



**Queen's University**  
COLLEGE OF MEDICINE

---

---

# **Student Handbook**

---

Revised: Dr. M. Simm and Faculty: June 2018-2019

---

## Table of Contents

<i>Section 1: Purpose and Mission</i> .....	6
<i>Section 2: Registration</i> .....	7
Registration - Procedure .....	7
Late Registration.....	8
Tuition and Fees .....	8
Financial Aid .....	8
<i>Section 3: Academic Policies</i> .....	8
A. General Academic Information.....	8
B. Student Identification Policy .....	9
C. Transcript Requests and Release Policy .....	9
Transcript Request:.....	9
Transcript Release .....	9
D. Tuition Refund Policy .....	10
E. Attendance/Absence/Tardiness Policy .....	10
F. Examination Policy .....	11
G. Grading Policy .....	12
Grade Point Averages .....	13
Grade Changes .....	13
Failing Grade .....	14
Incomplete Grade .....	14
Withdrawal Grade .....	14
Honor's Designations .....	15
H. Leave of Absence Policy .....	15
Definitions: .....	15
Emergency Absence .....	15

I. University Withdrawal policy .....	16
Student-Initiated withdrawal.....	16
School-Initiated withdrawal.....	16
Appeal for Administrative Withdrawal .....	17
Dismissal .....	17
Readmission .....	17
J. Graduation Policy .....	17
Academic Eligibility Requirements .....	17
Clinical Clerkship Eligibility .....	18
Graduation Date .....	18
K. Anti-Hazing Policy .....	18
L. Sexual Misconduct Policy and Procedures .....	19
Definitions .....	19
Procedures .....	20
M. Policy on Alcohol and Other Drugs.....	22
N. Weapons and Explosives Policy .....	22
O. Smoking Policy.....	22
P. Maternity Policy .....	22
Q. Holidays Policy .....	23
R. Children on Campus Policy .....	23
S. Health Insurance Policy .....	23
T. Student Organizations Policy .....	23
Student Organizations Sponsoring Activities .....	24
Student Government Association .....	24
U. Food and Beverage Policy .....	25
V. Motor Vehicle Policy .....	25

W. Telephone Usage Policy .....	25
X. Solicitation Policy .....	25
Y. Bulletin Board Policy .....	26
Z. Computer Usage Policy .....	26
AA. Equipment Usage Policy .....	29
BB. Lost and Found Property.....	29
<i>Section 4. Standards of Satisfactory Academic Progress</i> .....	29
<i>Section 5: Academic Probation and Dismissal from Basic Science Program</i> .....	30
Criteria for placement on Academic Probation. ....	30
Criteria for removal from academic Probation. ....	30
Criteria for dismissal from the Basic Science Program. ....	30
<i>Section 6: Appeals Process</i> .....	31
Appeal of Placement on Academic Probation: .....	31
Appeal of Dismissal: .....	31
<i>Section 7: Grievances</i> .....	32
Non-Grade Grievances .....	32
Grade Appeals Process.....	34
<i>Section 8: Student Code of Ethics</i> .....	34
<i>Section 9: Code of Student Conduct, Professionalism &amp; Discipline</i> .....	36
Definitions .....	36
Purpose of the Code of Student Conduct, Professionalism and Discipline.....	36
Unsafe Student Practices .....	36
Categories of Misconduct .....	37
Acts of dishonesty - cheating.....	37
Acts of dishonesty - plagiarism.....	37
Acts of dishonesty – falsifying information.....	37

Conspiracy to commit an act of academic dishonesty.....	37
Conduct Outside of School.....	39
Misconduct Penalties .....	40
<i>Section 10: Student Rights and Responsibilities .....</i>	<i>41</i>
Rights and Privacy .....	41
Diversity .....	42
Course Evaluation .....	42
Student Dress Code.....	43
Research.....	43
<i>Section 11: Student Welfare and Support .....</i>	<i>43</i>
Student Services .....	43
Faculty Support.....	44
Counseling Services .....	44
Library Services .....	45
Students with Disabilities .....	46
Campus Health Care.....	46
Campus Mail Service .....	47
<i>Section 12: Standard Precautions.....</i>	<i>47</i>
<i>Section 13: Hurricane Season and Preparedness .....</i>	<i>50</i>

## **Section 1: Purpose and Mission.**

The purpose of this student handbook is to provide general information regarding policies and procedures, which are binding upon all students, enrolled in semesters 1 through 5 in the Basic Sciences program at Queen's University College of Medicine, Barbados, W.I.

It is the responsibility of the student to be aware of all regulations contained in this Handbook and any changes or modifications to these regulations. Whenever possible, the University will provide advance notice of important changes via campus e-mail alerts and through campus web site postings. In any given semester the most recent edition of the Basic Science Student Handbook will supersede all previous versions and when appropriate will update all other publications including, but not limited to, the official Queen's University College of Medicine Academic Catalogue.

### **Interpretation of Policies and Procedure**

The Board of Trustees is the final authority on all regulations contained in this Handbook. The Dean of Basic Science is responsible for communicating and implementing all academic policies contained in the Handbook. The Dean of Student Affairs is responsible for communicating and implementing all non-academic policies contained in the Handbook. The determination on how to proceed when any issue arises not directly addressed in these policies or whether conditions warrant an exception to existing policy will be made by the President or Provost as appropriate.

QUCOM is a religious affiliated medical school offering an MD degree. In the near future, QUCOM plans to add to its curriculum Medical Missionary programs with a comprehensive medical school program (MD1-MD10).

The primary mission of the QUOM is to educate future physicians. The program emphasizes the teaching methods that develop a patient-centered approach in medical practice and sensitivity to the needs of minorities, underrepresented populations and community needs in general.

## **Queen's University College of Medicine Mission Statement**

Queen's University College of Medicine will train its dedicated students to become highly qualified physicians committed to the principle of providing outstanding care for the citizens of North America and the Caribbean, and in any other parts of the world where graduates choose to practice medicine.

## **Queen's University College of Medicine Vision Statement**

Queens University College of Medicine strives to become the premier international school of medicine – training highly qualified and successful practitioners to meet the escalating need for physicians in North America and the Caribbean.

## **Section 2: Registration**

Registration is the process by which students are officially enrolled for classes.

### **Registration - Procedure**

Students must register in person each semester prior to the start of classes. Any specified documentation upon which the student's admission is contingent must be on file at that time. If essential documentation remains missing, the student will not be permitted to register and may be administratively withdrawn. Student registration is not complete and enrollment is not official until tuition and fees are paid in full as stated above. Failure to make scheduled payments or arrange payments through the Bursar's office when due will result in cancellation of the student's registration. It is the student's responsibility to ensure that payment is received in the Bursar's office by the established due dates announced each semester. Questions regarding tuition and fees (payments, returned checks, late fees, refunds, etc.) should be directed to the Bursar's office.

Students that fail a course must register and repeat the course the following semester. Furthermore, students that fail a course will not be permitted to take more than 20 credits per semester. Students are not permitted to register in classes that have schedule conflicts with each other. Students are not permitted to take a course concurrently with a pre-requisite course. For example, students are not permitted to take Pathology Two until they have successfully completed Pathology One.

## **Late Registration**

Students whose registration is delayed due to documented illness may register without penalty with the permission of the Dean of Basic Sciences. Students registering late without satisfactory documentation will be charged a late registration fee of \$25.00 US per day. No unregistered student will be admitted to classes. Students who register late are responsible for all materials and assignments presented in class prior to registration. No student will be allowed to register after the close of registration.

## **Tuition and Fees**

Student registration is not complete and enrollment is not official until payment is made on tuition and fees. Failure to pay tuition and fees will result in cancellation of the student's registration. It is the student's responsibility to ensure that payment is received in the Accounting office by the established due dates announced each semester. Payment plans may be available for students that qualify.

## **Financial Aid**

A Financial Aid counselor will be available on campus during registration for any questions you may have. In situations where a student experiences difficulty related to his/her financial aid, s/he should contact the Financial Aid office. At present the Director of Financial Aid is available anytime by telecommunications or Skype. As traditional class sizes are reached, a full-time counselor will be available on the campus.

## **Section 3: Academic Policies**

### **A. General Academic Information**

Each student is expected to meet the objectives of Queen's University College of Medicine program of medical education and is required to:

- Keep apprised of and adhere to the rules and regulations of the University.
- Demonstrate systematic, safe, accurate, timely, and efficient approaches to accomplish course objectives and use all materials efficiently.

- Devote adequate time to class and clinical activities and to prepare for each class/clinical activity to meet the stated objectives.
- Demonstrate academic integrity throughout the medical program.
- Use ethical behavior appropriate to the standards of a developing professional at all times and particularly in relation to maintaining the confidentiality of information regarding patients.
- Maintain personal health.

## **B. Student Identification Policy**

The Queen's University College of Medicine name badge provides identification of the student and any applicable credentials. The picture identification card provides verification of enrollment and is required to access facilities and resources at Queen's University College of Medicine. The student MUST wear the ID badge in a conspicuous place on the front of the body and present it to any member of the faculty, administration or security officers when requested. Those who do not may be fined by campus security officers.

## **C. Transcript Requests and Release Policy**

### **Transcript Request:**

Students can request transcripts by completing a "Transcript Request Form" available from the Registrar's office on campus or by written request.

Fees: There is a fee of \$4.00 US for each official copy requested. There is no fee for an unofficial copy. A transcript can be sent via fax for an additional \$2.00 US. The hard copy follows via the postal service.

### **Transcript Release**

Transcripts are released only with the permission of the student.

Requests will not be taken via telephone or e-mail.

Financial obligations to the University must be met before transcripts are released.

Unofficial transcripts will be issued upon request one time a semester

## **D. Tuition Refund Policy**

A student who is withdrawing from a course, but is still enrolled in other course(s), must complete and file a "Course Withdrawal Form" which can be obtained in the Registrar's office on campus. There is no tuition refund for courses withdrawn during a semester if the student remains enrolled in any other course(s). When withdrawing from the University, a student is required to complete and file a "Withdrawal Form" which can be obtained in the Registrar's Office on campus. The completed document must be returned to the Registrar's office on campus. In addition, the student must meet with the Dean of Basic Science for an exit interview. Once the form is processed, it will constitute an official withdrawal from the University. Discontinued attendance or notification to the instructor or any other office will not constitute an official withdrawal. The effective date of a withdrawal is the student's last date of attendance. The University's handling of tuition and charges corresponds with federal loan entitlement regulations, which are based on the period attended:

- If a student withdraws prior to the start of a semester, no tuition charges are due.
- If a student withdraws during the first 60% of a semester, tuition/charges are directly prorated based on the last date of attendance during that term. (There are three 15-week semesters per calendar year.)
- If a student withdraws after the first 60% of a semester, full tuition/charges remain due.
- All cash students (non-financial aid) who officially withdraw from the University during the first 60% of a semester may receive a tuition refund according to the prorated tuition.

## **E. Attendance/Absence/Tardiness Policy**

Responsibility for class participation and clinical attendance rests with the student. Attendance in 80% of all classes, 100% of all examinations and 100% of all clinical experiences is mandatory. Unavoidable and excused absences and tardiness will be dealt with on a case by case basis. Penalty for unexcused absence and tardiness can result in failure of the course.

