

## **Selected Policies and Procedures**

### **Annual Notice of Privacy Rights**

This institution is covered by the Family Educational Rights and Privacy Act of 1974, designed to protect student rights regarding education records maintained by the institution. Under this act, students may inspect and review education records maintained by the institution that pertain to them; challenge the content of records on the grounds that they are inaccurate, misleading or a violation of privacy or other rights; and control disclosures from their education records with certain exceptions.

A written policy detailing how the Medical College of Georgia complies with the provisions of the act is on file and a copy can be obtained in the Registrar's Office. Students also may file complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C. 20202, regarding alleged violations of the act.

### **Location of Records**

The student records listed in this table, maintained by the Medical College of Georgia, are accessible to student review except for financial records of parents, employment records, letters of recommendation received before Jan. 1, 1975 and recommendation letters to which the student has waived the right of access.

Specific details concerning those records--including names of individuals in charge of records, names of individuals with access to records and details of the type of records--are available to any student upon request by contacting the Office of the Vice President for Enrollment and Student Services.

Students may request copies of materials from their registrar's file to be sent to other institutions, potential employers, etc. One copy of such material will be made available upon request at no charge to the student. MCG reserves the right to charge for additional copies at the same rate it costs to photocopy the material (at the time of printing this rate was 10 cents per page). Copies of transcripts available from other institutions will generally not be copied or sent. MCG records policy concerning destruction of records, where such policy exists, is:

1. Registrar non-academic records may be destroyed 10 years after last enrollment, with these exceptions: letters of recommendation and admissions interview reports--three years after first enrollment date; School of Medicine non-academic records--15 years after last enrollment. Biographical data may be kept in the alumni office after these time periods.
2. Housing and Residence Life office records are destroyed one year after last day in residence.

3. Financial aid records from the Financial Aid Office are destroyed seven years after graduation or after a federal audit.

4. Data kept in a student's education record may be destroyed on or shortly after July 1 of each year as part of a legitimate effort to keep such material from accumulating. Such material will not be removed and destroyed unless: (a) it is no longer educationally justifiable to keep the material; (b) there is no intention to continue to accumulate such material in the future and the material is no longer maintained; (c) any students requesting access before July 1 each year have received such access.

### **Release of Information from Student Records**

Information in student records are considered confidential and will not be released except as allowed by law and MCG policy. Students who want information from their records sent to prospective employers, other institutions, etc., must submit a signed request to the registrar authorizing such release. Information may be released from student records without student permission to: Medical College of Georgia administrative staff and faculty members with a legitimate educational interest in the records; officials of other educational institutions where the student desires to enroll; authorized representatives of the Board of Regents and chancellor of the University System of Georgia; certain governmental education authorities; authorized officials as necessary to comply with a lawful subpoena; officials to whom information must be released under state law in effect prior to Nov. 19, 1974; accrediting agencies performing their function; certain research organizations provided the information released is not used in such a manner that personal identification of the student or his family is a reasonable certainty; parents who claim the student as a dependent for income tax purposes; and persons as necessary to determine the student's eligibility for, amount or conditions of, or to enforce the terms and conditions of, financial aid for which the student has applied or received. Information from student records may also be released in a health or safety emergency.

### **Correction of Information in Student Records**

When a student believes information in his education record is inaccurate, misleading or violates the privacy or other rights of the student, he may submit a written request for correction to the institutional official responsible for creating and maintaining the record. Such a written request must specify the information in question, state the revision requested, state the reasons the student disagrees with the entry in question and include (or have attached) any data or information that shows how the records should be revised. The official responsible to create and maintain the record will review the request and the appropriate records, and meet with the student if appropriate. The official will notify the student of the official's decision within 21 days after receiving the written request. A denial will become part of the contested portion of the record unless the student withdraws the request.

If the student is not satisfied with the decision of the individual responsible for the record, upon written request to the president of the Medical College of Georgia, the student will be granted a hearing using procedures specified in the Family Educational Rights and Privacy Act and the Medical College of Georgia policy available in the registrar's office.

