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Welcome to St George's University (SGU). This Manual has been designed to clearly articulate the rules, regulations, and administrative policies of SGU, more specific policies apply to individual Schools and Programs and are articulated in the respective Student Manual for each School/Program. All administrators, faculty members, and students should familiarize themselves with the content of this Manual and adhere to the policies and procedures outlined.

University Governance, Community and Institutional Framework

General University Rules, Policies, and Regulations

Students who register each semester/term are required to comply with the requirements and provisions of SGU as published or amended in the Student Manual and the appropriate School's student Manual. The current years Student Manual and School's Student Manual supersede any previous versions. Student Manuals may be modified and updated at any time and an announcement made of the update.

It is the responsibility of all students to familiarize themselves with the contents of their School/ Program Manual, and to adhere to the policies and provisions as stated.

A particular School or program's rules are in addition to and supersede these rules in the event of conflict.

For those students who matriculated in the Doctor of Medicine program, additional requirements and provisions are also 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 the bona fide status of a student are 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.

Good academic standing means that a student is meeting the institution's minimum academic, professional, and financial requirements for continued enrollment and progression in their program. This generally includes maintaining the required grades or grade-point average, successfully completing courses and assessments within prescribed timelines, making satisfactory progress toward degree completion, complying with applicable academic and professional standards, and meeting all financial obligations to the University in accordance with established deadlines and payment arrangements. A student subject to academic probation, suspension, dismissal, unresolved progression requirements, or a financial hold that prevents continued enrollment or registration is not considered to be in good standing.

The law of Grenada applies to SGU Charles Modica Campus and all operations in Grenada; at satellite sites the law of the host country for the site applies.

SGU, its Schools and Programs, reserve the right to update and make changes to their respective Student Manuals at any time and will provide community notice of updates.

Students dismissed for disciplinary reasons, or who withdraw after a guilty disciplinary ruling, are ineligible for re-entry or re-admission and any application for admission will not be considered.

Policy on the Development, Approval, and Maintenance of University Policies

Development, Approval, and Maintenance of University Policies

I. Purpose

The purpose of this policy is to establish a consistent and transparent framework for the development, review, approval, and maintenance of all University policies. This ensures that policies are clearly authorized, appropriately reviewed, and effectively communicated across all Schools and administrative units of SGU.

II. Scope

This policy applies to all SGU wide policies, whether academic or non-academic, initiated at the program, school, or institutional level.

- Academic Policies include those governing curriculum, assessment, student progression, and other matters related to teaching and learning.
- Non-Academic Policies include administrative, operational, compliance, human resources, and other institutional policies.

III. Definitions

- Policy: A formal written statement that governs decisions, actions, or processes across SGU or within a School or program.
- Policy Owner: The individual or office responsible for the implementation, review, and maintenance of a policy.
- Program or School Policy: A policy developed and implemented within a specific program or school that aligns with broader University policy standards.
- Institutional Policy: A policy that applies across all Schools and units of SGU.
- President's Council: The deliberative body chaired by the President, and constituted of all Vice-Presidents and invited representatives, who may review and finalizing all policies that apply to SGU wide functions.
- Provost's Council: The deliberative body chaired by the Provost responsible for reviewing and finalizing academic policies for University-wide adoption for recommendation to the President.

IV. Policy Statement

SGU is committed to maintaining clear, consistent, and accessible policies that uphold academic integrity, administrative accountability, and institutional governance. Policies must be:

1. Developed through appropriate consultation.
2. Reviewed for compliance with applicable laws and institutional standards.
3. Approved by the appropriate authority level; and
4. Published and maintained in official SGU or School Manuals with clear version recording.

V. Authority

Office of the President: reviewed every 3 years.

VI. Version History

(1025001)

VII. Appendix

Procedures

A. Policy Initiation

Policies may originate from any office/department, but must be sponsored and channeled through the established governance structures and given final ratification by the Office of the President:

- Curriculum or Academic Committees within Schools or Programs.
- President's Office and affiliates (all Vice and affiliated Presidents), Provost's Office and affiliates (all Vice and affiliated Provosts) or Deans' offices as appropriate.
- The Faculty Senate, Student Affairs Committee of Senate; Faculty Affairs Committee of senate.

B. Development and Review Process

1. Program or School-Level Policies

- The relevant Curriculum Committee or other governance body drafts or recommends a policy.
- The draft is reviewed by the Dean for alignment with University policy and strategic priorities.
- If the policy falls within existing University policy parameters, it may be approved and implemented directly by the Dean.
- The Dean ensures the policy is communicated (e-mail notice) to all affected faculty, staff, and students, and is included in the appropriate Student Manual.

2. University-Wide Academic Policies

- Policies requiring institution-wide application are submitted by the Dean or Curriculum Committee to the Provost's Office.
- The Provost's Council reviews, finalizes, and agrees upon the policy and makes a recommendation to the Office of the President.
- Once ratified by the President's Office, the Provost's Office will ensure that the appropriate Manuals are updated after consultation with legal counsel and compliance office or any other appropriate administrative offices.

3. Non-Academic Policies

- Non-academic or administrative policies may be submitted directly to the President's Office.
- The President's Office reviews, finalizes, and ratifies the Policy.
- Once ratified by the President's Office, the President's Office will ensure that the appropriate Manuals are updated after consultation with legal counsel and compliance office or any other appropriate administrative offices.

C. Publication and Record Keeping

- All approved policies must be published in the appropriate Manual (e.g., Faculty Handbook, Student Manual).
- Each policy must include the effective date, version number, and approval authority.
- The Office of the Provost (for academic policies) and the Office of the President (for non-academic policies) maintain an archive of superseded versions to ensure institutional continuity and transparency.

D. Review Cycle

- All University and School policies must be reviewed at least once every three (3) years to ensure continued relevance, compliance, and effectiveness.
- The Policy Owner is responsible for initiating the review, coordinating with relevant governance bodies, and submitting revisions for re-approval as required.

E. Responsibilities

Role/Office	Responsibilities
Curriculum Committees and Faculty Governance Bodies	Initiate and draft academic policy proposals; ensure stakeholder consultation.
Deans	Review, approve, and implement School-wide policies; recommend University-wide academic policy proposals to the Provosts Council.
Provost's Office / Provost's Council	Review and finalize academic policies with University-wide applicability and make recommendations to the President's Office.
Office of Compliance and Legal Affairs	Ensure policies meet regulatory, legal, and accreditation standards.
President's Office	Provide final approval and authorization for all University policies.
Policy Owners	Maintain, disseminate, and initiate scheduled reviews of approved policies.

F. Policy Numbering

Policies should be numbered with the date they were finalized by month and year and a unique 3-digit identifier (MMYYXXX). Upon review of a policy the original policy number should be placed at the end of the Policy under Version History and a new number affixed according to the stated rules. A history version should be retained within the document.

Institutional Policy on Program and Course Review

I. Purpose and Scope

SGU is committed to continuous quality improvement across all its academic programs. This policy establishes a formal process for the periodic review of programs and their constituent courses, or phases, to ensure that instructional content, teaching methodologies, and assessment strategies remain academically sound, mission-aligned, and consistent with institutional learning outcomes and accreditation standards.

This policy applies to all schools and programs within SGU, including the Schools of Medicine, Veterinary Medicine, Arts and Sciences, and Graduate Studies.

II. Guiding Principles

1. Quality and Alignment: Reviews confirm that curricula and instruction support the program-specific objectives and accreditation standards and align with the SGU's mission and vision.
2. Constructive and Collaborative Approach: The review process is growth oriented, supportive, and designed to guide improvement.
3. Evidence-Informed: All decisions and recommendations are-evidence based utilizing data such as internal assessment results, external assessment performance, completion and progression rates, and reflection from course and program leadership, faculty and student groups.
4. Confidentiality and Faculty Protection: To promote open, candid, and constructive participation, all review deliberations and materials will remain confidential. Information shared during the review will be used solely for academic quality enhancement. Individual faculty members will not be personally identified or cited in reports, are only cited as aggregated feedback.
5. Transparency and Accountability: The process, expectations, and timelines shall be communicated clearly to all participants.

III. Frequency and Scheduling

1. Program Reviews: Each academic program shall undergo a formal review on a cycle that should not exceed 5 years; exceptions to delay elements of review by the relevant curriculum committee should be communicated to the Provosts Office.
2. Phase reviews: Some programs have distinct academic blocks that may constitute academic phases and should be reviewed as a block. Where relevant these should also occur synchronized to the program review so that their report is considered at the program review.

3. Course Reviews: Courses within each program will be formally reviewed at least once every 5 years or more frequently if significant curricular revisions occur.
4. Schools may adjust these intervals to align with discipline-specific accreditation timelines, provided consistency with the institutional framework is maintained.

IV. Oversight and Roles

1. Academic Oversight Committees:

Each School's Curriculum Committee (or equivalent) is responsible for selecting programs and courses due for review in the upcoming year and communicating with the course leadership.

2. Appointment of Review Chair:

The relevant Curriculum Committee Chair, in consultation with the Dean of the School, appoints a Review Committee Chair from the School to lead the process.

3. Review Committee Composition:

The Review Committee shall include the schools faculty members (including, as much as possible, those external to delivery the program), and administrative or quality-assurance staff as needed. The Chair of the review committee should be free of conflicts of interest (i.e. should not have a course or program leadership role, or substantive teaching allocation, for the program under review). The committee must be constituted with a diversity of faculty levels, disciplines, stakeholders and must be comprised of at least 4 members plus 1 chair.

4. Program Director / Course Director Role:

The academic director of the course must actively participate by providing all relevant materials and data, responding to feedback, and contributing to the development of an improvement plan. Course directors will be notified of review by the relevant curriculum committee chair; and given appropriate notice for collection of information.

5. Deans Office

The Dean's office should keep a calendar of review for each program and file it with the Provost's Office. Program leadership should be aware of the calendar and ensure all course directors and academic leaders in the program have access and notification. Each Dean's Office will also have a detailed policy/ procedure document for each program and the review elements.

V. Review Components

Course/clerkships review will typically include:

1. Alignment of course and program learning outcomes with institutional outcomes.
2. Curriculum design, sequencing, and mapping.
3. Assessment methods and outcome analysis.
4. Student performance and progression data.
5. Student and faculty feedback and reflection.
6. Resource adequacy (facilities, staffing, technology, library support).
7. Review of previous improvement plans and evidence of progress.
8. Benchmarking with comparable courses, where applicable.
9. Course leadership, faculty, staff and student feedback

Phase reviews typically look at aggregate academic blocks made of multiple associated courses. Phase reviews look at the collective performance of the curriculum across multiple courses especially where curricular themes, threads or longitudinal content is present or any issues that collectively apply to all courses in a block, e.g. clinical terms in SVM and SOM versus basic sciences terms.

Program reviews will use course and phase reviews and provide a platform for all stakeholders in the curriculum to look at the whole program holistically; defining focus and strategy for the next 5 year cycle.

Each school will publish a policy/procedure document that provides specific details for each of the appropriate reviews for their programs.

VI. Outcomes and Reporting

1. Report: The Review Committee will produce a written report summarizing findings, strengths, areas for improvement, and specific recommendations for the course/phase or program as a whole, as appropriate.
2. Response: The Program or Course Director shall prepare an action plan responding to recommendations, including timelines and responsible persons.
3. Approval and Archiving: The report and action plan shall be submitted to the relevant Dean's Office and to Provosts Office.
4. Follow-Up: Progress toward implementation of the improvement plan shall be reviewed by the respective curriculum committee until the next scheduled review.

VII. Exclusions

The review process addresses curriculum, learning outcomes, instructional methodology, and assessment practices. It does not include individual faculty performance evaluations or departmental administrative issues, which are managed through separate University processes.

VIII. Continuous Quality Improvement

Each School will periodically evaluate the effectiveness of the review process itself to ensure its continued relevance and alignment with institutional goals and accreditation standards.

IX. Authority

Office of the Provost; reviewed every 3 years.

X. Version History

(1025022)

University Assemblies Policy

I. Purpose

University Assemblies are a forum for the President's Office and Vice Presidents to provide updates on the strategic direction, operations, and priorities of SGU. These assemblies foster transparency, engagement, and communication across all Schools and administrative units by bringing faculty and staff together for joint discussion and institutional alignment.

II. Scope

This policy applies to all Schools and administrative divisions of SGU. Assemblies are intended for all faculty and staff members, and other stakeholders may be invited at the discretion of the President's Office.

III. Frequency and Scheduling

1. Biannual Assemblies – Assemblies will be held a minimum of twice each academic year:
2. Fall Semester Assembly – scheduled early in the academic year.
3. Spring Semester Assembly – scheduled mid-year.
4. Scheduling Authority – The President's Office is responsible for scheduling assemblies and circulating dates in advance.
5. Format – Assemblies will be held in-person, with online options for satellite campuses and facilities, to ensure maximum participation.

IV. Leadership and Structure

1. Convening Authority – The University President (or a designated Vice President) presides over the Assembly.
2. Presentations – Vice Presidents may provide operational updates within their respective portfolios (e.g., academic affairs, student affairs, finance, research, community engagement).
3. Agenda Development – The President's Office will coordinate the agenda, including time for questions and discussion.
4. Documentation – A summary or recording of the Assembly will be made available to the SGU community within a reasonable timeframe following the meeting.

V. Participation

1. Faculty and Staff Invitation – All faculty and staff across the schools and all administrative/operational units are invited to attend.
2. Attendance Expectations – Attendance is required as Assemblies provide essential updates on institutional priorities and initiatives; departmental chairs and managers are also expected to attend and monitor their departmental involvement.
3. Engagement – Attendees are expected to participate constructively, in keeping with SGU's standards of professional conduct and collegiality.

VI. Governance and Oversight

1. The President's Office has primary responsibility for planning, facilitating, and ensuring the effectiveness of University Assemblies.
2. This policy will be reviewed every three (3) years by the Office of the President to confirm that Assemblies continue to meet SGU's communication and engagement needs.

VII. Authority

Office of the President; reviewed every 3 years.

VIII. Version History

(1025016)

Policy on University Community and Values; Representation, Belonging and Fair Practice

I. Introduction

At SGU, multiculturalism is a foundational core value that is reflected in our campus community. We recognize that the international educational environment is enhanced and enriched by a true blend of voices and knowledge from varied backgrounds and attributes. SGU is committed not only to the recruitment of students, faculty, and staff from varied backgrounds, experiences, and perspectives but also to developing initiatives designed to create an equitable academic and working environment. We embrace the belief that a multicultural environment is foundational in the provision of the highest

quality education, research, and health care delivery. SGU prohibits discrimination, including discriminatory harassment, on any basis and abides by the applicable local laws of the country where the educational program is being provided, and is guided by the policy found here. The following policies are related: the student mistreatment policy, which includes the non-tolerance to retaliation policy; the non-discrimination policy; and the learning environment policy.

II. Purpose

SGU affirms that its strength as a global institution of higher learning lies in the rich variety of backgrounds, perspectives, and experiences represented within its community. A learning and working environment that reflects a broad range of cultures, traditions, and viewpoints enhances the intellectual vitality, creativity, and problem-solving capacity of the university and prepares graduates to serve effectively in an interconnected world.

III. Definitions

Multiculturalism – fosters an environment where individuals from varied cultural backgrounds and perspectives are acknowledged, valued, and empowered to contribute fully to the academic and social life of the institution.

Representation – all voices, perspectives, and experiences of all groups within the academic community are visibly included and meaningfully reflected in institutional decision making, programs, and practices.

Belonging – the sense of feeling accepted, respected, and supported as an integral member of the academic community, where one's identity and contributions are genuinely valued.

Fair Practice – ensures that all individuals are treated with consistency, transparency, and impartiality, with equal access to opportunities and decisions based on merit and integrity.

IV. Guiding Principles

1. Foundational Commitment
   SGU recognizes that excellence in education, research, and service is fostered through a community that welcomes and values individuals from many nations, cultures, and identities. Representation from across the global community is fundamental to our mission and our effectiveness as an international university.
2. Respectful and Collegial Environment
   Every member of the SGU community shares responsibility for maintaining an atmosphere of civility, respect, and professionalism. SGU is committed to sustaining a climate where differing viewpoints are engaged constructively, and where all students, staff, and faculty are treated with fairness and dignity.
3. Equitable Practices and Opportunities
   All institutional processes, including recruitment, admission, hiring, advancement, and participation in academic and non-academic activities, shall be conducted in a manner that ensures fair access, transparency, and impartial consideration. Departments and administrative units are expected to identify and remove barriers that may limit participation or advancement.
4. Global and Inclusive Engagement
   SGU will continue to recruit students, faculty, and staff from a wide range of nations and backgrounds, and to develop programs, events, and partnerships that promote cross-cultural understanding, mutual respect, and global citizenship.
5. Shared Responsibility for Belonging
   Each department, office, and academic unit shall take active steps to foster a welcoming and supportive environment. This includes encouraging collaboration, mentoring, and professional development that affirm the value of every member of the community and strengthen a sense of shared purpose and belonging.

V. Implementation

1. The President's and Provost's Offices will coordinate with Deans and Directors to support initiatives that advance multiculturalism, representation, belonging, and fair practice across all University programs.
2. The President's and Provost's Offices will create awareness by ensuring that applicants, students, faculty, and staff have exposure to its commitment to multiculturalism, representation, belonging, and fair practice through statements and policies that will be widely distributed through appropriate channels.
3. The President's and Provost's Offices will track evaluation and assessment of its activities to promote multiculturalism, representation, belonging, and fair practice through the development of goals, objectives, outcomes, and monitoring through a continuous quality improvement process.
4. The school shall identify periodic goals to enhance participation and engagement across its academic activities.
5. Annual reporting on these efforts shall be conducted by the Vice-President of Multicultural Affairs.

VI. Accountability

Supervisors, faculty, and administrators share responsibility for upholding this policy and modelling behaviors that foster an inclusive and respectful academic community. Concerns about conduct inconsistent with these principles should be addressed through the appropriate University channels; e.g. EthicsPoint, Office of Student Affairs or Human Resources Office.

VII. Authority

President's Office; reviewed every 3 years.

VIII. Version History

(1025017)

Nondiscrimination Statement and Title IX Information

SGU Nondiscrimination Statement Publication

The following language is the full nondiscrimination statement that should be published in the locations listed below, as required by OCR.

It is the policy of St. George's University ("University") to provide an educational and working environment that provides equal opportunity to all members of the University community. To the extent applicable, the University prohibits discrimination, including discrimination against persons in the United States on the basis of race, color, national origin, religion, sex, disability, or age. In accordance with Title IX of the Education Amendments of 1972, the University does not discriminate on the basis of sex in its education programs and activities against a person in the United States, including with respect to admissions and employment.

The following person has been designated to handle inquiries regarding discrimination prohibited under Title IX against persons in the United States:

Toni Johnson Liggins M.D.
Associate Dean, Clinical Studies (US)
Title IX Coordinator
Address: 3500 Sunrise Highway, Bldg 300, Great River, NY 11739
Telephone No.: +1 (631)665-8500 X1634
E-mail: Title-IX-Coordinator@sgu.edu

Further information regarding the application of Title IX is available from the U.S. Department of Education's Office of Civil Rights (OCR) at https://www2.ed.gov/about/offices/list/ocr/index.html or by phone at 1-800-421-3481.

Other inquiries regarding the University's nondiscrimination and sexual misconduct policies, including any allegations of discrimination against persons outside of the United States, can be directed as follows:

Students	Office of Student Affairs	473-444-4175 ext.3698 studentaffairs@sgu.edu
Students	Office of Judicial Affairs	473-444-4175 ext. 3137 judicial@sgu.edu
Faculty	Office of Human Resources	473-444-4175 ext.3762 FacultyHR@sgu.edu
Staff	Office of Human Resources	473-444-4175 ext. 3380 hr@sgu.edu
Vendors	Office of Vice President of Business Administration	473-444-4175 ext. 4031 dbuckmire@sgu.edu
Any Report	Ethics Point at:	1-844-423-5100 Online here

Registration, Matriculation and Student Requirements

Registration and Matriculation Policy

Registration and Matriculation Policy

I. Purpose

This policy outlines the principles governing student registration at SGU. It defines expectations for the accuracy of information, pre-registration, term check-in, enrolment status, identification requirements, and clinical registration in professional programs.

