ANESTHESIOLOGIST ASSISTANT PROGRAM

Brief Description of the Program and Application for Admission

To educate and train clinical anesthetists
Awarding the Master of Medical Science degree upon graduation

South University Savannah
College of Health Professions
Savannah, Georgia

In collaboration with

Mercer University School of Medicine
Macon and Savannah, Georgia

Anesthesiologist Assistant Program
South University Savannah
College of Health Professions
709 Mall Boulevard
Savannah, Georgia 31406

PHONE (912) 201-8080      FAX (912) 790-4199
SOUTH UNIVERSITY:

South University is a private academic institution with seven campuses dedicated to providing educational opportunities for the intellectual, social, and professional development of a diverse student population. To achieve this purpose, the institution offers focused and balanced curricula at the associate’s, baccalaureate, master's and doctoral levels.

A broad-based core curriculum is offered promoting critical thinking, effective verbal and written communication, and skills for life-long learning. Additionally, the university focuses on developing the requisites to pursue and appreciate knowledge. South University’s approach to higher education and the resulting varied academic experiences provide students with the intellectual acumen and pragmatic approach necessary to create the foundation for personal and professional fulfillment. South University provides a comprehensive education that instills within its students a philosophy that values not only learning and professionalism but also contribution and commitment to the advancement of 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 by interacting both inside and outside of 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.

South University's campuses are located in Savannah, Georgia; West Palm Beach and Tampa, Florida; Montgomery, Alabama; Virginia Beach and Richmond, Virginia and Columbia, South Carolina. As a part of South University's efforts to blend academic and practical knowledge, these settings are all designed with the purpose of creating an atmosphere that is conducive to instruction and providing an introduction to a professional environment.

ACCREDITATION AND AFFILIATION:

South University 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

EQUAL OPPORTUNITY:

South University is an equal opportunity university open to any qualified individual without regard to race, religion, sex, age, color, national or genetic marker, or any other characteristic protected by state, local or federal laws. Pursuant to all applicable federal anti-discrimination laws and regulations, South University does not discriminate against any of the protected categories of individuals in the administration of its policies, programs or activities. This non-discriminatory policy includes admission policies, scholarship and loan programs, employment practices, and all other university-administered programs.

SOUTH UNIVERSITY AND MERCER SCHOOL OF MEDICINE COLLABORATION:

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 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.
PRACTICE OF ANESTHESIA:

Technical Standards

To undertake and successfully complete the Anesthesiologist Assistant Program, as well as to function 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.

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 needle stick 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.
APPLICATION PROCESS:

The application process is open between July 1st and January 1st for admission to the class entering for summer quarter of the following year. Early decision interviews occur in October and November. A completed application must be received by the Program office no later than October 1st to be considered for the early decision interview sessions. After the October 1st deadline, the most qualified applicants will be assigned to an interview group based upon when the application was complete. The earlier the application is completed, the earlier interview group applicants will be assigned. Applicants must meet the following deadlines in order to have their application considered for admission:

Clerical and informational deficiencies in application will be documented in a communication sent within 10 days of receipt of application. The applicant is solely responsible for completion of his/her application. The program is not responsible for deficiencies due to US mail or failure of third parties to complete an applicant’s request for transcripts, scores, letters of reference, et cetera.

The most qualified candidates for admission will be invited for personal interviews. During the interview process, candidates will have the opportunity to meet faculty and practicing AAs, attend a brief orientation to the university and the program, and receive financial aid information. Interviews are by request of the admission committee only.

Eligible applicants will receive a request for an interview from the program via email and USPS mail. All interviews are scheduled at South University - Savannah between October and February. The interview, which is a mandatory part of the application process, are held on Saturdays and typically begin at 8:00 AM and ending by 5:00 PM. The program provides information about transportation, lodging, and on-campus parking at the time the interview is scheduled. It is important that the program office have an applicant’s current, daytime phone number so that he/she can be contacted in a timely manner about any last-minute interview changes.

Please note that for all components of the application, failure to provide complete and accurate information or to knowingly provide false information will result in (a) during the application process immediate withdrawal of the application and denial of admission to an applicant and (b) following admission immediate dismissal of the student from the program.

