

SouthUniversitySM

College of Health Professions

Anesthesiologist Assistant Program Student Handbook

**Anesthesiologist Assistant Program
Master of Medical Science in Anesthesia Sciences
South University
709 Mall Boulevard
Savannah, Georgia 31406
Phone: 912-201-8080 Fax: 912-790-4199**

Revised June 2011

South University

Purpose Statement:

South University is a private, academic institution dedicated to providing educational opportunities for the intellectual, social, and economic advancement of a diverse student population. To achieve this purpose, the institution offers focused and balanced curricula at the associate, baccalaureate and advanced levels.

A broad-based core curriculum is offered promoting critical thinking, effective verbal and written communication, and skills for life-long learning. Additionally, the institution focuses on developing the requisites to pursue and appreciate knowledge. These varied academic experiences provide students with the expertise and work ethic required to achieve personal and professional fulfillment and contribute to the advancement of their community.

Believing that qualified individuals should have the privilege of formal academic training, South University welcomes those who seek educational challenges. To this end, the university provides a learning environment that helps students identify goals and the means to achieve them. In this setting, students and faculty learn from each other, both within and outside the classroom.

A community of dedicated faculty, administration, and staff committed to the institution's academic purpose assists students in this endeavor. Further, the administration secures and manages resources to promote quality programs and support services.

Anesthesiologist Assistant Program

Mission

The mission of South University- Savannah's Anesthesiologist Assistant Program is to prepare competent entry-level Anesthesiologist Assistants who will practice in the anesthesia care team model. Students will learn to provide safe and efficacious anesthesia care to patients of all ages and degrees of illness for a complete range of surgical procedures.

The program strives to enhance the overall knowledge and practice of the anesthesia care team by providing students with proficiencies in physiology, pharmacology, patient monitoring, anesthesia equipment and the principles of safe anesthesia care.

The program provides education in current practices in anesthesiology and seeks to instill the highest standards of professionalism and service to patients and the community.

The Anesthesiologist Assistant Program will accomplish this mission by:

- Providing the necessary foundation in biomedical and anesthesia sciences for understanding the basis of safe and efficacious delivery of anesthesia care.
- Facilitating development of the fundamental skills and judgment necessary for safe and efficacious delivery of anesthesia care.
- Promoting effective communication skills for patient care and interaction with other members of the healthcare team.
- Promoting scientific literacy by encouraging students to acquire and evaluate medical information effectively, efficiently, and critically.
- Providing a humane atmosphere that promotes a scholarly approach to learning.
- Promoting ethical and moral behavior.
- Encouraging lifelong learning.
- Providing an environment of academic and clinical excellence.

Goals and Commitments

The primary goal of the program is to produce outstanding clinical anesthetists with good moral and ethical conduct. The Program has an obligation to the public, to employers and to the Anesthesiologist Assistant profession that the awarding of a Master of Medical Science degree to graduates signifies that the faculty agrees that the student has attained some absolute level of safety and proficiency in the delivery of anesthesia care and has demonstrated ethical and moral conduct in the pursuit of their education.

Students who perform poorly academically, clinically or ethically will be counseled, offered remediation and carefully monitored for suitability to continue in the Program. Students must demonstrate competence in all three areas in order to graduate.

The Program has an obligation to students to provide learning experiences of the highest quality in the classroom, laboratory and clinical settings. It is continually evaluating the educational process and solicits feedback and comments from students regarding their educational experience. The Program provides learning opportunities for students and also expects students to take the initiative and assume the responsibility for optimizing their own educational experience.

The Program has an obligation to the faculty to provide the most qualified students through a fair and impartial admissions process, and to provide the facilities, instructional tools, and other resources to support and facilitate the learning process.

Accreditation and Affiliation:

South University- Savannah is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award doctoral, master's, bachelor's and associate's degrees, www.sacs.org, 1866 Southern Lane, Decatur, Georgia 30033-4097; 1-404-679-4501.

South University-Savannah is licensed by the Georgia Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 2200, Tucker, Georgia 30084.

The Anesthesiologist Assistant program at South University- Savannah is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Committee for the Anesthesiologist Assistant (ARC-AA).

Commission on Accreditation of Allied Health Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350

Collaboration with Mercer University School of Medicine

South University- Savannah, and the Mercer University School of Medicine based in Macon and Savannah, Georgia, has developed a consortium to bring together the unique resources of each institution to establish an Anesthesiologist Assistant Program. Mercer University currently provides instruction in anesthesia for medical students and surgical residents at the Macon campus and at Memorial Health University Medical Center in Savannah, Georgia. Mercer's participation in the South University- Savannah Anesthesiologist Assistant Program extends beyond provision of anesthesiologist faculty to the program. Mercer's participation extends into the governance through a membership in the Program Advisory Committee and the Progress and Promotions Committee.

The Mercer School of Medicine administration, through the office of the Dean, is represented in governing committees to provide medical education expertise to the Anesthesiologist Assistant Program. South University - Savannah, through Graduate Faculty, provides basic science instruction, including program courses on instrumentation, monitoring, and anesthesia equipment. South University –Savannah provides a mock operating room with mannequin based educational opportunities and provides students with the resources to optimize their learning experience and educational opportunities in anesthesia.

Program Personnel

Dean, College of Health Professions, Chair, Anesthesia Science

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Educational Program Coordinator

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First Year Clinical Site Contacts

St. Joseph's/Candler Hospital System:

Candler Hospital:

Glenn Soldan - AA Coordinator Cell (912) 704-3978
Work: (912) 819-8873

St. Joseph's Hospital:

Greg Saunders- AA Coordinator Cell (912) 604-3965
Work (912) 819-2470

Brian Redmond, MD
Anesthesiologist Clinical Coordinator Cell (912) 484-5144

Candler/ St. Joseph's

Memorial Health University Medical Center:

AA Clinical Coordinators Work (912) 350-8708

Jay Bodalia Cell (352) 871-0245
Brian Heighington Cell (978) 835-1310

Steve Miller, MD
Anesthesiologist Clinical Coordinator Cell (912) 596-7213
Work (912) 350-7219

Facilities

Anesthesia Laboratory

Open to students by card access whenever the health professions' building is scheduled to be open. Students are encouraged to make use of the laboratory at all hours when the Health Professions building is open.

Mock Operating Room

The Mock Operating Room is available to students upon request. Students will not be permitted to run scenarios or otherwise operate SimMan without faculty supervision. SimMan may be used for students to practice airway management skills and other such tasks that do not require SimMan to be "powered-up."

The Laboratory and the Mock Operating Room may necessarily provide access to nitrous oxide and inhalation anesthetics through vaporizers mounted on various anesthesia machines. Students are strictly forbidden from using any inhaled anesthetic agents or adjuvant gases for recreational use. This is a zero tolerance policy. A student found inhaling anesthetic agents or nitrous oxide will be immediately dismissed from the Anesthesiologist Assistant Program. Documented evidence of student abuse of this policy will result in immediate dismissal from the Program.

Holidays

During the first five (5) quarters in the Program students follow the University Holiday schedule. Students may request to take exams on Holidays when the University is officially closed if the faculty agree and are available to proctor the exam.

During the senior year students will follow the holiday schedule according to their clinical assignments.

Other than the breaks indicated on the Academic Calendar, the following are a list of observed holidays by South University-Savannah, Savannah, Georgia

2011-2012:

- Monday, July 4, 2011; Independence Day
- Monday, September 5, 2011; Labor Day
- Monday, January 16, 2012; MLK Birthday
- Thursday, March 16, 2012; Day before St. Patrick's Day
- Friday, April 6, 2012; Good Friday
- Monday, May 28, 2012; Memorial Day

Senior Rotation Schedule

The following is the **proposed** schedule of senior rotations for the class of 2013:

This schedule is subject to change if the date set for the national certification exam is altered by the NCCAA. The final schedule will be distributed in the spring of 2012.

<u>Rotation</u>	<u>Dates</u>	<u>Breaks</u>	
1	9/17/12 to 10/5/12		
2	10/8/12 - 10/26/12		
3	10/29/12 -11/20/12	11/21/12 to 11/23/12	
4	11/26/12- 12/21/12	12/21/12 to 1/7/13	
5	1/7/13 - 2/1/13		
6	2/4/13 - 3/1/13		
7	3/4/13 - 3/29/13	4/1/13 to 4/5/13	
8	4/8/13 - 5/3/13		
9	5/6/13 - 5/31/13		
10	6/3/13 - 6/21/13	One week prior to NCCAA exam	Exam Date: TBD
11	7/1/13 - 7/26/13		
12	7/29/13 - 8/16/13		
13	8/19/13 - 9/11/13	GRADUATION: 9/14/13	

**ANESTHESIOLOGIST ASSISTANT PROGRAM
ACADEMIC CALENDAR 2011-2013**

Summer 2011	Class of 2012	Class of 2013
Orientation		10-Jun
Class Starts	13-Jun	13-Jun
Immersion Week		6/27 and 8/15
Study Break		
Board Exam		
Break	7/2-7/10	
Last Day of Classes	19-Aug	26-Aug
Practicals		8/29-9/2
Finals week	8/22-8/26	9/5- 9/9
Comp Exam	9/1-9/2	
Graduation		
Break	9/5- 9/9	9/10-9/18
Fall 2011		
Class Starts	12-Sep	19-Sep
ASA		
Thanksgiving		11/23-11/25
Last Day of Classes		9-Dec
Finals week	16-Dec	12/12-12/16
Break	12/17-1/2	12/17-1/2
Winter 2012		
Class Starts	3-Jan	3-Jan
Last Day of Classes	23-Mar	9-Mar
Finals week		3/12-3/16
Break	3/24-4/1	3/19-3/23
Spring 2012		
Class Starts	2-Apr	26-Mar
AAAA Conference		
Last Day of Classes	22-Jun	8-Jun
Finals week		6/11-6/15
Summer 2012		
Orientation		
Class Starts	2-Jul	18-Jun
Immersion Week		
Study Break	6/23-7/1	
Board Exam	30-Jun	
Break		7/2-7/6
Last Day of Classes		24-Aug
Practicals		
Finals week		8/27-8/31
Comp Exam		9/6-9/7
Graduation	15-Sep	
Break		9/10-9/14

Fall 2012		
Class Starts		17-Sep
ASA		
Thanksgiving		11/21-11/23
Last Day of Classes		21-Dec
Finals week		
Break		12/24-1/4
Winter 2013		
Class Starts		7-Jan
Last Day of Classes		29-Mar
Finals week		
Break		4/1-4/5
Spring 2013		
Class Starts		8-Apr
AAAA Conference		
Last Day of Classes		21-Jun
Finals week		
Summer 2013		
Orientation		
Class Starts		1-Jul
Immersion Week		
Study Break		6/24-6/28
Board Exam		29-Jun
Break		
Last Day of Classes		
Practicals		
Finals week		
Comp Exam		
Graduation		14-Sep

Educational Program

Admissions Requirements

Familiarity with Practice of Anesthesia

Applicants to the program must be familiar with the practice of anesthesia, including related activities in the operating room. Individuals who are not familiar with the practice of anesthesia and have had no exposure to an operating room environment must spend at least 8 hours with an anesthesiologist or an anesthesiologist in an operating room observing the conduct of anesthetics. The applicant is encouraged to visit a local hospital and ask to speak with the anesthesiologist who directs the department of anesthesia. The applicant then explains that they are applying to an Anesthesiologist Assistant program to become a clinical anesthesiologist working as part of the anesthesia care team. Applicants are invited to present the site with printed information from the program regarding AA practice and education if they are unfamiliar with the concept. A form must be submitted as part of the application to verify the number of hours that the applicant spent in the OR.

General Admission Requirements

Students wishing to enter the Anesthesiologist Assistant program in the College of Health Professions should be aware that a prior felony conviction will eliminate the candidate from consideration unless special circumstances are reported for consideration by the Admissions Committee. A prior felony conviction may restrict an individual's ability to obtain professional licensure or certification. Acceptance into a South University- Savannah educational program, or its completion, does not imply or guarantee that a student will be able to obtain such licensure or certification.

- Baccalaureate degree from a regionally accredited University, including above average performance in courses required in a premed curriculum. All prerequisite coursework must be taken within seven years from the date of application. The student's competencies in courses such as physics, chemistry, calculus and biochemistry may cause their progression in the program to slow if students do not recall fundamental principles from prerequisite courses.
- Official transcripts of all undergraduate and graduate course work.
- Graduate Record Examination [GRE] scores from either the written examination or the computer-based examination taken within five years prior to application. **The Code for South University is 5157.**
OR
- Medical College Admission Test [MCAT] scores may be submitted for consideration if completed within five years of the application. The applicant may print official results from the Medical College Admission Testing service website.

- Advanced placement credits for prerequisite coursework that appear in official transcripts may be considered based on courses, scores, and student's overall undergraduate performance.
- Three letters of recommendation are required. Two letters from persons familiar with the applicant's prior academic performance, academic potential, work habits, and suitability for graduate study leading to a career in clinical practice. No more than one letter may be a character reference.
- Completed form attesting to the applicants' familiarity with the practice of anesthesia, including the environment in which day-to-day work occurs.
- In the applicant's own words, he/she must write a summary of an article of her/his choice that appears in a current anesthesia journal.
- Receipt of a certified background check that has been completed within 3 months prior to the date of application.
- Submission of the completed application form and all of its components.
- Interview at the request of the Admissions Committee, on-site at South University-Savannah, Savannah, Georgia. Interviews are held on Saturdays between October and February prior to June matriculation.

Application Pre-Requisite Coursework

Undergraduate courses (substitutions are not permitted and survey courses or courses for non-science majors are not acceptable).

REQUIRED		PREFERRED, not required:	
English	3 Semester hours or 4-5 Quarter hours		
General biology (Full academic year) Labs preferred but not required	6 Semester hours or 9 Quarter hours	Cell & molecular biology Anatomy & Physiology	3 Semester hours or 4-5 Quarter hours
General chemistry (Full Academic Year) Labs are required	6 Semester hours or 9 quarter hours		
Organic chemistry (Sophomore 200 level) Labs are required	3 Semester hours or 4-5 Quarter hours	Full year of Organic chemistry	6 Semester hours 9 Quarter hours
Biochemistry (Junior 300 level) Labs preferred but not required	3 Semester hours or 4-5 Quarter hours		
General physics (Full academic year) (Sophomore 200 level) Labs are required	6 Semester hours or 9 Quarter hours	Trigonometry or Calculus based	
Calculus	3 Semester hours or 4-5 Quarter hours		
Statistics (Math or Statistics Dept)	3 Semester hours or 4-5 Quarter hours		

Applicants with Disabilities

In accordance with policies of South University- Savannah, the Program does not discriminate against any individual because of disability. Applicants must meet the requirements for technical standards as outlined in the admission requirements. Students with disabilities who satisfy the published technical standards for the Program should consult with the Dean of Student Affairs, who coordinates disability services.

Background Check

In addition to the requirement for applicants to submit a criminal background check as part of the admissions process, the program will require the students to submit another background check to the program office during their fifth quarter in the program prior to the start of their senior year clinical rotations. This confirms that students have no current record of criminal activity and this information may be relayed to clinical sites for verification during their senior year. Any new activity found as a result of such background checks will be submitted to the Progress and Promotions committee and may affect the student's status in the program. Any violations that involve felony convictions or constitute a significant breach of moral or ethical conduct may result in immediate dismissal from the educational program by the Program Directors or the Progress and Promotions committee. Students may appeal this decision based on verification of factual information according to the appeals process outlined in this document.

