



Medical College of Georgia
Student Handbook
2009 – 2010

Dear Students:

I am pleased to welcome you to the Medical College of Georgia, a freestanding, public academic medical center with a rich past and a promising future. Over the past 180 years, the faculty of the Medical College of Georgia have educated nearly 30,000 health care professionals. From our first class of four students to a current enrollment of more than 2,000, MCG's mission has remained constant - to improve health and reduce the burden of illness in society by discovering, disseminating, and applying knowledge of human health and disease.



You begin your education at the Medical College of Georgia at a time of extraordinary scientific opportunity. Private and public funding for basic and clinical research has reached unprecedented levels. Advances in the biomedical sciences are transforming our society.

You also begin your education at a time of extraordinary societal need. While the health status of Americans has increased dramatically in recent years, alarming disparities exist among rural populations and among racial and ethnic minorities. As health care practitioners, we must make improvements in health care access and service delivery to improve the health status of all Americans. The Medical College of Georgia has made significant strides to improve access to care for Georgia's under represented and disadvantaged populations. We're still not where we want to be, but we will continue our efforts in this important area.

Georgia, indeed many states, is experiencing a serious shortage of nursing and allied health professionals. Physical therapists, occupational therapists, respiratory therapists, health information administrators, and physician assistants are among the health care fields projected to experience the highest percentage of growth in Georgia over the next five years.

This really is an exciting time to embark upon a career in health care or biomedical research. When you graduate, you will be expert practitioners - ready to tackle complex medical problems and biomedical mysteries. You also will be prepared for lifelong learning. To keep pace with the rapid advances in biomedical sciences, you must always be a student at heart.

The Medical College of Georgia is a community of healers, of teachers, of discoverers. You - our students - are the important members of that community. I wish you the best of luck in your studies. Thank you for entrusting your professional education to the Medical College of Georgia.

Sincerely,

A handwritten signature in black ink that reads "Daniel W Rahn". The signature is written in a cursive, flowing style.

President

Introduction

This information is prepared for the convenience of faculty, employees and students and is not to be construed as an official publication of the Board of Regents of the University System of Georgia. In case of any divergence from or conflict with the bylaws or policies of the Board of Regents, the official bylaws and policies of the Board of Regents shall prevail.

This information, compiled by Campus Life Services, is designed to acquaint incoming students with the services, programs and rules that pertain to students of the university. It is hoped that the calendar will prove valuable to students and help them come to feel at home in our academic environment.

The Medical College of Georgia is an affirmative action/equal opportunity educational institution in that no person shall, on the grounds of sex, race, color, creed, national origin, age, religion or disability, be excluded from participation in, or be otherwise subject to discrimination in any educational program, activity or facility.

University Organization and Administration

The president is the chief administrative officer of the Medical College of Georgia. MCG affiliates with the teaching hospital, MCG Health Inc. and the Georgia War Veterans Nursing Home. The latter is owned by the Veterans Service Board of Georgia and is operated under contract by MCG. The Medical College of Georgia has on-campus clinical facilities, as well as affiliate teaching arrangements with several other hospitals and facilities.

The faculty and administrative officers are governed by policies of the Board of Regents of the University System of Georgia and of the university. A complete listing of the Senior Administration is available at <http://www.mcg.edu/admin/>

Excerpt from Statement of Institutional Purposes

The Medical College of Georgia, chartered in 1828 as a single academy to provide instruction in "several branches of the healing art," is a major academic health center and a health sciences research university. The institution, consisting of the schools of Allied Health Sciences, Dentistry, Graduate Studies, Medicine and Nursing serves as a highly focused and specialized student body.

The mission of the Medical College of Georgia is to discover, disseminate, and apply knowledge to improve health and reduce the burden of illness on society. In realizing its mission, the Medical College of Georgia is committed to serving the people of Georgia, the nation, and the world by:

- Preparing the health professional workforce of the future;
- Conducting research through programs that create, disseminate, and apply new knowledge relevant to human health;
- Providing exceptional, innovative, patient-centered health care services;

- Contributing to the economic development and well being of the State of Georgia through integrated programs in education, research and clinical care.

In view of these commitments, the Medical College of Georgia serves as a public institution dedicated to the discovery, dissemination, and application of scientific knowledge, the Medical College of Georgia values leadership, social responsibility, compassion, diversity, professionalism, and excellence.

-- Approved and adopted by the Board of Regents, June 11, 2008.

Board of Regents

The Board of Regents of the University System of Georgia is a constitutional body empowered to govern all public institutions of higher learning in Georgia. Its members are appointed for staggered terms by the governor of Georgia.

The chancellor, appointed by the regents, reports to the regents on behalf of the university system's 35 institutions. Presidents of the institutions report to the regents through the chancellor.

The university system is made up of diverse institutions, ranging from universities to junior colleges and four-year liberal arts colleges. Ninety percent of the state's population is estimated to be within commuting distance of a unit of the system.

Use of the Masculine Pronoun

Since the English language contains no singular pronoun which includes both sexes, wherever the word "he" appears in this handbook, it signifies he/she.

American Council on Education



Statement on Academic Rights and Responsibilities

Intellectual pluralism and academic freedom are central principles of American higher education. Recently, these issues have captured the attention of the media, political leaders and those in the academy. This is not the first time in the nation's history that these issues have become public controversies, but the current interest in intellectual discourse on campus suggests that the meaning of these terms, and the rights and responsibilities of individual members of the campus community, should be reiterated.

Without question, academic freedom and intellectual pluralism are complex topics with multiple dimensions that affect both students and faculty. Moreover, America's colleges and universities vary enormously, making it impossible to create a single definition or set of standards that will work equally well for all fields of academic study and all institutions in all circumstances. Individual campuses must give meaning and definition to these concepts within the context of disciplinary standards and institutional mission.

Despite the difficulty of prescribing a universal definition, we believe that there are some central, overarching principles that are widely shared within the academic community and deserve to be stated affirmatively as a basis for discussion of these issues on campuses and elsewhere.

- American higher education is characterized by a great diversity of institutions, each with its own mission and purpose. This diversity is a central feature and strength of our colleges and universities and must be valued and protected. The particular purpose of each school, as defined by the institution itself, should set the tone for the academic activities undertaken on campus.
- Colleges and universities should welcome intellectual pluralism and the free exchange of ideas. Such a commitment will inevitably encourage debate over complex and difficult issues about which individuals will disagree. Such discussions should be held in an environment characterized by openness, tolerance and civility.
- Academic decisions including grades should be based solely on considerations that are intellectually relevant to the subject matter under consideration. Neither students nor faculty should be disadvantaged or evaluated on the basis of their political opinions. Any member of the campus community who believes he or she has been treated unfairly on academic matters must have access to a clear institutional process by which his or her grievance can be addressed.

- The validity of academic ideas, theories, arguments and views should be measured against the intellectual standards of relevant academic and professional disciplines. Application of these intellectual standards does not mean that all ideas have equal merit. The responsibility to judge the merits of competing academic ideas rests with colleges and universities and is determined by reference to the standards of the academic profession as established by the community of scholars at each institution.
- Government's recognition and respect for the independence of colleges and universities is essential for academic and intellectual excellence. Because colleges and universities have great discretion and autonomy over academic affairs, they have a particular obligation to ensure that academic freedom is protected for all members of the campus community and that academic decisions are based on intellectual standards consistent with the mission of each institution.



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Selected Policies and Procedures

INDEX

Annual Notice of Privacy Rights	1
Location of Records	1
Release of Information from Student Records	2
Correction of Information in Student Records	2
Public Directory Information	3
Information on the Official Academic Record	3
Records Withheld (Flagged)	3
Withdrawal from the University	3
Required Withdrawal from the University.....	4
Refunds	4
Policy for Student Mailbox Assignments and Student Mailings.....	4
Class Rings.....	4
Clery Act of 1990.....	4
Conduct of Research.....	5
Conflict of Interest.....	6
Criminal Conviction Disclosure	6
Drug Abuse Policy Statement.....	6
Federal Criminal and Civil Sanctions.....	8
Financial Obligations of Students	8
HIV/Acquired Immune Deficiency Syndrome (AIDS) Policy for Students	9
Immunization Policy.....	9
Information Systems Security and Computer Usage Policy	11
Intellectual Property Policy	12
Jury Duty	12
Ownership and Retention of Scholarly Research Records.....	12
Participation of Students in Educational Experiences.....	12
Physical Disabilities and Learning Disorders	12
Protected Health Information	13
Requests to Report to an Administrative Officer	13
Right-to-Know Law Information Regarding Graduation Rate Data	13
Tobacco-Free Environment Policy Statement.....	14
Solicitation	14

Student Organization Registration Procedures	14
Use of Animals for Educational Purposes Policy Statement	14
Voter Registration	15

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 Instruction and Enrollment Management.

