



**Medical College of Georgia  
School of Nursing  
Student Handbook  
2009-2010  
Doctor of Nursing Practice (DNP) Program**

The handbook provides information regarding policies for students in the DNP nursing program. Additional sources of information related to student policies are published in the Medical College of Georgia (MCG) Student Handbook and the School of Graduate Studies Handbook. Students are expected to be knowledgeable about these policies. Policies specific to the School of Nursing are included here. Course specific policies may be found in individual course syllabi. In circumstances where there is conflicting information, the student is encouraged to seek clarification from the Program Director.

**HANDBOOK DISCLAIMER**

Although the 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 Handbooks and to meet completely and successfully the requirements of the nursing program by reviewing updates in the Handbook and semester.

*Updated August 2009*

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### 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
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 Columbus (SONAC)	706-568-2242

**DNP Program Faculty & Staff**

Program Director, Dr. Marguerite Murphy	706-721-3676
Program Coordinator, Dr. Patricia Bowman	706-542-9572
Program Manager, Karen Sturgill	706-721-3676

**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

**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.

### **Doctor of Nursing Practice Program Overview**

The Medical College of Georgia, the state's health sciences university, offers a Doctorate of Nursing Practice program, the first of its kind in the state. This practice doctorate prepares nursing leaders with global understanding to work in collaboration with other health care providers to deliver optimal patient care in a rapidly changing, environment. Analysis and integration of ever expanding information and research base is essential as DNP prepared nurses lead the way to improve health outcomes.

Coursework will thoroughly familiarize students with trends in effective care, methods of care delivery and concepts in evidence-based care. Emphasizing competence, flexibility, leadership and a lifelong learning perspective, the program includes applied research, health policy, human biological sciences and health care finance with business related to direct health care or health systems and leadership.

### **DNP Program Goals**

The program goals are:

1. To advance competencies for increasingly complex clinical, faculty and leadership roles.
2. To enhance knowledge to improve practice and patient outcomes.
3. To enhance leadership skills to strengthen practice and health care delivery.
4. To provide an advanced educational credential for those who require advanced practice knowledge but do not need or want a strong research focus.
5. To achieve parity with other health professions, most of which have a doctorate as a credential required for practice.
6. To increase the supply of doctoral prepared nurses in practice.

From: **AACN Position Statement on the Practice Doctorate in Nursing**, *October 2004*

<http://www.aacn.nche.edu/DNP/DNPPositionStatement.htm>

### **DNP Student Outcomes**

In accordance with the MCG School of Nursing Mission and Organizing Framework, student outcomes were developed that reflect the areas of focus identified by the SON as key concepts for expected student outcomes throughout all SON programs. These areas of focus are quality health care, ethics, research, communication, professionalism, leadership, diversity and systems. The expected student outcomes for all students upon completion of the DNP program include:

1. Systematically assess, appraise and affect positive change in a focused area of nursing practice to lead delivery of care;
2. Model exemplary professional values and ethical decision-making;

3. Demonstrate advanced knowledge of evidence-based practice and scholarship in nursing practice;
4. Investigate the social, economic, political and policy context of health care and related systems to improve patient care outcomes;
5. Investigate the social, economic, political and policy context of health care and related systems to improve patient care outcomes;
6. Assume, enhance and create leadership roles in clinical practice, advocacy/policy and education;
7. Critically analyze and evaluate multi-faceted clinical practice and health care systems.

**Program Curriculum** -- <http://www.mcg.edu/son/documents/DNPSchemaSP09.pdf>

## 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 DNP Program Policies

**Admission Requirements** -- <http://www.mcg.edu/careers/nursednp.htm>

### *Academic Eligibility and Progression Standards*

Students in the DNP Program must meet all academic standards of the Schools of Graduate Studies and Nursing, to include a requirement to maintain a **minimum GPA of 3.0** each semester and overall. A student who earns less than a 3.0 average in any given semester will automatically be placed on academic probation. Such status is noted on the student's academic record (transcript). Student's earning a "C" in any course will be required to repeat the course and/or participate in faculty-designed remediation. Remediation plan may include enrolling in and satisfactorily completing an Independent Study. The student will have two consecutive enrolled semesters to re-establish a cumulative 3.0. Failure to remediate the academic probation can result in dismissal from the program.