II. Scope

This policy applies to all students enrolled in undergraduate, graduate, and professional programs at SGU, including those completing clinical training at affiliated institutions.

III. Accuracy of Information and Continuing Obligations

Admission to SGU is based on the presumption that all information submitted during the admissions process, whether written, oral, or in supporting documentation, is true, complete, and accurate.
SGU reserves the right to:

1. Nullify a candidate's acceptance;
2. Dismiss a registered student; or
3. Rescind a conferred degree
   if false, misleading, or inaccurate information is later discovered.

All students have a continuing obligation from the time of admission through graduation to promptly report any adverse changes to the information submitted in their original application.

IV. Pre-Registration Expectations

Students in professional programs are pre-registered for required courses.

Students in undergraduate and graduate programs are required to schedule an appointment with their academic advisors during the published pre-registration period (Office of the University Registrar). Advisor-approved pre-registration is required, and submitted by the advisor.

Students are responsible for reviewing their registration status and course schedules through the University's Student Self-Service system.

V. Term Registration and Check-In Requirements

All students must complete registration for all coursework and then check-in for each academic term during the official check-in window published by the Office of the University Registrar. 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 are disseminated immediately before the start of classes. All dates are published on the Office of the University Registrar site on the portal.
To be considered registered for the term, students must receive:

1. Academic clearance
2. Health insurance clearance
3. Financial clearance
4. Any other clearance required by their school or program

Self-service shows any holds on a student account and can be viewed by students at any time.

Students who do not complete check-in by the published deadline will not be considered enrolled and will not have access to University services, including housing, academic support, or be allowed to participate in classes or activities.

Administrative Withdrawal
Students will be administratively withdrawn, effective the eighth day of the term, if they:

1. Fail to complete check-in within the designated timeframe;
2. Do not obtain an approved Leave of Absence (LOA); or
3. Have not formally withdrawn from the University.

VI. ID Card Issue/Validation

During check-in students must collect an updated overlay for their SGU cards (Fall semester) and a validation sticker must be added to their identification cards (Spring and Fall semester). These are available only at check-in. Valid current student ID cards are required for campus entry and examinations. Failure to update student ID appropriately may result in denied entrance to examinations or campus.

New IDs or validation stickers are only available after registration/check-in requirements are fulfilled.

VII. 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.

Students who do not complete check-in by the close of the late registration period will be subject to administrative withdrawal as described in Section V above.

VIII. Changes to Registration

Any change to a student's registration, including adding, dropping, or withdrawing from a course, must occur within the officially allotted period for the relevant school or program. All changes must be submitted through the University's approved processes.

IX. University Identification Cards

All students must wear and make visible their SGU identification cards at all times while on campus. Students must present their ID upon request by university security or administrative personnel otherwise they may be required to leave campus.
Non-compliance with ID requirements is considered unprofessional may result in referral to the judicial office.

X. Clinical Registration for MD and DVM Programs

Doctor of Medicine (MD)
Clinical registration is coordinated by the Office of Clinical Studies. Students must appear at their assigned clinical site on the date and time required for each rotation.

Doctor of Veterinary Medicine (DVM)
Final-year clinical rotations occur at affiliated universities. Students must follow the registration procedures of the host institution. Registration at the affiliated institution results in simultaneous registration at SGU.

XI. 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.

XII. 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.

XIII. 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.

XIV. Authority

Office of the University Registrar; reviewed every 3 years.

XV. Version History

(1125002)

Required Documentation

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 within 30 days of the loss of coverage.

Student Health Insurance Policy for Non-Clinical Students

Student Health Insurance Policy for Non-Clinical Students

Effective Date: January 1, 2026

Administered by: Office of Student Health Insurance

1. Purpose

St. George's University (SGU) is committed to ensuring that all students have access to comprehensive health care coverage. This policy establishes mandatory health insurance requirements for non-clinical students to promote student well-being, continuity of care, and compliance with institutional standards.

This policy does not apply to:

- Grenadian Citizens who are studying on campus
- Online Master's/PhD programs with no campus activities

2. Applicability

This policy applies to all non-clinical students enrolled at SGU, including those studying in Grenada and Newcastle.

3. Insurance Requirement

SGU has implemented a Hard Waiver Health Insurance Policy. All non-clinical students must:

- Enroll in the SGU Student Health Insurance Plan (Cigna)
- Submit a waiver demonstrating qualifying alternative health insurance coverage that meets all SGU requirements.

OR

Students who do not satisfy this requirement will have a **Health Insurance (IN) hold** placed on their account.

4. Enrollment, Waiver, and Deadlines

Students could submit two official waivers in specific points in time:

- July 31st – this would be for August – December
- December 31st – this would be for January - July

Required Action Deadline

By this date, students must:

- Complete enrollment in the SGU Student Health Plan, **or**
- Submit a waiver with all required documentation and receive approval

5. Check-In and Registration Impact

- Insurance holds will not be lifted unless the requirement is fully satisfied.
- Students who do not check in by the start of classes will incur a daily late fee.
- Students who do not check in by the end of the check-in period will be administratively withdrawn from the University.

6. Minimum Waiver Coverage Requirements

To qualify for a waiver, alternative insurance coverage must meet all of the following criteria:

- Coverage in your home country and place of study
- Coverage for emergency and non-emergency care
- Full preventive care
- Full coverage of pre-existing conditions
- Prescription drug coverage
- Mental health and substance abuse treatment
- Inpatient and outpatient services, including Physical Therapy (PT) and Occupational Therapy (OT)
- No annual or lifetime maximums
- Coverage valid for the **term(s)**
  - **January 1 – July 31**
  - **August 1 – December 31**
  - **Full year coverage – August 1 – July 31**

7. Non-Approved Insurance Plans

The following plans **cannot be approved** under the SGU Hard Waiver Policy:

- HMO plans
- Medicaid
- Medi-Cal
- NJ FamilyCare
- State-restricted insurance plans
- International emergency-only insurance plans

These plans do not meet SGU's requirement for nationwide, non-emergency coverage.

8. Plan Review Assistance

Students may upload their Summary of Benefits and related documents to the Cigna OGSE portal for pre-purchase review.

- **Enrollment/Waiver Portal:** https://cghb-ogse.com/sgu
- For portal access issues, students should email a screenshot of the error message to **Cigna OGSE Support:** OGSEquestions@cignahealthcare.com

Note:
The University is not an insurance broker and cannot advise on plan selection. Students may explore plans through major national carriers or HealthCare.gov, provided all waiver criteria are met.

9. Enrollment and Waiver Submission

Students must complete one of the following via the official portal:

- Enroll in the **SGU Student Health Insurance Plan**
- Submit a **Health Insurance Waiver** with all required documentation

Enrollment/Waiver Portal:
https://cghb-ogse.com/sgu

10. Accommodation-Based Exception

Students with an **approved** accommodation from/through Student Accessibility and Accommodation Services that require remaining in a specific geographic location due to a chronic medical condition may request an individualized review.

- Requests must be submitted via the **Accommodation Insurance Exception Request Form**
- Review time: 5–7 business days

11. Cancellation Policy

Once a student is enrolled in the SGU Student Health Plan and the final deadline to waive has passed:

- **The policy premium becomes non-refundable, and SGU does not provide a prorated refunded for early cancelation**

Cancellation Policy

Students may be cancelled from the policy due to withdrawal, or non-attendance in accordance with the eligibility guidelines defined below:

Leave of Absence (LOA) Eligibility Policy

Students who are on a leave of absence or on bridge time are required to have active student health insurance. Students who take a Leave of Absence, and are enrolled into the Student Health Plan, will remain active on the plan for the policy duration of their enrollment.

Withdrawal Eligibility Policy

Students who are withdrawn from classes within 31 days after the policy effective date will be considered ineligible for the Student Health Plan. Your coverage will be canceled to its inception date and any premiums collected will be refunded in full.

Please note that Students are responsible for any and all use of the Student Health Plan if canceled back to inception.

If the withdrawal occurs more than 31 days after the policy effective date, your coverage will remain in force until the policy end date and no premiums will be refunded.

12. Policy Enforcement

Failure to comply with this policy may result in:

- Registration holds
- Inability to check in
- Late fees
- Administrative withdrawal from the University

If the University determines that a student does not maintain approved student health insurance coverage including circumstances involving the cancellation of an existing policy or failure to provide

proof of an approved policy, the matter will be referred to the Office of Student Affairs as a potential breach of the Student Code of Conduct. Upon referral, the Office of Student Health Insurance will request that the Office of Student Affairs conduct a formal investigation, which may result in the matter being presented to a judicial panel. Additionally, any student found to be noncompliant will be immediately removed from classes and/or clinical rotations pending an investigation.

13. Contact Information

For questions or assistance understanding insurance requirements or waiver criteria:

Office of Student Health Insurance
Email: **medins@sgu.edu**

Response time: 3–5 business days

Scheduling a virtual meeting: Click here

Student Health Insurance Policy for Clinical Students

SGU Student Health Insurance Policy - Clinical Students

Effective Date: January 1, 2026

Administered by: Office of Student Health Insurance

1. Purpose

The purpose of this policy is to ensure that all students participating in clinical training maintain continuous, comprehensive health insurance coverage that provides adequate access to care regardless of clinical placement location. This requirement protects student health, supports patient safety, and ensures compliance with institutional and clinical site standards.

2. Applicability

This policy applies to all SGU SOM and SVM clinical students, including those participating in:

- Core clinical rotations
- Elective rotations
- SVM Externships

Students may not engage in any clinical activity without verified, compliant health insurance coverage.

3. Insurance Requirement

All clinical students must maintain verified health insurance coverage that meets SGU's Student Health Insurance Policy requirements for the full duration of their clinical training and/or health insurance term.

Students must satisfy this requirement by either:

- Enrolling in the **SGU Student Health Insurance Plan**, or
- Submitting an **approved waiver** demonstrating qualifying external coverage

4. Enrollment, Waiver, and Deadlines

Students could submit two official waivers in specific points in time:

- July 31st – this would be for August – December
- December 31st – this would be for January - July

Required Action Deadline

By this date, students must:

- Complete enrollment in the SGU Student Health Plan, **or**
- Submit a waiver with all required documentation and receive approval

Important:
Eligibility to participate in any clinical activity requires compliance by the above deadlines.

Auto-Enrollment and Holds

- Students without verified coverage by the above dates, will be **automatically enrolled** in the SGU plan.
- Upon auto-enrollment:
  - The **Health Insurance (IN) hold** will be removed
  - A **billing hold** will be placed on the student account until the insurance charge is paid in full
- This auto-enrollment process is consistent with prior academic years

Post–Auto-Enrollment Unenrollment Deadline

August 31st and January 31st

Students who were auto-enrolled may unenroll **only if**:

- They secure alternative qualifying coverage, and
- Their waiver is approved by:
  - August 31st – this would be for August – December
  - January 31st – this would be for January - July

5. Waiver Requirements

To qualify for a waiver, external insurance coverage must include **all** of the following:

- Nationwide U.S. coverage (when rotating in the United States)
- Emergency and non-emergency care
- Full preventive care

- Full coverage of pre-existing conditions
- Prescription drug coverage
- Mental health and substance abuse treatment
- Inpatient and outpatient services, including PT/OT
- No annual or lifetime maximums

Plans that do not meet all criteria will be denied.

6. Geographic Coverage Requirements

Coverage requirements vary based on student status and location:

- **U.S. citizens studying within the U.S.:**
  Nationwide U.S. coverage is required
- **U.S. citizens studying outside the U.S.:**
  Nationwide U.S. coverage and coverage within your place of study is required
- **International students studying within the U.S.:**
  Home country coverage plus Nationwide U.S. coverage is required
- **International students studying outside the U.S. (UK or Canada):**
  U.S. coverage is not required; coverage must be appropriate for the study location and home country.

7. Plans That Do Not Qualify

The following plans **cannot** be approved under SGU's waiver policy:

- HMO plans
- Medicaid
- Medi-Cal
- NJ FamilyCare
- State-restricted plans
- International emergency-only plans

These plans do not meet SGU's requirement for comprehensive, nationwide, non-emergency coverage when required.

8. Rationale for Nationwide Coverage Requirement

Clinical placements may change at any time due to hospital availability, site capacity, or cancellation. Even if a student is scheduled in a single location, SGU requires nationwide coverage to ensure uninterrupted access to care should:

- A rotation location change
- A student requires urgent or follow-up care in another state

This policy ensures consistent protection throughout the entire clinical training period.

9. Exceptions

9.1 Term 5 Promotion Gap Exception

Students promoted from Term 5 who will begin clinical rotations prior to August 2026 may request a **temporary exception** during their gap period by submitting the **Qualifying Event Insurance Exception Request Form**.

- This exception temporarily exempts students from Hard Waiver criteria
- Full insurance compliance is required by the clinical placement start date
- Students with approved external insurance should submit a standard waiver instead

9.2 Accommodation-Based Exception

Students with an **approved** accommodation from/through Student Accessibility and Accommodation Services that require remaining in a specific geographic location due to a chronic medical condition may request an individualized review.

- Requests must be submitted via the **Accommodation Insurance Exception Request Form**
- Review time: 5–7 business days

10. Plan Review Assistance

Students may upload their Summary of Benefits and related documents to the Cigna OGSE portal for pre-purchase review.

- **Enrollment/Waiver Portal:** https://cghb-ogse.com/sgu
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Note:
The University is not an insurance broker and cannot advise on plan selection. Students may explore plans through major national carriers or HealthCare.gov, provided all waiver criteria are met.

11. Enrollment and Waiver Submission

Students must complete one of the following via the official portal:

- Enroll in the **SGU Student Health Insurance Plan**
- Submit a **Health Insurance Waiver** with all required documentation

Enrollment/Waiver Portal:
https://cghb-ogse.com/sgu

12. Cancellation Policy

Once a student is enrolled in the SGU Student Health Plan and the final deadline to waive has passed:

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Cancellation Policy

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Students who are on a leave of absence or on bridge time are required to have active student health insurance. Students who take a Leave of Absence, and are enrolled into the Student Health Plan, will remain active on the plan for the policy duration of their enrollment.

Withdrawal Eligibility Policy

Students who are withdrawn from classes within 31 days after the policy effective date will be considered ineligible for the Student Health Plan. Your coverage will be canceled to its inception date and any premiums collected will be refunded in full.

Please note that Students are responsible for any and all use of the Student Health Plan if canceled back to inception.

If the withdrawal occurs more than 31 days after the policy effective date, your coverage will remain in force until the policy end date and no premiums will be refunded.

13. Policy Enforcement

If the University determines that a student does not maintain approved student health insurance coverage including circumstances involving the cancellation of an existing policy or failure to provide proof of an approved policy, the matter will be referred to the Office of Student Affairs as a potential breach of the Student Code of Conduct. Upon referral, the Office of Student Health Insurance will request that the Office of Student Affairs conduct a formal investigation, which may result in the matter being presented to a judicial panel. Additionally, any student found to be noncompliant will be immediately removed from clinical rotations pending an investigation.

14. Contact Information

For questions or assistance understanding insurance requirements or waiver criteria:

Office of Student Health Insurance
Email: **medins@sgu.edu**

Response time: 3–5 business days

Scheduling a virtual meeting: Click here

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 Office of Student Affairs.

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 Housing

Student Housing Requirements

In Grenada, all entering students of the School of Medicine and School of Veterinary Medicine students, Undergraduate, Pre-medical, and Pre-veterinary Medical students are required to live on campus for the first two terms of their program.

The Undergraduate, Pre-medical and Pre-veterinary Medical programs, upon successful matriculation into the School of Medicine or School of Veterinary Medicine, will be required to live on campus for the first two terms of their program.

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 children, those with pets above 20lbs, students from Grenada who live on island and those that have received special permission through the Housing Office to seek off-campus housing.

After the required residency period, on-campus housing is not guaranteed in Grenada. All students who wish to live on campus must go through an application process 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 above 20lbs. Only service animals with a documented disability approved by SAAS are permitted in housing on the True Blue campus without a weight requirement.

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.

Academic Program and Course Structure

Course Structure Policy

I. Purpose

SGU defines a “course” as a coherent unit of academic instruction designed to provide credit toward a degree or certificate program. This policy establishes a framework for the structure, delivery, and oversight of courses to ensure quality, consistency, and alignment with institutional mission across all Schools and Programs.

II. Scope

This policy applies to all credit-bearing courses at SGU, regardless of delivery mode, level, or program.

III. Requirements

1. Definition of a Course
   A course at SGU is an approved unit of instruction with:
   a. Clearly defined learning outcomes consistent with program and institutional missions.
   b. A prescribed syllabus (see Course Syllabi Policy).
   c. Assigned faculty or course director(s) responsible for oversight and delivery.
   d. Structured instructional activities supported by appropriate resources.
   e. Defined methods of student assessment and grading.
2. Approved Modalities of Learning and Teaching
   Courses may employ one or more of the following approved modalities, as appropriate to the discipline and level, although this list is not exhaustive:
   a. Didactic instruction (lectures, seminars, discussions).
   b. Laboratory or practical sessions (skills training, clinical labs, fieldwork).
   c. Clinical or experiential learning (rotations, clerkships, service-learning, externships).
   d. Small group/interactive learning (tutorials, problem-based learning, case-based learning).
   e. Independent or directed study (research, capstone projects, thesis work).
   f. Service Learning (work, or community based learning on site)
   g. Online/technology-enhanced learning (synchronous and asynchronous activities, learning management system resources). Each program will define the limitations on remote and asynchronous elements for courses in their respective Student Manual. Some Programs are not able to offer remote, asynchronous or online activity due to regulatory or accreditation requirements.
3. Structural Requirements
   Each course must include, at minimum:
   a. Defined Credit Hours/Contact Hours: Courses must conform to SGU’s credit hour policy (time commitment appropriate to credits awarded).
   b. Balance of Instruction and Assessment: Instructional activities must be complemented by valid, reliable assessments of learning outcomes.
   c. Sequencing and Integration: Courses must fit within the curricular framework of the program and not duplicate content unnecessarily.
   d. Reasonable Workload Expectations: Course requirements must be appropriate to the credit hours awarded and must not impose excessive or unrealistic demands on students.
   e. Course Schedules: The course schedule should be planned and published ahead of the start of term; this includes the dates for completion examinations and make-up examinations (for SGS). All course grades need to be finalized as soon as possible after the end of the course; but cannot be later than 30 days after the course/term ends. Completion examinations should be scheduled within 7 days of the end of term. Make-up examinations must be scheduled with

end of term promotion and appeals in mind and so as a guideline should be within 7-14 days after the end of term and give time for finalization of grades; promotions committee consideration and time for appeal.

4. Oversight and Approval
    a. All courses must be proposed, approved, and reviewed by the appropriate curriculum committee or designated academic body within each School.
    b. Course directors must submit a syllabus and proposed structure for approval prior to the start of each term for new courses.
    c. Any substantive changes in modality, workload, assessment or delivery method require prior review by the program or School curriculum committee.
5. Student Experience Safeguards
   To ensure fairness and educational integrity:
    a. No course may require activities or conditions that fall outside the scope of the approved modalities.
    b. Course and assessment expectations must be transparent, consistent, and communicated to students at the outset.
    c. Courses must provide accessible learning opportunities and comply with University policies on inclusion, professionalism, and academic integrity.

Note: All modalities must comply with accreditation and program standards.

