



**Medical College of Georgia  
School of Nursing  
Bachelor of Science in Nursing Program (BSN) Student Handbook**

**2009-2010**

The Nursing Student Handbook provides information regarding policies for students in the nursing programs. Additional sources of information related to student policies are published in the Medical College of Georgia (MCG) Student Handbook. **Students are expected to be knowledgeable about these policies and procedures.** Policies specific to the School of Nursing are included here. Course specific policies may be found in the individual course syllabi.

**HANDBOOK DISCLAIMER**

Although provisions of the MCG Student Handbook are as accurate and complete as possible, the School of Nursing reserves the right to change any provision herein without actual notice if circumstances so warrant. Every effort will be made to keep students advised of such changes. However, the student has the responsibility to know what changes have been made to the Student Handbook and to meet completely and successfully the requirements of the nursing program by reviewing updates in the Handbook each semester.

*Reviewed and Revised June 2009*

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**Attachments**

- Attachment A – MCG Confidentiality Form
- Attachment B – MCG Health System Confidentiality Statement Form
- Attachment C – Student Applied Learning Experience Agreement Form
- Attachment D – Authorization of Release of Records and Information Form



### Welcome Message from the Dean

Welcome to the School of Nursing at the Medical College of Georgia. Our past, present and future focus has been and continues to be preparing nurses as outstanding health care leaders for the State of Georgia and beyond. Our excellent School of Nursing faculty is dedicated to the integration of teaching, research, and practice, ensuring that every graduate is prepared to reach the farthest end of his or her career goals. You will find a variety of highest quality, innovative educational programs to meet your needs.

The Medical College of Georgia is the state's health science university. The MCG Administrative Team has had the wisdom, creativity, and commitment to an atmosphere where students and faculty can collaborate and transcend the confines of a single health care discipline. Furthermore, partnerships with many US institutions and several health systems provide unlimited learning opportunities for MCG students across the state.

In concert with the vision to increase and advance the nursing workforce, the School of Nursing faculty and administrators are devoted to academic excellence and to a supportive learning environment. In our innovative nursing faculty practice, clinician-teachers role model exemplary advanced nursing practice for students in community and acute care settings. In our Center for Nursing Research, faculty investigators enthusiastically mentor students who are conducting their research and are serving on existing research teams. In our simulation centers, students practice new skills on state of the art, computerized human simulators in a "virtual hospital" before entering the actual health care setting. These are just a few examples of our student-centered approach to nursing education.

So, in closing, I wish each of you all the best throughout your educational journey at the MCG School of Nursing.

Thank you,

**Lucy Marion**

Dean, School of Nursing

**School of Nursing Phone Numbers**

Dean's Office	706-721-3771
Associate Dean of Academic Affairs	709-721-2787
Assistant Dean of Student Affairs	706-721-3237
Biobehavioral Nursing	706-721-2451
Health Environments & Systems	706-721-3843
Physiological & Technological Nursing	706-721-9558
Center for Nursing Research	706-721-3162
Learning Resource Center	706-721-4604
School of Nursing at Athens (SONAT)	706-542-7053
School of Nursing at Barnesville (SONAB)	770-358-5304
School of Nursing at Columbus (SONAC)	706-568-2242

**Important Augusta Phone Numbers**

Academic Admissions	706-721-2725
Bookstore	706-721-3581
Bookstore (Debit Card)	709-721-9939
Cashier's Office	706-721-2926
Financial Aid Office	706-721-4901
Housing Office	706-721-3471
Public Safety	706-721-2911
Registrar's Office	706-721-2201
Student Affairs	706-721-3356
Student Diversity	706-721-2821
Student Health	706-721-3448

**Athens Campus (SONAT) Phone Numbers**

Bookstore	706-542-3171
Library	706-542-7501
Public Safety	706-542-5813
Student Health	706-542-1162

**Barnesville Campus (SONAB) Phone Numbers**

Bookstore	770-358-5053
Library	770-358-5076
Public Safety	770-358-5101
Student Health	N/A

**Columbus Campus (SONAC) Phone Numbers**

Bookstore	706-568-2007
Library	706-568-2042
Public Safety	706-568-2022
Student Health	706-568-2039

## History of the School of Nursing

The School of Nursing, Medical College of Georgia, had its beginning in 1943 as a Department of Nursing Education within the College of Education at the University of Georgia, Athens, with an Atlanta center offering courses to the graduate nurse population in that city. The following year the department was transferred to the College of Arts and Sciences; and in 1945 a program, four and one-half years in length, leading to the degree of Bachelor of Science in Nursing Education (BSNE) was established for basic and registered nurse students. In 1954 these programs of specialization were discontinued, and the degree of Bachelor of Science in Nursing (BSN) was authorized. On January 1, 1956, the Department of Nursing at the University of Georgia was moved to the Medical College of Georgia, becoming an autonomous school with a dean appointed as the administrative head. The transfer was authorized by the Board of Regents of the University System of Georgia with the determination to develop the Medical College of Georgia in Augusta as a health sciences university. Also in 1956, the Eugene Talmadge Memorial Hospital, a state constructed and managed teaching hospital, was opened. At the time of the move to Augusta, the Baccalaureate nursing program was the only undergraduate program at the Medical College. The first BSN degrees were awarded in 1958. The Board of Regents authorized a graduate program in nursing in 1966. The first students were admitted to this program in 1968. The first Master of Science in Nursing degree was conferred in 1969. The first PhD in Nursing degree was conferred in 1990. In the fall of 1975 the graduate satellite program in Savannah, Georgia (SAVSAT) was opened with offices on the Armstrong State College campus. As a result of an evaluation study conducted during 1979-1980, the school decided to close the Savannah Satellite.

In 1974 the Medical College of Georgia instituted a satellite Baccalaureate nursing program in Athens, Georgia with the cooperation of the University of Georgia. Students in the first classes followed an experimental integrated curriculum, which led to the degree of Bachelor of Science in Nursing after three calendar years of full-time study. In 1976 the curriculum was changed to an upper division nursing plan to meet the demand of transfer undergraduate students and the experimental program was phased out. Since the fall of 1978 the curriculum plans on both the Augusta and Athens campuses have been identical. In 1995, the Nursing Anesthesia Program was started. In 1996 an RN to BSN program by distance learning was started in cooperation with Gordon College located in Barnesville, Georgia. In 1998 an RN to MN/MSN program was approved and began in the fall. In 1999 a Family Nurse Practitioner program by distance learning was started in cooperation with Columbus State University located in Columbus, Georgia. In 2000 an Adult Acute Care Clinical Nurse Specialist program (CNS) and a Nursing Anesthesia Program (CRNA) were approved and implemented. In 2005 a Doctorate of Nursing program (DNP) was approved and implemented and in 2006 a Clinical Nurse Leader program (CNL) was approved and implemented.

## Chronology of Deans – Nursing

Begun in 1943 (first degree awarded in 1945) at the University of Georgia in Athens; moved to MCG campus in Augusta in 1956. First baccalaureate nursing degree awarded at MCG in 1957.

1944 - 1951	Phoebe Kandel Rohrer*
1951 - 1956	E. Louise Grant*
1956 - 1971	E. Louise Grant, M.A.
1971 - 1976	Dorothy T. White, Ed.D.
1976 - 1977	Leilee P. Ault, M.S. (Interim)
1977 - 1979	Neila A. Poshek, Ed.D.
1979 - 1980	D. Sue Frazier, M.H.A. (Interim)
1980 - 1990	Mary E. Conway, Ph.D., F.A.A.N.
1990 - 2001	Vickie A. Lambert, DNSc., F.A.A.N.
2001 - 2002	Gerald Bennett, Ph.D., R.N., F.A.A.N. (Interim)
2002 - 2003	Marlene M. Rosenkoetter, Ph.D., R.N., F.A.A.N.
2003 - 2004	Katherine E. Nugent, Ph.D., R.N. (Interim)
2004-present	Lucy Marion, Ph.D., R.N., B.C., F.A.A.N.

\* Between the years of 1944 and 1956, the administrator of the nursing program was a department head. In 1956, the Department of Nursing moved from the University of Georgia in Athens to the Medical College of Georgia in Augusta. Thus, Dr. Grant became the first Dean of the School of Nursing.

## **Mission Statement**

To improve health and wellness in individuals, families, and communities through the discovery and dissemination of nursing knowledge and the translation of science into practice.

## **Vision Statement**

The School of Nursing will be an exemplar of excellence among academic health science schools of nursing.

## **Philosophy**

The School of Nursing as an integral part of the Medical College of Georgia, Health Sciences University of the State of Georgia, conducts academic programs at the graduate and undergraduate levels congruent with the purpose, mission, and goals of the university. Faculty in the School of Nursing develops curricula incorporating the following beliefs:

### ***Core Concepts***

The four core concepts that are central to the content development of the curriculum are the person, environment, health, and nursing. The concepts are defined through interaction across the lifespan as follows.

Person refers to individuals, families, and communities interacting with environments across the lifespan. All individuals possess worth and dignity and have unique capabilities for reasoning, adapting to change, and advancing through developmental stages in order to maximize their potential. Families and communities influence the health and health decisions of their members through social, moral, spiritual, and cultural values.