The above procedure may be used to question the correctness of the recording of a grade but may not be used to contest the assignment of a grade.

### **Public Directory Information**

The following information will be considered public directory information and may be released without student consent; however, a student may restrict the release of this information by annually notifying the registrar in writing by the last day of fall registration (or the initial registration if other than fall) that he does not want the information released.

Public directory information includes the student's name, local and permanent address, telephone numbers, institutional e-mail address, photograph, program of study, dates of attendance, enrollment status, grade level and awards and honors.

### **Information on the Official Academic Record**

The official academic record (frequently referred to as the permanent record) is the data from which transcripts are made. It is the record of coursework attempted, including notations regarding academic achievement such as Dean's List, academic probation, academic dismissal, academic honors earned, suspensions, expulsions and official reprimands. All entries to the record are permanent except in cases in which a grade change alters the student's academic status or a factual error has been made.

Only grades earned when the student is registered for the courses through the Medical College of Georgia are included in the student's cumulative grade point average. Courses accepted for transfer from other institutions are recorded as hours earned only.

### **Records Withheld (Flagged)**

In holding up a student's records, the Medical College of Georgia may deny the student the privilege of registering for a subsequent semester, securing transcripts or graduating.

A student's records may be withheld for non-payment of MCG bills. (See the Financial Obligations of Students section below for more detailed information).

Under certain circumstances a student may not register for a subsequent semester until he presents to the registrar evidence of having satisfied specific admissions or readmission requirements. In these instances, students are advised of the specific requirements to be met and from which office the necessary clearance may be obtained.

### **Withdrawal from the University**

A student who wishes to withdraw should refer to the withdrawal policy at <http://www.mcg.edu/students/Registrar/pdf/StudentWithdrawalPolicy.pdf>.

A student who is not enrolled for three consecutive semesters will be administratively withdrawn from the university.

### **Required Withdrawal from the University**

A student may be administratively withdrawn from the Medical College of Georgia when the dean of the school determines that the student exhibits behavior which: (a) poses a significant danger or threat of physical harm to the student or to the person or property of others; (b) causes the student to interfere with the rights of other members of the university community or with the exercise of any proper activities or functions of the university or its personnel; (c) causes the student to be unable to meet institutional academic, disciplinary or other requirements for admission and continued enrollment, as defined in the student conduct code, MCG Catalog, Student Handbook and other publications of the university; or (d) casts doubt upon a student's character and/or on the potential capabilities as a health science or basic science professional. Prior to making a decision, the dean may consult with the student's parents and personal physician, if any, and other health professionals as appropriate.

Except in emergency situations, a student will, upon request, receive an appropriate hearing prior to final decision concerning his continued enrollment at the university. The applicable procedures will be determined by the nature of the activity or conduct involved. Disciplinary issues will be addressed in accordance with the requirements of the student conduct code and academic issues will be reviewed as required by applicable procedures for academic matters.

### **Refunds**

Please refer to [http://www.mcg.edu/students/Tuition\\_and\\_fees/feesref.htm](http://www.mcg.edu/students/Tuition_and_fees/feesref.htm) for the MCG refund policy.

### **Policy for Student Mailbox Assignments and Student Mailings**

Official institutional information will be distributed to students via the GroupWise email system, announcements on the MCG home page and (infrequently) via hardcopy mailing to a physical mailbox. Students are encouraged to check their GroupWise email daily for important announcements and other pertinent information.

### **Class Rings**

Class rings are selected and designed by the individual schools under the jurisdiction of the respective deans.

## **Clery Act of 1990**

The *Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act* requires postsecondary institutions to provide timely warnings of crime that represent a threat to the safety of students or employees and to make public their campus security policies. It also requires that crime data be collected, reported, and disseminated to the campus community and to the Department annually. The *Cleary Act* is intended to provide students and their families with accurate, complete, and timely information about safety on campuses so that they can make informed decisions.

MCG Public Safety statistics are available at <http://www.mcg.edu/psd/police/stats.htm>

## **Conduct of Research**

It is the policy of the Medical College of Georgia to maintain the highest ethical standards and integrity in conducting research and in the publication of research results carried out by its faculty, students and staff.