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 50 cents per page). Copies of transcripts available from other institutions will generally not be copied or sent. MCG records policy concerning the 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 held in an in-active file for four years before being destroyed.
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, and academic honors earned. 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 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 Clery 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/policies/documents/IndivConflicts.pdf> for the Individual Conflict of Interest Policy or <http://www.mcg.edu/policies/documents/InstConflicts.pdf> for the Institutional Conflict of Interest Policy.

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.

In accordance with Georgia law, MCG will suspend or expel any student convicted of a drug-related felony, effective the date of the conviction. This action includes any plea of no contest or the acceptance of first-offender status. In addition, 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.

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.

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. The use of information systems for the advertisement or sale of a commercial service or personal property is prohibited.

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 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>

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

Protected Health Information

The Health Insurance Portability and Accountability Act (HIPAA) classifies students, volunteers, contracted workforce members, faculty and staff as "workforce." Pursuant to HIPAA, all workforce members must complete HIPAA training and are accountable for complying with federal health information privacy regulations. In accordance with federal law, MCG will sanction any inappropriate access or use of protected health information, including social media disclosures.

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 Decision Support 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. 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 online and in the Campus Life Services office in the Student Center.

<http://www.mcg.edu/students/organizations/>

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



Medical College of Georgia
Student Handbook
2009 – 2010

Student Conduct Code and Procedures

INDEX

Student Conduct Code and Procedures.....	1
Student Rights	1
General Policies	1
Institutional Authority for Discipline of Students	2
Student Conduct Code (Student Responsibilities)	2
Administration of Judicial Procedures	6
Judicial Committee Proceedings.....	7
Penalties	9
Judicial Records.....	10
Temporary Suspension	10
Provisions for Honor Systems within Each School.....	11
Appeals	11

Student Conduct Code and Procedures

Student Rights

Students will be accorded due process in disciplinary matters including a right to know of charges against them, the right to a hearing before a tribunal and the right to appeal to the President.

General Policies

Note: Students are adult members of the community and are subject to prosecution for criminal acts on or off campus. Campus police are state law enforcement officers with full powers of arrest. Students may not assume that activities on the campus provide them with any special protection.

Prosecution for criminal acts on or off campus will not preclude action by the school where such acts also violate the Student Conduct Code. This action is not recognized legally as "double jeopardy." The Medical College of Georgia has an obligation to uphold the laws of the larger community of which it is a part. While the activities covered by the laws of the larger community and those covered by MCG's rules may overlap, the community's laws and MCG's rules operate independently and do not substitute for each other. MCG may enforce its own rules whether or not legal proceedings are planned or are under way, and may use information from third-party sources, such as law enforcement agencies and the courts, to determine whether university rules have been broken. Conversely, the university makes no attempt to shield members of the MCG community from the law, nor does it intervene in legal proceedings against a member of the community. Membership in the MCG community does not exempt anyone from local, state or federal laws, but rather imposes the additional obligation to abide by all MCG regulations.

The Medical College of Georgia subscribes to the principle that all enrolled students will be provided due process in judicial matters. Subscription to this principle assures each student of:

- a. Proper written notice of the charges against him/her.
- b. A hearing (oral proceeding before a tribunal)
- c. Access through proper appeal procedures to the president of the institution

Procedures providing due process will be prescribed by the Judicial Committee subject to the approval of the Faculty Organization, Student Affairs Committee and the president of the Medical College of Georgia. The Judicial Committee will administer these procedures. The final authority in judicial rules and procedures is the president.

The university may apply penalties or take other appropriate action when student conduct directly and significantly interferes with the university's:

- a. Educational responsibility for ensuring the opportunity of all members of the university community to attain their educational objectives
- b. Responsibilities for protecting property, keeping records, providing living accommodations and other services, and sponsoring non-classroom activities such as lectures and social functions
- c. Responsibility for maintaining individual student conduct appropriate to students on and off campus.

Institutional Authority for Discipline of Students

The Board of Regents has adopted the following policy concerning institutional responsibility for the discipline of students. (BOR Policies, 401.01).

"Admissions, discipline, promotion, graduation and formulation of all rules and regulations pertaining to students of institutions of the University System are matters to be handled by the institution within the framework of regulations of the Board of Regents. Students violating rules and regulations of an institution may be punished, suspended, excluded or expelled as may be determined by the institution."

Student Conduct Code (Student Responsibilities)

The following is a statement of the responsibilities of students, as individuals and as groups at the Medical College of Georgia. It is the official record of conduct rules and regulations affecting students.

The responsibilities apply to the Medical College of Georgia campus, property of other units of the University System of Georgia, institutions with formal or informal agreements with the Medical College of Georgia and MCG-sponsored functions on or off campus.

A. Academic Dishonesty (Cheating)

The university recognizes honesty and integrity as being necessary to its academic function. The following regulations protect the equity and validity of the university's grades and degrees, and help students develop standards and attitudes appropriate to academic life.

1. No student will receive assistance not authorized by the instructor in preparing any assignment, essay, laboratory report or examination to be submitted as a requirement for an academic course.

2. No student will knowingly give unauthorized assistance to another person in the preparation of any assignment, essay, laboratory report or examination to be submitted as a requirement for an academic course.

3. No person will sell, give, lend or otherwise furnish to any unauthorized person material that can be shown to contain the questions or answers to any examination scheduled to be given at any subsequent date, in any course of study offered by the university excluding questions and answers from tests previously administered and authorized for release by the administering faculty member.

4. Plagiarism is prohibited. Themes, essays, term papers, tests and other similar requirements must be the work of the student submitting it. When direct quotations are used, they must be indicated, and when the ideas of another are incorporated in the paper, they must be appropriately acknowledged.

5. Fraudulent research activity is prohibited. Misrepresentation of data collection and analysis, including falsification, fabrication or omission of data is prohibited.

6. Any person taking, or attempting to take, steal or otherwise procure in any unauthorized manner any material or information pertaining to the conduct of a class including tests, examinations, laboratory equipment, roll books, etc., violates this regulation.

B. Conduct Irregularity

1. Damage to Property: Malicious damage or destruction of property belonging to the university or to a member of, or visitor to, the university community is prohibited.

2. Disorderly Assembly

a. No person will assemble on campus to create a riot or destructive or disorderly diversion that interferes with the normal educational process and operation of the university. This section does not deny any students the right of peaceful assembly in accordance with university policy.

b. No person or group of persons will obstruct the free movement of other persons about the campus, interfere with the use of university facilities or prevent the normal operation of the university. (See the Board of Regents Policy Statement on Student Conduct in Appendix B.)

c. The abuse or unauthorized use of sound amplification equipment indoors or outdoors during classroom hours is prohibited.

3. Disorderly Conduct

- a. Behavior which disturbs the academic pursuits, or infringes upon the privacy, rights or privileges of other persons is prohibited.
- b. No person will push, strike, physically assault (including acquaintance rape), harass (verbally, physically or sexually), haze or threaten any member of the faculty, staff, student body or any visitor to the university community.
- c. Disorderly conduct on or in university property or functions sponsored by the university or any recognized university organization is prohibited.
- d. No student will enter or attempt to enter any dance, social or other university-sponsored event without required credentials for admission, i.e., ticket, identification card, invitation, etc., or any other reasonable qualifications for attendance established by the sponsors. At such university functions a student must present proper credentials to appropriately identified personnel upon their request.
- e. Conduct which is lewd, indecent, obscene or patently offensive to the prevailing standards of an academic community is prohibited.
- f. No person will interfere with, or fail to cooperate with, any properly identified university faculty or staff personnel while these persons are performing their duties.
- g. Students are required to wear the MCG photograph identification badge while on campus or other property operated by the university. The badge must be visible at all times and presented upon the request of a university official.

