeal must be made to the Dean of the school for the program in which they are enrolled. For students in the pathway programs leading to the School of Medicine, the appropriate dean shall be the Dean of the School of Medicine or his/her designee. The Dean of the school or his/her designee shall consider an appeal that is timely and properly filed and render a final determination. For an appeal to be properly filed, it must be sent to the appropriate Dean, with a copy to the Office of the Dean of Students; received within five (5) business days of the date notice of the decision of the Dean of Students was given; and be based on one or more of the following grounds:

1. Due process errors involving the responding student's rights that affected the outcome of the initial hearing;
2. Demonstrated prejudice against any party by the person presiding over the hearing;
3. New information that was not available at the time of the original hearing;
4. A sanction that is extraordinarily disproportionate to the offense committed; and/or
5. The preponderance of the evidence presented at the hearing does not support the finding

The Dean or his/her designee shall review the submission made by the student, along with the underlying record, the student's educational record, and information on the student's current status and make a determination after consideration of the issues raised. The decision on appeal shall be shared in writing with the student. Any determination of an appeal shall be final and shall not subject to further appeal.

Students dismissed for disciplinary reasons are ineligible for re-entry or re-admission and any application for admission will not be considered.

# Additional Resources

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## Policy on Diversity, Equity, and Inclusion

Diversity is a foundational core value for St. George's University. A culturally diverse faculty and student body is essential for teaching, learning, research, and service in the 21<sup>st</sup> century. The educational environment is enhanced and enriched by a true blend of voices and knowledge from across all cultures. The University is committed not only to the recruitment of students and faculty from many cultures and countries, but also to developing initiatives and activities designed to create a hospitable and inviting campus environment, nurturing an atmosphere of civility and celebration of the differences embraced by all. All departments and offices are tasked with ensuring not only fair and equitable treatment for all races, cultures, creeds, and gender identities, but to develop approaches and initiatives amongst staff and faculty to encourage the inclusion of all in ongoing academic and non-academic activities.

## Ombuds Services

Confidential, Informal, Impartial, Independent consultations with faculty, staff, and students who:

- Have witnessed, committed, or suspect wrongdoing
- Are considering filing a formal complaint
- Do not know where to bring their issue
- Seek mediation to resolve an interpersonal conflict
- Are experiencing harassment, bullying, or unwanted attention
- Feel unfairly treated, compensated, demoted, etc.
- Need coaching to handle a sensitive issue
- Want a place to safely express their frustration or concern

During the process:

- Individuals remain in control of the process
- Consider all angles and generate options
- Strictly private, no records kept, no grievances filed
- No judgment, no side-taking, no compromise of confidences

For further information, please visit the [Ombuds Services](#) site on the University Portal.

## Information Technology

The IT department is here to support students and to help them get the most out of their time at St. George's University. It is recommended that all students review our [IT Support Knowledge Base](#).

Additional IT-related information can be found [here](#).

If you still have questions, please visit us at <https://sgu.service-now.com/sp/> or contact us at [support@sgu.edu](mailto:support@sgu.edu)

## Sexual Misconduct Policy

This Policy prohibits sexual misconduct by members of the University community.

The University respects and values all members of the community and is committed to providing a safe and comfortable learning and work environment free of sexual or other forms of misconduct.

Sexual misconduct refers to sexual behavior that is considered unacceptable in terms of the policies which govern behavior at the University. It involves a range of behaviors, including sexual harassment, sexual assault, intimate partner violence, stalking and any other conduct of a sexual nature that is non-consensual.

This Policy also prohibits retaliation against anyone making a good faith report under this Policy or who participates in any proceeding under this Policy. Together, these constitute “Prohibited Conduct,” which is regarded as unacceptable, discriminatory and, in certain circumstances, unlawful.

The University holds its community members to the highest ethical and professional standards even beyond the boundaries of the campus, including their interactions with the broader community.

University community members are responsible for exercising sound judgement to avoid engaging in conduct that may be perceived by others as sexual harassment, violence or intimidation, as the impact of such conduct may extend beyond the individual reported to have experienced a violation of the Policy (“Complainant”) to include persons who see or hear what has transpired or who try to offer support to the Complainant.