In the event of an alleged instance of research misconduct, there will be a prompt and thorough investigation utilizing existing MCG procedures including appropriate due process (see MCG Faculty Manual--"Rules and Procedures for Research Ethics"). Misconduct in research is defined to include the following acts:

- \* Fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. Fabrication is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record. Plagiarism is the appropriation of another person's ideas, processes, results or words without giving appropriate credit, including those obtained through confidential review of others' research proposals and manuscripts. Research misconduct does not include honest error or honest differences of opinion.
  
- \* Violation of the Medical College of Georgia Policy on the Conduct of Research. This includes the failure to obtain proper review and approval by the responsible university committees for research involving human subjects (i.e. Human Assurance Committee), animal subjects (i.e. Committee on Animal Use in Research and Education) radioactive materials (i.e. Radiation Safety Committee), chemical hazards (i.e. Institutional Chemical Committee), or biohazards (i.e. Institutional Biosafety Committee); and failure to follow the rules and guidelines established by these committees.
  
- \* Condoning of fraud in research or violations of university research policy. This includes failure on the part of a member of the university to notify university authorities if it becomes obvious that misconduct in research has occurred, and failure to cooperate in an investigation under these procedures.

Sanctions invoked against individuals found guilty of research misconduct may range from an informal reprimand to dismissal, depending on the severity of the offense. If such misconduct involves the integrity of publications, the appropriate editorial body will be notified. If extramural agencies are involved in the research, they will be notified as appropriate.

Consult your faculty adviser for additional information or the MCG web site <http://www.mcg.edu/faculty/facman/policies3.html>.

### **Conflict of Interest**

To ensure the integrity and objectivity of research and other scholarly activities, the Medical College of Georgia has adopted a conflict-of-interest policy. The policy is applicable to any person at MCG responsible for designing, conducting or reporting research or scholarly activities funded or proposed for funding by a sponsor. Copies of the policy may be obtained from the legal advisor, the vice president for research, the director of Campus Life Services or the MCG web site <http://www.mcg.edu/research/policy/coipol.html>.

### **Criminal Conviction Disclosure**

Students are continually required to disclose in writing to their dean and/or the director of Campus Life Services criminal convictions occurring since completing the application for admission. (Pre-application for admission criminal record disclosure is required on the application for admission.) Criminal convictions include adjudication of guilt by a judge or jury for any crime. This does not include minor traffic offenses, but it does include "no contest" pleas, first-offender treatment, convictions under appeal and convictions which have since been pardoned. Minor traffic offenses are those which do not involve driving while under the influence of alcohol and other drugs, which did not result in imprisonment and for which a fine of less than \$250 was imposed. Disclosures should be made within 30 days of conviction.

### **Drug Abuse Policy Statement**

The following statement of policy is designated to emphasize, in fairness to all members of the university community, the possible repercussions of the illicit use of drugs or alcohol. In addition to the policies of MCG and the Board of Regents concerning abuse of drugs and alcohol, numerous and serious sanctions are imposed under state and federal laws regarding the unlawful possession, distribution or use of illicit drugs and alcohol.

The use of illegal drugs such as marijuana, cocaine and LSD carries serious penalties. Under Georgia law, mere possession of an illegal drug may constitute a felony and could result in serious monetary fines, as well as imprisonment for 20 years or more. Similarly, the unauthorized use of legal, prescription drugs may constitute a felony and also carries serious penalties.

Georgia law may impose serious sanctions for drug-related crimes, including loss of or ineligibility for a professional license, or employment with any state agency. In addition, MCG will suspend or expel any student convicted of a drug-related felony, effective the date of the conviction.

While not an illegal drug per se, alcohol may also be abused and may result in criminal penalties. Persons convicted of operating a motor vehicle while under the influence of alcohol may lose their drivers' license, receive substantial fines or go to prison.

It is the policy of the Medical College of Georgia that students committing criminal acts on or off campus will be treated as citizens of the community. Clearly, MCG cannot protect members of its community--including faculty, staff and students--who commit criminal offenses. This applies to drug-related crimes as well.