Any student who earns a "C" in more than one course during their enrollment will be considered for dismissal. Students who earn a "U", "D" or "F" in any course are automatically dismissed from the school. Where circumstances warrant, upon recommendation of the academic program concerned and approval of the Dean, a student being considered for dismissal under the provisions of this policy may be permitted to continue as a student on probation. In such cases, the student must earn at least 3.0 each grading period while on probation until a 3.0 cumulative GPA is achieved. Failure to do so will result in automatic dismissal from the degree program. The second dismissal will be final.

A student may be considered for dismissal if s/he fails to make timely progress toward the degree sought, or may be subject to re-examination and required additional coursework.

Any student dismissed from the School of Graduate Studies may appeal the action in accordance with the procedure described in the Student Discipline, Grievances, and Appeals section in the General Information section of the *MCG Catalog* available at <http://www.mcg.edu/catalog/>.

### *Academic Integrity*

The University recognizes honesty and integrity as being necessary to the academic function of the institution. Regulations promulgated in the interest of protecting the equity and validity of the university's grades and degrees and to help the students develop standards and attitudes appropriate to academic life are contained in the Student Handbook available at <http://www.mcg.edu/students/handbook/>

Understanding and adhering to the “Student Conduct Code”, “Conduct of Research” or other institutional polices are extremely important for graduate students. Students are expected to respond to assignments and projects with original data, manuscripts and papers. Any deviation from this could result in a grade of F for the assignment and course and possible dismissal from the program. Any possible violation by a student of the “Student Conduct Code” or other polices must be reported to the Program Director. The Schools of Nursing and Graduate Studies follow all judicial procedures and proceedings as described in the *Student Handbook*.

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

Students who enter the program are expected to complete all assigned academic and project / clinical activities each semester. 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 health care provider (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 and Vista email regularly (minimum of 2 to 3 times a week).

GroupWise, Vista, and other technology (Wimba, etc) 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 on the Augusta and Athens campuses 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 from the SON Business Office. 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 are oriented to the *Confidentiality Statement* and the *Student Applied Learning Experience Agreement* (Attachments V, VI, & VII). Upon signing the Student Handbook form, acknowledging understanding of the MCG /SON / SGS handbooks, the student agrees 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.

### ***Faculty Advising***

Academic advisement will be coordinated by the DNP Program Coordinator. Initially, each student will be assigned an academic advisor. Upon admission, each student will receive a written plan specifying the timeline for completion of required courses. Each student will have an individualized course plan, determined by the semester of entry, part or full time status, and established course prerequisites. The schema will include the program of study listing the courses the student must satisfactorily complete for meeting School of Graduate Studies' requirements and those of the student's graduate program. Additional coursework that the student and his/her Project Committee determine is appropriate for facilitating the student's DNP project is also included in the course plan. After completing each course, the date of completion is entered on the student's course plan. The original form will be kept in the student's file in the Office of Student Affairs. After a student identifies a Project Committee Chair, the Chair may assume the role of academic advisor for that student. Refer to handbook section "Doctor of Nursing Practice Project" for further details on selecting and working with Committees. Students are encouraged to request an appointment with their advisor at any time.

### ***Grading Policy***

There is a consistent grading policy in the School of Graduate Studies. The grading scale is:

90-100	A
80-89	B
70-79	C
60-69	D
Below 60	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"

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.mcgr.edu/success/banner matters/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 within one week of the grade being posted. 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***

Enrollment in an independent study course must be approved by the Program Director. A proposed plan of study must be developed to include:

- 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.

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

The closure of the MCG campus requires approval from the President. To obtain information on the closing of the MCG main campus, refer to the following sources: MCG Homepage, local radio, TV.

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.