Technical Standards

To undertake and successfully complete the Anesthesiologist Assistant Program, as well as to function successfully as an anesthetist after graduation, requires that an individual meet certain fundamental physical, cognitive, and behavioral standards. The requisite technical skills include, but are not limited to the following:

- Effectively communicating verbally with patients and their family members and with other healthcare professionals.
- Interacting with patients, including obtaining a history and performing a physical examination.
- Effectively communicating in writing, and by record keeping, those data and information essential to the practice of anesthesia and the care of patients.
- Reading and comprehending written parts of the medical record and other patient care documents in order to safely and effectively participate in the practice of anesthesia.
- Having sufficient knowledge, motor skill, and coordination to perform diagnostic and therapeutic tasks, including invasive procedures, on patients in a timely manner so as to insure the safety and well-being of the patients. These tasks include but are not limited to peripheral and central venous catheterization, arterial puncture and cannulation, breathing

bag-and-mask ventilation, laryngeal mask airway insertion and management, endotracheal intubation.

- Having sufficient strength, motor skill, and coordination to lift, move, and position patients as required for administration of anesthesia and performance of cardiopulmonary resuscitation.
- Having sufficient speed and coordination to quickly and safely react to emergent conditions throughout the hospital in order to assure patient safety.
- Recognizing and differentiating colors of signals displayed on monitors; being able to work in both *light* and *dark* conditions as exist in patient care areas (e.g., operating room, radiology suite, endoscopy suite); being able to recognize details of objects both near and far.
- Hearing, processing, and interpreting multiple conversations, monitor signals, alarms, and patient sounds simultaneously in fast-paced patient care settings (e.g., operating room, intensive care unit, emergency room).
- Having no impairment that would preclude continuous performance of all of the above activities or any and all of the other activities that are an integral part of an anesthesiologist assistant's participation in the anesthesia care team.

Guidelines for Graduates of Colleges and Universities outside the United States

****Please note that no exemptions will be made for required course work regardless of degrees or certification received outside the United States, experience, work background, or education.****

In addition to the General Admission Requirements (above), the applicant who has graduated from a college or university outside the United States regardless of United States' residency status must do the following (not necessary for United States Territories):

- Official transcripts of all undergraduate and graduate course work taken outside the United States must be submitted to the program, along with the report from a credentialing organization (e.g., Educational Credential Evaluators, Incorporated) demonstrating equivalency to a Bachelor's degree received at an American college or university, and evaluating the transcript course-by-course for equivalency to required pre-requisites for admission to the Anesthesiologist Assistant Program.
- A statement from a responsible person certifying that the applicant's financial resources are sufficient to meet necessary expenses (International Students only).
- Deficiencies in required course work must be made up by taking appropriate courses in a college or university in the United States.
- A statement from a qualified physician describing any emotional or physical illnesses suffered by the applicant during the preceding five years, or certifying freedom from such illnesses (International Students only). In addition to the General Admission Requirements (above) and the first three requirements of this section, the applicant who has been graduated from a college or university of a country for which English is not the primary language regardless of United States' residency status must do the following:
- TOEFL: Student must obtain minimum listed below for each section. Scores must be from exam taken within 7 years of application to the program. The program must receive an official score report directly from Educational Testing Services, Princeton, NJ.

Minimum Score per section	Paper Based Exam	Computer Based Exam	Internet Based Exam
Listening	60	25	26
Reading	56	22	22
Speaking			26
Structure/Writing	58	24	20

- A photocopy of the student's passport to provide proof of birth date and citizenship (students outside the United States who have not yet acquired a passport will need to submit a copy of their birth certificate);
- For all applicants residing in the United States at the time of application: a photocopy of the visa page contained within the student's passport as well as a photocopy of the student's I/94 arrival departure record (both sides);
- For all applicants residing in the United States at the time of application in either F, M, or J non-immigrant classification: written confirmation of non-immigrant status at previous school attended before transferring to South University- Savannah;
- Proof of Health Insurance. Students who do not possess health insurance upon applying to South University-Savannah must be prepared to purchase health insurance through an approved provider upon commencement of studies.

If an international student is transferring from a college or university in the United States, the International Student Transfer Clearance Form is also required.

All documentation must be submitted to South University- Savannah registration office 30 days prior to a term's registration date for acceptance for that term. The University reserves the right to update these admissions requirements; subject to current federal regulations concerning the enrollment of nonimmigrant alien students. South University- Savannah is authorized under federal law to admit non-immigrant alien students.

Curriculum

Quarter I (Summer- 14 quarter hours, 20 hours of clinical experience)

- ANS 5001 - Clinical Anesthesia (1 hour **pass/fail**)
- ANS 5020 - Medical Terminology (Self Study) (1 hour **pass/fail**)
- ANS 5040 - Introduction to Cardiovascular Anatomy and Physiology (1hr)
- ANS 5060 – Introduction to Pulmonary Anatomy and Physiology (1hr)
- ANS 5081 – Principles of Airway Management (2 hrs)
- ANS 5100 – Physics of Anesthesia (2 hrs)
- ANS 5120 – Introduction to Anesthesia Delivery Systems and Equipment (2 hrs)
- ANS 5160 – Introduction to Clinical Anesthesia (3 hrs)
- ANS 5181 – Anesthesia Laboratory (1 hr)

Basic Life Support Certification will be accomplished during Quarter 1

Quarter II –Fall (20 quarter hours, 144 hours of clinical experience)

- ANS 5002 – Clinical Anesthesia II (4 hrs)
- ANS 5082 – Principles of Airway Management II (1 hr)
- ANS 5182 – Anesthesia Laboratory II (1 hr)
- ANS 5201 – Cardiovascular Physiology for Anesthesia Practice I (2 hrs)
- ANS 5221 – Principles of Instrumentation and Patient Monitoring I (2 hrs)
- ANS 5345 – Anesthesia Principles and Practice (3 hrs)
- ANS 5901 – Anatomy (3 hrs)
- ANS 5921 – Physiology I (4 hrs)

Quarter III –Winter (19 quarter hours, 120 hours of clinical experience)

- ANS 5003 – Clinical Anesthesia III (3 hrs)
- ANS 5183 – Anesthesia Laboratory I (1 hr)
- ANS 5202 – Cardiovascular Physiology for Anesthesia Practice II (2 hrs)
- ANS 5222 – Principles of Instrumentation and Patient Monitoring II (2 hrs)
- ANS 5301 – Pulmonary Physiology for Anesthesia Practice I (2 hrs)
- ANS 5346 - Anesthesia Principles and Practice (3 hrs)
- ANS 5922 – Physiology II (2 hrs)
- PHA 5001 – Pharmacology I (4 hrs)

Quarter IV –Spring (19 quarter hours, 150 hours of clinical experience)

- ANS 5004 – Clinical Anesthesia IV (4 hrs)
- ANS 5184 – Anesthesia Laboratory IV (1 hr)
- ANS 5302 – Pulmonary Physiology for Anesthesia Practice II (2 hrs)
- ANS 5347– Anesthesia Principles and Practice I (3 hrs)
- ANS 5400 – Renal Physiology for Anesthesia Practice (1 hr)
- ANS 5421 – Pharmacology for Anesthesia Practice I (2 hrs)
- ANS 5XX – Regional Anesthesia Practice I (2 hrs)
- PHA 5002 – Pharmacology II (4 hrs)

Quarter V -Summer (20 quarter hours, 200 hours of clinical experience)

ANS 5005 – Clinical Anesthesia V (6 hrs)

ANS 5348 – Anesthesia Principles and Practice II (3 hrs)

ANS 5422 – Pharmacology in Anesthesia Practice II (2 hrs)

ANS 5520 – Advanced Airway Management (2 hrs)

ANS 5140 – Pre-anesthetic Evaluation (3 hrs)

ANS 5XX – Regional Anesthesia Practice II (2 hrs)

ANS 55xx – Advanced Concepts in Patient Monitoring & Anesthesia Delivery Systems (2 hrs)

ACLS & PALS certifications will be obtained during this quarter.

Quarter VI –Fall (18 credit hours, 648 hours of clinical experience)

ANS 6001 – Clinical Anesthesia I (16 hrs)

ANS 6021 – Senior Seminar (1 hr)

ANS 6041 – Anesthesia Review I (1 hr)

Quarter VII -Winter (16 credit hours, 540 hours of clinical experience)

ANS 6002 – Clinical Anesthesia II (14 hrs)

ANS 6022 – Senior Seminar (1 hr)

ANS 6042 – Anesthesia Review II (1 hr)

Quarter VIII -Spring (16 credit hours, 540 hours of clinical experience)

ANS 6003 – Clinical Anesthesia III (14 hrs)

ANS 6023 – Senior Seminar (1 hr)

ANS 6043 – Anesthesia Review III (1 hr)

Quarter IX –Summer (18 credit hours, 640 hours of clinical experience)

ANS 6004 – Clinical Anesthesia IV (16 hrs)

ANS 6024 – Senior Seminar (1 hr)

ANS 6044 – Anesthesia Review IV (1 hr)

Credit Hour Conversion

Classroom: 1 quarter hour credit= 1 hour/week for 10 weeks or 10 hours/quarter

Laboratory: 1 quarter credit= 40hr-wks contact time in laboratory

Clinical: 1 quarter hour= 4 hours/week or 40 hours/quarter

Course Descriptions

ANS 5001, 5002, 5003, 5004, 5005 Clinical Anesthesia: Foundations of the clinical practice of anesthesia gained through one-on-one supervised instruction in the operating rooms and ancillary anesthetizing locations. Credit varies each quarter, escalating throughout the year as expectations and responsibilities increase with increasing knowledge base. *One Quarter Hour, Summer Quarter; Four Quarter Hours, Fall Quarter; Three Quarter Hours, Winter Quarter; Four Quarter Hours, Spring Quarter; Six Quarter Hours, Summer Quarter.*

ANS 5020 Medical Terminology:

This is a pass/fail self-paced, self-study course in which the students will complete a programmed learning text and take a final exam at the completion of the text. Includes: word formulation, association to body systems, standard abbreviations, and various surgical procedures. *One Quarter Hour, Summer Quarter. Pass/Fail*

ANS 5040 Introduction to Cardiovascular Anatomy and Physiology

Introductory and supplementary coverage of the basic science courses in anatomy and physiology. Emphasis on anatomy and physiology of the heart and great vessels as they pertain to the practice of anesthesia. *One Quarter Hour, Summer Quarter.*

ANS 5060 Introduction to Pulmonary Anatomy and Physiology

Introductory and supplementary coverage of the basic science courses in anatomy and physiology. Basic pulmonary physiology includes: ventilation, lung volumes, gas exchange, mechanics of breathing, pulmonary circulation, and tests of pulmonary function. *One Quarter Hour, Summer Quarter.*

ANS 5081, 5082 Principles of Airway Management:

This course will provide an opportunity to learn basic airway management techniques including bag/mask ventilation, simple oral and nasal intubation techniques, use of oral and nasal airways, application of laryngeal mask airway and the Combitube, light wands, placement of double lumen tubes, and complications of endotracheal intubation. Basic and advanced airway management equipment will be introduced and utilized in the Mock operating room during concurrent quarters. *Two Quarter Hours, Summer Quarter; Two Quarter Hours, Fall Quarter.*

ANS 5100 Physics of Anesthesia:

Basic physical principles and processes applied to the clinical practice of anesthesia. Includes dimensional analysis; work, energy, and power; gas laws; fluid mechanics; heat transfer; vaporization; solubility; diffusion and osmosis; fires and explosions; laser and x-ray radiation; as well as principles of electrical circuit theory used to model anesthesia equipment, physiologic systems and time constants. *Two Quarter Hours, Summer Quarter.*

ANS 5120 Introduction to Anesthesia Delivery Systems and Equipment:

Introduction to the anesthesia delivery system including gas distribution systems, anesthesia machines, breathing circuits, anesthesia ventilators, scavenging waste gases and monitoring pollution, risk management, along with critical incidents in anesthesia, and resuscitation equipment. *Two Quarter Hours, Summer Quarter.*

ANS 5140 Pre-anesthetic Evaluation: Techniques for examining patients in the process of the preoperative patient evaluation, gathering data by patient interviews and chart reviews, including basic ECG interpretation. Includes recording of relevant laboratory data as well as the summarization of preoperative consultations and special studies. *Three Quarter Hours, Summer Quarter.*

ANS 5160 Introduction to Clinical Anesthesia:

Includes history of anesthesia, hazards, precautions and personal protection, universal precautions and infection control, approaching the patient, the preoperative period, vascular access, obtaining arterial blood samples, types of anesthesia, the anesthesia care team, application of ASA basic monitoring requirements, preparing the operating room for the first case of the day, introduction to patient positioning, introduction to induction, maintenance and emergence from anesthesia, identifying and managing anesthetic emergencies. *Three Credit Hours, Summer Quarter.*

ANS 5181, 5182, 5183, 5184 Anesthesia Laboratory:

Four quarter sequence that starts with the students applying standard intraoperative monitors to each other and performing various experiments to explore the proper and improper applications, and to identify rudimentary pitfalls of routing monitoring techniques. The laboratory progresses to detailed study of the anesthesia delivery system and various types breathing circuits. Experiments are designed to explore dead space, compliance losses, humidification, time constants, fresh gas flow effects, valve malfunction and potential complications of CO₂ removal. Many patient modalities are explored, such as capnography and pulse oximetry, permitting investigation of those effects that routinely provide poor quality information and degradation of the monitoring system response, such as invasive blood pressure monitoring systems. Theory of dilutional methods of cardiac output monitoring, along with hemodynamic model experiments to explore relationships between Mean circulatory filling pressure and Central Venous pressure and the Frank-Starling law of the heart. Physical principles such as resistance affects on infusion of various types of fluids are explored along with catastrophic failure analysis, and the concepts of various forms of mechanical ventilation. *One Quarter Hour, Summer Quarter; One Quarter Hour, Fall Quarter; One Quarter Hour, Winter Quarter; One Quarter Hour, Spring Quarter.*

ANS 5201, 5202 Cardiovascular Physiology for Anesthesia Practice:

Review of hemodynamics, cardiopulmonary transport and exchange, Starling forces, vascular smooth muscle, control of blood vessels, venous return, control of cardiac output, coordinated cardiovascular and pulmonary responses, and maternal and fetal circulations. Also includes crystalloids and colloids. IV fluid therapy, administration of blood products and the management of colloid oncotic pressures. *Two Quarter Hours, Fall Quarter; Three Quarter Hours, Winter Quarter.*

ANS 5221, 5222 Principles of Instrumentation and Patient Monitoring:

Covers the fundamental principles of measurement, the principles, application and interpretation of various monitoring modalities including: ECG, invasive and non-invasive blood pressure, oximetry, cardiac output, respiratory gas analysis as well as monitoring respiration. Also includes intraoperative neurophysiology monitoring, temperature and neuromuscular junction. *Two Quarter Hours, Fall Quarter; Two Quarter Hours, Winter Quarter.*

ANS 5301, 5302 Pulmonary Physiology for Anesthesia Practice:

Functional anatomy of the respiratory tract, respiratory resistance, control of breathing, mechanisms and work of breathing, pulmonary circulation, non-respiratory functions of the lung, pulmonary ventilation/perfusion, diffusion of respiratory gases, oxygen and carbon dioxide transport, respiratory function in pregnancy, neonates and children, respiration during natural sleep, hypoxia, anemia, hyperoxia, oxygen toxicity, effects of smoking, acute lung injury, lung transplantation, and artificial ventilation. *Two Quarter Hours, Winter Quarter; Two Quarter Hours, Spring Quarter.*

ANS 5345, 5346 5347, 5348 Anesthesia Principles and Practice:

Principles involved in the formulation of anesthetic plans based upon data obtained during the preoperative evaluation. Includes the formulation of different anesthetic plans and techniques as related to specific surgical procedures and pathophysiology. The course includes a two hour lecture based on Anesthesia Practice and a one hour small group discussion of assigned case study. *Three Quarter Hours: Fall, Winter, Spring & Summer Quarter.*

ANS 5400 Renal Physiology for Anesthesia Practice:

Basic renal processes, excretion of organic molecules, control of sodium and water excretion, regulation of extracellular volume and osmolarity, renal hemodynamics, regulation of potassium and acid – base balance. *One Quarter Hour, Spring Quarter.*

ANS 5421, 5422 Pharmacology in Anesthesia Practice I, II:

Emphasizes drugs specifically related to the practice of anesthesia: inhaled anesthetics, opioids, barbiturates, benzodiazepines, anticholinesterase and anticholinergics, neuromuscular blockers, adrenergic agonists and antagonists, nonsteroidal anti-inflammatory drugs, antidysrhythmics, calcium channel blockers, diuretics, anticoagulants, antihistamines and antimicrobials. *Two Quarter Hours, Spring Quarter; Two Quarter Hours, Summer Quarter.*

ANS 5XX – Regional Anesthesia Practice I, II :

Through classroom lectures students will learn about all aspects of the practice of regional anesthesia. Students will gain an understanding of the anatomy specific for each type of regional block as well as techniques for establishing the block and the local anesthetics. Students will also gain an understanding of the use of ultrasound guidance and peripheral nerve stimulation for peripheral nerve blocks. *Two Quarter Hours, Spring Quarter; Two Quarter Hours, Summer Quarter.*

ANS 55XX : Advanced Anesthesia Delivery Systems & Patient Monitoring :

Examination of newest generation of anesthesia delivery systems and comparisons among manufacturers, investigation of catastrophic failure modes, troubleshooting and resolving problems during anesthesia delivery, and investigation of advanced concepts of mechanical ventilation. Covers advanced concepts of arterial pressure monitoring, ICP monitoring, transesophageal echocardiography, electric radiation safety, coagulation/hemostasis, point of care monitoring, the hazards and complications of monitoring patients during anesthesia and blood gas interpretation. *Two Quarter Hours, Summer Quarter.*

ANS 5520 Advanced Airway Management:

Covers recognition of the difficult airway, techniques to management of the difficult pediatric and adult airway, the ASA Difficult Airway Algorithm and airway management in emergent situations. *Two Quarter Hours, Summer Quarter.*

ANS 5901 Anatomy:

Gross anatomy and histology of human body systems. Anatomical terms, structures, and relationships emphasizing functional significance in problem solving situations. Laboratory provides demonstrations using models and other learning modalities. *Three Quarter Hours, Fall Quarter.*

ANS 5921, 5922 Physiology:

Systems approach to normal structure and function of the human body. Weekly problem solving sessions, laboratory and clinical application to systemic disorders. *Four Quarter Hours, Fall Quarter; Two Quarter Hours, Winter Quarter.*

ANS 6001, 6002, 6003, 6004 Clinical Anesthesia:

This course encompasses the student's clinical experience in required rotations through all anesthesia sub-specialty areas in the senior year. Clinical practice of anesthesia gained through one-on-one supervised instruction at ancillary anesthetizing locations. Students are required to complete both time and case logs using the web-based Typhon NAST system in order to document their participation in clinical education.

Sixteen Quarter Hours, Fall Quarter; Fourteen Quarter Hours, Winter Quarter; Fourteen Quarter Hours, Spring Quarter; Sixteen Quarter Hours, Summer Quarter.

ANS 6021, 6022, 6023, 6024 Senior Seminar:

Weekly student presentations based on the following four topics: Case presentations, hazards and complications in anesthesiology, surgical case presentations and reviews of current anesthesiology literature. *One Quarter Hour, Fall Quarter; One Quarter Hour, Winter Quarter; One Quarter Hour, Spring Quarter; One Quarter Hour, Summer Quarter.*

ANS 6041, 6042, 6043, 6044 Anesthesia Review:

Students are required to read specific chapters in a nationally recognized authoritative textbook during senior clinical rotations on anesthesia and be tested on the contents of those chapters monthly. *One Quarter Hour, Fall Quarter; One Quarter Hour, Winter Quarter; One Quarter Hour, Spring Quarter; One Quarter Hour, Summer Quarter.*

PHA 5001, 5002 General Pharmacology:

These two courses are contiguous and makeup the general pharmacology sequence. These courses are intended to present basic pharmacologic principles including; dose-response relationships, drug receptor binding, drug redistribution, metabolism and elimination. Fundamentals of individual drugs and drug classes with specific references to their mechanisms of action, therapeutic indications, principle adverse effects, and major drug interactions will be presented. Drugs which act on the central and peripheral nervous systems, the cardiovascular, renal and pulmonary systems, as well as those used to treat hemostasis, inflammation, infection and diabetes, among others will be presented. The principles of chemistry, pharmaceutics, pharmacology, pharmacogenomics and physiology are applied to individualization of drug selection. *4 quarter hours Winter quarter and 4 quarter hours Spring quarter*

Electives

ANS 5995 Individual Tutorial:

Permits first year students to study a particular problem or area of emphasis in anesthesiology, with more breadth or greater depth than covered in the normal curriculum, under the direction of a faculty member. *Each semester. Credit variable.*

ANS 5996 Individual Directed Study:

Permits first year students to study a particular problem or area of emphasis in anesthesiology that is not covered in the program curriculum, under the direction of a faculty member. *Each semester. Credit variable.*

ANS 5998 Remedial Studies:

Permits first year students to enroll for review, under the direction of a faculty member, in an area of emphasis in anesthesiology for which the student is having difficulty. *Each semester. Credit variable.*

ANS 6995 Individual Clinical Practicum:

Permits students to enroll for review and participation in, a sub-specialty area of clinical anesthesia. *Each semester. Credit variable.*

ANES 6996 Individual Directed Study:

Permits senior students to study a particular problem or area of emphasis in anesthesiology that is not covered in the program curriculum, under the direction of a faculty member. *Each semester. Credit variable.*

Comprehensive Examination

The curriculum contains a comprehensive examination at the end of the fifth quarter to assess the student's level of preparedness to enter the senior year. The senior year consists of fulltime clinical work, for which students must be adequately prepared in all aspects of their education and training. This includes a strong knowledge base, along with adequate clinical skills, satisfactory attitude and appropriate patient and operating room decorum. Students who do not successfully complete the knowledge based examination may be prohibited from advancing to the sixth academic quarter and will be required to enter remedial work as recommended by the Progress and Promotions Committee.

Comprehensive Exam Results and Remediation

The Comprehensive exam includes 8 modules. The exams are administered over two days starting at 8:00 AM. The exams are comprised mainly of multiple choice test items. Some anatomy, regional blocks, and identification of ECGs are fill in the blanks items and are scored manually. The exams are timed tests with 10 minute breaks in between modules and a 70 minute lunch break.

Module	Time Allowed
Airway	45 minutes
Anatomy	1 hour
Anesthesia Sciences	1 hour 50 minutes
Equipment	1 hour 10 minutes
Monitoring	1 hour 30 minutes
Pharmacology	1 hour 50 minutes
Physics	1 hour
Physiology	1 hour 50 minutes

Students are given the week prior to the comprehensive exam off to study. The exam is typically given on Thursday and Friday.

Remediation

Students who fail Airways, Anesthesia Sciences, Physiology or Pharmacology are not permitted to begin the first clinical rotation of their senior year. The first rotation is spent in remediation. Students may be required to spend weekends in the operating room to maintain clinical skills while they are remediating. These students must make-up the lost clinical time that they missed during remediation prior to the conclusion of the Spring Quarter. All make-up time must be completed according to the rules regarding make-up hours in the proceeding section.

Students who fail any of the other modules must be remediated while on clinical rotations.

Clinical Education

Clinical Performance Goals

Each student is expected to attain the knowledge and skills in order to perform as a safe and efficient practitioner. The goals set forth here outline the minimal competency expected of each student at distinct levels of training. A novice level of training should not preclude participation in procedures/tasks that are considered more appropriate for advanced students. Demonstrated competency in higher skill levels will allow the student to participate in more complex cases.

The number of students at each site is based on a class size of 20. In the first year the class will be assigned to clinical sites that include Memorial Health University Medical Center, Candler Hospital, and St. Joseph's Hospital. Students will never be alone in the operating room; they will always be paired with a qualified anesthesia practitioner. Students are only allowed to engage in clinical education at their assigned clinical site unless prior approval has been obtained from the program and the clinical site.

Immersion Week

During the first quarter, enrolled students are introduced to the operating room environment through an immersion period in their first month after matriculation into the program. The purpose of the immersion period is to familiarize new students with the personnel, environment, equipment and clinical practice of the Anesthesiologist Assistant. New students will be paired with 5th quarter students and a clinical preceptor whom they will shadow during this period. Students have a tutorial session regarding sterile technique, HIPAA, OSHA standards, personal protection, monitoring in the OR and other topics on the Monday of the Immersion Week period. The class is then divided into two groups, one group will attend clinical from 6 AM- 3PM on Tuesday & Wednesday and the other group will attend during the same hours on Thursday & Friday.

An additional day of clinical orientation/immersion will take place during the final two weeks of the summer quarter. This time period will be used to orient the student to the specific clinical site they will begin attending for regular clinical education in the fall quarter. Students will attend 6 AM- 3 PM.

Summer Quarter I. (Immersion Week). Clinicals are limited to a two day period in the first month of the quarter and an additional day in the last two weeks of the quarter. All students will be in the clinical environment from 0600-1500. Students will be in the clinical environment to observe and obtain an overview of the flow of patients from preop holding, to the OR, and to the post anesthesia care unit. Students will be exposed to the anesthesia-setup, layout of the operating room including the sterile field, the various personnel in the operating room and their responsibilities, personal protection, equipment commonly used for airway management and intubation, the purpose of the anesthesia machine and ventilator, and the purpose of the drug and supply carts. The students will be introduced to the sequence of preop sedation, induction, maintenance, and emergence from anesthesia.

Introductory Clinical Activity (Quarters II-IV)

During quarters two through four of the program, students will develop knowledge and skills in patient interviewing and physical examination; vascular access; and basic airway management. Clinical activity is interspersed with classroom and laboratory work on a day-to-day basis. Students will be in the operating room for two or three days per week as outlined below. The knowledge and skills defined for each quarter in the clinical handbook must be mastered before the student may advance to intermediate clinical activity. Rotations in this phase of clinical studies are limited to sites in Savannah and are one academic quarter in duration. Students will be assigned to a single clinical site for an academic quarter and then may be rotated to another site the following quarter.

Fall Quarter II:

Each student will be in the clinical environment 2 days per week (Monday-Wednesday or Tuesday-Thursday from 0600 to 1200).

Winter Quarter III:

Students will be in the clinical environment 3 days one week and two days the next week. Participation at each clinical site will be from 0600 to 1200 on Mondays-Wednesdays and Fridays, and from 0600 to 1200 on Tuesdays and Thursdays.

Spring Quarter IV:

Students will be in the clinical environment 3 days one week and two days the next week. Three days (M-W-F) will be from 0600 to 1200, the following week they will attend from 0600 to 1500 Tu-Th.

Intermediate Clinical Activity

The fifth academic quarter contains intermediate clinical activity interspersed with classroom and laboratory work. Students are assigned to clinical sites in Savannah for two or three days with a mix of partial or full days during each week. Knowledge and skills must be demonstrated at an intermediate level before the student may advance to senior clinical rotations. Students will be assigned to a single clinical site for this phase of their training.

Intermediate Clinical Assignment Summer Quarter V :

Students will be in the OR 3 days one week (M-W-F) from 0600 to 1200, and two days the next week (Tu-Th) from 0600 to 1700.

Knowledge and skills must be demonstrated at an intermediate level before the student may advance to senior clinical rotations. This is accomplished through comprehensive written exams along with a critical review of clinical performance as judged by daily preceptor evaluations.

Advanced Clinical Assignments

Fall Quarter VI through Summer Quarter IX

During the clinical year (last 12 months of the program), clinical rotations will be assigned in three or four week blocks. Clinical rotations include subspecialty areas of anesthesia practice such as general surgery, pediatrics, obstetrics and gynecology, orthopedics, neurosurgery, ophthalmology, genitourinary surgery, vascular surgery, cardiac surgery, thoracic surgery, and trauma surgery.

Clinical rotations are scheduled in both academic and private practice hospitals, including hospitals in metropolitan Savannah, hospitals in Georgia and other states. Clinical affiliation agreements are maintained with each clinical site, and students are not permitted to participate in anesthetic management at any site to without a current clinical affiliation agreement.

Academic Policies

Grading

The following letter grades, their indication of performance, and assigned quality points are used by the University:

A	Excellent	4	90-100	
B	Above Average	3	80-89	
C	Average	2	70-79	
D	Below Average	1	60-69	<i>This is a marginal grade for which the student may be given credit and continues, or is required to perform remedial work or repeat the course at the discretion of the Program Directors in consultation with the Progress and Promotions Committee</i>
F	Failing	0	0-59	No course credit or resident credit
W	Withdraw	0		No course credit or resident credit
P	Pass			Course credit, No quality points-restricted to certain courses
I	Incomplete			

The program uses a +/- scale when recording program grades. This scale is not used as part of the university grading system and will not appear on the student's permanent academic record.

The notation P indicates a passing score in a course designated as Pass/Fail (P/F). A student receives credit hours for a P/F course, but there are no quality points assigned and a passing grade does not contribute to the students' grade point average. The notation I for *incomplete* will be submitted when assigned work has not been completed at the time that grades are due in the Registrar's office at the end of the quarter. If the work is not completed within the following academic quarter, a final grade of F will be assigned.

Satisfactory Academic Performance

Each student's academic performance is reviewed by the Program Directors and the Progress and Promotions committee at the end of each quarter, or more often if academic or clinical problems arise. Continuation as a student in good standing is dependent upon receipt of:

- Academic quarter GPA >2.0(Q)
- No letter grade of F in any course
- No two letter grades of D in any two courses

Clinical Performance

Performance during clinical education is based on preceptor evaluations. These evaluations track student performance and skill progression over the course of the program. It is the responsibility of the student to provide an evaluation to their preceptor at the conclusion of each clinical day.

Assessment of students is based on the minimal levels of competency at each distinct level of training. Areas of assessment include:

- Anesthesia knowledge base
- Technical skills
- Ability to multi-task
- Problem solving ability
- Pre-operative preparation for anesthesia delivery
- Post-operative transfer/report
- Desire to learn
- Patient interaction
- Professional Conduct
- Overall Performance

Code of Conduct for South University

The South University-Savannah Student Handbook defines a Code of Conduct that must be followed by all students. Failure to comply with general University policies may result in dismissal from the Program and the University according to defined disciplinary procedures enforced by the Dean of Student Affairs.

Each student who enters South University- Savannah commits, by the act of enrolling, to full acceptance of the University Code of Conduct. For ease of reference, the University Student Handbook contains the Code of Conduct, disciplinary procedures, and the appeals process. Professors are not expected to jeopardize the progress of a class by permitting the continued presence of any student whose behavior in any way could adversely affect the class. Inappropriate behavior includes disruptive behavior, or other actions that are not considered proper conduct for a university student.