It is the responsibility of all community members to provide the fullest cooperation in reporting, investigating and responding to incidents of Prohibited Conduct.

This Policy defines various forms of prohibited conduct, and the available resources and reporting options available to the University community.

For more information on sexual misconduct, including a detailed description of prohibited conduct, definitions of important terms, how to report an incident, available resources and interim measures to protect safety and well-being, see the [St. George's University Sexual Misconduct Policy](#).

## Alcohol, Tobacco, and Other Drug Use Policies

It is the policy of St. George's University to maintain an environment free of drug and alcohol abuse, and to comply with all laws and regulations that prohibit or otherwise control the manufacture, sale, distribution, use, and possession of drugs and alcohol.

The University will not shield from action by local law enforcement any employee, student, or faculty member involved in the provision, merchandising, possession, or consumption of illegal drugs.

St. George's University discourages the use of all tobacco products and encourages all members of the University community to be guided by the evidence of significant health risks associated with such use to themselves and others. The risks associated with the passive exposure to tobacco use demand that the health of non-smokers is protected.

Therefore, any form of smoking, including electronic, is prohibited indoors and outdoors on the SGU campus and SGU properties except in officially designated areas – which are located on the perimeter of the campus and other SGU properties.

For the complete policy on alcohol, tobacco and other drug use, please [click here](#).

## Dress Code Policy

Students attending work placements, laboratories, and veterinary or hospital clinics must dress in a professional manner appropriate to the teaching or professional facility.

All students who do not adhere to an appropriate dress code may face disciplinary action.

Specific dress code requirements may be imposed within the Schools or Programs of the University, based upon health and safety requirements.

## Title IX Information

SGUSOM/SGUSVM has designated and authorized a Title IX Coordinator to coordinate SGUSOM's and SGUSVM's efforts to comply with Title IX. A report under the Title IX Policy may be made to the Title IX Coordinator by any person at any time and may be made by mail, by telephone, by electronic mail, in person, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report using the contact information for the Title IX Coordinator identified below.

Toni Johnson Liggins, M.D.  
Associate Dean, Clinical Studies (US)  
Title IX Coordinator  
St. George's University School of Medicine/School of Veterinary Medicine  
Address: 3500 Sunrise Highway, Bldg 300  
Great River, NY 11739

Phone: +1 (631)665-8500 X1634  
Email: [titleixcoordinator@sgu.edu](mailto:titleixcoordinator@sgu.edu)

## Building Usage

### Smoking/Vaping Rules

Smoking/vaping is not permitted in or near any University building.

Smoking/vaping is only permitted in designated areas on the perimeter of [the campus](#) within 20 feet of a University installed safety ash receptacle. Smoking/vaping is strictly prohibited in any campus lecture hall, classroom, laboratory, study space, the Fitness Center, buses or library.

### Eating Rules

Eating is strictly prohibited in any campus lecture hall, classroom, laboratory, study space, the Fitness Center, buses or library.

### Drinking Rules

Drinking non-alcoholic beverages is acceptable in a spill proof travel mug designed to hold the liquid without spillage if dropped or knocked over. Standard coffee and drink cups with Snap-On lids are not acceptable.

## Library Code of Conduct

### Conduct for our Library

1. Students are responsible for their own property at all times. Smoking, possessing food and eating are strictly prohibited in the library. Library and security staff may confiscate food that is brought into the building and visible. Drinking is acceptable only in a spill-proof travel mug designed to hold the liquid without spillage if dropped or knocked over. Standard coffee and drink cups with Snap-On lids are not acceptable.
2. Students must have their University ID cards with them and make them visible at all times and such IDs must be clearly displayed for easy reading and examination upon request by library or

security staff or administration without argument. Failure to comply may subject students to removal from the premises and University property until such time as the student presents such ID card as required, and additional disciplinary action may be taken.