Faculty is responsible to report in writing to the student, the Dean of Basic Sciences, and the Dean of Student Affairs absences that may jeopardize the student's academic standing.

In case of illness or emergency that will require an extended absence from class, the student must notify the Dean of Student Affairs and the Dean of Basic Sciences to request an emergency absence. To be excused from any examination or clinical activity due to a brief illness, the student must provide the Dean of Student Affairs documentation of medical care prior to the examination or clinical activity.

Students on emergency absence are responsible for notifying faculty of their absence prior to taking the leave. The faculty so notified shall not penalize the students, although the students are responsible for the material/experiences missed.

## **F. Examination Policy**

All enrolled students who are not on an approved Academic Leave of Absence or on an Emergency Absence or under a physician's care due to brief illness are expected to sit for scheduled examinations. Students who are unable to do so by virtue of a brief illness must present documentation that they were under the care of a physician at the time of the examination. Those students who are on an approved leave of absence or provide documentation of a brief illness may complete a makeup examination. The form of the makeup examination will be at the discretion of the course instructor.

QUCOM follows general regulations of USMLE regarding its exam protocol. The exams in QUCOM are arranged in blocks of 75 Multiple choice questions (MCQ) per each term's subject. The time per question is 90 seconds = 112.5 minutes/exam block.

Student attire: Every student sitting for the exam will wear scrubs. No over shirts, jackets, sweaters will be permitted.

No hats, baseball caps will be permitted during the exam

No jewelry that may enclose button wireless camera

All bags, books, purses will be stored in secure location provided before the exam

### Electronics:

No electronic devices (cell phones, Google glasses, smart watches, etc.) will be allowed in the exam-room.

QUCOM will provide calculators for exams that require the use of a calculator

No food or drink is allowed in the examination room. If the student has a medical condition that necessitates a continuous water intake, this should be reported before the exam to the Associate Dean of Student Affairs. The student may be taking the exam in a separate room. There will be no toilet breaks during the exam. Exams will be held in blocks of 112.5 minutes each. The break between blocks is 30 minutes.

Once a student leaves the exam outside the scheduled break, he/she will not be allowed back in for any reason.

All students taking the exam must be punctual. Students arriving late by up to 10 minutes will be permitted to take the exam, but no extra time will be given. Students arriving late by 20 minutes or more will not be permitted to take the exam and the score of a "0" will be entered into the student's file.

Scrap paper will be provided for students to make notes, calculations, etc., during the exam session. Each student will sign his/her name on the scrap paper sheet. At the end of the exam, scrap paper sheets must be returned with the exam papers.

Exam Proctoring: Depending on the number of students sitting for the exam, the number of proctors will be identified prior to each exam session by Dean of Basic Sciences Department. The QUCOM follows the rule for proctoring as 1 proctor per 34 students.

## **G. Grading Policy**

Grades and Grading Practices Grades are interpreted as follows:

<b>Grade</b>	<b>Numerical Grade</b>	<b>Quality Points</b>
A	90% - 100%	4.0
B+	85% - 89%	3.5
B	80% - 84%	3.0
C+	75% - 79%	2.5

C	70 – 74%	2.0
F	Fail (Below 70%)	0.0
P	Pass	0.0
W*	Withdraw/LOA prior to exam	0.0
WP*	Withdraw/LOA passing	0.0
WF*	Withdraw/LOA failing	0.0
I	Withdraw (Subject to completion in following semester)	
T	Transfer (Basic Science)	
R	Course repeated in the subsequent semester (replacing I)	

The course grade earned by a student and assigned by the instructor will be based on an evaluation of the student's mastery of the course objectives. The instructor's grading policy will be published in the course syllabus and approved by the Dean of Basic Sciences, or designee, in advance of the first day of class.

### **Grade Point Averages**

A student's grade point average (GPA) is determined by dividing the total number of quality points earned by the total number of credit hours for which grades were awarded. The quality points are calculated by multiplying the grade quality points for the grade earned for each course by the number of credit hours associated with course. The term grade point average applies to the work in a given term. A student's overall academic average is stated in a cumulative grade point average which is based on all grades and credit hours earned.

### **Grade Changes**

Students may challenge grades in accordance with the Grade Appeals Process. All grade challenges must be made prior to the last day of registration of the subsequent semester.

## **Failing Grade**

A student who receives a failing grade "F" in any course must repeat the course and receive a passing grade in order to progress. A course for which an "F" is awarded is included in the term's GPA. When the student repeats the course with a passing grade the failing grade "F" will no longer be calculated in the GPA. However, the grade of "F" will remain on the transcript.

## **Incomplete Grade**

An incomplete grade "I" signifies that not all required coursework was completed during the term of enrollment. The "I" grade is not calculated into the term GPA at the time it is awarded. Instructors submitting "I" grades must receive approval from the Dean of Basic Sciences, or designee, and documentation of the "I" grade must be placed in the student's academic file. All required coursework must be completed prior to the formal registration day for the next semester. Students with incomplete grades will not be permitted to register for the next semester until all requirements have been satisfied. If course requirements are not satisfied by the deadline date the "I" grade will be changed to an "F".

An "I" grade may be assigned only when all of the following conditions are met.

The student must:

- 1) be making satisfactory progress in the course, as determined by the instructor;
- 2) be unable to complete some coursework because of unusual circumstances that are deemed acceptable by the Dean of Basic Sciences, or designee; and
- 3) complete any required documentation prior to final examinations.

## **Withdrawal Grades**

Students will receive a "W" on their transcripts at the time of withdrawal if withdrew/LOA prior to Exam

Students will receive a "WP" on the transcript at the time of the withdrawal if withdrew/LOA passing.

Students will receive a "WF" on the transcript at the time of the withdrawal if withdrew/LOA failing

## **Honor's Designations**

Students exhibiting superior academic performance (Semester GPA of 3.5 or greater) will be named to the Dean's List. Students who complete the Basic Science curriculum and Clinical Sciences curriculum with a cumulative GPA of 3.85 or higher will receive their degree with summa cum laude honors; Those who complete the medical school curriculum with a cumulative GPA of 3.75 will receive their degree with high honors, and those who complete the MD curriculum with a 3.5 GPA will receive their diploma with Honors. These designations will appear on their diplomas and on their official academic transcripts.

## **H. Leave of Absence Policy**

### **Definitions:**

Academic Leave of Absence is defined as a temporary interruption in a student's education for a specific period of time in an ongoing program when a student is not in attendance. A written, signed and dated request must be in place prior to the start of the leave of absence. A student may be granted an Academic Leave of Absence under the following conditions:

- I. Medical (including pregnancy)
- II. Family Care (including unexpected loss of immediate family)
- III. Financial
- IV. Military Duty
- V. Jury Duty
- VI. Visa Issues

### **Emergency Absence**

If a student needs to leave the University for a short period of time, but intends to return and complete the semester's work; the student should apply for an emergency absence.

This status will not extend beyond ten class days and does not result in a loss of full-time status or refund of tuition and fees.

Students should consult with the Dean of Student Affairs and Dean of Basic Sciences to learn how to apply for an emergency absence, what is required upon returning from an absence, and what the implications of such an absence are with regard to their courses. The instructor of each course will determine whether it is possible for the student to complete the course after returning.

Emergency absence may be granted for personal and family emergencies as well as for health reasons.

A student who finds it impossible to return from an emergency absence within ten business days may request an academic leave of absence extending for the remainder of the semester.

## **I. University Withdrawal policy**

### **Student-Initiated withdrawal**

Students may withdraw from a course(s) or from the University. Students should meet with their academic advisor, Dean of Student Affairs and must meet with the Dean of Basic Sciences prior to withdrawing. The Dean of Basic Sciences can approve a student-initiated withdrawal from individual courses and allow that student to remain enrolled in other courses for the remainder of the semester.

### **School-Initiated withdrawal**

The Dean of Basic Sciences, or designee, may initiate an administrative withdrawal of a student from a course(s) for violation of the attendance policy, without the student's request. Faculty members or the Administration may make the assessment that it would be in the best interest of a student to withdraw from a course(s) or from the University for personal conduct, unethical behavior, and health issues. The Dean of Student Affairs will review the matter before making recommendations to the student

## **Appeal for Reinstatement from Administrative Withdrawal**

Appeals for reinstatement must be in writing and submitted to the Dean of Basic Sciences, or designee. It is the student's responsibility to meet the appeal deadline by the end of the first week of the new term. The Dean will take action on the appeal within five business days. Written documentation of the final appeal disposition will become a part of the student's academic file. Decisions of the Dean will be reviewed by the Provost. The Provost's decision is considered final. Students have the opportunity to seek legal counsel for guidance on ethical and personal behavior issues, which resulted in administrative withdrawal/dismissal.

## **Dismissal**

Incidents regarding violations of the University's regulations, Code of Ethics or legal expectations may constitute cause for dismissal. Such information will be retained in the student's academic file. Dismissals will be noted on the official transcript.

## **Readmission**

Students may reapply to the University by completing an admissions application and indicating they were previously a student. The application should include a written statement explaining the circumstances leading to the withdrawal. As a general rule-students who have been academically withdrawn and have not been awarded an appeal for readmission are not eligible for readmission.

## **J. Graduation Policy**

### **Academic Eligibility Requirements**

The following requirements must be met in order for a student to successfully graduate from Queen's University College of Medicine:

- All Basic Science courses must be completed with a minimum grade of "C"
- The student must have received a passing score on USMLE Step I and USMLE Step 2 CK & CS
- All required core and elective weeks of clinical rotations completed with a minimum grade of "C"

- A minimum Grade Point Average of 2.0.

### **Clinical Clerkship Eligibility**

To begin clinical clerkships, students must:

- successfully complete Semesters 1- 5 of the Basic Science curriculum and the Comprehensive NBME summative assessment.
- successfully complete the Advanced Introduction to Clinical Medicine and a USMLE review program is highly recommended (MD5);
- successfully pass the USMLE Step I: Students who fail to pass Step 1 on the first attempt will be reviewed by the Dean of Clinical Sciences regarding a possible additional attempt.
- provide an up to date immunization records including the up to date status of PPD, CXR, HepB and Varicella.
- submit OSHA-Blood Borne Pathogens Certificate. The certificate may be obtained through the online training at <https://www.osha.gov/SLTC/bloodbornepathogens/>
- provide an up to date Health Insurance Portability and Accountability Act – HIPAA certificate. The certificate may be obtained through the online training at <https://www.hipaatraining.com/hipaa-training-for-healthcare-providers>
- provide the Red Cross Basic Resuscitation certificate. The certificate may be completed at the local Red Cross facility. Eligible Red Cross training facilities may be found through the <https://www.redcross.org/take-a-class>

### **Graduation Date**

All graduates will have an assigned graduation date as of the last day of the month in which they have completed all requirements.

### **K. Anti-Hazing Policy**

As used in this handbook, "hazing" includes any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal

degradation or disgrace resulting in physical or mental harm, to any student or other person attending the University; but the term "hazing" does not include customary athletic events or other similar contests or competitions. No student in attendance at the University shall conspire to engage in hazing, participate in hazing, or commit any act that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any fellow student.

The violation of this policy may result in disciplinary action against the student who is alleged to have committed the act as well as the student organization, which allowed the act to be committed.