Completion of Application

Prior to matriculation, each person accepted into the Anesthesiologist Assistant program must provide an official transcript showing completion of all required course work AND must submit official verification of receipt of undergraduate degree. Complete transcripts and an official record of undergraduate degree must be on file with the program before registration will be permitted for the first quarter.
Re-application to the Program

The program will hold completed applications for one additional application cycle (the following year) in the event that the applicant is denied admission to the program on the first attempt. A request in writing for reactivation of application must be received by the program office in order for the application to be reactivated the following year. The applicant must also send a re-application fee of $50.00. The applicant must furnish two additional references and a short narrative statement describing how the application has been strengthened along with a brief statement concerning activities and employment since the last application. Official transcripts of any course work that was undertaken to strengthen the application must be received at the program office. If the GRE was retaken to strengthen the application, those scores must be forwarded directly to South University - Savannah (use GRE code 5157).

NOTE: All applicants should be aware that admission to the Anesthesiologist Assistant program is highly selective and competitive due to the limited number of spaces available in the program. This document constitutes an application for admission; it is not an offer of admission or a contract for enrollment. Qualification criteria specified herein are minimum criteria, and no applicants are guaranteed admission to the program, even though they may meet such minimum criteria. South University - Savannah reserves the right to select for admission those applicants it deems best qualified for admission while, of course, complying with all applicable laws. South University - Savannah also reserves the right to determine program size and/or to cancel the program.

All communications should be addressed to:

South University - Savannah  
Anesthesiologist Assistant Program  
Department of Anesthesia Sciences  
College of Health Professions  
709 Mall Boulevard  
Savannah, Georgia 31406

PHONE (912) 201-8080    FAX (912) 790-4199
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 anesthetist 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 anesthetist working as part of the anesthesia care team. Applicants are invited to present the site with printed information from the program regarding Anesthesiologist Assistant 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, 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 Program must receive official score reports directly from the Educational Testing Service. 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 be completed within 3 months prior to the date of application.

• Submission of the completed application form and all of it components.

• Interview at the request of the Admissions Committee, on-site at South University- Savannah. Interviews are held on Saturdays between October and February prior to June matriculation.
**APPLICATION PREREQUISITE COURSEWORK:**

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

<table>
<thead>
<tr>
<th>REQUIRED</th>
<th>PREFERRED, not required:</th>
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<tbody>
<tr>
<td><strong>English</strong></td>
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<td></td>
<td>3 Semester hours or 4-5 Quarter hours</td>
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<td><strong>General biology</strong></td>
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<tr>
<td>(Full academic year)</td>
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<tr>
<td>Labs preferred but not required</td>
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<td></td>
<td>6 Semester hours or 9 Quarter hours</td>
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<tr>
<td><strong>General chemistry</strong></td>
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<tr>
<td>(Full Academic Year)</td>
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<td>Labs are required</td>
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<td></td>
<td>6 Semester hours or 9 quarter hours</td>
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<td><strong>Organic chemistry</strong></td>
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<td>(Sophomore 200 level)</td>
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<tr>
<td>Labs are required</td>
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<td></td>
<td>3 Semester hours or 4-5 Quarter hours</td>
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<tr>
<td><strong>Biochemistry</strong></td>
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<td>(Junior 300 level)</td>
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<td>Labs preferred but not required</td>
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<td></td>
<td>3 Semester hours or 4-5 Quarter hours</td>
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<tr>
<td><strong>General physics</strong></td>
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<tr>
<td>(Full academic year)</td>
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<tr>
<td>(Sophomore 200 level)</td>
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<tr>
<td>Labs are required</td>
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<td></td>
<td>6 Semester hours or 9 Quarter hours</td>
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<tr>
<td><strong>Calculus</strong></td>
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<td></td>
<td>3 Semester hours or 4-5 Quarter hours</td>
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<tr>
<td><strong>Statistics</strong></td>
<td></td>
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<tr>
<td>(Math or Statistics Dept)</td>
<td></td>
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<td></td>
<td>3 Semester hours or 4-5 Quarter hours</td>
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</tbody>
</table>
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:

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.

<table>
<thead>
<tr>
<th>Minimum Score per section</th>
<th>Paper Based Exam</th>
<th>Computer Based Exam</th>
<th>Internet Based Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening</td>
<td>60</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td>Reading</td>
<td>56</td>
<td>22</td>
<td>22</td>
</tr>
<tr>
<td>Speaking</td>
<td></td>
<td></td>
<td>26</td>
</tr>
<tr>
<td>Structure/Writing</td>
<td>58</td>
<td>24</td>
<td>20</td>
</tr>
</tbody>
</table>
• 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 the 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.

BACKGROUND CHECK:

In addition to the requirement for applicants to submit a certified background 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.
HEALTH REQUIREMENTS:

Immunizations

A recent medical history and physical examination must be on file at South University School of Health Professions prior to registration for the first quarter. Students entering senior year may be required to obtain a current history and physical examination depending on the rotation site.