Environment comprises internal and external contexts and processes that have an impact on people. Environment includes physical, psychological, social, spiritual and cultural elements, as well as the conceptual space in which nursing is needed, implemented, and evaluated. Environment also includes the historical, political, and economic conditions through which systems of care evolve.

Health is a dynamic state of physical, mental and social well-being, defined in accordance with cultural norms and goals that influence the relationships and interactions of the individual, family, and community.

Nursing is an evidence-based health care discipline with clinicians and scientists who promote optimal health across the life span. Nurses exercise clinical judgment to provide care effectively and efficiently. Nursing practice is tailored to the person and is caring, sensitive to diversity, mutually determined, and accountable to the profession and society.

### ***Process Concepts***

Interwoven with the core concepts that determine content are those process concepts that nursing uses to maintain and improve the health of persons in their environment. These processes include diversity, inquiry, professionalism, leadership, communication, systems and ethics and are conceptualized as follows.

Diversity incorporates culturally and linguistically appropriate care and access to care for all, unrestricted by considerations of gender, age, socioeconomic class, religious belief, sexual orientation, and physical disabilities, as well as race and ethnicity.

Inquiry is the process of seeking, developing, and applying knowledge. Inquiry includes the nursing process, scientific process, and research process. It also includes critical thinking, a deliberate and systematic process, which involves analysis and interpretation, inductive and deductive reasoning, drawing logical inferences, and evaluating and justifying conclusions.

Professionalism in nursing requires a body of knowledge, service to others, advocacy, autonomy, self-regulation, a code of ethics, participation in professional societies, and commitment to life-long learning.

Leadership refers to the use of knowledge, personal traits, and social networks to constructively and ethically influence others toward a vision or goal.

Communication in nursing is a continuous dynamic process by which information is exchanged between and among people and their environments in order to understand others and to be understood.

Systems include an organized group of related components that form a whole. An integrated healthcare system combines patients/clients, clinicians, healthcare organizations and other services to provide coordinated continuing primary, secondary and tertiary care to a population.

Ethics include values, codes, and principles that govern decisions in behavioral relationships, nursing education, research, and practice.

Connecting the central and process concepts is the overarching desired outcome of Quality Health Care that should be safe, effective, patient/client-centered, timely, efficient, equitable, and evidence-based. Components of Quality Health Care are defined as:

- Safe - avoiding injuries to patients/clients from the care that is intended to help them.
- Effective - providing services based on scientific knowledge to all who could benefit, avoiding under use and overuse of services.
- Patient/client-centered - providing care in a patient-provider partnership that is respectful of and responsive to individual patient preferences, needs, and values and ensuring that patient participation is included in all possible clinical decisions.
- Timely - reducing waits and sometimes harmful delays for both those who receive and those who provide care.
- Efficient - avoiding waste, including waste of equipment, supplies, ideas, and energy.
- Equitable - providing care that does not vary in quality because of personal characteristics such as gender, ethnicity, geographic location, and socioeconomic status.
- Evidence-based - basing clinical decisions on the best available research evidence, including the generation of new knowledge. Evidence is determined by clinical literature and consensus of clinical experts, also incorporating patient preferences.

## Bachelor of Science in Nursing Program Overview

The Medical College of Georgia (MCG) offers a bachelor of science in nursing (B.S.N.) program. The Entry-into-Practice B.S.N program is for undergraduate students seeking transfer admission after completing two years of pre-nursing core curriculum courses at another college. Students enter as juniors and attend this two year full time program. Graduates are eligible to take the NCLEX licensure examination for Registered Nurses. MCG also offers an R.N. to C.N.L. online completion program for registered nurses who wish to continue their professional education.

The focus of the baccalaureate program is on the theory and practice of nursing at the upper division level. The program prepares the baccalaureate graduate for general professional nursing practice and future leadership roles. The SON Philosophy, Organizing Framework, Program Outcomes, Course Outcomes and the American Association of Colleges of Nursing (AACN) [\*Essentials of Baccalaureate Education\*](#) guide the development and implementation of the BSN curriculum. The program is organized into five sequential semesters and is based upon the core and process concepts, building upon knowledge obtained from the core courses taken in the areas of Humanities, Mathematics/Natural Science, Social Sciences/ History, and Courses supportive to Nursing (i.e. Human Growth and Development, Anatomy, and Physiology, Microbiology).

## Baccalaureate Program Goals

Upon completion of the Baccalaureate Nursing Program, the graduate will:

1. Deliver safe, comprehensive nursing care to individuals, families, and communities.
2. Demonstrate accountability in nursing practice.
3. Demonstrate critical thinking and decision making in health care situations.
4. Collaborate with members of health care teams and relevant publics to promote wellness and facilitate optimal health.
5. Seek knowledge as a life long learner to promote professional growth.
6. Demonstrate leadership and management skills in a beginning professional nursing practice.
7. Demonstrate an awareness of nursing's role in improving health and reducing health disparity in a global society.

## Undergraduate Program Curriculum

Nursing B.S.N. Curriculum Schema: <http://www.mcg.edu/son/documents/BSN-webFA08.pdf>

R.N. to C.N.L. Curriculum Schema: <http://www.mcg.edu/son/documents/RN-MSN.pdf>

## Course Credit Hours

The School of Nursing Course Credit Hours is listed in this format (3-2-3-5).

- first number indicates the number of hours of didactic / seminar
- second number indicates the number of hours in the lab
- third number indicates the number of hours in clinical
- last number indicates the total number of credit hours for the course

## Accreditation

The Medical College of Georgia is approved by the Georgia Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC) and Commission on Collegiate Nursing Education (CCNE).

The Medical College of Georgia is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, Tel. 404-679-4501) to award one-year and advanced certificates and degrees at the associate, baccalaureate, master's, first professional, and doctoral levels.

## School of Nursing Undergraduate Policies

### *Admission Core Curriculum Requirements*

The courses required to graduate from MCG comprise a core curriculum divided into six categories (Areas A-F) – see <http://www.mcg.edu/students/semcon/COREFNU.HTM>. All pre-requisites must be completed prior to enrollment in the nursing program.

### *University System Regents Test and Legislative Examination Requirements*

All undergraduate students are required to meet Georgia Board of Regents and legislative examination requirements. These exams include the *Regents Testing Program Examination*, and the examinations of the *Georgia Constitution and History and the U.S. Constitution and History*. CLEP exams do not meet these requirements. If the requirements have not been met prior to enrollment, completion of the tests must be completed during the first semester of enrollment in a program leading to the baccalaureate degree.

Students in the School of Nursing Students transferring from another University System of Georgia institution are expected to pass the Regents Exam prior to enrollment.

The legislative examinations (examinations on the History and Constitutions of the United States and Georgia) are administered by appointment only. In Augusta, contact the Registrar's Office at (706) 721-2201, Columbus contact Dr. Jedlicka at (706) 568-2242, Athens contact Lynn Sykes in the SONAT office, Barnesville contact Dr. Marguerite Murphy at (770) 358-5304. Four study guides may be purchased from the Augusta bookstore. Link: <http://www.mcg.edu/students/Registrar/legislativeexams.htm>

### *Essential Technical Standards for Safe Nursing Practice*

For admission and progression, an applicant to the BSN Program must have abilities and skills of five varieties and to the standards listed below and perform in a reasonably independent manner: Motor, sensory, interpersonal communication, mental /emotional, and critical thinking. Students are required to provide complete and accurate information on the health forms required at the time of admission and annually thereafter. In the event a student in the program demonstrates difficulty in meeting the technical standards, the student will be referred to the MCG Director of Student Affairs for evaluation and recommendation. Reasonable accommodations will be made on an individual basis;

however, the student must be able to perform in an independent manner or academic dismissal may occur. Examples provided below do not comprise an exhaustive list.

<b>MOTOR</b>	<ul style="list-style-type: none"> <li>• A candidate must have adequate motor function to effectively work with nursing problems and issues and carry out related nursing care.</li> <li>• Possesses four (4) functional limbs (normal or artificial) that allow the student to perform abilities sufficient to move from room to room and maneuver in small places and possesses gross and fine motor abilities sufficient to provide safe and effective nursing care. Possesses the ability to exert 20 - 50 lbs of force occasionally; 10-25 lbs of force frequently; and negligible to 10 lbs of force constantly to move objects.</li> <li>• Examples of nursing care include but are not limited to: ambulating and positioning patients; cardiopulmonary resuscitation; the administration of intravenous, intramuscular, subcutaneous and oral medications; the application of pressure to stop bleeding; the opening of an obstructed airway; and the provision of patient/client daily hygiene care.</li> </ul>
<b>SENSORY</b> Visual Auditory Tactile	<ul style="list-style-type: none"> <li>• Possesses the ability to assess and/or evaluate patient responses and to perform nursing interventions safely and accurately.</li> <li>• Has normal or corrected vision within the range of 20/20 - 20/80, be able to distinguish color shades. Examples include but not limited to: recognize changes in skin color or color of drainage; distinguish gradations on syringes when drawing up medications, observe patient responses, visualizes the appearance of surgical or traumatic wounds.</li> <li>• Has normal or corrected hearing ability within the 0-45 decibel range. Examples include but not limited to: hearing alarms, emergency signals, cries for help, auscultatory sounds.</li> <li>• Possess at least one hand with the ability to perceive temperature changes and pulsations and to differentiate different structures and textures.</li> </ul>
<b>INTERPERSONAL COMMUNICATION</b>	<ul style="list-style-type: none"> <li>• Possesses communication abilities sufficient for appropriate and effective interaction with others in both oral and written form.</li> <li>• Possesses interpersonal abilities sufficient to interact appropriately and effectively with individuals, families, and group from a variety of backgrounds.</li> <li>• Examples include but not limited to: explain treatment procedures and/or initiates health teachings, documents nursing actions and patient responses establishes appropriate and professional rapport with patients and colleagues.</li> </ul>
<b>MENTAL/ EMOTIONAL</b>	<ul style="list-style-type: none"> <li>• Possesses the mental and emotional ability to adapt to the environment, function in everyday activities, and cope with stressors. Examples include but not limited to: demonstrates behaviors appropriate to the situation, uses appropriate coping strategies.</li> </ul>
<b>CRITICAL THINKING</b>	<ul style="list-style-type: none"> <li>• Possesses critical thinking ability sufficient for clinical judgment.</li> <li>• Applies principles of logical or scientific thinking to define problems, collect data establish facts, and draw valid conclusions.</li> <li>• Interprets and implements a variety of technical instructions. Deals with several abstract and concrete variables.</li> <li>• Examples include but not limited to: identifies cause and effect relationships; develops nursing care plans; demonstrates personal organization; practical application of fractions, percentages, ratio and proportion, and measurements.</li> </ul>