### ***Leaves of Absence and Unanticipated Time Off***

In the event of an emergent situation or personal event requiring a leave of absence the student must discuss course of action with Program Director. If a leave of absence is granted the MCG Student withdrawal policy is followed – <http://www.mcg.edu/students/Registrar/regulations/withdrawal.html>. A leave of absence may result in a delay in projected

graduation date due to the timing of course offerings. A leave of absence does not modify a student's obligation to complete the degree within a five-year time limit.

Medical or other reasons may necessitate more prolonged absences from the program. In these circumstances, the student is encouraged to meet in advance with the Program Director and/or Assistant Dean for Student Affairs to identify options available within the university system.

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

A student is “out of sequence” or “off track” when an interruption in the progression in the DNP 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.
- Failure to take the next offered nursing course in the curriculum sequence due to withdrawal, incomplete, or failure.

Progression of an off track student 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.

### ***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 DNP 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 student 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 student's 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.

Criminal behavior (alcohol or drug related events, fraud, assault, etc) will quickly result in action by the Georgia Board of Nursing that could endanger your nursing license and may result in academic dismissal.

### ***Student Employment***

Due to the rigor of the program, students who continue full-time employment should pursue part-time study in the DNP program.

### ***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 educational record will be provided if the student provides a written request.

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. Upon signing the handbook form during orientation, the student approves release of records by MCG as necessary / required to participate in applied learning experiences in hospitals and other clinical agencies (Attachment VII).

### ***Transfer Credit***

A request for credit transfer should be initiated by the student. The student will provide an official transcript showing a grade of "B" or above in the course and a copy of the course syllabus to the DNP Program Director. In collaboration with the Faculty Course Coordinator, the DNP Program Director will review the course learning outcomes and course requirements of the MCG course. A formal recommendation for transfer will be submitted to the Dean of the School of Graduate Studies. Transfer of graduate credit is never automatic. A maximum of six (6) semester hours of credit toward a DNP degree may be transferred. No courses below the doctoral level will be considered for transfer credit.

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

A student who wishes to withdraw from his/her program should discuss plan with the Program Director. The procedures outlined in the MCG policy on withdrawal is followed -- <http://www.mcg.edu/students/Registrar/regulations/withdrawal.html>

To re-enter the program, the student must discuss plan with Program Director / Advisory Committee and must receive approval from the Program Director/ Advisory Committee, SON Dean and SGS Dean to re-enroll in the program. 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. Demonstration of retention of previously mastered material and competency of previously learned skills may be required as well as additional coursework and /or examinations. If the student's six-year time to degree limit has been exceeded, s/he may have to meet additional requirements recommended by the DNP program director and Advisor and approved by the Dean or may have to apply to the program as a new student and meet all program requirements. Re-entry requires completion of a reactivation form by the SON Office of Student Affairs Office.

## **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, & Suspension](#)
- [Adding and Dropping Courses](#)
- [Attendance](#)
- [Auditors](#)

- [Classification of Students](#)
- [Continuing Enrollment During Breaks in Academic Calendar](#)
- [Course Numbering System](#)
- [Campus Review Body](#)
- [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/selectpol.html>

- [Conduct of Research](#)
- [Conflict of Interest](#)
- [Criminal Conviction Disclosure](#)
- [Drug Abuse Policy Statement](#)
- [Federal, Criminal, and Civil Sanction](#)
- [Financial Obligations of Students](#)
- [HIV/Acquired Immune Deficiency Syndrome \(AIDS\) Policy for Students](#)
- [Immunization Policy](#)
- [Information Systems Security and Computer Usage Policy](#)
- [Intellectual Property Policy](#)
- [Jury Duty](#)
- [Physical Disabilities-Learning Policy](#)
- [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: [Medical College of Georgia Student Handbook](#)

<http://www.mcg.edu/students/handbook/documents/StudentConductCodeandProcedures.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*

DNP Practice Projects require experiences in a health care agency. Thus all 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](#) --<http://www.mcg.edu/shs/>
- Annual PPD (Tuberculosis Skin testing)
- Current CPR card
- 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 license in good standing
- Completion of the criminal background check and any additional agency requirements prior to first clinical day.