IV. Compliance

1. Course Directors, Departmental Chairs, and the respective Deans Office are responsible for ensuring courses adhere to this policy.
2. The Office of the Provost retains authority to review and require modification of courses that deviate from accepted frameworks.

V. Authority

Office of the Provost; reviewed every 3 years.

VI. Version History

(1025010)

Policy on Course Syllabi

I. Purpose

SGU is committed to maintaining academic quality, transparency, and consistency across all programs. To ensure that students have a clear understanding of course expectations and requirements, every course that offers credit toward a degree must have a course syllabus that is distributed to students on the first day of term. All syllabi must be provided to the Office of the University Registrar at the end of each term.

II. Scope

This policy applies to all credit-bearing courses that form part of a degree offered at SGU across every School and Program.

III. Requirements

1. Syllabus Requirement
    a. Every credit-bearing course must have a written syllabus approved by the relevant department or program.

   b. The syllabus must be made available to students electronically via the Learning Management System on the first day of term.
2. Major Required Components
   Each syllabus must contain, at minimum, the following elements:
   a. Course Identification: Course title, course code, credit hours, program name.
   b. Instructor Information: Name(s), department name, school, office location, contact information, office hours descriptor, course/instructor e-mail.
   c. Course Description: A brief overview of course content, purpose, and scope of the content and the assessment system for the course.
   d. Learning Outcomes: Clearly stated, measurable outcomes aligned with course, program and institutional goals.
   e. Required Materials: Details of textbooks, readings, literature, software, or other instructional resources required to complete the course.
   f. Course Schedule: Major topics and activities by week, including examination dates, assignment deadlines, and holidays, or a link to such information.
   g. Assessment and Grading: Explanation of how students will be evaluated, including weight of exams, assignments, participation, projects, and grading scale.
   h. Attendance/Participation Requirements: Expectations for class participation, engagement, and conduct.
   i. Policies on Academic Integrity: University or Program standards and consequences for violations.
   j. Course and Instructor Evaluation: Statement that student participation in SGU's Course and Instructor Critique Program is required.
   k. Accessibility and Support Services: Information on accommodations, student support services, tutoring, advising, and health services; or links to such support services.
   l. Communication of Changes: Statement that the instructor reserves the right to adjust the schedule or requirements, with timely notice provided to students.
3. Compliance
   a. Course Directors and Department Chairs are responsible for ensuring that syllabi are prepared and distributed in compliance with this policy.
   b. Any changes made to a syllabus after the start of a course should be avoided and if changes are necessary there must be timely notification via the Learning Management System.

IV. Authority

Office of the Provost; reviewed every 3 years.

V. Version History

(1025009)

Policy on Auditing Classes

I. Purpose

This policy outlines the rules and procedures for students and other eligible individuals who have been granted permission to audit classes at SGU. Auditing allows individuals to attend and participate in a course without receiving academic credit or a grade.

II. Scope

This policy applies to:

1. Degree-seeking students (undergraduate and graduate)
2. Non-degree-seeking students

III. Definition of Audit

To "audit" a class means to enroll in and attend a course without receiving a grade or academic credit. Audited courses do not count toward degree requirements, weighted mean percentage grade (WMPG) or grade point average (GPA) calculations.

IV. Eligibility

The following individuals may apply to audit courses within their registered degree program, subject to availability and instructor and departmental Chairs approval:

1. Currently enrolled students in good academic standing
2. Non-degree-seeking students approved through the Office of the University Registrar

V. Audit Enrolment Process

V.I Audit Request Submission

1. Students must submit an Audit Request Form to the Office of the University Registrar by the published Audit Deadline each term (typically the end of the Add/Drop period).
2. Payment of any applicable audit fees must accompany the request.

V.II Enrolment Confirmation

1. Once approved, the course will appear on the student's transcript with a grade of "AU" (Audit).
2. No credit or grade is earned, and the course may not be converted to a for-credit course retroactively.

VI. Audit Course Regulations

VI.I Participation Requirements

1. Auditors are expected to participate in didactic classes regularly and are subject to the syllabus participation requirements for the didactic component of the course.
2. Auditors are not permitted to complete written or practical assignments or examinations; formative assignments; quizzes; discussions, etc.

VI.II Restrictions

1. Course components including labs, clinical or hospital settings, community service-learning components, practical performance components, or group work are not available for auditing.
2. Auditing is not permitted in courses designated as limited-enrolment, graduate seminars, or those with licensing/accreditation restrictions.
3. Financial aid does not cover audited courses.
4. Audited courses do not fulfil prerequisite requirements, degree requirements, or graduation requirements.

VII. Fees

1. A reduced per-credit audit fee is charged to the student's account. Fee structures are published by the Office of the Bursar.
2. University employees enrolled as students may be eligible for a waiver or discount in specific programs.

VIII. Withdrawal

1. Auditors who wish to withdraw from a course must follow standard withdrawal procedures.
2. A grade of "AUW" will be recorded.

IX. Review and Revision

This policy will be reviewed every three (3) years or as necessary by the Office of the University Registrar in consultation with the Provost's Council.

X. Authority

Office of the Provost: reviewed every 3 years.

XI. Version History

(1025012)

Participation and Engagement Policy

I. Purpose

SGU is a community of professional learning that prepares students for a range of demanding careers; including medicine, veterinary medicine, nursing, and the health sciences. All professional and pre-professional programs and undergraduate programs apply the same expectations for participation and engagement. Active engagement is integral to student success, the integrity of the SGU learning community, and compliance with professionalism and accreditation standards across Schools.

This policy sets out expectations for student participation and accountability in all required academic and clinical activities at all campuses where the academic program is delivered, as well as the course and program feedback systems used for quality assurance.

Exceptions: For any programs that are designed, implemented and accredited as asynchronous, distance or remote (SGS); please refer to their specific policies in their program outline/course syllabus.

II. Rationale

Presence is not only a matter of individual responsibility but also of professionalism and community engagement. SGU emphasizes that:

1. Peer learning and support are critical to professional education; a failure to engage disrupts the community of inquiry and diminishes shared learning.
2. Active participation in all scheduled educational activities ensures that students are prepared to serve patients, clients, and society with competence and compassion.
3. Regulatory and accreditation requirements may also mandate the monitoring of participation to confirm that students are actively engaged in meeting learning and that program outcomes can be accurately evaluated.
4. Professional identity formation requires reliability and accountability, qualities demonstrated through consistent participation and engagement.
5. Professional programs have the same expectations across all phases of their curriculum.

III. Scope

This policy applies to all students enrolled in the School of Medicine, School of Veterinary Medicine, School of Arts and Sciences, and the School of Graduate Studies. It covers all required academic, laboratory, clinical, and community-based learning activities.

IV. Expectations

1. Students are expected to engage as learners, dedicating the time and commitment required for their program of study and for the feedback and evaluation of those courses in which they participate.
2. Students are expected to be engaged in courses, and check the LMS and SGU e-mail daily while enrolled in a program or an active course.
3. Students must be present to actively participate in all required scheduled activities, including but not limited to: lectures, laboratories, tutorials, clinical skills sessions, community engagement activities, clinical rotations, and other scheduled course related activities.
4. Presence and Participation is both a professional responsibility and an academic requirement; failure to meet participation expectations may result in academic or professionalism consequences.
5. Some academic sessions may outline restrictions on electronic devices during the session; this will be outlined in the course syllabus.

V. Monitoring of Participation and Engagement

1. SGU uses various systems (e.g., audience response systems, scan/sign-in procedures, lab/clinical attendance logs) to verify student presence and engagement.
2. Students must use their own identity and credentials when registering participation; proxy or fraudulent participation is considered academic dishonesty and a breach of the honor code.
3. Course directors and faculty are responsible for collecting participation data and each school defines the threshold and consequences of inadequate participation; the details are outlined in each course syllabus. Each school's Student Manual will outline the details of grace for academic activities but shall not set that lower than 80% for the course.

VI. Regulatory and Accreditation Compliance

1. Participation records may be used as part of student assessment, academic progression decisions, and external reporting to regulatory authorities.

VII. Consequences of Non-Compliance

1. A failure to participate and engage in academic activities may result in:
    a. Referral to the Office of Student Affairs.
    b. Academic penalties as defined in the course syllabi or School Student Manual.
    c. Professionalism notations in the student's record.
2. In cases of misrepresentation of attendance (e.g., using another student's clicker, signing in for another), students may face disciplinary action up to and including dismissal.
3. For each School's specific participation policy please refer to the relevant Student Manual.

VIII. Extenuating Circumstances

1. If, due to a catastrophic event or emergency, students are unable to attend any mandatory activity, they must immediately notify the Office of Student Affairs by email providing relevant information.
    a. The relevant Associate/Assistant Dean of Student Affairs from the appropriate School will make a determination on the validity of the absence based on information provided and communicate to the course directors, requesting that they make arrangements for completion of the missed activity.
2. Where a school/course has fractional participation requirements (i.e. 80% of activities in a category) then absence from a course event within the allowance permitted does not require notification to the Office of Student Affairs.
3. If a student is in doubt, they should refer to their course syllabus or reach out to their Course Director, who defines which activities and participation thresholds are required for each course element.
4. Absence from examinations always requires notification to Student Affairs in the absence of being able to utilize the medical excuse system.

IX. Authority

Office of the Provost: reviewed every 3 years.

X. Version History

(1025005)

Religious Observance Policy

I. Purpose

SGU is committed to fostering an inclusive academic environment that respects the religious practices of its diverse student body. This policy outlines the process by which students may request alternative timing for examinations or single mandatory academic events due to religious observance.

II. Scope

This policy applies to all students enrolled in any program across the university, including those in the School of Medicine, School of Veterinary Medicine, School of Arts & Sciences, and at satellite teaching sites. The Religious Observance Policy applies to examinations and mandatory academic events that are unique and limited in scope, e.g. mandatory meetings that are only offered in single instances. All other recurring academic course activity is not covered by the Religious Observance Policy. Students should refer to the School's policy on course participation for regularly scheduled course activity.

III. Request Process

1. A student who wishes to request a completion examination or accommodation/rescheduling for a one-off mandatory academic session for the purpose of religious observance must:
    a. Complete and submit the Religious Observance Request Form to the Office of Student Affairs.
    b. Submit the form no later than 30 days after the start of the academic term in which the request applies.
    c. Late submissions are allowed when schedules published at the start of term did not include dates for the examination/mandatory academic event.
    d. For students participating in practical examinations that may be scheduled over multiple dates, the Religious Observance Request Form should be submitted to alert the course director to any possible need for accommodation.
2. The Office of Student Affairs will review the request and inform the relevant Course Directors of approved accommodations as soon as practicable.

IV. Responsibilities

1. Students: Responsible for submitting requests on time and providing complete information on the Religious Observance Form.
2. Office of Student Affairs: Responsible for reviewing requests, determining eligibility, and notifying Course Directors promptly.
3. Course Directors: Responsible for working with the Office of Student Affairs to arrange appropriate alternative examination/event times consistent with program requirements and academic integrity.

V. Program and School Participation Rules

1. Some Schools or programs may have additional participation/attendance rules, policies, or requirements that intersect with religious observance requests.
2. Students are responsible for reviewing the relevant section of the Student Manual for their School or program and complying with all participation expectations.

VI. Limitations

1. Requests submitted after the 30-day deadline may not be accommodated in the event that the scheduled activity was published in the academic/course calendar at the start of the academic term.
2. This policy does not obligate SGU to waive essential academic requirements; accommodations will be made where reasonable and appropriate while maintaining academic standards/requirements.

VII. Authority

Office of Student Affairs; reviewed every 3 years.

VIII. Version History

(1025004)

Student Accessibility and Accommodation Policy

I. Purpose

SGU is committed to ensuring access for qualified students with disabilities. In accordance with its mission and applicable laws, SGU ensures that students with disabilities or disabling conditions that substantially limit one or more major life activities are provided with reasonable accommodations that support their full participation in academic and campus life; however, accommodations cannot fundamentally alter academic or program requirements, compromise patient or animal safety, or lower the standards of professional competency expected of all graduates.

II. Requesting Accommodations

To request accommodations, documentation must be submitted with an application at the Student Accessibility and Accommodations website (https://www.sgu.edu/student-support-services/student-accessibility-accommodation-services/). Please email accommodations@sgu.edu with any questions.

III. Reasonable Accommodations

Reasonable accommodations are exceptions to rules, policies and processes or the addition of auxiliary aides or services to ensure access to educational programming for qualified individuals with disabilities. Accommodation cannot be retroactively applied, nor can they fundamentally alter the curriculum or technical and safety standards.

Reasonable accommodations can be granted for any aspect of the educational program including assessments, housing and campus accessibility.

Interactive Process: Reasonable accommodations are determined through the interactive process which includes a review of documentation and discussion of an individual's current barriers to access. If applicable, further conversations with relevant faculty and staff may be required. The interactive process must be completed in its entirety prior to the implementation of accommodations. Students are encouraged to apply as early as possible as requests can take up to three weeks to be processed.

IV. Documentation

Documentation is required to begin the interactive process. Specific requirements are outlined on the student accessibility and accommodations website; however, all documentation must include the diagnosis, and a thorough description of the functional limitations to living and learning posed by the symptoms. Documentation must come from a licensed provider on letterhead.

V. Student Rights and Responsibilities

Once determined, students will receive a letter detailing their approved accommodations, the duration of their eligibility, and related policies and processes. Students have the right to request changes to accommodations for all assessments at any time but must initiate the process. It is the responsibility of students to stay apprised of processes and policies to ensure the appropriate implementation of their accommodations.

VI. External Accommodation Requests

Accommodation requests for exams given by the NBME (USMLE STEP) and ICVA (NAVLE) are external to SGU. Student Accessibility and Accommodations can provide information and guidance however, ultimately, students are responsible for following the processes outlined by those organizations.

VII. Confidentiality

Documentation and records submitted to SAAS are maintained as confidential in accordance with the Family Educational Rights and Privacy Act (FERPA). Information may be shared internally on a strict need-to-know basis to implement accommodations.

VIII. Service Animals

Students requesting the use of a service animal as an accommodation must complete an application with SAAS. Students must also comply with SGU policies and relevant Grenadian laws regarding registration, vaccination, and restrictions on animals in certain public facilities; and the General Hospital.

IX. Appeals

Students who are denied accommodations or disagree with an eligibility determination may appeal through the Office of Student Affairs. Appeals will be reviewed promptly, and a final determination will be communicated in writing by the Dean of the relevant School.

X. Authority

Office of Student Affairs; reviewed every 3 years.

XI. Version History

(1025006)

Course and Instructor Critique Policy

I. Purpose

The purpose of the Course and Instructor Critique Program is to ensure continuous improvement in the quality of teaching, learning and its assessment at SGU . Student feedback is an important element for the evaluation of instructional effectiveness, course design, assessment adequacy and alignment and overall academic experience.

II. Policy Statement

Participation in the Course and Instructor Critique Program is a mandatory component of all credit bearing degree courses offered at SGU. Completion of required evaluations is considered an academic responsibility equivalent to participation, examinations, and other mandatory course activities.

III. Student Responsibilities

1. When notified by the Critiques Coordinator/Course Director, students must complete all assigned module/course and instructor evaluations within the designated evaluation window.
2. The course and instructor critiques must include an opportunity for students to provide feedback on module/course delivery, assessment, as well as instruction.
3. Failure to complete all required critiques constitutes non-completion of course requirements and may result in administrative action as determined by the relevant school or program.
4. Student responses must be professional, constructive, and respectful in tone.

IV. Faculty and Course Leadership Responsibilities

1. Course directors should ensure that all instructors teaching on a module/course are evaluated through the SGU system.
2. Provide accurate lists of courses, faculty names and contribution, and departments.
3. Encourage student participation in the critique process and provide course announcements.
4. Inform incoming students of previous terms feedback and any changes to the course.

V. Administration of Evaluations

1. The Critiques Coordinator will notify students when evaluation periods open and issue periodic reminders to ensure timely submission.
2. Evaluations must be completed within the announced time frame; late submissions will not be accepted.
3. All evaluations are confidential, and individual responses are kept confidential to encourage honest and thoughtful feedback.

VI. Use of Evaluation Results

1. Course directors will summarize the results of the prior term's course and instructor critiques for their curriculum committee.
2. The summary will include:
    a. Areas that received high ratings and positive student feedback; and
    b. Areas that received low ratings or constructive criticism.
3. For areas identified as needing improvement, the course director will describe specific changes planned and implementation dates to address student concerns.
4. This closing-the-loop process ensures that student feedback directly informs course design, instructional methods, and assessment strategies.
5. Course directors or department chairs should also meet with Student Government Representative once a term for each course to discuss student feedback.

VII. Evaluation Content

1. Each evaluation instrument must solicit student feedback on course delivery, teaching effectiveness, and assessment practices within the course.
2. Surveys should include items related to:
    a. Instructor clarity, engagement, and accessibility.
    b. Course organization, relevance, and workload.
    c. Quality, fairness, and alignment of assessments with learning objectives.
    d. Overall learning experience and recommendations for improvement.
    e. Each school and program will utilize a common core survey with common rating categories so that cross school comparisons can be made.
    f. Schools and programs can add to the common survey questions as appropriate to their needs.

VIII. Importance of Participation

Evaluation is an essential element of academic quality assurance. Just as students expect a fair and accurate assessment of their academic performance, SGU relies on comprehensive, candid course and instructor critiques to achieve the following:

1. Maintain consistent instructional standards across programs.
2. Recognize excellence in teaching; and
3. Identify opportunities for pedagogical and curricular enhancement.

IX. Review and Oversight

This policy will be reviewed periodically by the Office of the Provost to ensure that the evaluation process remains valid, effective, and aligned with best practices in higher education quality assurance.

X. Authority

Office of the Provost; reviewed every 3 years.

XI. Version History

(1025018)

Academic Integrity and Professional Expectations

Honor Code

Policy on Honorable Student Conduct and the Honor Code

I. Purpose and Scope

SGU is committed to fostering a community of scholarship, professionalism, and integrity. The Honor Code affirms SGU's values and sets the standard for ethical academic and personal conduct expected of all students. This policy applies to all academic and scholarly activities, including coursework, examinations, research, clinical and laboratory settings, service-learning, and all other contexts in which students represent SGU.

It also applies to conduct occurring outside of formal academic settings, including off-campus or online environments, where such conduct has a direct or reasonably foreseeable impact on the SGU community, its members, institutional operations, or the professional standards expected of students.

II. Statement of Principles

1. Integrity and Trust: Students must act with honesty in all academic endeavors and demonstrate integrity in personal conduct, **including behavior outside formal academic settings where such conduct reflects on their responsibilities as members of the SGU community or as trainees in a professional program.**
2. Collaboration with Responsibility: Cooperation and collaboration are encouraged where permitted, provided they support, not replace, individual learning and accountability.
3. Respect for Others and Community Responsibility: Students must acknowledge and respect the intellectual, creative, and professional contributions of others, their opinions, and their right to express them. SGU affirms freedom of speech as essential to education and scholarship, protecting

the expression of challenging or disagreeable ideas as part of critical inquiry. This freedom is not absolute; all members of the community share responsibility to exercise it with dignity, respect, and regard for the safety of others. Expression that incites violence, promotes harm, or dehumanizes individuals is not acceptable. Civility and mutual respect are valued, but they may never be used as grounds to suppress discussion or debate.

4. Accountability: Students share responsibility for upholding the honor of the SGU community, including the duty to report violations when observed.
5. Commitment to Safety and Professional Standards: Honorable conduct extends beyond academics to adherence to SGU's safety, security, and community rules, and to maintaining the highest standards of patient, client, and animal safety, confidentiality, and dignity.
6. Students must be able to engage and fulfill the assessment requirements of SGU by arriving at examinations suitably equipped to meet examination requirements, as defined and Published by the Office of Examination Services.

