



SAINT JAMES
SCHOOL OF MEDICINE

Your Future. Our Promise.®

WELCOME



2018 STUDENT CATALOG

ANGUILLA / ST. VINCENT AND THE GRENADINES

TABLE OF CONTENTS

Message from the Chairman of the Board of Trustees	2	Student Affairs	32
About Us	3	Dean of Student Affairs	32
Mission Statement	4	Student Government Association	32
Academic Information	5	Academic Policies and Regulations	33
Program Objectives	5	Attendance Policy	33
Competencies	6	Transfer Out Policy	34
Basic Science Component	6	Application for Withdrawal	35
Curriculum	8	Request for Transcripts	35
Course Descriptions	8	Request for Grades	36
Research Activities	13	Dropping a Class	36
Clinical Science Component	16	Grading Policy and System	36
Core Clerkship Descriptions	17	Retake Exams	38
General Guidelines for Clinical Science Component of the Program	19	Academic Probation	40
Admissions	21	Student Academic Grievance Policy	40
Admission Policy	21	Confidentiality of Student Records	40
Admission Procedures	22	Leave of Absence	41
Immigration	23	Academic Inactivity Policy	41
Policy for Students with a Disability	23	Academic Freedom	42
Financial Assistance	24	Student Conduct	42
Tuition and Fees	24	Academic Dishonesty / Policy Violation	42
Fees, Payments and Refund Policies	26	USMLE Step 1 Certification Process	48
Clinical Science Tuition and Refund Policy	26	USMLE Step 2 Certification Process	49
Clinical Rotation Cancellation Policy	27	Residency	49
Student Services	28	Medical Student Performance Evaluation (MSPE)	50
Library	28	Graduation Requirements	50
USMLE Prep	29	Intellectual Property	51
Academic Counseling	30	Acceptable Use of Computing and Information Technology Resources	51
Career Counseling	30	Useful Information for Travelers to St. Vincent	54
Psychological Counseling and Well-Being	31	Useful Information for Travelers to Anguilla	56

A MESSAGE FROM MR. RICHARD CONNOR

CHAIRMAN OF THE BOARD OF TRUSTEES, SAINT JAMES SCHOOL OF MEDICINE

Saint James School of Medicine (SJSJ) is committed to providing a comprehensive medical education leading to the award of a Doctor of Medicine (MD) degree. As the cost of medical education increases and training institutions limit the number of applicants, SJSJ fulfills a vital need by offering individuals throughout the world a chance to pursue their dream of a medical career. We use our many years of experience in medical education to help motivated students become outstanding medical practitioners. Enrollment is open to all applicants who have a commitment to practice medicine irrespective of race, color, creed, sex, age or religion.

-Richard Connor, Chairman of the Board of Trustees



ABOUT US

Saint James School of Medicine (SJSJ) was chartered by the Federal Government of the Netherlands-Antilles in 1999 and became functional in the year 2001 as a combined project between the Government of Bonaire and a consortium of highly experienced medical educators and physicians from universities and colleges in the United States.

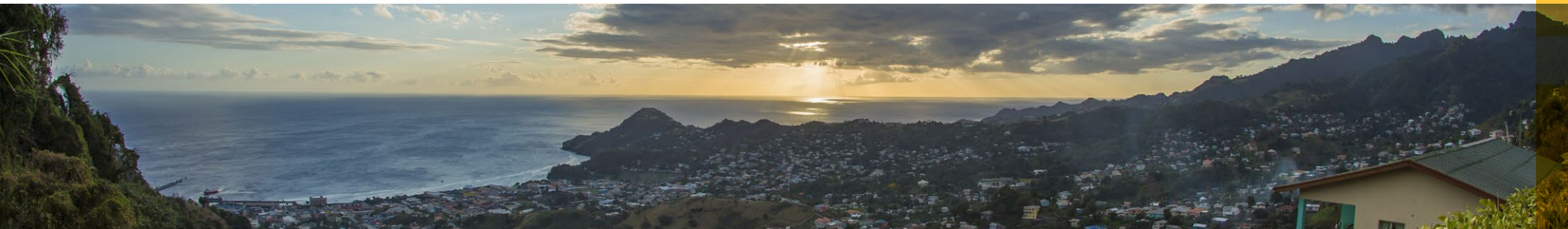
Saint James School of Medicine-Anguilla opened its doors to students in January 2010. Saint James School of Medicine-Anguilla quickly distinguished itself as a premium teaching institution in the field of medicine in the Caribbean.

In 2014 Saint James School of Medicine opened its newest school in St. Vincent and the Grenadines. The campus was immediately recognized by St. Vincent's National Accreditation Board.

In 2015, Bonaire campus was merged with the St. Vincent and the Grenadines campus.

The Doctor of Medicine (MD) Program is comparable to some of the finest medical school curricula in the world and is designed to meet the requirements of the United States Medical Licensure Examinations (USMLE). The medical school is listed in the new World Directory of Medical Schools, which has been developed through a partnership between the World Federation for Medical Education (WFME) and the Foundation for Advancement of International Medical Education and Research (FAIMER). It is approved by the Educational Commission for Foreign Medical Graduates (ECFMG) in the United States, and the Medical Council of Canada.

Each member of our school is expected to abide by school's Code of Ethics. For the latest version of the Code please visit: www.sjsm.org/about/code-of-ethics/



MISSION STATEMENT

THE MISSION OF SAINT JAMES SCHOOL OF MEDICINE (SJSM) IS TO HELP MOTIVATED STUDENTS REALIZE THEIR DREAM OF A MEDICAL CAREER IRRESPECTIVE OF THEIR ETHNIC, RELIGIOUS, AND CULTURAL BACKGROUNDS.

WE USE INNOVATIVE TEACHING METHODS TO SHAPE THE MINDS AND SPIRITS OF OUR STUDENTS AND TO HELP TRANSFORM THEM INTO COMPASSIONATE HEALERS OF THE HUMAN BODY AND MIND. OUR STUDENTS ARE TRAINED TO PURSUE THEIR PROFESSION WITH CONFIDENCE, BALANCED WITH HUMILITY AND COMPASSION.

ACADEMIC INFORMATION

PROGRAM OBJECTIVES

The SJSM curriculum is outcome oriented. Its content is established on competencies expected from medical doctors. Outcomes also provide the basis for evaluating the effectiveness of SJSM educational program.

In the Saint James curriculum, the requisite knowledge, skills, values, and attitudes are provided through courses and other learning experiences that impart history taking and physical diagnosis skills, introduction to problem solving, evidence-based medicine, statistics and research skills, ethics, professionalism, preventive medicine and epidemiology, and biopsychosocial skills. The knowledge, skills and attitude students get during basic sciences make the transition to clinical science smooth. Students are encouraged to critically examine the literature, first from an evidence-based point of view, and eventually for practice-based learning to improve patient care. Early experiences with research questions and independent learning are critical experiences in preparing students to optimize opportunities in the clerkships, not only to learn but to be able to reflect, and recognize what they have learned and its significance to providing better care.

The faculty's teaching strategy is to involve students in the learning process in a constructive way. Students are actively involved in learning the way that will enable them to deal with standardized patients, perform an objective standardized clinical examination and manage real patients. Student's feedback on each course is encouraged through the courses and at the end of the semesters. In response to the student comments, relevant changes in the courses are implemented, if justified.

COMPETENCIES

Upon graduation, SJSM expects its students to obtain competencies in the following areas at the level of a beginning practitioner:

- Integration of Basic Science in medicine
- Integration of clinical knowledge and skills to patient care
- Interpersonal and communication skills
- Professionalism
- Organization and systems-based approach to medicine
- Lifelong learning and self-improvement

SJSM curriculum is based on measurable outcomes. Details of the Institution's Intended Learning Outcomes (ILOs) can be accessed from our website

[\(www.sjsm.org/resources/downloads/\)](http://www.sjsm.org/resources/downloads/).

BASIC SCIENCE COMPONENT

The Basic Science Component provides students with the base knowledge required to function competently in clinical medicine. The component of the program is five semesters (20 months) in length. Each semester is 16 weeks long with short breaks in-between.

The curriculum covers subjects such as Gross Anatomy, Embryology, Histology, Physiology, CCBS, Psychology, Pharmacology, Pathology, Epidemiology, Biostatistics, Ethics and Research Methods. An excellent student-professor ratio provides ample opportunity for students to interact with their professors on a personal level in addition to the classroom setting.

Basic Science is followed by five semesters of clinical clerkship/rotations at affiliated hospitals in the United States and abroad. The approximate length of the entire MD program amounts to a total of 40-48 months, depending on the time that a student may elect to take in preparation for the USMLE Step 1 and Step 2 examinations.

Clinical integration of the course material begins in the first semester of the Basic Sciences. In addition to didactic lectures, relevant clinical cases are presented and discussed in-depth in each course.

The following outline represents the typical Basic Science Component* along with credit distribution.

Semester 1:

Histology (11 credits)
Anatomy & Embryology (20 credits)
Medical and Legal Ethics (4 credits)
Clinical Correlation of Basic Science I (1 credit)

Semester 2:

Physiology (10 credits)
Biochemistry & Genetics (14 credits)
Neurosciences (6 credits)
Clinical Correlation of Basic Science II (1 credit)
Research in Health and Medicine I (1 credit)

Semester 3:

Pathology I (11 credits)
Microbiology (10 credits)
Epidemiology and Biostatistics (4 credits)
Medical Psychology (4 credits)
Research in Health and Medicine II (1 credit)
Clinical Correlation of Basic Science III (1 credit)

Semester 4:

Pathology II (11 credits)
Pharmacology (10 credits)
Physical Diagnosis and Clinical Medicine (10 credits)
Research in Health and Medicine III (1 credit)
Clinical Correlation of Basic Science IV (1 credit)

Semester 5:

Basic Sciences Review Course (30 credits)

CURRICULUM

The curriculum is outcome-based and designed to provide education in both professional and academic medical paths. The structure of the planned educational and assessment activities is such that active learning, evidence-based medicine and appropriate assessment methods are implemented from the beginning.

Instructional and learning methods in the Basic Sciences Component encompass lectures (illustrated by the examples of clinical cases) and active learning methods (small-group teaching, problem-based or case-based learning, peer-assisted learning, practical/laboratory exercises, clinical skills, field exercises in the community, and clinical demonstrations by practicing physicians).

COURSE DESCRIPTIONS

SEMESTER 1:

Histology (11 credits): The Histology course encompasses the study of microscopic anatomy of human cells, tissues and organs. Emphasis is given to elaborate their functions and clinical significance. The laboratory hours provide students with the opportunity to study stained and mounted sections of tissues and organs. Students also analyze high quality histological sections and electron micrographs projected on the screen.

Anatomy & Embryology (20 credits): This course focuses on the anatomical and embryological basis of clinical medicine. Anatomy and Embryology are fundamental to medical education, providing students with their most basic foundation for medical practice. This anatomical foundation is used throughout their career by practitioners and in virtually every realm of medicine, from research to practice to medical education.

The classroom lectures provide both regional and systemic overviews of the human body. Supervised laboratory sessions provide students the privilege of dissecting the human body and its anatomical structures. They learn from direct experience the structures discussed in lectures and encountered daily in medical practice.

The course also incorporates embryology that is divided into General Embryology that deals with the formation and development of germ cells, fertilization and early development of the human embryo; and Special Embryology that deals with the formation and malformations of different organs. This course helps students' acquire the ability to understand, analyze and solve problems in other medical courses and in the clinical management of diseases.

Medical and Legal Ethics (4 credits): This course has been designed to introduce the student to Medical Ethics with emphasis on its role in clinical practice. The student is expected to demonstrate the ability to recognize ethical problems in a clinical situation and to propose a solution to difficult ethical issues, sometimes with incomplete data.

CCBS I (Clinical Correlation of Basic Science) (1 credit): This course has been designed to introduce the student to case-enhanced problem-based learning. In this approach, fundamental knowledge is mastered by the solving of problems. Information is learned or reviewed by the student in an active learning mode and promotes lifelong learning. This case-enhanced style employs student initiative as the driving force for problem solving. The students' groups assume primary responsibility for the process and the professor is a knowledgeable facilitator. Teamwork, open inquiry and critical thinking are emphasized. At this level, the list of clinically oriented cases/topics are taken from the MD1 subjects.

SEMESTER 2:

Physiology (10 credits): The Physiology course has been designed to introduce the student to a basic understanding of the concepts and principles of physiology and basics of pathophysiology. Students also make an oral presentation on an agreed upon medical subject to their peers in the class. By the end of this course, students are expected to demonstrate an understanding of normal functions of the human body that enables them to recognize and deal with pathological conditions.