4. Dress: Dress is primarily a matter of individual judgment. Students, however, are expected to be neat and clean and to exercise good judgment in their appearance pursuant to our professional setting.

5. Falsification of University Records (including misrepresentation by omission)

- a. No person will alter, counterfeit, forge, falsify or cause to be altered, counterfeited, forged or falsified, any university record.
- b. Each person must complete any university record accurately and honestly.
- c. No person will give false information or fail to disclose information to university representatives.

6. Drugs and Narcotics: The use, possession or distribution of narcotics, amphetamines, barbiturates, marijuana, hallucinogens and any other dangerous or controlled drugs not prescribed by a properly licensed physician is prohibited on or off campus.

7. Violations of Law Governing Use of Alcohol: Violations of any federal, state or local laws on or off campus governing the use, manufacture, distribution, sale and transportation of alcoholic beverages is prohibited. Alcoholic beverages are strictly prohibited on campus except at approved events (see MCG Administrative Policies and Procedures 2.2.01) and within individual residence hall living units (rooms/apartments) as described in residence hall policies.

8. Conduct Irregularity while Under the Influence: Any student guilty of a conduct irregularity while under the influence of any mind-altering substance may be subject to more severe disciplinary action than might otherwise be given (for example: while performing direct patient care).

9. Violation of local, state or federal law, on or off the campus, which constitutes (or creates a substantial likelihood of) material interference with the normal, orderly operation and processes of the university, is prohibited.

10. Fire and Explosion Safety

a. No person will tamper with fire safety equipment.

b. No person will set or cause to be set any unauthorized fire in or on university property.

c. The possession or use of fireworks or explosives on university property is forbidden. Fireworks and explosives are defined as any substance prepared to produce a visible or audible effect by combustion, explosion or detonation.

d. No person will make or cause to be made a false alarm.

11. Gambling: The playing of cards, pool or other games of skill or chance for money or other items of value is prohibited.

12. Theft: No person will take, attempt to take or keep in his possession, items of university property or items belonging to students, faculty, staff, patients or student groups without proper authorization. This includes theft by fraud and/or deception and encompasses, among other things, illegalities involving financial matters.

13. Unauthorized Entry or Use of University Facilities:

a. No person will make unauthorized entry into any university building, office or other facility nor will any person remain without authorization in any building after normal closing hours.

b. No person will make unauthorized use of any university facility. Upon appropriate notice by university officials, authorization for the use of university facilities may be withdrawn or otherwise restricted.

14. Firearms and other lethal weapons:

Firearms and other lethal weapons are prohibited on campus.

15. Violation of professional ethics in clinical work and in dealing with patients and members of the medical community is prohibited.

16. Any violation of the policies and regulations of the Medical College of Georgia or the Board of Regents of the University System of Georgia is prohibited. Many of these policies are available through the institutional website at www.mcg.edu.

Administration of Judicial Procedures

A. System for Conducting Hearings

1. Types of Hearing Bodies.

a. Honor councils may operate within the various schools of the institution, where such courts have jurisdiction over their respective students in matters of academic cheating and plagiarism.

b. Students living in the residence halls are bound by the provisions of the housing agreement, the housing rules and regulations as communicated by the Housing Office and the student responsibilities stated herein. Violations may result in the university canceling the housing agreement and/or the filing of judicial charges. The director of housing provides initial jurisdiction and may refer violations directly to the campus judicial system.

c. The Judicial Committee will have jurisdiction over disciplinary matters not governed by the honor council of the respective school and will have total jurisdiction over students enrolled in a school in which an honor system does not operate.

2. Concurrent Violations (Overlapping Jurisdiction). In cases in which a student indicates he is being tried by an improper hearing body, he may request that his case be transferred to a different hearing body by petitioning a committee composed of the chairmen of the two judiciary bodies and the Director of Campus Life Services. (The director of Campus Life Services will be a non-voting member of this group.)

3. Composition and Organization of the Judicial Committee.

a. The Judicial Committee will consist of 11 members: a (faculty) chairman and five students (one from each school) appointed by the president of the Student Government Association and five faculty/administrators (one from each school) appointed by the president of the Medical College of Georgia. When a judicial hearing is required, a panel of five or more for the hearing will be selected (plus the chairman) with at least two faculty and two student members on the panel. The chairman will be non-voting except in case of a tie. The committee term of office will be June 1-May 31.

b. The Director of Campus Life Services or his designated representative will represent the institution's interests as the judicial officer.

c. At least once each year, the Judicial Committee will review the organization and operation of the court procedure.

4. Amendments to due process procedures and rules may be made by the Judicial Committee upon approval of the Faculty Organization, Student Affairs Committee and the president.

B. Jurisdiction

The Judicial Committee will have authority over all the enrolled students (full- and part-time), including online and distant campus students, of the Medical College of Georgia.

Judicial Committee Proceedings

1. Any member of the faculty, administrative staff or a student(s) may bring charges against a student(s) by presenting them in writing (along with any available evidence) to the dean of the appropriate school and director of Campus Life Services except for cases under the jurisdiction of the individual schools' honor councils. The director of Campus Life Services will then forward the charges to the chairman of the Judicial Committee.

2. The judicial officer, in consultation with the chairman of the Judicial Committee, will notify the student (in writing) of the charges being brought forth. At this time, the chairman will inform the student of the student's right to remain silent and to select a person, not an attorney, from the university to assist in his defense. A written statement of the specific charges

will contain (a) possible punishment or penalty, (b) the grounds which, if proven, would justify the expulsion or suspension under the rules, regulations or standards, (c) names of the witnesses against the accused, (d) a report on the facts to which each witness will testify and (e) the date, time and place of the hearing, given to the student at least five days prior to the hearing to allow the student time to prepare a defense. Hearings will be held within one academic semester following the filing of the charges. If a student does not enroll in a semester during which a hearing is scheduled, he must return for the hearing as any regularly enrolled student.

3. At the discretion of the judicial officer, the student may be offered the opportunity to waive the hearing and accept the decision of the judicial officer regarding punishment without contesting the charges. The student will sign a written waiver which states that he is fully aware of the rights to which a student is entitled and that the student also agrees to accept the penalty decision of the judicial officer. A student may be tried without being present at the hearing if the accused student chooses not to appear and does not sign the appropriate waiver.

4. The committee will be called into session by the chairman. Five voting members must be present for a quorum. The hearing will be closed. Guests may attend by consent of the accused student, judicial committee members and the judicial officer.

5. The proceedings of the meetings will call for the judicial officer to present the case of the institution along with the evidence and witnesses that he deems appropriate. The student will then have the opportunity to present his defense personally. After both cases have been presented, the committee will have an opportunity to question both the judicial officer and the student. The student, his representative and the judicial officer may remain in the hearing for all presentations. A tape recording will be made of the procedures of the Judicial Committee except for the deliberation. This tape recording will be made available to the accused student by the Campus Life Services office if he wishes to appeal. The recording will be kept on file for three years and will be available to the student at his request.

6. The student and the judicial officer, along with their witnesses, will then be excused from the room for the committee to deliberate. A majority is needed for a determination.

7. When the committee has reached a consensus, it will call the accused student back into the room to read its findings. Written reports of the meeting, including the final recommendation, will be made to the vice president for enrollment and student services.

8. The Vice President for Student Services and Development may accept, reject or modify the committee's recommendation.

9. Upon receiving the Vice President for Student Services and Development's decision, the student shall be notified of his right to appeal within five days to the president of the Medical College of Georgia.

10. Students have the right to appeal final decisions of the president to the Board of Regents of the University System in accordance with Article IX of the Bylaws of the Board of Regents.

Penalties

The following are possible penalties for an infraction of the Student Conduct Code of the Medical College of Georgia. This list is not complete and other penalties may be chosen to meet the particular circumstances in any given case.