The Code of Conduct also applies to inappropriate actions on campus outside of the actual classroom or while participating in university sponsored activities off campus. The Code of Conduct also applies to online activities that occur on South University- Savannah websites. Alleged violations of the conduct code will be referred to the dean of student affairs. See the Disciplinary Procedures section of the University Student Handbook for specific details. Violations of the code of conduct may result in disciplinary probation, suspension or dismissal. A full copy of the code of conduct is available in the South University- Savannah Student Handbook.

Professional Behavior

Standards of professional behavior for Anesthesiologist Assistants include the provision of responsible and ethical patient care. Students are expected to uphold these standards including demonstration of the following behaviors: trustworthiness; reliability, responsibility to duty, appropriate interaction with patients, patients' families and other healthcare professionals.

In the practice of anesthesia, the safety and well-being of patients is every practitioner's first and foremost concern. The confidential acquisition and maintenance of patient data are also of paramount importance. To these ends, students must always interact appropriately with patients and patients' families and maintain the confidentiality of medical record and all patient data. Interacting appropriately with patients and conducting oneself professionally are requisite to continuation in the program. Conduct can be reviewed and the privilege of working with patients can be withdrawn at any time. Inappropriate behavior and/or failure to maintain patient data in an appropriate, confidential manner according to the *Health Insurance Portability and Accountability Act (HIPAA)* guidelines are grounds for immediate review and for possible dismissal.

Attire

Each student shall be attired appropriately whenever he/she is in clinical (patient care) environment. Failure to adhere to appropriate guidelines for attire can result in dismissal from clinical activity with a resulting penalty applied for absence.

South University- Savannah on-campus dress policy prohibits inappropriately revealing and/or improper dress including but is not limited to: sagging and low-rise pants, low-cut necklines, sweatpants, cutoffs, and bare midriffs. Hats may not be worn on campus. AA program students' dress code while on campus should be commensurate with community standards of professional attire.

Fraternization

All students are expected to conduct themselves in a professional manner that contributes to the proper educational environment. Due to the inherently unequal relationship that exists between a clinical preceptor and the student, dating, sexual relationships or other intimate social relationships can be problematic. Such relationships can easily degenerate into allegations of sexual harassment, and the real or perceived problem of favoritism can seriously affect the education process. Accordingly, such relationships between a preceptor and student are strongly discouraged. If a student has *any* close personal relationship with their preceptor that extends beyond the normal mentor/mentee relationship; they are discouraged from working with that preceptor and any evaluation of the student's performance will not be counted towards their clinical grade.

Attendance

Attendance is essential for successful completion of the Master of Medical Science Degree. The expectations for student attendance and participation in varying aspects of the program are outlined below.

Class Attendance

Examinations are built upon classroom lectures and assigned reading, less than full student participation in both will result in poor performance on examinations and quizzes. The program adheres to the current South University-Savannah policy regarding class attendance.

Clinical Attendance

Each student is expected to attend and participate in all clinical assignments and rotations throughout the 28-month program. Students are expected to be in the Operating room by 0600 and stay until the end of their scheduled clinical day.

Quarter 2:

- M, W or Tu,Th: 0600-1200

Quarter 3:

- M,W,F or Tu,Th: 0600-1200

Quarter 4:

- M,W,F: 0600-1200
- Tu,Th: 0600-1500

Quarter 5:

- M,W,F: 0600-1200
- Tu,Thu: 0600-1700* (Students are expected to stay to complete a case in progress through PACU reporting)

Quarters 6-9:

During the senior year, students are expected to arrive at 0600 and stay until their cases are complete for the day, with a minimum of 9 hours at the clinical site. Some rotations have alternate schedules that may include evening or night hours and call shifts. During senior clinical rotations, students will observe hospital (their current rotation site), not university holidays except for scheduled breaks on the academic calendar.

Typhon System

The program utilizes a web-based application from Typhon systems to record and track clinical education experiences. All students involved in clinical education must complete a case log for each patient experience they have in the clinical setting and complete a time log for each day of their rotation in both years of clinical education. The program director and faculty review the case logs quarterly, and time logs monthly.

The completion of the time logs, case logs, and the submission of clinical evaluations signifies that the student has participated in assigned clinical education activities. Failure to complete the time or case logs will result in the student receiving an unexcused absence for that day.

Preceptor Evaluations

Students are to submit an evaluation to their preceptor at the conclusion of each day in clinical education. These evaluations form the basis for their grade in clinical education and provide feedback on student performance to the program directors. It is essential that the student returns completed evaluations to the program office so that their clinical progress may be assessed. As these evaluations are critical to documenting and tracking student progress, failure to submit 40% or less of clinical evaluations for the quarter will result in the student receiving an incomplete grade for clinical anesthesia that quarter and repeating the hours for that quarter of clinical education.

Clinical Conference Attendance

Anesthesia departments schedule clinical conferences periodically and students who are scheduled at that clinical site are required to attend.

Laboratory Attendance

Attendance in laboratories is required. In addition, students are expected to participate in all aspects of laboratory assignments including presentations. Any student who misses a scheduled laboratory is required to make-up the missed laboratory at a time schedule by the instructor.

Mock OR Attendance

Attendance in Mock operating room experiences is required. Any student who misses a scheduled Mock operating room session is required to contact the instructor prior to the absence and arrange for a make-up Mock OR session.

Personal Learning Experience Attendance

The personal learning experience is an opportunity for students to work alone or in groups to master skills or concepts and then demonstrate those skills or concepts one-on-one to an instructor. Students are given instructions, expectations and several weeks for completing the personal learning experience and a deadline for demonstration to an instructor. Students who do not complete the Personal Learning Experience on time will be required to have an additional fund of knowledge upon which their grade will be based. In other words, the student will be expected to know more than the student who completes the experience on time. Grading will include the additional material.

Practical Exam Attendance

Practicums include demonstrations of, and student participation in, procedures and techniques related to course content. Any student who fails to attend a scheduled practicum is required to contact the instructor.

Quizzes and Exams Attendance

Attendance is mandatory for all scheduled course examinations, including final examinations.

The time to complete examinations will be set by the instructor for each course. It is the responsibility of the student to manage their time wisely during a given examination period. Any unanswered test items will be awarded zero points.

Absences

Excused Absences

First Year Students are permitted:

- Two (2) personal days and two (2) sick days during the first 5 quarters of the program

Second Year Students are permitted:

- Two (2) personal days and two (2) sick days during the last 4 quarters of the program

Excused absences do not accumulate between the first and second years.

Excused absences must be requested for clinical assignments, seminars, laboratories, exams, Mock OR session, practicums, conferences and scheduled examinations according to the guidelines listed below.

Unexcused Absences

Failure to obtain an excused absence represents an unexcused absence.

What constitutes an unexcused absence:

- Any absence from clinical rotations that is not excused according to the criteria outlined above.
- Students who arrive after 7:30 AM (or 1.5 hrs after their scheduled start if on night shifts), that day will be counted as an unexcused absence and their clinical time must be made up at another date as described below
- Any unapproved absence in which the student does not follow the procedures outlined below for: Clinicals, practicums, scheduled examinations, AKBE's, Mock OR, or Laboratory
- Absence from professional seminars/educational sessions when the student has been excused from class & clinical rotations (i.e., AAAA, ASA meetings)

Rules regarding **unexcused** absences:

- First Year
 - A total of two unexcused absences in the first five (5) quarters of the program will result in the student being presented to the Progress & Promotions committee for conduct probation.
- Second Year
 - A total of two unexcused absences from clinical rotations in the last 4 quarters of the program will result in the student being presented to the Progress & Promotions committee for conduct probation.

<i>REASON FOR ABSENCE</i>	<i>ACTION TO BE TAKEN FOR SCHEDULED CLINICAL ROTATION</i>	<i>ACTION TO BE TAKEN FOR CONFERENCE, LABORATORY, MOCK OR, PRACTICAL EXAM OR SEMINAR</i>	<i>ACTION TO BE TAKE FOR SCHEDULED EXAMINATIONS & AKBE'S</i>
Illness	Call or email both the Program Coordinator and the clinical site prior to the scheduled start of the clinical day.	Call or email the Program Coordinator prior to the start of the scheduled event on the morning of the absence.	Call or email the Program Coordinator prior to the start of the scheduled event.
Job Interview	Submit a request to be absent along with a copy of the interview invitation including the date and time to the Program Coordinator at least one week prior to the interview		
Evening or night clinical			Arrange exam time with program coordinator at least 10 days prior to scheduled exam date.
Religious Observance	Submit a request to be absent stating observance at least 10 days before day of absence. Once the request to be absent has been approved, the clinical site or course director will be informed of the date(s) of absence		
Personal leave	Submit a request for to program office & have approved > 1 week prior to absence. Notify clinical site of upcoming date of absence.		
Other events	Call both the Program Coordinator and the clinical prior to the scheduled start of the clinical day	Call the Program Coordinator prior to the start of the scheduled event.	

Examination absence

If a student misses a scheduled examination and has an excused absence, then the student will make up that examination at a time convenient for the course instructor or director. If a student misses a scheduled examination and does not have an excused absence, then the student shall receive a grade of 20% on that examination, which is based upon the probability of getting multiple choice answers correct by chance alone when there are 5 possible answers. If a student misses an unscheduled examination, the student may be permitted to make up or drop that examination at the discretion of that course's instructor or director. If a student misses two or more such quizzes in one course in one quarter, the course instructor or director may apply appropriate grade penalties.

Senior Seminar

Absence from senior seminar will cause the student's grade to be lowered one letter grade for each seminar missed. If a student is scheduled for a presentation and is not prepared to present during class, their grade will be lowered one letter grade.

Two or more total unexcused absences in the senior year from clinical rotations, AKBEs or Senior Seminar will result in the student being presented to the Progress & Promotions committee for conduct probation. Aside from attendance, students who do not participate fully in Senior Seminar may be placed on Academic probation. Full participation means attending the whole seminar period from start to finish.

Bereavement

Students may be granted leave from classes and clinical education to attend funeral or memorial services as approved by a program director. The number of days missed must be approved by the program director and any missed clinical time must be made up and coordinated through the Program Office unless personal days and/or sick days are used for the absence.

Job Interviews

In the senior year students will be given excused absences for job interviews if the program receives a letter from the potential employer verifying the interview date, time and place. Local (student's current location within 20 miles) job interviews should be scheduled after 3:00 PM such that the clinical day is not lost. A student may leave clinical early, with an approved excused absence granted by the Program Office, if the interview is more than a 1 hour drive from the student's current location. Under no circumstances will an entire day be granted for an interview unless distance to the interview dictates a travel day. These arrangements are intended to maximize clinical experience, and promote safe travel for the student (e.g. not traveling unsafely to make an appointment on time).

Missed clinical activities resulting from job interviews without prior permission from the Program are counted as unexcused absences.

Holidays

During the first five (5) quarters in the program the students follow the official South University-Savannah holiday schedule. In the senior year students will observe hospital (their current rotation site), **not university** holidays. Each student must verify the holidays observed at the clinical site with the clinical coordinator.

Make-Up Clinical Hours

Students who are required to make up hours missed due to excused absences, unexcused absences and hours missed for remediation work must be made-up on weekends or during student breaks between quarters, and be coordinated through the Program Office and the clinical site coordinator. Any rescheduled clinical assignments that are not approved by the clinical coordinator and the program **will not be counted as make-up hours**.

In order to document and receive credit for Make-Up hours a student must do the following:

- Contact clinical coordinator and request to work outside of normal schedule
- Coordinator schedules time for student on either weekend day or holiday(not on normal clinical day)
- On day of make- up, **preceptor** must call 912-201-8083 or email slfischer@southuniversity.edu
 - Message with: Date, student name, preceptor name & hours
- Clinical evaluation must be submitted with “Make up hours” on form
- Document the time attended and cases using the Typhon system

Continuation Requirements

The Anesthesiologist Assistant Program is a professional graduate educational program in the Department of Anesthesia Sciences in the South University- Savannah College of Health Professions. Individuals who successfully complete this program are awarded a Master of Medical Science Degree by South University. Graduates of this program function as anesthesiologists who are integral members of the anesthesia care team led by a qualified anesthesiologist.

Classroom, laboratory and clinical education occur during 28 continuous months, beginning in June and culminating with graduation in September (nine academic quarters following matriculation). All didactic and clinical requirements must be satisfied prior to graduation. Since the classroom, laboratory and clinical activities run continuously for 28 months, the program does not follow the University undergraduate calendar for quarter start and end or for vacations and breaks.

The faculty’s judgment of a student’s suitability and fitness for continuation in the program is based upon classroom, laboratory and mock operating room performance, clinical performance and standards of conduct appropriate for a health professional. Standards of conduct include: trustworthiness; responsibility to duty; appropriate interaction with patients; patients’ families; other healthcare professionals; and professional demeanor.

All students consent to random drug and alcohol testing during the length of their enrollment in the program. Testing is conducted by an outside testing facility and positive test results may result in changes to the student’s enrollment status in the program.

Graduation Requirements

The faculty's judgment of a student's suitability and fitness for graduation is based upon more than scholastic achievement, and includes but is not limited to; the student's character, interaction with patients, patients' families, and other healthcare professionals. Eligibility for the Masters of Medical Science degree in Anesthesiologist Assistant Studies at South University-Savannah includes the following:

1. Residence of 9 academic quarters
2. Satisfactory completion of all classroom, laboratory and clinical work as recognized by the Progress and Promotions committee.
3. Continued demonstration of ethical and moral behavior and appropriate clinical decorum.
4. Adherence to all federal, state and local laws, especially those pertaining to substance abuse.
5. Adherence to the rules and regulations of South University- Savannah and of all institutions in which students have clinical rotations, especially those rules and regulations pertaining to patient care and confidentiality of medical records.

Students complete the program during the month of September, 28 months following matriculation of the Anesthesiologist Assistant Program.

Student Work Policy

Due to the intensity of the Anesthesiologist Assistant Program, students are not permitted to hold a job while they are enrolled in the program. Students may engage in outside employment during breaks and vacation periods.

There are many financial aid programs available to students to help pay for schooling and living expenses. South University-Savannah has financial aid counselors available to assist the students in finding adequate sources of financing during a student's enrollment.

The Progress and Promotions Committee

The Progress and Promotions Committee meets at the conclusion of each quarter and also in an ad hoc fashion to review student progress in didactic education, clinical training and conduct. Academic grades, preceptor evaluations, instructor comments, communication from clinical sites and any other information that is available to aid in the assessment of the student will be used to make decisions concerning a student's progress, suitability for continuation in the Program, and suitability to participate in the Anesthesiologist Assistant Profession.

The Committee makes a recommendation to the Program Directors as to whether the student should advance to the next academic quarter in good standing; advance on probation; enter intensive clinical; enter a decelerated program; or be dismissed from the program. The Program Directors will then notify the student in person, and in writing, of any recommendation by the Committee other than *advance in good standing*. The Program Directors will copy the Dean of

the College of Health Professions on all correspondence with students regarding failure to progress or other issues that may impede the student's progress.

Members of the Progress and Promotions committee include practicing Anesthesiologists and AAs from the Savannah area who are familiar with the education and practice of Anesthesiologist Assistants.

Program Discipline

Academic Probation

Unsatisfactory academic progress will be presented to the Progress and Promotions committee for their consideration regarding any student who meets any one of the following criteria in any academic quarter:

1. Academic quarter GPA < 2.0
2. Letter grade of F in any course
3. Letter grades of D in any two or more courses

The student who is placed on probation must meet the criteria for continuation by the end of the next quarter, or that student is subject to dismissal. That is, the student on probation must attain quarter and cumulative GPAs of at least 2.0, without receipt of a letter grade of F or two or more Ds at the end of the quarter during which he/she is on probation.