III. The Student Pledge of Honorable Conduct – Honor Code

As a student of SGU, I affirm my commitment to conduct myself with integrity, dignity, and courtesy in all academic, clinical, and community settings. I pledge to uphold the highest standards of academic honesty; refraining from cheating, plagiarism, collusion, falsification, or misrepresentation, and by avoiding any situation that may give rise even to the suspicion of dishonesty. I also pledge to comply with the rules, regulations and requirements of SGU; outlined in their student manuals and course syllabi. I will not use or possess unauthorized notes, devices, or recording equipment during examinations, nor will I impersonate another student, engage a proxy, or alter examination scores, records, or documents for my compliance requirements or my assessments. I recognize the responsibility to learn and use digital and artificial intelligence tools ethically and transparently. I further commit to upholding professional conduct, as appropriate to my program, by maintaining patient, client, and animal safety, confidentiality, and dignity, presenting myself fit for duty and free from impairment. I will respect the rights, opinions, and identities of all members of the SGU community, refraining from discrimination, harassment, or bias, and I will exercise freedom of expression in ways that uphold the safety and dignity of others. I accept accountability for my actions, will not aid or acquiesce to misconduct, and will report unsafe, unethical, or impaired behavior that endangers others. By making this pledge, I affirm that I choose to uphold the values of honesty, respect, fairness, responsibility, and inclusion, and I accept the consequences of violating this trust, recognizing that to be a member of the SGU community is both a privilege, a responsibility and a choice that I made.

IV. Academic and Professional Misconduct

Academic and professional misconduct include behaviors that compromise honesty, fairness, compliance requirements or the welfare of others. The following are examples of violations subject to disciplinary action:

1. Cheating, contract cheating, plagiarism, or self-plagiarism.
2. Use of unauthorized materials, devices, resources or artificial intelligence tools during examinations or assignments.
3. Misrepresentation of work authorship or ownership.
4. Use of proxies for assessments, or any form of collaboration during summative examinations; live or remote.
5. Falsification, forgery, alteration or misrepresentation of academic records, clinical documentation, evaluations or any other academic-related documentation.
6. Seeking preferential treatment or requesting faculty to alter grades or make exceptions not available to all students.
7. Collusion: assisting or facilitating another's academic dishonesty.
8. Misuse of university property, records, or identification.

9. Dishonesty, harassment, or abusive behavior that endangers others, or that occurs in any setting (including off-campus or online) where it has a direct or reasonably foreseeable impact on members of the SGU community, institutional operations, or the reputation and professional standards of the University.
10. Theft, willful damage, or tampering with university facilities or safety systems.
11. Unauthorized access to restricted areas or sites.
12. Lewd, disorderly, or indecent conduct or expression on campus or official university groups in the community or online.
13. Violation of safety, patient care, or confidentiality standards.
14. Failing to abide by compliance requirements for courses or programs.
15. Misuse of electronic, internet wifi or wired networks
16. Incurring financial obligation for another person, organization or group
17. Non-compliance with direction or requirements from university safety personnel or emergency service providers on campus
18. Failing to comply with disciplinary sanctions
19. Purporting to represent another person, organization or the university falsely
20. Lying or perjuring to university officials or the judicial panels
21. Failing to report infractions
22. Soliciting/selling on campus for personal or organizational profit without consent from university officials
23. Violation of university housing contracts, policies and procedures
24. Possessing, consuming, dispensing, or being under the influence of drugs or 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).
25. 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.
26. Violating the University policy on tobacco/vaping use in specified facilities.
27. On-campus possession or use of firearms, explosives, other weapons, dangerous articles, or substances, including non-lethal weapons, such as pellet guns.
28. Violation of any local civil and criminal laws.
29. 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.
30. 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:
    a. Academic content tutoring, instruction and/or training including clinical skills
    b. Exam preparation including question-taking skills
    c. Study advice, whether general or specific
    d. NBME standardized examination or USMLE Step examination preparation (whether advice or in the form of the provision of questions and/or question banks).
31. 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:
    a. Personal Fitness Training
    b. Personal Cardio Classes
    c. 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.

32. Copyright infringement, 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.
33. 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:
    a. **Sexual Harassment**: as defined herein under the Sexual Harassment section.
    b. **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.
    c. **Physical Harassment**: use of, or threatened use of, physical force or violence.
    d. **Stalking**: to follow or otherwise contact another person repeatedly, so as to put that person in fear for his/her life or personal safety.

V. Professional Conduct in Clinical and Practice-Based Settings

Students must uphold professional standards in all clinical, laboratory, and practice-based environments. **These expectations apply at all times where a student's conduct may reasonably be interpreted as reflecting their fitness for professional practice.** This includes:

1. Maintaining confidentiality, dignity, and ethical care of patients, clients, and animals.
2. Presenting fit for duty and free from impairment due to fatigue, drugs, or alcohol.
3. Maintaining professional appearance, hygiene, and respectful behavior.
4. Conscientiousness and integrity demonstrated in clinical or academic documentation or evaluations.
5. Reporting unsafe, unethical, or impaired conduct that endangers others.

VI. Reporting and Enforcement

Students and faculty are obligated to report suspected violations to the Office of Student Affairs. Alleged violations will be investigated according to university disciplinary procedures, ensuring fairness, confidentiality, and due process. Penalties may include grade penalties, remediation, probation, suspension, or dismissal, proportionate to the severity and recurrence of misconduct.

VII. Standards of Evidence

Cases of suspected dishonorable conduct are adjudicated based on a preponderance of evidence, that it is more likely than not that a violation occurred, rather than proof beyond a reasonable doubt.

VIII. Education and Prevention

SGU provides education and resources on responsible scholarship, citation practices, professional standards, and the ethical use of digital and AI tools. Faculty may use plagiarism detection and AI-use monitoring software as part of academic oversight. Students are encouraged to consult the Department of Educational Services (DES) for guidance on writing, referencing, and avoiding plagiarism.

IX. Manuals and Reference Documents

All students must review and comply with their respective school's Student Manual and Clinical or Practice Training Manual. These documents outline detailed professional and behavioral expectations. Students are required to attest each term to their understanding and commitment to the adherence to these standards, including participation, communication, appearance, assessment completion, and compliance to university policies.

X. Authority

Office of the Provost: reviewed every 3 years.

XI. Version History

(1025002)

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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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.

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 of 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 Office of Student Affairs 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.

Policy on Academic Professionalism Panels

Policy on Academic Professionalism Panels

I. Purpose

The Faculty Panel on Academic Professionalism FPAP provides a school-based mechanism for addressing academic course-related compliance and professionalism issues. Their mandate is limited to academic matters that do not require investigative authority but deal with de facto non-compliance with course/assessment policy. They are not judicial bodies, but they are the sole authority for imposing academic penalties/sanctions related to professionalism lapses in coursework and/or assessments. The FPAP determines and imposes the appropriate academic penalty within the confines of those established in the course syllabus.

II. Scope

1. Applies to all students enrolled in the School of Medicine (SOM) and the School of Veterinary Medicine (SVM) and the School of Arts and Sciences professional programs (SAS).
2. Covers issues directly tied to non-compliance with academic courses and assessments, including but not limited to:
3. Examination compliance (lateness, unexcused absence, ID issues, technical requirements, misconduct)
4. Academic integrity violations (cheating, plagiarism, misrepresentation of participation)
5. Professional behavior during academic sessions, assessments, simulations, and patient/client interactions, such as unsafe behavior with patients
6. Completion and remediation of course-required assessments

7. Excludes: Behavioral or conduct matters not directly related to coursework (e.g., harassment, campus misconduct). These are under the authority of the Office of Student Affairs and the Judicial Office. Any issues that require investigative due process must be handled by Office of Student Affairs.

III. Relationship with Student Affairs/Judicial

1. Behavioral/Conduct Issues: All non-academic professionalism or behavioral issues are referred directly to Office of Student Affairs / Judicial Office / Judicial Boards; these bodies cover any issues that require investigative determination.
2. Academic Penalties: Office of Student Affairs / Judicial Office can administer non-academic penalties, including but not limited to; suspension, warning letters, non-contact orders, dismissal but cannot impose academic penalties within courses (grade deductions, zeros for exams, incomplete grades, academic remediation).
3. Referral Back: If an Office of Student Affairs / Judicial Office investigation establishes misconduct with academic consequences, the case is referred back to FPAP/FPP to determine and impose the appropriate academic penalty within the confines of those established in the syllabus.

IV. Panel Structure

1. Each school maintains its own Faculty Panel of Academic Professionalism
2. Membership:
    a. School-specific faculty (SOM → MD faculty; SVM → DVM faculty; SAS → faculty as appropriate for Program)
    b. Optional cross-representation: one external faculty member from another school may be invited to serve as a non-voting member to enhance transparency and consistency across schools.
3. Quorum: The membership of the FPAP must be at least 3 voting members.

V. Process

1. Referral: Complaints or concerns may be submitted by course directors, faculty, staff, or Student Affairs directly to Faculty Panels where non-compliance with courses/assessment policies is indicated. All cases of suspected cheating, plagiarism, academic misrepresentation issues must first go to the Office of Student Affairs for investigation; these may be referred back to FPAP from Student Affairs for determination of academic penalty/remediation.
2. Review: The Panel reviews the case, confirms jurisdiction, and proceeds with action as necessary.
3. Determinations may include:
    a. Dismiss complaint with no action
    b. Refer student to academic support, mentoring, counselling, other offices or resources, or appropriate intervention
    c. Impose academic penalties as defined in the relevant course syllabus and school policy (grade deductions, zero for assessment, remediation, probation)
4. Documentation: All cases and outcomes are documented and filed with the appropriate Dean's office and the Office of Student Affairs.

VI. Appeals

1. A student sanctioned by academic penalties may appeal in writing within 2 business days of notification of the penalty.
2. Appeals are directed to the Dean of the respective school (or their delegate), who may:
3. Uphold the panel’s decision
4. Modify the penalty
5. Dismiss the panel’s decision and recommend an alternative course of action.

VII. Limitations

1. Panels cannot exceed penalties published in the syllabus.

2. The course syllabus must outline the infractions by category and the type of penalties or sanctions that may be applied.
3. Panels do not adjudicate non-academic behavior and should not be investigatory, i.e. should not be collecting testimony, statements, etc. They have limited powers to confirm non-compliance with the course administration only.
4. Panels cannot dismiss or suspend a student independently; such actions require Dean-level or Student Affairs-level action.
5. Panels have no authority to request information from Student Affairs or the Judicial office. Their role is limited to action directly related to coursework/assessment.
6. Bylaws for each school panel and its operation must be outlined in detail in the respective School Student Manual and must align with this policy.

VIII. Authority

Office of the Provost: reviewed every 3 years.

IX. Version History

(1025003)

Dress Code Policy

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.

Examinations, Grades and Academic Progression

Examination Policies and Procedures

I. Purpose

SGU is committed to conducting all examinations in a manner that ensures academic integrity, fairness, equity, safety, and consistency across programs and campuses. This policy establishes the overarching standards governing the design, delivery, security, and oversight of all summative examinations.

II. Scope

This policy applies to all SGU students from all schools enrolled in courses or programs requiring summative examinations, whether administered on campus, online, through distributed clinical sites, or at approved professional testing centers.

III. Guiding Principles

III.I Integrity and Honor

Examinations must uphold the SGU Honor Code and the Policy on Honorable Student Conduct. All examination materials are confidential academic records and may not be accessed, shared, reproduced, or distributed without authorization.

III.II Validity, Reliability, and Fairness

SGU ensures that:

1. All examinations are purposefully designed, blueprinted, and aligned with course learning outcomes, competencies, and program objectives.
2. Assessments undergo regular review to support validity, reliability, and fairness.
3. Examinations provide equitable evaluation of student performance across all campuses, cohorts, and delivery formats.

III.III Equity and Accessibility

SGU ensures compliance with accessibility laws and institutional policies. Students with documented accommodations receive equitable examination conditions through the Student Accessibility and Accommodation Services (SAAS). No student shall be disadvantaged due to disability or accommodation status.

III.IV Safety and Security

The safety of students and staff is paramount. Examination venues must meet SGU standards for health, safety, and suitability. All locations, including external testing centers, must uphold SGU's security and integrity requirements.

III.V Professionalism and Learning Environment

All examinations are conducted in a learning environment free of mistreatment, intimidation, or harassment. Professional behavior is expected at all times before, during, and after examinations. Students may report unsafe or unprofessional conditions without fear of retaliation.

III.VI Transparency and Accountability

SGU maintains clear expectations for examination administration, security, conduct, and post-exam review. Academic units, Examination Services, and University leadership retain oversight responsibility to ensure compliance and continuous improvement.

IV. Roles and Responsibilities

IV.I Students

Students are responsible for understanding and complying with this policy, the University Honor Code, all examination expectations, and all academic integrity regulations. Students must present valid SGU identification, adhere to professional standards, and avoid any behavior that may compromise examination integrity.

IV.II Course Directors

Course Directors are responsible for:

1. Constructing examinations aligned with course learning outcomes.

2. Ensuring content quality, fairness, and accuracy.
3. Reviewing psychometric reports and making adjustments for future assessments.
4. Submitting concerns related to examination irregularities or integrity breaches to academic leadership.

IV.III Academic Leadership (Deans and Committees)

Academic Deans, Curriculum Committees, Assessment Committees, and other program-level academic bodies oversee:

1. The quality, consistency, and fairness of examinations across programs and locations.
2. Review of exam performance data, trends, and curricular/program outcomes.
3. Decisions regarding exam invalidation, remediation opportunities, progression implications, and academic standing.

IV.IV Examination Services

Examination Services oversees the logistical delivery and technical administration of examinations, ensures secure examination environments, coordinates with Course Directors, and documents examination irregularities.

IV.V Chief Proctors

Chief Proctors supervise the examination venue, ensure compliance with policy standards, make on-site determinations about venue suitability, and report suspected integrity breaches or irregularities.

V. Examination Environment and Academic Standards

V.I Venue Suitability and Safety

All SGU examination venues, on campus or external, must maintain safe, standardized, and secure testing conditions. SGU may suspend, relocate, or terminate an examination if safety or integrity is compromised.

V.II Equity Across Campuses and Testing Locations

Examinations administered on distributed campuses or at external centers must reflect the same standards, expectations, and conditions as those delivered on SGU's main campus. Assessment policies and grading practices must be applied consistently across all instructional sites and cohorts.

V.III Accessibility and Accommodations

Examination environments must support equitable access for students granted accommodations. Faculty and proctors must honor all SAAS-approved accommodations. Examination Services do not sanction, determine or control accommodations in any way, examination services only provide the accommodations sanctioned by SAAS. All queries or discussion on accommodations should be directly with SAAS.

VI. Examination Integrity and Professional Conduct

Unprofessional behavior or academic misconduct during examinations violates the Honor Code and Examination Policy. Prohibited behavior includes but is not limited to:

1. Unauthorized access to exam content
2. Providing or receiving assistance

3. Impersonation or proxy testing
4. Attempting to reconstruct, record, or distribute examination questions
5. Possessing unauthorized materials or devices
6. Disruptive or unsafe behavior
7. Failure to adhere to proctor instructions

Confirmed violations may result in academic sanctions, including a score of zero, sequestered grades pending investigation, required remediation, or dismissal in accordance with SGU procedures.

VII. Examination Scheduling, Rescheduling

1. Examination schedules are published by the University Registrar and are considered final when released.
2. Examinations may be rescheduled only when safety, venue integrity, or examination security require it.
3. Rescheduled examinations must occur within the published academic term.

VIII. Examination Data, Documentation, and Continuous Quality Improvement

To maintain assessment quality and continuous improvement, SGU:

1. Maintains secure records of examination performance, item analysis, and irregularity reporting.
2. Conducts regular program-level review of exam data to identify trends, ensure fairness across cohorts, analyze program outcomes, and strengthen curricular alignment.
3. Uses assessment outcomes to enhance the curriculum, teaching, learning, and student support systems.

IX. Reporting Concerns, Irregularities, and Non-Retaliation

Students must report examination irregularities immediately through prescribed channels.
SGU prohibits retaliation against any student who reports safety issues, irregularities, or concerns about examination conditions, integrity, or the learning environment.

X. Authority

Office of the Provost; reviewed every 3 years.

XI. Version History

(1125001)

XII. Appendix Examination Procedures

Chief Proctor

The Chief Proctor is the person in charge of the examination delivery in a specific examination venue. The Chief Proctor oversees the overall conditions inside and in proximity to the examination venue and all associated proctoring activities.

Venue Requirements

All examinations must be scheduled in a suitable testing environment.

Typical testing venues on campus may include study halls with individual student carrels, or small group venues with tables and temporary table-top dividers.

In case the examination is delivered through a professional testing center, it is the responsibility of the testing center to ensure a suitable testing environment.

Venue Entry

Students must arrive with a valid scannable SGU student ID to gain entry to examinations. There is no access to examination venues without a valid scannable SGU student ID. Students without a valid scannable SGU student ID will be referred to the Office of Student Affairs to report the issue and request consideration for completion examinations.

Publication of Examination Schedules

The examination schedules, once finalized, will be published as part of the Academic Class Schedules and made available centrally on the Office of the University Registrar's site. These schedules also include the dates of Completion Examinations, and, where relevant, Make-up examinations. Once the examination schedules are published, they are considered final and cannot be changed upon individual or group requests.

Adverse Conditions in an Examination Venue

During an examination, the condition of the examination venue is constantly monitored by the Chief Proctor assigned to the venue. In case the conditions become unsuitable for an examination, the Chief Proctor in consultation with designated academic department representatives, will make a determination concerning whether to terminate the examination process in the affected venue. This step is taken if the adverse conditions cannot be rectified within a reasonable time. In case adverse conditions appear during the examination, suspension of the examination and relocation to a suitable environment can take place if there is no undue delay (i.e. <2 hours). Under no circumstances should the overall interruption time exceed two hours.

Minor adverse conditions in an examination venue within the normal variability, such as variations in ambient light (from sun to cloud), room temperature, as well as minor interruptions caused by the persons inside the examination venue, do not warrant a termination of an examination, nor do they warrant any interference with the resulting examination scores for an individual student.

The safety of students and employees inside an SGU examination venue is paramount. A fire alarm requires immediate evacuation of the examination venue, and students must assemble in the designated muster area. The Department of Public Safety (DPS) will assess the situation and provide a report to Chief Proctor, the Course Director, the academic Dean, and the Office of Student Affairs.

In case one or more examination venues become unsuitable prior to a scheduled examination, the assigned school scheduler will work in concert with the University scheduler to investigate the availability of alternative venues first, and will only initiate a re-scheduling if the available alternatives, which may include lecture halls, are not sufficient or suitable to deliver the examination to the class.

Students who experience adverse conditions in an external professional testing center (e.g. Prometric) are advised to contact the Office of Student Affairs, who will start an investigation and work with the respective Dean on a remediation plan, if appropriate.

Compromised Integrity of an Examination

If the integrity of an examination is compromised, for example, if students gain unauthorized access to the exam or its content before the scheduled date, the exam will not be delivered as planned and may be abandoned. This may occur at any time up to the examination start time.

In cases where a breach of examination security comes to light after the examination has already been delivered, but the scores have not become final, such a compromised examination can be invalidated by the Course Director in consultation with any Assessment Review Committee and following the approval of the relevant academic Dean. This requires a re-scheduling of the examination within the term or at the scheduled completion date, or other appropriate solution as determined by the Dean.

Procedures following Examination Termination/Invalidation

If an examination is terminated or invalidated, for example in case of compromised examination integrity, for the entire class, or for a specified cohort, e.g. in a specific examination venue, the Course Director, in consultation with the Assessments Review Committee and the academic Dean will meet with representatives of Examination Services and a decision will be made.