For health and safety of students, patients, and others with whom the student may come in contact, the South University- Savannah College of Health Professions has established the following immunization, laboratory measurement, and surveillance requirements:

<table>
<thead>
<tr>
<th>DISEASES</th>
<th>INITIAL IMMUNIZATION REQUIREMENT</th>
<th>FOLLOWUP &amp; ALTERNATIVES</th>
<th>SURVEILLANCE &amp; EXPOSURE REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>tetanus, diphtheria,</td>
<td>within past 10 years</td>
<td>vaccination</td>
<td></td>
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<tr>
<td>pertussis (Tdap)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>measles, mumps,</td>
<td>vaccine booster if born after</td>
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<tr>
<td>rubella (MMR)</td>
<td>1957</td>
<td>vaccination series</td>
<td></td>
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<tr>
<td>polio</td>
<td>documentation of vaccination with</td>
<td></td>
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<tr>
<td></td>
<td>appropriate boosters</td>
<td></td>
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<tr>
<td>hepatitis B</td>
<td>documentation of previous</td>
<td>serology</td>
<td>follow protocol for hepatitis B</td>
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<td></td>
<td>immunization or 3-dose vaccination</td>
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<td>exposure</td>
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<td>(Declination forms will be</td>
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<tr>
<td></td>
<td>available to students for whom</td>
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<td>the immunizations are contraindi-</td>
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<tr>
<td>varicella</td>
<td>history of chicken pox or</td>
<td>2-dose vaccination for</td>
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<td></td>
<td>serology</td>
<td>negative serology</td>
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<tr>
<td>tuberculosis (TB)§</td>
<td>documentation of negative PPD</td>
<td>positive PPD requires</td>
<td>PPD every 12 months while PPD-</td>
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<tr>
<td></td>
<td>within past 3 months or PPD skin</td>
<td>CXR every 6 months</td>
<td>negative; CXR every year if PPD-</td>
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<td></td>
<td>test at matriculation</td>
<td></td>
<td>positive; follow protocol for MDR</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>TB exposure</td>
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</tbody>
</table>

§ Previous BCG administration does not exempt PPD testing.

Drug Screening

Students consent to random drug testing during the entire length of their enrollment in the program. Testing is conducted by an outside testing facility and positive results for drug use may result in changes to the student’s enrollment status in the program. 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, South University- Savannah maintains a zero tolerance for personal or unprescribed use of controlled substances and illegal drugs of any kind.

In addition, some clinical sites also require drug testing prior to the beginning of a rotation.

**Substance Abuse**

Both anesthesiologists and anesthetists 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.

**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 printed above. Students with disabilities should consult with the Dean of Student Affairs, who coordinates disability services.

**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 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.
FINANCIAL INFORMATION:

Tuition

Tuition and fees become effective summer quarter and apply to all students unless otherwise specified. Tuition and fees are subject to change at the end of any term. Unless otherwise stated, the cost of books, lab coats, stethoscopes, and other miscellaneous expenses is not included in tuition or fees.

Tuition for the Anesthesiology Assistant program is approximately $7300 per quarter for each of nine quarters. Upon successful completion of the program, the student receives a Master of Medical Science degree. The tuition cost is for a full-time course load (students are not permitted to enroll part-time in the program) and does not include expenses for such required items as surgical scrubs to be purchased according to program specifications (approximately $35/per set), textbooks (approximately $2,500), stethoscope (approximately $100), laboratory fees ($300.00) and professional liability insurance (approximately $100 each year. In-state and out-of-state tuition is the same and is subject to change.

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. The receipt of the application fee does not constitute acceptance of the student. This fee is refundable if a request is made within three days of completion or receipt of the 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 $300 acceptance fee for those applicants who are accepted into the Anesthesiologist Assistant program. The acceptance deposits will be applied to the student’s first quarter tuition payment. If an applicant accepted into the Anesthesiologist Assistant Program encounters circumstances that prevent their matriculation, any amount paid by the applicant above the non-refundable application fee and acceptance deposit will be refunded.

Lab Fee

There is a $75.00 lab fee charged for each quarter of laboratory course work (total of $300.00)
Administrative 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 administrative fee of the lesser of 5% or $100.00 from the institutional charges used to calculate a refund.

Graduation Fee

A fee of $125.00 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 $50.00 will be charged. The fee will be $95.00 for a second degree awarded at a subsequent graduation ceremony.