### *Academic Eligibility and Progression Standards*

- A grade of "C" or better is required in all nursing courses.
- Grades of "D", "F" and "WF" are failing grades and indicate unsatisfactory performance.
- Students earning grades of "D", "F" or "WF" in a single nursing course will become an "off track / part time" student and be placed on academic probation until he or she successfully completes the course that was failed. The Assistant Dean for Student Affairs and the Program Director will meet with the student to develop a

progression plan. The progression plan will include enrolling in and satisfactorily completing NURS 3500 Independent Study, a remediation support course, to progress in the program. The course will not be applied as credit toward the BSN degree.

- The student will not be able to enroll in any courses where the course failed is an identified pre-requisite or co-requisite until successful completion of the pre-requisite / co-requisite course.
- Students earning grades of "D", "F" or "WF" in a single nursing course may repeat the course one time and must successfully earn a grade of C- or above. Students earning grades "D", "F" or "WF" the second time the course is taken, will be recommended for academic dismissal.
- Students may repeat no more than one (1) nursing course during one (1) enrollment at the Medical College of Georgia School of Nursing.
- Should a student fail a second course at any time during enrollment in nursing courses, the student will be recommended for academic dismissal.
- If two (2) courses are failed (earning a D", "F" or "WF") during the same semester, the student will be recommended for academic dismissal.
- Students in the baccalaureate nursing program must attain a cumulative GPA of 2.0 in all SON work to enter the senior year.
- In a course which includes both a didactic and clinical component, the student must pass both components / sections in order to pass the course. If a student receives a failing grade ("U") in the clinical component of the course but passes the didactic component with a grade of "C" or better, then the student will receive an "F" grade for the course. The entire course must be repeated.
- If the student fails a course but passes the concurrent clinical course then the student will be required to complete the concurrent clinical course and/or additional clinical hours at the time the course is repeated by enrolling in an independent study.

### ***Change in Health Status***

Students who enter the nursing program are expected to complete all assigned academic and clinical activities. If a student develops a change in health status (including, but not limited to pregnancy and illness) that requires restrictions on his/her academic or clinical activities, the student must notify the Program Director and /or Office of Academic and Student Affairs. The student must provide a written document from his/her HCP addressing the specific restrictions and estimated duration. If the restrictions affect the ability of the student to meet program or course outcomes, the Program Director, in consultation with the appropriate faculty, will determine whether to assign a grade of "incomplete" or to support an administrative withdrawal. A release form from the health care provider responsible for the ongoing care of the student is required when the restrictions are no longer necessary and the student can return to full participation.

### ***Communication with Faculty***

GroupWise email and Vista email are the official means used by MCG to communicate with students and faculty. Personal email accounts will not be used. Electronic messages are equivalent to a formal letter. Please use appropriate rules of grammar and punctuation and "Dr", "Professor" or "Dean" to address the person you are emailing. In order to receive important announcements and messages, all students must check GroupWise email regularly (minimum of 2 to 3 times a week).

GroupWise and Vista are considered an extension of the classroom, thus respect of peers and faculty is expected. Inappropriate messaging (use of profanity, messages of sexually suggestive or harassing nature, political messages of any kind, etc.) may result in academic probation, suspension or dismissal.

### ***Computer Lab***

The School of Nursing has a computer lab available for the convenience of the nursing students. Because they present a considerable danger to hardware and software, food and beverages are prohibited in the lab. No equipment, software, documentation, or disks may be taken from the lab without written permission. Materials removed without such permission will be considered stolen. Students may not under any circumstance download software or music and install it on lab computers. No manipulation of hardware or exchange of peripherals is allowed. Students may not save personal files on the hard drive. Students are to notify the SON Business Office of malfunctioning equipment.

### ***Confidentiality***

Confidentiality is a critical aspect of the role of the professional nurse. All students of the Medical College of Georgia shall review and comply with the MCG Policy 6.0.04, "Privacy of Health Information" -- <http://www.mcg.edu/policies/9002.html> and abide by the applicable policies and regulations regarding the privacy of health information while engaged in activities at non-MCG facilities. All medical information is confidential under state and federal laws and improper disclosures may subject the student to civil and/or criminal liability. During orientation to the nursing program, students will sign a ***Confidentiality Statement and Student Applied Learning Experience Agreement*** (Attachment A, B, and C) agreeing to hold any and all medical information learned during the course of academic and clinical activities in strictest confidence, and in understanding that the violation of confidentiality will result in dismissal from the academic program.

### ***Examination Guidelines***

Examinations are utilized throughout the nursing curriculum to facilitate formative and summative evaluation of student learning and to foster preparedness for licensure examination following graduation. Guidelines include but are not limited to: the faculty or designee arranges seating for examinations; students must wear the MCG photograph identification badge to obtain an examination; all notes, papers, cell phone, palm pilots, and other electronic devices must be secured in a book bag; all bags, coats, hats, etc. must be placed in the area designated by the faculty (front or rear of classroom); no hats will be worn during testing; students are discouraged from leaving the room during the exam and in the event of an emergency will be accompanied by a proctor; students are responsible for checking their answers sheets for accuracy prior to submitting; upon completion of the exam, the student will exit the room quietly and maintain quiet in the hallway. Students will be asked to sign a pledge that states: "*I will complete this test without violating the student conduct code as it applies to cheating, and plagiarism, and that the work submitted will be entirely my own. I further pledge, in the interest of class integrity, honesty and professionalism that I will bring to the attention of faculty, those whom I observe or suspect of violating the student conduct code.*" Violations of the student conduct code will result in administration of judicial procedures as noted in the MCG Student Handbook – <http://www.mcg.edu/students/handbook/studentcode.html> and possible penalties up to expulsion.

In the event of a verified illness or a death in the immediate family, the coordinator of the assigned course must be notified by direct phone contact prior to the examination for permission to postpone the examination. Emails and voice mail are not acceptable communication. Faculty contact numbers will be provided in the course syllabus. Documentation such as a doctor's excuse, obituary, etc. must be provided to the coordinator of the course. Make-up and the type of examination will be at the discretion of the coordinator of the course upon receipt of documentation. In the event a student is up to 15 minutes late for the exam, they will only have the remaining designated time period to complete the exam. If greater than 15 minutes late for an assigned examination, the student will not be allowed to take the examination. A make-up examination will be at the discretion of the coordinator of the course.

Faculty believe that reviewing examinations provides students with opportunities to: reinforce learning, identify content areas in need of further study, and seek clarification on items missed, and to improve study and test taking skills. The exam review process include but are not limited to: an exam review period will be designated by the Course Coordinator; exams are reviewed only in the classroom or a faculty member's office, unless faculty has made different arrangements; talking and note taking are not permitted while reviewing exams; students must place all personal items such as cell phones, palm pilots, writing utensils, book bags, etc. in a designated area away from the review area; exams and answer sheets are returned to the faculty immediately following the review and cannot be taken from the room.

### ***Faculty Advising***

Students will be assigned a faculty advisor beginning with program entry which continues until graduation. Faculty and students meet at least one time per semester. The purpose of the faculty advising is to: provide MCG SON students with a resource person to assist in understanding academic policies, progression and degree requirements; to help students access campus resources that will enhance their ability to be academically successful; to identify systemic and personal conditions that may impede student academic achievement and develop appropriate

interventions. Students are encouraged to request an appointment with their advisor at any time they feel a need to do so. Students may also seek academic advice from any member of the faculty.

### ***Grading Policy***

Courses offered at the BSN level on all campuses have the same purpose, learning objectives, and topical outline. There is a consistent grading policy in all required BSN courses. The grading scale is:

90-100	A
80-89	B
75-79	C
65-74	D
Below 65	F

During each semester, all grades will be recorded to two (2) decimal places. At the end of the semester, the final grade will be calculated to two decimal places and rounded mathematically as follows:

- Less than 0.50 – Round down to next whole number -- “89.49” would be rounded to “89”
- 0.50 or greater – Round up to next whole number -- “90.95” would be rounded to “91”

Students must make a “C” (75) or higher in all nursing courses to progress in the program (refer to the Academic Eligibility Policy) and pass all clinical experiences.