As one of the possible outcomes of this meeting, the academic Dean in concert with the schedulers may be charged to call a scheduling meeting to discuss the re-scheduling of the examination, including the stakeholders relevant to the scheduling of the particular examination, including the Course Director and two members of the Student Government Association (SGA) to re- schedule the examination for the affected student cohorts.

In case the respective school is unable to deliver a rescheduled examination during the term, it is at the discretion of the academic Dean to develop an alternative plan.

Students will be informed of the date and time of the rescheduled examination, or the decision to determine the course grades without the missing examination, no later than 7 days after the originally scheduled examination. This will be communicated via the usual communication pathways, including the electronic course management system.

In case an examination is terminated for a single student, or a small number of students, these students will be required to sit the completion examination at the date published in the official Academic Class Schedule.

Guidelines for Rescheduling Examinations

When possible, the re-scheduling should adhere to the following guidelines :

Saturdays, Sundays, or public holidays are not absolute exclusion days with regard to emergency rescheduling of examinations.

All course examinations must be rescheduled within the published dates of the term to which the original examination belongs, and no later than the day of the last scheduled completion examination, as published in the official Academic Class Schedule.

In case the last course examination in a term has to be re-scheduled, this should be done between the original date of the final examination and the last Completion Examination, as outlined in the official Academic Class Schedule.

The publication of the re-scheduled examination dates and times and the revised examination announcement are usually done via email or through the electronic course management system. There is no requirement for publication of the re-scheduled examination through a revised Academic Class Schedule. The University Scheduler ensures the proper entry of the venue bookings through the University scheduling system (currently 25live).

Prior to Examination Day

For all internal (ExamSoft) electronic course examinations, students are required complete examinations on the provided University laptops. Students are required to download the examination file(s) during the designated window indicated by the Course Director/Chief Proctor in the examination announcement and in the examination venue.

St. George's University provides laptops to students scheduled to take high-stakes computer-based examinations. However, each student is required to have a laptop for completing take-home or in-class quizzes. Examinees must ensure that their laptops meet the current system requirements, as published by Examination Services on its web portal: https://myuniversity.sgu.edu/pages/examination-services-exam-soft

Students enrolled in online programs, or undertaking examinations off campus may have different examination download windows and requirements, and should consult with their respective course syllabus and examination announcements.

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.

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. Completely clear, see-through water bottles are permitted outside the venue and may be accessed during breaks at designated spots with proctor approval.

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. For in-person exams, foam earplugs are permitted, all other types of earplugs will not be accepted.

Students are assigned to their individual examination venue, which is indicated in their specific examination announcement, and must take the examination in the assigned venue without exceptions.

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.

Professional conduct requires students to be at the venue and ready to enter at the announced start of CHECK IN time, and prior to the grace period. Examinees must scan their student ID at the ID scanner located at the entrance each time they enter or leave the venue.

Students must follow the instructions of the proctors at all times, from the start of CHECK IN until the end of the examination, whether inside or outside the examination venue.

Examinees who are not in the check-in line 30 minutes prior to the door close time are considered to be late and will not be admitted into the exam venue. Late arrivals will then be required to scan their student ID and will be directed to the Office of Student Affairs.

On entry, students will be directed to a designated workstation. Each workstation will contain a laptop that has been prepared and configured. Students must use only the device assigned to their seat and may not switch devices unless instructed to do so by a Proctor or Technician.

Once seated, students should confirm that the laptop is powered on and functional. Students should not attempt to change system settings, install software or troubleshoot technical issues on their own. Students are also prohibited from attempting to access unauthorized software, files or websites on their assigned device.

Students who encounter a technical issue with their assigned device should immediately notify a Proctor or Technician. Students should remain seated while they await assistance. The Proctor or Technician will determine the appropriate resolution and may assign a different laptop if necessary. For example, individuals with such issues may be escorted to the Examinations Services office for troubleshooting assistance. Once resolved, students will then be escorted to the alternative venue by a

Proctor, to complete the exam. For online exams, students experiencing technical problems must immediately email TellExaminationServices@sgu.edu for assistance. Escalation may lead to a Zoom call with tech support.

Students are responsible for handling institutional laptops with care. Any accidental damage or device malfunction must be reported to a Proctor or Technician immediately.

External, web-based examinations, e.g. those offered by the National Board of Medical Examiners (NBME), do not require an examination download prior to the examination day.

All institutionally provided laptops may include monitoring, logging or access restrictions necessary to maintain exam integrity and system security. Each laptop is the property of St. George's University. Use of these devices constitutes acknowledgement and acceptance of this policy.

On Examination Day

1. General Conduct and Instructions
    a. Students must follow the instructions of the proctors at all times, from the start of CHECK IN until the end of the examination, whether inside or outside the examination venue.
    b. Professional conduct requires students to be at the venue and ready to enter at the announced start of CHECK IN time, and prior to the grace period.
    c. No communication of any kind is permitted between examinees after entering the examination venue.
    d. CHECK IN will begin 30 minutes prior to the scheduled exam start time. Students must be seated no later than 10 minutes before the start of the examination. Ten (10) minutes before the doors close and the examination starts, a proctor will stand at the end of the CHECK IN line. Once the proctor is in position, no additional students will be permitted to join the line. - Eg. If your exam is set to begin at 8:30 am you can start entering the venue at 8.00am. If you are not in line by 8:20 am you will not be permitted entry.
    e. Any irregularities or suspicious activities during the exam should be immediately reported to a proctor. Issues not reported and verified during the exam cannot be used as the basis for an appeal.
    f. If a student is suspected of unprofessional behavior during the examination, they may be stopped for verification. Failure to comply with directives from proctors may result in referral to the judicial office.
    g. Examinees found violating any examination policies, including tampering with software or security features, will face academic disciplinary action.
2. Identification and Entry
    a. All examinees must present a current SGU Student ID to enter the exam venue.
    b. Examinees must scan their student ID located at the entrance each time they enter or leave the venue.
    c. Students must be seated in their individually assigned carrel as per the seating list posted outside the venue.
    d. Any seating discrepancies should be reported immediately to the Chief Proctor or Course Director.
3. Permitted Items Inside the Exam Venue
    a. SGU Student ID.
    b. Completely clear, see-through water bottles are permitted outside the venue and may be accessed during breaks at designated spots with proctor approval.
    c. Items approved in advance by Student Accessibility and Accommodation Services.
    d. Whiteboards and marker pens will be provided for use during the exam (note: whiteboards may not be used before exam start if under accommodation).
    e. Laptops will be provided for examinations using ExamSoft.
    f. For in-person examinees, cordless foam earplugs are permitted.
4. Prohibited Items Inside the Exam Venue
    a. Personal Laptop
    b. Backpacks

c. Cell phones and other communication devices
d. Recording devices (Smart glasses, watches, pens, etc.)
e. Wristwatches of any type (worn or on desk)
f. Hoodies and outerwear with pockets
g. Headwear (except for religious purposes)
h. Scrap paper, pens, pencils, or styluses
i. Food, beverages, or non-transparent water bottles
j. Tinted or sunglasses (reading glasses with clear lenses are allowed)

5. Hair and Appearance
   a. Hair long enough to cover eyes or ears must be pulled back.
   b. Examinees' eyes must remain visible at all times.
6. Exam Software and Timing
   a. In-person examinees must download the exam file as soon as they are seated at the examination venue. If unable, they must notify a Proctor or Technical Support Staff, as soon as possible.
   b. For online exams, the exam password will be announced approximately 15 minutes prior to CHECK IN via the course management system (Canvas) or email.
   c. For in-person exams, the Chief Proctor will provide the password.
   d. Students must start the exam immediately after receiving the password, without delay.
7. Bathroom and Breaks
   a. No bathroom breaks are allowed during the first 30 minutes or the final 10 minutes of an exam.
   b. Short, unscheduled bathroom breaks are permitted at other times with proctor approval, following a sign-out and sign-in procedure.
   c. Students may access water bottles only during breaks and at designated locations outside the venue.
   d. The Chief Proctor may restrict movement to maintain a distraction-free environment, especially near the exam's end.
8. Technical Issues and Assistance
   a. For online exams, students experiencing technical problems must immediately email TellExaminationServices@sgu.edu for assistance. Escalation may lead to a Zoom call with tech support.
   b. For in-person exams, students should notify a proctor of any technical issues. Computer failures may result in relocation to an alternative venue or scheduling a makeup exam. All such incidents will be recorded as exam irregularities.
9. Completing and Leaving the Exam Venue
   a. Students who finish early may seek permission from a proctor to leave after successfully uploading their exam files and displaying the confirmation ("Green Screen" or "Congratulations! Your answer file(s) uploaded successfully") to the proctor.
   b. Upon leaving, students will be asked to either scan their student ID or complete a facial scan at the scanner and sign the sign-out sheet at the venue entrance.
   c. Movement, including exiting or bathroom breaks, is restricted during the final 10 minutes of the exam.
   d. Students who have finished an examination and left will not be allowed back into the venue.

After the Examination

1. All examination materials are the intellectual property of St George's University. Reproduction and/or distribution of examination materials, by any means, including reconstruction through memorization, are strictly prohibited.
2. If you become aware of any suspicious activity related to an examination, please notify the Office of Student Affairs immediately studentaffairs@sgu.edu.
3. Examination irregularities, including falsely reporting technical difficulties, potential violations of the honor code, or other breaches of the examination rules and regulations will be investigated.
4. The Course Director may withhold the examination scores during an ongoing investigation.
5. Once a violation of the examination rules and regulations has been confirmed, the Course Director may impose a score of "zero" (0 points) for the examination.

6. All examination files need to be uploaded for a valid exam score to stand. Absence of any of these files will result in a score of “zero” (0 points) for the examination.
7. Failure to meet the hardware and software requirements for the examination, including failure to update to the required version of Examplify, will result in a score of “zero” (0 points) for the examination.
8. In cases of severe violations of the examination rules and regulations, the Dean may initiate disciplinary action, which may ultimately result in dismissal.
9. When cheating is suspected, it is not the obligation of the University to prove violation beyond a shadow of a doubt, but rather by a preponderance of the credible evidence submitted. Any suspected violations are reviewed by a university panel.
10. Each course will provide an individual student profile (mastery) report following each summative assessment. These reports contain student performance data for each examination. These individual profiles should be used by students to identify their performance strengths and weaknesses for the summative assessments.
11. Individual mastery reports of the examinations are available through the Examplify portal.

Irregularity Reporting

1. Any exam irregularities that negatively impact a student’s ability to complete the exam must be reported immediately within the examination venue to the Chief Proctor or email tellexaminationservices@sgu.edu for online exam support. For issues that cannot be resolved in the venue, students should immediately request that an Irregularity Report be completed by the Chief Proctor in the venue at that time of the occurrence. Students should email the Course Director immediately after the exam to alert the Course Director of the Irregularity Report that was filed in the venue. Irregularity Reports will not be considered after the examination is completed and the student has left the venue or if the outlined process is not followed.
2. After grades are published by the Course Director no changes will be made based on Irregularity Reports that are filed inappropriately or late, therefore students should ensure that all irregularities are dealt with appropriately in venue and that the Course Director is alerted to the presence of a filed Irregularity Report immediately after the examination. In this circumstance, the affected grade is sequestered until the irregularity is investigated.
3. Once the Irregularity Report is filed by Examination Services and it is agreed by the Course Director in consultation with the academic Dean that it may have affected student performance, the affected grade will remain sequestered. A student may be offered a Completion examination after investigation of the events. The Completion exam, if offered, is scheduled at the end of term at the regularly scheduled date of the Completion exams for the course affected.
4. In exceptional circumstances it may be necessary to delay the start time of an exam or postpone the examination. Students are advised to not make travel arrangements for immediately after an examination to cover this eventuality.

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 Office of Student Affairs. 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. Use of AI to complete or aid in an examination.

6. Making notes of any kind during an examination except on the examination booklet or materials provided by the Chief Proctor.
7. Failing to adhere to any SGU policy, procedure, or rule, including instructions from examination proctors prior to, during, and after the examination.
8. Disrupting others at the examination.
9. Possessing unauthorized materials, including photographic equipment, communication, or recording devices, including electronic paging devices and cellular telephones, during an examination.
10. Reproducing unauthorized material, including reconstruction through memorization, and/ or dissemination of copyrighted examination materials.
11. 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.
12. Failing to sit in the assigned examination seat or moving examination papers from one seat to another, unless authorized by the Chief Proctor.
13. Eating or smoking during an examination.
14. Communicating with anyone other than an assigned proctor.
15. 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 Office of Student Affairs 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 Office of Student Affairs and the University Judicial Office for any future reference.

Students may be asked to attest to the University Code of Conduct statement prior to any or all University examinations.

University Incomplete Policy

I. Purpose

The purpose of this policy is to provide guidance on the assignment and resolution of an “Incomplete” grade (“I”) for students who, due to extenuating circumstances, are unable to complete all required coursework within the designated academic term.

II. Scope

Only certain programs can offer an "I" grade, please refer to the respective School or Program Manual for details.

III. Policy Statement

An “Incomplete” grade is a temporary grade indicating that a student has completed the majority of the course requirements but, due to legitimate and unforeseen circumstances, cannot complete the remaining requirements by the end of the term. The decision to grant an "Incomplete" ("I") rests with the instructor, subject to the conditions outlined in this policy.

IV. Eligibility Criteria

IV.I A student may be eligible for an Incomplete grade (SAS/SGS) if:

1. At least 75% of the coursework has been satisfactorily completed.
2. The student’s performance in the completed portion of the course is at a passing level.
3. The student is unable to complete the remaining work due to extenuating circumstances, such as:
    a. Serious illness or medical emergency
    b. Family emergency or death in the immediate family
    c. Military service obligations
    d. Other circumstances deemed appropriate by the instructor and Office of Student Affairs in consultation with the relevant Dean

IV.II Procedure

1. Student Request
    a. The student must contact the instructor/course director before the final examination period begins (or as soon as possible in the event of an emergency) to request an Incomplete.
    b. The request must include documentation of the extenuating circumstance.
2. Instructor Decision
    a. The instructor evaluates the request and determines whether an Incomplete is appropriate.
3. If approved, the instructor and student must complete an Incomplete Grade Agreement Form, which specifies:
    a. The coursework to be completed
    b. The completion deadline
4. Submission and Approval
    a. The completed agreement must be submitted to the department chair or academic dean/ designee for final approval before the end of the grading period.

V. Completion Deadline

1. All coursework must be completed within 30 days of the term ending and in a timeframe that allows all end-of-term processes to occur.
2. Failure to complete the required work by the deadline will result in the automatic conversion of the “I” grade to the default grade listed on the Incomplete Agreement Form, typically an “F.”

VI. Responsibilities

1. Student: Responsible for initiating the request, completing outstanding work, and meeting established deadlines.
2. Instructor: Responsible for documenting the agreement, grading completed work, and submitting the final grade by the established deadline.
3. Office of the University Registrar: Responsible for maintaining records of Incomplete grades and enforcing deadline conversions.

VII. Exceptions

Extensions beyond the stated deadline may only be granted under extraordinary circumstances with written approval from the Dean. Official communication from the Dean must be sent to the Office of the University Registrar for any exception.

VIII. Academic Standing and Financial Aid

An “Incomplete” grade may affect a student’s academic standing, academic promotion, financial aid eligibility, or graduation timeline. Students are advised to consult with the Office of the University Registrar and Financial Aid Office before requesting an "Incomplete".

IX. Authority

Office of the Registrar; reviewed every 3 years.

X. Version History

(1025011)

Change of Grade Process

Overview of the Change of Grade (COG) Process

1. **Purpose**
   The purpose of the Change of Grade (COG) process is to ensure that all grade modifications are handled in a consistent, transparent, and timely manner, while maintaining academic integrity and accurate student records.

2. **Initiation of Grade Change**
   The Change of Grade process begins with the faculty member or course director responsible for the course.
   • The initiating faculty member completes the official COG form.
   • The form must be signed by the faculty member or course director to confirm the requested grade change.

3. **Approval Workflow**
   Once initiated, the COG form proceeds through the established approval hierarchy:
   • The form is reviewed and approved by the department chair, assistant dean, or dean’s designee, as applicable.

4. **Submission to the Office of the University Registrar**
   After all required approvals have been obtained, the fully authorized COG form is submitted to the Office of the University Registrar for processing.
   • The approved form may be sent directly to the designated Registrar staff member assigned to the specific program, or
   • In certain cases, it may be directed to the general Registrar email inbox for routing and handling.

5. **Registrar Processing**
   Upon receipt of the approved COG form, the Office of the University Registrar completes the following steps:
   1. Data Entry: The new grade is entered into the Banner student information system to update the student’s academic record.
   2. Record Maintenance: The finalized COG document is uploaded and archived in OnBase for secure recordkeeping and future reference.

6. **Record Retention and Compliance**
   All COG documents are maintained in accordance with institutional record retention policies to ensure compliance with academic and administrative regulations.

End-of-Term Grades and Academic Progression Policy for Grenada and Northumbria Campus

I. Purpose

This policy ensures the timely and transparent communication of final course grades to students, establishes a fair and evidence-based mechanism for grade appeals, and defines the procedures and timelines governing end-of-term academic promotion/progression decisions. It applies to all promotions and appellant bodies responsible for student progression, promotion, dismissal, and remediation pathways within SGU and across its non-clinical teaching programs at satellite institutions.

The timelines specified in this policy are not target recommendations but defined windows within which schools must establish their own deadlines and outline them within their school specific policies. All processes should be optimized to minimize the time between the end of the course and the appeals process for students affected, but guarantee time for students to engage in each stage of the process. Each school will set specific timelines appropriate to its programs, provided they fall within the minimum and maximum bounds indicated herein and that all processes are carried out in a linear, sequential manner with no overlap between phases. Schools are not required to use the full duration of any given window but should define appropriate timelines consistent with their curricular needs, the program schedule and term start and stop dates.

II. Scope

Applies to students of all Schools in SGU.

III. Final Grade Provision

1. Course directors must ensure that final course grades, fully constituted of all required assessments, are posted to the Learning Management System (LMS) within 5 business days from the date of the last regularly scheduled examination of the course (or exam window for programs with multiple exams in the final week) and that an appropriate announcement is made to all students.
2. Posted grades must be available to students on the LMS and an opportunity given to query the grade.
3. Final grades must be complete, accurate, and represent the sum of all components of a course as defined in its course syllabus, and made available to students as a complete and final grade on the Learning Management Site.
4. Promotion decisions cannot be made on Incomplete grades and therefore promotion bodies should be notified of all Incomplete grades.

IV. Grade Query

1. If students believe there is a factual error (e.g. missing score, calculation error, weighting error) in their final grade they may lodge a grade query.
2. Students querying a grade they believe is inaccurate must provide evidence of the factual error, such as:
    a. Discrepancies between ExamSoft mastery reports and gradebook entries,
    b. Incorrect summation of scores in the gradebook,
    c. Other verifiable clerical or recording errors.
3. Queries must be submitted within 48 hours of final grade posting; or earlier when defined by the school and course policy documents. A minimum of 24 hours should be provided.
4. Queries must include documentary evidence of the alleged error or some verifiable basis for the query.
5. Queries that lack evidence, or that are based on personal or extenuating circumstances (e.g., illness, anxiety, family issues, inability to meet course requirements), do not constitute a valid grade query.
6. The course director, in consultation with other course leadership, will review properly filed grade appeals and provide a determination within 2 business days of the appeal deadline.

7. Courses must announce the mechanism to lodge the grade query, the timeline, and have an appropriate communication in place for students to comply; all should be published within the course syllabus.