If a student is placed on probation at the end of the eighth (8th) academic quarter, then his/her degree program will be extended for one quarter and he/she must meet continuation requirements at the end of the extra quarter in order to become a degree candidate. Failure to achieve a cumulative GPA of 2.0 or higher by the end of the extra quarter is grounds for dismissal.

Remediation

Students who receive a grade of D in any course must engage in remediation on that subject during the subsequent quarter. Remediation work includes a written assignment from the course instructor/coordinator and an oral exam highlighting the course objective at the conclusion of the quarter. Students must receive a minimum grade of C on this remedial work and exam or they must repeat the course when it is offered again in the course of study.

Decelerated Program

A student who receives a letter grade of F in any course must retake the course and achieve a letter grade of B or higher in order to continue in the Program. Since the didactic courses are taught on an annual basis, receiving a letter grade of F in any course will extend that student's degree program by a minimum of one quarter. If, upon retaking the course, the student does not receive a grade of B or higher, then that student may be dismissed from the program.

Clinical Probation

Assessment of student's clinical performance is achieved through the analysis of daily clinical evaluations, preceptor feedback and written comments. Evaluations submitted to the program are analyzed at mid-quarter and end of quarter to track student progress, and a distribution of student performance based on the entire cohort of peers is created which is supplied to the students and program director.

Students who meet any of the following indications that they are performing below a minimum level of competency will be presented to the P&P committee for clinical probation:

- Inadequate clinical performance as judged by daily evaluations and indicated by a quarter clinical performance score of ≥ 1.5 standard deviations from the class mean in more than two areas of competency assessed by clinical evaluations
- Repeated poor clinical performance based on multiple incidences from verbal or written feedback from preceptors at the student's clinical site

If a student is placed on clinical probation at the recommendation of the Progress and Promotions committee, they will remain on probation until such time that their clinical skills have improved as judged by analysis of evaluations and feedback from preceptors and they are removed from probation by the progress and promotions committee. Students who are placed on clinical probation may be required to complete additional clinical hours to remediate their clinical performance.

If a student is placed on clinical probation for more than two quarters during their 9 quarters in the program, the student may be dismissed from the program at the recommendation of the Progress and Promotions committee.

Conduct Probation

Conduct Violations

Anesthesiologist Assistant students are expected to maintain a professional demeanor, which includes trustworthiness; responsibility to duty; appropriate interaction with patients, patients' families and other healthcare professionals. A student's conduct may be reviewed at any time, including receipt of an unsatisfactory evaluation based on conduct or referral of a conduct issue to a Program Director. The Program Director shall take appropriate action based on the type and severity of the student's misconduct, including referral of the matter to the Progress and Promotions Committee. The Program Director will inform the student of the Program's receipt of unsatisfactory evaluation or referral of conduct issue.

The Program Director, in consultation with the Vice President of Academic Affairs, will suspend the clinical activity of any student whose conduct is deemed illegal under federal, state, or local laws or in violation of the rules and regulation of South University- Savannah or in violation of the rules and regulations of the facility in which the conduct took place.

Students will be placed on conduct probation for any of the following violations:

- A breach of ethical, moral or professional conduct
 - When the student is attending clinical rotations or as exhibited while participating in program related activities
- Accumulation of more than two unexcused absences

The Progress and Promotions Committee, after review of the conduct issue recommends the action to be taken. Recommendation can be continuation, continuation with warning, continuation on probation, or dismissal.

A student placed on conduct probation will remain on probation until such time that the Progress and Promotions committee determines that the student may be removed from probationary status. It is assumed that the students will rectify inappropriate behavioral issues immediately. A student who fails to emerge from conduct probation may be dismissed from the program.

If a student faces multiple probationary violations (i.e. academic, clinical, conduct), they may be dismissed immediately from the program at the recommendation of the progress and promotions committee.

When the behavior involved is in violation of the University's Code of Conduct, the Program Director will forward a complete record of events related to the conduct issue along with the recommendation from the Progress and Promotions Committee to the Dean of the Student Affairs for review. If the documented event(s) involve a serious offense, the student may be dismissed from South University- Savannah College of Health Professions regardless of academic standing. For a lesser offense, the student may receive a letter of warning and be placed on probation. Repeat misconduct issues may result in dismissal from South University- Savannah College of Health Professions.

Dismissal

Students may be dismissed from the program at the recommendation of the progress and promotions committee for any of the following reasons:

- Failing to emerge from academic, clinical, or conduct probation status in a subsequent quarter
- Failing to improve sufficiently following remediation in classroom, laboratory or clinical activities according to the academic standards/requirements listed above
- Repeated misconduct issues and/or continued behaviors inconsistent with appropriate professional demeanor
- A recommendation from the Dean of Student Affairs for violation of the University Code of Conduct

When the Progress and Promotions Committee recommends that a student be dismissed from the program, the Program Directors meet with the student and inform them of the Committee's decision in writing.

Immediate Dismissal

A student may be dismissed immediately from the program at the suggestion of the Progress and Promotions Committee without being placed on probation if he/she meets any one of the following criteria in one academic quarter:

1. Letter grade of F in two or more courses; or
2. A single letter grade of F and two letter grades of D; or
3. Letter grade of D in three or more courses; or
4. Severe transgressions of ethical and moral conduct (Such as cheating, stealing, or providing false documentation intended to deceive faculty or administration)
5. Positive test result for drug or alcohol use

Appeal Process

A student may appeal a decision of the Progress and Promotions committee.

To appeal an academic or clinical performance decision:

1. Student must submit their appeal in writing to the Program Directors within 10 calendar days of receipt of the initial decision. The letter must state the reason for the appeal and may include a petition to meet in person with the Progress and Promotions committee.
2. If the decision of the Progress and Promotions committee is upheld, the student may appeal to the Dean of Academic Affairs and Operations. The letter must include the reason for the appeal and be received within 10 calendar days of the receipt of the previous decision by the Progress and Promotions committee.
3. If the decision is again upheld by the Dean of Academic Affairs and Operations, the student may appeal to the Dean of the College of Health Professions. The letter of appeal must include the reason for appeal and be received within 5 calendar days of receipt of the previous decision.

To appeal a conduct decision:

1. Student must submit their appeal in writing to the Program Directors within 10 calendar days of receipt of the initial decision. The letter must state the reason for the appeal and may include a petition to meet in person with the Progress and Promotions committee.
2. If the decision of the Progress and Promotions committee is upheld, the student may appeal to the Dean of Academic Affairs and Operations. The letter must include the reason for the appeal and be received within 10 calendar days of the receipt of the previous decision by the Progress and Promotions committee.
3. If the decision is upheld by the Dean of Academic Affairs and Operations, the student may appeal to the campus President. The letter of appeal must include the reason for appeal and be received within 5 calendar days of receipt of the previous decision.

Interruption of a degree program

Leave of Absence

Quarters 1-5

Students may not request a leave of absence in the first five quarters of the program because any extended absence would interrupt the didactic learning portion of the curriculum and disrupt the sequence of course direction that occurs during the first five quarters of the program. Because each course is taught only once a year, students who need an extended absence would be best to withdraw and file a request with the program directors to restart the program with the next incoming class in Quarter One. Granting a petition to re-enter the program is solely at the discretion of the Anesthesiologist Assistant Program.

Medical Leave

A student may petition the Program for interruption of his/her degree program during Quarters 6-9 for an acute, serious medical problem. In the petition, the student must provide documentation of diagnosis by a physician licensed to practice medicine in the United States and an estimate by that physician of a recovery time sufficient to resume the degree program. Granting the petition for interruption in the degree program is solely at the discretion of the Anesthesiologist Assistant Program.

Quarters 6-9

A student may request a leave of absence by submitting a letter in writing to the Program Director. Following review of the request, the Program Director may grant a leave of absence for one to six months at the end of which the student must return as a full-time student at the beginning of an approved clinical rotation. The full one to six months of absence must be satisfactorily completed on approved clinical rotations in order for the student to meet academic

and residence requirements for degree eligibility. A student who is absent from the program for 6 months, for example, may need to make up more than six months of clinical work if the absence has caused a serious degradation in performance that places them behind the clinical performance of students with the same amount of clinical work. Any tuition refund for the quarter in which the leave of absence is granted shall be made in accordance with University guidelines for cancellation and withdrawal (including those pertaining to Federal Title IV financial aid recipients). Registration and payment of tuition and fees for the extended clinical time in the degree program shall follow University guidelines. Granting a petition for a leave of absence is solely at the discretion of the Anesthesiologist Assistant Program.

Termination Prior to Completion of Degree

Cancellation

Registration may be cancelled during the first five days of classes without transcript deficiencies or financial penalty other than loss of deposit.

Withdrawal

A student may voluntarily withdraw from South University- Savannah after the first week of classes. Official withdrawal requires completion and approval of withdrawal forms, which are available from the registrar. Depending on the time of withdrawal, the student may be eligible for partial tuition refund based upon University policy. No refund will be given for reduced course load or dismissal from the program.

Involuntary Psychiatric Withdrawal

If a student demonstrates evidence of an emotional disorder or has engaged in, or threatened to engage in, conduct which poses a threat to the mental, emotional, or physical well-being of self or others; or poses a threat to property; or impedes the lawful activity of others, the student may be referred for psychiatric evaluation by the Dean of Student Affairs. Refusal to obtain psychiatric evaluation when properly requested to do so, or determination by a health organization associated with South University- Savannah that withdrawal would be in the best interest of the student and the University shall be cause for involuntary withdrawal of the student from the Dean of Student Affairs. The Dean of Student Affairs shall inform the student in writing of the effective date of involuntary withdrawal and in conjunction with the Program Directors and the Dean of Academic Affairs and Operations shall explain in writing the procedure for application for readmission to South University- Savannah. Readmission, after withdrawal for psychiatric reasons, will require evaluation by a qualified psychiatrist approved by South University- Savannah. In no case will readmission be granted after psychiatric withdrawal without the approval of a South University-Savannah affiliated psychiatrist. Policy related to involuntary psychiatric withdrawal and all actions pertaining hereto shall be governed by the rules and regulations of South University-Savannah.

Financial Information

Expenses

Application Fee

Individuals seeking admissions to any South University- Savannah program are charged a fee at the time of initial application. The application fee for the Anesthesiologist Assistant Program is \$50 (subject to increase). The receipt of the application fee does not constitute acceptance of the student. The fee is refundable if a refund is requested within three days of making application. A student paying this fee but not enrolling within one calendar year will be reassessed the fee upon reapplication.

Acceptance Fee

There is a non-refundable \$500 acceptance fee for those applicants accepted into the Anesthesiologist Assistant Program. This acceptance fee will be applied to the student's first quarter tuition payment. If an applicant accepted into the Anesthesiologist Assistant Program encounters circumstances that prevent his/her matriculation, any amount paid by the applicant that is above the non-refundable application fee and acceptance deposit will be refunded.

Tuition

Tuition and fees are effective summer quarter 2011 and apply to all students unless otherwise specified. Tuition and fees are subject to change at the end of any term. Tuition for the Anesthesiologist Assistant Program is \$8270 per quarter for the first year in the program.

The tuition cost for a full-time course load does not include expenses for such required items as surgical scrubs to be purchased according to programs specifications (approximately \$35/set), text books (approximately \$2,000), stethoscope (approximately \$100), and laboratory fees (\$300). AA students are not eligible for part-time enrollment. In-state and out-of-state tuition is the same.

Lab Fee

There is a \$75.00 lab fee charge for each quarter of laboratory course work (total of \$300.00)

Professional Society Membership Fees

Students enrolling in the Anesthesiologist Assistant Program are eligible to join the American Society of Anesthesiologists as a educational student member for \$25.00 per year, which includes; the monthly journal *Anesthesiology*, newsletters, and a reduced registration fee for the annual meeting. Students are also eligible to join the AA professional organization the American Academy of Anesthesiologist Assistants (AAAA) for a fee of \$100.00 which is good for the entire time in the program. Students are strongly encouraged to join both organizations.

Graduation Fees

A graduation fee of \$125 (subject to increase) will be collected from each candidate for graduation and is due and payable the quarter in which the candidate is to graduate. If the candidate is to receive a second degree at the same graduation ceremony, an additional fee of \$10.00 will be charged. The fee will be \$95.00 for a second degree awarded at a subsequent graduation ceremony.

Administration Fee

Because the institution incurs expenses whenever it provides administrative or educational services to a student, even if that student withdraws, the institution will retain an administration fee of the lesser of 5% or \$100.00 from the institutional charges used to calculate a refund.

Transcript Fee

Each student is entitled to have one free official transcript of his or her university work forwarded to another institution. The charge for additional copies is \$5.00 each. Requests for transcripts should be submitted to the administrative office at the applicable campus. Academic Transcripts will not be issued to any student who has an outstanding balance with the university or is in default on any federal, state, or institutional loans.

Payment of Tuition and Fees

All charges are due and payable on or before the registration date for each quarter. Circumstances which prevent a student from adhering to these dates should be discussed with the financial aid office. Students attending school under grants and/or loans should confer with the financial aid office concerning payment of fees; students attending school under the G.I. Bill may discuss payment of school fees with the Director of Financial Aid. Failure to make proper payments, unless otherwise cleared with the financial aid office, will result in dismissal from the university. Grades will not be issued, degrees granted, or academic transcripts furnished until all financial obligations have been satisfied and all university property returned.

Official Withdrawal Procedure

To withdraw officially from the Program and the institution, students must contact the Program office and the registrar to provide notification of their intention to withdraw in writing. The effective date of the withdrawal cannot be earlier than the date of the written contact with the registrar's office.

Refund of Tuition

Refund Policy

Tuition charges are based on the total number of credit hours for which a student is enrolled on the first day of classes (as listed in the University calendar), regardless of program. Refunds or tuition adjustments will be awarded according to the following guidelines.

1. If circumstances prevent matriculation before a student begins attending the University, all tuition charges will be refunded. The application fee will be refunded only if a refund is requested within three days of application.
2. A tuition adjustment results when a student officially changes enrollment status (fulltime to part time, part time to less than part time or part time to full time) during the drop/add period. No adjustment will be made for students dropping individual classes after the drop/add period.
3. Savannah campus: Refunds for students withdrawing from all classes will be based on the following guidelines:
 - a) Students completing no more than five (5) percent of instructional time will receive a ninety-five (95) percent of tuition refund
 - b) Students completing more than five (5) but no more than ten (10) percent of instructional time will receive a ninety (90) percent of tuition refund
 - c) Students completing more than ten (10) percent but no more than twenty five(25) percent of instructional time will receive a seventy-five (75) percent of tuition refund
 - d) Students completing more than twenty-five (25) percent but no more than fifty (50) percent of instructional time will receive a fifty (50) percent of tuition refund
 - e) Students completing more than fifty (50) percent of instructional time will receive no refund of tuition.

In order to expedite refunds and adjustments, students should complete an official drop form through the registrar's office.

Should a student withdraw from the institution, any amount of refund must be returned to Federal Title IV, and then to other sources of aid up to the full amount received from the program.

Return of Title IV Funds

In compliance with Federal regulations, the school will determine how much Federal student financial assistance the student has earned or not earned when a student withdraws from school.

The school will calculate the percentage and amount of awarded Federal student financial assistance that the student has earned if the student withdraws up through 60 percent point of the term. If the student has completed more than 60 percent of the term, the student earns 100 percent of the Federal student financial assistance.

The amount earned will be based on the percentage of the term that was completed in days up to and including the last date of attendance. To calculate the amount earned, the school will determine the percentage by dividing the number of calendar days completed in the term up to and including the Last date of attendance by the total number of calendar days in the term.