MCG SON uses pass/fail grading for clinical grading using a clinical evaluation tool. A passing grade must be achieved in both didactic and clinical portions of the course in order to achieve a passing grade for the course. An unsatisfactory rating at the summative clinical evaluation will result in a failure of the course, regardless of the didactic grade. Clinical failure is defined as consistent clinical behaviors that fail to demonstrate a level of competency commensurate with current placement in the program. Behaviors that endanger patient safety, patient confidentiality, or behaviors in direct opposition to the clinical instructor’s direction may result in immediate dismissal from the program. The student may not be eligible for readmission.

Details on the course evaluation and grading are provided in each course syllabus.

An on-line grade report may be obtained via PULSE <http://www.mcg.edu/success/bannermatters/pulsepoints.htm>

### ***Grade Appeal Policy***

A student considering a grade appeal should understand that each faculty member in the School of Nursing has the academic freedom and responsibility to determine grades according to any method chosen by the faculty member that is professionally acceptable, communicated to everyone in the class, and applied to all students equally. However, capricious or arbitrary academic evaluations or discrimination on the basis of gender, age, race, religion, disability or sexual orientation is a violation of a student’s rights and will be a valid ground for a grade appeal.

Disagreement with individual grades in a course on examinations, papers, projects and the like are not grounds for a grade appeal. A student who contests a course grade shall first attempt to resolve the matter with the instructor involved. Failing to reach a satisfactory resolution, the student may appeal the course grades in accordance with the procedures outlined below. These procedures are not to be used in cases involving student academic dishonesty. An appeal must be made no later than the first day of the next succeeding regular semester. Appeals after that date will not be considered valid.

1. The student shall present the appeal in writing to the Department Chair of the coordinator of the course in which the contested grade was awarded. The written statement shall limit itself to citations of evidence pertinent to the valid ground for the appeal of arbitrary and capricious or discriminatory. By conferring with the student and the instructor, the Chair will seek resolution of the matter.
2. Failing such resolution the Department Chair shall transmit the written appeal to the Dean of the School of Nursing who will convene a Grade Appeals Committee appointed by the Dean for the specific purpose of developing resolution to this specific grade appeal.

3. The Grade Appeals Committee shall consist of five faculty members appointed by the Dean. One of the faculty members may be from another School at the Medical College of Georgia. If the committee affirms the instructor's decision, the Dean will notify in writing the faculty member, the student, and the Department Chair as appropriate. The Committee may also recommend a grade change in which the grade is either raised or lowered. If the committee supports the student's appeal, it shall prescribe the method by which the student will be reevaluated. This re-evaluation method is sent by the Dean to the instructor awarding the grade, the student and the Department Chair. It will be the responsibility of the faculty member to proceed with the reevaluation. The grade resulting from the prescribed reevaluation is final and may not be further appealed.

### **Health Insurance Portability and Accountability Act (HIPAA)**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) mandated regulations that govern privacy, security, and electronic transactions standards for health care information including research related information. HIPAA requires: 1) Standardization of electronic patient health, administrative and financial data; 2) Unique identifiers for individuals, employees, health plans and health care providers; 3) Security standards protecting the confidentiality and integrity of health information. These new regulations require that all students be trained regarding the laws which govern the privacy of health information. Required training and testing is mandatory for all students during the first month of enrollment in the nursing program and prior to any clinical experiences. Students not in compliance by the designated date set by the Office of Academic and Student Affairs in the School of Nursing will be removed from clinical settings and grades and registration will be held until training and testing are completed.

### ***Independent Study***

Independent Study is designed for students of high academic ability who desire in depth work in an area of professional nursing. Due to the autonomous nature and professional challenges of an Independent Study, the student must show evidence of a strong knowledge based in nursing courses. The student must have a GPA of 3.0 or higher in nursing courses and must not have a grade lower than a "C" in courses in the undergraduate program. The Independent Study is not a means by which a student with a weak knowledge base or one who needs close supervision can complete selected elective hours or for a student who wishes to stay actively enrolled when not registered for regular coursework in the Undergraduate Program.

The Independent Study is equivalent in academic rigor to a required course with the exception of being flexible in learning objectives and teaching learning strategies. It is important that the amount of work be equivalent to the amount of credit being requested. The maximum number of credit hours is four (4), based upon a 15 week semester. Students usually wish to be involved in some form of clinical learning, and may develop an independent study plan that is all clinical, some didactic, or all didactic. Ratio of clinical hours to credit hours is 3:1; three clinical hours/week = 1 credit hour.

### ***Procedure for Enrolling in Independent Study***

1. The student desiring to register for this nursing elective must have prior written consent from a faculty member who agrees to guide the student in this process.
2. The student will develop a proposal which must include the following:
  - a. Objectives of the independent study.
  - b. Learning Activities necessary to meet the objectives.
  - c. Responsibilities of the Student in meeting objectives.
  - d. Responsibilities of Faculty in guiding the student.
  - e. Credit to be earned.
  - f. Measurable evaluation methods and grading scale.
3. The above proposal, developed by the student in consultation with the selected faculty member, must be completed in the period between Pre-registration and Registration, and must be APPROVED by the Director of Undergraduate Program prior to registration.

For more information, contact Dr. Pam Cook, Assistant Dean of Student Affairs at [pcook@mcg.edu](mailto:pcook@mcg.edu) or call 706-721-3237.

### ***Inclement Weather Guidelines***

In the event of inclement weather, please use the following guidelines: closure of the MCG campus requires approval from the President; in the event a university/college campus at an MCG distance site (SONAT, Gordon College and Columbus State University) closes due to inclement weather, cancellation of MCG classes requires notification of and approval from the Dean's Office (706) 721-3771.

To obtain information on the closing of the MCG main campus or university/college campuses that house an MCG distance site the following resources should be used: local radio and TV for closing; MCG home page; School of Nursing Intranet Web Site.

Students living outside the area of the main campus or a distance site campus should use their own judgment on travel and contact a course faculty member regarding their inability to travel. Notification of the inability of travel should be done as early as possible and before classroom or clinical experiences are to begin.

### ***Mathematical Competency***

Mathematics calculation for medication and intravenous fluid administration is an expected competency for students in the BSN program at the School of Nursing, Medical College of Georgia. The competency will be determined during the first semester of nursing school in NURS 3105 and evaluated every semester until graduation. Students will have three attempts at passing a mathematics competency exam with an 85%. After the third attempt, if a student has not passed this competency, the student will not be permitted to progress in the program. The student will receive a failing grade ("F") for NURS 3105 and be reviewed according to the Academic Eligibility and Progression Policy.

### ***Out of Sequence / Off Track***

A student is out of sequence or off track when an interruption in the progression in the nursing program as noted in the curriculum plan occurs. Examples include but are not limited to:

- Withdrawal from a NURS course or a required pre-requisite course.
- Unsuccessful completion of a NURS course.
- Student fails to take the next offered nursing course in the curriculum sequence due to withdrawal, incomplete, failure.

Progression of off track students is contingent upon factors such as space availability, remediation efforts made by the student and the time frame for program completion. Students are required to demonstrate previously mastered material and competency in previously learned skills. This may be accomplished by proficiency testing, completion of an independent study and /or examination in the skills lab / simulation center.

### ***Professional Behaviors***

Professional behaviors within nursing practice are characterized by: commitment to the profession of nursing, instilling the interrelated concepts of autonomy, accountability, and advocacy. The student in the baccalaureate nursing program will adhere to standards of professional practice, will be highly accountable for his/her own actions and behaviors, and function within legal, ethical, and regulatory frameworks. Professional behaviors also include: concern for others, caring, commitment to the on-going practice of self-evaluation, and development.

Professional students behaviors include but are not limited to: maintaining an environment that is conducive to learning; attending all classes; being punctual; actively engaging in learning; notifying the instructor in advance in the event a class will be missed or if there is a need to leave class early; showing respect and concern for others when they are talking or lecturing; placing all electronic devices including cell phones, pagers, and beeper watches on silence or buzz; avoiding audible and visible signs of restlessness; and focusing on class material during class time.

Disruptive behaviors in the classroom may be classified as anything that disturbs the instructor or other students during the class period. If a student is disruptive, he/she will be asked to stop the behavior and leave the class in the event the behavior continues. If the disruptive behavior is repetitive in future classes, the faculty member will meet with the student, discuss the behaviors and expectations for improvement, and provide a written warning which will be placed in the students file in the Office of Student Affairs. Continued incidents will be referred to the Office of Student Affairs for disciplinary action in accordance with the Standards of Conduct. If, in the instructor's best judgment, the

behavior creates a safety risk or makes it impossible to continue class or function, the instructor will contact Public Safety to assist in removal of the student and/or may dismiss class for that day.

### ***Student Employment***

Due to the rigor of the nursing program, the school discourages part-time employment for full time students. If a student feels it absolutely necessary to off set his/her expenses by holding a part-time job, it is expected of him/her to consult with their faculty advisor. Students on academic probation will be asked to discontinue school or part-time work.

As stated in the Rules of the Georgia Board of Nursing <http://sos.georgia.gov/plb/rn/> “unlicensed students may be employed only as unlicensed nursing personnel”. Students employed as unlicensed nursing personnel may not represent themselves or practice as nursing students except as part of a scheduled clinical learning activity in the curriculum. Students are accountable for their own actions and should be familiar with the limits of their practice and their job description.