It should not be inferred from the statements above that MCG is indifferent about what happens to members of its community; rather we have a deep concern for those who violate the law, which is why we have included this statement.

The following represents criminal and civil sanctions for drug offenders:

#### State of Georgia

1. "Controlled Substances" This broad category of illegal substance is defined in Drug schedules I-V, Official Code of Georgia Annotated (O.C.G.A.), Sections 16-13-25 to 16-13-29.1, including a long list of chemical compounds, opiates, hallucinogens, derivatives, isomers and other materials. The State Board of Pharmacy may add new materials to the list as required.

2. "Dangerous Drugs" This is an even broader category of illegal substance and is defined in O.C.G.A. 16-13-71, describing hundreds of chemicals and other compounds. The Georgia General Assembly may add drugs to the list as required.

#### 3. Criminal Punishment

a. "First offender" treatment for mere possession of minor amounts of a controlled substance or dangerous drug. A person never before convicted of possession of a small amount of the above material may, at the judge's sole discretion, be afforded first-offender treatment, resulting in no entry of a plea of guilty and no record of any conviction, if the defendant successfully completes a court-monitored comprehensive rehabilitative program (O.C.G.A. 16-13-2(a)).

b. Possession of one ounce or less of marijuana. Imprisonment for 12 months or less and/or a fine not to exceed \$1,000, or "public works" (community services) not to exceed 12 months (O.C.G.A. 16-13-2(b)).

c. Possession, manufacture or distribution of controlled substances. This is punishable by confinement of up to 30 years in prison and fines of up to \$1 million, depending on the schedule sequence of the controlled substance involved, as well as the amount (See O.C.G.A. Section 16-13-30 and Section 16-13-31). The manufacture, distribution or possession with intent to distribute any controlled substance or marijuana within 1,000 feet of an elementary or secondary school, park, playground, recreation center, housing project or drug-free commercial zone can result in up to 40 years in prison with a fine of up to \$40,000 (See O.C.G.A. Section 16-13-32.4, 16-13-32.5 and 16-13-32.6). A detailed chart outlining the state penalties for crimes involving various controlled substances is available in the Campus Life Services office.

### **Federal Criminal and Civil Sanctions**

Title 21, United States Code, Sections 841-860, describe prohibited acts, criminal penalties and civil and criminal forfeiture provisions established by Congress, covering 28 pages of text.

Title 21, U.S.C. 812, contains five schedules of "controlled substances." Schedule I describes certain opiates; Schedule II contains opium, cocaine and other addictive substances; Schedule III lists amphetamine, phencyclidine (PCP) and other like matter; Schedule IV involves barbiturates; Section V concerns codeine and atropine sulfate, among other preparations. The U. S. Attorney General is authorized to add items to the schedules.

Manufacturing or distributing various controlled substances, depending on their schedule sequence and the amount of substance involved, is punishable by confinement ranging from five to 40 years and fines from \$2 million to \$10 million (Section 841 of Title 21). The numerous permutations on these criminal punishment provisions cover 28 pages in the criminal code.

The penalties for "simple possession" of illegal drugs ranges from one to 20 years, depending on the substance schedule, amount possessed and number of convictions (Title 21, 844).

Section 860a, Distribution or manufacturing in or near schools and colleges. The distribution, manufacture or possession with intent to distribute a controlled substance is punishable by twice the sanction provided in 841(b) (10 to 80 years, depending on schedule and amount), where such offense was performed on or within 1,000 feet of a college or university.

### **Financial Obligations of Students**

Students must meet all financial obligations during registration for classes. The payment of fees and incurred charges is an integral part of the registration process; registration is not complete until financial obligations are met. Students who receive and accept an official

offer of financial aid prior to registration may authorize the crediting of aid toward institutional charges.

During the academic semester, fines or fees may be charged to a student. These charges must be cleared promptly upon notification from the business office. All uncollected charges must be cleared during registration for the next academic period.

A student delinquent in his financial obligations to the university may not register for the next term, transfer his credits to another school or graduate from MCG.