3. Seat reservation by deposit of property in absentia is not permitted; after 20 minutes of non-attendance, property may be removed at the owner's risk of loss.
4. The University will not tolerate harassment. Such misconduct will be dealt with under the University's disciplinary procedures.
5. Silence must be observed in all study areas, including computer rooms. Those in group study rooms must not disturb others nearby.
6. Cell phone and internet telephone use is prohibited throughout the study area. Cell phones must be switched to silent on entering the library building.
7. Deliberate removal (or attempting to do so) of library materials not checked out to students is a serious matter and will be referred to a senior member of staff for investigation and disciplinary action.
8. Students are responsible for library materials checked out to them (on or off campus); students are advised to report immediately any loss or theft to library staff, so that remedial action can be taken.

This Code applies to all library users and to all parts of Founders Library. Infringement of the Code will be dealt with under the [University's disciplinary procedures](#).

## Study Space Code of Conduct

The University has designated certain areas as Study Space. In these areas, the Study Space Code of Conduct applies.

The Code of Conduct has been formulated to foster private study and group study. Areas designated as Study Space are indicated on the [Study Spaces website](#).

1. Students are responsible for their own property at all times.
2. No pets are allowed within the indoor study areas. However, Service Animals with SGU ID Cards are allowed.
3. Smoking (vaping included), possessing food or unauthorized drink containers (except water) are all strictly prohibited in indoor study spaces. Security staff or Study Space Monitors, may confiscate food and drink openly in view within the indoor study areas.
4. Students must keep their SGU ID cards with them at all times and show it to Security, Study Space Monitors or any SGU staff member who requests them.
5. Seat reservation by deposit of property in absentia is not permitted; after 20 minutes of non-attendance, property may be removed at owner's risk.
6. SGU Community members can use the whiteboards within the study spaces if available. The information on the whiteboards can be erased once the previous user has left the study space.
7. The University will not tolerate abusive language and verbal profanities. Security staff or Study Space Monitors are required to identify and report offenders.
8. Silence must be observed in group study spaces. Music (and other sounds) generated from any form of equipment is not permitted in those areas.
9. Cell phones are prohibited within the indoor individual study spaces. Cell phones must be switched to silent on entering these areas.

This Code applies to all users of a designated study space. Infringement of the Code will be dealt with under [the University's disciplinary procedures](#).

## Fitness and Wellness Center Code of Conduct

All persons using the athletic facilities are to comply with and respect all Staff members of the Fitness and Wellness Center, including the Teaching Assistants (i.e. Assistant Athletic Facilities Attendants).

Demeanor and behavior must be professional and in compliance with SGU's Honor Code.

Full rules that govern the Fitness and Wellness Center are posted inside the Facility and can also be found on the [Fitness and Wellness Center site on the University portal](#).

## Control of Animals on SGU Property

SGU has a responsibility to provide a safe, healthy, positive learning environment.

The uncontrolled and unsupervised presence of animals on campus compromises that environment. This policy establishes and fixes the responsibility with the owner of the animal and sets forth the manner in which the conditions of the policy will be administered.

1. All animals on University property, including athletic fields, playing fields, and intramural areas, must be leashed and under personal control of the owner at all times. The leash cannot exceed 6'. Exceptions may apply to approved service animals during required exercise. They are not to be tied or secured to trees, posts, shrubs, and so forth, and left unattended
2. Animals are not permitted in any buildings. Exceptions are service animals, campus security dogs, animals under care and treatment in the veterinary medical complex, research animals housed in University buildings, or animals used as part of an academic lab.
3. All animals on campus must have current registration and vaccinations, in compliance with Grenadian Law, as evidenced by a tag on the animal or the vaccination certificate in the possession of the owner and presented when requested.
4. Animals loose or unattended will be picked up and taken to the GSPCA building where they will be retained for 72 hours if not claimed and expenses paid by that time, an appropriate decision will be made regarding the welfare of the animal..
5. Owners/Caregivers are responsible for cleaning up all waste produced by their animals anywhere on campus.

## Disability Services

### Service Animals

Any student requesting to have a service animal on campus must contact the Student Accessibility and Accommodation Services office, [dosaa@sgu.edu](mailto:dosaa@sgu.edu). SAAS will assist in the approval process as students will need to carry a University permit identifying the service animal while on campus.

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, sensing that an anxiety attack is about to happen and take a specific action to help avoid the attack for a person with PTSD, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals.