## **L. Sexual Misconduct Policy and Procedures**

The University strives to create a respectful, safe, and non-threatening environment for its students, faculty and staff. This sexual misconduct policy describes prohibited conduct, and establishes procedures for responding to sexual misconduct incidents (including sexual assault, sexual harassment, and other unwelcome sexual behavior).

Queen's University College of Medicine considers sexual harassment in all its forms to be a serious offense and one that is subject to a range of actions up to and including suspension or dismissal.

### **Definitions**

Sexual misconduct occurs when somebody says or does something sexually related that you don't want them to say or do, regardless of who it is.

For example:

- Expects you to listen while others talk about their sexual experiences.
- Telling sexual jokes, innuendoes, and stories, or comments (about your clothes or body, or someone else's).
- Asking you to talk about your sexual experiences or lack of experiences.
- Touching you, threatening you, and/or pressuring or forcing you to have sex - including in exchange for special treatment, improving your grade point average, exam information, to get a job, to keep your job, get a better grade, or to escape physical and non-physical harassment.

Individuals guilty of sexual misconduct can be male or female, young or old and include faculty, tutors, co-workers, classmates, other students, acquaintances, friends, partners, dates, and strangers.

At Queen's University College of Medicine, we encourage all good faith claims of sexual misconduct to be reported as soon as possible. We do recognize that false accusations of sexual misconduct can have as great an impact on the accused as actual harassment can have on the accuser. Therefore, the accused, too, will have the same options afforded them in order to redress what he or she believes to be a false accusation of sexual misconduct. Threats of retaliation against an individual for submitting a complaint or an individual asked to testify as a witness for to the incident is prohibited. Retaliation or threats of retaliation will be treated as a separate incident, and subject to disciplinary action in the same manner and subject to the same procedures as the complaint itself.

## **Procedures**

### **Report Sexual Misconduct**

If you are sexually harassed:

Tell the harasser firmly, clearly, and directly what specific comments or advances are unwelcome and must stop, if you are comfortable doing so.

Individuals can discuss the situation with the Dean of Student Affairs, their academic advisor, a faculty member, or a friend and then decide what to do next. Individual(s) may decide to take no further action or, instead, may opt to resolve a complaint by using mediation or requesting an investigation for resolution.

If you chose intervention by a third party, you should report the incident as soon as possible to the Dean of Student Affairs either verbally or in writing.

Keep a record of all dates, times, places, and types of incidents that have occurred and make a note of witnesses. It is important to be accurate and thorough when documenting incidences.

### **Informal Investigation and Resolution**

An informal investigation and resolution process may be the first step when addressing a sexual misconduct complaint. It is not to determine whether there was intent to harass but

to inform the person that their behavior is unacceptable and must cease. This intervention directs attention to the matter with the intent that the complaint is resolved promptly and at the lowest possible level. Note that intention is not generally relevant to defense of sexual misconduct behaviors.

The Associate Dean of Student Affairs shall conduct an informal investigation. This can include seeing the individual and the alleged accuser alone or together. The Associate Dean of Student Affairs can seek advice and assistance from the Dean of Basic Sciences as needed to determine whether the evidence is sufficient and/or the charge serious enough to warrant a formal investigation.

The Associate Dean of Student Affairs should discuss the policies and procedures regarding harassment and the confidentiality of the initial complaint with the individual person. He or she may then choose to do one of the following:

- does nothing further, or;
- meets with the alleged harasser and the Dean of Students to explain the individual person's concerns and the school's policy;
- writes a confidential letter to the accused informing him or her of the negative behavior, the resulting impact on the writer, and what the writer wants next, usually "I want the behavior stopped", or "I want to be treated the way a student, staff member etc. should be treated";
- requests a formal investigation and resolution of the complaint.

### **Formal Investigation and Resolution**

If the individual person requests a formal investigation, the Dean of Student Affairs should instruct the individual to complete the Sexual Harassment Complaint Form, and sign the document. The next step is to inform the individual person that the accused will be notified of the complaint including the specific allegations and the identity of the accuser. If the individual making the complaint decides not to continue the investigation process, the Dean of Student Affairs will respect the right of the accuser to withdraw consent to proceed.

- In the case where the subject of the report is a student, faculty or staff member the reports and findings will be forwarded to Grievance Committee for investigation and

recommendations to be forward to the Dean of Basic Sciences for final decision below.

- All investigation findings and mediation efforts of the Dean of Student Affairs shall be kept confidential and shall not be disclosed to anyone other than the accuser and the accused, except that the investigation findings shall be made available if a grievance is subsequently filed and is subject to formal legal action. Records shall be maintained in a separate file away from academic files.

## **M. Policy on Alcohol and Other Drugs**

The unlawful possession, use or distribution of alcohol and illicit drugs on any institutional property is prohibited. Students who believe they have a drug or alcohol problem may contact the Dean of Student Affairs for confidential assessment, counseling or referral for treatment.

## **N. Weapons and Explosives Policy**

Possession or use of firearms, any type of ammunition and other dangerous weapons is prohibited on Queen's and Codrington College campus (includes BB and air guns). The sale, use, or possession of fireworks or explosives is also prohibited. Interference with the normal activities, the normal occupancy, or normal use of any building or portion of the campus by exhibiting or using or threatening to exhibit or use a firearm is also prohibited. Such acts may also violate the laws of Barbados., W.I. Criminal action, in addition to University disciplinary action, will be pursued when such violations occur.

## **O. Smoking Policy**

QUCOM is committed to the health of our students, patients, faculty, staff and the public in general. As an institution whose mission is to provide excellence in health care education and service, Smoking is prohibited on campus (the whole property), and in campus buildings and discouraged outside the campus.

## **P. Maternity Policy**

QUCOM does not accept students who are pregnant. If the student should become pregnant after they have entered the College of Medicine, the University places no

limitations upon how long students may be enrolled when pregnant, provided that they remain able to carry the load to which they have committed themselves, and provided that the policies of affiliated agencies to which they are assigned do not prohibit their assignment.

### **Q. Holidays Policy**

QUCOM is a Christian Medical School and as such recognizes Christian religious holidays and celebrates national holidays observed in the Barbados. QUCOM HAS A YEARLY CALENDAR DESIGNATING SPECIAL EVENTS AND HOLIDAYS.

Religious holidays may not be used as an excuse to register late, make up examinations, assignments, and clinical experiences which were missed. Students are expected to attend classes, examination and clinical experiences at all times, when school is in session.

### **R. Children on Campus Policy**

Due to the academic nature of the campus, students may not bring children to campus...unless special arrangements have been made.

### **S. Health Insurance Policy**

QUCOM will require every student to carry personal health insurance and evacuation insurance. All students will be required to purchase health and evacuation insurance.

Incident/ Injury Reporting and Investigation.

If involved in an incident or injury, seek medical attention as appropriate. If the injury or incident constitutes a medical crisis, call the local emergency number for immediate response by medical personnel. If the injury is education-related, a report should be filed with the Dean of Student Affairs as soon as possible but no later than 48 hours after the incident.

### **T. Student Organizations Policy**

QUCOM recognizes the right of any group of students to form a voluntary organization for the purposes not forbidden by the law. No organization may organize or hold meetings on the University campus until the organization has both secured a sponsor who is a full-time

faculty member of the University and filed the organization name and the name of the sponsor with the Associate Dean of Student Affairs. The authority of such organization to function on University property shall cease upon the removal or resignation of the sponsor of the organization; upon failure to file with the Associate Dean of Student Affairs; or upon the violation by such organization or any member thereof the rules and regulations of the college. It shall be the duty and responsibility of the sponsor of each student organization to advise the organization on University policies and regulations, and to represent the University at meetings and activities of the organization, and to report to the Associate Dean of the Student Affairs or his designee violations of University policies and regulations. Each organization is required to be registered each year with the Dean of the Student Affairs and must have an up-to-date constitution on file. All activities must be approved by the Office of the Dean of Student Affairs. Only recognized student organizations will be allowed to have activities on campus. Presidents of each organization must sign an "Anti-Hazing Compliance Form for Organization" to be recognized.

### **Student Organizations Sponsoring Activities**

A student organization wishing to sponsor an activity must obtain an activity registration form from the Office of the Dean of Student Affairs. The organization must agree to comply with college policies on hazing, illegal use of alcoholic beverages, narcotics or drugs. The organization takes responsibility for activities and behaviors of the organization and may be held liable for all debts and obligations incurred by the organization.

### **Student Government Association**

The goal of Student Government Association (SGA) is to maintain communications between all members of the student body, the faculty, the administration, relevant professional associations, and the public at large. The SGA shall be a vehicle through which students' opinions and grievances can be collectively voiced.

The SGA will meet regularly to review matters of concern to the student body. The SGA also organizes social, athletic, educational, and entertainment activities for the students. Officers and class representatives are elected each semester by the student body; they must be full-time students in good academic standing. The QUCOM SGA Constitution can be found on page 52.

## **U. Classroom Food and Beverage Policy**

Every effort has been made to provide students with comfortable classrooms equipped with the latest instructional technology. The University also strives to provide its students with a sanitary and safe environment in which to study and learn. Toward these ends, **the University prohibits all food and beverages (excluding water) from being taken into the classrooms, labs and the 'library.** Students found bringing food and beverages into these areas may be subject to disciplinary proceedings and fines.

## **V. Motor Vehicle Policy**

All motor vehicles (including motorcycles) operated on or parked on the campus at any time must be registered with the University.

To obtain a parking permit, all University community members must present the following information:

- Barbados driver's license;
- Year, make, model, color and license plate number of the vehicle;
- New community members must register their vehicles within ten business days from the beginning of the semester. Parking permit will be renewed annually.
- Any vehicle, including rentals, parked on campus without a current, visible permit, parked reckless, or parked in an unauthorized/undesignated spot, will be towed, and/or ticketed.

## **W. Telephone Usage Policy**

Cell Phones and iPad pagers should be placed in the silent mode or turned off when students are in attendance at any learning activity. Phone conversations on cell phones must occur outside of the library, clinical and classroom areas.

## **X. Solicitation Policy**

No solicitation of students by commercial agents is permitted on the campus.

### **Speakers on Campus**

Off-campus speakers may be recommended by students through the Student Government Association, but must be invited by faculty or administration of the University after

approval has been granted and facilities arranged by the Associate Dean of Students Affairs in consultation with the Associate Dean of Basic Sciences.

**Study Areas:** QUCOM wishes to provide students with a number of areas for study. These are the Library, as well as small group and certain designated large classrooms. QUCOM students are given the Medical Access code which will be very helpful in doing evidenced based medical searches.

## **Y. Bulletin Board Policy**

All posters must include contact information, a name (first name, campus e-mail or department), and an expiration date. Posters must get stamped approval from the Office of the Associate Dean of Student Affairs. This date stamp must be present on all posters to remain on bulletin boards. Posters may only be placed inside buildings and in places designated for such posters and must be limited to one per bulletin board and must be taken down within two days of the expiration date. Please use pushpins and tape only. No self-adhesive stickers, staples, labels or signs are allowed. Violations of the poster policy could result in the posters being removed and discarded.