### **HIV/Acquired Immune Deficiency Syndrome (AIDS) Policy for Students**

This general policy recognizes the diversity of the academic and clinical requirements of the various schools and departments. Specific information regarding particular programs may be secured from the appropriate department and /or dean. In general however, all students should be aware that:

- \* The curricula will incorporate the basic principles of infection control and prevention. It is the responsibility of each student to be knowledgeable of such principles and strictly adhere to the universal precautions presented.
- \* Any student with patient-care responsibilities who knows or has reason to believe that he has human immunodeficiency virus (HIV) infection is required to immediately report this information to the Medical College of Georgia hospital epidemiologist in accordance with hospital policy and to his dean. Failure on the part of the student to report a known HIV infection may result in disciplinary action, up to and including dismissal.
- \* Suspected HIV exposure by students of the Medical College of Georgia, or by students sponsored through a program of the Medical College of Georgia, during the course of their assigned duties should be reported immediately by the student to his clinical supervisor in accordance with the policies of the hospitals in which he has assigned duties. Students participating in clinical activities at the Medical College of Georgia Hospital and Clinics are subject to its policies on HIV infection (MCG Hospital and Clinics Policy and Procedure A.3.0. through A.3.4).
- \* The Medical College of Georgia will carefully conform to state and federal laws regarding discrimination toward students with HIV infection. All information pertaining to the condition and /or clinical assignment of a student with known or potential HIV infection or AIDS will be considered confidential information.

Additional information and counseling about AIDS and related issues (i.e. educational, financial, career implications) may be obtained from the Student Health Center or Hospital Epidemiology.

## **Immunization Policy**

### *Purpose*

To protect MCG students from certain contagious diseases and to ensure compliance with Board of Regents policy.

### *Policy*

The specific minimum immunization requirements are established by the Board of Regents policy, which is periodically reviewed and modified. The Board of Regents policy allows the Medical College of Georgia to enhance these requirements, with the concurrence of the chancellor of the University System of Georgia. MCG's specific immunization requirements are also periodically reviewed and modified. With the concurrence of the president and chancellor, individual schools may require additional immunizations.

All entering MCG students must provide the MCG Student Health Service with sufficient evidence that they are fully immunized or have proof of immunity with seriological titer against mumps, rubella (German measles), rubeola (red measles), polio, tetanus, diphtheria, hepatitis B and varicella (chicken pox). Students are also required to have had a tuberculin test (PPD) within three months prior to first enrollment at MCG and annually thereafter. An immunization card can be obtained at Student Health that will serve as official documentation that the student is fully immunized.

### *Exceptions:*

1. The director of Student Health may grant exceptions for individual students in cases where, in the director's judgment, sufficient grounds based on medical or religious reasons exist to exempt the student.
2. In cases in which compliance with this policy prior to first enrollment is not feasible for the enrolling student, such as a late accepted student, the director of Student Health may grant up to a one-month extension for the student to comply. Students granted an extension may register provisionally, and will be disenrolled if in non-compliance after provisional date.

### *Definitions, Procedures and Responsibility*

1. As evidence of compliance with this policy the entering student must provide the Student Health Service (or other designated office) with an authorized immunization record (either a copy of the record or a statement signed by a public health official or private physician) prior to first enrollment at MCG.
2. For the immunization to be current the student must have been immunized for mumps, rubeola, rubella, polio and had a tetanus diphtheria booster within nine years of the first enrollment date. Additionally, students should have received three hepatitis B vaccinations and proof of immunity with a positive hepatitis surface antibody titer,

preferably drawn 6-8 weeks after the third injection. The student must also show proof of immunity to varicella (chicken pox) with documentation of two doses of vaccine, proof of history of disease or a positive varicella titer. Many rotations will request a liter despite history of the disease.

3. Clearance to enroll from the Student Health Service must be received in the registrar's office by the first enrollment date or the entering student may not register.

4. The Student Health Service will provide each admissions office with clear procedures for entering students to follow to comply with this policy. These materials will be provided as early as possible each year, but not later than three months prior to enrollment.