If the student received more than the amount of Federal student financial assistance earned, the difference will be returned to the Federal student financial assistance programs from which funds were received in the following order: Unsubsidized Stafford Loan, Unsubsidized Direct Loan, Subsidized Stafford Loan, Subsidized Direct Loan, Perkins Loan, PLUS Loan, Pell Grant, ACG, SMART, SEOG. Funds will be returned to the aid source within 45 days of the date that the school determines that the student has withdrawn.

If more Federal student financial assistance has been earned than has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The school will notify the student of any post-withdrawal disbursement for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received. If Federal student financial assistance funds need to be returned, the institution must return a portion or all of the unearned funds equal to the lesser of:

- The institutional charges multiplied by the percentage of the unearned Federal student financial assistance funds; or
- The entire amount of unearned funds

If there are remaining unearned Financial aid funds to be returned, the student must return any loan finds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned include grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The school will notify the student as the amount owed and how and where it should be returned.

Financial Aid

Financial aid is the economic assistance available to help students meet the difference between what they can afford to pay and what is actually costs them to attend school. The economic assistance may be in the form of scholarships, grants, loans and work-study

A financial aid package is a combination of different forms of financial aid that together makes up a student financial aid award. A financial aid package may include grants, loans, or a combination of these two.

A student's ability to contribute to the cost of his or her education is determined by the use of a need analysis, which is a consistent, systematic way of measuring the ability of a family to pay for educational costs and its eligibility to receive funds from federal programs. It determines the ability, not willingness, of a student or family to finance the student's education. Everyone who applies is treated fairly and equally under this system. In determining how much a student and his or her family can contribute, a number of factors are considered. From these factors, a need analysis determines how much a student and his or her family can contribute and how much money will be needed to finance the student's education.

Application Process for Financial Aid

1. Apply for admission to the university.
2. Complete a Free Application for Federal Student Aid (FAFSA). This form is available for both in and out-of state students.

Student Aid Programs

South University-Savannah participates in several student aid programs. Contact the office of financial aid for a complete list that is relevant to the Anesthesiologist Assistant Program.

Veterans Benefits

South University- Savannah maintains program participation with the Regional Veteran's Affairs office. Veterans must complete VA paperwork and submit a copy of their DD Form 214 for certification. Eligibility is based on program of study and course work. Please contact the South University- Savannah VA representative for more information.

Student Health

Personal Risks Associated with the Practice of Anesthesia

Exposure to Pathogens

Anesthesiologist Assistants, physicians, nurses, and other healthcare providers that have direct contact with patients are at risk for occupational exposure to pathogenic organisms. Exposure can occur via contact with blood and other body fluids and tissues; air-borne and droplet transmission; needle stick or other penetration of skin.

The program at South University- Savannah College of Health Professions promotes the safety and well-being of students as follows:

- The program and other departments in South University- Savannah College of Health Professions provide mandatory training in universal precautions and other work-safety practices.
- All clinical training sites provide students on rotation with appropriate personal protective equipment and disposables.
- In the event of exposure to known or suspected pathogenic organisms, the student is entered into a protocol established by the clinical site at which the exposure occurred.

It is the responsibility of the student's medical insurance to pay for any treatment for exposure to pathogens such as needlestick and splash injuries that occur while the student is in clinical training.

The program provides for training on all current OSHA standards and universal precautions that must be undertaken by healthcare providers. These proven methods reduce the risk of exposure to pathogens while in the clinical environment. This training is provided by clinical affiliates and is documented in the student's file at the program office.

Substance Abuse

Both anesthesiologists and anesthesiologists are at a greater risk for substance abuse than practitioners in other medical specialties or individuals in the general population. Handling and administering controlled substances occurs daily in the practice of anesthesia, and current literature suggests that individuals with a history of abuse of any kind are more likely to develop a drug abuse problem if they enter the field of anesthesiology. **If the student has a history of excessive alcohol use, a history of any form of drug abuse, or has other addictive behaviors, they should not consider a career in the field of anesthesiology.**

In the event that an abuse problem occurs, the Anesthesiologist Assistant Program will assist the student in finding the appropriate help.

Drug Screening

Students must consent to random drug and alcohol testing during the entire length of their enrollment in the program. Testing is conducted by an outside testing facility the cost for testing is the student's responsibility.

If a student tests positive for drugs as determined by a qualified drug testing service, the student will be dismissed from the South University-Savannah Anesthesiologist Assistant Program after being counseled and told how to locate treatment facilities. Due to the nature of the practice of Anesthesia, the Anesthesiologist Assistant Program maintains a zero tolerance for personal or unprescribed use of controlled substances and illegal drugs of any kind.

A test to measure a student's blood alcohol level may also be administered at any time during clinical rotations. Any positive blood alcohol level measured while participating in clinical education will be grounds for immediate dismissal from the program.

Health Requirements

A recent medical history and physical examination must be on file at South University-Savannah College of Health Professions prior to registration for the first quarter. During the senior year some rotations may require a current history and physical to be on file prior to the start of the rotation.

Students must keep all of their immunizations and PPDs current, according to the specific policies of each individual clinical rotation site. If a student does not complete each hospital's specific requirements they may not be allowed to participate in clinical education.

Insurance Requirements

Students in the Anesthesiologist Assistant Program in the South University-Savannah College of Health Professions are required to have continuous health insurance coverage in force for the duration of their enrollment.

Students can enroll on-line in the student medical insurance program sponsored by National Collegiate Underwriters & Administrators once they are enrolled as a student. Information is available at the following web site:

<http://www.collegiateinsuranceresources.com/sip/index.asp?asnID=875>

Information concerning medical and dental providers as well as emergency resources is available through the Dean of Students.

Students must make sure that their plan covers treatment and monitoring for needle stick injuries and other documented exposure to infectious agents. For example, a student from Michigan who is part of parental family coverage HMO may not be eligible for coverage in Savannah or at other remote sites while on clinical rotations. For the student's own personal safety it is

imperative that they have an adequate health plan or the resources to pay for necessary medical care in the event of a needle stick or exposure to pathogenic organisms.

Payment for all medical and psychiatric services, elective and emergent; are the responsibility of the student regardless of the source of an illness or injury may be. The student is responsible for payment of medical services including all laboratory and other diagnostic and therapeutic services rendered as part of a protocol into which a student is entered in the event of exposure to known or suspected pathogenic organisms. Each clinical site has a specific established protocol for exposure that the student must follow.

Program Counseling

The faculty and teaching staff along with the administrative staff are readily available to assist students in achieving their academic goals. Students are not assigned advisors per se, but are encouraged to discuss their progress with the Program Directors as appropriate. The Program Directors monitor all grades to identify students having difficulty with the intention to identify issues early enough to intervene on the student's behalf and help find a solution to the problem. Faculty members regularly work with students who are having difficulty in a subject on a one on one basis, reviewing exams, working through practice problems and outlining concepts in greater detail. In addition, the faculty and staff provide guidance with personal matters when necessary.

The program staff and faculty are always available to assist students in their understanding of program policies and are willing to refer students to professional counselors or to the Dean of Student Affairs in the event that serious personal problems interfere with their progress in the program.

Student Affairs

Dean

The Dean of Student Affairs is responsible for all aspects of student life outside of the classroom, including but not limited to bookstore services, campus security, career services, counseling, disability services, graduation, orientation, peer tutoring, student activities, alcohol and drug information, and student discipline.

Bookstore

The South University-Savannah bookstore's operating hours are from 10:00 a.m. to 6:00 p.m. Monday through Thursday, 9:00 a.m. to 5:00 p.m. on Friday, and 9:00 a.m. to 12:00 p.m. most Saturdays. Extended hours for the first week of classes will be posted. The bookstore is maintained for the convenience of the students. All necessary books required for courses and some supplies may be obtained from the bookstore. Books are not included in tuition costs and can be paid for by cash, check, credit card, or approved financial aid at the time of purchase.

Campus Security

South University- Savannah provides students and staff with a well-maintained campus. Security officers, who are on duty at all times when classes are in session, monitor security cameras and regularly patrol the buildings. Access to buildings is limited and unauthorized persons will be asked to leave.

Any occurrence of criminal activity should be reported to the director of campus security, the security officer or the front desk **immediately**. The security officer or the director of security will complete a South University- Savannah Incident Report in such cases. The Savannah Police Department will also be notified in order for a uniformed police officer to respond, make a preliminary investigation and write a police report.

All students and staff are asked to take reasonable precautions for their own safety as well as the safety of the other members of the campus community. To reduce the chance of potential problems, it is suggested that you take some basic precautions:

1. Do not leave purses, wallets, or book-bags unattended on campus.
2. Always lock your car. Do not leave valuable items visible in parked cars.
3. Walk in pairs on campus after dark.
4. Report suspicious behavior immediately to security or other campus official.

The entire South University- Savannah community shares the responsibility for practicing good safety habits and abiding by the policies and procedures designed for campus security.

Information on campus safety statistics, security personnel and policies, procedures for reporting a crime, and sexual assault policies can be found in the annual Jeanne Clery Disclosure of Campus Crime and Security Act Report. A copy of this report is included in this handbook and is also available on the University's Web site at

<http://docs.southuniversity.edu/cr/susavcr.htm>.

Drug free schools and communities information is also available at this site. A paper copy of this report may be obtained from the Dean of Student Affairs or the Director of Security.

Career Services

Students may seek the assistance of the director of career services during or prior to their last quarter of school. Information is available regarding resume writing and job search strategies and techniques. The director of career services provides individualized job search assistance with pursuing full time employment. Career workshops as well as theme weeks based on academic majors are held throughout the school year to aid students in their professional development. All programs are open to any student at no charge.

Computer Labs

South University- Savannah is proud to offer wireless access on campus along with two computer labs that are utilized to teach classes. The computer labs house IBM-compatible multimedia computers with Internet access and laser printing capability. The library also maintains a computer lab that is available during the hours that the library is open. Priority for computer use goes to academic classes first and then South University-Savannah students. See the University Code of Conduct for guidelines on computer use.

University Counseling

Counseling is available through the Dean of Student Affairs. Students who are experiencing academic, personal or career concerns and problems are urged to call or stop in to see the Dean of Student Affairs. Specific academic problems should first be discussed with the Program Directors and the individual instructor who is directly involved. Please let the Program principles know when you are experiencing difficulties in any of these areas. A major concern in one area can affect your abilities in others. If the South University-Savannah Dean of Student Affairs cannot help, you will be referred to someone appropriate.

Disability Services

South University- Savannah provides accommodations to qualified student with disabilities in consideration with the technical standards for each program. The Dean of Students assists qualified student with disabilities in acquiring reasonable and appropriate accommodations and in supporting the student's success at South University-Savannah.

South University-Savannah is committed to providing qualified students with a disability and equal opportunity to access the benefits, rights, and privileges of college services, programs, and activities in compliance with American with Disabilities Act 1973.

Students who believe they are in need of accommodation should contact the Dean of Students. If you have a concern or complaint in this regard, please contact the Dean of Students at 912-201-8079. Complaints will be handled in accordance with the Student Grievance Procedure for Internal complaints of Discrimination and Harassment described in the University Catalog.

Fire Evacuation

Fire extinguishers are located throughout the campus and can be used for small fires. In case of a major fire, all individuals should remain calm and leave the building through the closest door or emergency exit available. Evacuations should be orderly with no running or unnecessary talking. Maps and signs of emergency exits are posted in each classroom.

Health Insurance and Medical Referrals

Information concerning medical and dental providers as well as emergency resources is available from the Dean of Students office.

In the event of a medical emergency, the Chatham County emergency medical service will be contacted by calling 911. Students are, however, responsible for any resulting expenses. During the daytime hours until 5:00 p.m., the Director of Security will assess the situation and serve as the primary contact person to summon emergency assistance. During evening hours, the faculty member or campus security guard will have primary responsibility for summoning emergency medical assistance. Students should review their personal and family insurance policies to determine whether adequate coverage exists.

Orientation

All students are required to attend a University wide orientation program prior to the start of classes at South University-Savannah which is incorporated into the program specific orientation for the Anesthesiologist Assistant Program. The orientation provides an overview of South University-Savannah and acquaints students with academic policies, faculty and staff resources, and registration procedures. At the conclusion of the program, students are able to finalize their schedules, purchase their books, obtain their parking permits, and have their photo taken for their student IDs.

Parking

All vehicles parked on campus are required to display a parking decal, which may be obtained during orientation or at any time from the bookstore. The parking decal should be placed on the lower left corner of the rear windshield. Decals on vehicles with tinted windows may be placed on the lower left corner of the front windshield. All students must park in the Student Parking lot. Vehicles are prohibited from being parked on curbs or in designated faculty spaces, or spaces for those with disabilities. Vehicles that are illegally parked will be ticketed by the security officer. Continued failure to comply with parking policies will result in the vehicle being towed at the owner's expense. Students park at their own risk and liability.

Posting on Bulletin Boards

Students are encouraged to check the University bulletin boards for notices and important information. Students who wish to post information such as items for sale, roommates needed, etc. should submit their notices to the bookstore. Notices must be approved by the Director of Student Activities. All postings will be removed after 30 days. Students wishing to re-post their flier may submit it for approval to the Dean of Student Affairs.

Student Activities and Clubs

Participation in student activities provides students with an opportunity to apply knowledge and enhance skills. Clubs that focus on academic major/career interests and academic achievement are encouraged by South University-Savannah. Students interested in forming new clubs or organizations are encouraged to meet with the Director of Student Activities to discuss the group's goals and plans and receive assistance in club formation. All student clubs must have a faculty or staff advisor and must be approved by the dean of student affairs. All student activities and fund-raising activities require the approval of the student affairs office. South University-Savannah reserves the right to deny any application for the formation of a student club when it determines in its sole discretion that the student club does not serve the best interests of the students and/or South University-Savannah. Students who are interested in getting involved with the planning of student activities should contact the Director of Student Affairs at 201-8079.

Student Lounges

Students are encouraged to utilize the student lounge in the Health Professions building or the first floor of the pharmacy building. Vending machines with snacks and drinks are available. Microwave ovens are available for student use.

Student Publications

All student publications proposals must be submitted to the Director of Student Activities for approval prior to the publication being published, posted, or circulated in any manner. The proposal should include the following information:

- Purpose of the publication
- Name of the publication and the sponsoring organization
- Means of distribution of the publication
- Frequency of distribution of the publication
- Contact information for the student to contact regarding the publication
- Faculty sponsor responsible for reviewing each issue of the publication
- South University-Savannah reserves the right to deny any proposal for publication when it determines in its sole discretion that the publication does not serve the best interests of the students and/or South University-Savannah.

The Director of Student Affairs will review the proposal and notify the appropriate contact person regarding the approval or disapproval of the proposed student publication.

Weather Announcements

In the event of inclement weather, all students and personnel should assume that classes would be held unless notified by radio or television announcements. South University-Savannah will use all major media stations in the Savannah area when making announcements. Because the Savannah area can be vulnerable to hurricanes, the university urges all students to familiarize themselves with the hurricane information published in the community phone book.

Library Services

The hours of operation are posted in the Library and extended hours are available during final exam week. The library is open seven days per week and includes group study rooms as well as carrels for individual study as follows:

Monday – Thursday:	8:30a.m. - 11:00p.m.
Friday:	8:30a.m. - 5:00p.m.
Saturday:	9:00a.m - 5:00p.m.
Sunday:	1:00 p.m. - 9:00 p.m.

University Policies

Please refer to the most recent version of the South University-Savannah student handbook online through the student portal: <http://inside.southuniversity.edu> . Students should then select the savannah campus, and the student handbook is listed on the website as a pdf document. The university policies below reflect those at the time of publication.