Biochemistry & Genetics (14 credits): This course has been designed to provide the student with a broad understanding of the concepts and principles of Biochemistry and Genetics, with emphasis on their roles in clinical practice. The course provides students with a strong background in basic components of biochemistry - amino acids, proteins, carbohydrates, lipids, enzymes and nucleotides. They will also learn the biochemical aspects of the functioning of major organs, tissues and systems (e.g., blood, liver, gastrointestinal tract, endocrines). Finally, to bring all the different facets together in a holistic overview, the students will be taught the fundamentals of nutrition. Special lectures on significant topics are provided throughout the course, as will 4 sessions on the practical clinical laboratory applications of the Biochemistry course content. At all stages the clinical relevance of biochemistry will be emphasized to the students, using general examples, specific cases and lectures dedicated to disorders and diseases in each section.

Also included in the course are in-depth concepts and principles of genetics, with emphasis on its role in clinical practice. Students are provided with a strong background in the principles of molecular genetics. Other topics include single gene disorders, atypical inheritances, multifactorial inheritances, chromosomal disorders, prenatal diagnosis, treatment of genetic diseases, cancer genetics, gene therapy and genetic counseling. Students are also made aware of the power of DNA technology. Basic concepts of DNA manipulations will be taught and examples of how these manipulations can be used in medicine will be given.

Neuroscience (6 credits): The goal of this course is to provide students with a fundamental understanding of the human nervous system in health and disease, or, more specifically:

- To integrate knowledge of the anatomic organization, physiology and prevalent neuropathologic disorders of the human nervous system with clinical issues;
- To explain basic principles of neurodiagnostic methods;

- To introduce neurological problem-solving skills and knowledge of electronic resources accessible for lifelong education in basic and clinical neuroscience;
- To explain the essential principles of cellular and molecular neurobiology, neuroanatomy, neurophysiology, neurochemistry, neuropathology, systems neuroscience and higher cortical function (built on knowledge of the development, histology and peripheral anatomy of the nervous system gained through other courses);
- To provide both a broad conceptual framework and acumen necessary for further clinical study of the normal and malfunctioning nervous system, and;
- To explain disorders in terms of neuroanatomical and physiological mechanisms by consistently presenting contrasts between function and dysfunction.

This is accomplished through an integrated series of basic neuroscience lectures with a heavy emphasis on clinical problem-solving skills, self-directed and tutorial-based learning, case studies presentations and self-study utilizing internet-based resources and textbooks.

RHM I (Research in Health and Medicine) (1 credit): This course has been designed to provide the student with an introduction to research literature review and presentation of their resultant assessment/interpretation of the significance of that review. It consists of weekly two-hour sessions during which the students are initially introduced to the process of searching through medical research literature, and then, the student is expected to apply that process themselves.

CCBS II (Clinical Correlation of Basic Science) (1 credit): This second course in CCBS further introduces the student to case-enhanced problem-based learning. In this approach, fundamental knowledge is mastered by the solving of problems. Information is learned or reviewed by the student in an active learning mode and promotes lifelong learning. This case-enhanced style employs student initiative as the driving force for problem solving. The students' group assumes primary responsibility for the process and the professor is a knowledgeable facilitator. Teamwork, open inquiry and critical thinking are emphasized. At this level, the list of clinically oriented cases/topics are taken from the MD1 and MD2 subjects.

SEMESTER 3:

Pathology I (11 credits): This course is the first of two Pathology courses at Saint James. The first semester deals with the basic concept of the various disease processes in the body, like the causes and mechanisms of disease and the associated alterations in the structure and function of various organs and organ systems.

Microbiology (10 credits): In the Medical Microbiology course, the students are provided with the scientific microbiological approach to infectious diseases, microbiological methods, knowledge, understanding and critical judgment in the field of microbiology and related disciplines (immunology, epidemiology and prevention). At the end of this course, the students are expected to be able to provide detailed descriptions of morphology, culture, spread, biochemical properties, antigenic characters, pathogenesis, laboratory diagnosis, treatment, prevention and control measures (including immunizations), of main microorganisms involved in human diseases, define the organs involved, explain the relationship between the development of the infection and symptoms, and signs and pathology.

Epidemiology and Biostatistics (4 credits): This course has been designed to provide the student with a broad understanding of the concepts and principles of Epidemiology and Biostatistics with emphasis on their role in health, medicine and research. Students will also be taught and involved with data collection, tabulation, summarization, and presentations and reporting of data. Also, special lectures on solving problems are provided throughout the course with four sessions on the practical application of Epidemiology and Biostatistics.

Medical Psychology (4 credits): Psychology is the scientific and empirical study of human behavior and mental processes. By the end of the course, the student is expected to understand the concepts of psychology and psychological disorders as well as their treatments.

RHM II (1 credit): This course is aimed to provide students with the skills and knowledge to practice evidence-based medicine and demonstrate the attitude for lifelong learning. They will learn to critically-review articles published in scientific journals and practice making presentations. The students will also start their research projects during RHM II. They will be expected to originate the project within the scope of what is possible within the available infrastructure, produce a project proposal, commence and pursue the project, and produce a report at the end of RHM III.

CCBS III (Clinical Correlation of Basic Science) (1 credit): This third course in CCBS provides more practice in case-enhanced problem-based learning. In this approach, fundamental knowledge is mastered by the solving of problems. Information is learned or reviewed by the student in an active learning mode and promotes lifelong learning. This case-enhanced style employs student initiative as the driving force for problem solving. The students' groups assume primary responsibility for the process and the professor is a knowledgeable facilitator. Teamwork, open inquiry and critical thinking are emphasized. At this level, the list of clinically oriented cases/topics in the MD1 through MD3 subjects.

SEMESTER 4:

Pathology II (11 credits): During this second semester of Pathology, students learn how to apply their knowledge of the pathological mechanisms learned in Pathology I and physiological changes of organs and organ systems of the human body and their clinical manifestations.

Pharmacology (10 credits): The Pharmacology course is designed to prepare the students for the clinical study of therapeutics by providing knowledge of the manner in which drugs modify biological functions. It includes a systematic study of the effects of drugs on different organ systems and disease processes; the mechanisms by which drugs produce their therapeutic effects; and toxic effects and the factors influencing their absorption, distribution and biological actions.

Physical Diagnosis and Clinical Medicine (10 credits): The Physical Diagnosis course serves as an introduction to Clinical Medicine. Students will learn the knowledge and skills essential for eliciting a medical history and conducting a physical examination. The course emphasizes the importance of patient interviewing, acquiring knowledge on symptoms and signs of common and specific diseases and disorders, and performing a comprehensive physical examination for

respective diseases.

RHM III (1 credit): The final course of the RHM sequence has two components.

1. Build upon prior knowledge acquired in RHM I and RHM II to perform a comprehensive literature search on a chosen topic of concurrent medical interest, then presenting a comprehensive review or recent publication in a reputed scientific journal on the topic.
2. Pursue the project initiated in RHM II by planning, executing and reporting on the research project. Senior faculty members of Saint James guide the students through their research projects. The course has been designed to provide students with a more in-depth understanding of the use of research literature review and requires them to present the results of their assessment/interpretation and the significance of their work. Students are expected to submit a written paper on their project for credit, conforming to the guidelines of the Journal of the American Medical Association.

CCBS IV (Clinical Correlation of Basic Science) (1 credit): This final course in CCBS provides practice in case-enhanced problem-based learning that integrates what has been learned in Basic Science. In this approach, fundamental knowledge is mastered by the solving of problems. Information is learned or reviewed by the student in an active learning mode and promotes lifelong learning. This case-enhanced style employs student initiative as the driving force for problem solving. The students' groups assume primary responsibility for the process and the professor is a knowledgeable facilitator. Teamwork, open inquiry and critical thinking are emphasized. At this level, the list of clinically oriented cases/topics are taken from the MD1 through MD4 subjects.

SEMESTER 5

Basic Science Review Course (30 Credits): This course is designed to integrate the knowledge, attitude and practices from MD1 through MD4 and apply it in clinical scenarios. Students will be given adequate exposure to various lecture material and active learning which is geared towards the constructive reinforcement of the students' critical thinking and skills required for clinical sciences.



RESEARCH ACTIVITIES

There are three main formal research activities:

- The RHM (Research in Health and Medicine) courses
- Research activities by students
- Research activities by the faculty

By participating in research activities and debating different topics of active interests, the students are expected to get the experience in experimental research as well as improve their skills in understanding and implementing evidence-based medicine in their future practice.

SJSM strongly supports research activities, research papers and presentations by both students and the faculty. For the faculty, research activities are a part of their professional development, and for both students and faculty, research activities are funded and rewarded. All courses implement evidence-based medicine. Exposure to research in the Basic Science curriculum is further developed by supplemental readings and incorporating information on the latest developments in medical research into the courses. The projects assigned require the students to study current literature, including journals and research articles.

Prior to the beginning of their formal clinical training, students complete a research project resulting in a paper and a poster. Case presentations are used to teach students how biomedical research improves and becomes a part of patient care, both during Basic Science training and clinical clerkships. Clinical students are required to access peer-reviewed literature to prepare for case presentations to their attending physicians.

During the four years of their education, in addition to the required research elements of the curriculum, students are actively encouraged to pursue research projects both independently and in conjunction with their faculty members.

RHM COURSES

The RHM courses are designed to prepare students to practice evidence-based medicine by ensuring they know and understand how to identify a problem or an area of uncertainty and/or find a gap in knowledge; how to ask a relevant, focused and clinically important question that is answerable; how to select the most relevant resources to search; how to search and appraise the evidence found; how to assess the clinical importance and the applicability of the evidence; how to act on and appropriately apply the evidence; how to assess the outcomes of actions performed; and how to summarize and present the records for future reference. The formal development of research competencies begin in the second semester in the RHM course and spread over three semesters. RHM courses are focused on research skills and evidence-based medicine and taught by senior faculty with extensive research experience and quality publications to their credit.

RESEARCH ACTIVITIES DONE BY THE FACULTY

Faculty members are either mentors of students' projects or principal or co-investigators in their own short-term or long-term projects. Besides local research activities, there are projects conducted on the international level. In all cases, students are actively engaged in collecting, processing, analyzing and/or presenting the acquired data.

ONLINE PUBLICATIONS

SJScience, an online journal, regularly publishes the results of select research papers: www.sjism.org/research-2/

GRADUATION PAPER

Graduation paper can be either in the domain of experimental research or observational clinical study, or secondary research demonstrating the proficiency in applying principles of EBM in finding the answers to medical-related questions.

Graduation paper proposals are accepted anytime before requests for certification for either component of the USMLE Step 2. Submission and the approval of the proposal is the requirement for USMLE Step 2 certification and for commencing the research.

CREDIT HOURS

The credit hour calculation is primarily based on the length of time students spend attending classroom lectures. Other academic activities like seminars, exams, discussions, research activities and laboratory sessions may also be included in the calculation and all of these are measured in terms of "contact hours." However, the credit hour value of research and lab session components are fractional compared to lectures, and the school reserves the right to determine the exact credit hour value of each component.

TEXTBOOKS

The latest information on textbooks is available through the library website: www.sjism.org/library. Students only need to purchase the main textbooks. Students can also opt to purchase the recommended references. In all cases, students should purchase the latest edition of any textbook, whether or not the upgraded change is indicated on the website. We encourage all new incoming students to purchase their books at their local bookstore or through websites such as Amazon. Saint James School of Medicine reserves the right to change the book list. To prevent unnecessary expenses, students are advised to purchase their books one semester at a time.

CLINICAL SCIENCE COMPONENT

The Clinical Clerkship Component takes place in affiliated hospitals throughout the United States and lasts 5 semesters (20 months). Students must pass USMLE Step 1 prior to beginning the 80 weeks of core and elective clinical rotations.

The 48 weeks of “core” (required) clerkships are as follows:

Internal Medicine:	12 weeks
Surgery:	12 weeks
OB-GYN:	6 weeks
Pediatrics:	6 weeks
Psychiatry:	6 weeks
Family Medicine:	6 weeks
TOTAL	48 weeks

The remainder of the clinical experiences consists of elective rotations in the various specialties and sub-specialties of medicine. A partial list of possible elective rotations is provided below.

Elective Rotations	Psychiatry
Allergy and Immunology	Family Practice
Neurology	Pulmonology
Cardiology	Gastroenterology
Occupational Medicine	Radiology
Critical Care Medicine	Rehabilitation Medicine
Oncology	Hematology
Dermatology	Rheumatology
Ophthalmology	Infectious Diseases
Emergency Medicine	Nephrology
Orthopedics	Urology
Endocrinology	Surgical Subspecialties

CORE CLERKSHIP DESCRIPTIONS

INTERNAL MEDICINE

The Internal Medicine Clerkship is 12 weeks long where students deal with the prevention, diagnosis, and treatment of the diseases in adulthood, including the management of undifferentiated and multi-system diseases. Clinical problem-solving in internal medicine is based on the integrated pathophysiological, psychosocial, epidemiological and all other “bedside” information to address urgent problems, manage chronic illness and promote health, using the best scientific evidence to patient care.