5. All entering students will be sent the procedures for complying with this policy by their admissions office, if possible in ample time for the student to comply with the policy before enrollment. Admissions offices will also provide the Student Health Service with the names of accepted students, as far in advance of their registration date as possible.

6. Students disenrolled under the provisions of paragraph 2 (see Exceptions) will receive a full refund of tuition and fees, less any outstanding debts owed the university, and subject to meeting the requirements of any agreements, regulations or laws regarding financial aid.

### *Appeals*

Accepted students who are not permitted to enroll or are disenrolled under the provision of this policy may appeal the decision to the president of the Medical College of Georgia. The president's decision will be final as far as the university is concerned.

### **Information Systems Security and Computer Usage Policy**

The appropriate use and protection of all information systems and associated resources is expected from all users including faculty, students, employees and visitors throughout the institution. "Appropriate use" of information systems resources is defined as use which is for the purpose of furthering the mission of MCG.

All users of information systems resources are expected to comply with existing MCG Policies and Procedures and those of the University System. In addition, users are expected to honor copyrights and software licenses and comply with all federal and state laws including those prohibiting slander, libel, harassment and obscenity. Users must obey laws prohibiting the private use of state property. Information that is confidential by law, including educational and medical records must be protected.

Users must be aware that information stored or transmitted electronically (or via computer), including e-mail, may be subject to disclosure under open record laws. Users

should have no expectation of privacy for information stored or transmitted using MCG information resources except for records or other information that is confidential by law (i.e., medical and educational records).

Information systems resources are to be used as expressly authorized by MCG administration and management. The information systems user is responsible for the proper use and protection of resources. For the entire policy text, please see the MCG Administrative Policy 2.4.06.

### **Intellectual Property Policy**

The Medical College of Georgia has an intellectual property policy required of all institutions by the Board of Regents. This policy applies to all inventions, copyrightable works, computer software and other intellectual property created by MCG students. Copies of the policy may be obtained from the legal advisor, the vice president for research or the director of Campus Life Services or the MCG web site <http://www.mcg.edu/Faculty/FacMan/policies4.html>.

### **Jury Duty**

Students lawfully summoned for jury duty are excused from attending classes, but must coordinate their absence(s) and make-up work with their school's appropriate associate dean and individual faculty members.

### **Ownership and Retention of Scholarly Research Records**

The ownership and responsibility for retaining scholarly/research records generated by Medical College of Georgia faculty, staff and students is an issue of increasing importance. Georgia state law contains specific requirements for state agencies, such as MCG, to maintain and produce records generated by its personnel (see, e.g., O.C.G.A. 50-18-70 et seq.). Additionally, federal laws and regulations governing federally funded research mandate awardee institutions to retain original records and to provide them upon request (see, 42 C.F.R. sec. 50.102 and 45 C.F.R. Part 74, Subpart D). This policy on ownership and retention of records has been adopted to provide guidance for MCG faculty, postgraduate trainees, students and employees concerning the ownership and retention of scholarly/research records generated by them during the course of their employment or enrollment. The complete policy can be found on the MCG web site <http://www.mcg.edu/Faculty/FacMan/policies3.html>.

### **Participation of Students in Educational Experiences**

The Medical College of Georgia is committed to presenting an exemplary educational experience for all its students. In meeting this goal, the components of each course of instruction and of each educational program are carefully selected for content and suitability. Students who anticipate problems in carrying out any part of their curriculum because of moral, religious or other reasons must consult with the appropriate program or course director prior to enrolling. Each problem will be carefully considered in an attempt to resolve the difficulty in a manner consistent with MCG's educational standards. However,

the institution is not obligated to provide alternative educational experiences or to waive required parts of its courses or programs.

### **Physical Disabilities and Learning Disorders**

In accordance with Section 504 of the Rehabilitation Act of 1973 and The Americans With Disabilities Act, it is the policy of the Medical College of Georgia to ensure that all students with disabilities are afforded equal opportunity and access to programs and facilities.

Students are encouraged to identify their disability so MCG can determine what reasonable accommodation may be made. Please return the Notice of Disability Form to the Director of Campus Life Services.