1. Expulsion: The permanent denial of the individual's privileges to attend the university.
2. Dismissal: The involuntary, indefinite separation from the university. Re-admission may be contingent upon satisfying specific conditions imposed as a part of the penalty.
3. Suspension: The termination of the student's privilege to attend the university for a specified period. The penalty imposes no bar to re-admission upon expiration of the period.
4. Administrative probation with restrictions: An official warning that the student's conduct violates the Student Conduct Code but is not sufficiently serious to warrant expulsion, dismissal or suspension. This type of probation may be imposed for varying periods of time. The restrictions imposed may vary according to the gravity of the offense. More serious restrictions include: the inability to hold office in the university, the inability to represent the university at any official function and the termination of financial aid administered by the university. Continued enrollment depends on maintaining satisfactory citizenship during probation. A favorable recommendation normally will not be furnished by the university during probation.
5. Administrative probation: An official warning that the student's conduct violates the Student Conduct Code but is not sufficiently serious to warrant expulsion, dismissal or suspension. This type of probation does not carry concurrent restrictions. Continued enrollment depends on maintaining satisfactory citizenship during probation. A favorable recommendation normally will not be furnished by the university during probation.
6. Restitution: A payment by the student found guilty of financial injury to an innocent party in cases involving theft, destruction of property or deception.
7. Academic sanctions: In addition to other penalties, faculty may impose appropriate academic sanctions.
8. Community and/or clinical service effort.

9. Such other sanctions as may be recommended by the Judicial Committee.

10. Temporary suspension.

11. When criminal charges are pending against a student for violation of local, state or federal laws, action may be deferred on university disciplinary charges arising out of the same facts until the student's criminal trial has been completed, not including appeals, if such deferral is deemed in the best interest of the student and the university community. However, a deferral of disciplinary action may stipulate that the student not be allowed to graduate or enroll for subsequent semesters until the disciplinary charges have been settled. If such stipulations are imposed, the student may at any time request that the charges be heard immediately pursuant to student conduct code and procedures.

Judicial Records

In the case of dismissal and expulsion, a notation of the penalties will be made on the student transcript (Dismissal for Disciplinary Reason).

If a student requests transcripts to be sent to another party and a judicial conviction subsequently takes place regarding an incident occurring prior to the transcript forwarding, a follow-up transcript will be sent including an appropriate statement regarding the action.

Temporary Suspension

When, in the judgment of the president, provost or their designated representatives, teaching or research activities, administrative functions, extracurricular programs or other authorized activities on institutional premises are obstructed or disturbed by a student's behavior and when such behavior is continued beyond a request that it be terminated, the president, provost or their designated representatives may temporarily suspend that student for a maximum of 10 calendar days. Effective immediately, the student's activities are subject to the restrictions set forth under regular suspension.

A report on the student's behavior and of the suspension action will be forwarded to the Campus Life Services office. Referral then will be made to the Judicial Committee, which must provide a hearing for the student involved not later than 72 hours after the effective date of the temporary suspension. Referral and hearing procedures will be the same prescribed for any other disciplinary situation.

If the Judicial Committee recommends disciplinary action less severe than suspension, the period of temporary suspension will automatically terminate. If the committee's decision recommends either suspension or expulsion, the temporary suspension will continue during any period of appellate review. In either case, normal channels for appealing the committee's decision will be open for use by the student involved pursuant to the student conduct code and procedures.

If the student is found not guilty, he will be permitted to make up all academic work missed during his temporary suspension.

Provisions for Honor Systems within Each School

Schools handle disciplinary actions according to their individual honor codes. Copies of the honor codes may be obtained from:

1. School of Allied Health--No honor code. Any judicial actions taken follow the procedures listed in the Student Handbook under Student Conduct Code.

2. School of Dentistry--Associate Dean for Student Admissions and Alumni, School of Dentistry, room 1106, (706) 721-2813. *Student Conduct Code*. (30 page PDF file)
<http://www.mcg.edu/sod/documents/conductcode.pdf>

3. School of Graduate Studies--No honor code. Any disciplinary actions taken follow the procedures listed in the Student Handbook under Student Conduct Code.

4. School of Medicine--Associate Dean for Student Affairs, CB-2340.
http://www.mcg.edu/som/StdAffairs/Honor_System/

5. School of Nursing--No honor code. Any disciplinary actions taken follow the procedures listed in the Student Handbook under Student Conduct Code.

Appeals

Any person in the University System aggrieved by a final decision of the president of an institution may apply to the Board of Regents, without prejudice to his or her position, for a review of the decision. The application for review shall be submitted in writing to the Board's Senior Vice Chancellor for Support Services or designee within a period of twenty days following the decision of the president. It shall state the decision complained of and the redress desired. A hearing before the Board (or a Committee of or appointed by the Board) is not a matter of right but is within the sound discretion of the Board.

The Board may, in its discretion, refer a matter for mediation, arbitration, or evaluation of settlement options. If an application for review is granted, the Board, a Committee of the Board, a Committee appointed by the Board, or a hearing officer appointed by the Board shall investigate the matter thoroughly and report its findings and recommendations to the Board. The decision of the Board shall be final and binding for all purposes.

APPENDIX A

Constitution of the Student Government Association of the Medical College of Georgia

adopted April 2008

Article I – Name and Purpose

Section I. The name of this organization will be the Student Government Association (SGA) of the Medical College of Georgia (MCG).

Section II. The purpose of the SGA is to:

- A. To facilitate the exchange of information and ideas between the students of all five schools of MCG.
- B. To serve as a liaison between MCG students and the administration in order to represent student opinions, needs and interests to the administration; and to disseminate and promote the exchange of information from the administration to students.
- C. To take action to increase the quality of student services, academic programs, and MCG environment in order to further enhance the education of students.
- D. To plan and execute a variety of social, cultural, intellectual and recreational events to promote fellowship, personal growth, and enjoyment of MCG students.

Section III. Non-discrimination policy: The SGA will abide by the non-discrimination policy of MCG.

Article II – Membership

Section I. Members of the SGA must be enrolled as students of MCG.

Section II. All MCG students are encouraged to attend meetings of the SGA. Voting members of SGA must be elected as SGA Representatives by their class as described in the SGA Bylaws.

Article III – Advisor

Section I. An MCG faculty or staff member will serve as Advisor to the organization.

Section II. The duties of the Advisor are:

- A. Meeting with SGA Executive Officers
- B. Reviewing the yearly budget
- C. Signing all required paperwork as authorized by MCG and Board of Regents policies
- D. Advising on issues of risk management, organization leadership, and MCG policy

Article IV – Executive Officers

Section I. Only MCG students will hold or run for office. The Executive Officers will be President, Vice President, Secretary, Comptroller, and Humanitarian. The term of office will be one year.

Section II. The duties of the Executive Officers will be as follows:

- A. President: The President will:
 - 1. Preside at all meetings
 - 2. Call meetings
 - 3. Appoint the chairman of all standing and ad hoc committees
 - 4. Serve as ex officio member of all standing committees and as a resource person for these committees
 - 1. Serve as a standing member of the Budget Committee and the Mandatory Student Fee Committee of MCG
 - 5. Aid in the orientation of new SGA Representatives
 - 6. Act as the official representative from the SGA to the administration and faculty
 - 7. Call a new election for any Executive Officer or Advisor position vacated by resignation
 - 8. Present an annual report
 - 9. Not serve two terms consecutively
- B. Vice-President: The Vice President will:
 - 1. Assume the duties and have the powers of the President in the absence of the President or upon his request

2. Serve as ex officio member of all ad hoc committees and as resource person for these committees
 3. Serve as a standing member of the Budget Committee and the Mandatory Student Fee Committee of MCG
- C. Secretary: The Secretary will:
1. Keep an accurate record of the proceedings of the monthly SGA meetings and Executive Council Meetings
 2. Maintain a list containing pertinent information about each voting member such as: name, email address, telephone number, class represented
 3. Prepare the minutes of meetings and distribute them (via email and/or posting on the website) no later than one week after the meeting
 4. Serve as a standing member of the Budget Committee and the Mandatory Student Fee Committee of MCG
 5. Be responsible for maintaining a file of all valuable documents and records of the association
 6. Send out notices to all association members listing the time, date, place, and agenda of the next meeting
 7. Follow up with those SGA Representatives not attending meetings
- D. Comptroller: The Comptroller will:
1. Be the official financial representative of the SGA
 2. Serve as chairman of the Budget Committee and serve as a standing member of the Mandatory Student Fee Committee of MCG
 3. Administer the accounts designated by the Budget Committee
 4. Provide notices and a system whereby the Budget Committee may handle requests (and subsequent appeals) for funds from the following year's budget, which is to be presented to the SGA no later than the last meeting in May
 5. Provide an accurate workable system for the control of payments within the network of the Medical College of Georgia financial officers
 6. Submit an annual budget in June for publication
 7. Act within the guidelines which designate the Medical College of Georgia's policies on student activity fees
 8. Draw up a budget for the Mandatory Student Fee Committee
 9. Maintain accurate records of financial transactions made year-to-date as well as those transactions that are still outstanding. These will be presented at each SGA meeting.
- E. Humanitarian: The Humanitarian will:
1. Serve as a liaison to Alpha Upsilon Phi
 2. Serve as a standing member of the Budget Committee and the Mandatory Student Fee Committee of MCG

3. Work to foster school-wide community service and philanthropy projects

Article V – Committees

Section I. Standing and ad hoc committees will be appointed by the President.