The Internal Medicine Clerkship is a student’s main opportunity to improve his or her fundamental skills of data collection, clinical reasoning and understanding of the pathophysiological process in clinical settings, and to become familiar with the common acute and chronic illnesses in adults, their diagnoses and treatment as well as with screening methods and preventive medicine activities.

SURGERY

The 12-week General Surgery Clerkship is designed to be an introduction to surgery and selected surgical subspecialties at our various teaching hospitals. Students are assigned to the inpatient surgical wards and outpatient clinics. The students are taught the approach to the surgical patient and participate in pre- and postoperative care as well as performs certain invasive techniques safely. By the end of the rotation, students are expected to know the indications and the contradictions and the role of ancillary services in managing surgical diseases.

OBSTETRICS AND GYNECOLOGY

Obstetrics and Gynecology is a 6-week core rotation that provides students the opportunity to participate in comprehensive health care for women from childhood through the adolescence, reproductive and menopause years, and beyond.

This clerkship offers both inpatient and outpatient clinical experience and is integrated to provide students with an understanding of routine OB/GYN care performed in the physician’s office. The primary focus is obstetrical conditions and gynecological problems commonly encountered by the physician. Students will observe and perform selected procedures necessary to provide ante-partum, post-partum, and pre- and post-operative care of gynecological patients. Students will be required to take the call, attend conferences, and read suggested literature under the supervision of residents and attending physicians.

PEDIATRICS

The Pediatric Clerkship is a 6-week course that addresses health care issues unique to infants, children and adolescents. It integrates biology, clinical and behavioral sciences with psychosocial, cultural, family, community and other influences on children’s health and well-being, within the framework of expected growth and development. The emphasis is placed on basic issues and commonly occurring illnesses, but other less common problems may sometimes need to be included. Students will have the opportunity to participate in the clinical activities of both general

and subspecialty pediatric services, to study the impact of the disease and treatment of the disease on growth and development, and on patient and family and community. They will also have the opportunity to participate in health supervision and recognition of common health problems, in the prevention of disease and injury and other activities relevant to pediatric issues. Those opportunities will be met by both inpatients and outpatients.

PSYCHIATRY

The Psychiatry Clerkship is a 6-week course. Students will have the opportunity to participate in the studies and treatment of various common affective, behavioral, cognitive and perceptual disorders. Students will achieve the competencies in the field of psychiatry through clinical hands-on experience, directly, or as a part of consult/liaison team, through patient encounters, through clinical teaching and a structured didactic program and under the guidelines and supervision of the residents and attending physicians. The students' clinical experience will be supplemented by the directed readings, discussions with preceptors, completion of required written reports, case presentations, attendance at grand rounds, medical conferences, team meetings, floor rounds and assignments, didactic presentations and student readings appropriate to the care of the student's own patients. Students will get the opportunity to participate in research projects and to present clinical and scientific information, both orally and in writing, to colleagues and other health professionals.

FAMILY MEDICINE

Family Medicine is a 6-week clerkship for third-year medical students. It encompasses continuing, comprehensive care of the patients of all ages, both genders, and of their families as well. Family medicine integrates biological, clinical, social and behavioral sciences with psychosocial, cultural, family, community and other influences on people's health. Under the guidelines and the supervision of faculty/preceptors and attending physicians, students achieve the competencies in the field of family medicine primarily through ambulatory clinical experience, with the main focus on the management of chronic diseases, health maintenance, and undiagnosed new problems. During this rotation, students integrate, expand and refine their clinical skills and become familiar with the coordinated health care provided by a family practitioner. Screening and prevention are very important parts of this rotation. Students may as well participate in research activities.

In general, the format of a clinical clerkship or rotation is as follows:

Each student is assigned to physicians (preceptors) in the various affiliated teaching hospitals. These preceptors provide lectures, make rounds with the students, assign patients for the students to "work-up," and discuss the patients and their clinical and health problems with the students. The clinical experience has the student observing interactions with patients combined with independent activities. The students are expected to learn about the patients' problems, the pathophysiology of those problems, and the management. This is all presented to the preceptors and used as the basis for the discussions and learning activities. The preceptors have the students shadow them at the beginning of the rotation which helps to determine the student's level of knowledge.

Over time, the students will be able to meet the learning objectives noted in the clerkship syllabi.

The preceptor will form a judgment regarding the student's strengths and weaknesses. The preceptor is required to observe and give feedback on the areas which will form the student's evaluation scores: Patient Care, Medical Knowledge, Practice-Based Learning, Systems-Based Practice, Professionalism, and Interpersonal and Communication Skills. These evaluations are combined with the rotation examination scores to determine the student's grades.

Note to students:

All clinical rotations must be officially initiated through the Office of the Dean of Clinical Sciences and the SJSJ Clinical Department. Contacting hospital administrators, physicians or others independently, regarding the scheduling, authorization or approval of clinical rotations by students, their family or friends is strictly prohibited. SJSJ reserves the right not to issue credit for any rotation that is not initiated through and approved by the Dean of Clinical Sciences and the Clinical Department.

GENERAL GUIDELINES FOR CLINICAL SCIENCE COMPONENT OF THE PROGRAM

The student is required to provide all of the following documentation at least 4 weeks prior to the start of the Clinical Rotations:

1. A brief resume (no more than a page long) - This will serve as a brief introduction of yourself to the hospital administration and preceptors
2. USMLE Step 1 Score Report
3. Completed Application for Liability Insurance
4. Certificate of Immunization with physical: Completed by a licensed physician
5. Proof of Personal Health Insurance Coverage: Not provided by the school
6. Emergency contact details
7. Signed student clinical contract.
8. Proof of CPR certification Level C
9. Completion of the Pre-Clinical Workshop

Before the student begins the clerkship program, if possible, they should meet with the Clinical Coordinator. This will enable the school to address any questions or concerns that the student might have.

The students starting Clinical Clerkship should be aware of the following:

1. Clinical rotations are a full-time commitment. Students are advised to refrain from assuming work obligations that divert time, attention and energy from the fulltime task of training in medicine. A student is not allowed to exceed 80 work hours per week average over any 4-week period.
2. Clinical rotations are competitive and limited. Priority is based on seniority and/or performance in prior rotations. In such cases, the student will be notified in advance.
3. Rotations are largely dependent on scheduling and availability.
4. SJSM will do its best to place students in clinical rotations and hospitals while taking into consideration the student's geographic, career and academic preferences, in addition to lodging, family considerations and other personal needs. In this regard, students are asked to be flexible and work with the clinical administration as much as possible.
5. Each rotation must be fully completed in order to be credited. There is no rigidly established schedule or sequence of clinical medicine rotations. Students may not take, nor will SJSM allow multiple concurrent rotations. No elective rotation may be scheduled for less than four weeks unless explicitly approved by the Dean of Clinical Sciences.
6. The SJSM Clinical Coordinator will provide each student with a schedule of projected rotations for reasonable periods. Changes in this schedule can only be made with joint approval of the hospital's medical education department and the office of the Dean of Clinical Science/Clinical Coordinator at SJSM. Except under extraordinary circumstances, a student may not drop any rotation within a two-week period prior to the first day of the rotation.

Students who wish to establish a clerkship/rotation on their own must do so in collaboration with the office of the Dean of Clinical Sciences. Dean of Clinical Sciences must approve each new site for elective rotation and only once the approval has been granted will the student be eligible to start the rotation. This process takes approximately six weeks and students are required to apply for the recognition of the new elective rotation site no less than six weeks before the anticipated start of the rotation. Please contact the Clinical Department for details on getting a rotation site approved by SJSM.

Elective Rotations are governed by the Elective Rotation Policy and SOP. Latest version of this policy can be found on the clinical website: www.sjsm.org/clinical

Customized Medical Program (CMP) is offered to incoming students that met certain criteria and have self-identified as needing additional time to absorb the complex material presented in our program. CMP is a great option to complete the Basic Sciences at a pace specifically designed to address needs of an individual. Please contact the Dean of Basic Sciences for details.



ADMISSIONS

The school year is divided into three semesters: Spring (January to April), Summer (May to August) and Fall (September to December). There are rolling admissions three times a year for the Fall, Spring and Summer semesters.

ADMISSION POLICY

Saint James School of Medicine prides itself in being at the forefront of medical education programs in the Caribbean at an affordable price to those individuals who are passionate about becoming successful physicians, irrespective of their ethnic, religious and cultural backgrounds. We are similarly proud to have some of the most diverse campuses across the Caribbean. SJSM meets and complies with all equality requirements set forth by different governing bodies across the Caribbean and North America. This includes marketing and recruitment efforts of students from all locations in the U.S. and Canada, with countless life experiences, cultural identities and socioeconomic backgrounds.

SJSM does not discriminate in any manner and opens its admission to students of all races, genders, religions, disabilities, marital statuses, sexual orientations and socioeconomic backgrounds. We at SJSM strongly enforce our admission policy, making sure all applicants are treated fairly and with respect not only during the admission process, but throughout the entire duration of their medical education.

Our applicant pools are initially screened by the Admissions Department and then ultimately by the Admissions Committee, so it is imperative that all candidates submit the following credentials:

1. Application Form
2. Educational Qualifications
3. Interview

4. Letters of Recommendation
5. Resumé
6. Personal Essay
7. Showing Completion of at least 90 credit hours from a regionally accredited school
8. Undergraduate GPA

In addition to the above, all candidates are screened for academic excellence, leadership abilities, research and volunteer work, life experiences, competency and seriousness.

INTERNATIONAL APPLICANTS

The Admissions Committee will evaluate applicants from countries with educational standards comparable to the United States on a case-by-case basis. All course work and diplomas submitted should be translated into English. Applicants whose native language is not English may be required to take TOEFL (Test of English as a Foreign Language).

TRANSFER STUDENTS

Students from an accredited medical school may be considered for advanced standing in the MD program. Students may transfer into the Basic Science or Clinical Clerkship Components depending on the transfer credits granted by the Admissions Committee. Requests for transfer must be supported by original transcripts from the present medical school. In some cases, detailed course descriptions may be required. SJSM does not accept transfer students into its fourth year of the program nor does it accommodate visiting students.

ADMISSION PROCEDURES

Students can apply online at www.sjsm.org/apply/. After applying, an admissions advisor is assigned to each applicant. The advisor will guide the prospective student through the rest of the process.

TRANSFER STUDENTS

The Saint James School of Medicine Admissions Committee evaluates each transfer or advanced standing medical school application on an individual basis.

The applicant must be transferring from a school listed in the World Directory of Medical Schools published by the World Health Organization.

- Transfer credits are granted for successfully completed coursework only.
- The applicant must be in good academic standing.
- The transfer is subject to availability of space.
- Transfer students must meet all documentation requirements of a new student.
- Official transcripts from all schools attended must be submitted.

Applicants who have undertaken prior studies in allied health sciences (osteopaths, podiatrists, dentists, physician assistants, and nurses) are not eligible for advanced standing. Health professionals who wish to advance their skills and earn a medical degree are advised to enroll in the Basic Science program.

IMMIGRATION

Studying in Anguilla and St. Vincent and the Grenadines requires students to follow immigration procedures for the island on which they are to study. SJSM assists students with the immigration process by collecting documents and shipping them to the island's immigration office. Immigration to Anguilla and St. Vincent is very particular, and each has policies that can change without notice. For this purpose, we suggest that students send all of their documents by the indicated deadline on the acceptance letter.

The Saint James School of Medicine is by no means affiliated with any immigration office and is not accountable for any immigration-related difficulties.

We recommend that students contact the Anguilla or St. Vincent immigration office directly for any questions that SJSM is unable to answer. Please note that students will not be allowed into Anguilla or St. Vincent until all of the required documents have been received by the island government. This is a measure that is taken to ensure that medical school students do not face any problems on arrival or during their stay.

POLICY FOR STUDENTS WITH A DISABILITY

Saint James School of Medicine does not discriminate on the basis of race, color, national origin, gender, sexual orientation or disability. Saint James School of Medicine will provide reasonable accommodations to a student's known disability in order to afford him or her an equal opportunity to participate in the medical program and services.

A student with a disability is a student that:

1. Has a physical or mental impairment which limits a major life activity
2. Has a record or history of such an impairment

Procedure:

The student has an obligation to self-identify that s/he has a disability and needs special accommodation. The school requires that the student provide appropriate documentation, at the student's expense, which establishes the existence of the disability and the need for accommodation.

The school is not required to provide academic adjustments or aids and services if such provision would alter the nature of the program, or would alter the academic requirements that are essential to the medical program. An aid may also be denied when the provision of such would place an undue burden on the institution.



FINANCIAL ASSISTANCE

All financial assistance programs have varying features and application procedures. To find out more about available financial assistance please contact our Financial Aid Office by calling 1-800-542-1553 or by emailing finance@mail.sjsm.org.