<http://www.mcg.edu/students/handbook/documents/ADAnotice.pdf>

Students who believe they have been discriminated against based on a disability should refer to Appendix D for the university's procedures of remedies.

The Medical College of Georgia adheres to a policy of equal educational opportunities for all students with learning disorders.

The University System of Georgia has adopted eligibility criteria to identify students who demonstrate specific learning disorders. If a student meets the legal criteria for learning disorders, an institution is required to make reasonable accommodations. The term "accommodation" is a deliberately flexible standard to incorporate different types of learning disorders. What may be a reasonable accommodation for one individual may not be for another, due to such factors as severity and type of learning disorder. The appropriateness of accommodations for each case must be evaluated on its own facts and merits (Americans with Disabilities Act, 1990). Types of accommodations requested by students demonstrating specific learning disorders may include, but are not limited to, the granting of additional time for completion of course work; granting additional time for examinations; adding auxiliary aids, such as taped books or readers; tutoring; or other institutional support. A student given accommodations by the institution must meet the technical standards of the program in which the student has been accepted or is enrolled.

At the Medical College of Georgia determining eligibility for services and appropriate accommodations is the decision of the Provost. It is not a decision to be determined by individual faculty, a department or a school.

To learn more about the eligibility procedures, please see the Director of Campus Life Services.

### **Requests to Report to an Administrative Officer**

A student requested to report to an administrative officer should do so promptly. If the request to report at a specific date conflicts with a student's schedule, notification of class absence for the student will be issued by the administrator who makes the request.

### **Right-to-Know Law Information Regarding Graduation Rate Data**

Any student or prospective student may receive graduation rate data regarding prior students upon request. The information would include the graduation rates based on the beginning year at MCG. Overall graduation rates may also be provided, though not required. To receive this information, contact the MCG Office of Institutional Research via mail or phone (706) 721-2703.

### **Tobacco-Free Environment Policy Statement**

The Medical College of Georgia, as the health sciences university for the state of Georgia, is committed to promoting a healthy environment for all Georgia citizens including students and employees of the Medical College of Georgia. Since January 1990, the Medical College of Georgia has been a "smoke-free" institution. The use of tobacco products by any person on MCG property is prohibited. Tobacco products include any product derived from cultivated tobacco, including but not limited to cigarettes, cigars, bidis, kreteks, pipes, and smokeless tobacco.

<http://www.mcg.edu/tobaccofree/index.html>

### **Solicitation**

The Board of Regents policy concerning solicitation is: Institutions of the university system may not permit the operation of privately operated business enterprises on their campuses. All business enterprises operated on a campus of an institution of the University System of Georgia will be operated as auxiliary enterprises and will be under the direct management, control and supervision of the chief business officer of the institution.

Additionally, solicitation and/or selling to students is not allowed under any circumstances on the MCG campus or within any of the campus buildings without written approval in advance by the Director of Campus Life Services.

Any student organization wishing to raise funds on or off campus must have approval in advance by the Director of Campus Life Services.

### **Student Organization Registration Procedures**

The Student Government Association and other student organizations are independent associations. They are not agents or representatives of the Medical College of Georgia and are in no way authorized or empowered to enter into any agreement, contract or understanding on behalf of MCG. Any provision or understanding that purports to bind the Medical College of Georgia is null and void.

In accordance with the Medical College of Georgia's policies and procedures governing the use of facilities, student organizations desiring to use university facilities for their activities and meetings must be registered by the institution on an annual basis. Student organization registration forms are available in the Campus Life Services office in the Student Center.

**Use of Animals for Educational Purposes Policy Statement**

The Medical College of Georgia uses experimental animals for educational purposes only when the educational value of the exercise requires their inclusion and when alternative procedures are not suitable to meet the teaching objective. All federal, state and local laws regarding the humane use of animals are carefully followed.

**Voter Registration**

Students may register to vote at the Registrar's Office prior to 30 days in advance of an election as required by Georgia law.

*CLS Update – August 29, 2007*

*FERPA Update – April 29, 2008*