### ***Student Identification***

All students must wear a visible MCG identification badge while on campus and may be asked to leave campus without proper identification. See Public Safety Division Policy No. 1.6.11 – <http://www.mcg.edu/policies/1611.html>

### ***Students' Records Policy***

Student folders are maintained as permanent records in the School of Nursing and are the property of the School of Nursing. Students have access to their own records upon request to the Assistant Dean of Student Affairs. The student may not remove anything from the record and must read it in the presence of a faculty member of the School. Copies of information in the student’s education record will be provided if a written request is provided by the student. Due to the agreement between the Board of Regents and the Georgia Hospital Association, student files may be accessed on request by the clinical agencies.

### ***Withdrawal from the Nursing Program***

See the MCG policy on withdrawal -- <http://www.mcg.edu/students/Registrar/regulations/withdrawal.html>  
Re-entry will not be guaranteed, but is contingent upon factors such as space availability, remediation efforts made by the student and the timeframe for program completion. All off track students will be required to demonstrate retention of previously mastered material and competency in previously learned skills in order to progress. This may be accomplished by proficiency testing, skills check-off, auditing, completing an independent study, or repeating certain NURS courses.

## **MCG Academic Regulations**

For information on the following academic regulations, see the Office of the Registrar web site – <http://www.mcg.edu/students/Registrar/aregsindex.htm>

- [Academic Honesty](#)
- [Academic Probation, Dismissal and Suspension](#)
- [Adding and Dropping Courses](#)
- [Attendance](#)
- [Auditors](#)
- [Campus Review Body](#)
- [Classification of Students](#)
- [Continuing Enrollment During Breaks in Academic Calendar](#)
- [Course Numbering System](#)
- [Curriculum Changes](#)
- [Dean's List](#)

- [Educational Records](#)
- [Examinations](#)
- [Good Standing and Satisfactory Progress](#)
- [Grades](#)
- [Grade Changes](#)
- [Graduation with Honors](#)
- [Late Registration Policy](#)
- [Normal Course Load](#)
- [Planning the Academic Program](#)
- [Professional Liability Insurance](#)
- [Registration](#)
- [Registration for Make-up of Incomplete Grades](#)
- [Repeated Course Work](#)
- [Requirements for Graduation](#)
- [Units of Credit](#)
- [Withdrawal from the University](#)

## **MCG Policies and Procedures**

For information on the following MCG Policies and Procedures, see the MCG Student Handbook located at <http://www.mcg.edu/students/handbook/documents/PoliciesandProcedure2009-2010.pdf>

- [Conduct of Research](#)
- [Conflict of Interest](#)
- [Criminal Conviction Disclosure](#)
- [Drug Abuse Policy Statement](#)
- [Financial Obligations of Students](#)
- [Handicap-Disabilities-Learning Disorders Policy](#)
- [HIV/Acquired Immune Deficiency Syndrome \(AIDS\) Policy for Students](#)
- [Immunization Policy](#)
- [Information Systems Security and Computer Usage Policy](#)
- [Intellectual Property Policy](#)
- [Jury Duty](#)
- [Ownership and Retention of Scholarly Research Records](#)
- [Participation of Students in Educational Experiences](#)
- [Requests to Report to an Administrative Officer](#)
- [Right-to-Know Law Information Regarding Graduation Rate Data](#)
- [Smoke-Free Environment Policy Statement](#)
- [Solicitation](#)
- [Student Organization Registration Procedures](#)
- [Use of Animals for Educational Purposes Policy Statement](#)
- [Voter Registration](#)

## **MCG Student Conduct Code and Procedures**

Students will be accorded due process in disciplinary matters including a right to know charges against them, a right to a hearing before a tribunal and the right to appeal to the President. For further information on the procedures refer to the MCG Student Handbook for the following:

<http://www.mcg.edu/students/handbook/documents/StudentConductCodeandProcedures2009-2010.pdf>

- [Student Rights](#)

- [General Policies](#)
- [Institutional Authority for Discipline of Students](#)
- [Student Conduct Code \(Student Responsibilities\)](#)
- [Administration of Judicial Procedures](#)
- [Judicial Committee Proceedings](#)
- [Penalties](#)
- [Judicial Records](#)
- [Temporary Suspension](#)
- [Provisions for Honor Systems Within Each School](#)
- [Appeals](#)

## School of Nursing Clinical Requirements

### *Pre-Clinical Requirements*

A major component of the curriculum is the clinical experience that provides the student with the opportunity to apply learned concepts and skills in actual patient situations. These clinical experiences are made available through contracts with a variety of health care agencies. Therefore, in order to be able to provide patient care, students must meet the following requirements:

- Meet all the MCG Student Health requirements  
Completion of the required forms upon admission to the program --[SHS Pre-registration Requirements](#)  
Completion of all immunization requirements -- [SHS Immunizations](#)
- Annual PPD (Tuberculosis Skin testing)
- Current CPR card (From American Heart Association)
- Professional liability insurance (low rate group policy offered through MCG, 1 million dollars each occurrence)
- Insurance coverage as specified by the University of System of Georgia [Student Health Insurance Policy](#)
- Required HIPAA training and testing
- RN-BSN students must be licensed as an RN in the state of Georgia, in good standing, without restrictions.
- Signed *Confidentiality Forms (Attachment A and B)*
- Signed *Authorization for Release of Records and Information Form (Attachment C)*
- Signed *Student Applied Learning Experience Agreement (Attachment D)*
- Completion of the criminal background check and any additional agency requirements prior to first clinical day.
- Notify Program Director of any latex sensitivity.
- Review Universal Blood and Body Fluid Precautions.
- OSHA Fit Testing.

Students who do not comply with the specified requirements will not be allowed to do clinical and subsequently cannot fulfill the course outcomes in which the clinical experience is incorporated.

### *Criminal Background Check*

The healthcare-related facilities associated with our clinical education program require background checks on all incoming students to ensure the safety of the patients and staff. Each student will be required to complete the background check within the first month of enrollment and/or in sufficient time for it to be reviewed by the facility prior to starting any clinical experience.

The background checks are conducted by PreCheck, Inc., a firm specializing in background checks for healthcare workers. The order must be placed online through StudentCheck. Go to <http://www.precheck.com/> and click on the Student Check link and then click the Student button. Complete all required fields and hit Continue to enter your payment information. The student is responsible for the payment for this check which can be made securely online with a credit or debit card or by money order. An order confirmation number and instructions on how to check the status on the completion of the report will be provided by email. PreCheck will not use the information for any other purposes other than a background check. The student can request a copy of the report at the time of registration for an

additional fee. PreCheck has an Adverse Action hotline at 800-203-1654. Adverse Action is the procedure established by the Fair Credit Reporting Act that allows you to see the report and to dispute anything reported.

Each Clinical affiliate will independently review students' background checks and make the final decision, based on its own criteria, as to whether each student will be allowed to participate in clinical activities at the affiliate clinical site. The Medical College of Georgia does not assume any responsibility for performing or evaluating the background check, delivering the documents to the facility, or maintaining the records. Decisions as to whether a student is ineligible for placement at a particular clinical site based on results of the check are those of the clinical site alone. The School of Nursing will make reasonable efforts to place admitted students in a clinical experience. Students who cannot be placed in clinical experiences because of problems with their criminal background checks will not be able to complete program requirements and/or may be dismissed from the program.

**Professional Liability Insurance** – see <http://www.mcg.edu/students/Registrar/aregsindex.htm>

All nursing students are required to enroll in the low rate group policy through the Medical College of Georgia with the cost of enrollment added to fees paid at registration Fall Semester. Students not enrolled Fall Semester and returning at another semester must still pay the liability insurance fee and need to contact the Office of Academic Programs and Student Affairs at (706) 721-3237 prior to enrollment. RN students may be exempt from the above policy, only if their liability insurance states that the RN is covered under a student role.

**Student Health Insurance** – see <https://www.pearceandpearce.com/PearceSite/Schools/GA/mcg/>

MCG is committed to the principle that all students should have adequate health care. Therefore, all students who are enrolled in full-time degree or certificate programs must carry comprehensive health protection meeting the specific minimum benefit standards recommended by the Student Services Committee. To satisfy this requirement, students are automatically enrolled in an MCG negotiated group health insurance plan and billed a semi annual premium. If a student has other insurance that meets the university's minimum benefit standards and wishes to opt out of the MCG plan, must complete an online waiver by the designated deadline date.