Students who do not comply with the specified requirements will not be allowed to do complete the project implementation course 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 during the Fall Semester. RN students may be exempt from the above policy, only if their liability insurance states that the RN is covered under a student role and meets the limits outlined by MCG.

**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 an MCG program 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, you must complete an online waiver by the designated deadline date.

## Student Technologies

### **Technical Requirements**

**Please visit [ITSS](#) web site for the minimum technical requirements.**

Proprietary browser versions (those not downloaded directly from Netscape or Microsoft) may not work reliably with online systems. If you use other "Office" type programs, please note that some instructors may require you to convert your files to a MS-Office compatible format for online submission. Your connection to the Internet may initiate behind a firewall; however, the firewall settings may have to be adjusted to allow for proper functioning of our Web-based tools. Please visit [GeorgiaVIEW Vista](http://www.mcg.edu/itss/instructional/edd/vista/index.html) web site. -- <http://www.mcg.edu/itss/instructional/edd/vista/index.html>

### **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. See <http://www.mcg.edu/itss/instructional/edd/vista/index.html>

### **Downloads / Plugins**

If you do not see a page, an image, or a PDF document (requires Adobe Acrobat Reader plugin) that you know should be there, use the 'Downloads and Plugins webpage: <http://www.mcg.edu/itss/Help/Downloads/>.

**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>
- Email & Messaging: <http://www.mcg.edu/itss/Help/email/index.htm>

- 

**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 Awards** -- given at Convocation -- see [SON Scholarships](#)

**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. Students will be invited to join based upon the defined STT membership eligibility criteria.

## Graduation Information

### *Graduation Activities*

The following events occur annually:

#### *School of Graduate Studies Hooding Ceremony*

During this ceremony, the graduate receives a colorful distinctive “hood” which is worn with academic regalia. The hood is presented to the student by the program director or a faculty in recognition of scholarly accomplishment. This ceremony traditionally is held the morning of graduation. Graduates will receive information about the Hooding Ceremony directly from the School of Graduate Studies in the months preceding graduation. Attire: academic regalia.

#### *School of Nursing Honors Convocation*

This ceremony is conducted the morning of graduation. The purposes are to recognize graduates of nursing programs (undergraduate and graduate) and present awards to outstanding students and faculty. Graduates will receive information about the Honors Convocation directly from the School of Nursing in the months preceding graduation. Attire: academic regalia.

#### *Medical College of Georgia Graduation*

This ceremony recognizes the accomplishments of all university graduates. This ceremony is held the first Friday in May following the end of the spring semester. Graduates will receive information about graduation directly from the University in the months preceding graduation.

### *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 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. Students graduating in August and December will participate in the MCG graduation ceremony the May following the actual graduation.

### *Regalia*

The Medical College of Georgia regalia, rich in symbolism, was originally designed by the late Dr. Walter Sheppard, 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.

### ***Requirements for Graduation***

The DNP student must meet the requirements for graduation according to University policy.  
<http://www.mcg.edu/students/Registrar/regulations/graduation-requirements.html>.

In addition, all DNP students must have submitted the following forms to the School of Graduate Studies to qualify for graduation. These forms include:

1. Project Committee Form (**Appendix I**)
2. Report of Project Committee Meetings Form (Students must submit at least one meeting form for each of the project semesters. During the first three project semesters, students must submit a summary of the meeting but do not need to obtain signatures from their Project Committee Chair or Committee members. A copy of meeting with original signatures from all committee members must be submitted during the student's final project semester. (**Appendix II**))
3. Proposal Defense Evaluation Form (**Appendix III**)
4. Final Defense Evaluation Form (**Appendix IV**).