Section II. Committee members do not have to be elected SGA Representatives

Section III. The following will be the standing committees of the SGA:

Art/Culture Committee: This committee will schedule, plan, and promote art and cultural events for MCG students and the MCG community; it will also work to support programs implemented by the MCG Arts Council. This committee will be composed of up to twelve students, with at least one student from each school.

Budget Committee: This committee will prepare a budget for the use of the Student Activity Fee. This committee will be chaired by the Comptroller and will be composed of the President, Vice President, Comptroller, Secretary, Humanitarian and a student from each of the five schools to be appointed by the President.

Entertainment Committee: This committee will schedule, plan, and promote monthly social events for MCG students and the MCG community. This committee will be chaired by an Executive Council member and will be composed of up to twelve students, with at least one student from each school.

Intramurals/Athletic Committee: This committee will work closely with the Associate Director of Fitness and Recreation to schedule, plan, and promote recreational events for MCG students and the MCG community. This committee will be composed of up to twelve students, with at least one student from each school.

Student Health Advisory Committee: This committee will work with the Medical Director of Student Health Services to ensure that Student Health Services and the mandatory student health insurance meet the health needs of MCG students. This committee will be chaired by the President and will consist of one other Executive Council member appointed by the President and one student from each school.

Technology Committee: This committee will participate in the evaluation of proposals for the use of the Student Technology Fee; it will also communicate student concerns regarding technology to MCG Information Technology Support Services. This committee will be chaired by an Executive Council member and will be composed of one student from each school.

Wellness Center Committee: This committee will participate in the decision-making process regarding the appropriation of the Wellness Center Fee. This committee will be chaired by an Executive Council member and will be composed of one student from each school.

Section IV. Ad hoc committees will be formed by the President, as the need arises.

Article VI – Meetings

Section I. General meetings of the SGA will be held on a monthly basis throughout the school year.

Section II. Meetings of the SGA committees will be held as required by the SGA Bylaws.

Article VII – Constitutional Amendments

Section I. Amendments to the Constitution may be proposed by any member of the SGA and shall be submitted to the Executive Committee in writing for consideration. A reading and email of the proposed amendment(s) will be required prior to submitting the amendment to a vote.

Section II. Written notification of the proposed amendment to all voting members must be made by mail or email at least five business days in advance of any proposed vote to change the Constitution.

Section III. A two-thirds vote of the elected SGA Representatives will be required for adoption.

Section IV. Amendments are to become effective immediately upon adoption unless otherwise specified in the amendment.

Bylaws of the Student Government Association of the Medical College of Georgia

revised 2008

Article I – Parliamentary Authority

Section I. Robert’s Rules of Order will govern this organization in all cases in which they are applicable.

Article II – Executive Officers

Section I. Eligibility:

- A. The officer must be a student of the Medical College of Georgia for the entire term of office (excluding summer semester, depending on the program of study).

Section II. Officers will be elected in the following manner:

- A. Nominations will begin at the February SGA meeting and will remain open until noon on the Friday of the following week. Self-nominations will be allowed.
- B. Each Nominee will submit a short Letter of Intent, detailing why they are running for the office, their qualifications, and any other pertinent information. The Letters of Intent will be due at the close of the nomination period and will be emailed to the entire student body and/or posted on the SGA website on the day that nominations close.
- C. The election of officers for the forthcoming year will take place at the March SGA meeting. Candidates will be allowed no more than five minutes in which to give a speech before voting commences. The order of speeches will be: Humanitarian, Comptroller, Secretary, Vice President, and then President. Speeches for each office will be given in alphabetical order by last name. Candidates for the same office will wait outside the room while other candidates give their speeches.
- D. Only class Presidents, elected SGA Representatives, and SGA Executive Council members will be eligible to vote. Each class President, SGA Representative, and Executive Council member will get one vote. Early voting will begin at noon on the Monday following the closure of the nomination period and will extend until noon the day prior to the March SGA meeting. Email voting will be allowed for eligible voters who will not be on campus during the voting period.

- E. Ballots will be deposited in a sealed box, which will be accessible solely by a third party nominated by the SGA Executive Council. A 3/5 vote of the SGA Executive Council is required for such nomination. No members of the administration, the SGA Executive Committee, or SGA Representatives will have any rights to access this collections box until all ballots are collected and are ready to be counted.
- F. Ballots will be counted by the elected third party immediately upon the close of voting, with at least one representative from SGA Executive Council observing. The SGA Advisor has the option of monitoring. The SGA President may appoint multiple observers.
- G. Any member of the SGA Executive Council or the administration may call for a recount. Recount will follow same procedures as outlined in Section F. Revote may be mandated if a 2/3 majority of total SGA Representatives calls for this action.
- H. The candidate for each office who receives the most votes by a simple majority will be the victor.
- I. In the case of a tie, there will be a revote. The voting period will be one week and specific procedures will be specified at the time a revote is called.
- J. The newly elected officers of the SGA will assume office upon inauguration in April and will serve until the next inauguration the following April. If the officer is elected from the SGA Representatives, then the constituency that was represented by the said officer will have the option of holding elections to replace the officer's former position as SGA Representative according to Article IV of the Bylaws.

Section III. Officers will be removed in this manner:

- A. Voluntary resignation of any officer may be accepted at any time.
- B. If there is evidence to suggest that an officer is not fulfilling his or her constitutional duties, then a petition requesting his or her removal must be signed by at least half of the voting membership and presented at a general meeting. Then, upon verification of the validity of the petition, by the SGA Advisor, and, at least two weeks but no more than four weeks from the date of submission, another meeting shall be held at which the grievance will be presented, with both sides having the opportunity to present their reasons for dismissal or justification for retention. The Officer will remain in good standing until a final decision is made.
- C. The SGA Advisor, if appropriate, shall preside over the removal hearing. After all arguments have been heard, a secret-ballot vote shall be held. If at least two-thirds of the voting members present vote for removal, the officer shall be removed immediately.
- D. If the SGA President is removed or resigns, the SGA Vice-President will take his/her place in the interim. If any officer other than the SGA President is removed or resigns, the SGA President will

take his/her place in the interim. Regular election procedures will be followed to fill any vacant positions during the next regular business meeting.

Section IV. Officer Compensation

- A. Officers will receive due compensation for their services that will not increase or decrease during their term of office as recommended by the Budget Committee.
- B. This money will be paid each semester served including fall, spring, and summer.

Article III – Voting Members

Section I. Each class of the various schools of the Medical College of Georgia will be entitled to representation in the SGA. Should the school be divided, then each academic program will be entitled to one SGA Representative per class with that SGA Representative being responsible for his constituency's interest.

Section II. Each qualifying class will elect one SGA Representative for every 50 members, the membership of that class being determined by its previous year's fall semester enrollment. In addition, the elected President of each class will serve as a Representative for his class for the school year. The following table will be applied.

Number of students enrolled	Number of representatives
1 - 50	1
51 - 100	2
101 - 150	3
151 - 200	4
201 - 250	5
251 - 300	6
301 - 350	7
351 - 400	8

Section III. The returning classes of the various schools will hold SGA Representative elections no later than June 1. Incoming classes will elect their SGA Representatives no later than October 1. If any class fails to elect its SGA Representatives by the designated time, the President will appoint an SGA Representative(s) to serve the SGA from that constituency. The appointee will serve the standard term

of the elected SGA Representative with all rights and privileges unless his constituency chooses to elect some other person, at which time his term of office will be terminated.