UNITED STATES RESIDENTS

Assistance is now available to United States residents; this information is on our website at: www.sjsm.org/financial-assistance/

CANADIAN STUDENTS

Student Credit Lines are available for qualified students who are citizens and residents of Canada. Professional student credit lines offer up to CAN \$150,000 and have easy application processes, deferred payments on the principal while enrolled and attractive repayment options. Please contact our Admissions Department for further assistance and details.

VA BENEFITS

U.S. military veterans who are approved for education benefits under the GI Bill or Montgomery Bill are now eligible to claim those benefits by attending our program. Please contact finance@mail.sjsm.org for details.

SCHOLARSHIPS

Saint James School of Medicine offers various types of scholarships to its students. These scholarships are intended to reward students who demonstrated academic excellence. Please contact the Admission Department for details on scholarships available.

TUITION AND FEES

Tuition and fees at Saint James School of Medicine are some of the most affordable and competitive among Caribbean medical schools today. The majority of our affiliated hospitals also train students from medical schools in the U.S. and even from schools elsewhere in the Caribbean, where tuition costs double or triple that at Saint James School of Medicine. This means that students get the same high quality of medical education without the financial burden of an enormous student loan debt. This enables graduates to enter their residency and future careers truly focused on the practice of medicine, rather than the pursuit of financial gain to pay off their loans.

BASIC SCIENCE PROGRAM - ST. VINCENT

Tuition per semester (Includes Tuition: \$4,900, Development Fee: \$400, Maintenance Fee: \$200, Library Fee: \$250, Lab Fee: \$200)	\$5,950 *
Total Tuition for 5 semesters	\$29,750

OTHER EXPENSES

Books and Stationary: 5 semesters x \$500 per semester**	\$2,500
House / Apartment Rent: 20 months x \$800 per month***	\$16,000
Airfare: 1 round trip***	\$700

CLINICAL SCIENCE PROGRAM - ST. VINCENT

Tuition per semester (Includes a variable Hospital Surcharge. Subject to change according to hospital requirements)	\$8,900*
Annual Liability Insurance (\$800 x 2)	\$1,600
Total tuition for 5 Semesters	\$46,100

OTHER EXPENSES

Books and Stationary: 5 semesters x \$900 per semester**	\$4,500
BASIC SCIENCE REPEAT COURSE CHARGE	\$1,100
CLINICAL SCIENCE COURSE REPEAT CHARGE (per week)	\$575

BASIC SCIENCE PROGRAM - ANGUILLA

Tuition per semester (Includes Tuition: \$6,900, Development Fee: \$400, Maintenance Fee: \$200, Library Fee: \$250, Lab Fee: \$200)	\$7,950*
Total Tuition for 5 semesters	\$39,750

OTHER EXPENSES

Books and Stationary: 5 semesters x \$500 per semester**	\$2,500
House / Apartment Rent: 20 months x \$800 per month***	\$16,000
Airfare: 1 round trip***	\$700

CLINICAL SCIENCE PROGRAM - ANGUILLA

Tuition per semester (Includes a variable Hospital Surcharge. Subject to change according to the demand of the hospital)	\$8,900*
Annual Liability Insurance (\$800 x 2)	\$1,600
Total tuition for 5 Semesters	\$46,100

OTHER EXPENSES

Books and Stationary: 5 semesters x \$900 per semester**	\$4,500
CLINICAL SCIENCE COURSE REPEAT CHARGE (per week)	\$575
BASIC SCIENCE REPEAT COURSE CHARGE	\$1,200

OTHER FEES ANGUILLA AND ST. VINCENT

Enrollment fee	\$2,000*
Fee for NBME Clinical Science Subject Exam (one per core rotation)*	\$150
Fee for NBME Comprehensive Basic Science Exam (Pre-Qualifying Exam)*	\$150
Fee for NBME Comprehensive Clinical Science Exam (Pre-Qualifying Exam)*	\$150
Fee for NBME Basic Science Subject Exam Fee (per semester, for semester 1-5)*	\$150
Fee for NBME Basic Science Exam Fee (per semester)*	\$150
5th Semester Material Fee	\$650
Graduation Application Fee	\$200

*Non-Refundable *Enrollment fee includes \$1,000 Reservation and a \$1,000 Administrative Surcharge Fee.

Books and stationery costs may vary each year. *The above rates are estimates.

All students enrolled are responsible for their books, transportation, house rent, and living expenses. All Tuition and Fees are subject to change without notice. The above tuition table is applicable to students matriculating May 2016 and later. Students matriculating before May 2016 are subject to the same tuition and fees except for the tuition and fees relating to the 5th semester.

FEES, PAYMENTS AND REFUND POLICIES

The following fees are non-refundable:

- Application fee
- Reservation fee
- Administrative surcharge

All tuition and fees are subject to change without notice. All students enrolled in the Basic Science Program are responsible for their books, transportation, housing rent and living expenses.

A student who withdraws from Basic Science may be eligible for a refund of tuition based on the withdrawal date:

- First week of class - 80% refund
- Second week of class - 60% refund
- Third week of class - 40% refund
- Beyond the third week - No refund

Late fees of up to \$400 may be assessed for tuition that is not paid in full on or before the due date. Students who do start the semester under a payment plan or other arrangements and do not uphold the agreement, are subject to be dropped from the course with an Incomplete (I) grade given for the course.

Students who default on payment will not be registered for classes. Students who do start the semester under a payment plan or other arrangements and do not uphold the agreement, are subject to be dropped from the course with an Incomplete (I) grade given for the course. Official transcripts will not be issued until all tuition due has been paid in full.

TRANSFER STUDENTS

Students transferring from another accredited institution may be eligible to receive credit for the classes they have already completed. In some cases, a student may finish the program ahead of the scheduled semester. If this occurs, the student is expected to pay the full tuition fee for the semester, if attendance was two weeks or more.

DEFAULT

In the event of a default (payment is past due) on tuition or a payment plan, after a proper notice and an opportunity to cure the default has been given, the students' rights will be revoked. Students will lose their MySJSJ privileges, access to internet and printing, as well as blocked/barred attendance from courses and clinical clerkships.

CLINICAL SCIENCE TUITION & REFUND POLICY

In order to complete the MD program, after five semesters of Basic Science, students are required to complete 5 semesters (80 weeks) of clinical rotations.

Tuition for Clinical Sciences is \$8,900 for the full 16-week program. Tuition will be billed to the student and must be paid within the due dates specified on the tuition bill. Clinical Sciences tuition cannot be prorated and once begun, cannot be refunded. Cancellation policy is applied as described in the Clinical Rotations Cancellation Policy.

Clinical rotation weekly tuition is \$556.25 and will be charged once every 16 weeks (i.e., once per semester), which is approximately every four months. Students are required to pre-pay at least 16 weeks and up to 32 weeks of tuition (tuition deposit)

Clinical Science Liability Insurance is charged in the first and fourth Clinical Science semesters. A late fee of up to \$400 may be charged on late payments.

Service Charge for USMLE Step 1, Step 2 CK and Step 2 CS certifications are as follows:

- \$3,000 service charge regardless of the number of attempts. * (Applicable after the sixth semester drop date. Sixth semester drop dates for all calendar years.)
 - Spring billing cycle January 30th
 - Summer billing cycle May 30th
 - Fall billing cycle September 30th
- * SJSJ will cover the \$3,000 service charge for all students who complete the entire Clinical Science Program with SJSJ

Administrative charges are included in tuition for students who complete the program. However, for the students who withdraw, transfer or are expelled before completion of the entire program, these charges will be deducted from the amount of their refund as indicated above, regardless of whether or not they passed the exam, and regardless of whether or not they took any rotations. If the student has insufficient tuition credit/deposit on his/her account to cover the applicable fees, no transcript/withdrawal or other requests will be processed until the balance is cleared.

Note:

1. The Clinical Science Liability Insurance Fee is non-refundable.
2. The late fee is non-refundable.

In the event of withdrawal, transfer or expulsion from out of SJSJ prior to the completion of the MD program, a refund for the unused portion of the tuition will be issued. The refund will be calculated by subtracting the following from the amount of money paid towards tuition (or rotations):

- Number of rotation weeks completed, multiplied by tuition amount that is considered for the refund, divided by 16, and;
- Fees and other charges as explained above.

CLINICAL ROTATION CANCELLATION POLICY

Rotation slots in U.S. hospitals are highly competitive. As such, cancelling a scheduled rotation will result in one of the following outcomes:

- If a student cancels/reschedules a rotation for any reason within nine weeks of the start date of the rotation, a rotation cancellation fee of \$500 will be charged, plus any third party fees that the school may be charged as a result of this cancellation. In certain exceptional cases, a student may cancel/reschedule a rotation up to nine weeks before the start of rotation if they provide a valid reason (e.g., sickness, death in the family) that is approved by the Dean of Clinical Sciences. It is at the discretion of SJSJ to determine and approve the validity of the reason for cancellation. If not approved, a rotation cancellation fee of \$500 will be charged.
- In the event that the student cancels/reschedules the rotation with more than nine weeks' notice, a fee of \$250 will be charged to the student's account.



STUDENT SERVICES

LIBRARY

The physical library is a study area that includes a small collection of reference books, computers and a library assistant. Students are able to reserve study rooms for individual or group study. The library has an online component (www.sjsm.org/library) that meets the information needs of students and faculty for teaching and research. Help on locating articles is provided via email or phone (remote reference). Because Saint James School of Medicine has invested in electronic information, the aim of the library is to be mostly electronic and online.

The library provides access to online medical journals and maintains a small collection of medical reference books. Students have access to titles in the collection via the Online Book Catalog. The library also keeps a single copy of each textbook used in the courses. Medical reference services are provided by the medical librarian through the "Ask a Librarian" link on the library website:

www.sjsm.org/library/ask

MEDICAL JOURNALS

EBSCO provides a database of medical journals (Medline). Students are able to use their SJSM credentials to access the online information offerings from EBSCO from anywhere that has internet access. The students and faculty can therefore get information 24/7, no matter where they are. Students can search citations from more than 4,800 current biomedical journals. Full text articles are available from more than 1,470 journals. EBSCO also provides more than 200 e-books, an evidence-based medicine tool (DynaMed) and a database of medical images. The library also maintains links to high quality medical databases and sites such as PubMed and JAMA.

In addition, the library has an institutional subscription to Science Journal, Science Translational Medicine, Lancet Journal and AccessMedicine.

The librarian in the main office is available to get any articles which cannot be found in our collection, the article will be provided by email through Inter-Library Loan.

E-BOOKS

E-books are provided through the EBSCO system. Students can download and borrow e-books for a period of three days. Students can also read the electronic books without download through the EBSCO interface. McGraw-Hill's AccessMedicine also provides more than 100 e-books. The e-book collection has been carefully researched and selected by the librarian in collaboration with the faculty.

ACCESSMEDICINE

AccessMedicine from McGraw-Hill is an online resource that provides students and faculty with access to more than 100 medical titles from the best minds in medicine, up-to-date content, thousands of images and illustrations, interactive self-assessment, case files, time-saving diagnostic and point-of-care tools, a comprehensive search platform, and the ability to view and download content to a mobile device.

Updated frequently and expanded continuously by world-renowned physicians, AccessMedicine provides fast, direct access to the information necessary for completing evaluations, diagnoses, and case management decisions, as well as for pursuing research, medical education, or self-assessment and board review.

USMLE PREP

An exam preparation program called USMLE Easy is available to students. The system can be accessed online 24 hours a day which allows the student to conduct self-study, take practice exams and review material for all courses in the Basic and Clinical Sciences. It contains USMLE-style questions on various subjects that students can use in preparation for the actual USMLE exams or for additional review or self-study.

Using this test bank of thousands of questions, students are able to:

- Study for any level of the USMLE test.
- Create exams sorted by discipline, organ system or sub-specialty, or create a set of randomly selected questions.
- Practice at their own pace.
- Take tests composed of unseen questions or retake tests composed of previously incorrectly answered questions.
- Use reporting tools via a personal profile that allows students to track their performance and compare their score to others.

Students in their 5th semester are also required to purchase a discounted subscription to Kaplan USMLE review. The cost is \$650 and is subject to change. All students will be automatically billed this fee with their 5th semester tuition and will receive access codes at the beginning of the semester.

ACADEMIC COUNSELING

The Academic Counseling process is overseen and performed by the faculty advisors and Examination Committee throughout all semesters. Academic Counseling services are available to all students, whether the student is facing academic challenges or simply wants to improve his or her performance. Academic Counseling services include:

- All students being assigned to a faculty advisor at the beginning of the program (matriculation)
- Assigning a faculty counselor by the Examination Committee to improve performance of the students who are failing a course (or courses)
- Counseling by the Dean of Student Affairs
- Tutoring by upperclassmen/fellow students
- During clerkships, Academic Counseling is provided by the members of the Office of the Dean of Clinical Sciences (ODCS)
- Required completion of the Pre-Clinical Workshop or other requirements after passing USMLE Step 1
- Counseling by the Clerkship Directors or the Dean of Clinical Sciences during the clerkships

Saint James strives to ensure that every student who enters the program is successful. SJSM reserves the right to add or remove counseling services as it deems necessary. For the latest full policy on Academic Counseling, please contact the Dean of Student Affairs at your campus or the Office of the Dean of Clinical Sciences (ODCS).