## **Z. Computer Usage Policy**

A considerable amount of time will be spent utilizing resources available via the Internet. Official University and course notices regarding matters of importance to students will be distributed by email. Although some computers will be available in certain areas for student use, owning a personal computer is required to maximize success in the program. Daily computer access is expected of all students. Internet access from home computers can be arranged through the library allowing access to Internet resources/subscribers worldwide and e-mail accounts.

Internet access to global electronic information resources on the World Wide Web is provided by QUCOM to assist students in obtaining education-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for education-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the school and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, students should always ensure that the business information contained in the Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of the school. As such, the school reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if a student did not create the material, does not own the rights to it, or has not secured authorization for its use, it should not be put on the Internet. Likewise, copyrighted and/or trademarked information should not be downloaded from the Internet to the school's networks or devices without obtaining prior permission in writing or having possession of a legal bill of sale or license from the owner to use such material.

Abuse of the Internet access provided by the school in violation of law or school policies will result in disciplinary action, up to and including dismissal. Students also may be held personally liable for any violations of this policy.

The following behaviors are examples of activities that are prohibited and can result in disciplinary action:

- Sending, printing or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization.
- Copying, pirating, or downloading software and electronic files without permission.
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization.
- Violating copyright law
- Failing to observe licensing agreements.
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmission.
- Sending or posting messages or material that could damage the organization's image or reputation; including the use of the University name, titles and positions in any publication that may be perceived as offensive.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that defame or slander other individuals.
- Attempting to break into the computer system of another organization or person.
- Performing operations against another organization's computers or networks intended to identify security vulnerabilities or disrupt service • Refusing to cooperate with security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services or the passing of personal views as representing those of the organization.
- Sending anonymous e-mail messages.
- Posting or transmitting University data in a way that violates the University's Information Classification & Protection policy.
- Engaging in any other inappropriate or illegal activities

## Campus E-Mail

The University Information and Technology Department (IT) assigns all students an official e-mail address, which is provided (along with the password) at New Student Orientation. All official electronic correspondence is sent via this e-mail address; students are required to use this e-mail address while enrolled at QUCOM. In addition, faculty may correspond with students regarding course-related issues via University e-mail. It is the students' responsibility to ensure your e-mail account is working and being accessed daily for important messages from faculty or the University.

### **AA. Equipment Usage Policy**

It is the students' responsibility to purchase and maintain certain pieces of equipment (stethoscopes, etc.). Equipment requirements will be specified by faculty and listed in the course syllabi.

### **BB. Lost and Found Property**

Although QUCOM does not assume any liability for loss or damage to personal property of students, there will be a lost and found location on campus.

## **Section 4. Standards of Satisfactory Academic Progress**

All progressions, probation, dismissal, suspension and censure determinations are made by the Dean of Basic Sciences based on receipt of verifiable information from the Registrar's Office, the Promotions and Appeals Committee, Grievance Committee or any faculty.

One or more of the following potential actions may be taken, as appropriate:

- No progression in failed courses until course(s) is/are successfully repeated.
- Academic probation due to overall and/or semester grade point average below minimum required for program of enrollment.
- Problems passing NBME formative course achievement standing for the basic medical science courses.
- Academic probation due to earned grade in required course less than minimum grade required for program of enrollment.

- Administrative probation due to violation of professional conduct code.
- Removal from probation.

## **Section 5: Academic Probation and Dismissal from Basic Science Program**

### **Criteria for placement on Academic Probation.**

1. Any student who fails ("F" or "WF") a course will be placed on Academic Probation and must repeat and pass that course during the following semester.
2. Any student who earns a GPA of less than 2.0 for a semester will be placed on probation.

Students on Academic Probation may be dismissed for failing any course. Also, students on Academic Probation may not hold office or serve on committees for any student government organization.

### **Criteria for removal from academic Probation.**

Successful completion of all enrolled courses with grades of "C" or better for one semester with an overall Grade average of 2.0 or higher.

Successful completion of the 5th semester in the Basic Science curriculum.

### **Criteria for dismissal from the Basic Science Program.**

Students may be dismissed from Queen's University College of Medicine for any one of the following criteria:

Earning an "F" or "WF" in two or more courses in the same semester.

Earning an "F" or "WF" in the same course twice.

Earning an "F" or "WF" in a single course while on Academic Probation.

Failing three courses in the Basic Sciences curriculum.

Failure to complete the Basic Sciences curriculum in seven semesters.

The Appeals Committee shall make recommendations to the Dean at the end of each semester.

## **Section 6: Appeals Process**

Every student has the right to appeal a decision made by the Appeals Committee.

### **Appeal of Placement on Academic Probation:**

The student must submit the appeal in writing to the Appeals Committee within two working days after the start of the semester. The Appeal Committee is composed of different faculty and administrators who were on the Academic Probation Committee.

The Appeals Committee will make a recommendation to the Dean after receiving the appeal request whether to accept, not accept, or accept the appeal with modification. Within two working days of receiving the recommendation, the Dean of Student Affairs will notify the student via campus email of the final decision.

### **Appeal of Dismissal:**

Students, who are subject to dismissal by virtue of the above regulations, may appeal the dismissal in writing to the Appeals Committee. The Appeal Committee is composed of different faculty and administrators who were on the Dismissal Committee.

The Appeals Committee shall grant the student an opportunity for a personal interview to hear the student's appeal. However, it is the student's responsibility to be available for the appeals meeting scheduled by the Committee. The Appeals Committee may request any information which it deems necessary to evaluate the individual case. Such information may include, but is not limited to, the student's transcript and prior educational history. Based on the hearing and records review, the Appeals Committee will provide the Dean of Basic Sciences with a written recommendation within two working days of the hearing. Within two working days of receiving the recommendation, the Dean will notify the student via campus email of the final decision.

The decision of the Dean is final in all cases except where the student can demonstrate that due process was breached. In such case, the student may file an appeal with the President of Queen's University College of Medicine. Within ten days of receiving an appeal

for breach of due process, the President will render a written decision which is final. Failure to submit an appeal to the President within 5 working days of receiving the Dean's decision shall be construed as a waiver to filing any such appeals.

## **Section 7: Grievances**

### **Non-Grade Grievances**

The Queen's University College of Medicine expects students, faculty and administration to be responsible for maintaining personal, professional and institutional standards in order to bring a positive reflection upon themselves, the school and the medical profession. Faculty, students and administration are responsible for reporting any allegation to the Dean of Student Affairs.

Violations of, but not limited to, the following may be reported:

- Academic integrity and professional standards as set forth in the respective sections of the Student Handbook,
- Code of Student Conduct and Discipline as described in the QUCOM 2018-2019 Student Handbook,
- QUOCOM Code of Ethics, Professionalism and Discipline.

If a hearing is requested, the Hearing Procedure in Student Handbook will be followed. In the case where the subject of the report is a faculty member or staff member the report will be forwarded to the Associate Dean of Basic Sciences for resolution.

### Hearing Procedure

In such cases that a grievance is cited and then the grievance is submitted to The Grievance Committee: a hearing is requested. At that time, the Chair of the Grievance Committee will convene a meeting. The complainant and defendant may have their academic advisor present during the committee hearing. The academic advisor will not be allowed to speak, argue or conduct any questioning during the proceeding. If either party desires the presence of their academic advisor, that person is required to give written notice at least five business days prior to the hearing.

Queen's University College of Medicine adopted the policy in the grievance hearing procedure which states that:

- the burden of proof rests with the party bringing the charges.
- all matters upon which a decision may be based should be introduced into evidence at the hearing.
- any recommendations resulting from the hearing should be based solely upon the legal rules and evidence introduced at the hearing.
- the party bringing the charges should present all evidence in its entirety before the accused is called to testify."
- it is a fundamental obligation of every medical student to appear and cooperate in any hearing or proceeding where one of the involved parties calls him/ her as a witness.
- failure to do so is grounds for nonacademic discipline.
- it should follow that the truthful testimony provided by any witness will not be used against that witness in current or subsequent proceedings

Neither the Associate Dean of Basic Sciences, nor the academic advisor or the person bringing the charges or the accused, nor any other person may be present during the committee's deliberation. Majority vote will be used to reach a decision.

The Committee's written recommendation shall be forwarded to the Dean of Basic Sciences stating the committee's findings, recommendation(s), and other appropriate comments or information within one business day of the conclusion of the hearing. The Dean's written decision is sent to the complainant and plaintiff students within ten business days of the receipt of the committee's decision. A decision against a plaintiff student may be appealed by the student within five business days of the receipt of the Dean's decision.

#### Due Process

Only in the event that the complainant/defendant believes the University's appeals process has been breached, he/she may, within five business days, appeal to the Provost. No additional information regarding the reported and alleged violation may be offered. The appeal to the Provost is limited to the breach of due process. The Provost will notify the

defendant of his decision within ten business days. If the appeal is not made within five business days of the receipt of the Dean's decision, the right to appeal is waived.

### **Grade Appeals Process**

If a student believes that a grade received is incorrect, the student has the responsibility to submit in writing a request to review the grade with the faculty who assigned it prior to or on the first day of classes of the subsequent semester. If the grade is deemed to be correct then the grade as issued stands. If the final grade issued was in error, then the instructor completes a grade change form to change the grade. The corrected final grade may not be appealed.

In the event that the student believes there is verifiable evidence that prejudicial, arbitrary, or capricious action on the part of the faculty member has influenced the grade, the student may appeal the grade. The burden of proof that such an unfair influence has affected a grade rests with the student who appeals the grade. All grade appeals must be submitted in writing to the Promotions and Appeals Committee. The Promotions and Appeals Committee is the only official entity that has authority to review and recommend to the Dean of Basic Sciences any changes in grades. The formal written appeal must be submitted no later than the last day of registration of the subsequent semester. All grade changes must be executed by the Dean of Basic Sciences, Promotions and Appeals Committee, and faculty of record. The Registrar will not accept any partially executed change of grade forms.

### **Section 8: Student Code of Ethics**

The American Medical Student Association endorses the following Code of Medical Ethics <https://www.ama-assn.org/delivering-care/ethics> for medical students and ENCOURAGES students to abide by it. Queen's University College of Medicine has adopted the Code and requires all students to abide by it. Failure to do so may result in a grievance and disciplinary action.

- A medical student shall be dedicated to learning the art and the science of medicine, and shall pursue this course of study with compassion and respect for human dignity;

- A medical student shall approach the study of medicine with the utmost academic integrity, deal honestly with patients and members of the health care team, and shall seek to promote these virtues in one's colleagues;
- A medical student shall respect the directives of one's superiors and recognize a responsibility to seek changes in those requests that seem contrary to the wishes or best interests of the patient;
- A medical student shall respect the rights of patients, of fellow students and of members of the health-care team, and shall safeguard patient confidences within the constraints of the law;
- A medical student shall not accept patient care responsibility, perform any action, nor allow oneself to be identified in a manner that is beyond one's level of training or competence; one shall ask for supervision when appropriate, assistance when necessary, and never allow patients or patients' families to believe that one is anything but a medical student;
- A medical student shall recognize the importance of participation in activities contributing to an improved community;
- A medical student shall acknowledge the importance of social, economic, spirituality feelings, and psychological factors impacting upon health;
- A medical student shall serve patients to the best of one's ability regardless of diagnosis, race, sex, ethnicity, national origin, sexual orientation and gender identity, physical or mental disability, socioeconomic status, religion, or political beliefs;
- A medical student shall not allow competitiveness with colleagues to affect patient care in an adverse manner;
- A medical student shall guard one's own health and well-being; likewise, one should strive to promote wellness in one's colleagues, including assisting impaired colleagues to seek professional help, and accepting such help if one is impaired.