Code of Conduct

This section lists student responsibilities in effect at South University-Savannah. These regulations have been adopted to ensure the safety and well being of the student body and the orderly operation of the University. Any student suspected of a violation of these regulations will be accorded due process as outlined herein. Policy updates will go into effect at the beginning of the subsequent quarter.

The South University Code of Conduct also applies to online activities outside the online classroom that occur on South University websites. **The list below is illustrative only, and South University-Savannah may sanction other conduct not specifically included on this list.**

1. **Abuse/Assault:** Verbal abuse, assault, battery, or any other form of physical abuse of a student or University employee is prohibited.
2. **Alcohol:** Use, sale, possession or distribution of alcoholic beverages on school property or at any function sponsored or supervised by the school, including school sponsored housing, is prohibited. Exceptions may be made for certain school sponsored events pending approval of the Dean of Student Affairs and the President. Being under the influence of alcohol on school property or at any school function is also prohibited.
3. **Computer Policies:** Violation of the institution's policies on the responsible use of technology includes but is not limited to:
 - A. The theft or abuse of computer, computer server, email, Internet or Intranet resources
 - B. Any unauthorized entry into a file for any purpose including reading, changing, or distributing the contents of the file
 - C. Unauthorized transfer of a file
 - D. Abuse of printers or printing privileges
 - E. Unauthorized downloading of copyrighted materials in violation of the law
 - F. Unauthorized use of another individual's identification and/or password
 - G. Use of computing facilities to interfere with the work of another student, faculty member, or school official
 - H. Use of computing facilities to send obscene or abusive messages
 - I. Use of computing facilities to interfere with normal operation of the school's computing system

4. **Disorderly Conduct:** No student shall engage in disorderly conduct. Students are expected to contribute to an academic climate that encourages learning, mutual respect, and that is conducive to study. The following behaviors are prohibited:

A. Interference with or disruption of the normal operations of the school such as teaching, administrative functions, pedestrian or vehicular traffic, school activities or the online classroom;

B. Unauthorized entry into, or use of, school facilities;

C. Breach of peace on school property or at any school-sponsored or supervised program or inciting others to riot or cause destruction.

5. **Dress:** South University-Savannah seeks to properly prepare students for the general business and professional community. Students in allied health majors have specific dress requirements which are defined by their departments. If a student is improperly dressed, he/she will not be permitted to attend class or use University facilities. Inappropriately revealing and/or improper dress includes but is not limited to: sagging and low-rise pants, low-cut necklines, and bare midriffs. Hats may not be worn on campus.

6. **Drugs:** Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on school property or at any function sponsored or supervised by the school, including school sponsored housing, is strictly prohibited. Being under the influence of illegal or controlled substances on school property, at any off-campus sites while participating in academic learning experiences or at any school function is also prohibited.

7. **Failure to Comply:** Failure to comply with the direction of school officials, faculty, staff or security officers who are acting in the performance of their duties is a violation of the Code of Conduct. Students on school property or at school-sponsored or school-supervised functions must identify themselves to school officials who are acting in the scope of their duties upon the school official's request.

8. **Falsification of Records:** Forgery, falsification, alteration or misuse of school documents, records or identification is prohibited.

9. **Fire and Safety:** Students are prohibited from violating school safety regulations that include but are not limited to setting fires, tampering with fire safety and/or fire fighting equipment, failure to exit during fire drills, turning in false fire alarms or making bomb threats.

10. **Harassment:** Harassment of a member of the University community including written or verbal acts or uses of technology which have the effect of harassing or intimidating a person is strictly prohibited. This includes harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.

11. **Hazing:** Students are prohibited from any form of "hazing" and must abide by the "Anti-Hazing Policy" found on page 53 of this handbook.

12. **Health and Safety:** Any conduct that threatens the health or safety of a student or another individual in the University community is prohibited.

13. **Noise:** In order to maintain an environment conducive to study, students are prohibited from activating noise making devices such as radios, cellular phones, beepers, and alarm watches while in any South University-Savannah building.

14. **Obstruction of the South University-Savannah Disciplinary Process:** Violations of the Code of Conduct include, but are not limited to:

- A. Failure to respond to the request of a disciplinary body or school official.
- B. Falsification, distortion, or misrepresentation of information before a disciplinary body or school official.
- C. Disruption or interference with the orderly proceedings of a disciplinary meeting or hearing.
- D. Influencing or attempting to influence another person to commit an abuse of the disciplinary system.
- E. Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding.
- F. Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding.
- G. Failure to comply with the sanction(s) imposed under the student conduct policy.

15. **Offensive Conduct:** Lewd, indecent, or offensive conduct is prohibited on ground and online. This would include but is not limited to verbal profanity, obscene gestures, clothing, materials, or electronic content brought onto the premises or the online classroom by any student or guest deemed to be lewd, indecent or offensive as determined by school officials.

16. **Parking:** All vehicles parked on campus must have parking permits. Students may only park in designated student areas. Students are prohibited from parking on curbs or in designated faculty spaces, staff spaces, or spaces for people with disabilities.

17. **School sponsored Housing:** Any violation of the student housing license agreement and/or the rules and regulations of the school-sponsored housing program shall also constitute a violation of the Code of Conduct.

18. **Smoking:** Smoking in classrooms, school buildings or any area not specifically designated as a smoking area is prohibited.

19. **Solicitation:** Solicitation is defined as any activity designed to advertise, promote, or sell any product or commercial service or encourage support for, or membership in, any group, association or organization. Solicitation in University facilities is not permitted. Individuals and organizations may not solicit on campus. This includes students who operate direct sales or other business enterprises. Specifically, soliciting students to sign up for credit cards is not permitted.

20. **Student ID:** The use of a student identification card by anyone other than its original holder is prohibited. Lending, selling, or otherwise transferring a student identification card is prohibited.

21. **Theft:** Without proper authorization no student shall take, attempt to take, or keep in his possession items of University property, or items belonging to students, staff, student groups, or visitors to the campus.

22. **Threats:** Students are prohibited from threatening any student, guest, or university employee, with physical harm, damage to property, or other dangerous or intimidating behaviors by any means of communication.

23. **Unauthorized Student Publications:** All student publications including those on paper, in an electronic format, or on a web page must be approved in advance and must follow the guidelines stated in the Student Handbook.

24. **Unauthorized Use of University Resources:** Use of University resources including library, computer and medical labs, and student facilities is limited to currently enrolled students.

25. **Vandalism:** Vandalism, damage or defacement of school property or the property of another student or University employee is prohibited.

26. **Visitors:** Unauthorized visitors may be asked to leave if their presence is disruptive to the orderly operation of the University. Students are responsible for any misconduct or vandalism of their guests while on South University-Savannah property. In order to maintain a study environment and protect their safety, children are not allowed on the South University campus.

27. **Violation of Law:** Violation of federal, state or local laws and school rules and regulations on school property or at school sanctioned or school sponsored functions are in violation of the Code of Conduct.

28. **Weapons:** Possession or use of firearms, explosives, dangerous chemicals, or other weapons on school property or at school sponsored functions is prohibited.

Academic Integrity

Honor Code and Honor Council of South University-Savannah

Graduate Programs

The following policy may be superseded by similar policies specific to a graduate program. Faculty should consult applicable documents in the school in which they are teaching. In the absence of such policies, the following policy is in effect.

The honor code is a policy describing expectations of students with regard to academic integrity in all aspects of graduate educational programs at South University-Savannah. The honor code of South University-Savannah is set forth to guarantee that students subscribe to the highest levels of moral and ethical behavior. The Honor Council is intended to provide a forum for the investigation of alleged incidents of violation of the Honor Code and for recommending penalties that are appropriate and consistent with the violation. Unequivocal and documented incidents of violations of academic integrity exposed by faculty may be dealt with directly by the Department chair, School Dean, and Vice President for Academic Affairs for South University-Savannah without convening the Honor Council.

Each graduate program, due to their administrative structure and the lengths of their programs, may deviate slightly in the constitution of their particular Honor Council or in the nature of the flow of information. However, the fundamental concepts of definition of violations, reporting, investigation, hearing, and penalties are consistent throughout all graduate programs

Article I - Name

The name of this Article shall be the Honor Council of the South University-Savannah Graduate College of Health Professions.

Article II - Purpose

The purposes of the Honor Council are to:

1. Investigate and hear cases involving Graduate College of Health Professions students accused of academic dishonesty,
2. Act as a judicial body and establish the guilt or innocence of students, who have allegedly committed such violations,
3. Recommend the disciplinary action to be taken in all cases, in which the Honor Council determines there has been a violation,
4. Work with the faculty, and the administration of the Graduate College of Health Professions in all matters regarding the administration of the Honor Code,

Article III - Authority

Student authority to request revision of the contents of any article resides with the Honor Council. Any revisions are subject to approval by the faculty and the Vice President for Academic Affairs. The responsibility for the enforcement of the Honor Council's findings and recommendations lies with the Program Director or Department Chair

Article IV - Membership

Section A. The Honor Council shall be assembled on an ad hoc basis. The Honor Council consists of five voting members, two student members at-large selected by the faculty one from the first year class and one from the second year class. An alternate member shall be chosen to replace a member that may be unavailable, recused or removed from the Council. The faculty will provide a list of nominees from which the two appointed students will elect three additional members from either class. Of the five members, three must be from the second year class and two from the first year class. To be a member of the council, one must be in good academic and professional standing. Terms of office shall last from the date of election until the particular incident is completely resolved unless decided otherwise by the council. In all cases an alternate will be retained or elected.

Section B. The duties of the members are to:

1. attend all meetings of the Honor Council;
2. participate in and render objective judgment in discovery and trial procedures
3. Assist in educating Graduate College of Health Professions students and faculty on the honor code of the Graduate College of Health Professions

Section C. In the event of a vacancy in the Council, an alternate member chosen by majority vote of the Council from the faculty provided list, from the respective class where the vacancy exists will become an active member of the Council. The notification will occur within 7 days of the vacancy and will be made by the President of the Council (see Article V). If, for any reason, the President of the Council leaves office it will be the Council's responsibility to replace his or her office. This should be done by a majority vote.

Section D. The Honor Council will have a Faculty Advisor appointed by the Department Chair. The Faculty Advisor is a non-voting Member of the Honor Council. The Faculty Advisor is recused should he or she have direct involvement in a case before the Council. The duties of the Faculty Advisor shall be to:

1. advise the Honor Council on procedural matters;
2. ensure that due process and equitable procedures are followed in all cases before the Honor Council and advise on matters of precedent;

3. inform accused students of the Council's protocol and procedures throughout the progression of a case:
4. notify the accused students of actions, hearings, verdicts and penalties as well as to generally act as a liaison between the Council and the accused student;
5. Provide proper notification of any Council action to the appropriate administrative personnel and faculty.
6. Ensure that appropriate documentation is completed by the Secretary for all hearings and other Council meetings.

The Department Chair shall also appoint a Faculty Alternate. In the event the Faculty Advisor is recused from a case, the Faculty Alternate will replace the advisor during the proceedings of that particular case.

Section E. The following exceptions may be made to participation of members in trial procedures:

1. If a special reason or potential conflict of interest exists, a member of the Honor Council may recuse himself or herself in a particular case. The wish of a council member to recuse one's self from a specific hearing should be reported to the President of the Council within 3 days of written notification of the case. This request should be made before any active participation occurs with the case.
2. If the Council President considers that, for some special reason or potential conflict of interest, one of the council members should not hear a particular case; he/she shall inform him/her accordingly. Should the decision of the President be disputed by the Council Member, this issue of recusal should be decided by a vote of the full Council following open discussion.
3. If the Council considers, for some special reason or potential conflict of interest, that the President should be recused in a particular case, the issue should be addressed with the President in a meeting of the Council. Should the President dispute the recusal, the issue should be decided by a vote of the full Council following open discussion.

Section F. Removal of an Honor Council member for any reason not limited to but including issues of academic or professional integrity will be at the discretion of the Faculty Advisor and Faculty Alternate.

Article V - Officers

Section A. The officers of the Council shall consist of a President and a Secretary, chosen from among and by the Council members.

Section B. Officers must have completed at least three quarters of the program or have past experience serving on the Honor Council.

Section C. The duties of the President shall be to:

1. Preside over all meetings;
2. Direct the processes of all trials;
3. Represent the Honor Council in all appropriate affairs;
4. Supervise the investigation of all cases;
5. Ensure the integrity of all proceedings by strict adherence to the established procedures of the Honor Council.

Section D. The duties of the Secretary shall be to:

1. Maintain written minutes of all Council meetings and hearings.
2. Maintain a true and accurate record, by tape and in writing, of all trial proceedings;
3. Prepare written communications from the Council regarding violations and Council actions;
4. Prepare official written communications to the Faculty Advisor for distribution to appropriate persons regarding Council actions;
5. Inform the members of the Council of all meetings through written communication.
6. Promptly communicate in writing with all persons involved in cases.

For hearings, written minutes should be de-identified and assigned a specific case number.

Article VI - Meetings

Section A. A meeting of the Honor Council will be held immediately after appointment and after the selection of new members to acquaint members with their duties and responsibilities.

Section B. The president may call special meetings at any time either independently or at the request of any Council member.

Section C. The time and place for all meetings shall be determined by the President and shall be as convenient as possible for all concerned. The meeting shall be held in a location where confidentiality can be ensured.

Section D. All members of the Council are expected to attend all meetings of the Council. Failure to do so may be considered neglect of office.

Section E. In the event that the Council must meet during regularly scheduled class time, the members of the Council shall be excused from conflicting classes and clinical experiences to attend the meeting. The affected faculty or preceptor shall be notified in advance of this excused absence by the Department Chair.

Article VII - Instigation of Proceedings

Section A. All persons, including faculty of the South University-Savannah Graduate College of Health Professions, having knowledge of or being witness to acts believed to be in violation of the Honor Code shall report in writing the fact, along with any physical evidence, to any Member of the Council or the Faculty Advisor within 72 hours of the alleged violation. Unequivocal and documented incidents of violations of academic integrity exposed by faculty may be dealt with directly by the Department chair, Dean, and Vice President for Academic Affairs for South University-Savannah without convening the honor council.

Section B. When there is no physical evidence, a written affidavit about the observed violation by the witness (es) shall be required to begin an investigation and secure a conviction.

Section C. Failure to report violations will be considered a form of illegal aid covered under Article X, Section A.

Article VIII - Case Procedure

Section A. Cases shall be resolved within 30 days after they are reported.

Section B. The procedure for handling cases shall be as follows:

1. Within 5 days of receiving written information about a possible violation, the President of the Honor Council and two Council members chosen by lot shall act as a pre-hearing review board to interview witnesses, review evidence, and make a decision regarding whether or not to bring the case before the entire Honor Council. If feasible, members of the pretrial review board shall not be members of the same class as that of the accused.
2. The pre-hearing review board shall decide by majority vote within seven days of receiving the case if there is sufficient evidence to proceed with a hearing. If the vote is negative in this regard, the case will be dropped. If the vote is positive, the case will be presented to the Council and a trial will be scheduled to begin within 7 days.
3. If the case is accepted, the Secretary will promptly notify the accused that he or she has been accused of a violation. The defendant shall be fully informed of the nature of the charges. Notification will be done orally and in writing. The accused shall be given a copy of the violation and written notice of his or her rights to appear before the Council, to testify on his or her own behalf, to present evidence and to call or question witnesses. If the Honor Council is using the accuser's testimony in

determining the guilt or innocence of the accused, the student has the right to confront the accuser. The accused may at any time waive the right to a hearing by entering a plea of guilty to the charges.