V. Academic Progression/Promotion bodies (e.g. APRC)

1. The academic progression/promotion body, or its equivalent, is a duly appointed faculty group responsible for reviewing finalized end-of-term academic records and making recommendations regarding student progression, remediation, repeat, or dismissal.
2. The body will only review students with finalized grades; however, Incomplete grades will be reported to the promotions body for monitoring. If a grade is unresolved/invalid or otherwise unexplained, the case will be referred to the respective Dean's Office for resolution with the course director and will not form part of the regularly scheduled promotions process. The Deans office will define the new promotions schedule for such cases.
3. If there are valid academic reasons for CC/I grades (multiple elements over multiple subsequent terms) and the courses are not required for progression a student can progress to the following term of the program.
4. If the CC/I grades are required for progression, then the grades must be resolved no later than 30 days of the last date of the term the course ended.
5. The progression/promotion body must be convened within 10 business days of the last regularly scheduled examination of the term/course.
6. The progression/promotion body must provide students with written outcomes and conditions within 5 business days of the progression/promotion body's decision.
7. In the event that a student will not progress to the next academic phase a written communication will take the form of a formal letter outlining:
    a. The decision,
    b. The reasoning for the decision (referencing the student's academic record and the appropriate Student Manual),
    c. Any conditions attached to progression, remediation, or repeat, e.g. ITI, DES referral etc.
    d. The letter should provide a mechanism for the student to attest to the acceptance of the stipulations associated with the promotion decision or indicate their wish to withdraw instead.
    e. For students who are recommended for dismissal the letter will include details on the process, timeline and mechanism to file an appeal to the appellant body or indicate their wish to withdraw instead.
    f. The Deans Office or its appropriate delegated office should retain records of all activity; all letters to students must be copied to the University Registrar.
    g. Unless timing of decision-making dictates, as a guiding principle, letters should not be sent on a Friday as students will not have access to support services over a weekend.

VI. Appellant Bodies (e.g. CAPPS)

1. Students recommended for dismissal by the respective school promotions committee have the right to appeal.
2. Appeals will be reviewed by an appellant body, e.g. Committee on Academic Progress and Professional Standards (CAPPS) or its equivalent, a faculty body empowered to consider extenuating circumstances and the student's potential for improvement and academic success. Where possible there should be no overlap between promotions bodies and appellant bodies voting members.
3. Students must have 3 business days to form and file an appeal, that window should start at a defined time after notification of the promotions outcome and be detailed in the promotions letter. All students should have the same window of opportunity e.g. completions students should have the same timeline opportunity as main cohort students.
4. Schools should refer students to the Office of Student Affairs for guidance on the appeals process.
5. Appeals meetings will be convened within 10 business days of the promotion decision being communicated to students.
6. Appellant bodies will issue their written decision to the student's appeal within 3 business days of its meeting. The decision letter will:

a. State the committee's ruling,
b. Outline any conditions of reinstatement (if applicable), e.g. courses to be repeated, timelines to be applied, standards to be met,
c. Specify any timeline limitations or required benchmarks.
d. In the case of dismissal upheld, the letter will outline withdrawn procedures and student support structures.
e. Students must accept stipulations within the timeline specified or may face dismissal.

7. The Deans Office or its appropriate delegated office should retain records of all activity, all decisions must be communicated to the student, and a copy sent to the Office of the University Registrar, student enrolment, office of student affairs and any other administrative offices that need to monitor student status.

VII. Overarching Principles

1. All promotions bodies / appellant bodies will have detailed bylaws / operating procedures that comply with those outlined within this policy and published within the appropriate school's student manual / faculty Handbook.
2. Dates and the schedule for all promotions and appeals meetings should be published and available to students.
3. Each school's end-of-term processes must operate in a sequential manner to avoid overlap between phases.
4. Grade finalization and grade queries must be completed before promotions committees are convened.
5. The dates of promotion committee meetings and appeal committee meetings must be scheduled and published within the first month of term.
6. Promotions committees (e.g. APRC) must issue determinations and communicate outcomes to students in writing in a timely manner, ensuring adequate opportunity for students to file an appeal.
7. Appeals committees (e.g. CAPPS) must convene within a clearly defined timeframe and must communicate their outcomes to students in writing within an equally defined and timely period.
8. Final authority on appeals: CAPPS decisions represent the final level of academic appeal.

VIII. Definitions

Completion exam: a completion exam is an assessment opportunity for students that have a valid registered excuse for an examination and occurs on a pre-published date that should be indicated in the course syllabus or Academic School Schedule posted by the Registrar on the SGU Portal.

Make-up: some Schools offer a make-up exams for students that have failed a course (SGS). Make-up exams are typically restricted to low credit courses and are typical only in courses that have single assessments for the determination of course outcome.

Remediation Assessment: some schools may offer remediation assessments for a limited number of clinical/practical examinations for which a student has received a failing grade and where that competency is a mandatory requirement for progression. Remediation assessments are only offered if explicitly stated in the syllabus, and must occur during regularly scheduled course dates/times. Remediation examinations cannot be offered after the last regular day of the course/term.

IX. Authority

Office of the Provost: reviewed every 3 years.

X. Version History

(1025007)

Honors Letters, Academic Distinctions, and Graduation Honors Policy

I. Purpose

This policy establishes the standards and procedures by which SGU recognizes exceptional academic achievement through term-based honors, program-based distinctions, and graduation honors designations. The policy ensures consistency and transparency in the awarding of honors across Schools and programs while celebrating excellence in academic performance and professionalism.

II. Scope

This policy applies to all students enrolled in degree-granting programs at SGU. Where applicable, specific programs such as the Doctor of Medicine (MD) program, may have Weighted Mean Percent Grade (WMPG) rather than GPA data. All thresholds and criteria are applied without rounding.

III. Term-Based Academic Honors

1. **Dean's Letters**

   Dean's Letter of Recognition are awarded each academic term to students who demonstrate high academic achievement.

   Eligibility:

   1. Completion of a full academic term load as defined by the program.
   2. Attainment of:
      - GPA of 3.50–3.99, or
      - Term Weighted Mean Percent Grade (WMPG) of 90.00–94.99.
   3. No grades of F (Fail), I (Incomplete) for the term.
   4. Students must be in good academic and professional standing.

      No rounding is permitted in calculating GPA or WMPG.

   Award Process:
   The Office of the Dean identifies eligible students at the close of each term. Official Deans Letters are issued by the Provost with the Office of the Registrar.

2. **Chancellor's Letters**

   Chancellor's Letter of Recognition are awarded each term to students who achieve the highest possible academic distinction.

   Eligibility:

   1. Completion of a full academic course load.
   2. Attainment of:
      - GPA of 4.00, or
      - Term Weighted Mean Percent Grade (WMPG) of 95.00–100.00.
   3. No grades of F, I in the term
   4. Students must be in good academic and professional standing.

      No rounding is permitted in calculating GPA or WMPG.

   Award Process:
   Recipients are verified by the Dean's Office. Official Chancellor's Letters are issued by the Provost with the Office of the registrar.

IV. Graduation Honors Distinctions (SAS and SGS only)

Distinction	Cumulative GPA Range	Designation
Summa Cum Laude (with highest honors)	3.90 - 4.00	Highest distinction in academic achievement
Magna Cum Laude (with high honors)	3.70 - 3.89	Very high academic achievement
Cum Laude (with honors)	3.50 - 3.69	High academic achievement

Eligibility Notes:

1. Must complete all credits for the program.
2. Must have no academic integrity or professional conduct violations on record.
3. All GPA/WMPG values are calculated without rounding.

Note: The School of Medicine and School of Veterinary Medicine do not participate in this graduation honors framework. Students in those programs should consult their respective School Student Manual for any program-specific graduation distinctions.

V. University-Level Academic Distinctions

- Schools may use the following distinctions:
  Valedictorian: The student graduating with the highest cumulative GPA/WMPG in the graduating class confirmed by Office of the University Registrar. The Valedictorian serves as the representative of the graduating class.
- **Salutatorian:** The student graduating with the second-highest cumulative GPA/WMPG, confirmed by the Office of the University Registrar. The Salutatorian assumes Valedictorian responsibilities under extraordinary circumstances.

VI. Limitations and Conditions

All GPA and WMPG thresholds are applied without rounding (2 decimals).

Honors and distinctions will not be awarded retroactively except in cases of verified administrative error.

Students found responsible for violations of Academic Integrity or Professional Standards policies are ineligible for honors recognition for the affected term(s) and at graduation.

VII. Authority

Office of the Provost; reviewed every 3 years.

VIII. Version History

(1025020)

Posthumous Degree Policy

I. Purpose

SGU recognizes the dedication and commitment of students whose academic journey is cut short by death. This policy establishes the criteria and procedures for awarding degrees posthumously in a manner that honors the student, respects their family, and upholds standards of academic integrity.

II. Scope

This policy applies to all degree-granting programs at SGU across all Schools and levels (undergraduate, graduate, and professional).

III. Policy Statement

1. Eligibility
   A student may be considered for a posthumous degree if:
   a. The student was enrolled and in good academic, financial, and disciplinary standing at the time of death.
   b. The student had substantially completed the requirements of their degree program. Normally, "substantially completed" means:
      i. Undergraduate or graduate programs: successful completion of at least 75% of required credit hours toward the degree.
      ii. Professional programs (MD, DVM, etc.): successful completion of all pre-clinical coursework and advancement into the clinical/clinical-equivalent phase, or completion of a comparable threshold as determined by the Dean.
   c. Exceptions to the above may be considered in extraordinary cases with approval from the Dean and the Provost.
2. Degree Designation
   a. The degree will be awarded with the notation "Posthumous" on the official transcript and diploma.
   b. Honorary degrees are not awarded under this policy; posthumous recognition must be tied to verified academic progress.
3. Nomination and Approval Process
   a. A request for consideration may be initiated by the student's family, faculty member, program director, University Registrar or any office of SGU that learns of the death of a student and passed to the respective schools Dean.
   b. The Dean of the School in which the student was enrolled reviews eligibility, in consultation with the Registrar and Office of Student Affairs.
   c. If eligibility is met, the Dean submits a formal recommendation to the Office of the Provost in writing.
   d. Final approval rests with the Office of the Provost.
4. Presentation of the Degree
   a. Posthumous degrees may be presented at the regular commencement ceremony or privately, according to the wishes of the family.
   b. SGU will ensure the presentation is conducted with dignity and respect.

IV. Roles and Responsibilities

1. Registrar: Confirms completion of requirements and ensures the degree is recorded appropriately.
2. Dean of the School: Reviews and endorses requests.
3. Provost: Grants final approval on behalf of SGU.
4. Office of Student Affairs: Serves as liaison with the student's family, endorses the students non-academic status and coordinates arrangements for presentation through the appropriate office.

V. Guidance for Families

SGU deeply values the commitment and dedication of our students. When a student's life is cut short before they are able to complete their studies, SGU may honor their academic journey by awarding a posthumous degree. This recognition reflects both the student's accomplishments and their place in the SGU community.

What is a Posthumous Degree?

A posthumous degree is a diploma awarded after a student's passing, in recognition of the academic work they successfully completed and the progress they made toward their degree. It is issued with the notation "Posthumous" on the transcript and diploma.

Who is eligible?

1. The student must have been in good standing with SGU, academically, financially, and with respect to conduct, at the time of their passing.
2. The student must have completed a substantial portion of their program. For most degrees, this means at least three-quarters of the required work. For professional programs, this generally means advancement into the clinical or final stages of study.

In exceptional circumstances, SGU leadership may make individual considerations.

How do I request Degree Approval

1. A request may come from the student's family, faculty, or academic leadership to the Dean of the relevant School.
2. The Dean of the student's School reviews eligibility in consultation with the Registrar and Student Affairs.
3. If criteria are met, the Dean recommends the award to the Provost, who gives final approval.

How is the Degree awarded?

The family may choose how the degree is presented:

1. At Commencement – the student's name may be read, and the diploma presented to the family during the ceremony.
2. Private Presentation – SGU can arrange a separate, personal presentation of the degree at a time and place that is comfortable for the family.

SGU will work closely with the family to ensure the presentation is carried out with dignity and respect.

Our Commitment

SGU recognizes that no degree can replace the loss of a loved one. The awarding of a posthumous degree is a way for us to honor the student's efforts, celebrate their achievements, and recognize the impact they made as part of the SGU community.

VI. Authority

Office of the Provost: reviewed every 3 years.

VII. Version History

(1025013)

Changes in Enrollment and Student Status

Fitness to Study Policy

1. Purpose

This Policy sets out the manner in which St. George's University ("University") identifies and responds to concerns about a student's fitness to study. It is designed to be supportive rather than punitive and aims to help students access the assistance they need while maintaining the safety and wellbeing of the University community.

2. Scope

This Policy applies to all registered students of the University, whether studying on campus, on clinical placement, or engaged in any University-related activity. It covers circumstances in which a student's physical health, mental health, or behaviour raises concern about their ability to:

- engage effectively in academic study, clinical training, or assessment;
- live and participate safely in the University community, including in on-campus housing;
- manage their own health and safety without unreasonable risk to themselves or others; or
- refrain from placing disproportionate demands on University staff or fellow students.

This Policy does not replace disciplinary procedures for academic misconduct or breaches of the Student Code of Conduct. Where a fitness to study concern and a disciplinary matter arise from the same facts, the Vice President of Student Affairs shall determine which process takes precedence.

3. Guiding Principles

a. **Support first.** The University's primary objective is to support the student in continuing or returning to their studies wherever reasonably possible.
b. **Proportionality.** Any action taken shall be proportionate to the level of concern and limited to what is necessary to protect the student and others.
c. **Fairness and transparency.** The student will be informed of any concerns, given the opportunity to respond, and kept informed of decisions at each stage.
d. **Confidentiality.** Information relating to a student's fitness to study shall be kept confidential and shared only with those who have a legitimate need to know.
e. **Reasonable adjustments.** Before concluding that a student is unfit to study, the University will consider whether reasonable adjustments to the student's program, assessment, or environment would enable the student to continue. This obligation applies in conjunction with the University's duties under applicable disability legislation and the University's accessibility and accommodations policies.
f. **Right to be accompanied.** At any formal meeting under this Policy, the student may be accompanied by a person of their choosing, such as a faculty advisor, student representative, family member, or personal supporter. Legal representatives are not permitted at internal meetings. Where the person who raised the concern is also the student's faculty advisor, the student shall be entitled to select an alternative companion.

4. Definitions

Fitness to Study means a student's capacity to engage in academic study, clinical training, or University life without unreasonable detriment to their own health, safety, or wellbeing, or that of other students, faculty and staff, once any reasonable adjustments have been considered.

Designated Officer means the faculty or staff member assigned to manage the student's case at the relevant level, as set out in Section 6 below.

Fitness to Study Panel means the panel convened at Level 4 of Section 6 below to determine whether a student should be suspended, required to withdraw, or permitted to continue subject to conditions.

Working Days means days on which the University's administrative offices are ordinarily open for business, excluding Saturdays, Sundays, and public holidays observed by the University in Grenada.

5. Risk Levels

Concerns about a student's fitness to study are classified into four risk levels. The appropriate level is determined by the nature, severity, and persistence of the concern, not by the student's diagnosis or condition.

Level	Description	Examples
Level 1: Emerging Concern	Early signs that a student may be experiencing difficulties affecting their studies or wellbeing. No immediate risk to self or others.	Declining attendance or academic performance; withdrawal from social or academic activities; minor behavioural changes noted by faculty, staff or peers.
Level 2: Developing Concern	Difficulties are becoming more pronounced or persistent. Informal support has been offered but has not resolved the concern, or the student has not engaged with it.	Repeated missed deadlines or assessments without explanation; disruptive behaviour in class or residence; reports of distress from the student or those around them; failure to engage with recommended support.
Level 3: Serious Concern	The student's health, behaviour, or circumstances pose a significant risk to their academic progress, their own safety, or the safety and wellbeing of others.	Substantial inability to participate in academic or clinical activities; behaviour that is seriously disruptive or threatening; evidence of self-harm or self-neglect; concern raised by a medical or mental health professional.
Level 4: Critical Concern	There is an immediate or severe risk to the student or others, or all lower-level interventions have been exhausted without resolution.	Immediate risk of serious harm to self or others; conduct rendering the student unable to function within the University environment; a medical professional's assessment that the student cannot safely continue; persistent non-compliance with conditions imposed at Level 3.

6. Procedure

The levels set out in this Section 6 are not required to be followed sequentially. The University may initiate or escalate proceedings at any level it considers appropriate to the nature, severity, and immediacy of the concern, without first exhausting lower levels.

Risk Assessment. Before any formal action is taken at Level 2 or above, the Designated Officer (as defined below) shall ensure that a documented risk assessment is completed. The risk assessment shall identify:

- the nature and severity of the risk to the student and to others;
- the measures already in place to manage the risk;
- the further measures that may be required; and
- the person or persons responsible for implementing those measures.

6.1 Level 1: Informal Support

a. **Initiation.** Any member of faculty or staff or a fellow student may raise a Level 1 concern with the student's faculty advisor, Course Director, or the Office of Student Affairs.
b. **Response.** The Office of Student Affairs will arrange an informal conversation with the student to understand the circumstances and identify available support, which may include referral to Psychological Services or Student Accessibility and Accommodations Services.
c. **Record.** A brief written note of the conversation and any agreed actions will be placed on file. The student will receive a copy.
d. **Outcome.** If the concern is resolved, no further action is taken. If the concern persists or escalates, the matter proceeds to Level 2.

The risk assessment shall be recorded in writing and a copy retained on the student's file. A further risk assessment shall be conducted if the concern escalates or a new concern emerges. Where a matter is referred to a Fitness to Study Panel under Level 4, a copy of the most recent risk assessment shall be provided to the Panel.

6.2 Level 2: Formal Support Meeting

a. **Initiation.** The Office of Student Affairs will refer the matter to the Vice President of Student Affairs (or designee), who serves as the Designated Officer.
b. **Meeting.** The Designated Officer will arrange a formal meeting with the student. The student will receive at least five (5) Working Days' written notice, including a summary of the concerns, sent to the student's University email address. The student may be accompanied in accordance with Section 3(f). If the student fails to attend the meeting without reasonable excuse after having been duly notified, the Designated Officer may proceed in the student's absence.
c. **Support and Action Plan.** Following the meeting, the Designated Officer will prepare a written Support and Action Plan ("Plan"), setting out:
    - the concerns identified;
    - the support to be provided (e.g., counselling);
    - specific actions required of the student;
    - a review date, normally within four (4) to six (6) weeks.
d. **Review.** At the review date, the Designated Officer will assess whether the student has engaged with the Plan and whether the concerns have been resolved. Possible outcomes are:
    - concern resolved: no further action;
    - concern improving: Plan continues with a further review date;
    - concern unresolved or escalated: referral to Level 3, together with the documented risk assessment.

6.3 Level 3: Case Conference

a. **Initiation.** The Vice President of Student Affairs will convene a Case Conference, which will include the Vice President of Student Affairs (or designee) (as Chair), the student's Course Director (or designee), and a medical professional. Where the Vice President of Student Affairs served as the Designated Officer at Level 2 for the same student, a designee who was not previously involved in the case shall serve as Chair.
b. **Student participation.** The student will receive at least seven (7) Working Days' written notice that a Case Conference will convene, sent to the student's University email address, including a summary of the concerns and any reports to be considered. The student may attend the Case Conference and make oral representations, and may submit a written statement and supporting documentation at least two (2) Working Days before the Case Conference. If the student fails to attend after having been duly notified, the Case Conference may proceed in the student's absence.
c. **Medical evidence.** The Case Conference may request that the student provide a medical report or consent to a medical assessment by a University-appointed practitioner. Refusal to provide evidence or attend an assessment may be taken into account in reaching a decision, but the student will not be penalised solely for exercising their right to decline.
d. **Possible outcomes:**
    - revised Plan with additional conditions;
    - voluntary temporary withdrawal with agreed conditions for return;
    - referral to Level 4 together with the documented risk assessment.
e. **Written decision.** The student will receive the Case Conference's decision in writing within five (5) Working Days.