Emotional support animals that provide comfort just by being with a person is not a service animal because they have not been trained to perform a specific job or task. It is important to note that animals that provide comfort may be identified by various other names such as a companion animal, assistance animal, comfort animal, or therapy animal. Unlike service animals, non-service animals are strictly prohibited in campus buildings and food service/eating.

Dogs under their owner's control may use the open areas of Modica Hall and Belford Hall.

Service animals with the appropriate permit must be tethered at all times and not permitted to run loose while legally on campus.

It is the responsibility of the student entering Grenada with a service animal to comply with applicable Grenadian laws concerning registration and vaccination of the service animal.

## Service Animal Registration

Service animals (dogs) must have prior notification and registration before being allowed inside on-campus housing or other campus buildings. If you are a student requesting to have a service animal on-campus as a disability accommodation, please complete an application for services with the [Student Accessibility and Accommodation Services](#). If the disability is not apparent, medical documentation may be requested in order to determine eligibility. Once the information has been received and reviewed, the director of SAAS will contact the student for a meeting to discuss further.

In the event that a service animal is approved, SGU's Department of Public Safety and Security (DPS) will provide the student with a photo ID of the dog, as part of the registration process. Carrying the ID is required while in buildings and must be made available to DPSS officers to explain the service dog's presence and approval.

## Emotional Support Animal (ESA)

Emotional support animals are not service animals and are strictly prohibited in campus buildings, food service and eating areas. Students with pets/ESA's/Service Animals are eligible to live off-campus, but permission is required through the housing office and can be made through the Housing Application on the SGU portal. (link?)

Special Note: It is the responsibility of the student entering Grenada with any animal, including a service animal to comply with applicable Grenadian laws concerning registration and vaccination of the service animal.

## Non-Service Animals

Non-service animals are strictly prohibited in campus buildings and food service and eating areas.

Dogs under their owner's control MAY use the open areas of Modica Hall and Belford Hall.

## MCAT Consent Form

## MCAT Consent

All students entering the Doctor of Medicine Program must sign a waiver granting permission to the University to release MCAT scores of US citizens and permanent residents to the US Department of Education.

# Parking and Motor Vehicle Rules and Regulations

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The operation of a motor vehicle on campus is a revocable privilege that may be suspended or otherwise restricted. Ignorance of rules, regulations and laws of Grenada is no excuse for improper adherence.



Students who drive motor vehicles on campus must obtain a parking permit and a copy of the campus regulations from the Department of Public Safety and Security in the Westerhall building.

## Parking Regulations

Parking is limited on campus. Only vehicles with a current SGU parking permit can park on campus. A permit does not necessarily guarantee a parking space on campus. The Student Car park is used as overflow parking for holders of a Faculty/Administration or staff permits. When all spaces are filled, parking is available off campus at the Container Park, with an SGU parking decal.

Seven types of parking permits are available: Faculty-Senior Administration, Staff, Student, Temporary, Handicapped, Visitor, and Vendor. Vehicles must have a permit that indicates the specific assigned parking location(s) to be allowed access to SGU campus and facilities. The number, locations and distribution of parking decals may be adjusted at any time dependent on space, priority and the safety of SGU community.

Parking assignments as described below are in effect from 6 am–6 pm each weekday, Monday–Friday.

Open parking applies after 6 pm and until 6 am each weekday, and all day on Saturday, Sunday and Grenadian Public Holidays in designated parking spaces only. Open parking does not permit parking outside marked parking spaces, on grass, or in handicapped spots. It does not permit parking in “No Parking” areas (yellow curbs). Parking in Reserved spaces is never permitted.

A student’s failure to comply with parking rules may result in revocation of campus parking privileges and result in disciplinary action.

## Speed Limit on Campus

The speed limit throughout campus may not exceed 15 MPH. The Department of Public Safety (DPS) is responsible for the enforcement of these regulations.

## Parking, Driving Violations and Security

Failure to comply with the traffic regulations, signs or car park policy will result in a Summons and may result in referral for additional disciplinary action.

Any person guilty of three (3) parking / traffic offenses within the semester will lose his or her decal and parking privilege until the end of the semester and may be referred to the Dean of Students Office for discipline.