### **Uniform Policy**

The uniform policy for MCG student nurses is as follows:

- Clinical pre-planning attire -- appropriate business attire (i.e. dress or dress pants), covered by the white lab coat with the MCG patch and MCG ID badge. Inappropriate street clothes include, but are not limited to: blue jeans, shorts, leggings, revealing blouses or tops, tee shirts, sandals, tennis shoes, or tattered / dirty attire.
- Clinical attire – this includes all activities in the Simulation Center, Learning Resource Center, and any clinical agency assigned such as hospital, nursing home, etc unless otherwise directed by the clinical faculty and/or healthcare facility.
- All white dress (or) white pants and top (or) white pants and a royal blue top (no scrub pants or t-shirts).
- Tops may be v-neck or front button. “Scrub” style tops purchased from uniform stores may be appropriate if all edges are hemmed and the look is finished and professional. If tee shirts are worn underneath they must be solid white and short sleeve or sleeveless. All tops must be long enough so if your arms are raised above your head your midriff is still fully covered and /or if you bend over no part of your body/flesh will be exposed.
- White lab coat with at least 3 to 4 buttons and full length sleeves with an MCG patch on the left sleeve of both the uniform and lab coat. The patch should be midway from the shoulder to the elbow.
- White leather shoes with enclosed heels and toes, without colored designs.
- White stockings/socks.
- White or flesh tone undergarments are to be worn (no thong underwear).
- Jewelry to be worn in the clinical setting will be one set of small stud ear-rings in the ear lobe, wedding band, and a watch. No other piercing may be worn (e.g. nose, tongue, eyebrow rings, etc).
- Tattoos must be covered and not visible through clothing.
- Students should not wear scents, colognes, aftershave, or perfumes.
- No chewing gum.

- No smoking while in the MCG uniform, at clinical, or during pre-planning.
- Hair must be effectively restrained so that it does not fall into or contaminate the workplace.
- Beard/ mustache must be neatly groomed.
- Short nails (not visible when looking at palm of hand), clean, well rounded. No nail polish or artificial nails. Students must maintain personal hygiene in accordance with professional standards.
- Students must also comply with all clinical site rules and regulations, including dress codes established by the site for employees and/or students.
- Students who fail to meet the above requirements will not be permitted to participate in clinical activities which may result in an unsatisfactory for the clinical experience.

### ***Clinical Expectations***

1. Clinical, lab and simulation experiences are mandatory in order to meet the course objectives and develop clinical competence. Therefore, the student is expected to attend ALL scheduled clinical activities.
2. Each student is required to make arrangements for transportation to their clinical sites. This may involve traveling extended distances and the student is responsible for their expenses.
3. Students are not allowed in the clinical areas without permission from the assigned clinical faculty.
4. Students are required to obtain their clinical assignments the day prior to the scheduled clinical / lab unless specified differently for the individual course.
5. Students should be prepared for the clinical experience. If not prepared, the student will not be allowed to participate in the clinical experience and will receive an unsatisfactory for the experience. Make-up will be at the discretion of the clinical faculty and course coordinator.
6. Students will be well rested and alert in order to provide safe and competent nursing care. If the instructor determines the student is too fatigued to function safely, the student may be asked to leave the clinical area and be counted absent. Make-up will be at the discretion of the clinical faculty and course coordinator.
7. If an emergency arises, the student must personally contact the clinical faculty, they should call the instructor and clinical agency / unit 24 hours in advance of the expected absence, whenever possible.
8. Written documentation by a physician must be presented at the request of the faculty and/or for absences of three consecutive days. A student may be requested to clear student health prior to returning to clinical.
9. All absences must be made up. The make-up schedule is determined at the discretion of the faculty and/or designated preceptor. Time not made up before the end of the semester schedule will result in the student receiving an "I", incomplete, for the semester grade.
10. If a student will be late, he/she should notify the clinical instructor and the clinical agency / unit. Tardiness may result in a needs improvement on the clinical evaluation and excessive tardiness is considered a professional deficiency and may result in failure of the clinical rotation, probation or dismissal from the program.
11. Students are not to act as a legal witness for consent forms or any permits.
12. Students are not to take verbal orders for patients.
13. Students are not to leave the clinical area without informing the clinical faculty or preceptor and assuring patient coverage while off the unit.

Students who enter the nursing program are expected to be complete all assigned academic and clinical activities. If a student develops a change in health status (including, but not limited to pregnancy and illness) that requires restrictions on his/her academic or clinical activities, the student must notify the Course Coordinator of the Course and the Assistant Dean of Student Affairs. Written confirmation of the restrictions from the health care provider must be provided to the Assistant Dean and must include the duration and specific restrictions. If the restrictions affect the ability of the student to meet program or course outcomes, the Assistant Dean, in consultation with the Program Director, and appropriate faculty, will determine whether to assign a grade of "incomplete" or to support an academic withdrawal. A release from the health care provider responsible for the ongoing care of the student is required when restrictions are no longer necessary and the student can return to full participation.

### ***Clinical Evaluation***

Formative clinical evaluation will be an ongoing process during the semester utilizing a *Clinical Evaluation Tool*. Mid-course evaluation is an opportunity for students to receive feedback in order to have a clear understanding of where

they stand at the mid-point and to have an opportunity to improve their performance. Clinical grading is based on a Satisfactory/Unsatisfactory scale. The student must consistently demonstrate physical and mental competency when in the clinical setting in order to deliver safe patient care and meet standards of care and competencies identified for the course.

**Satisfactory (S):** The student meets or exceeds the course objectives by demonstrating behaviors which include: providing safe patient care, completing all assignments, applying previously learned knowledge, behaviors and skills, communicating effectively and utilizing the clinical instructor / assigned preceptor supervision appropriately.

**Unsatisfactory (U):** The student demonstrates inconsistent, questionable performance. Prompting is necessary in order to achieve reasonable performance. The student requires frequent supervision to provide safe care, is lacking expected knowledge base, and fails to recognize or correct deficiencies.

### ***Exposure Incident Policy***

Students should report accidents or injuries, which occur to themselves in the clinical area to their clinical faculty immediately. The student is expected to adhere to the clinical agency's policy in regard to:

1. Completing an incident report.
2. Seeking appropriate medical follow-up, including baseline testing.

In addition, the student is expected to submit to the Office of Student Affairs a written summary of the incident and detailed plan of health care follow-up. The summary must be submitted within 3 working days of the incident.

\*In accordance with the College's contractual agreement with all clinical agencies, students are responsible for the costs of any treatment due to accidents or injuries when they occur/or incurred during clinical experiences.

### ***Occurrence (Variance) Protocol***

**Purpose:** In the event that an occurrence (variance) occurs in the clinical setting, this protocol will guide the faculty/student response.

1. When an occurrence is discovered, faculty will immediately notify the patient's primary nurse and the nurse manager. Faculty will implement appropriate assessment and documentation of the patient's physical and/or emotional status. If the student is with an assigned preceptor, the student will contact the assigned clinical faculty to report the incident.
2. Agency protocol for occurrence reporting will be implemented. This may include, but is not limited to: physician notification; documentation of the event, including signature and title; and consultation/discussion with Risk Management.
3. Within 24 hours, faculty will notify the Course Coordinator, the Coordinator of the Undergraduate Program (if applicable), the Coordinator of the RN-BSN Program (if applicable), the Coordinator of NP Programs (if applicable), the Director of the CRNA Program (if applicable), his/her Department Chair, and the Assistant Dean for Student Affairs.
4. Faculty will summarize the occurrence in writing, and submit to the Assistant Dean of Student Affairs.
5. Within 24 hours, Assistant Dean will notify the MCG Legal Office.
6. Within 24 hours and as needed, faculty will follow up with the nurse manager and the student.
7. Faculty will document the occurrence on the student's clinical evaluation tool, and will develop a teaching/learning activity to reflect and reinforce student instruction. The teaching/learning activity will be attached to the clinical evaluation tool, and will include the student's response to the activity.
8. The Assistant Dean for Student Affairs will maintain a record of all occurrences.

### ***Medication Administration by Students***

Medication administration is an important part of patient care and requires knowledge and technical proficiencies. Medication administration procedures for pre-licensure nursing students (defined as any student who does not hold a

registered nurse license as granted by the State Board of Nursing through the Georgia Secretary of State) are outlined below:

1. Clinical competency, defined as the students' ability to perform the specified skill in a manner that is satisfactory to the demands of the clinical situation, must be established prior to any medication administration.
2. Oral medications must be administered with direct supervision of the clinical instructor or delegated preceptor until competency has been documented. Once competency has been established, students may give PO medications independently after double checking the five rights with the clinical instructor or preceptor.
3. Parenteral medications, those given outside the alimentary canal – i.e. intradermal (ID), intramuscular (IM), subcutaneous (SC), or intravenous (IV) routes, must be administered with direct supervision of the clinical instructor or delegated preceptor until competency has been documented. Once competency has been established, students may give ID, IM, and SC medications independently after double checking the five rights with the clinical instructor or preceptor.
4. Administration of IV-push medications by pre-licensure nursing students must be supervised by the clinical instructor or delegated preceptor. These include medications that are given by the IV route in a single injection or concentrated solutions are considered IV bolus or push infusions.
5. Administration of intermittent IV medications by piggyback setup, a volume-control administration set or a mini-infusion pump must be administered with direct supervision of the clinical instructor or delegated preceptor until competency has been documented. Once competency has been established, students may administer intermittent IV medications independently after double checking the five rights with the clinical instructor or preceptor.
6. Pre-licensure nursing students changing IV fluid bags must do so with direct supervision of the clinical instructor or designated preceptor until competency has been documented. Once competency has been established, students may change or replace IV fluid bags independently after double checking the five rights with the clinical instructor or preceptor.
7. Pre-licensure students may administer blood and blood products only under the direct supervision of a clinical faculty member or designated preceptor as allowed by specific agency policy.
8. Other medications, including ophthalmic solutions, ear solutions, and suppositories must be done with direct supervision by the clinical instructor or delegated preceptor until competency has been documented. Once competency has been established, the student may perform these administration techniques independently after double checking the five rights with the clinical instructor or preceptor.