Professional Society Membership Fees

Students enrolling in the Anesthesiologist Assistant program are eligible to join the American Society of Anesthesiologists as an educational student member for $25.00 per year, which includes; the monthly journal *Anesthesiology*, newsletters, and free admission to the annual meeting. Students are also eligible to join the Anesthesiologist Assistant 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.

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.

Drug Testing and Criminal Background Check Fee

Drug testing conducted during the first 5 quarters and again during quarters 6-9 are at the expense of the student and run approximately $30.00. An additional background check is required by the hospitals at the start of senior year at a cost of $35 to the student. The criminal background check is done through Certified Background.
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 the 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.

Financial Aid

Financial aid is the economic assistance available to help students meet the difference between what they can afford to pay and what it actually costs them to attend school. This 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, and work-study.

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 the willingness, of a student or family to finance the student's education. 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 for both in- and out-of-state students.
OFFICIAL WITHDRAWAL PROCEDURE:

To withdraw officially from the program and the institution, students must contact the program office 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 program office. The date of determination would be the earlier of the date the student begins the school’s withdrawal process or the date the student provides notice. The program office will provide the University Registrar and Financial Aid department with the signed withdrawal form.

REFUND OF TUITION

REFUND POLICY:
Refunds or tuition adjustments will be awarded according to the following guidelines:

1. If circumstances prevent matriculation before a student enters school, all monies above the $50.00 application fee and the $300.00 acceptance fee will be refunded. The $50.00 will be refunded only if requested within three days of application.

2. Refunds for students withdrawing from all classes will be based on the following guidelines:
   a) Students completing no more than 5% of instructional time will receive a 95% tuition refund.
   b) Students completing more than 5%, but no more than 10% of instructional time will receive a 90% tuition refund.
   c) Students completing more than 10%, but no more than 25% of instructional time will receive a 75% tuition refund; or
   d) Students completing more than 25% percent but no more than 50% of instructional time will receive a 50% of tuition refund.
   e) Students completing more than 50% of instructional time will receive no refund of tuition.

In addition to the percentage of tuition that is retained by the university as described above, an administrative fee of $100.00 will be retained by the university for a student not completing more than 50% of instructional time.

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

Should a student withdraw from the institution, any amount of refund must first 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.
THE EDUCATIONAL PROGRAM:

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 -Savannah. Graduates of this program function as anesthetists 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 classroom, laboratory, 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.

ACADEMIC CALENDAR FOR THE ANESTHESIOLOGIST ASSISTANT PROGRAM

<table>
<thead>
<tr>
<th></th>
<th>2010-2011</th>
<th>2011-2012</th>
<th>2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL</td>
<td></td>
<td>9/19/11- 12/16/11</td>
<td>9/24/12- 12/14/12</td>
</tr>
<tr>
<td>WINTER</td>
<td></td>
<td>1/3/12- 3/16/12</td>
<td>1/7/13 – 3/22/13</td>
</tr>
<tr>
<td>SPRING</td>
<td></td>
<td>3/26/12- 6/15/12</td>
<td>4/1/13 – 6/14/13</td>
</tr>
<tr>
<td>SUMMER</td>
<td>6/13-9/9</td>
<td>6/15/12- 9/14/12</td>
<td>6/17/13- 9/13/13</td>
</tr>
</tbody>
</table>

Actual dates are subject to change as South University -Savannah may change the end of quarter dates to synchronize with other processes.
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 24. 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.
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.

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 pre-op 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 pre-op 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.

**CURRICULUM:**

The curriculum is dynamic and changes may be made to improve the integration of the curriculum. Changes will only be made prior to the matriculation of the next entering class. Should the curriculum depart from that published above, on the recommendation of the curriculum committee prior to matriculation, a letter identifying the changes will be mailed to all students that have been accepted into the incoming class. At this point, students may elect to continue with the Program accepting the changes in the curriculum, or cancel their registration and receive a full refund of their deposit without any penalty.