Section IV. Newly elected SGA Representatives will assume their full duties and privileges beginning at the first SGA meeting of the academic year.

Section V. The term of office for SGA Representatives will be for one academic year based upon their respective schools' calendars.

Section VI. SGA Representatives are required to attend all monthly meetings of the SGA. An SGA Representative is allowed one absence and will be removed after a second absence.

Section VII. Any SGA Representative, in the event of his absence, may appoint an alternate from the constituency represented for the meeting in question. The alternate will have the power and privileges of the SGA Representative. Written transfer of the SGA Representative's designated alternate should be made available to the Secretary of the SGA.

Section VIII. In the event that an SGA Representative is, for any reason, unable or unwilling to fulfill his duties and responsibilities as an SGA Representative from his class, he may terminate his duties to the SGA by submitting a letter to that effect to the SGA Secretary in print or by email.

Section IX. If an SGA Representative resigns or is removed, the represented constituency will elect a replacement by the next regular business meeting.

Article IV – Committees

Section I. The composition and duties of the committees will be as follows:

A. Art/Culture Committee

1. The Art/Culture Committee will be composed of up to twelve members (at least one SGA Executive Council member and at least one student from each school).
2. This committee will schedule, plan, and promote art and cultural events for MCG students and the MCG community.
3. This committee will work to support programs implemented by the MCG Arts Council.
4. This committee will determine its own chair.

B. Budget Committee:

1. The Budget Committee will be composed of ten members (five SGA Executive Council members and one student from each school); the SGA Comptroller will be the chairperson of the committee.
2. This committee will prepare a yearly budget for the appropriation of Student Activity fees.

3. This committee will prepare a budget request for the use of the next academic year's student activity fees for presentation to the Mandatory Student Fee Committee.
 4. All financial requests to the SGA from members of the MCG community must be acted upon initially by this body in the following manner:
 - a. Requests may be accepted, modified or rejected. All decisions will be by a majority of Budget Committee members present.
 - b. Any student may appeal a Budget Committee decision before the full SGA. After the case is presented, the Budget Committee chair will defend its evaluation of the request. Once concluded, a motion may be made for a vote regarding the request with a two-thirds majority of the entire voting membership required to overturn the decision of the Budget Committee.
 - c. Any appeal before the full SGA concerning the budget may be presented one time during the budget year (July 1 - June 30). The vote of the full SGA will be final in regard to the appeal. Should new circumstances arise concerning an appeal or budget decision, the issue will be presented to the SGA Executive Council. The Executive Council will then decide if the circumstances warrant a second appeal to be presented to the full SGA.
- C. Entertainment Committee
1. The Entertainment Committee will be composed of up to twelve members (an SGA Executive Council member and at least one student from each school).
 2. This committee will work schedule, plan, and promote monthly social events for MCG students and the MCG community.
 3. This committee will work closely with the Budget Committee regarding funding for social events.
 4. This committee will determine its own chair.
- D. Intramurals/Athletic Committee
1. The Intramurals/Athletic Committee will be composed of up to twelve members (an SGA Executive Council member and at least one student from each school).
 2. This committee will work closely with the Associate Director of Fitness and Recreation to schedule, plan, and promote intramurals and recreational events for MCG students and the MCG community.
 3. This committee will determine its own chair.
- E. Student Health Advisory Committee
1. The Student Health Advisory Committee will be composed of seven members (the SGA President, one other SGA Executive Council member, and one student from each school); an SGA Executive Council member will be the chairperson of the committee.
 2. The committee will work closely with the Medical Director of Student Health Services (SHS) to ensure that SHS and the mandatory student health insurance meet the health needs of MCG students.
 3. This committee's roles include:

- a. Representing student body concerns regarding health care for MCG students
 - b. Representing student body concerns regarding the mandatory student health insurance plan
 - c. Serving in an advisory capacity to the administration of SHS
 - d. Reviewing the annual budget for use of the Student Health Fee and advising on financial matters
 - e. Recommending target issues for periodic SHS survey questionnaires
- F. Technology Committee
- 1. The Technology Committee will be composed of six members (one SGA Executive Council member and one student from each school); the SGA Executive Council member will be the chairperson of the committee.
 - 2. The committee will participate in the evaluation of proposals for use of the Student Technology Fee
 - 3. The committee will communicate student concerns regarding technology to MCG Information Technology Support Services
- G. Wellness Center Committee
- 1. The Wellness Center Committee will be composed of six members (one SGA Executive Council member and one student from each school); the SGA Executive Council member will be the chairperson of the committee.
 - 2. The committee will participate in the decision-making process regarding the appropriation of the Wellness Center Fee and the portion of the Student Activity Fee that is used to support the Wellness Center.

Section II. The duties of the committee chairpersons will be as follows:

- A. The Chairperson will preside over all meetings.
- B. The Chairperson of each committee will take detailed minutes of all committee proceedings, including the date, time, names of attendees, and an accurate summary of discussions and decisions made; these minutes will be emailed to the SGA Secretary within one week of the committee meeting. The minutes will be filed in the SGA office.
- C. The Chairperson will report on committee proceedings at monthly SGA meetings.
- D. The Chairperson will prepare an end-of-the-year report detailing all events held and decisions made by the committee during the previous year.

Section III. Committee Membership:

- A. Committee members must be MCG students. It is not required that a student be an SGA Representative to serve on an SGA committee.

Section IV. The duties of the committee members will be as follows:

- A. Committee members will attend all committee meetings
- B. Committee members will be active participants in the committee and will assist the Committee Chairperson as requested.

Section V. Committee Meetings:

- A. Committees will meet no less than twice per semester (excluding summer semester).

Article V - Meetings

Section I. Meetings of the SGA will be held during the first week of each month during the academic year, excluding December and May. In the event that an official Medical College of Georgia school holiday coincides with a meeting date, the meeting will be held one week later. Since the SGA does not meet during the summer months, the Executive Officers serve as the official representatives of the SGA. The schedule of meetings for the upcoming academic year will be published no later than July 1.

Section II. The agenda for the upcoming monthly meeting, including any attachments, will be emailed to all SGA Representatives no less than three days prior to the meeting.

Section III. The order of business for the SGA meeting will be as follows:

- A. Call to order
- B. Roll Call
- C. Reports of committees
- D. Old business
- E. New business
- F. Run of the Table
- G. Adjournment

Article VI – Voting at Meetings

Section I. Only SGA Representatives present will be eligible to vote.

Section II. Each SGA Representative will have one vote.

Section III. A simple majority of the quorum present is required for adoption of all motions, resolutions or other questions requiring a vote, unless otherwise specified in the constitution or bylaws.

Article VII –Amendments to the Bylaws

Section I. Amendments to the Bylaws may be proposed by any member of the SGA and shall be submitted to the Executive Committee in writing for consideration. A reading and email of the proposed amendment(s) will be required prior to submitting the amendment to a vote.

Section II. Written notification of the proposed amendment to all voting members must be made by mail or email at least two weeks in advance of any proposed vote to change the Bylaws.

Section III. A two-thirds vote of members present will be required for adoption.

Section IV. Amendments are to become effective immediately upon adoption unless otherwise specified in the amendment.

APPENDIX B

Board of Regents Statement on Student Conduct

The Board of Regents reaffirms its policies fully to support freedom of expression by each member of the academic community and to preserve and protect the rights and freedom of its faculty and students to engage in debate, discussion, peaceful and non-disruptive or obstructive actions that interfere with academic pursuits of teaching, learning and campus activities.

The Regents' Policy

Students, faculty and others have on occasion conducted demonstrations, sit-ins and other activities that have clearly and deliberately interfered with the regular and orderly operation of the institution concerned. Typically, this action has been the physical occupation of a building or campus area for a protracted period of time or the use or display of verbal or written obscenities involving indecent or disorderly conduct.

These actions have gone beyond all heretofore recognized bounds of meetings for discussion, persuasion or even protest in that:

- (1) acquiescence to demands of the demonstrators is the condition for dispersal, and
- (2) the reasonable and written directions of institutional officials to disperse have been ignored. Such activity thus has become clearly recognizable as an action of force, operating outside all established channels on the campus, including that of intellectual debate and persuasion which is at the very heart of education.