CAREER COUNSELING

Identifying career goals in early stages of medical education helps students focus on the education around a particular aspect of medicine and gives focus to the student. Saint James School of Medicine, as an institution, plays an integral part in helping students understand different career paths in medicine or research with the goal that the student will ultimately make an appropriate career choice to be successful. Saint James School of Medicine also assists students through various means during their residency application process:

- Lectures during the Basic and Clinical Science Components of the program on the availability of services and overview of the careers in medicine
- Mandatory Pre-Clinical Workshop
- Dedicated email addresses: career counseling@mail.sjasm.org and residency@mail.sjasm.org to get the fastest and best responses to inquiries
- Annual meet-and-greet with the new residents
- Residency Application Process Online Seminars (RAPOS)
- Clinical webpage: www.sjasm.org/clinical
- Annual subscription to Careers in Medicine portal by AAMC for every 4th year student

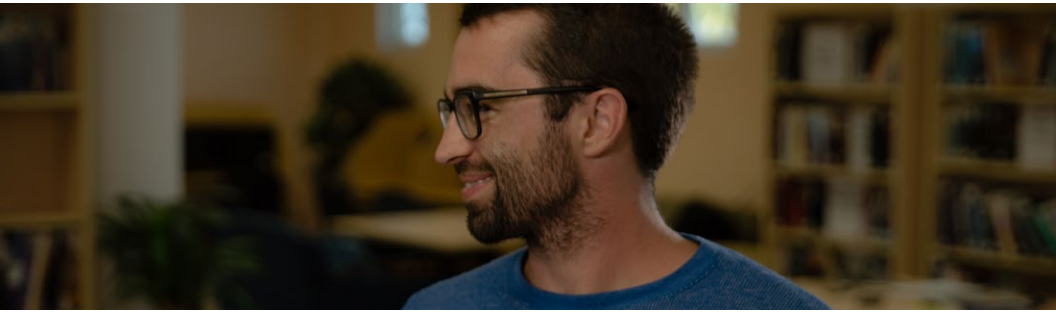
Saint James strives to ensure that every student who enters the program is successful. SJSM reserves the right to add or remove counseling services as it deems necessary. For the latest full policy on the Career/Residency Counseling, please contact the Dean of Student Affairs at your campus or the Office of the Dean of Clinical Sciences (ODCS).

PSYCHOLOGICAL COUNSELING AND WELL-BEING

Saint James School of Medicine understands that the transition to the island life and the overall burden of the medical program can take a heavy toll on the students. SJSM has developed a system that allows students to get the assistance necessary to cope with any issues typical of a medical student. Students can make use of the following services in the event that they are facing challenges in the school or at home:

- Approach your professors. Our faculty is well-versed in addressing basic student issues and may give you suggestions based on their experience.
- The Dean of Student Affairs is an integral part of student's academic life. Students should feel comfortable discussing issues with the Dean and seeking guidance and direction on how to resolve them.
- GradResources - This is a free U.S.-based crisis help line available 24/7 specializing in addressing common issues students face on a regular basis. All calls are handled by certified counselors and are 100% confidential. Call 1-877-GRAD-HLP (877-472-3457) or SKYPE 877-472-3457.
- SJSM also has a dedicated counselor available with notice to meet in-person (in St. Vincent) or on Skype to discuss specific issues.

In addition, Saint James often posts tips and best practices on its social media and internal portal regarding handling difficult or stressful situations in the school or at home.



STUDENT AFFAIRS

DEAN OF STUDENT AFFAIRS

The Dean of Student Affairs is responsible for ensuring that students are aware of all the School's services and are offered all options when facing challenges. The Dean of Student Affairs is also responsible for addressing any disciplinary issues. The Dean guides students in participating in the Student Government Association, organizes tutoring and mentoring, and ensures that students are using all the resources at their disposal during the Basic Science Component. During the Clinical Science Component of the program the role is conducted by the Dean of Clinical Sciences and his office.

STUDENT GOVERNMENT ASSOCIATION

Each class elects officers to the Student Government Association (SGA) to coordinate its activities every semester. The SGA members also meet regularly with the Dean of Student Affairs. In addition, the SGA actively serves on a number of school committees, and plans and organizes events such as community outreach programs and cultural events.

ACADEMIC POLICIES AND REGULATIONS

This section explains regulations and policies that affect students after admission, as well as general information. When a student registers at Saint James School of Medicine, s/he accepts the official academic regulations and policies.

ATTENDANCE POLICY

All of the Basic Science course syllabi require 80% attendance for each block.

- For all absences, a written request for the leave of absence (LOA), with a brief explanation, must be submitted for the approval of the Dean of Student Affairs prior to the start of the LOA. The student must verify that the LOA has been approved prior to leaving or risk being classified as Absent Without Leave.
- For absences of more than 2 working days, a LOA request form must be filled out and handed over to the Dean of Student Affairs for approval. This form is available on the school website under Downloads.
- If a written explanation prior to the leave of absence is not possible due to an emergency, students must use their best efforts to inform the Dean of Students of the reasons and duration of his or her absence during his or her absence or immediately upon return. A formal leave of absence form must be submitted as soon as it is possible.
- As a courtesy, students should also inform all their course directors of their inability to attend lectures whether their absence is planned or an emergency.
- If no explanation is received before or after a leave of absence, the student will be classified as Absent Without Leave, and will become inactive in the SJSM system. If this student wishes to resume classes, his or her case must be reviewed by the Exam Committee, who will decide whether this student is allowed to resume classes, and if so, under what conditions.
- Students who come to class more than 15 minutes late will be marked absent for that lecture.
- Students who fail to achieve at least 80% attendance in each block in a given semester will get a 20-point deduction for that block exam, if it is a first-time failure to get 80% attendance. Any future offense will result in exam exclusion.
- Repeated failure to meet the attendance requirement may result in disciplinary action including but not limited to suspension and/or dismissal.
- It is mandatory for ALL students to attend the first day of class every semester. ALL students will be required to attend class on the first day. All students must book their flights back to the island accordingly.

Attendance for all clinical rotations is expected to be 100%, any absence should be reported to the Office of the Dean of Clinical Affairs as soon as possible by emailing sjsmclinical@mail.sjism.org



I TRANSFER OUT POLICY

SJSM defines a transfer student as a student who intends to seek admission to a medical program at another medical school within one year of leaving SJSM. In order for an SJSM student to transfer from Saint James to another medical school, the student must first apply for transfer. The appropriate steps for transferring are outlined below:

1. The student must fill out a Transfer Request Form in its entirety. This form is available for download from the school website. All transfer applications are to be sent to the SJSM administrative office in the U.S. Transfers are not automatically approved. In his or her application for transfer, the student must state the reasons necessary for the transfer along with any supporting documentation.
2. Transfer applications are reviewed by a committee and each application is either accepted or denied on a case-by-case basis. Students will be notified whether their application for transfer was approved or denied. Transfer applications may take up to 3 weeks to review and process.

If a student is denied for transfer, the student will not be issued a transcript, either official or unofficial. In such cases, the student has the option of continuing at SJSM or applying for withdrawal. The definition and terms of withdrawal are given on the next page.

Possible reasons for denial of an application for transfer to another medical school may be, but are not limited to, the following:

- Misrepresentation of the circumstances surrounding transfer
- Misconduct (academic or otherwise)
- Incomplete Transfer Application Form

I APPLICATION FOR WITHDRAWAL

SJSM defines a withdrawn student as a student who does not intend to seek admission to a medical program at any another medical institution within a period of one year from the date of withdrawal.

In order for an SJSM student to withdraw from the school, the student must first fill out a withdrawal form which is available for download on the school website.

The student also understands that by withdrawing from SJSM, they will not be able to obtain an official or unofficial transcript for up to one year. If a student requires documentation to verify enrollment at SJSM at any given time, SJSM will provide such documentation in letter form.

SJSM may permit a withdrawn student to obtain a copy of their official transcripts within the one year following withdrawal if they are seeking admission to a nonmedical program. In such cases, a Transcript Request Form would have to be submitted as described below. If a student requests a transcript to be sent to another medical program, their status will be updated to transfer.

I REQUEST FOR TRANSCRIPTS

A request for transcript must be submitted to the school office by filling out a Transcript Request Form, available for download on the school website. Transcripts may be of two kinds:

1. **Official Transcripts:** This is a transcript that is requested when transferring out of SJSM to a medical program in any other medical school. This request must always be preceded by an approved Request for Transfer. There is a charge of \$25 USD for each official transcript released. The only time official transcripts are provided free of cost is during residency application, where official transcripts are sent by the school directly to the Electronic Residency Application Service (ERAS) or upon completion of the MD program. Complete contact information for the organization where the transcript is to be sent must be provided on the Transcript Request Form. Typical turnaround time for processing a Transcript Request is 30 days. Expedited service is available for an additional cost.
2. **Unofficial Transcripts:** This is a transcript that may be issued on the request of the student, provided the reasons for the request are satisfactory. Complete contact information for the organization where the transcript is to be sent must be provided. There is a \$10 charge for issuance of the Unofficial Transcript.

REQUEST FOR GRADES

Generally, grades for the past semester will be posted on the school notice board or made available to students online during the first 4 weeks of the semester. All discrepancies and changes must be addressed to the involved faculty member in writing. The faculty member will then advise the administrative office in the U.S., in writing, whether or not there is a change in grade. A direct request from a student for the change of a grade will NOT be entertained by the administrative staff on campus or Chicago.

In rare cases, a student may request a copy of their grades to be communicated to their parents, spouse, or sponsor. These are dealt with strictly on a case-by-case basis.

DROPPING A CLASS

Students in Basic Sciences have the right to drop a course they are taking for the first time before the drop dates. There are two Drop Dates in each semester.

The first Drop Date will be the end of the third week of classes. Dropping the course at this point would result in the course being eliminated from the transcript as if it was never taken. The student would be eligible for a refund only per billing policy and only if dropping all courses. Semester tuition does not get prorated.

The second Drop Date is considered the end of the first week of block three. Dropping a course prior to this drop date, but after the end of the third week of class will result in a Withdrawal (W) grade for the course and would not impact the overall GPA of the program. The student would not be eligible for any refund. The student would be placed on Academic Probation and the next enrollment of the course would be considered a repeat. In the case of a failure of a repeat course, the student would be dismissed as per school policy with the ability to appeal the decision. The student would be charged the Repeat Rate tuition for the semester he decides to take this course in again.

Dropping a course after the second drop deadline would result in an assignment of the course grade based on the performance for the entire semester, including missed periods.

The student is not allowed to drop a course s/he is repeating.

To drop a course a Course Drop Request Form must be filled out and taken to the Dean of Basic Sciences for approval and signature and sent to the Registrar Services Department for filing.

Dropping all courses in the semester in Basic Sciences would require an approval of the Leave of Absence.

Dropping out from a clerkship in Clinical Sciences is not allowed except under extreme circumstances. Students in Clinical Sciences are not allowed to drop the course once the course has started. For cancellation prior to the start of the clerkship the Rotation Cancellation Policy applies.

GRADING POLICY AND SYSTEM

The Exam Committee reviews every student's grades during and at the end of each semester. There are four course examinations. The assessment methods are adjusted to an educational concept that emphasizes active learning and evidence-based medicine. The final grade takes into account four multiple choice exams in addition to practical assignments. Multiple choice questions are USMLE-style: clinical vignettes with 5 choices as possible answers. Practicals are demonstration methods of active learning and could be in the form of: an article, a written assignment, thesis, paper or a draft, design or research assignment, participation in fieldwork,

Participation in seminars and/or educational activities designed to teach certain skills, conducting a project or developing an experimental design, conducting a literature review, giving a public presentation, conducting tests and experiments and participating in a case study report. The final graduation papers are evaluated by supervising physicians (usually teaching staff from affiliated hospitals), the SJSJ research coordinator and an SJSJ board that consists of two or more professors from the campus.

Student performance in each subject is recorded as:

A > 90 • B > 80 • C > 70 • F < 70

The Committee may place a student on academic probation in the event that s/he fails a course or clerkship. For core clerkships, grades are determined in the following manner:

- 75% of the grade is derived from the preceptor evaluation
- 25% of the grade is derived from the End Of Clerkship Examination

Further, students are required to complete their logbook and clinical case requirements in every core clerkship before the grade for that clerkship is finalized.

In elective rotations, students will be graded solely on the results from the End of Clerkship Evaluations.

Logbook: Students are required to complete logbook entries every week during their core rotations. Specific details about the logbook entries, instructions and policies will become available at the time of enrollment into a core clerkship.

Clinical Cases: Each student is required to complete the required clinical cases for each core clerkship. These cases are designed to further improve student's knowledge of clinical medicine and to improve critical thinking. All cases must be completed before the last day of each respective core clerkship.