6.4 Level 4: Fitness to Study Panel

a. **Composition.** The Fitness to Study Panel will be convened by the Dean (or designee) of the School to which the student belongs and will comprise:

- the Dean (or designee) (as Chair and a non-voting member of the Panel, except that the Chair shall have a casting vote in the event of a tie);
- a member of the Office of Student Affairs;
- the Director of University Health Services (or designee);
- a senior faculty member of the student's School who has not been previously involved with the case.

b. **Procedure.** The student will receive at least ten (10) Working Days' written notice that the Panel will convene, sent to the student's University email address, including all documentation to be considered. The student may submit a written statement and supporting documentation at least two (2) Working Days before the Panel convenes. The student shall have the right to attend the Panel hearing and make oral representations. The Panel may also hear from those who have been involved at earlier levels. If the student fails to attend after having been duly notified, the Panel may proceed in the student's absence.

c. **Possible outcomes:**
   - continuation of studies with binding conditions and a monitoring plan;
   - mandatory medical leave from studies for a specified period, with conditions for return.
   - required withdrawal from the University, where the Panel determines that no lesser measure is sufficient to manage the risk to the student or others.

d. **Written decision.** The Panel's decision, with reasons, will be communicated to the student in writing within seven (7) Working Days.

7. Emergency Interim Measures

Where there is an immediate and serious risk to the student or others, the Vice President of Student Affairs (or, in the Vice President's absence, the Provost or a person designated by the Provost) may impose interim measures before the procedures in Section 6 are completed. Suspension from studies is appropriate where the student's continued engagement with their program overall poses an immediate and high-level risk to the student or to others. Exclusion from specific University facilities, activities, accommodation, or clinical placements is appropriate where the risk is associated with particular aspects of the student's studies, specific facilities, or specific individuals, such that removing the student from those activities or locations manages the risk without withdrawing the student from their program altogether.

Interim measures are precautionary, not disciplinary. They will be reviewed within five (5) Working Days of imposition, and the student will be given an opportunity to make representations before or at that review.

8. Return to Study

A student who has been placed on mandatory medical leave under this Policy must apply to the Office of Student Affairs for permission to return. The application must include:

- medical or professional evidence, where appropriate, that the student is fit to resume;
- evidence of engagement with any conditions attached to the mandated leave.

The Office of Student Affairs may attach conditions to the student's return (e.g., a phased reintegration, ongoing support arrangements, or a monitoring period). A student may not return before the review date specified in the mandated leave decision, even where the student considers that their health or circumstances have improved, unless the Vice President of Student Affairs determines that exceptional circumstances warrant an earlier return. The student will receive the decision in writing within ten (10) working days of the application. A student whose application to return is denied may appeal the decision in accordance with Section 9.

9. Appeals

A student may appeal a decision made at Level 3 or Level 4, or a denial of an application to return to study under Section 8, on one or more of the following grounds only:

a. a procedural irregularity that materially affected the outcome;
b. new evidence that was not reasonably available at the time of the decision and that could materially affect the outcome;
c. the decision was disproportionate in light of the evidence.

Appeals must be submitted in writing to the Office of the Provost (or designee) within ten (10) Working Days of receipt of the written decision. The Office of the Provost (or designee) shall communicate the appeal decision to the student in writing within fifteen (15) Working Days of receipt of the appeal. The Office of the Provost (or designee), upon considering the student's appeal, may uphold the original decision, substitute a different outcome, or remit the matter for reconsideration. The decision of the Office of the Provost (or designee) is final within the University's internal processes.

10. Confidentiality and Data Protection

All personal data processed under this Policy, including health and medical information, will be handled in accordance with applicable data protection laws, which may include the Family Educational Rights and Privacy Act (FERPA), the EU General Data Protection Regulation (GDPR), the Data Protection Act of Grenada, and any other data protection legislation applicable to the student or the processing activity. The University will:

- obtain the student's explicit consent before processing sensitive personal data, except where processing is necessary to protect the vital interests of the student or another person or to fulfil the purposes of this Policy;
- share information only with faculty and staff who have a legitimate need to know in order to fulfil the purposes of this Policy;
- retain records in accordance with the University's Data Retention Schedule; and
- permit the student to exercise their rights under FERPA or local data protection laws, including the right to access and correct their personal data.

11. Relationship with Other Policies

Where a conflict arises between this Policy and another University policy, the Vice President of Student Affairs shall determine which policy applies and/or takes precedence. Where a student is enrolled in a programme subject to fitness to practice requirements imposed by an external professional or regulatory body, staff shall consult the Vice President of Student Affairs before initiating proceedings under this Policy to determine whether the matter is more appropriately addressed under the applicable fitness to practice process. Actions taken under this Policy are not disciplinary and shall not be recorded or reported as such to any professional or regulatory body.

Notwithstanding the initiation of any procedure under this Policy, a student shall not be precluded from applying for a medical leave of absence pursuant to other applicable University policies. Where such an application is approved, the procedure under this Policy shall be stayed for the duration of the approved medical leave of absence. Any medical leave of absence approved during the pendency of proceedings under this Policy must include conditions for the student's return which the student shall be required to satisfy before resuming studies. Section 8 (Return to Study) of this Policy shall apply to the student's return following such a medical leave of absence, and the University may, upon the student's return, resume the procedure under this Policy at the level at which it was stayed if the concerns giving rise to the original proceedings have not been resolved.

12. Review of This Policy

The University shall review this Policy at least once every three (3) years, or sooner if required by changes in applicable law, regulatory guidance, or accreditation standards.

Leave of Absence Policies

Leave of Absence Policy

I. Purpose and Scope

This policy outlines the procedures and conditions under which students may take a Leave of Absence (LOA) from SGU . An LOA is an approved, temporary interruption of academic study that allows students to pause enrollment for personal, medical, or other extenuating circumstances while maintaining eligibility to return to their program.

This policy applies to all SGU students enrolled in degree-granting programs unless otherwise specified.
Students enrolled in SAS non-degree programs are not eligible to apply for a Leave of Absence under this policy.

II. Application Process

Students who must interrupt their studies for part of a term or longer must request an LOA through the Leave of Absence electronic application, available via the SGU Portal. The Office of the University Registrar manages and reviews all LOA requests in conjunction with the Office of Student Affairs.

Because the professional degree programs have timeline requirements as standards for completion of the degree students are strongly encouraged to consult with:

1. The Office of Student Affairs for LOA guidance; and
2. Their Academic Advisor for programmatic and curricular planning.

Upon submission, students will receive an electronic confirmation. Students will then meet with the Office of Student Affairs regarding their request. A formal decision regarding approval or denial of the LOA will be communicated via the Office of Student Affairs or the Office of the University Registrar. It is the student's responsibility to ensure that written approval is received prior to starting the LOA.

The start date of the LOA will be recorded as either:

1. The date the student submitted the electronic application; or
2. The last date of documented attendance in an academically related activity (e.g., course participation, clinical rotation).

Note: Because program schedules and curricula may change, an LOA may create additional challenges upon return. Students must still complete their degree within the timeline standards established for their program.

Students receiving U.S. Title IV federal financial aid are recommended to consult with their Financial Aid Counselor to ensure compliance with federal regulations.

III. School-Specific Guidelines

1. School of Medicine (SOM) – Terms 1–5
    a. Students may apply for an LOA before the start of a term or during the term, up to 4:00 p.m. AST on the day before the course's scheduled final examination (excluding completion examinations).
        i. Term dates and final examination schedules are published on the Office of the University Registrar webpage on the SGU Portal.
        ii. LOA requests submitted after 4:00 p.m. AST on the day before the course's scheduled final examination (excluding completion examinations) will not be approved.
    b. A student who misses the final or completion examination without an approved LOA will receive a grade of "0" for the missed assessment(s) and a final course grade of F.
    c. Term 3 is a module of term 4 and an LOA in term 3 must go until the end of term 4.
2. School of Veterinary Medicine (SVM) – Terms 1–6
    a. Students may apply for an LOA before the start of a term or during the term, up to 4:00 p.m. AST on the day before the course's scheduled final examination (excluding completion examinations) OR to the day before the first examination of final examinations week in academic terms that contain multiple courses with multiple final examinations in the last week.
    b. Term dates and final examination schedules are published on the Office of the University Registrar webpage on the SGU Portal.
    c. A student who misses the final or re-sit/completion examination without an approved LOA will receive a grade of "0" for the missed examination(s) and a final course grade of F.
3. School of Arts and Sciences
    a. Students may apply for an LOA before the start of a term or during the term, up to 4:00 p.m. AST on the day before the course's scheduled final examination (excluding completion examinations) OR to the day before the first examination of final examinations week in academic terms that contain multiple courses with multiple final examinations in the last week.
        i. Term dates and final examination schedules are published on the Office of the University Registrar webpage on the SGU Portal.
    b. A student who misses the final or re-sit/completion examination without an approved LOA will receive a grade of "0" for the missed examination(s) and a final course grade of F.
4. School of Graduate Studies
    a. Students may apply for an LOA before the start of a term or during the term, up to 4:00 p.m. AST on the day before the course's scheduled final examination (excluding completion examinations) OR to the day before the first examination of final examinations week in academic terms that contain multiple courses with multiple final examinations in the last week.
        i. Term dates and final examination schedules are published on the Office of the University Registrar webpage on the SGU Portal.

IV. Extension of Leave

Students seeking to extend a previously approved LOA must submit an extension request through the electronic LOA system. If the student has previously taken an LOA, has repeated coursework, or requires an extended absence, additional approval from the relevant Academic Dean may be required.

Contact Information

Students can contact the Office of Student Affairs (studentaffairs@sgu.edu) as it relates to any questions they may have regarding the LOA process.

Students can also contact the Office of the University Registrar (enrolmentchanges@sgu.edu) as it relates to the status of their LOA application.

V. 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 Office of Student Affairs.
- 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.

VI. Authority

Office of the Registrar; reviewed every 3 years.

VII. Version History

(1025019)

Withdrawal Policies

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 Office of Student Affairs 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 Office of Student Affairs 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 within the allotted timeframe for any of the below reasons:

- fails to check-in/register for classes for the semester
- stops attending classes
- stops attending clinical rotations
- failure to keep in contact with the university
- failure to answer university officials within 2 business days.

They will be Administratively Withdrawn from the University.

USMLE Step 1 and USMLE Step 2 CK Score Reports

Students are required to submit their USMLE Step 1 and USMLE Step 2 CK reports within 5 business days of receipt of score. Failure to submit scores will result in administrative withdrawal from the university.

Submission of USMLE Score Reports:

Once your score report is received, you are required to upload it to the tracker. You can access this tool, here: **Clinical Exam Tracker Application**. If you have any questions or concerns about utilizing the Clinical Exam Tracker application, we encourage you to review additional information on the topic, here: **Clinical Exam Tracker Review**.

If you have any questions about the process, please contact **ECFMGVerify@sgu.edu.**

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.

Academic Records, Student Information and Documentation

Transcripts

How do I Get my Transcript?

For information on ordering official or unofficial transcripts, please visit the Office of the University Registrar site on the University portal.

Policy on Provision of Administrative Letters for Students

Policy on Provision of Administrative Letters for Students

I. Purpose

This policy defines the types of administrative letters issued by SGU , the conditions under which they are provided, and the offices responsible for their issuance. The policy ensures clarity, fairness, and consistency in the provision of official University documentation.

II. Scope

This policy applies to all enrolled students of SGU across all Schools and programs, including the School of Medicine, School of Veterinary Medicine, School of Arts & Sciences, and the Graduate Studies Program.

III. Types of Letters and Issuing Authority

III.I Letters of Enrollment Verification (LEV)

1. Purpose: To verify enrollment status at SGU (e.g., for visas, banks, scholarship agencies).
2. Eligibility: Only issued to students who are in good academic, disciplinary, and financial standing.
3. Issuing Office: Office of the University Registrar (OUR).

III.II Letters of Good Standing (LGS)

1. Purpose: To confirm academic, disciplinary, and/or financial standing (e.g., for transfer or external academic purposes).
2. Eligibility: Only issued to students who are in good standing.
3. Issuing Office: Office of Student Affairs (Grenada campus).

III.III Dean's and Chancellors Letters

1. Purpose: To provide official academic/professional documentation specific to a student's program or stage of training.
2. Issuing Authority:
    a. School of Medicine: Dean, School of Medicine
    b. School of Veterinary Medicine: Dean, School of Veterinary Medicine
    c. School of Arts and Sciences: Dean, School of Arts and Sciences
    d. Graduate Studies Program: Dean, Graduate Studies Program
3. These letters are Provided by the Provost, and administered by the Office of the University Registrar, and sent to each student within 4 weeks of the end of each term. No request is necessary for Deans and Chancellors letters. Please contact the Office of the University Registrar if you believe you should be in receipt of such a letter but cannot see it within 4 weeks of the start of the following term in which conditions were met. Please note that WMPG requirements for qualification must be met fully (no rounding) for valid issuance of letters.

III.IV Letters of Recommendation (LOR)

1. Purpose: To provide a personalized evaluation for employment, postgraduate study, or training.
2. Issuing Authority: SGU does not provide institutional LORs. Students must request LORs directly from individual faculty members. Students who are dismissed for non-academic reasons are not permitted to request letters of recommendation from faculty members.

IV. Processing and Timelines

1. No fees are charged for requests for LEV, LGS, or Dean's/Chancellor's Letters.
2. Students should allow a minimum of two weeks for processing and issuance of letters by request.
3. Requests should be submitted in writing (or through the designated request system) to the appropriate office.

V. Conditions and Limitations

1. Letters will not be issued to students who are not in good academic, disciplinary, or financial standing.
2. Requests must be submitted by the student directly through their institutional e-mail; third-party requests will not be processed without written student consent and may require SGU to validate the request with appropriate identification.
3. SGU reserves the right to verify the purpose of the request before issuing documentation.

VI. Authority

Office of the Registrar: reviewed every 3 years.

VII. Version History

(1025008)

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.

Notice of Directory Information

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 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 per forming 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

Student Accessibility and Support Services

Disability Services

Service Animals

Any student requesting to have a service animal on campus must contact the Student Accessibility and Accommodation Services office, accommodations@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.

Ombuds Services

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.

Student Complaints

Student Complaints Policy

1. Purpose

St. George's University ("SGU" or the "University") is committed to providing students with accessible, fair, timely, and appropriate mechanisms for raising concerns and resolving complaints. This policy establishes a University-wide framework for receiving, referring, reviewing, tracking, and resolving student complaints.

This policy is intended to operate as an umbrella policy. It does not replace complaint, appeal, conduct, academic, discrimination, accommodation, safety, or other procedures established in the University Student Manual, School or Program Student Manuals, the Clinical Training Manual, or other applicable University policies. Where a specific policy establishes a process for a particular matter, that process governs.

2. Scope

This policy applies to complaints by students concerning their experience with the University, including academic or educational services, administrative services, faculty or staff conduct, student services, facilities, the learning environment, student mistreatment, accessibility processes, discrimination or harassment, student conduct, safety or security, clinical educational experiences, and other University programs or practices.

A disagreement with an academic, administrative, or professional judgment does not, by itself, constitute grounds for a complaint under this policy. Where SGU has an established review or appeal mechanism for the subject matter of a concern, the student should use that mechanism. The Office of Student Affairs can assist in identifying the appropriate process.

3. Guiding Principles

- Fairness and impartiality — complaints will be considered objectively and referred to the office appropriately positioned to review the matter.
- Accessibility — students should have clear reporting routes and are not expected to know SGU's administrative structure before raising a concern.
- Prompt resolution — concerns should be raised and addressed as promptly as reasonably practicable.
- Professionalism and respect — participants are expected to communicate honestly, respectfully, and professionally.
- Appropriate confidentiality — information will be shared only as reasonably necessary to assess, investigate, respond to, or resolve the matter, subject to law and University policy.
- Non-retaliation — retaliation for a good-faith report or good-faith participation in a University process is prohibited.
- Referral — complaints received by the wrong office should, where reasonably practicable, be referred to the appropriate process.

4. Definitions

4.1 Concern

An issue that may be capable of resolution through discussion, clarification, provision of information, or other informal intervention.

4.2 Informal Complaint

A concern a student seeks to have addressed without initiating a formal University complaint, grievance, disciplinary, or appeal procedure.

4.3 Formal Complaint

A written complaint submitted to an appropriate University office requesting institutional review or action. Informal resolution is not a prerequisite where the nature or seriousness of the matter makes informal resolution inappropriate.

4.4 Specialized Complaint or Appeal

A matter governed by a separate University policy or procedure, including sexual misconduct, discrimination, disability accommodation, student conduct, academic decisions, grade changes, student mistreatment, or safety and security. Such matters shall be handled exclusively under the applicable policy and procedure, and this policy shall not be used to initiate or maintain a parallel proceeding.

5. Informal Resolution

Where reasonable and appropriate, students are encouraged to raise a concern with the individual or office closest to the matter, such as an instructor, Course or Module Director/Coordinator, Department Chair, Program Director, Dean, Office of Student Affairs representative, or relevant administrative department.

Informal resolution is not required where direct discussion would be inappropriate, there is a significant power imbalance, safety or retaliation is a concern, or the matter should be reported through a specialized University process. Students uncertain where to raise a concern may contact the Office of Student Affairs for guidance.

Students may also consult Ombuds Services for confidential, informal, impartial, and independent assistance. Consultation with the Ombuds does not itself constitute filing a formal complaint or providing formal notice to the University.

6. Formal Complaints

Where informal resolution is unsuccessful, inappropriate, or not desired, a student may submit a formal complaint to the Office of Student Affairs or, where the nature of the complaint falls within the scope of a separate University policy, to the office designated under that policy to receive such complaints. Students are encouraged to submit formal complaints promptly, as delay may affect the University's ability to investigate effectively, gather relevant evidence, or take appropriate corrective action.

A formal complaint should ordinarily include:

- the student's name and contact information, unless anonymous reporting is permitted;
- a clear description of the concern;
- relevant dates, locations, courses, departments, programs, or clinical sites;
- the names of individuals involved, if known;
- relevant supporting documentation or evidence;
- steps previously taken to resolve the matter, if any; and
- the resolution or institutional action requested, if any.

The University may request additional information. Submission of a complaint does not guarantee the specific remedy requested.

7. Routing to Existing SGU Reporting Mechanisms

The following table is a practical routing guide and may be updated from time to time to reflect changes in reporting processes, responsible offices, or applicable policies. The current University Student Manual and applicable School or Program Manual control and should be consulted for the most current procedures and contact information.

Type of concern	Primary SGU route	What the student should do	Important distinction
General complaint / administrative concern	Office of Student Affairs	Seek guidance or submit the concern for referral/review.	Use when no more specific policy governs.
Student conduct / alleged misconduct	Office of Student Affairs / Office of Judicial Affairs	Report alleged violations of the Code of Conduct or Honor Code through the disciplinary process.	The University Student Manual states that members of the University community may submit complaints against a student or student organization to Student Affairs.
Discrimination / harassment	Reporting channels identified in the Nondiscrimination policy	Use the designated reporting route in the current Manual, including applicable Student Affairs, Judicial Affairs, Human Resources, Title IX, or EthicsPoint mechanisms.	The specialized nondiscrimination procedure governs.
Sexual misconduct / Title IX	Title IX reporting mechanism	Report promptly through the Title IX process identified in the current Manual.	This general policy does not replace Title IX procedures.
Student mistreatment / learning environment	Applicable School/ Program reporting mechanism; Student Affairs; EthicsPoint	Use the mistreatment/learning-environment reporting route identified for the student's program.	A critique or general complaint should not substitute for reporting alleged mistreatment.
Accessibility / accommodations	Student Accessibility and Accommodation Services (SAAS)	Submit accommodation requests and any available appeal through the SAAS process.	A complaint cannot be used to bypass the interactive accommodation process or create a curricular change.
Academic decision / grade / progression	Applicable academic review or appeal process	Use the procedure in the relevant University, School, Program, or Clinical Training Manual.	This policy does not create an additional level of academic appeal.
Course / instructor feedback	Course and Instructor Critique or established academic feedback route	Provide educational feedback through the established evaluation mechanism.	Serious misconduct, discrimination, mistreatment, or safety concerns should be separately reported.
Safety / threat / suspected criminal conduct	Campus Security / Public Safety and, where appropriate, police or emergency services	Report immediate threats or emergencies without waiting for the complaint process.	Safety reporting takes priority over ordinary complaint resolution.
Ethics / compliance concern or anonymous reporting	EthicsPoint	Use the University's EthicsPoint reporting mechanism.	Anonymous reporting may limit investigation or follow-up.
Confidential consultation / uncertainty about options	Ombuds Services	Seek confidential, informal guidance before deciding how to proceed.	Ombuds consultation is not formal notice or a formal complaint.