**Quarter I (Summer- 17 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 5140 – Pre-anesthetic Evaluation (3 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 (21 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 (3 hrs)
ANS 5222 – Principles of Instrumentation and Patient Monitoring II (2 hrs)
ANS 5301 – Pulmonary Physiology for Anesthesia Practice I (3 hrs)
ANS 5346 - Anesthesia Principles and Practice (3 hrs)
ANS 5922 – Physiology II (2 hrs)
PHA 5001 – Pharmacology I (4 hrs)

Quarter IV –Spring (17 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 (1 hr)
PHA 5002 – Pharmacology II (4 hrs)

Quarter V -Summer (17 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 5500 – Advanced Anesthesia Delivery Systems and Mechanical Ventilation (2 hrs)
ANS 5520 – Advanced Airway Management (2 hrs)
ANS 5540 – Advanced Concepts in Patient Monitoring (2 hrs)

Advanced Cardiac Life Support and PALS will be obtained during this quarter

A comprehensive examination covering the material from the first five quarters will be administered to determine the preparedness of each student to advance to senior clinical year. Failure to successfully master the exam will result in remediation and may extend the student’s program by at least one 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)

ACADEMIC POLICIES:

Grading

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Quality Points</th>
<th>Grade Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
<td>0-59</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
<td>0</td>
<td>No course credit or resident credit</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td></td>
<td>Course credit, No quality points-restricted to certain courses</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The program uses a +/- scale when reporting grades to students. 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 is 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.

**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

**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

**Examinations**

Generally, examinations for classroom and laboratory work will be administered outside of normal class periods. Occasionally, exams, review sessions, and special certification classes (Basic Life Support, Advanced Cardiac Life Support and PALS) may involve weekends. Clinical rotations may involve evenings, nights and weekends during the second year, depending upon the rotation and the clinical site. Clinical sites may require students to take in-house call. When a student in their second year, participates in daytime operating room assignments and is expected to remain in-house for call or extended clinical opportunities that exceed midnight, the student will have the next 24 hours free of clinical obligations. By official request, special arrangements will be made for students who have religious obligations that may conflict with educational program activities.
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.

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.

<table>
<thead>
<tr>
<th>Module</th>
<th>Time Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airway</td>
<td>45 minutes</td>
</tr>
<tr>
<td>Anatomy</td>
<td>1 hour</td>
</tr>
<tr>
<td>Anesthesia Sciences</td>
<td>1 hour 50 minutes</td>
</tr>
<tr>
<td>Equipment</td>
<td>1 hour 10 minutes</td>
</tr>
<tr>
<td>Monitoring</td>
<td>1 hour 30 minutes</td>
</tr>
<tr>
<td>Pharmacology</td>
<td>1 hour 50 minutes</td>
</tr>
<tr>
<td>Physics</td>
<td>1 hour</td>
</tr>
<tr>
<td>Physiology</td>
<td>1 hour 50 minutes</td>
</tr>
</tbody>
</table>

Students are given the week prior to the comprehensive exam off to study. The exam is typically given on Thursday and Friday. The students also complete ACLS training during the comprehensive exam week.

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.
REGULATIONS:

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 anesthetists 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 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 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 financial aid programs available to students to help pay for schooling and living expenses. There are financial aid counselors available to assist the students in finding the appropriate form of financial aid.

**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 School 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 a practicing Anesthesiologist and Anesthesiologist Assistant from each of the clinical sites in Savannah (Memorial Health, Candler and St. Joseph’s) and a representative of the Mercer University School of Medicine.
PROGRAM DISCIPLINE:

Academic Probation

Unsatisfactory academic progress (probation) 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 minimum competencies will be presented to the Progress and Promotions 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 the majority of competencies assessed
- 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; 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 regulations 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 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)

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 within 10 days of receipt of the initial decision to the Program Directors. 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 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 days of receipt of the previous decision.

To appeal a conduct decision:

1. Student must submit their appeal in writing within 10 days of receipt of the initial decision to the Program Directors. 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 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 days of receipt of the previous decision.

INTERRUPTION OF A DEGREE PROGRAM:

Medical Leave

A student may petition the program for interruption of his/her degree program 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.

Leave of Absence

Quarters 1-5

A student may petition the program for a leave of absence in writing to a Program Director. Because each course is only offered once each year, if a leave of absence is granted, leave shall be for approximately seven to twelve months in duration such that the student must return full-time the next academic year at the beginning of the quarter in which he/she was granted leave. If academic performance was marginal, the student may be required to repeat some or all of the program coursework prior to the leave of absence. Any tuition refund for the quarter in which leave of absence is granted shall be made in accordance with University guidelines for cancellation and withdrawal as outlined in the University catalog (including those pertaining to federal Title IV financial aid recipients). Granting a petition for a leave of absence 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 a 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 twelve 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
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.
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 anesthesiologist assistant studies.

VETERAN 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 see the South University -Savannah VA representative for more information.

HOUSING:

South University -Savannah does offer graduate housing options. The Director of Housing will provide information for housing upon request.