Exception: The administration of medications with a high propensity for adverse reactions related to administration technique may require direct supervision by clinical faculty or preceptor, even if student has demonstrated competency.

If a medication error occurs, please follow the SON policy “*Occurrence (Variance) Protocol*” noted in the student handbook.

## Student Technologies

MCG’s Division of Information Technology Support and Services provides reliable, complete IT services for students. The campus **IT Service Desk** is happy to serve as your single contact point for technical service and is centrally located on the Augusta Campus in the Library. The Service Desk is open weekdays from 7:30 a.m. to 7:30 p.m., and weekend hours will be coming soon. Support is provided via e-mail ( [ITService@mcg.edu](mailto:ITService@mcg.edu) ), telephone (706-721-4000), or in person. Your **MCG netID** is your single user id & password to login to the MCG network and many of the systems in use on campus.

**Technical Requirements** – [See PC / MAC Minimum Specifications](http://www.mcg.edu/itss/pc/index.htm) -- <http://www.mcg.edu/itss/pc/index.htm>

**Software Expectations and Downloads** -- [Software downloads](http://www.mcg.edu/itss/Help/Downloads/) -- <http://www.mcg.edu/itss/Help/Downloads/>

**Pop-Up Blockers** - If you have a pop-up blocker installed, you will be unable to access quizzes via Web CT / Vista or any other file that “pops up” or opens in a new window. You will need to disable your pop-up blocker (at least temporarily) while working in your courses. Review the Georgia / View Vista Support Site --[Online Support Center](#)

### **GroupWise**

This is the official email system used by MCG. Please visit these websites in order to become more familiar with GroupWise:

- Student GroupWise E-mail Tipsheet: <http://www.mcg.edu/itss/Help/email/studentemail.htm>
- GroupWise 6.5 & 7 Client & Web Access Resources: [E-mail & Messaging](#)

### **One45**

One45 is a web-based evaluation system that the SON will use to conduct surveys, complete necessary forms and final course evaluations each semester. During the first semester, students will receive an introductory GroupWise email containing a login and a password along with instructions on how to log into One45. Students will be encouraged to log into the system and anonymously complete final course evaluations.

### **MyMCG**

This is your personal connection to MCG information resources. This customizable Web portal serves as the campus intranet, providing individualized and campus wide content not available on the public <http://www.mcg.edu/> site. See Welcome to MyMCG for more information about the portal purpose, privacy, development, and news. For assistance, please visit the MyMCG help site, <https://my.mcg.edu/portal/page/portal/MyMCG/Login>.

## **Student Resources**

### **Academic Counseling Services**

Any student wishing to obtain assistance in tutoring; study skills/learning skills, standardized examination orientation and remediation and other academic counseling/ assistance may do so through the [Office of Educational Outreach and Partnerships](#). The Office of Educational Outreach and Partnerships is located in the Research and Education/Carl T. Sanders Building (CB), Room 1801, phone: (706) 721-2522.

### **Personal Counseling Services**

Any student wishing to obtain personal counseling may contact:

- A clinical psychologist (Student Health Center) available to students by appointment or for crisis intervention in the event of an emergency. Services include individual, marital and family therapy. Special areas include the treatment of depression, stress and coping, relationship problems, eating disorders, substance abuse therapy, and divorce adjustment. Services are confidential and records are kept separate from any other medical file the student may have. Appointments are made by calling (706) 721-3448. Student Health is located in AF-1040, Pavilion II.
- The Department of Psychiatry and Health Behavior telephone number is (706) 721-3284. Counseling and psychotherapy services are provided with strict confidentiality of records. Records are maintained by the attending physician. No information shall be provided to third parties, including faculty and administration, without the student's written informed consent or as required by law.

## **Academic Honors / Awards / Scholarships**

**SON Undergraduate Awards** -- given at Convocation -- see [SON Scholarships - http://www.mcg.edu/son/SONScholarships08.htm](#)

**Sigma Theta Tau International (STT)** is the Honor Society of Nursing. It provides leadership and scholarship in practice, education and research to enhance the health of all people. STT supports the learning and professional development of their members who strive to improve nursing care worldwide. Membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship, and to nurse leaders exhibiting exceptional achievements in nursing. For membership criteria visit the STT web site -- [http://www.nursingsociety.org/membership/mem\\_criteria.html](http://www.nursingsociety.org/membership/mem_criteria.html). The MCG School of Nursing Chapter is the Beta

Omicron Chapter. Undergraduates in their senior year will be invited to join based upon the defined STT membership eligibility criteria.

**Dean's List** -- to recognize superior academic performance among undergraduates, a Dean's List is compiled each semester. The achievement of each student who qualifies is acknowledged and noted on the student's permanent record. To qualify for the Dean's List, a student must have attempted 12 or more hours of graded academic work in a semester and have achieved a grade point average of at least 3.50. For students with Incompletes, Dean's List computations will not be made until a grade is determined. Please see the MCG policy at <http://www.mcg.edu/students/Registrar/regs2.htm>

## **Graduation Information**

### ***Graduation Requirements***

A minimum of 126 semester hours of credit (60 in core curriculum excluding physical education, and 66 in nursing) is required for the baccalaureate degree. A minimum of 30 semester hours must be taken in residence, with a minimum GPA of 2.0 and all course work with a grade of "C" or better.

### ***Application for State Licensure and NCLEX Information***

It is the responsibility of each student to obtain and complete his or her Application of Licensure and register for the NCLEX examination. To secure an application for licensure in another state, log on to [https://www.ncsbn.org/2009\\_NCLEX\\_Candidate\\_Bulletin.pdf](https://www.ncsbn.org/2009_NCLEX_Candidate_Bulletin.pdf).

Once the application is completed, the student will submit to the SON Office of Student and Academic Affairs for signature by the Dean. The application will be returned to the student for mailing.

Under the Application of Licensure requirements in the State of Georgia, any student who has ever been arrested, convicted, sentenced, plead guilty, plead nolo contendere or given first offender status which is: (a) felony; (b) a crime involving moral turpitude; (c) a crime violating a federal law involving controlled substances or dangerous drugs or (d) a DUI or DWI must provide additional documentation (refer to Board web site for requirements). It is the student's responsibility to ensure that the certified supporting documents are sent. The Board may not grant the privilege to take the State Board of Nursing Examination. Successful completion of a program of study in the School of Nursing does not guarantee licensure or employment in the nursing profession.

### ***Honors Convocation***

Honors Convocation is the academic service sponsored by the School of Nursing held the morning of Commencement to recognize outstanding graduates in the baccalaureate, masters, and doctoral classes. In addition, the pinning ceremony is held. The Honors Convocation was established in May, 1981 by Dean Emerita Mary E. Conway. Two awards were given that year: the Dean's Award for Best Essay by a Senior Student and the Alumni Award for Best Thesis. This first Convocation was an afternoon service held in the MCG School of Dentistry Auditorium. In 1982 Dean Emerita E. Louise Grant established the Clinical Practice Award to honor the senior student who demonstrated outstanding clinical practice and clinical standards. The Senior Class of 1985 voted to incorporate the Pinning Service (where students are given their BSN pins by faculty member of their choice) into the Convocation, rather than hold a separate service several nights before graduation. Since that time, the Pinning Service has been incorporated with Convocation and graduate students are recognized.

### ***School of Nursing Pin***

The Medical College of Georgia School of Nursing pin may be purchased and proudly worn by any student who has successfully completed the nursing program. Seniors whose applications for graduation have been approved may place a deposit in the MCG Bookstore to order the pin. Authorization for the actual purchase will be issued at the end of the final semester when the student's record has been cleared for graduation in the Office of Academic Programs and Student Affairs. Since the cost of the pin is subject to change, students should contact the MCG Bookstore for the current cost.

### ***Graduation Application***

Each candidate must complete a graduation application form and return to the School of Nursing Office of Student and Academic Affairs. It must be completed at least 1-1/2 semesters prior to the time of graduation. (Seniors planning to graduate in May should make application in December).

### ***Graduating in Absentia***

The candidate for a degree from the university must attend the commencement exercise at which the degree is to be conferred, unless he/she is officially excused in writing by the Dean.

### ***Graduation Honors***

Students must have two academic years, 60 semester hours in residence at the Medical College of Georgia to be considered for graduation honors. Only those courses taken in residence will be used to compute the cumulative grade point average for honors. The standards are as follows:

Highest Honors 3.90

High Honors 3.70

Honors 3.50

Grade point averages will be rounded to the nearest hundredth to determine eligibility for honors. This distinction of high academic achievement is placed on the student's diploma and is noted on his/her permanent record.

### ***Regalia***

The Medical College of Georgia regalia, rich in symbolism, was originally designed by the late Dr. Walter Shepard, Professor Emeritus of the School of Medicine. It is based on the coats of arms of three members of the 1932 faculty: Drs. Louis A. Dugas and Joseph and Paul Fitzsimmons Eve. The official colors of the Medical College, blue and silver, were taken from the Dugas coat of arms.

The cap represents the family coat of arms of Louis A. Dugas. The right side is silver, the left is blue, and a red solitaire cross extends into all quadrants. The cap's six corners stand for heroism awards given to the family by France during the First Crusade.