8. Review and Resolution

The receiving office will determine whether the matter falls within its responsibility, whether another University policy governs, whether referral is required, whether additional information is necessary, and what review, investigation, or other action is appropriate.

The nature and extent of review will depend on the circumstances. Relevant individuals may be asked to provide information, documentation, or participate in meetings.

Where a complaint involves safety concerns or allegations of harassment, discrimination, or retaliation, interim protective measures may be available under the applicable University policy.

For formal complaints reviewed under this policy, SGU will acknowledge receipt of a formal complaint within ten (10) business days after receipt by the responsible office and will seek to resolve complaints within a reasonable period, ordinarily not to exceed sixty (60) calendar days from the date of receipt by the responsible office, recognizing that timing may depend on complexity, witness availability, records, academic schedules, and related processes. Matters handled under a specialized policy are subject to the timelines in that policy. Where resolution requires additional time, the student will be notified of the delay and provided an estimated timeline for completion.

Where appropriate, the student will be informed when review has concluded and provided information concerning the resolution that SGU is permitted to disclose. Privacy, employment, student-record, or other obligations may restrict disclosure of actions taken regarding another person.

9. Complaints Submitted to the Wrong Office

Students are not expected to know SGU's administrative structure in detail. When a complaint is submitted in good faith to an office without responsibility for the matter, that office shall, where reasonably practicable, refer it to the appropriate office or advise the student how to submit it.

Where information indicates a potential safety concern, discrimination, sexual misconduct, student mistreatment, or another matter subject to mandatory or specialized reporting requirements, the receiving University official must follow the applicable policy.

10. Confidentiality and Privacy

Complaint information will be handled with appropriate discretion and shared with individuals having a legitimate institutional need to assess, investigate, respond to, or resolve the matter, or as otherwise required by law or University policy. To the extent that complaint records contain personally identifiable information from education records, they will be maintained and disclosed in accordance with the University's Privacy Policy and, where applicable, the Family Educational Rights and Privacy Act (FERPA).

SGU cannot guarantee absolute confidentiality where doing so would prevent appropriate investigation, protection of the University community, provision of due process, or fulfillment of legal or regulatory obligations.

11. Anonymous Reports

Where permitted by the applicable reporting mechanism, students may report anonymously, including through EthicsPoint. SGU will review anonymous reports to the extent reasonably possible; however, anonymity may limit the University's ability to investigate, obtain additional information, assess credibility, provide procedural protections, or communicate an outcome.

12. Non-Retaliation

SGU prohibits retaliation against a person who in good faith raises a concern, makes a complaint or report, seeks guidance, participates in an investigation or hearing, provides information as a witness, or assists another person in appropriately raising a concern. Retaliation may itself constitute a violation of University policy and may result in disciplinary action.

13. Good-Faith Reporting

A complaint is not improper merely because an allegation cannot ultimately be substantiated. Knowingly submitting false information, intentionally fabricating evidence, or making a deliberately false or malicious complaint may constitute misconduct. This provision must not be applied merely because a complaint is unsubstantiated, cannot be proven, or results in a finding that no policy violation occurred.

14. Cooperation with University Review

Members of the University community are expected to cooperate appropriately with authorized complaint-resolution processes, provide information honestly, preserve relevant evidence, and refrain from interference, intimidation, or retaliation.

15. Procedural Protections for Respondents

Where a complaint may result in an investigation or adverse action against an identified individual, the procedural protections established in the University Student Manual, applicable faculty or employment policies, and relevant University policies shall apply to that individual. At a minimum, the individual shall be informed of the nature of the allegations in sufficient detail to permit a meaningful response, and shall have an opportunity to provide information the individual considers relevant, in accordance with the applicable process. Where a specialized policy prescribes different procedures, that policy governs.

16. Appeals

This policy does not create a general right of appeal from every response to a complaint. Where the subject matter is governed by a policy providing an appeal, the student may pursue that appeal in accordance with the applicable policy and within the deadlines established by that policy. Filing a complaint under this policy does not toll, extend, or reopen any appeal deadline established under another University policy. Once the applicable appeal process has been exhausted and a final institutional decision is issued, this policy may not be used to obtain an additional review merely because the student disagrees with the outcome.

17. Complaint Records and Institutional Oversight

SGU shall maintain an appropriate institutional record of formal student complaints, excluding confidential Ombuds consultations and matters governed by separate recordkeeping requirements. Records shall be maintained in accordance with applicable privacy, retention, and confidentiality requirements, including the University's Privacy Policy and, where applicable, FERPA.

Complaint information may be reviewed in aggregate to identify recurring or systemic concerns, evaluate resolution processes, support continuous quality improvement, and meet accreditation or institutional oversight requirements.

18. Relationship to Other University Policies

This policy should be read with the University Student Manual and applicable School, Program, and Clinical Training Manuals, as may be amended from time to time, including policies governing the Code of Conduct and disciplinary process, nondiscrimination and Title IX, sexual misconduct, student mistreatment and the learning environment, accessibility and accommodations, course and instructor critique, academic review and grade changes, and student security and safety.

Where this general policy conflicts with a more specific University policy governing the subject matter, the more specific policy and procedure shall take precedence.

19. External Complaints

Nothing in this policy prevents a student from communicating with an external governmental, regulatory, accrediting, licensing, law-enforcement, or other body where the student has a legal or regulatory right to do so. Where an external organization requires exhaustion of SGU's internal complaint or appeal procedures, students are responsible for completing the applicable internal process.

SGU shall maintain a current external-reporting directory appropriate to its schools, programs, locations, accreditation arrangements, and regulatory obligations rather than embedding individual names or potentially changing contact details in this policy.

20. Policy Administration

Responsibility for administration and periodic review of this policy rests with the Office of Student Affairs in consultation with the Office of the Provost, Office of General Counsel, relevant School leadership, and other University offices as appropriate.

The University may revise reporting mechanisms, responsible offices, or administrative procedures from time to time. Current reporting instructions in the University Student Manual or official University webpages supersede outdated copies of this policy.

Appendix A — Quick Guide: Where Do I Report My Concern?

If your concern is about…	Start here	Do not use the general complaint policy to bypass…
A student's conduct or professionalism	Student Affairs / Judicial Affairs	The disciplinary process
Discrimination or harassment	Designated nondiscrimination reporting route / EthicsPoint as applicable	The specialized discrimination procedure
Sexual misconduct	Title IX reporting mechanism	Title IX procedures
Mistreatment or learning environment	Program-specific route / Student Affairs / EthicsPoint as applicable	The applicable mistreatment policy
Disability accommodation	SAAS	The accommodation request and appeal process
Grade, progression, exam, or academic decision	Applicable academic review/appeal route	Academic appeal procedures
Course quality or routine instructor feedback	Course and Instructor Critique	Formal reporting of serious misconduct
Immediate safety threat or suspected crime	Public Safety/Campus Security; emergency/police services as appropriate	Emergency and safety reporting
An ethics/compliance issue or an anonymous concern	EthicsPoint, where applicable	Specialized emergency or Title IX reporting requirements
You are unsure what to do	Office of Student Affairs; Ombuds for confidential informal consultation	Any mandatory/specialized process once the issue is identified

Student Conduct, Misconduct and Disciplinary Processes

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 Code of Conduct

The University, through the Office of the Office of Student Affairs, 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 renumerations 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 renumeration 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 renumeration, 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.

Sexual Misconduct Policy

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

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.

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 Office of Student Affairs. Should the Office of Student Affairs 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 Office of Student Affairs 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 Office of Student Affairs and Judicial Officer.

Upon completion of an investigation, the Office of Student Affairs 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 Office of Student Affairs can conduct the informal hearing, unless the Office of Student Affairs 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 Office of Student Affairs may gather any additional information needed, including the interview of a witness.
2. Students will be informed of any additional information gathered by the Office of Student Affairs 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 Office of Student Affairs 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.

Additional information can be found in the Judicial Disciplinary Process section of the University Student Manual.

Judicial Disciplinary Process

The Judiciary Board

The Judiciary Board has discretion to preside over hearings involving any disciplinary matter involving student discipline, including but not limited to matters involving alleged violations of University Policy, protocol, regulation, the Student Handbook, the Honor Code, Code of Conduct, the Clinical Training Manual (as applicable to students in the Doctor of Medicine program) and any matter for which there is precedent for interpreting and applying the rules and standards of conduct of the University. The Judiciary Board's authority to handle University disciplinary matters derives directly from the University. All meetings and discussions of the Judiciary Board are confidential.

It is the policy of the University that, while evaluation of academic work is entirely in the hands of the instructor, questions of academic honesty and professionalism may be heard by a Judicial Panel of the Judiciary Board.

Members of the Judiciary Board

The members of the Judiciary Board are be chosen by the Dean of the relevant School. The Board is made up of SGU faculty and/or administration from the relevant School. A Panel of the Judiciary Board (Panel) comprised of up to six (6) members of the Judiciary Board of each School shall preside over hearings brought before the Judiciary Board of such school. The Panel will interpret and apply the standards and rules of the University.

Matters before the Judiciary Board

Matters before the Judiciary Board originate from complaints or allegations brought or referred to the Office of the Dean of Students and/or the Office of Judicial Affairs. Any student, faculty, or staff member may make a complaint and/or report of a violation of the Honor Code, Code of Conduct, University Policy, protocol, Manual, regulation, University, program or course requirements or professionalism to the Office of the Dean of Students and/or Office of Judicial Affairs. Any matter which for which a formal disciplinary hearing measures may be considered not initially raised to the Office of Judicial Affairs shall be referred to the Office of Judicial Affairs. After consultation and investigation, the Judicial Officer will determine whether a matter should proceed to hearing. In such event, the Judicial Officer will issue a Notice of Hearing and provide the student with written notice of the charges and allegations.

The Judiciary Board, through its Panel presides over disciplinary hearings on disciplinary cases brought by the Office of Judicial Affairs.

Procedures of the Office of Judicial Affairs & Judiciary Board Hearings

The Judiciary Board decides its cases pursuant to established standards and the specific rules and policies established by the University, taking into account the Board's understanding of the student's particular circumstances.

Some matters may, but are not required to, originate with a referral to the Office of the Dean of Students, after which the Dean of Students and/or a designee may, in his/her discretion, meet with the student informally to discuss the incident, the relevant University rules or standards of conduct, and possible courses of action. If the Dean of Students/designee determines, in his/her discretion, the matter can be resolved informally, referral to the Office of Judicial Affairs is not required. If there are issues of fact and/or the Dean of Students/designee determines the matter could be appropriate for a hearing, a referral shall be made to the Office of Judicial Affairs for further investigation as may be deemed appropriate and/or the presentation of formal charges.

Matters may also be referred to the Office of Judicial Affairs directly. Upon referral of a matter to the Office of Judicial Affairs, regardless of source, the Judicial Officer will review the referral and conduct any investigation he/she deems necessary. The Judicial Officer may include and/or designate such other individuals as he/she deems appropriate in process of conducting the investigation.

If charges are to be rendered, the Judicial Officer shall issue a written Notice of Hearing and Charges to the student. Except in circumstances where time is of the essence due to surrounding events or academic deadlines or some other exceptional circumstance, or unless otherwise agreed to by the student, the Notice of Hearing and Charges shall be sent to the student no less than five (5) days prior to the date of the scheduled hearing.

Unless otherwise agreed to by the student, no less than three (3) days prior to the date set for hearing, the student will be offered the opportunity to meet with the Judicial Officer to review the charges, the alleged violations and view and discuss the evidence.

The proceeding and procedures are not intended to be that of a criminal court and therefore, the student does not have the right to be represented by an attorney, however the student has the right to be accompanied at the hearing and during the meeting with the Judicial Officer by a faculty student advisor appointed for such purpose. The student will be advised of the name and contact information for the faculty student advisor prior to the date of the meeting with the Judicial Officer. The advisor cannot speak for the student and is not intended to provide legal advice, but to assist the student with regard to the procedures and process. A student may waive his/her right to be accompanied by a faculty student advisor at any point in the process.

The student may submit evidence and documentation to the Office of Judicial Affairs to include in the packet of materials to be presented to the Judicial Panel for consideration, provided such evidence and documentation is received by the Office of Judicial Affairs by the timeline set out by the Judicial Officer at or following the scheduled date of the Judicial Officer's meeting with the student. The student may also submit to the Judicial Officer a list of witnesses he/she intends to call on his/her behalf to provide relevant testimony before the Judicial Panel at hearing. The packet of evidence shall be made available to the Judicial Panel prior to the commencement of the hearing. The Chair of the Panel shall preside over the hearing. In the event either party has additional relevant evidence to be submitted to the Judicial Panel that was not included in the packet, such evidence may be considered by the Judicial Panel at its discretion, taking into consideration statements made in connection with such additional evidence, along with any other relevant factors. The Chair may, but is not required to, place restrictions or conditions on its consideration of any additional evidence provided.

On the date of hearing, the Judicial Panel, which may consist of no less than three (3) and up to six (6) individuals, will act as the fact finder. The Chair of the Judicial Panel (Chair) presides over the hearing. The Chair is charged with conducting the hearing in an orderly fashion and has the authority to rule on questions of admissibility, adjournments, requests for breaks, relevance, scope, appropriateness of questions and evidence. This includes the authority to: (1) determine admissibility of testimony of witnesses; (2) deny the request to ask questions that are found to be misleading or inappropriate; (3) rule on the relevance and admissibility of evidence. The Judicial Officer and student may ask questions of witnesses at the discretion of the Chair; questions are usually posed to the Judicial Panel, who then asks the witnesses the questions, unless such questions are otherwise deemed inappropriate by the Chair. The Chair holds the authority to address any procedural and/or other issues that may arise.t

On the day of the hearing, after introductions are made, the student will be provided with an opportunity to challenge any member of the Judicial Panel on the grounds of prejudice. Any challenge made will be deliberated upon by the Judicial Panel and a determination will be made as to whether that member should be excluded and/or replaced.

At the commencement of the hearing, the charges and allegations shall be presented by the Judicial Officer. The Judicial Officer and student will be given an opportunity to provide opening statements. The student shall be entitled to provide testimony regarding the allegations and provide his/her side of the story to the Judicial Panel and the Judicial Panel and Judicial Officer will be given the opportunity to ask any questions they may have of the student. The Judicial Officer will then be given the

opportunity to call witnesses to provide testimony to and answer questions posed by the Judicial Panel, Judicial Officer and student, after which the student will be provided the opportunity to call any witnesses. Should the Judicial Panel or Judicial Officer have any additional questions for the student, or the student Judicial Officer or Panel have any additional questions for any other witnesses, those questions may be posed at that time, subject to the discretion of the Chair. Once witness statements have been taken, the Judicial Officer and student will be given an opportunity to provide a brief summation of the matter. The Judicial Panel members may ask questions of the student and any witnesses and may request additional records and/or testimony prior to making a decision.

In arriving at any decision, the Judiciary Board pays close attention to the growth of students, as members of an academic community and graduates and professionals within their chosen profession. In coming to a determination as to a recommendation for penalty, the Judicial Panel may consider the students educational record, current status, student record and any prior disciplinary history and/or prior informal warnings issued by the University, which may be factored into such recommendation.

At the conclusion of its deliberations, the Judicial Panel shall provide its findings and recommendation to the Dean of Students for consideration and determination. The Dean of Students may but is not required to follow all recommendations of the Judicial Panel. The Office of the Dean of Students shall inform the student of the decision in writing. This decision and all official disciplinary correspondence (e.g., Notice of Violation) shall become part of the student's official record.

The standard to be employed for all disciplinary cases is a preponderance of the evidence standard (more likely than not). Clear and convincing evidence is not required.

In disciplinary cases, if the Board determines that a violation occurred, it may recommend a range of penalties including, but not limited to one or a combination of the following:

- Warning with or without conditions- failure to comply will result in more serious and drastic penalties;
- Disciplinary probation – with or without conditions. During the period of time (to be specified) that a student is on probation, any further instance of misconduct will very likely result in dismissal. A student on probation must be especially conscientious about his/her behavior and responsibilities. If the offense is related to participation in extracurricular activity, the Board may at its discretion restrict such participation; in cases in which management of time appears to contribute to the problem, the Board may require that the student obtain the Board's permission for participation in each individual activity. The Board may also attach individual requirements to probation;
- Suspension- for a set period of time to be specified, with or without conditions during the period of suspension, with or without conditions for return and/or period of probation following return from suspension; and
- Dismissal- An action taken in serious disciplinary cases whereby a student's connection with the University is ended.

A student may ask that any decision of the Judiciary Board be reconsidered when there is additional or new relevant information available through the appeals process.

Appeal

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:

- Due process errors involving the responding student's rights that affected the outcome of the initial hearing;
- Demonstrated prejudice against any party by the person presiding over the hearing;
- New information that was not available at the time of the original hearing;
- A sanction that is extraordinarily disproportionate to the offense committed; and/or
- 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.

Interim Suspension

Any dean may immediately suspend a student for an egregious violation of the honor code, the code of conduct, professionalism, allegations involving serious criminal behavior or when the continued presence of the student raises serious concerns for the health, safety and wellbeing for himself/herself or others and/or there is reason to believe that the continued presence of the student or cause serious disruption to the educational process and/or orderly administration of the University/University activities. In such case, the Dean shall provide written notice of the suspension to the student. Such suspension must be promptly reported by the dean to the Office of Judicial Affairs and other relevant departments. The Office of the Dean of Students, together with the Office of Judicial Affairs and any other relevant offices will review the circumstances and take appropriate action pursuant to the disciplinary process.

Disciplinary cases are ordinarily considered by the Judiciary Board as quickly as is reasonably possible, given the Board's schedule and the need to investigate matters carefully. A disciplinary matter concerning a student on leave of absence (LOA) or suspension will also be handled as quickly as possible, and no student on a leave of absence or suspension will be allowed to register until the pending disciplinary matter has been resolved. In the event a court action is pending or in progress, the Judicial Board may, but is not required, to delay or suspend its hearing process, pending progression or resolution of such case.

Students must comply with all University and disciplinary rules from matriculation until the conferring of the degree so long as they are enrolled, regardless of any intermittent status (such as LOA, suspension, etc.). A degree will not be granted to a student who is not in good standing or against whom a disciplinary charge is pending.

Appeal of Disciplinary Actions

A student who disagrees with the decision of the Office of Student Affairs 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 Student Affairs; received within five (5) business days of the date notice of the decision of the Office of Student Affairs 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.

Financial Policies and Financial Aid

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 the 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 14th 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.

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 <u>not</u> 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.

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 Student Affairs. 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 Student Affairs 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 Office of Student Affairs 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 Office of Student Affairs 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.

Information Technology, Communications and University Media

Information Technology

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

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

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 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.

Use of Media by the University

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.

Campus Facilities, Safety and Use of University Property

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

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.

Parking and Motor Vehicle Rules and Regulations

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 Office of Student Affairs 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 Office of Student Affairs 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), Office of Student Affairs (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