4. The accused may choose another registered, degree-seeking student as his/her defense advocate. He/she shall also have the right to provide his/her own witnesses. Witnesses are strictly limited to persons with *direct* evidence or *direct* knowledge of the alleged offense. Character witnesses are excluded from providing testimony.
5. All persons involved shall promptly receive written notification to attend a hearing. The Secretary shall provide this notification. Each individual shall be bound not to reveal the details of any alleged violation of the Honor Code. Any disclosure by any participant about the case shall be considered a violation of the Honor Code.

Article IX - Hearing Procedure

Section A. Hearings of the Honor Council are closed unless the defendant requests they be open. If the proceedings are closed, all witnesses will be interviewed separately. The accused and any defense advocate will be present for all presentation of evidence and witness testimony. If the proceedings are open, all witnesses and the accused may be present simultaneously.

Section B. The procedure for conducting a trial shall be as follows:

1. Following a formal reading of the charges, the defendant is required to enter a plea before testimony is heard.
2. Each person giving testimony will be required to testify under oath. Both the Honor Council members and the defendant will be afforded an opportunity to question persons giving testimony.
3. The Council may allow the introduction of evidence other than testimony of witnesses if the Council determines that the evidence is relevant.
4. Proceedings of each hearing shall be recorded in writing and on audio tape and shall be labeled and signed by the Secretary and the President of the Council.
5. After hearing all testimony and reviewing all relevant evidence, the defendant, any defense advocate, and all witnesses will be excused for the Council deliberation.
6. The Council shall vote by secret ballot with the outcome determined by a simple majority.
7. The Honor Council Faculty Advisor shall verbally notify the defendant of the judgment of the Council. In cases of guilt the Faculty Advisor shall inform the defendant of the penalty. All communication must be done verbally and in writing within 2 working days of the final hearing. The faculty advisor shall provide a

summary report along with specific outcomes of the Council's proceedings to the appropriate Department Chair and the Vice President for Academic Affairs.

8. In cases in which the accused is adjudged not guilty, all transcriptions, except de-identified minutes, and tapes shall be destroyed immediately by the President and Secretary of the Honor Council. De-identified minutes shall be provided to the appropriate Department Chair and the Vice President for Academic Affairs. In cases of guilt, the transcriptions and tapes shall be delivered by the Secretary and filed in a closed file in the office of the Department Chair. The office of the Department Chair shall maintain this file for a period of 10 years.

Section C. The decision rendered by the Council will be its final decision. If a confessed or convicted student continues to believe the penalty is inappropriate, the student may then appeal that decision of the Council to the Vice President of Academic Affairs.

Section D. In cases of a guilty verdict, the defendant may appeal the decision of the Council to the Vice President of Academic Affairs. The grounds for the appeal should be submitted in writing to the office of the Vice President of Academic Affairs by the defendant within 5 business days of written notification of the verdict and penalty. The Vice President of Academic Affairs may uphold or negate the recommendation of the Council following due consideration of the appeal. The decision of the Vice President of Academic Affairs is final.

Section E. Confidentiality and Notification:

1. The only individuals who will be informed of an *investigation* of the Honor Council will be the council members, the accused, the accuser(s), the witness (es), the Faculty Advisor to the Honor Council and the Department Chair.
2. The only faculty members who will be informed of the *outcome* of the Honor Council investigation will be the Faculty Advisor to the Honor Council, the Department Chair, and the accused student's Faculty Advisor and the faculty accuser(s). The Chair of the Progress and Promotions Committee shall be notified when appropriate. The appropriate course coordinators will be notified of grades assigned as an outcome of a conviction of violation of the honor code.
3. The Department Chair and the Vice President for Academic Affairs will be informed promptly in writing by the Faculty Advisor following the decision of the Honor Council.

Article X - Honor Code Violations

Section A. The following shall be deemed Honor violations and shall be the basis for reporting cases to the Council and for convictions by the Council:

1. Cheating on academic work. For example:
 - Knowingly or intentionally give or receive, or otherwise utilize unauthorized assistance in connection with any examination, work submitted by the student for credit, or work performed as a required element of a course or clinic.
 - The use of or attempted use of any unauthorized material, aid or device prior to or during a test;
 - Knowingly using, buying, selling, stealing, transporting or soliciting, in whole or in part or the attempt to use, buy, sell, steal, transport or solicit the contents of an un-administered test that is expected to be administered;
 - Substituting for another student, or permitting another student to substitute for oneself, to take a test;
 - Obtaining or attempting to physically obtain a test without authorization prior to administration or attempting to obtain unauthorized or reserved information about a test prior to administration;
 - Obtaining, replicating or attempting to replicate, without authorization, an administered secure examination, which has been designated for viewing only.
2. Committing an intentional act of lying, cheating or stealing.
3. Knowingly provide incorrect information to another person about any matter with the intent that another student's academic performance be harmed as a result.
4. Knowingly obstruct the attempts of another student to engage in academic activities with the intent that the other student's academic performance be harmed as a result.
5. Recklessly place anyone at increased risk of injury or disease while the student in engaged in activities directly connected with patient care or academic activities.
6. Knowingly make a material misrepresentation of the student's class rank, grade point average, or any other academic achievement or endeavor.
7. Recklessly, and without prior authorization from the patient, disclose information about a patient, along with information suggesting the identity of that patient, to a person who is not, at the time of the disclosure, a member of the patient's health care team.

8. Knowingly make a false report of an Honor Code violation.
9. Knowingly obstruct the investigation or prosecution of an alleged Honor Code violation, including, but not limited to, giving false information or testimony to the Honor Council, the pre-hearing review board, or any person connected with the prosecution of an Honor Code violation. Or destroying, hiding, or fabricating evidence in an Honor Council proceeding.
10. Academic indiscretion.
11. Plagiarism or the appropriation of an author's work and the unacknowledged incorporation of that work in one's written work offered for credit or otherwise submitted or performed as a required element of a course or clinic.
12. Fabrication, which is defined as the intentional or unauthorized falsification or invention of any information or citation in an academic exercise.
13. Forgery, alteration, destruction, or misuse of School documents, medical records, prescriptions, physician's excuses, etc.
14. Attempted or actual theft of property of the School or of a member of the Institution's community or campus visitor.
15. Tampering with the election of any School recognized student organization.
16. Unauthorized possession, duplication or use of keys to any premises of the School, or unauthorized entry, or use of the premises of the School.
17. Conspiring, planning, or attempting to achieve any of the above acts.
18. Knowingly fail to report to a proper authority another student whom the student knows committed acts proscribed in Article X above.

Any student who knowingly or intentionally provides illegal aid shall be considered as responsible as the student who receives it and will be dealt with by the Honor Council in the appropriate manner.

Article XI - Penalties

Section A. Upon conviction of a violation of the Honor Code or a plea of guilty, the Honor Council will make a recommendation of the penalty for violation of the honor code. The Honor Council shall have the option of the following penalties:

1. The standard penalty for violation of the Honor Code is permanent expulsion. The Student will receive a grade of Incomplete for all courses in which the student is enrolled at the time of the infraction.

2. Depending upon the circumstances of the case, the Honor Council may recommend a penalty less severe than permanent expulsion in a report to the appropriate Department Chair and the Vice President for Academic Affairs. These penalties include, but are not limited to, the following:
 - a. Disciplinary probation for Honor Code Violation. The student may receive a grade of F (0.00) for a given course as well as a grade of Incomplete, Withdrawal, or Withdrawal Failing for one or more courses in which the student is enrolled at the time of the infraction.
 - b. A mandatory leave of absence from South University-Savannah for approximately one academic year. The student will be permitted to return from a mandatory leave of absence at the commencement of the term for the courses in which the violation occurred.
 - (1) The student will receive a grade of Incomplete for all courses in which he or she is enrolled at the time of infraction.
 - (2) Upon receipt of a mandatory leave of absence, the student cannot advance until he or she has completed the term in which the incomplete grades were given.
 - (3) At the discretion of the Department Chair in consultation with Vice President for Academic Affairs, the student may be required to enroll as a student in special standing for purposes of review or remediation prior to re-enrollment as a full-time student.
 - c. Assignment of a grade of zero for a given examination or test
 - d. Academic indiscretion – Administrative probation which shall carry the same restrictions as academic probation.

Section B. The penalty imposed may be appealed. The student may appeal to the University Academic and Professional Review Board. The decision of the Review Board is final. as outlined in Article IX,

Section C. In the case of an appeal the University Academic and Professional Review Board makes the final decision.

Article XII - Amendments

Section A. Amendments to the present statute may be proposed by the Honor Council or by Class Officers representing their respective student body. Such proposals shall be forwarded to the faculty for final approval when ratified by three-fourths of the members of the Honor Council at the next meeting following the proposal of the amendment.

Section B. Ratified amendments shall become effective thirty days after final approval by the faculty.

University Disciplinary Procedures

Disciplinary Procedure

Procedures Regarding General Code of Conduct Violations

- A.) Alleged violations of the Code of Conduct or other student misconduct shall be referred to the Dean of Student Affairs. Within a reasonable period of time after the complaint is received, the Dean of Student Affairs or his/her delegate will notify the student of the complaint and the alleged violation of the student conduct policy. This notification may be in written form or through oral communication. The student will meet with the Dean of Student Affairs or his/her delegate to discuss the complaint and alleged violation. The Dean of Student Affairs or his/her delegate will render and communicate the decision to the student.
- B.) If a good faith effort has been made to contact the student to discuss the alleged violation and the student fails to appear for the meeting, the Dean of Student Affairs or his/her delegate may make a determination of violations of South University-Savannah policies on the basis of the information available, and impose sanctions for such violations. This decision shall be communicated to the student.
- C.) The Dean of Student Affairs or his/her delegate's determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation or policy of the South University-Savannah.

Procedures Regarding Student Dismissals

When the Administration proposes to dismiss/expel a student from the South University-Savannah, the following procedures should apply unless the student elects to forego them.

A.) The charges against the student shall be presented to the student in written form, including the time, place and nature of the alleged offense(s). A time shall be set for a hearing not less than two nor more than fifteen calendar days after the student has been notified of the charges and his/her proposed dismissal from school. Maximum time limits for scheduling of hearings may be extended at the discretion of the Dean of Student Affairs or his/her delegate

B.) Hearings shall be conducted by the Dean of Student Affairs or his/her delegate (herein referred to as the "Hearing Officer") ***according to the following guidelines:***

- Hearings normally shall be conducted in private
- Admission of any person to the hearing shall be at the discretion of the Dean of Student Affairs or his/her delegate.
- In hearings involving more than one student, the Hearing Officer, in her or her discretion, may permit the hearing concerning each student to be conducted separately
- The complaining party (which may be a member of the Administration) and the student may present witnesses at the hearing. Those witnesses may be questioned by the Hearing Officer

- Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Hearing Officer at his/her discretion
- All procedural questions are subject to the final decision of the Hearing Officer
- After the hearing, the Hearing Officer shall determine whether the student has violated the rules, regulations or policies that the student is charged with violating. The Hearing Officer will issue a written determination. If the Hearing Officer determines that a violation has occurred, the Hearing Officer's determination will also address whether dismissal from South University-Savannah is an appropriate sanction for the offense(s)
- The Hearing Officer's determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation or policy of South University-Savannah
- The Hearing Officer shall provide the student with a copy of the determination, including information regarding the student's right of appeal to the University Conduct Committee.

Sanctions

If a student is found in violation of the Code of Conduct, South University-Savannah may impose sanctions. The type of sanction imposed may vary depending upon the seriousness of the violation(s) and South University-Savannah reserves the right to immediately impose the most severe sanction if circumstances merit.

Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the student conduct policy:

1. Warning: A notice in writing that a student has failed to meet some aspect of the school's standards and expectations
2. Administrative Reprimand which may or may not be recorded in the student's permanent record
3. Probation: Probation is used for repeated violations or a specific violation of a serious nature as a first course of action. The Chief Conduct Officer or his/her delegate defines the terms of probation.
4. Educational Sanctions: The student will be required to complete an educational service, work assignment, service to the university, attend counseling, or have restricted privileges.
5. Removal from Sponsored Housing: The student will be immediately dismissed from school-sponsored housing. The student will be required to vacate the premises according to the terms of the sanction.
6. Suspension: Separation of the student from the school for a pre-determined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, visit university-sponsored housing, use school facilities, participate in or attend college activities, or be employed by the school during his/her suspension.
7. Expulsion: The student will be expelled from South University-Savannah immediately. The student will not be permitted to continue his or her studies at the college and may not return to the college or to college-sponsored housing or activities at any time or for any reason.

8. Restitution: Compensation for loss, injury, or damage to property leased, owned or controlled by the university. This may take the form of appropriate services and/or monetary or material replacement.

In all cases, if the student is not satisfied with the decision, he or she may appeal the judgment by requesting a hearing before the University Conduct Committee. The student must obey the terms of the initial decision pending the outcome of the appeal i.e. a student who has been suspended or expelled from school may not be on school property.

The request must be made in writing to the Dean of Student Affairs within five working days of notification of the above decision and must include the student's reasons for the appeal. The request must include specific reasons why the student feels the disciplinary process, the finding, and/or the sanction should be reviewed by a committee. If no request for appeal is made, the decision is final. Requests for a hearing will result in the University Conduct Committee being contacted to arrange a hearing not less than two or more than fifteen calendar days after notice of the original decision has been given to the student. The maximum time limit for scheduling a hearing may be extended at the discretion of the Dean of Student Affairs if the decision is rendered during a university break between terms when most faculty and students are off campus.

The University Conduct Committee will hold a hearing on the appeal and make a recommendation regarding disposition of the appeal. This committee will be comprised of staff and faculty members not involved in making the initial disciplinary decision. Committee members are chosen at the sole discretion of South University-Savannah and will be comprised of one department chairperson or coordinator, one faculty member, and one student. South University-Savannah reserves the right to exclude a student member from the Conduct Committee when circumstances merit. The Dean of Student Affairs or his/her delegate will coordinate and provide logistical support to the hearing. The student making the appeal and the person bringing the charges will be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc) as an observer. The student may not be accompanied by an attorney. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee. The committee shall determine all matters relating to the conduct of the hearing. The student making the appeal and the person bringing the charges will be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc) as an observer. The student may not be accompanied by an attorney. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee. The committee shall determine all matters relating to the conduct of the hearing including, for example, relevancy of evidence, duration of the hearing or any part thereof, procedures, the weight to be given any evidence. The committee will report back to the President or his/her delegate with its recommendation following its review of the appeal. The President or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal and communicate same promptly to the student. The President's decision shall be final.

Interim Suspension or Immediate Expulsion:

South University-Savannah may immediately remove, suspend, or expel a student from school without applying or exhausting these procedures when, in South University- Savannah's sole judgment, the student poses a threat of harm to himself, to others, or to property of South University-Savannah or a member of South University-Savannah. After the expulsion or during the interim suspension, students shall be denied access to the school including classes, labs, library, clinical assignments, and school sponsored housing and rotations and/or all other school activities or privileges for which the student might otherwise be eligible.

Violations of Law:

If a student is charged with a violation of federal, state or local laws or regulations occurring away from the school, disciplinary action may be instituted and sanctions imposed against the student when the school has a reasonable belief that the health, safety or welfare of South University-Savannah community is threatened. Disciplinary procedures may be instituted against a student charged with violation of a law that is also a violation of the student conduct policy. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. South University-Savannah will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on school property.

Search of Student's Property:

South University-Savannah reserves the right to search the contents of students' personal property or belongings when there is reasonable suspicion on the part of South University faculty or staff that a serious risk to the health, safety and welfare of students, and/or the University community exists. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property in school-sponsored housing.