In the case of students who are also employees of the University, written information will be forwarded to the Business Administrator’s Office and noted in employee records. In the case of faculty, written information will be forwarded to the Provost Office, and put into the employee file.

Fines will increase by \$25 for each repeated offense of the same nature (e.g. \$50, \$75).

DPS can use the clamp at their discretion for any violation. Clamp removal: EC\$ 75 (regardless of number of offenses).

Students found to have violated the SGU traffic and parking policy may be subject to referral to the Dean of Student’s Office for discipline and/or penalties. Violations may include, but are not limited to:

- No current SGU permit or decal EC\$ 50
- Improper display of parking permits EC\$ 50
- Parking in a location other than designated area according to permit (Mon-Fri, 6 am-6 pm) EC\$ 50
- Parking in a No Parking Area, Disabled space or Visitor space EC\$ 50
- Parking in a reserved Faculty/Administrator space EC\$ 50
- Parking on lawns, sidewalk or grass EC\$50

- Parking with an improper angle or using more than one spot EC\$ 50
- Bicycles or motorbikes parked outside designated areas EC\$ 50
- No license disk or insurance or registration plate EC\$ 100
- Using a counterfeit or altered permit EC\$ 100
- Insubordinate behavior, obscene language EC\$ 100
- No Grenada driving license EC\$ 100
- Failure to comply with traffic signage or officers direction, EC\$100
- Speeding 15MPH speed limit EC\$ 100
- Driving against the flow of traffic, EC\$100.
- Violations not enumerated in this document will be fined at EC\$50

## Paying/Appealing Violations and Parking Fines

Within 10 days of receiving a ticket, fines for vehicle or parking violations are paid to the Business Administrator's Office in the Chancellery Building (open Monday–Friday, 9 am–5 pm).

Appeals regarding vehicle or parking violations may be directed to the Judiciary Panel. Details are available from the Business Office.

## Student Security and Safety

In the event of a suspected or apparent on-campus or off-campus crime, students should report matters immediately to the following authorities:

1. Campus Security Emergency # 777, who will follow the protocols appropriate to the incident and will record the incident in a crime report.
2. The appropriate police force or department.

Upon receipt of the Crime Report, Campus Security will take any appropriate or required action with the RGPF. Interim inquiries from students (or their relatives) should be directed to the Department of Public Safety (DPS).

## Scooter Policies

The University strongly advises all students against the driving of or riding on motorcycles and motor scooters in Grenada. Roads in Grenada are less safe than roads in the US, especially for motorized two-wheel vehicles due to large, frequently unmarked speedbumps and other hazards.

Any student who uses a motorcycle or motor scooter will be required to adhere strictly to the laws of Grenada regarding helmet use and driving while intoxicated, and will be required to acknowledge the University's strong advice not to engage in this activity and assume all risk and liability.

All students are required to sign a revised Honor Code which states that they will not drive a motorized two-wheeled vehicle without a helmet; doing so will be considered a breach of the Honor Code. Compliance with the Driving While Intoxicated laws of Grenada is already included in the existing Honor Code.

To promulgate and promote the University's stance against the driving of motorcycles and motor scooters in Grenada, the University will:

1. Present an education program during orientation and throughout the year and include materials for incoming students on the dangers of driving motorcycles and moto scooters. The program will be promoted during Family Weekend and on the University's
2. Revise the Honor Code to incorporate the helmet rule and require all students to sign the new Honor

3. Create an information packet that emphasizes the dangers of riding these vehicles. This packet will be presented (electronically) to all students, who must acknowledge that they have received and read it.
4. Continue to work with Grenada on the enforcement of helmet and driving while intoxicated laws.
5. Continue to monitor all scooter and motorbike accidents on island through the student health clinic, the police and other means, and will adjust this policy as

## Staff and Student Parking Decals and Permits

Staff and Students must obtain parking decals to be allowed to drive or park on SGU campus and facilities.

The number of spaces on campus is limited and the University reserves the right to adjust the number of spaces allocated to student, faculty and staff.

Several types of Parking Decals are available: STAFF or STUDENT. Assigned parking locations are different for each category.