The main part of the hood carries the Dugas colors and the red solitaire cross with two attached tags in the front; the right tag represents the family coat of arms of Drs. Joseph and Paul Fitzsimmons Eve, and the left tag repeats the Dugas family colors. The color of the hood's velvet trim symbolizes the major discipline of the wearer: herbal green for medicine; yellow for science; lilac for dentistry; apricot for nursing; and blue for philosophy. The level of the degree is shown by the size of the hood and the width of the trim, as set by the Intercollegiate Regalia Commission. The Bachelor's, Master's, and Doctor's hoods are three feet, three and one-half feet, and four feet long respectively. The width of the hood trim is two inches for the Bachelor's, three for the Master's, and five for the Doctor's.

**Attachment A****Medical College of Georgia****CONFIDENTIALITY STATEMENT**

The Medical College of Georgia has an obligation to maintain the privacy and confidentiality of patient information. Confidentiality is important because it enhances our patients' trust and their satisfaction with the healthcare services they receive here. It also demonstrates our commitment to professional standards and state and federal laws. Protected health information including the patient's admission, diagnosis, treatment and financial status is confidential and must be protected by law. You are expected to limit your uses and disclosures of protected health information, and requests for protected health information, to the minimum amount of information necessary. Mental health records of patients are under special protection and may not be released. You are required to keep all records and communications pertaining to patients confidential and show respect for patients' privacy.

Access to patient information in electronic, hard copy or other form is restricted to those involved in the patient's care or in monitoring the quality of patient care. Any additional use and disclosure of patient's protected health information requires written authorization by the patient or his/her legally designated representative, except as described above. MCG considers a breach of patient privacy and confidentiality a serious infraction of MCG policies. Violations will result in disciplinary action and sanctions being taken by MCG.

By signing below, you understand the policy and that it applies to patient records, personnel records and certain business records for all health care agencies you are assigned and affiliated with during your tenure as an MCG student.

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Student Signature

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Date

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(please print)

MCG School of Nursing  
School

## Attachment B

**MCG  
HEALTH SYSTEM****CONFIDENTIALITY STATEMENT**

MCG Health System has an obligation to maintain the privacy and confidentiality of patient information. Confidentiality is important because it enhances our patients' trust and their satisfaction with the healthcare services they receive here. It also demonstrates our commitment to professional standards and state and federal laws. Protected health information including the patient's admission, diagnosis, treatment and financial status is confidential and must be protected by law. You are expected to limit your uses and disclosures of protected health information, and requests for protected health information, to the minimum amount of information necessary. Mental health records of patients are under special protection and may not be released. You are required to keep all records and communications pertaining to patients confidential and show respect for patients' privacy.

Access to patient information in electronic, hard copy or other form is restricted to those involved in the patient's care or in monitoring the quality of patient care. Any additional use and disclosure of patient's protected health information requires written authorization by the patient or his/her legally designated representative, except as described above. MCG Health considers a breach of patient privacy and confidentiality a serious infraction of MCG Health's policies. Violations will result in disciplinary action and sanctions being taken by MCG Health.

By signing below, you understand that this policy applies to personnel records and certain business records for the MCG Health as well.

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Employee/Volunteer/Student Signature

---

Date

---

Employee/Volunteer/Student Name (please print)

---

Unit or Department

**Attachment C****Student Applied Learning Experience Agreement**

In consideration for participating in an applied learning experience (hereinafter referred to as the "A.L.E.") at any Georgia Hospital Association member Facility or any other Facility where I may participate in such an A.L.E. (hereinafter referred to as the "Facility"), I hereby agree to the following:

1. To follow the administrative policies, standards and practices of the Facility when in the Facility.
2. To report to the Facility on time and to follow all established regulations of the Facility.
3. To keep in confidence all medical, health, financial and social information (including mental health) pertaining to particular clients or patients.
4. To not publish any material related to my A.L.E. that identifies or uses the name of the Institution, the Board of Regents of the University System of Georgia, the Georgia Hospital Association, the Facility or its members, clients, students, faculty or staff, directly or indirectly, unless I have received written permission from the Institution, the Board of Regents of the University System of Georgia, the Georgia Hospital Association and the Facility. However, the Facility hereby grants to the Institution the right to publish Institution administrative materials such as catalogs, course syllabi, A.L.E. reports, etc. that identify or uses the name of the Georgia Hospital Association, the Facility or its members, staff, directly or indirectly.
5. To comply with all federal, state and local laws regarding the use, possession, manufacture or distribution of alcohol and controlled substances.
6. To follow Centers for Disease Control and Prevention (C.D.C.) Universal Precautions for Bloodborne Pathogens, C.D.C. Guidelines for Tuberculosis Infection Control and Occupational Safety and Health Administration (O.S.H.A.) Respiratory Protection Standard.
7. To arrange for and be solely responsible for my living accommodations while at the Facility.
8. To provide the necessary and appropriate uniforms and supplies required where not provided by the Facility.
9. To wear a nametag that clearly identifies me as a student.

Further, I understand and agree, unless otherwise agreed to in writing, that I will not receive any monetary compensation from the Board of Regents of the University System of Georgia, the Institution or the Facility for any services I provide to the Facility or its clients, students, faculty or staff as a part of my A.L.E.

Unless otherwise agreed upon in writing, I also understand and agree that I shall not be deemed to be employed by or an agent or a servant of the Institution, the Regents or the Facility; that the Institution, Regents and Facility assumes no responsibilities as to me as may be imposed upon an employer under any law, regulation or ordinance; that I am not entitled to any benefits available to employees; and, therefore, I agree not to in any-way to hold myself out as an employee of the Institution, the Regents or the Facility.

I understand and agree that I may be immediately withdrawn from the A.L.E. based upon a lack of competency on my part, my failure to comply with the rules and policies of the Institution or Facility, if I pose a direct threat to the health or safety of others or, for any other reason the Institution or the Facility reasonably believes that it is not in the best interest of the Institution, the Facility or the Facility's patients or clients for me to continue. Such party shall provide the other party and the student with immediate notice of the withdrawal and written reasons for the withdrawal.

I understand and agree to show proof of professional liability insurance in amounts satisfactory to the Facility and the Institution, and covering my activities at the Facility, and to provide evidence of such insurance upon request of the Facility.

I further understand that all medical or health care (emergency or otherwise) that I receive at the Facility will be my sole responsibility and expense.

I have read the above statements, and understand them as they apply to me. I hereby certify that I am eighteen (18) years of age or older, that I am legally competent to execute this Applied Learning Agreement; and that I have read carefully and understand the above Applied Learning Experience Agreement; and that I have freely and voluntarily signed this "Applied Learning Experience Agreement".

This the \_\_\_\_\_ day of \_\_\_\_\_

Signature \_\_\_\_\_ / Print Name \_\_\_\_\_

Witness Signature \_\_\_\_\_ / Print Name \_\_\_\_\_

<http://www.usg.edu/legal/documents/genmou/student.phtml>

**Attachment D****AUTHORIZATION FOR RELEASE OF RECORDS AND INFORMATION**

TO: The Board of Regents of the University System of Georgia or any of its member Institutions (hereinafter referred to as the "Institution"), and any Facility where I participate in or request to participate in an applied learning experience (hereinafter referred to as the "Facility").

RE: \_\_\_\_\_

As a condition of my participation in an applied learning experience and with respect thereto, I grant my permission and authorize The Board of Regents of the University System of Georgia or any of its member institutions to release my educational records and information in its possession, as deemed appropriate and necessary by the Institution, including but not limited to academic record and health information to any Facility where I participate in or request to participate in an applied learning experience, including but not limited to the Facility (hereinafter referred to as the "Facility"). I further authorize the release of any information relative to my health to the Facility for purposes of verifying the information provided by me and determining my ability to perform my assignments in the applied learning experience. I also grant my permission to and authorize the Facility to release the above information to the Institution. The purpose of this release and disclosure is to allow the Facility and the Institution to exchange information about my medical history and about my performance in an applied learning experience.

I further understand that I may revoke this authorization at any time by providing written notice to the above stated person(s)/entities, except to the extent of any action(s) that has already been taken in accordance with this "Authorization for Release of Confidential Records and Information".

I further agree that this authorization will be valid throughout my participation in the applied learning experience. I further request that you do not disclose any information to any other person or entity without prior written authority from me to do so, unless disclosure is authorized or required by law. I understand that this authorization shall continue in force until revoked by me by providing written notice to the Institution and the Facility, except to the extent of any action(s) that has already been taken in accordance with this "Authorization for Release of Records and Information".

In order to protect my privacy rights and interests, other than those specifically released above, I may elect to not have a witness to my signature below. However, if there is no witness to my signature below, I hereby waive and forfeit any right I might have to contest this release on the basis that there is no witness to my signature below. Further, a copy or facsimile of this "Authorization for Release of Records and Information" may be accepted in lieu of the original.

I have read, or have had read to me, the above statements, and understand them as they apply to me. I hereby certify that I am eighteen (18) years of age or older, or my parent or guardian has signed below; that I am legally competent to execute this "Authorization for Release of Records and Information"; and that I, or my parent and/or guardian, have read carefully and understand the above "Authorization for Release of Records and Information"; and that I have freely and voluntarily signed this "Authorization for Release of Records and Information".

Date: \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness Signature

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

(Please print)

(Please print)

<http://www.usg.edu/legal/documents/genmou/auth.htm>