Under the Constitution of the state of Georgia, under all applicable court rulings and under the tradition of higher education in the United States, the board is ultimately responsible for the orderly operation of the several institutions of the University System of Georgia and the preservation of academic freedom in these institutions. The board cannot and will not divest itself of this responsibility. Of equal or even greater importance, such action of force as is referred to above destroys the very essence of higher education. This essence is found in the unhampered freedom to study, investigate, write, speak and debate on any aspect or issue of life. This freedom, which reaches its full flowering on college and university campuses, is an essential part of American democracy, comparable to the jury system or the electoral process.

For these reasons and in order to respond directly and specifically to this problem, the Board of Regents stipulates that any student, faculty member, administrator or employee, acting individually or in concert with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary or public service activity, or any other activity authorized to be discharged or held on any campus of the University System of Georgia, is considered by the board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures possibly resulting in dismissal or termination of employment.

The board reaffirms its belief that all segments of the academic community are strongly obligated and mutually responsible specifically regarding the problem described above. It does not change or in any way infringe upon the board's existing policies and practices in support of freedom of expression and action. Rather it is considered necessary to combat the ultimate effort of irresponsible, disruptive and obstructive actions by students and faculty intended to destroy academic freedom and the institutional structures around which it operates.

APPENDIX C

Sexual Harassment Policy

A Statement by the President

Sexual harassment is illegal. It is also offensive and demeaning. It can create an inhospitable employment or academic environment and can seriously interfere with an individual's work or scholarly pursuits. Such behavior subverts the mission of the Medical College of Georgia and threatens the careers, educational experience and well-being of students, faculty and staff. The Medical College of Georgia is committed to maintaining our academic community as a place of work and study for staff, faculty and students, free of sexual harassment and all forms of sexual intimidation and exploitation.

Statement of Policy

Sexual harassment will not be tolerated at the Medical College of Georgia. We are prepared to take action to prevent and correct such behavior, and individuals who engage in such behavior are subject to discipline. To foster mutual respect and courtesy among all members of the academic community, and to discourage sexual harassment from occurring on our campus, every student, faculty member and staff member is expected to become aware of and support this policy. In addition to students, faculty and staff, this policy also applies to all non-employee professionals, consultants, independent contractors and their employees and employees of contract services.

What is prohibited?

It is a violation of MCG policy for any member of the MCG community to engage in sexual harassment, or to retaliate against any member of the MCG community

- for raising an allegation of sexual harassment
- for filing a complaint alleging sexual harassment, or
- for participating in a proceeding to determine if sexual harassment has occurred.

Such retaliation shall be considered a serious violation of this policy and shall be independent of whether a charge or informal complaint is substantiated. Encouraging others to retaliate also violates this policy. Examples of retaliation include, but are not limited to, unfair grading, unfair evaluation, public or private ridicule, threats of any kind. MCG prohibits sexually harassing behavior, including that made unlawful by Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972.

What exactly does it mean to sexually harass someone?

Sexual harassment can take many forms, but it generally falls into three categories: verbal, written/pictorial or physical. Defining characteristics of sexual harassment are that the behavior is unwanted and tends to be repetitive in nature. Under MCG policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature. Such conduct constitutes sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;
- submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
- such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

Examples of sexual harassment include, but are not limited to, the following:

Slurs, epithets, threats, derogatory comments and unwelcome jokes that would make a reasonable woman or man experiencing such harassment or conduct uncomfortable in the work or academic environment or which would interfere with a person's job or academic performance; verbal or physical conduct of a sexual nature by an employee, supervisor, manager or other person including sexual advances, requests for sexual favors, or other conduct such as uninvited touching and sexually related comments that tend to create an intimidating, hostile or offensive environment. More specific behaviors might also include: physical assault; threats or insinuations which cause the victim to believe that sexual submission or rejection will affect his/her reputation, education, employment, advancement or any conditions which concern the victim's standing at the University; direct propositions of a sexual nature; subtle pressure for sexual activity, an element of which may be conduct such as unwelcome sexual leering; conduct (not legitimately related to the subject matter of the work, course, program or activity in which one is involved) intending to or having the effect of discomforting and/or humiliating a reasonable woman or man at whom the conduct is directed. This may include, but is not limited to, comments of a sexual nature or sexually explicit statements, questions, jokes or anecdotes, and unnecessary touching, patting, hugging or brushing against a person's body.

Depending upon the circumstances, any of the above types of conduct may be sexual harassment and subject to disciplinary action, even if that conduct only occurs once.

When can sexual harassment occur?

Sexual harassment can occur in all types of circumstances and relationships including those; between or among individuals of different sexes or of the same sex; in relationships of unequal power (for example, between supervisor and employee, faculty member and student, employee and job applicant); and in relationships of equal power (for example, between fellow employees or fellow students).

What can you do about sexual harassment?

To report incidents of sexual harassment or retaliation, faculty members should contact the Provost; classified employees may contact the EEO/AA Officer or the Division of Human Resources; and students may contact the Director of Student Affairs. All members of the MCG community are required to cooperate in any investigation of a sexual harassment complaint. In any case, a complainant need not report directly to his/her immediate supervisor but may report the situation directly to the appropriate individual named above.

Specific Responsibilities of Management

Each dean, director, department/section chair, department manager, or other person with supervisory responsibility is required to report any complaint of sexual harassment to the appropriate individual named above. Supervisors and managers shall take no disciplinary action, no contract action, nor shall they remove a person from an MCG sponsored activity with regard to an alleged violation of this policy prior to consultation with the Division of Human Resources or the Legal Office. In situations where a supervisor reasonably believes there is imminent danger of serious bodily harm, the supervisor should take immediate and appropriate action, including separating the complainant and the alleged harasser and/or notifying MCG Public Safety.

Will this information remain confidential?

To the extent permitted by law, the confidentiality of each party involved in a sexual harassment investigation, complaint or charge will be observed, provided it does not interfere with MCG's ability to investigate the allegations or take corrective action.

APPENDIX D

Student Procedures for Filing Discrimination and Harassment Complaints

I. Definition of Discrimination

Federal laws provide that it is unlawful for any employer or institution of higher education to discriminate against an individual--student, employee or faculty--on the basis of race, sex, age, religion, disability or national origin.

II. Definition of Harassment

For the purposes of this procedure harassment is defined to include any discriminatory conduct or practice when:

1. Employment hiring, discharge, promotion or discipline or any other decision related, directly or indirectly, to employment is based on discriminatory factors.
2. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing.
3. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual.
4. Such conduct unreasonably interferes with an individual's work or academic performance.
5. In the case of sexual harassment only, such conduct or practice creates an intimidating, hostile or offensive working or academic environment.

III. Procedures

The procedures described below will be available in any instance in which a student or faculty member is either a victim or instigator of discrimination and harassment. For the purposes of any allegation, residents and housestaff are considered to be classified employees.

1. Procedures within a school or administrative unit:
 - a. Each school will establish and administer its own rules and procedures for discrimination and harassment complaints. It will be the purpose of such rules and procedures to resolve such matters, whenever possible, or to provide a final written decision for the school or administrative unit which will be communicated to all parties to any complaint.
 - b. When both complainant and accused parties are enrolled/employed within the same school, the complainant will fully utilize the formal hearing procedures established by that school or administrative unit. Whenever involved parties are from different schools, the procedures followed will be those of the school of the accused party.

c. Where there is no formal hearing procedure in a school, the complaint will be discussed first with an immediate supervisor. If a resolution of the complaint is not achieved at that level, a resolution will be pursued at each administrative level up to the dean.

d. Students may also bring complaints directly to the director for Campus Life Services. A written statement concerning the specific nature of the complaint and the parties involved will be forwarded to the appropriate dean and/or the director of Human Resources.

e. The dean will issue a written statement of the final decision to both the complainant the accused party.

2. Procedures outside a school or administrative unit: In the event a complaint can not be resolved first within a school or administrative unit, the matter will be heard by the Faculty Grievance Committee whose functions are:

a. to review all appeals from school or administrative unit decisions regarding discrimination and harassment complaints;

b. to determine if a hearing of such appeals will be granted;

c. to appoint a hearing subcommittee;

d. to make recommendations to the president regarding the appeal;

e. to make an annual review of its rules and procedures and to make recommendations to the Academic Council for appropriate revision.