## **Section 9: Code of Student Conduct, Professionalism & Discipline**

### **Definitions**

The Code of Student Conduct, Professionalism and Discipline is not a contract and serves only as a guide for the fulfillment of acceptable due process procedures. The Administration of Queen's University College of Medicine has the authority and may modify or change the Code of Student Conduct at any time. The student is responsible for obtaining all published materials and updates from the Dean of Student Affairs relating to this code.

### **Purpose of the Code of Student Conduct, Professionalism and Discipline**

QUCOM's primary concern is its students. The University attempts to provide for all students a campus environment that is conducive to academic endeavor and social and individual growth. Enrollment at the University is considered implicit acceptance of the rules, regulations and guidelines governing student behavior promulgated by the University and the student is responsible for this information. In addition, all students, regardless of place of residence, are expected to observe all local laws. Any student who violates any provision of those laws is subject to disciplinary action including expulsion, notwithstanding action taken by civil authorities on account of the violation. The University reaffirms each student's privilege of exercising certain rights, including the right to appropriate due process in any disciplinary matter.

### **Unsafe Student Practices**

A student who demonstrates any unsafe practices as outlined below may be subject to disciplinary actions dependent upon the severity of the unsafe practice, including but not limited to, the following: verbal warning, written warning, formal reprimand, failure and/or dismissal. A student can be failed at any time during the semester for an unsafe practice as defined below:

- Violates or threatens the physical, psychological, microbiological, chemical, pharmacological or thermal safety of the patient.
- Violates previously mastered principles/learning objectives in carrying out clinical skills or delegated medical functions.
- Fails to recognize or accept legal/ethical responsibility for.

- Fails to carry out Standard Precautions as set forth by the Centers for Disease Control and Prevention.

## **Categories of Misconduct**

Misconduct for which students are subject to discipline falls into the following categories:

### **Acts of dishonesty - cheating**

Academic dishonesty including but not limited to cheating and plagiarism.

The term "cheating" includes, but is not limited to:

- a. acquiring information for specific projects, working with one or more persons on an exam that is to be taken as an individual, or observing work from another individual 's exam;
- b. providing information on an exam that is to be done individually or giving out the exam or content prior to the exam time.

### **Acts of dishonesty - plagiarism**

The term plagiarism includes, but is not limited to,

- a. failing to credit sources used in a work product in an attempt to pass off the work as one's own;
- b. attempting to receive credit for work performed by another, including papers obtained in whole or in part from individuals or other sources.

### **Acts of dishonesty – falsifying information**

Falsifying information includes but is not limited to,

- a. the falsification of the results obtained from a research or laboratory experiment;
- b. the written or oral presentation or results of research or laboratory experiments without the research or laboratory experiments having been performed.

### **Conspiracy to commit an act of academic dishonesty.**

- a. Furnishing false information to any QUCOM's office or official, faculty or staff member acting in an official capacity, or giving false testimony or other falsified evidence at any campus disciplinary hearing.

- b. Forgery, alteration, or misuse of any University, record, or instrument of identification.
- c. Tampering with the election of any University recognized student organization.
- d. Attempted or actual theft of property or damage to property of the college, or of a member of the college community, or a campus visitor.
- e. Theft, unauthorized access to or other abuse of computer systems or computer time relating to college endeavors.
- f. Unauthorized possession, duplication, or use of keys to any University premises, or unauthorized entry to, or use of, University premises.
- g. Conspiring, planning, or attempting to achieve any of the above acts.
- h. Conduct which adversely affects the University community, including but not limited to the following:
  - i. Obstruction or disruption of teaching, research, administration, disciplinary procedures or other University activities, including public service functions or other authorized activities on or off campus premises.
  - j. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens the safety of any person. Speech protected by the First Amendment of the U.S Constitution is not a violation of this provision. Fighting words and statements which reasonably threaten or endanger the health and safety of any person is not protected speech. Each allegation of a violation under this provision shall be reviewed with these factors in mind.
  - k. Use or possession of firearms, explosives, fireworks, ammunition or any kind of weapon on campus. An object may be defined as a weapon through design, actual use or intended use.
  - l. Disruptive activities as defined elsewhere in the Student Handbook
  - m. Hazing as defined in the Student Handbook as it relates to Student Organizations
  - n. Use, possession, sale, manufacture or distribution of narcotics or dangerous drugs. (Students found in possession of, or in effect of any illegal drug or control substance, or using, selling, manufacturing, or distributing such a drug or substance as defined by the laws of Barbados shall, if determined guilty of such act after appropriate due process, be suspended from enrollment at QUOCOM. The minimum period of suspension shall be for the academic semester in which final adjudication of the

case occurs. Additional or more severe sanctions may be imposed based on the specific facts of the case.)

- o. Use, possession or distribution of alcoholic beverages on campus.
- p. Conduct which is disorderly, obscene, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on the University campus premises or at functions sponsored by, or participated in by, the University.
- q. Violations of Queen's University College of Medicine policies or regulations which have been published and are readily available to the students, including but not limited to those which govern academic matters, housing, alcohol use, financial matters, student affairs, and the maintenance of the health, safety, and welfare of the university community.
- r. An act constituting violation of local civil or criminal laws, or ordinances.
- s. Conspiring, planning, or attempting to achieve any of the above acts.
- t. Misconduct relating to official obligations between the student and the University or its officials, including but not limited to the following:
- u. Issuance of a check without sufficient funds.
- v. Failure to fulfill financial obligation(s) to Queen's University College of Medicine.
- w. Failure to fulfill other legal obligation(s) to the University.
- x. Failure to comply with reasonable directions of, or failure to heed an official summons of, college officials, faculty or staff members acting in the performance of their duties.
- y. Failure to comply with the sanction(s) imposed under the Code of Student Conduct and Discipline or sanctions otherwise imposed by QUCOM.
- z. Conspiring, planning, or attempting to achieve any of the above acts.

### **Conduct Outside of School**

Medical students recognize that their behavior reflects on themselves, the school, and the medical profession, whether they are in school or outside it. When representing Memorial University's medical school at a school sanctioned activity, students are expected to conduct themselves according to this code of conduct.

## **Misconduct Penalties**

One or more of the following misconduct penalties may be imposed by QUCOM upon individuals, groups or organizations. Penalties for violation of institutional policies or rules and regulations may be administered regardless of whether the actions of the student are civil or criminal violations. Whenever disciplinary actions lead to the student's leaving the University, grades will be assigned in accordance with the University's grade policy and the Academic Calendar.

- a. Admonition: This consists of a verbal or written warning. Verbal admonitions will not become a part of the student's confidential record in the University Registrar's Office.
- b. Loss of Privileges or Imposition of Certain Tasks: Under some circumstances of misconduct, QUCOM may deem it appropriate to take away certain privileges. Penalties such as blocking from enrollment for a specified period of time; recommendation of failing, reduction, or changing a grade in a test, course assignment, course or other academic work; suspending library, internet technology and learning resource center privileges may be imposed. The student may also be required to perform certain tasks, such as making restitution, whether monetary or by specific duties; attending counseling sessions; performing additional academic work not required of other students in a specific course; complying with behavioral contract; paying of special fees, fines or service charges.
- c. Probation: Probation is levied for a specified time, the duration of which will be determined by the seriousness of the circumstances of the case. Probation carries with it a warning that any further violation of University may result in more serious consequences, including suspension or expulsion. The two types of probation related to the Student Code of Conduct are:
  1. Conduct Probation - a sanction which will be removed from the student's confidential record in the Office of the Dean of Basic Sciences at the end of the period of probation.
  2. Disciplinary Probation - a sanction which may or may not remain a permanent part of the student's academic file.
- d. Suspension: Continued and/or flagrant violations of the probation terms or serious offense cases warranting such action may result in suspension from the University for a specified period. The student is blocked from re-enrollment until he/she applies

for readmission to the University and is cleared by appropriate officials. Suspension becomes a part of the student's permanent record in the Registrar's Office.

- e. Withdrawal: Withdrawal is administrative removal of a student from a class or from the University and may be imposed in instances of unmet financial obligations to QUCOM; for reasons of health; or pending the outcome of competent medical evaluation. The withdrawn student may also be barred from re-enrollment until such a time specific conditions have been met.
- f. Expulsion: Expulsion is permanent severance without appeal from QUCOM.
- g. Revocation of Degrees: The revocation of the degree may occur for discovered academic misconduct that occurred while in attendance at QUCOM. Academic misconduct may include but not limited to falsifying transcripts.

Allegations of misconduct which may result in a revocation of a degree will be considered by the appropriate academic process.

## **Section 10: Student Rights and Responsibilities**

### **Rights and Privacy**

The Family Educational Rights and Privacy Act (FERPA) guarantee the following rights to students:

- The right to inspect and review the student's education record within 45 days of the day the University receives a request for access. Students should submit to the Registrar a "Request to Review Educational Records" form. The Registrar's Office will make arrangements for access and notify the student of the time and place where the record may be inspected.
- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate. They should write to the Registrar's office, clearly identify the part of the record they want corrected, and specifics as to why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.

- The right to consent to disclosures of personally identifiable information contained in the student's academic file, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- Letter of Reference
- Personal or professional reference letters can be requested from individual faculty members. Such requests should be submitted directly to the faculty member along with a resume/CV for faculty referral; at least two weeks' notice should be given.

## **Diversity**

QUCOM views cultural diversity as a way of life. We actively encourage diversity through our campus culture to attract, retain, develop, empower and lead our people. We maintain that a diverse campus culture is essential to our goals. Queen's University College of Medicine is committed to provide equal employment and educational opportunities for all qualified persons without regard to race, color, national origin, religion, sex, age, veteran status, disability or sexual orientation.

The University will ensure that all student affairs and employee personnel actions be administered without regard to race, color, national origin, religion, sex, age, veteran status, disability or sexual orientation.

## **Course Evaluation**

In an effort to promote ongoing improvement in our academic courses and services, students are expected to participate in the evaluation process at a variety of points throughout the curriculum. Evaluations for the various types of program, faculty and course satisfaction evaluations will be made available to students by the Dean of Basic Sciences.

## **Student Dress Code**

QUCOM recognizes that island living and tropical temperatures are conducive to casual dress; however, the University expects medical students to maintain a professional image at all times. In non-clinical and classroom settings, clothing may be casual but should be reflective of a professional image. Street clothing should be neat and clean. Due to the Caribbean climate, shorts and T-shirts are allowed but miniskirts, bare midriffs and low-cut blouses are not. Students are required to remove recreation caps while in class.

While in the clinical setting, it is the expectation that the student physician will wear clothing appropriate to the clinic. For men, this includes dress shirt and tie, long slacks and leather close toed shoes with socks. For women, business dresses, skirts and blouses or pantsuits are acceptable but the length of dresses and skirts must be appropriate to a clinical setting. Minimal jewelry may be worn; however, multiple rings, dangling bracelets and necklaces are unacceptable. The ID badge will be worn in all clinical or campus settings.