To obtain a Parking Decal, the following documents must be provided to the DPS Office in the Westerhall building or online as appropriate:

- Valid Driver's license for Grenada
- SGU ID for the current term
- Valid Vehicle insurance policy
- Make, model, registration and license (disk) number of
- Completed decal application form

## Handicapped Permit

Such permit may be provided for a designated time period to students needing special consideration on a long or short-term basis. To obtain such a permit, a Student must apply through the office of Student Accessibility and Accommodation Services (SAAS), Dean of Students Office (Bourne Center-2nd Floor). Students will need to bring a medical document from the SGU clinic stating the need for the permit. If a permit is issued, the permit must be visible in the dashboard window at all times and the person issued the permit must be driving the vehicle.

## Visitor Permit

Persons or departments expecting a visitor to campus may telephone the SGU security booth ahead of time to request a visitor permit for guest vehicles. If not organized in advance, staff in the security booth will check first with the visitor and call the department for verification. The Visitor Permit will be dated and valid for the day of issue only.

## Changing or Selling Vehicles

If a student, faculty or staff is selling their SGU registered vehicle, the responsibility remains with the original owner, they must return the old decal to the Security Office in order to get a new one or remove the decal and return to DPS if no new one is required. This also applies to a damaged vehicle. If the vehicle is sold and the decal was not removed, the person to whom the decal was issued will be responsible for any fine incurred should the vehicle be ticketed.

Persons may transfer a permit to a new or second vehicle but must register the new vehicle with DPS before doing so.

## Grace Period

All SGU staff, faculty and students can use the permit from the prior semester until the last day of the first month of the new academic term. Parking must be in the appropriate designated area according to the type of permit.

## Pick-Up, Drop-Off and Waiting Zone

There are no pick-up, drop-off or waiting zones in the immediate vicinity of academic buildings (lecture halls, Library) or bus stops.

Existing zones are located near the Welcome Center and Maurice Alpert Hall. Additional sites will be added as building construction allows. When dropping off, driver must stay with the vehicle and exit campus right away. Anyone staying on campus must receive a Visitor Pass.

## Long Term Parking

Permission for long term parking over holidays and vacations must be requested in advance from DPS. Long-term parking will be provided ONLY in specific areas and a vehicle key must be left with DPS.

The key should be delivered to DPS in an envelope marked with the Name, Registration and an Emergency Contact Number. In the event that DPS does not have a key, the vehicle will be removed at the owner's cost and risk.

## Scooter and Motor Bike Parking

All scooters and motorbikes must be parked in designated scooter spaces only. Current locations are behind St John Hall and the Sis Hall (designated spaces), and behind St. Patrick's Hall and St. Andrew's Hall. Designated areas may change as campus construction and availability changes. Changes will be communicated to the University Community in advance. Scooters parked on the sidewalk will be ticketed and/or clamped.

## Pedestrian Crossing

No parking, pick-ups, drop-offs or waiting are allowed within 15 feet of a pedestrian crossing area.

Vehicles are required to yield to pedestrians at all marked or painted crossings.

## Parking and Traffic Signs

Parking is allowed in designated, assigned areas only.

Parking in a non-designated, unassigned area is not permitted, even in the absence of NO PARKING signs. If your assigned lot is not available, overflow parking is permitted in the Student Car Park only. If the Student Car Park is not available off-site parking is available in the Container Park, with a valid SGU permit

# Use of Media by the University

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## Using Media

St. George's University reserves the right to use photograph(s), videotape(s), digital media and sound bite(s) taken of or lawfully obtained from individuals, groups and/or students on campus and/or at St.

George's University-sponsored events for the purpose of promoting, publicizing, recruiting or public relations involving the University. Further, the University reserves the right to utilize said media for both informational and commercial purposes.

Use by St. George's University may be in the form of print or electronic media, which include but are not limited to such uses as the University Web site, University publications (printed admissions packages, brochures, magazines, catalogues, video productions, televisions/radio broadcasts, newspapers, newsletters, social media, etc.) and/or fundraising publications for University clubs or organizations.

These images may be used, without further notification, permission or compensation, at any time to publicize and promote St. George's University.