In addition, students must meet the requirements for successful completion to the final DNP project as outlined below:

- Submission of a copy of the final DNP project paper as defined and approved by the student's committee members, is a requirement for graduation.
- An electronic copy of the approved final DNP project paper must be submitted by the student to the DNP program office 14 days prior to expected date of graduation.
- The student's project committee members will be listed in the submission email and copied on the submission email as verification of approval.
- The School of Graduate Studies will be notified by email by the DNP Program Manager that the student has submitted the final DNP project paper as required for graduation.
- The electronic copy of the final paper will be converted into a pdf document and stored in a secure electronic data bank such as the QUICKBASE system. This electronic data bank will be accessible to DNP program, SGS and SON officials.
- The DNP program office will be responsible for tracking the submission of the final DNP project paper prior to graduation, notification of the SGS that the approved final DNP project paper has been submitted, conversion of electronic copy of paper to pdf format, document storage and maintenance of the electronic data bank used for storage.

**School of Nursing / School of Graduate Studies  
 Medical College of Georgia  
 Appendix I  
 DNP Project Committee Form**

Name of Student: \_\_\_\_\_

Topic Area of Project Focus: \_\_\_\_\_

The Project Committee is composed of a student’s Project Chair, and at least one other member. It is the responsibility of this committee to guide a student in planning the Project Proposal, which will serve as the blueprint for the student’s project. The committee is also responsible for guiding the student through implementation, evaluation and preparation of the final oral and written requirements for the final project presentation. The Committee Chair also has the responsibility for directing and approving activities appropriate for fulfilling the requirements for the practice residency.

Printed Name, Chair	Signature	Date
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Printed Name	Signature	Date
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Printed Name	Signature	Date
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Printed Name	Signature	Date
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Dean or Associate Dean Academic Affairs, School of Nursing:

Printed Name	Signature	Date
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Dean, School of Graduate Studies:

Printed Name	Signature	Date
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**School of Nursing / School of Graduate Studies  
 Medical College of Georgia  
 Appendix II  
 Report of DNP Project Committee Meeting Form**

Student: \_\_\_\_\_ Project Chair: \_\_\_\_\_

Project Committee Members Attending:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Minutes of Meeting:

AGENDA ITEM	DECISION	PERSON RESPONSIBLE	DEADLINE
OLD BUSINESS			
NEW BUSINESS			

I have reviewed these minutes and they accurately reflect the content of the committee meeting.

Committee Chair	Signature	Date
Committee Member	Signature	Date
Committee Member	Signature	Date
Committee Member	Signature	Date

**School of Nursing / School of Graduate Studies  
Medical College of Georgia  
Appendix III  
DNP Proposal Defense Evaluation Form**

Name of Student: \_\_\_\_\_

Date and Time: \_\_\_\_\_

Proposed Title of Project:

\_\_\_\_\_

Results of Examination:     Pass             Not Pass

Examination Remarks: (see attached)

Project Committee:

\_\_\_\_\_  
Printed Name, Chair                      Signature                      Date

\_\_\_\_\_  
Printed Name                      Signature                      Date

\_\_\_\_\_  
Printed Name                      Signature                      Date

\_\_\_\_\_  
Printed Name                      Signature                      Date

Dean or Associate Dean Academic Affairs, School of Nursing:

\_\_\_\_\_  
Printed Name                      Signature                      Date

Dean, School of Graduate Studies:

\_\_\_\_\_  
Printed Name                      Signature                      Date

**School of Nursing / School of Graduate Studies  
Medical College of Georgia  
Appendix IV  
DNP Final Project Defense Evaluation Form**

Name of Student: \_\_\_\_\_

Graduate Program: \_\_\_\_\_

Date and Time: \_\_\_\_\_

Results of Examination:      Pass             Not Pass

Examination Remarks: (see attached)

**Project Committee:**

Printed Name, Chair	Signature	Date
Printed Name	Signature	Date
Printed Name	Signature	Date
Printed Name	Signature	Date

Dean or Associate Dean Academic Affairs, School of Nursing:

Printed Name	Signature	Date

Dean, School of Graduate Studies:

Printed Name	Signature	Date

**Attachment V**

**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.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(please print)

MCG School of Nursing  
School

Attachment VI

**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.

\_\_\_\_\_  
Employee/Volunteer/Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee/Volunteer/Student Name (please print)

\_\_\_\_\_  
Unit or Department

**Attachment VII****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 VIII**

**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>