## **Research**

Research proposals that require access to the University student population must be made to the Dean of Basic Sciences who may, at his or her discretion, refer the matter to the Research Committee and the Institutional Review Board (IRB) for follow-up. Each semester students are expected to display a research board proposal with the customary materials briefly indicated: null hypothesis; statistical treatment; conclusions, and references. Possible research “board” presentations that were considered very well done may be a sponsored candidate to the SAMA Annual Research Board Yearly Convention in the USA.

## ***Section 11: Student Welfare, Support and Housing***

### **Student Services**

The Office of Associate Dean of Student Affairs is responsible for enhancing the quality of student life by creating an environment that will support student academic, physical, emotional, and social development, while challenging them to develop their abilities to the fullest. Committed to this idea, the office complements the instructional program by

providing special services that help students to do better in their classwork. Students are offered opportunities to develop their basic academic skills, to expand their interpersonal leadership and career related skills, and to obtain support services designed to help them cope with educational, personal, health, and social problems.

Student Services include tutoring, financial counseling, additional psychological counseling from a psychiatrist if needed, and career mentoring as to professional medical changes and what residencies that might fit the student's interest and abilities.

## **Faculty Support**

An academic (faculty member) advisor is assigned to each student during their first semester at the University. The role of the academic advisor is to:

- provide information about the academic program,
- assist in making informed decisions about academic progress, and refer students to appropriate University resources.
- assist in making informed career decisions.

Students are encouraged to consult his/her advisor at any time that he/she experience academic difficulty, have a personal problem, or are withdrawing from the University. The Academic Advisor also will be notified by the Dean of Students Affairs when a student appears to be experiencing academic difficulty as evidenced by substandard performance in a course. The Advisor will schedule the student for a conference to determine the cause of the difficulty and to create a viable plan to improve the student's performance. This plan not only may include assistance from the Advisor, but also may include both academic and counseling assistance from other faculty members. While the Academic Advisor will initiate contact in some circumstances, the student is ultimately responsible for seeking adequate academic advice, meeting degree requirements, and attending appropriate courses to insure orderly and timely progress toward the medical degree.

## **Counseling Services**

As in all professional health fields, if stress is not dealt with properly, it can interfere with optimal academic performance. The effects can be severe enough to cause clinical

depression which may manifest itself as changes in eating or sleep patterns, decreased libido, decreased interest in school and everyday activities, physical illness as well as suicidal thoughts. If you feel that you are under a large amount of stress or experiencing depression, the University highly recommends self-referral to the Dean of Student Affairs. The University provides a wide range of free, confidential services for students on the campus. Available services include individual, and career counseling. All information relating to the counseling services is confidential.

### **Library Services**

All enrolled medical students have checkout privileges of reference textbooks as well as electronic access to the QUOCOM/Codrington's Library. Student ID cards serve as library cards to use library resources. Medical Access code is made available and accessible to all students at all levels ...especially for students who wish to peruse and pursue evidence-based medicine studies.

Library hours will be posted each semester along with a campus transportation schedule: back and forth to approved QUOCOM geographical housing.

### **Student Transportation**

Barbados Transit Authority has a schedule for mass transportation around the island. Scheduled times may vary for reasons that the bus line operators could not anticipate such as weather, traffic, and/or mechanical service problems. Other transportation methods to consider are as follows:

>There are those students who may prefer their own means of transport from their living accommodations to the QUOCOM Campus.

>QUOCOM will have a transit transportation system which meets medical school class schedule and the QUOCOM/Codrington Library hours of service. The QUOCOM transportation service is available only to students living in QUOCOM preferred accommodations or recommended housing areas which are considered safe, satisfying and reasonable rates, suitable, serviced, and secure.

### **Student Housing**

QUCOM has made arrangements with the Tropical Wind Hotel. Reasonable rates are offered for different types of living styles starting with one or two bedrooms. Restaurant services are available and accessible based on your needs.

QUCOM will arrange transit services between the school and the Tropical Wind Hotel.

### **Students with Disabilities**

Those students who meet the Technical Standards although exhibiting physical challenges will benefit from the policy that QUCOM will attempt to provide reasonable accommodations to students with disabilities and strives to enable students with disabilities to assist themselves in achieving their educational goals and enhancing their leadership development through participation in all facets of campus life. The Office of the Associate Dean of Student Affairs serves as a clearinghouse for all students with disabilities.

Additional information about services for students with disabilities and required documentation for special accommodations will be available from the Dean Office of Student Affairs supported by Please refer to Technical Standards in QUCOM Admissions Policy (page 60).

Please note that while the University is committed to providing reasonable accommodations to qualified medical students, we cannot ensure any student will obtain similar, if any, such accommodations by the United States Medical Licensing Board. Students are encouraged to research the United States Medical Licensing Board requirements and all corresponding state licensing law for accommodations consideration and learn of the rulings in cases that may be similar to their own.

### **Campus Health Care**

QUCOM will develop a Campus Health Care Clinic in the second year of operation. This will be staffed with a scheduled registered nurse who provides University members with care, or referral for additional medical services. Until this time the University will refer students and faculty to the local Barbadian hospital.

## **Campus Mail Service**

The campus mail service is responsible for receiving all incoming legal mail or packages for the University. Students can have mail or packages sent to the University P. O. Box and picked up at the University Reception Desk. At times, student may need to pick up packages at the post office. If the package needs to be checked by a Customs Officers the package can only be picked by the named person with ID or a designated person who has written documentation for the address and appropriate ID. The University is not liable for the individual student's duty fees or any other mail-associated fees.

## **Section 12: Standard Precautions**

Excerpted from "Guideline for Isolation Precautions in Hospitals", Centers for Disease Control, January 2004

**Background:** Standard Precautions synthesize the major features of Universal Precautions designed to reduce the risk of transmission of blood borne pathogens and those designed to reduce the risk of transmission of pathogens from moist body substances and applies them to all patients receiving care regardless of their diagnosis or presumed infection status. Standard Precautions apply to 1) blood; 2) all body fluids, secretions, and excretions except sweat, regardless of whether or not they contain visible blood; 3) non-intact skin; and 4) mucous membranes. Standard Precautions are designed to reduce the risk of transmission of microorganisms from both recognized and unrecognized sources of infection.

**Hand washing:** Wash hands after touching blood, body fluids, secretions, excretions, and contaminated items, whether or not gloves are worn. Wash hands immediately after gloves are removed, between patient contacts, and when otherwise indicated to avoid transfer of microorganisms to other patients or environments. It may be necessary to wash hands between tasks and procedures on the same patient to prevent cross-contamination of different body sites.

Use a plain (non-antimicrobial) soap for routine hand washing.

Use an antimicrobial agent or a waterless antiseptic agent for specific circumstances (e.g., control of outbreaks or hyper endemic infections), as defined by the infection control program.

**Gloves:** Wear gloves (clean, non-sterile gloves are adequate) when touching blood, body fluids, secretions, excretions, and contaminated items. Put on clean gloves just before touching mucous membranes and non-intact skin. Change gloves between tasks and procedures on the same patient after contact with material that may contain a high concentration of microorganisms. Remove gloves promptly after use, before touching non-contaminated items and environmental surfaces, and before going to another patient, and wash hands immediately to avoid transfer of microorganisms to other patients or environments.

**Mask, Eye Protection, Face Shield:** Wear a mask and eye protection or a face shield to protect mucous membranes of the eyes, nose, and mouth during procedures and patient-care activities that are likely to generate splashes or sprays of blood, body fluids, secretions, and excretions.

**Gown:** Wear a gown (a clean, non-sterile gown is adequate) to protect skin and to prevent soiling of clothing during procedures and patient-care activities that are likely to generate splashes or sprays of blood, body fluids, secretions, or excretions. Select a gown that is appropriate for the activity and amount of fluid likely to be encountered. Remove a soiled gown as promptly as possible and wash hands to avoid transfer of microorganisms to other patients or environments.

**Patient-Care Equipment:** Handle used patient-care equipment soiled with blood, body fluids, secretions, and excretions in a manner that prevents skin and mucous membrane exposures, contamination of clothing, and transfer of microorganisms to other patients and environments. Ensure that reusable equipment is not used for the care of another patient until it has been cleaned and reprocessed appropriately. Ensure that single-use items are discarded properly.

**Environmental Control:** Ensure that the hospital has adequate procedures for the routine care, cleaning, and disinfection of environmental surfaces, beds, bedrails, bedside equipment, and other frequently touched surfaces, and ensure that these procedures are being followed.

**Linen:** Handle, transport, and process used linen soiled with blood, body fluids, secretions, and excretions in a manner that prevents skin and mucous membrane exposures and contamination of clothing and that avoids transfer of microorganisms to other patients and environments.

**Occupational Health and Blood-borne Pathogens:** Take care to prevent injuries when using needles, scalpels, and other sharp instruments or devices; when handling sharp instruments after procedures; when cleaning used instruments; and when disposing of used needles. Never recap used needles, or otherwise manipulate them using both hands, or use any other technique that involves directing the point of a needle toward any part of the body; rather, use either a one-handed "scoop" technique or a mechanical device designed for holding the needle sheath. Do not remove used needles from disposable syringes by hand, and do not bend, break, or otherwise manipulate used needles by hand. Place used disposable syringes and needles, scalpel blades, and other sharp items in appropriate puncture-resistant containers, which are located as close as practical to the area in which the items were used, and place reusable syringes and needles in a puncture-resistant container for transport to the reprocessing area.

Use mouthpieces, resuscitation bags, or other ventilation devices as an alternative to mouth-to-mouth resuscitation methods in areas where the need for resuscitation is predictable.

**Patient Placement:** Place a patient who contaminates the environment or who does not (or cannot be expected to) assist in maintaining appropriate hygiene or environmental control in a private room. If a private room is not available, consult with infection control professionals regarding patient placement or other alternatives.

## **Section 13: Hurricane Season and Preparedness**

At the beginning of hurricane season, you should prepare your home for the possibility that a hurricane may strike. It is recommended that you stock your home with the following:

- Battery powered radio
- Flashlights and mobile phone
- Fresh batteries for both the radio and flashlights
- Dried and canned foods which can be eaten with little or no cooking such as:
- Canned tuna and salmon
- Canned meats
- Crackers and peanut butter
- Dried Beans
- Canned drinks and juices cups
- Rice/Pasta eating utensils
- Soup
- Can opener
- Blankets, Pillows, and Towels
- Foul weather gear
- Rubbing alcohol
- Matches
- Insect repellant
- Garbage bags
- Sanitary supplies such as toothbrush, toothpaste, soap and shampoo
- Medicines
- Change of clothing
- Paper towels, tissues and toilet paper
- Pocket knife
- Water (1 gallon per person per day for one week)
- First aid kit
- Important papers in waterproof bags.

During the hurricane season, the Hurricane Safety and Emergency Committee will monitor weather conditions in the Atlantic Ocean and the Caribbean basin. The Committee will be responsible for notifying students if a tropical storm/hurricane watch or warning has been issued. A "Watch" means that weather conditions pose a possible threat to Barbados within 36 hours. A "Warning" means that weather conditions are expected to be dangerous in Barbados within 24 hours or less. Notification of a warning or watch will be posted on campus bulletin boards as well as on local radio and television stations.