RETAKES EXAMS

Retake exams may be offered to students who fail a given course in Basic Sciences. Students may take retake exams in up to 2 courses at a time. All decisions pertaining to academic probation and retake exams will be determined by the Exam Committee. All decisions made by the Exam Committee are final.

RETAKES EXAM POLICY - BASIC SCIENCES

1. The students may be given an opportunity to take a retake exam in up to 2 subjects in which they have failing grades. Not every course will offer a retake exam at the end of the course. Please see the course syllabus to find if a retake is offered in that course.
2. If the student fails in 3 or more courses, s/he will be required to repeat the courses failed. No retake exam will be allowed for repeating courses.
3. The student may voluntarily opt to repeat the course(s) in question prior to taking the make-up exam.
4. If a student fails the retake exam, s/he is required to repeat the entire course. Courses to be repeated must be scheduled in consultation with the Dean of Basic Sciences.
5. Retaking courses may require the student to stay an additional semester. Current SJSM policy requires students to pay a fee per repeated course. Please refer to the appropriate section in the school handbook for the most up-to-date fee schedule.
6. The student who fails the exam after repeating the course will be dismissed from the school.
7. The student can ask for reinstatement by writing a letter to the Exam Committee. The Exam Committee can re-admit the student who has failed the same course twice if they feel that the student has the ability to complete the course at the third attempt. The Exam Committee will make a re-admission decision on a case-by-case basis. Students repeating a course are not allowed to take a retake in that course.
8. Students who fail a course will be placed on academic probation and may provisionally attend the classes in the next higher semester. This does not guarantee promotion. Whether or not they will be allowed to continue will be determined by the outcome of the retake exams. Students will therefore not be allowed to officially register for the courses of the next semester until they have passed the retake exam(s) and are approved by the Exam Committee.
9. Students on academic probation and awaiting a make-up exam may not take any of the periodic exams/quizzes offered in a course.
10. Attendance of a student on academic probation may be taken but will only be applied when the student has been cleared by the Exam Committee.
11. Only a grade of C may be awarded for a retake exam. However, if the student has repeated the entire course and has maintained a minimum of 80% attendance, his or her grade for the course will be based upon the grading format for the course and can be an A, B, C or F.
12. No student may miss an exam (final or retake) unless a leave of absence form is submitted and approved by the Dean of Student Affairs and the Registrar prior to the date of exam. A leave of absence form is available for download from the school website at www.sjsm.org. The student should ensure that s/he has a copy of the approved LOA form prior to going on leave.
13. The retake examination will be comprehensive based on the content of the syllabus.
14. The retake examination will be scheduled on the first Friday of each new semester (within a week of the start of the new semester). Students who miss the retake exam will be treated as having failed the retake exam, as per Item 4, and are not entitled to reschedule the exam.
15. Faculty members have been advised to put up a preliminary list of grades on MySJSM after the exam. However, it remains the student's responsibility to find out if s/he has failed a final exam, and whether s/he will need to take a retake exam. Travel plans must be made and altered accordingly. Arrangements for such alterations will be the sole responsibility of the students.
16. Make-Up Exam: Any student missing an exam must be cleared by the Dean(s) before they are eligible for a make-up exam. This requires the student to provide appropriate documentation as per LOA policy. The Dean will clear the student for the exam(s) and contact the course director to inform him/her that the student is eligible for the make-up exam. No make-up exam should be scheduled unless the student has an approved LOA or an approved medical note for the day of the exam.
17. It is the policy of the school that all MD1-MD3 courses must be completed successfully before the student can register for any courses in clerkship examinations for the MD4 semester. Retake exam policy does not apply to the end of clerkship examinations. Students are required to complete all MD1-MD4 coursework successfully before being allowed to register for the 5th semester courses. MD 5 students are not offered retake exam for the BSRC course.
18. In Clinical Sciences students are required to complete ALL of their clerkship requirements (logbook, exam, cases) no later than three months following the completion of the clerkship. Failure to do so will result in a failure of the clerkship. Retake Examination Policy does NOT apply to clerkships. Students in Clinical Sciences are not offered retakes.

ACADEMIC PROBATION

Any student who fails a course is automatically placed on academic probation. All transfer students admitted with advanced standing will be placed on academic probation for their first semester of enrollment in the school. Students on academic probation are reviewed each semester and may be removed from academic probation if they have demonstrated improved academic performance.

STUDENT ACADEMIC GRIEVANCE POLICY

The school provides an opportunity for students who may wish to register dissatisfaction with respect to:

1. General academic organization in the medical school
2. Course or clerkship management, presentation, or evaluation procedures
3. Assigned grades in courses or clerkships

The channels for redress are as follows:

- Problems having to do with the academic organization in the medical school, in general, may be presented through the class representative.
- Students with specific course or clerkship grievances may seek redress by presenting the problem for resolution in the order as noted:
 - The course or clerkship faculty member in conference with the clinical coordinator as appropriate.
 - The Dean of Student Affairs or Clinical Sciences as appropriate.
- A student who wishes to appeal a grade received in a course or clerkship, must seek resolution through the following channels in order as noted:
 - with the clinical coordinator as
 - The course or clerkship faculty member in conference with the clinical coordinator as appropriate.
 - The Dean of Student Affairs or Clinical Sciences as appropriate.

At each level, the individual contacted will work to resolve the problem. Consideration at a higher level will not be made until the previous level has sufficient opportunity to achieve a solution.

CONFIDENTIALITY OF STUDENT RECORDS

Saint James School of Medicine students have the right to review, inspect and challenge the accuracy of information kept in the cumulative file by the institution. Records that may be released to the student for review include grade reports and transcripts which relate to student progress. Student progress notes held by individual faculty members are not part of the student's official file and cannot be released.

Students who want to have their academic records accessed by another person have to fill out and submit a Student Record Release Form (SRRF). Financial records will be provided to third parties as long as they have knowledge of student's school ID, or the student has expressly instructed sharing of the financial records with specific individuals.

LEAVE OF ABSENCE

Students are not encouraged to take a leave of absence from their studies. Preparation for the USMLE is best accomplished by completing the program in the allotted 20 months followed by the clinical rotations. Therefore, a leave of absence (LOA) from school may be granted only under extraordinary circumstances. The following guidelines must be followed when applying for a leave of absence:

During Basic Sciences, the Dean of Basic Sciences must be consulted prior to applying for a LOA. During the Clinical Sciences, the Registrar's Office should be contacted prior to applying for a LOA. A LOA may be granted for a maximum of one semester (20 weeks) at a time. The application for a LOA is available for download from the school website. Valid documentation supporting the need for a LOA must be submitted with the completed application (e.g., medical report, legal notice/documents). The completed application for a LOA must be submitted to the Office of the Registrar at least 6 weeks prior to the start of the anticipated LOA. Failure to do so may result in denial of LOA.

After the completion of the 5th semester the student is expected to be inactive for some time until s/he has registered for and completed the USMLE Step 1. No LOA will be required to be granted during this period. Billing will resume as per billing policy.

The refund policy of the school will apply if a LOA is taken after the start of the semester. Please refer to the refund policy that can be found on the school website in the Tuition section. If a LOA is approved, it is advisable for the student to inform their respective professors. The student must report back for classes by the date indicated on the LOA application.

Only in extraordinary circumstances will a student be granted an extension of a LOA into the next semester. This is dealt with on a case-by-case basis. A new LOA application must be completed and supporting documentation must be submitted to the Registrar's Office for approval when requesting an extension of a LOA. The final decision pertaining to a LOA request will be at the discretion of the Office of the Registrar.

ACADEMIC INACTIVITY POLICY

Students who have not attended a Basic Science courses for a period of three consecutive weeks with exception of approved LOA will be administratively withdrawn.

Students who have not had any academic activity during the Clinical Science portion of the program for a period of 24 months will be administratively withdrawn. Academic activity includes:

- Registration for USMLE Step 1 exam
- Registration for rotations
- Taking rotations or fulfilling other academic requirements as required by the Registrar or the Clinical Department.

Students desiring to resume their studies after their status has been changed to “Administratively Withdrawn” must reapply and go through the admission process. They will also be subject to any changed academic requirements, changed admission requirements, tuition increases and policy changes in force at the time of re-enrollment.

ACADEMIC FREEDOM

The Saint James School of Medicine guarantees to faculty members academic freedom in teaching, research and publication as defined by the American Association of University Professors’ 1940 Statement of Principles on Academic Freedom and Tenure, and the Association’s 1970 Interpretive Comments on that statement.

STUDENT CONDUCT

From the day of enrollment in medical school, students are considered to be junior colleagues in the medical fraternity. They are an integral part of the treatment team and must exhibit conduct consistent with the ideals of the profession. Students are expected to uphold the standards of SJSM and its hospital affiliates. Students have to sign an honor code and follow the Code of Ethics policy and other written policies provided to them at the time of matriculation or after they are enrolled. The student’s personal life will be in harmony with conduct expected by the school. The students are expected to:

1. Treat all fellow students, teachers and staff with respect and fairness.
2. Treat all fellow students and teachers equally regardless of age, gender, race, ethnicity, national origin, religion, disability, or sexual orientation.
3. Commit the time and energy to their studies necessary to achieve the goals and objectives of each course/clerkship.
4. Be on time for lectures, investigational, and clinical encounters.
5. Communicate concerns/suggestions about the curriculum, didactic methods, teachers, or the learning environment in a respectful and professional manner.
6. Show good behavior during teaching and assessment periods.

ACADEMIC DISHONESTY/POLICY VIOLATION

In an academic community, honesty and integrity must prevail if the work accomplished and the honors awarded are to receive respect. The erosion of honesty is the academic community’s ultimate loss. The responsibility for the practice and preservation of honesty must be equally assumed by all of its members.

Students are also expected to follow all policies and procedures put forth by the school.

Definition: Academic honesty requires the presentation of one’s own work for evaluation and credit, not the work of others. In general, academic dishonesty includes cheating on an examination of any

type, or giving, receiving, offering or soliciting information on any examination. More specifically, this includes:

- Copying from another student’s paper.
- Use of prepared materials, notes or texts other than those specifically permitted by the instructor during the examination.
- Collaboration with another student during the examination.
- Buying, selling, stealing, soliciting or transmitting an examination or any other material purported to be unrealized contents of an upcoming examination or the use of any such material.
- Substituting for another person during an examination or allowing such substitution for oneself.
- Bribery of any person to obtain examination information.
- Plagiarism is the failure to acknowledge indebtedness. It is always assumed that the written work offered for evaluation and credit is the student’s own unless otherwise acknowledged.
- Such acknowledgment should occur whenever one quotes another person’s actual work or whenever one appropriates another person’s ideas, opinions or theories, even if they are paraphrased, and whenever one borrows facts, statistics or other illustrative materials unless the information is common knowledge.
- Collusion is collaboration with another person in the preparation or editing of notes, themes, reports or other written work or in laboratory work offered for evaluation and credit unless such collaboration is specifically approved in advance by the instructor.
- Credential misrepresentation is the use of false or misleading statements in order to gain admission to Saint James School of Medicine. It also involves the use of false or misleading statements in an effort to obtain employment or university admission elsewhere, while one is enrolled at Saint James School of Medicine.

Violation of policies stated in this document, Code of Ethics or other published documents are viewed negatively by the administration and may result in a disciplinary action against the student.

The Disciplinary Committee deals with cheating or other unethical academic conduct demonstration of behavioral or emotional instability, which impairs judgment and/or represents a potential compromise to patient care or violation of the Honor Code or other policies of Saint James School of Medicine. Actions of the Disciplinary Committee include but are not limited to:

1. Community service for minor offenses
2. Suspension from the School of Medicine
3. Dismissal from the School of Medicine

Examples of actions that will lead to disciplinary action include: cheating, plagiarism, fighting, causing disturbances in or around campus, making defamatory statements about the school or its faculty and staff, falsification of documents used to gain admission, public drunkenness, the use or possession of illegal drugs, failure to carry out assigned duties in the academic program, Physical Diagnosis or Clinical Medicine, and lastly, failure to be available when on-call.

FACULTY RESPONSIBILITY

It is the duty of the faculty to practice and preserve academic honesty and to encourage it among students. The instructor should clarify any situation that may differ from the generally stated policy. S/he should furthermore endeavor to make explicit the intent and purpose of each assignment so that the student may complete the assignment without unintentionally compromising academic honesty. It is the responsibility of the faculty member to provide for appropriate supervision of examinations.

STUDENT RESPONSIBILITY

It is the duty of the student to practice and preserve academic honesty. If the student has any doubt about a situation, he or she should consult with his or her instructor or dean.

PROCEDURES

Upon encountering a violation of academic honesty by a student, a faculty member should:

- Confront the student and make charges known.
- Discuss the matter thoroughly with the student so that each position is clearly delineated.
- Notify the Dean who will refer the case to the Disciplinary Committee if he judges the case to have sufficient merit. The student should be suspended, pending the decision of the Disciplinary Committee.