By entering St. George's University campus, all individuals and groups are deemed to give their consent to St. George's University to use these materials for any lawful purpose as detailed above and waive any right to object or limit the use of this media by St. George's University.

Photograph(s) and video footage may be obtained from both informal and formal settings. All images—electronic, digital, photographic negatives and positives, together with the prints and raw footage—are the exclusive property of St. George's University.

## Web Presence and Publishing Policy

### Purpose

St. George's University's ("SGU" or the "University") recognizes the value and potential of web enabled technology as a tool to support and communicate the University's broader mission and to enhance SGU's value to audiences both on and off campus. This Web Presence and Publishing Policy supports the vision, mission, goals and values of the University. This policy seeks to establish standards and guidelines that will protect SGU's reputation and brand, and complies with SGU policies, applicable laws, and regulations.

### Scope

This policy applies to faculty, staff, departments, programs and recognized University organizations and clubs. This policy applies to all online material made available via standard web protocols that represent an official unit or activity of the University, are hosted on University resources, or bear marks, logos, or symbols that might imply endorsement by the University regardless of where they are hosted.

### Official University Web Presence

Official University webpages represent University schools, departments, and organizations and are housed on SGU owned webpages. Official pages should reflect the mission, goals and objectives of SGU, conform to guidelines, policies and procedures defined within this policy, conform to the visual standards set forth in SGU's Brand Guidelines, and use official webpage templates provided by SGU. Official pages may include affiliated webpages. Affiliated webpages represent certain groups, organizations, activities and interests associated with the University and are accessible through links on official SGU pages. Affiliated pages should be consistent with the mission, goals, or objectives of the University and should conform to the guidelines, policies, and procedures defined within this policy.

Other University Web Presence, webpages, social media pages or accounts governed by this policy meet one or more of the following criteria:

- Accounts that include “St. George’s University” or “SGU” in the name, profile or handle
- School, department or program accounts
- University approved student organizations or clubs
- Accounts that are linked to [sgu.edu](http://sgu.edu) or an approved affiliate website

Any other webpages, social media pages or accounts that fit the criteria shall be considered affiliated and should not be created on anonymous platforms.

## Policy

- Official SGU websites, affiliated webpage, social media pages or accounts and electronic publications are official University publications. Their content may not be copied, modified, used on other websites or re-purposed without express, written permission. As official SGU publications, they are subject to the policies and standards for the University’s publications as found in the [SGU Brand Guidelines](#). The use of the University name, symbols, emblems, logos, seal, and colors shall comply with this guide.
- Students, faculty and staff, and any external designated parties who manage the website on behalf of SGU should be using IT approved platforms for their online presence.
- Students, faculty and staff, and any external designated parties who manage the website on behalf of SGU should contact [IT Support](#) before designing and building a website that will include information about SGU.
- Websites, social media pages or accounts, and electronic publications not officially affiliated with SGU, shall not exhibit SGU branded templates, name, symbols, emblems, logos, colors, seal, or recreate content or functionality provided by SGU and University-affiliated publications and web pages.
- SGU reserves the right to remove from any SGU server or communications system utilizing the University’s network or name space, any webpage or publication it believes to be in violation of SGU’s Web Presence and Publishing Policy.
- If web content is found to be in violation of any SGU policies, if traffic to a page has a negative impact on the operation of SGU, or if there is a security threat to SGU the University has the authority to remove the page without prior notice and/or refer the complaint for appropriate action.
- Any website that uses an SGU email address in an unsecure environment or manner will be requested for immediate removal and will need to be reviewed for compliance and clean up in coordination with [IT Support](#)
- SGU should not be falsely represented on unapproved websites or online platforms If falsely represented, the website will be requested for immediate removal and will need to be reviewed for compliance and clean up in coordination with [IT Support](#).

### University Portal Guidelines

## University Portal Guidelines

- The SGU University Portal is the preferred platform for online content for the consumption of SGU student, faculty and staff.
- When using the connect and share features and functionalities of the University Portal all users must comply with the [George’s University Social Media Policy](#).
- Any requests for a community on the University Portal should be submitted via [IT Support](#)