All hurricanes are dangerous but some are more so than others. The way that storm surge, wind and other factors combine determines the hurricane's destructive power. To make the predicted hazards of approaching hurricanes clearer to you, hurricane forecasters use a disaster potential scale which assigns storms to one of five categories. Category 1 is a minimum hurricane; Category 5 is a worst-case scenario. The criteria for each are shown below.

The winds are used in the determination of category.

Category	Sustained Winds (mph)	Coastal Surge (Feet)	Damage
Tropical Storm	39-73	0-3	Minor
1	74-95	4-5	Minimal
2	96-110	8-12	Moderate
3	111-130	13-18	Extensive
4	131-155	19-24	Extreme
5	>155	18+	Catastrophic

Tropical Storm Watches and Warnings will be posted on campus bulletin boards. These indicate that sustained winds of 39-73 miles per hour and heavy rain are expected for Barbados. It is unlikely that classes will be cancelled but students should monitor bulletin boards and radio stations closely as tropical storms often develop into hurricanes. During Tropical Storm Watches and Warnings, information will be posted every 6 hours as it becomes available from weather services. Localized flooding is a hazard during heavy rains and students should be cautious of river banks, gaths and beach areas that may be targets of flash floods and erosion.

In the event of a Hurricane Watch, students should monitor campus bulletin boards, radio and television stations frequently for official bulletins regarding the storm's progress. Prepare to assist your landlord in covering windows with plywood or hurricane shutters. Check your food, water and battery supplies. Survey your property for objects that could become flying missiles in high winds and store or secure them. ATMs will not work after a storm so have an adequate supply of cash on hand for purchases.

In the event of a Hurricane Warning, monitor campus bulletin boards and radio stations closely for additional information. If you are at the University, leave campus immediately when ordered to do so and go directly to your home. (The campus will be closed at this time and neither students nor faculty will be allowed on campus for the duration of the hurricane watch.) Your home is the safest place to find shelter for the duration of the hurricane! Stay inside your home until the storm passes. There is a great temptation to go outside and survey the damage during the calm "eye" of the hurricane. The improved weather conditions are only temporary and storm conditions will return with winds coming from the opposite direction in the next few minutes. Resist the temptation and stay indoors. The trailing wall of the hurricane is usually more destructive than the leading wall so stay indoors! Stay away from windows and doors even if they are covered. Take refuge in a small, ground floor, interior room, closet or hallway. Close all interior doors and secure exterior doors. Stay in the protected area until announcements on radio and television state that the dangerous winds have passed.

- When going outside after the storm, beware of hazards such as downed power lines and any water in which they may be lying, washed out roads or river banks, weakened limbs or coconuts on trees and damaged overhanging structures.
- Do not use the telephone unless absolutely necessary. The telephone system may be turned off or jammed with calls during and after a hurricane.
- Guard against spoiled food. Use canned and dried food.
- Do not drink or prepare food with tap water until you are certain it is not contaminated with floodwaters.
- Listen to local radio and television station for notices that the campus has reopened and classes resumed.

- Due to the concentrated schedule of the education program, it may be necessary to schedule classes outside of the normal class hours in order to make up missed lectures and clinical experiences. Your instructor will notify your class of such rescheduling.

# **Appendix 1: Constitution of the Queen's University College of Medicine Student Government Association**

---



## **Constitution of the Queen's University College of Medicine Student Government Association**

### **PREAMBLE**

We the Students of the Queen's University College of Medicine establish the Student Government Association as the representative body for the students. The students have the right to representation, to improve and protect the quality of education, and to better the overall environment of the Queen's University College of Medicine. By maintaining student rights and interests, encouraging student involvement, and improving general student welfare we will improve this institution. We do ordain and establish this Constitution for the Student Government Association at the Queen's University College of Medicine.

### **ARTICLE I: NAME**

The name of the student organization that represents the student body shall be the Student Government Association, hereafter referred to as SGA.

### **ARTICLE II: AUTHORITY TO REPRESENT**

The Student Government Association is the officially recognized student organization of the Queen's University College of Medicine that represents the students in the internal and external community and acts as the instrument through which students are able to provide input into the internal policies of the Queen's University College of Medicine. The SGA has the authority to represent the students of the Queen's University College of Medicine, through the election of Student Senators and Officers.

### **ARTICLE III: OBJECTIVE**

The objective of the SGA shall be to promote a democratic form of student government, to provide students a forum for student issues, to offer the opportunity for leadership development in the individual, and to promote social, cultural, educational, and recreational activities for students of the Queen's University College of Medicine.

### **ARTICLE IV: MEMBERSHIP OF THE STUDENT BODY**

Section 1. Any person enrolled as a student for academic credit in any course offered under the auspices of the Queen's University College of Medicine shall be automatically considered a member of the student body. All members of the student body as defined above shall be eligible to vote in student elections and referendums.

Section 2. All students shall have the right of inquiry, speech, and petition before the SGA.

### **ARTICLE V: MEMBERSHIP OF SGA**

Section 1. Students elected or appointed to any position on the SGA are required to have and maintain a cumulative 2.5 GPA for all courses completed at the Queen's University College of Medicine, except for MD1 students with no credit (0 credit hours).

The SGA of the Queen's University College of Medicine shall be comprised of two (2) divisions:

The Executive Committee, consisting of President, Vice-President & Treasurer;

a. Financial Affairs Committee is a subdivision of Treasurer's Office and the Secretary will report directly to the Treasurer, who in turn will report the state of financial affairs to the Executive Committee

The General Assembly, consisting of all Executive Officers and Senators associated with Academic, Sports and Student Affairs Clubs.

Section 3. The membership of the SGA shall be as follows:

President

Vice-President

Treasurer

Secretary-Financial Affairs Committee

Academic Club Representative

Sport Club Representative

Student Affairs Club Representative

## **ARTICLE VI: VACANCIES AND APPOINTMENTS**

Section 1. In the case of vacancy in the office of the SGA President, the line of executive succession shall be the SGA Vice-President, followed by the SGA Treasurer, followed by the SGA Secretary-Financial Affairs Committee

Section 2. In the case of a vacancy of any other position, the SGA President may appoint an interim member from the student body to serve until the vacancy is filled. The President shall carry out a minimum two (2) week advertised search to fill the open seat, which is open to all eligible members of the student body. After the search is completed, the interim member, if they served on the SGA prior to their appointment, will return to their respective seat.

Section 3. After either dismissal by the government or official receipt of the resignation, the SGA shall select a successor from among the student body. The SGA President shall make the appointment. The appointee must meet all membership qualifications for the vacant position. This candidate must be confirmed by a simple majority vote of the members of the SGA.

Section 4. No member of the SGA shall hold more than one elected SGA office at any time.

Section 5. Members appointed to any position on the SGA before the Spring semester election shall serve until the next regularly scheduled election. Member appointed after the Spring semester election shall serve the remainder of the term.

Section 6. If a Senate position remains vacant after the spring elections, and the two (2) week advertised search, that position is redefined as a Senator At-Large position until the next scheduled election.

Section 7. All members serving on the SGA shall not miss more than three meetings without approval by the Executive Board of the SGA. If a member has missed more than three meetings, the SGA shall have the ability to declare the seat vacant and appoint a new member who shall serve until the next election.

## **ARTICLE VII: DESCRIPTION OF DUTIES**

Section 1. All student body legislative power shall be vested in the Student Government Association.

Section 2. The President of SGA shall, at the time of seeking office, have a successfully completed MD3 Semester at Queen's University College of Medicine. The President shall have been enrolled for at least two semesters at Semester at Queen's University College of Medicine. The President must, at the time of election, be able to serve for the entire MD4 and MD5 semesters.

The President shall preside at Student Government meetings. The President is responsible for developing and distributing the agenda for each Student Government meeting. The President is an ex-officio member of all Student Government Committees.

The President shall have the power to nominate any student, in governmental service or not, into any committee or appoint persons to vacancies, subject to the approval of the SGA at-large.

The President shall appoint a Vice-President, to be approved by the SGA at-large, within two (2) business meetings of his/her tenure.

Section 3. The Vice-President of the Student Government shall, at the time of seeking office, have a minimum successfully completed MD2 semester at the Queen's University College of Medicine.

The Vice-President shall nominate with the full consultation and advise from the SGA Treasurer, a chairperson for the Academic, Sports and Student Affairs Clubs.

Section 6. The Treasurer shall nominate with the full consultation and advise from the President and Vice President the Secretary of Financial Affairs Committee. The Treasurer shall keep a record of all expenses and income of the Student Government. The Treasurer will obtain all student fees information through the Secretary of Financial Affairs Committee.

The Treasurer shall serve as the Vice-Chair of the Student Organization Funding Association.

The Treasurer shall compile a list of possible Chairpersons of the Student Organization Funding Association and the Student Affairs Committee. They shall report the list to the Vice- President along with their recommendation. This list and recommendations shall be provided to the SGA at-large for consideration.

Section 9. The Senators of the SGA committees shall report to the Vice-President of the Student Government Association and will be responsible for membership on three committees, distributed accordingly. Each Senator will have a vote on SGA.

Senators are responsible for investigating/expressing student concerns and opinions within their respective schools or interests.

## **ARTICLE VIII: COMMITTEES**

Section 1. Unless otherwise stated by this Constitution or the SGA Bylaws, the President shall have the authority to appoint the Senator and members of each committee. A simple majority vote by the SGA at large is necessary to confirm the chair and any nominee, except when the SGA is unable to attain quorum. When the SGA is unable to attain quorum, a simple majority vote of the Executive Committee is necessary to confirm any appointment, subject to review by the SGA at-large at their next regularly scheduled meeting.

Section 2. The Senator of each committee shall make regular written and formal reports to the SGA on the procedures and activities of the committees of which they serve.

Section 3. There shall be the following standing committees:

Executive Committee

Financial Affairs Committee

Academic Committee

Election Committee

Section 4. The Senator of Student Affairs, Director of Student Life, SGA President, and SGA Internal Vice President will serve as ex-officio members of all committees.

Section 5. Ad hoc committees may be formed by a simple majority vote of the SGA at-large. Ad Hoc committees shall serve as needed until their services are rendered complete.

## **ARTICLE IX: MEETINGS**

Section 1. Quorum for regular meetings shall be a simple majority of the total voting membership enumerated in the SGA Constitution.

Section 2. The parliamentary manual for all SGA meetings and committees shall be Robert's Rules of Order, latest edition, except where its procedure is expressly modified in the SGA Constitution or Bylaws.

Section 3. The SGA shall convene regularly during the Winter, Spring and Fall semesters.

Section 4. The SGA President or the Vice-President acting on behalf of the President with a minimum 24hour notice may call a special session. Quorum for special sessions shall be a majority of the total voting membership enumerated in the SGA Constitution.

Section 5. Proxy votes are not allowed at any SGA meeting or committee meeting.

Section 6. All votes before the SGA require a simple majority of those present and voting to pass, unless otherwise stated.

Section 7. While the SGA and Executive committee reserve the right to adjourn into closed session for legal, monetary, and personnel issues, all regular SGA meetings must be open to the public and public comment and publicly recorded.