The decision of the Disciplinary Committee may be dismissal, suspension or some other penalty. The Disciplinary Committee Standard Operating Procedure can be found on the SJSM student portal.

APPEAL PROCEDURE

Should the student desire to appeal the decision for punitive action, s/he shall notify the Dean and provide a written reason for the appeal, along with any supporting documents related to the appeal for review by the Provost (Chief Academic Officer) or his or her designee.

DRESS CODE

Attire both on- and off-campus is generally informal, however, students are required to be presentable in keeping with the standards of future physicians, especially when managing patients. (Please refer to Section 2 of this policy)

Appropriate dress also connotes high standards of discipline. Students are expected to come to school in appropriate attire for classroom learning.

Details: (non-clinical hours and school hours)

DO's:

1. Trousers, jeans, dress shorts, shirts, t-shirts and modest length skirts/shorts.
2. Formal/semi-formal attire on occasions like the white coat ceremony.
3. Running shoes, sandals, sneakers.

4. Strapless dresses with light jackets.
5. Clothing must always be clean, pressed/ironed, fit appropriately and free of holes, tears and stains.

DON'Ts:

1. Recognize that clothes such as shorts, tube tops, net tops, bare midriff tops, halter tops, spaghetti straps, tight and skimpy bottoms and see-through garments are not appropriate.
2. No beach wear or flip-flops.
3. Students shall wear their pants properly at the waist. No sagging.
4. Any clothing, jewelry or accessories with decorations, patches, lettering advertisements, etc. that may be considered obscene or offensive are not to be worn to school. This includes criminal street gang identifiers, accessories that may be used as weapons, and accessories having drug, sex, tobacco, or alcoholic beverage references or designs.
5. The display of cleavage is unacceptable. Low-cut blouses, tops and sweaters with plunging necklines (front and/or back) are not allowed.
6. Hats and other belongings with profanity or advertisements of tobacco, alcohol, or violence are prohibited. Baseball caps are not permitted in classrooms.
7. Transparent and/or see-through material is considered unacceptable.
8. Dresses, Skirts, Skorts: The length of a skirt/dress/skort must be a minimum of half the distance between the fingertips and the top of the knee when the student's hand is fully extended down the side of the student's leg. When measuring skirts, dresses or skorts that have slits, the length will be determined by measuring from the top of the slit. Shorts: The minimum length of shorts must be no shorter than the tip of the longest finger with student's hand fully extended down the side of the student's leg.
9. Pants torn, cut/slashed or frayed material that reveals any area of skin or undergarment above the knee is considered inappropriate.
10. No pajama bottoms, sleepwear or lounge wear.

White Coat Ceremony: Business attire. Typically ladies are in dresses and men wear ties.

Personal Hygiene and Grooming/Accessories:

Students are expected to meet the following standards or guidelines with respect to personal grooming and hygiene upkeep:

1. Consistent bathing
2. Change into clean clothes every day.
3. Use perfumes/deodorants to avoid body odor.
4. Oral hygiene

5. Fingernails must be short, clean and well-trimmed.
6. Hair should be kept neat, clean and reasonably styled.
7. Facial hair should be neat, clean, closely trimmed and not be a distraction to the learning environment.
8. Chains or spiked jewelry are unacceptable.
9. Body piercings other than earrings, and visible tattoos are strongly discouraged and may be deemed inappropriate.
10. Any kind of religious exceptions must be cleared by the Dean.

SECTION 2

Standards for appearance and apparel: (clinical sciences)

At all times, students of SJSM are expected to maintain an appearance that is consistent with the highest professional standards and project a public image of cleanliness, competence, and professionalism.

Good taste indicates that haircuts, hairstyles, and personal grooming be neat and conservative rather than ostentatious. Grooming and style should also be practical so as to enable one's duties to be performed without embarrassment, inconvenience, or threat to safety.

Specifically: (1) Hair must be clean and neat avoiding radical styles. (2) Mustaches and beards must be clean, neat, and trimmed. (3) Cosmetics and perfumes should be inconspicuous. (4) Most hospitals discourage the wearing of jewelry. (5) Fingernails should be maintained in a professional manner, be closely trimmed, and should not interfere with patient care or professional duties. For clinical appointments, and whenever students are in the clinical sites, clean, white coats with approved name tags and school logo are to be worn at all times. Acceptable attire is usually business casual. Shoes are considered standard apparel. Thongs or sandals are not appropriate in any clinical facility. Some clinical sites may have dress requirements that are more specific than those listed here.

Compliance: If a student is not dressed appropriately for school, s/he will be asked to change clothing and may be subject to disciplinary action. The standards set forth in this policy may be reviewed and/or revised as deemed necessary.



USMLE STEP 1 CERTIFICATION PROCESS

PRE-EXAM REQUIREMENT

Upon completion of the 5th semester, students will be required to pass a proctored NBME Comprehensive Basic Science Exam to be certified for USMLE Step 1. (Not applicable for students matriculating on or after May 2016)

For more details on each exam and available dates, please visit www.sjsm.org/prequal. The school reserves the right to change the exam offerings and required passing scores.

STUDENTS WHO MEET THE PRE-EXAM REQUIREMENT

Students who meet the Pre-Exam Requirement are entitled to be certified for the USMLE Step 1. To do so, please contact the Registrar's Office at records@mail.sjsm.org. The result from the Pre-Exam Requirement is only valid for 30 days (45 days for the first time USMLE Step 1 applicants). This means that students who did not get certified within 30 days from the successful completion of the Pre-Exam Requirement will have to fulfill the requirement again.

STUDENTS WHO DO NOT MEET THE PRE-EXAM REQUIREMENT

Students who do not successfully pass the NBME Comprehensive Basic Science Exam are encouraged to meet with a member of the ODCS prior to being allowed to take the exam again. The purpose of the meeting is to create a study plan, so the student is better prepared for the next attempt.

AFTER THE USMLE STEP 1 FIRST ATTEMPT

Upon receiving the results from the USMLE Step 1:

Students who successfully pass the exam are required to send in a copy of their score report. Once the report is submitted, the student must complete the Pre-Clinical Workshop, after which they may begin the process of scheduling core and elective rotations with the Clinical Department.

STUDENTS WHO DO NOT SUCCESSFULLY PASS THE EXAM

Students who do not successfully pass the USMLE Step 1 are required to meet with the member of the ODCS prior to being allowed to take the exam again. The purpose of the meeting is to create a study plan so that the student is better prepared for the next attempt.

AFTER THE USMLE STEP 1-SECOND ATTEMPT

Students who successfully pass the exam: are required to send in a copy of their score report, after which they may begin the process of scheduling core and elective rotations with the Clinical Department.

STUDENTS WHO DO NOT SUCCESSFULLY PASS THE EXAM

In order to be eligible for the third and fourth certification, students will be required to meet the Advanced Pre-Exam Requirement (increased passing score requirement). Students may also be asked to provide additional proofs of readiness for the exam as required by the school.

Before any subsequent certification for the exam is approved, the failing score report of the previously taken USMLE must be submitted.

Students are allowed to be certified only four times for USMLE Step 1. If after the fourth certification the student was unable to provide a successful passing score, the student will be dismissed from the school.

USMLE STEP 2 CERTIFICATION PROCESS

Passing both components of the USMLE Step 2 (Clinical Knowledge and the Clinical Skills) is a requirement for graduation. Both exams are eligible to be taken only once all six core clerkships have been successfully completed.

Before a student is allowed to be certified for the USMLE Step 2 CK, the student is required to pass the proctored NBME Comprehensive Clinical Science Exam.

Effective September 1st 2017, all six core rotations will have to be completed before the student is allowed to take the pre-qualifying examination for USMLE Step 2 CK. The results of this exam are valid for 30 days from the receipt of the score. If the student has not applied for the certification within that timeframe, the student will have to take the exam again. The School reserves the right to change the required passing score or the requirements as necessary.

Additionally, before the student is allowed to take the NBME Comprehensive Clinical Science Exam student must provide proof or submission of the Graduation Paper Proposal to the Research Manager.

USMLE Step 2 CS can be taken at any point after the successful completion of all six core clerkships. Students applying for residency should ensure that they have both components of the USMLE Step 2 completed prior to submission of the residency application.

RESIDENCY

Applying for residency is a lengthy process that usually begins in July of the final year of medical school. Residency slots around the United States are typically filled through the National Residency Matching Program (NRMP) (www.nrmp.org). Residency applications are made through the Electronic Residency Application Services (ERAS) (www.aamc.org/students/eras). Among other documents, students are required to complete USMLE Step 1 and 2 and submit at least letters of recommendation from professors and/or preceptors. SJSM will provide the official transcripts and the Medical Student Performance Evaluation (MSPE). It differs from Dean's letter in that it is not a recommendation letter but a detailed evaluation of the student's complete medical school career at SJSM.

| MEDICAL STUDENT PERFORMANCE EVALUATION (MSPE)

Each 4th year medical student has a MSPE sent to the residency training programs to which s/he is applying. This MSPE summarizes the student's academic performance, reflects extracurricular achievement, and provides the School's recommendation for continued training.

Each student participates in the preparation of his or her MSPE and has an opportunity to help shape its content. Though intended to be a supportive document, the MSPE reflects a fair and accurate picture of the candidate as a potential resident and the MSPE Committee (and ultimately the Dean) retains sole responsibility for its final content and recommendation.

Any written materials in the student's permanent medical school file may be used in the MSPE. The Committee will make every effort to see that the information is used in the fairest and most positive manner possible. Any academic, physical, or personal problem that has resulted in an interruption or extension of the student's progress through medical school will be noted in the letter. Any written commentary documenting academic, professional, or behavioral problems during medical school may be included in the letter. Students are encouraged to periodically review their own files and to initiate appeals in a timely manner when appropriate. A review may be initiated by contacting Registrar Services at records@mail.sjms.org. More detailed information is available on the ERAS website (www.aamc.org/students/eras).

| GRADUATION REQUIREMENTS

In order to graduate from Saint James School of Medicine, a student must meet the following requirements:

1. Successfully complete the Basic Sciences, and all core and elective rotations
2. Pass USMLE Step 1
3. Pass USMLE Step 2 CS and CK
4. Meet all financial obligations for tuition and other charges
5. Be in good academic standing
6. File all required paperwork, including test scores, immunization records and evaluations
7. Submit an acceptable graduation paper that was reviewed and approved by the preceptor and the SJSJ faculty
8. Pay Required Graduation Application Fee

Please note that failure to fulfill any of the above requirements will deem the student ineligible for graduation. In order to apply for graduation the student must complete and send in the "Application for Graduation" form that is available in the Downloads section of the School's website. On approval of the application for graduation, the MD degree will be awarded to the student.

| INTELLECTUAL PROPERTY

All course and school material obtained during the course of studies with the school are the intellectual property of the school and the faculty that created the material. Sharing, posting on the internet or uploading to third party websites are strictly prohibited and will be punishable to the fullest extent allowed by the law.

| ACCEPTABLE USE OF COMPUTING AND INFORMATION TECHNOLOGY RESOURCES

PURPOSE

This policy describes the acceptable use of computing and information technology resources which includes equipment, software, networks, data and communications.

APPLICABILITY

This policy applies to all users of Saint James School of Medicine computing and information technology resources including faculty, staff, students and alumni.

ACCEPTABLE USES

In general, uses that do not significantly consume resources, or interfere with other users, are acceptable (with exceptions specified below), but may be restricted by Information Technology Services. The campus network is a shared resource; therefore, network uses or applications, which inhibit or interfere with the use of the network by others, are not permitted. For example, applications which use a high percentage of network bandwidth, thus inhibiting the use of the network by others, are not permitted and may be controlled.

THE FOLLOWING USES ARE PROHIBITED:

1. Viewing obscene materials which could be construed as harassment
2. Copying or transferring materials which do not honor U.S copyright laws (e.g., copyrighted files downloaded from P2P or torrent applications).
3. Participation in online activities during class time, when the said activity does not relate to the educational objectives. Such activities include, but are not limited to the following: use of online music, games, video, Skype, Snapchat or any other major bandwidth consuming activity
4. Harassing, libeling, slandering or threatening of others
5. Using someone else's access credentials to access the networks or printing services
6. Updating of personal devices during school hours (e.g., iPhones, tablets, smart watches)
7. Plugging into the network data ports on campus
8. Other uses deemed inappropriate by the IT Department

SANCTIONS FOR VIOLATIONS

The Saint James Information Technology staff consistently monitors all internet traffic from all computers using our resources; this includes personal computers using school wifi. Any member of the Saint James School of Medicine community found using computing and information technology resources in violation of this policy, may be denied access to the school's computing resources for an amount of time determined by the IT Manager based on the severity of the infringement, and may be subject to disciplinary action, both outside and within the school, including, without limitation: suspension of internet privileges, expulsion from school, termination of employment and/or legal action as may be appropriate. Saint James School of Medicine has the right to terminate internet access from anyone who is abusing their network privileges.