3. Application for appeals of school or administrative unit decision to the Faculty Grievance Committee:

a. All requests for appeal must be made to the committee chairman of the Faculty Grievance Committee within 10 days of the applicant's receipt of written notice of final action by that applicant's dean or administrative unit supervisor.

b. All applications for appeal must be submitted in writing and will include at least:

* A statement of particulars sufficient to describe the original complaint made by or against the applicant;

* A description of the treatment of that complaint to date;

* A written notice of the administrative decision and action from which the applicant wishes to appeal.

c. Applications for appeal will be approved by the Chairman of the Faculty Grievance Committee, provided that:

* The written application is complete;

* The applicant has fully utilized all remedies available in his school or administrative unit;

* And the original complaint involved discrimination or harassment as defined in these rules and procedures.

d. The chairman's disposition of an application will be made within 10 working days of filing.

Immediate notice of said disposition will be made by hand-delivered or registered mail to the following:

* The applicant;

* All parties to the original complaint which gave rise to the appeal;

* The applicant's dean or administrative unit supervisor;

* In all cases, the EEO-AA Office;

* Where a student is involved, the director of Campus Life Services;

* And, where a staff member is involved, the director of Human Resources.

IV. Appointment of the Discrimination and Harassment Appeals Hearing Subcommittee

1. If an appeal hearing is granted, the chairman of the Faculty Grievance Committee will appoint, subject to the approval of the committee, a Hearing Subcommittee composed of five members.

a. None may be a member of the appellant's department or equivalent or anybody who has heard any case based on the facts in question.

b. The sources for hearing subcommittee members are as follows:

- Faculty--corps of instruction;
- Students--Student Government Association (SGA);
- Staff--classified employees.

c. The Hearing Subcommittee will be appointed within five working days of notice of grant of an appeal.

2. Composition of the Hearing Subcommittee will depend on the parties involved in the original complaint and will be constituted as follows:

a. Three faculty members and two students selected by the SGA when both students and faculty members are involved;

b. One faculty member, who will serve as chairman, two students and two staff members when both students and staff members are involved;

c. One faculty member, who will serve as chairman, and four students when only students are involved;

d. The chairman of the Faculty Grievance Committee will appoint the chairman of the Hearing Subcommittee from the Corps of Instruction.

V. Rules and Procedures for a Formal Hearing by the Discrimination and Harassment Appeals Hearing Subcommittee

1. The chairman of the Faculty Grievance Committee will convene the Hearing Subcommittee within seven working days of its formation. At this first meeting, the subcommittee will receive its charge and a copy of the application for appeal.

2. In cases where more than one of the parties to the original complaint have a hearing granted, all appeals will be heard concurrently and by the same Hearing Subcommittee;

3. The Hearing Subcommittee procedures may be picked up in the Campus Life Services Office.

VI. Final Recommendations of the Discrimination and Harassment Appeals Hearing Subcommittee

1. Within 20 working days of its constitution, the Hearing Subcommittee will submit its recommendations, including any minority reports, to the chairman of the Faculty Grievance Committee.

2. The chairman will immediately distribute the report to the president and to all parties who received notice of the committee's grant of appeal.

3. Within seven working days of receiving the report, the president will give written notice of his decision by hand-delivered or registered mail to the chairman of the Faculty Grievance Committee and all parties who received notice of the committee's grant of appeal. The president may choose to give the matter further study by invoking the option to establish an ad hoc review committee.

4. These procedures will constitute the final MCG appeal from actions regarding claims of discrimination and harassment, except as provided for suspension or dismissal of a faculty member and appeals to the Board of Regents (See Section VII below).

VII. Appeals to the Board of Regents

Election by a student, faculty member or staff member to use these rules and procedures will not affect the right of such person to appeal to the Board of Regents as provided for in Policy Manual: the Board of Regents.

CLS updates - August 29, 2007

APPENDIX E

Sexual Assault Policy

Sexual assault is a crime of violence. Because of the possibility of physical or psychological injuries requiring hospitalization, pregnancy or a sexually transmitted disease such as AIDS, sexual assaults should be reported immediately to public safety if the assault occurred on campus, or to local law enforcement authorities if the assault occurred off campus. Reporting sexual assaults may reduce the possibility of future assaults and continued criminal behavior by the assailant. A student who sexually assaults another student is subject to criminal and civil prosecution in a court of law, and is also subject to disciplinary action by MCG up to, and including expulsion.

The Medical College of Georgia offers information regarding the prevention of sex offenses through its Division of Public Safety. To obtain the information, contact public safety at (706) 721-2914.

If you have been sexually assaulted, you should immediately go to a hospital emergency room to have evidence of the assault collected by the hospital staff. A sexual-assault kit is normally used to collect evidence of the crime. If you decide to initiate criminal proceedings, completing a sexual-assault kit is vital for any subsequent legal action. It is also important that you report the assault immediately to law enforcement officials. When it is established in a court of law that a substantial amount of time elapsed before reporting a sexual assault to law enforcement officials, it may diminish the victim's credibility. In a criminal case, guilt must be proven beyond a reasonable doubt. A delayed-incident report may result in the acquittal of a defendant.

If you have been sexually assaulted and notify campus officials, a staff member from student health will be contacted. At this time you will get help defining what happened and deciding what, if anything, you want to do next. You will have the opportunity to speak with someone who can explain your options. You have the right to file criminal charges with the appropriate prosecutor's office. You will receive psychological counseling and assistance (from student health) in getting support from family and friends, dealing with fears, guilt and blame, and getting yourself back on track. You will not be blamed, judged or told what to do. The main objective is to provide you with information, options and support. If requested, you will also receive assistance from campus authorities in notifying proper law enforcement authorities.

If you decide to file criminal charges, the appropriate prosecutor's office will determine if there is enough evidence to prosecute the case. If so, a representative from the appropriate prosecutor's office will present the case in a court of law. You may consult an attorney if you choose. If the accused party is a student and you decide to file charges on campus, bring a written statement of the incident to the Campus Life Services office. The judicial officer will meet with you individually, review your statement and decide whether there is enough evidence to charge the student with a violation of the student conduct code.

Rights of Victims

In a judicial hearing, both the accused student and the victim have rights. The rights of the accused student are stated in the student conduct code. The rights of the victim are:

1. To choose whether to charge the accused student with a violation of criminal law. You may also formally charge him with a violation of the student conduct code, resulting in a formal hearing before the Judicial Committee or a judicial officer. With the consent of both the victim and the accused student, the case may be resolved by mediation or an informal hearing with the judicial officer.
2. To have a person(s) of their choice from the university (not an attorney) accompany them throughout the judicial process.
3. To submit a victim impact statement to the judicial officer or the Judicial Committee prior to a penalty being imposed.
4. To have past unrelated behavior excluded from the hearing.
5. To be informed of the results of disciplinary hearing, in compliance with the [Clery Act of 1990](#).
6. To have options for, and assistance in, changing academic and living situations after an alleged sexual assault incident if such changes are reasonably available.

Both the accuser and accused are entitled to the same opportunities to have others present during a campus disciplinary hearing and both shall be informed of the outcome of any campus disciplinary hearing.

The Judicial Process

Victims of sexual assault by other students are subject to the same student judicial procedures outlined in the handbook and are entitled to have their case resolved by choosing one of the following options:

1. An informal meeting with the judicial officer and the accused student only.
2. A formal judicial hearing before the judicial committee or judicial officer.

As previously stated, victims of sexual assault by other students may have their case formally heard by the judicial committee or the judicial officer. With the consent of both the victim and the accused student, the case may also be resolved by an informal meeting with the judicial officer and the accused student only. At such a meeting, certain restrictions on behavior may be imposed and must be followed by the accused student or formal charges may be filed.

Campus Offices

- Campus Life Services office (judicial officer) (706) 721-3356
- Student Health (706) 721-3448
- Division of Public Safety (706) 721-2911
- Provost (706) 721-4014

Community Assistance

- Augusta Richmond County Sheriff's Department (706) 821-1000 or 911
- Columbia County Sheriff's Department (706) 868-3450 or 911
- North Augusta Police Department (803) 279-2121 or 911
- Rape Crisis Center (University Hospital) (706) 724-5200