Section 8. In cases of emergency, or when quorum of the SGA cannot be obtained, the Executive Committee may act on behalf of the SGA to advise the Campus or School's Administrators, the Board of Trustees, or other individuals or bodies on policy matters as requested or necessary; however, such advice shall be offered for review at the next regular meeting of the SGA.

## **ARTICLE X: AMENDING THE SGA CONSTITUTION**

Section 1. Any member of the Rules and Constitution Committee or Student Body may offer, in writing, a proposed amendment to the SGA five (5) days before the next regular meeting. Copies of the proposed amendment will be given to the SGA President, and executive Committee.

Section 2. All proposed amendments must receive a two-thirds majority of the SGA at-large on the next meeting of business. Amendments, once approved by the SGA, shall be advertised and then brought before the entire Student Body to be voted upon, in the next election or special election. Amendments approved by the Student Government Association shall require a two-thirds majority vote by the voting Student Body to be ratified.

Section 3. Revisions of the SGA constitution shall be proposed in the same fashion as amendments.

## **ARTICLE XI: NON-DISCRIMINATION**

Section 1. No student shall be discriminated by or receive special treatment from the SGA on account of race, age, gender, sexual orientation, national origin, disability, religion, or political affiliation.

## **ARTICLE XII: BYLAWS**

Section 1. The SGA shall be empowered to adopt its own rules and procedures, through bylaws, consistent with the SGA Constitution.

Section 2. Bylaws and amendments to the bylaws may be introduced in writing by any voting member and passed by a simple majority vote of the SGA members present and voting.

Section 3. Refer to the SGA bylaws for complete policy, rules, and procedures.

## **ARTICLE XIII. PRESIDENTIAL EXPENDITURES**

Section 1. The SGA President has the right to make purchases on behalf of the SGA without approval from the SGA as long as the expenditure is immediately reported to the SGA Treasurer and is less than or equal to one percent of the general budget of the SGA for the given fiscal year.

## **ARTICLE XIV: ELECTIONS**

Section 1. In the spring semester, an election shall be held with the purpose of filling the following positions: The Executive Committee, including the President, Vice-President, Treasurer and, the College Senators.

Section 2. All positions not filled by election during the spring shall be elected in the fall. This election must be held no later than the sixth week of the fall semester.

Section 3. The candidates for office shall be elected to the Student Government upon receiving the most votes cast in an at-large election of the student population and confirmation on part of the candidate.

## **ARTICLE XV: TERMS OF OFFICE**

Section 1. The successful candidates elected during the spring semester shall be installed no later than the last day of classes for the spring term. Successful candidates elected during the fall shall be installed in office at the meeting following the completion of the election.

Section 2. Members elected during the spring shall serve until the end of the spring semester following their election, and members elected in the fall shall serve until the end of the spring semester of the academic year during which they were elected.

Section 3. No Executive Officer may hold the same elected position more than three semesters total.

#### **ARTICLE XVI: DISCIPLINARY ACTION**

Disciplinary action may be taken against any elected or appointed SGA official, in accordance with the Bylaws and Student Disciplinary Code.

#### **ARTICLE XVII: EFFECTIVE DATE**

This Constitution shall take effect immediately after ratification by a majority vote of the student body.

## **Appendix 2: Technical Standards for Admission**

**Definitions:** The Liaison Committee on Medical Education (LCME) has recommended that all medical schools develop technical standards to assist them in determining whether applicants for admission to the School of Medicine or candidates seeking the degree of Doctor of Medicine are qualified to pursue a career in medicine. This document, “Qualifications for Doctor of Medicine Degree Candidate” (Qualifications) contains the technical standards of the School of Medicine. The technical standards are based on guidelines produced by the Association of American Medical Colleges. All applicants who reach the interview stage will be required to read the Qualifications and to sign a copy of the attached form to indicate that they understand the Qualifications. The signed form is kept as part of the record for all matriculating students.

**All applicants and candidates must be able to meet technical standards and successfully complete all identified requirements of being capable to perform in defined areas: Visual, Oral-Auditory, Motor, Cognitive and Social.**

a. Visual

Candidates must be able to observe and participate in experiments in the basic sciences. (For example, physiologic and pharmacologic demonstrations and microscopic studies of microorganisms and tissues). In order to make proper clinical decisions, candidates must be able to observe a patient accurately. Candidates must be able to acquire information from written documents, films, slides or videos. Candidates must also be able to interpret X-ray and other graphic images, and digital or analog representations of physiologic phenomena, such as EKG's with or without the use of sensitive devices. Thus, functional use of vision is necessary (closed and at a distance).

*The student testifies in the application form as to meeting the visual standard of QUCOM's admission*

b. Oral-Auditory

---

Candidates must be able to communicate effectively and sensitively and rapidly with patients (must be able to speak and hear) and members of the health care team (both verbal and written). Candidates must be fluent in English. In emergency situations candidates must be able to understand and convey information essential for the safe and effective care of patients in a clear unambiguous and rapid fashion. In addition, candidates must have all the ability to relate information to and receive from patients in caring and confidential manner.

*The student testifies in the application form as to meeting the visual standard of QUCOM's admission*

c. Motor

Candidates must possess the motor skills necessary to perform palpation, percussion, auscultation, and other diagnostic maneuvers. Motor skill demands require reasonable endurance, strength, and precision. Candidates should have sufficient motor function to be able to do basic laboratory tests (urinalysis, CBC, etc.), carry out diagnostic procedures (proctoscopy, paracentesis, etc.) and read EKG's and X-rays. A candidate should be able to execute motor movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required of physicians are cardiopulmonary resuscitation, the administration of intravenous medication, application of pressure to stop bleeding, the opening of obstructed airways, the suturing of simple wounds, and the performance of simple obstetrical maneuvers. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of senses of touch and vision.

*The student testifies in the application form as to meeting the visual standard of QUCOM's admission*

d. Sensory

Candidates need enhanced sensory skills including accuracy within specific tolerances and functional use for laboratory, classroom and clinical experiences. Students who are otherwise qualified but who have significant tactile sensory or productive disabilities must be evaluated

medically. These disabilities include individuals who were injured by significant burns, have sensory motor deficits, cicatrix formation, or have malformation of upper extremities.

*The student testifies in the application form as to meeting the visual standard of QUCOM's admission*

e. Strength and Mobility

Candidates must have sufficient posture, balance, flexibility, mobility, strength and endurance for standing, sitting, and participating in the laboratory, classroom and clinical centers.

*The student testifies in the application form as to meeting the visual standard of QUCOM's admission*

f. Cognitive

In order to effectively solve clinical problems, candidates must be able to measure, calculate, reason, analyze, integrate and synthesize in a timely fashion. In addition, they must be able to comprehend three-dimensional relationships and to understand the spatial relationships of others.

*The student testifies in the application form as to meeting the visual standard of QUCOM's admission*

g. Social

Candidates must possess the emotional health required for the full utilization of their intellectual abilities, for the exercise of good judgment, for the prompt completion of all responsibility's attendant to the diagnosis and care of patients, and for the development of effective relationships with patients.

Candidates must be able to tolerate physically taxing workloads and function effectively under stress. They must be able to adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of patients.

Academic and clinical responsibilities of students must require their presence during day and evening hours, any day of the week.

Students must be judged not only for their scholastic accomplishments, but also on their physical and emotional capacities to meet the full requirements of the school's Curriculum, and to graduate as skilled and effective practitioners of medicine.

*The student testifies in the application form as to meeting the visual standard of QUCOM's admission*

The following technical requirements apply:

- Is the candidate able to observe demonstrations and participate in experiments in the basic sciences?
- Is the candidate able to analyze, synthesize, extrapolate, solve problems, and reach diagnostic and therapeutic judgments?
- Does the candidate have sufficient use of the senses of vision and hearing and the somatic sensation necessary to perform a physical examination? Can the candidate perform palpation, auscultation, and percussion?
- Can the candidate reasonably be expected to relate to patients and establish sensitive, professional relationships with patients?
- Can the candidate reasonably be expected to learn and perform routine laboratory tests and diagnostic procedures?
- Can the candidate reasonably be expected to communicate the results of the examination to the patient and to his colleagues with accuracy, clarity and efficiency?
- Can the candidate reasonably be expected to perform routine invasive procedure as part of training using universal procedures without substantial risk of infection to patients?
- Can the candidate reasonably be expected to perform with precise, quick and appropriate actions in emergency situations?
- Can the candidate reasonably be expected to display good judgment in the assessment and treatment of patients?

- Can the candidate reasonably be expected to possess the perseverance, diligence and consistency to complete the medical school curriculum and enter the independent practice of medicine?
- Can the candidate reasonably be expected to accept criticism and respond by appropriate modification of behavior?

**Should the applicant fail informing the university as to fulfilling technical standards, the QUCOM reserves the right to remove the student from the list of students.**

**Admissions of students with a learning disability.** The QUCOM follows regulation set by the Educational Commission for Foreign Graduates (ECFMG). The student must submit medical report specifying the nature of learning disability to the Admissions Office prior to the Review. The report must recent (obtained within the last three years) and prepared by a licensed Psychologist or Psychiatrist. Depending on specific recommendations by the student's physician, the school allows extended exam time by 50 or 100%. Upon specific recommendations, the school will provide a separate room for taking the exam.

## **Appendix 3: Discrimination/Harassment Student Complaint Form**

### **QUEEN'S UNIVERSITY COLLEGE OF MEDICINE DISCRIMINATION/HARRASSMENT STUDENT COMPLAINT FORM**

*QUCOM policies prohibit discrimination/harassment/retaliation on the basis of race, national origin, religion, gender, pregnancy, physical or mental disability, medical condition, genetic information, ancestry, marital status, age, sexual orientation, citizenship or status as a covered veteran.*

*Staff, faculty, and students who believe they may have been discriminated/harassed/retaliated against are encouraged to bring their concerns to the Associate Dean of Student Affairs Office to investigate and attempt to resolve the complaint.*

Name: \_\_\_\_\_

Term \_\_\_\_\_

Contact information (e-mail, phone number): \_\_\_\_\_

#### **Type of alleged discrimination: (Please check all appropriate items)**

Age	National Origin/Citizenship
Sex	Sexual Orientation
Race	Genetic Information
Veteran Status	Medical Condition, Disability
Religion	Retaliation

Name of Person(s) who discriminated against you:

\_\_\_\_\_

Position:

Other employees/students involved:

*Name of witnesses (if applicable):*

*Please provide a summary of your complaint:*

*What action, if any, have you taken so far?*

### *What resolution do you seek?*

**Signature of Student** \_\_\_\_\_ **Date:** \_\_\_\_\_

This form and supporting documentation should be returned to the Office of Associate Dean of Student Affairs not later than 15 weeks from the date of incident. Officials will attempt to resolve the matter or will forward complaints to appropriate college officials according to the nature of the complaint as outlined in the college policy.

Signature of college official receiving complaint: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of college official conducting follow-up: \_\_\_\_\_ Date: \_\_\_\_\_

***For Official Use Only***

Notes of actions taken:

---

---

---

---

---

---

---

Outcomes and Follow-up as needed:

---

---

---

---

---

---

Signature of college  
official \_\_\_\_\_ Date \_\_\_\_\_