CONTACTING THE INFORMATION TECHNOLOGY DEPARTMENT

To contact the IT Department, visit sjsm.org, hover your mouse over "Resources", select "IT Support" and then fill out the form. You will receive a response within 24 hours.

By accessing the School's network you agree to abide by this policy!

GENERAL DISCLAIMERS

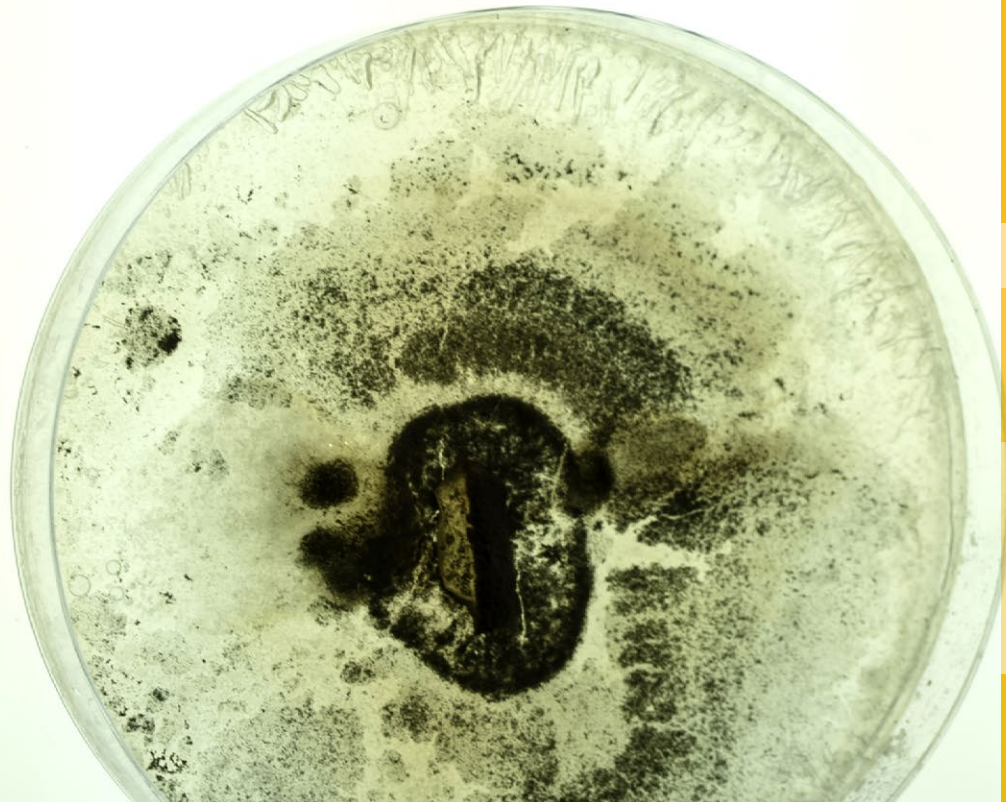
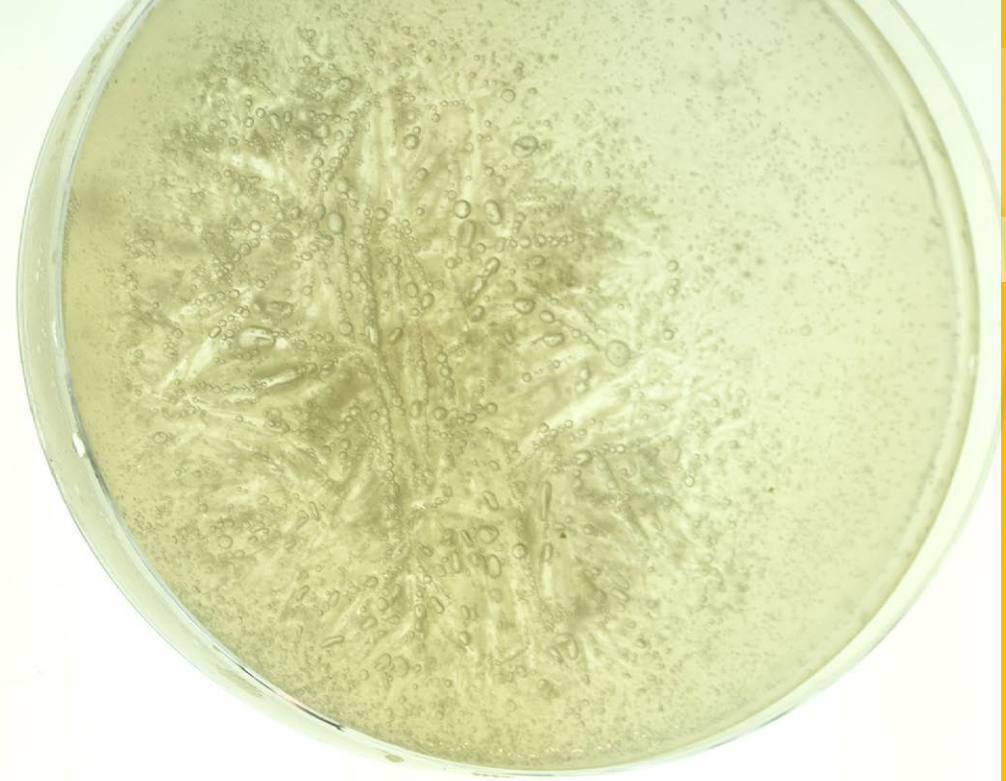
IMAGE RELEASE

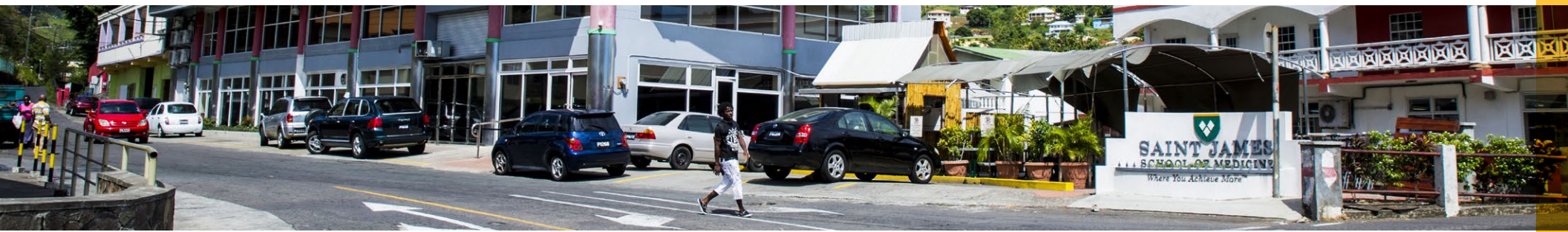
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USEFUL INFORMATION FOR TRAVELERS TO ST. VINCENT

LANGUAGE

English is the official language of St. Vincent and the Grenadines.

GEOGRAPHY

The main island, St. Vincent, is 133 square miles. St. Vincent is the largest of the 32 islands that make up St. Vincent and the Grenadines. St. Vincent is located 100 miles west of Barbados.

ELECTRICITY

220 volts. US standard appliances (110 V) work with a transformer.

WEATHER

The climate is hot year-round with average temperatures between 75 and 85 degrees Fahrenheit.

POPULATION

The total population of St. Vincent and the Grenadines is approximately 109,000.

BANKING

The official currency is Eastern Caribbean Dollar. The exchange rate is EC \$2.68 to US \$1. The US Dollar is widely accepted.

HOLIDAYS

New Year's Day
 National Heres Day (March 14th)
 Good Friday, Easter Monday
 Labor Day (May 1st)
 Whit Monday
 Emancipation Day (August 1st)
 Independence Day (October 27th)
 Christmas Day, Boxing Day (December 26th)

St. Vincent and the Grenadines also celebrate a variety of music, food and art festivals.

TELEPHONE

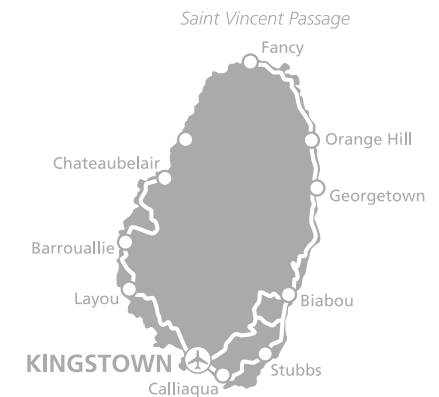
Hotels have direct dialing worldwide. There are three major mobile service providers: Digicel SVD Ltd, Karib Cable and LIME.

AIRLINES

St. Vincent can be reached by connecting flights through St. Lucia, Barbados, Jamaica, Trinidad, Grenada and the Dominican Republic. Flights leave regularly from New York, Houston, Miami, Atlanta, and North Carolina to these destinations. St. Vincent's airport is Argyle International Airport. Argyle will be accepting direct flights from the US and Canada soon.

HEALTH SERVICES

The population of St. Vincent is mainly served by Milton Cato Memorial Hospital, Georgetown Hospital and Chateaubelair Hospital. These hospitals are equipped for providing primary and other non-emergency services. There are also several other private clinics and practices, which are supported by a few pharmacies on the island. We encourage students to do their research prior to their arrival on the local facilities in St. Vincent and the neighboring islands.



USEFUL INFORMATION FOR TRAVELERS TO ANGUILLA

LANGUAGE

English is the official language. The most common language other than Standard English is the island's own English-lexifier Creole language.

POPULATION

The total population of Anguilla is approximately 13,500 (2006 estimate). 70% of the population is Anguillian and 30% is non-Anguillian (2001 census). Many of the non-Anguillian population are citizens of the United States, United Kingdom, St. Kitts & Nevis, the Dominican Republic, Jamaica, and Nigeria.

GEOGRAPHY

Anguilla is a flat, low-lying island of coral and limestone in the Caribbean Ocean, east of Puerto Rico. The soil is generally thin and poor, supporting only scrub vegetation. Anguilla is known for its spectacular and ecologically important coral reefs. It consists of the main island of Anguilla, approximately 16 miles long by 3.1 miles wide at its widest point, together with a number of much smaller islands and cays with no permanent population. The total land area of the territory is 39 square miles.

GOVERNMENT

Anguilla is a British dependent territory with some autonomy in government. It is part of the British West Indies. The capital of Anguilla is The Valley.

TIME

Atlantic Standard.

CUSTOMS AND IMMIGRATION

Visitors need a valid passport along with roundtrip ticket for easy entry.

ELECTRICITY

U.S. Standard, 110 volts AC. The use of surge protectors is recommended.

WEATHER

Anguilla has a tropical but relatively dry climate, moderated by northeast trade winds. The temperature varies little throughout the year with a monthly mean temperature of 80°. Rainfall is erratic with an average annual rainfall of 35 inches.

HOLIDAYS

New Year's Day, James Ronald Webster Holiday, Good Friday, Easter Sunday, Easter Monday, Labour Day, Whit Monday, Anguilla Day, Queen's Birthday, August Monday, August Thursday, Constitution Day, National Heroes and Heroines Day, Christmas Day, Boxing Day

TRANSPORTATION

Taxis are the only public transportation available on the island. Cars drive on the left side of the road.



BANKING

The official currency is the Eastern Caribbean Dollar. U.S. currency, traveler's checks, and major credit cards are widely accepted. ATM machines dispense both local and U.S. currency. The exchange rate is fixed at US \$1.00 = EC \$2.68.

Banking Hours:

Mon. - Thurs. 8:00 am - 3:00 pm;
Fri. 8:00 am - 5:00 pm.

TELEPHONE

The area code for Anguilla is 264.

Cell phones may be rented from Cable & Wireless: www.lime.com or Digicel: www.digicelanguilla.com.

MAIL

The postal code is 2640. The post office in The Valley is open Mon. - Thurs. 8:00 am - 3:30 pm and Fri. 8:00 am - 4:45 pm. All mail should be marked "AIR MAIL" to expedite delivery.

AIRLINES

Anguilla is served by Clayton J. Lloyd International Airport. Services connect to

various other Caribbean islands, but there are no direct flights to or from the U.S., Canada or Europe. Major airlines in the U.S., Canada and Europe have flights to Luis Munoz Marin International Airport in San Juan, Puerto Rico and Princess Juliana International Airport in Saint Martin where you can take a connecting flight to Anguilla.

Additionally, regular ferries travel between Anguilla and the neighboring island of Saint Martin, with a travel time of approximately twenty minutes.

HEALTH SERVICES

The population of Anguilla is mainly served by Princess Alexandra Hospital, Huges Medical Center and Atlantic Star Center. These hospitals are equipped for providing primary and other non-emergency services. There are also several other private clinics and practices, which are supported by a few pharmacies on the island. We encourage students to do their research prior to their arrival on the local facilities in Anguilla and the neighboring islands.



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