



AUGUSTA UNIVERSITY

**College of Allied Health Sciences
Department of Allied Health Professions**

**Clinical Laboratory Science
Dental Hygiene
Health Information Administration
Health Services
Nuclear Medicine Technology
Radiation Therapy
Respiratory Therapy**

STUDENT MANUAL

Academic Year 2024-25

Introduction4

Faculty/Staff Roster5

Confidentiality of Records and Georgia Open Records Act.....6
 Request for Confidential Status Form6
 FERPA – Right to Privacy.....6

Student Progression Policy.....6
 Satisfactory Academic Standing6
 Superior Academic Performance6
 Unsatisfactory Academic Standing6
 Dismissal and Administrative Withdrawal7
 Notification of Unsatisfactory Academic Progress and Unsatisfactory Academic
 Conduct.....7

Student Rights and Due Process.....7
 Student Academic Progress and Academic Conduct Grievances and Appeals7
 AHP Student Academic Grievance and Appeals Process.....8
 CAHS Student Appeals Process9
 AU Student Academic Grievances Policy9
 AU Student Academic Appeals Policy9

AU Academic Conduct.....9
 Academic Honesty9
 Cheating.....10
 Plagiarism10
 Research Misconduct10
 Collusion10
 False statements11

Faculty and Student Responsibilities 11
 Faculty Responsibility11
 Student Responsibility.....11

AHP Student Conduct Code 12
 AHP Professional Expectations12

Student Professionalism Policy 12
 Student Professional Behavior Evaluation14
 Instructor’s Counseling Form.....17

Student Non-Academic Conduct Grievances and Appeals 18
 Notification of Unsatisfactory Non-Academic Student Conduct.....18
 AHP Student Non-Academic Grievance and Appeals Process18
 AU Non-Academic Code of Conduct18
 Student Non-Academic Concerns and Complaints19
 Urgent Behavioral Circumstances.....19
 Allegations of Non-Compliance with Accreditation Standards19

Assignment Policy20
 Assignment Due Extensions21
 Technical Difficulty Policy.....21

Attendance Policy	21
Attendance.....	21
Reporting an Absence	21
Absences from Lecture Classes.....	21
Absences from Online Classes.....	22
Absences from Laboratory Classes.....	22
Absences from Clinical Classes (rotations, internships, practicums).....	22
Tardiness	22
Inclement Weather Policy.....	23
Student Leave Policy and Procedures	23
Reason for Policy	23
Criteria for Medical Leave Request	23
Criteria for Hardship Leave Request.....	23
Request for Leave Procedures	23
Returning to the Program After Approved Leave.....	24
Student Pregnancy Policy and Procedures	24
Pregnancy Disclosure	24
Policy Statement.....	24
Reason for Policy	25
Affected Stakeholder and Organization(s)	25
Definitions.....	25
Process & Procedures.....	25
Minimum Laptop Requirements	27
Clinical/Laboratory Dress Code	27
Name Badge	27
Failure to Comply	27
Grading Policy	28
Grading Standard.....	28
Grade Points Achievable	28
Independent Study Courses.....	28
Determination of GPA	28
Criminal Background Check and Drug Screen	29
Vaccinations and Immunizations	29
Dean’s List and Graduation with Honors	29
Dean's List.....	29
Graduation with Honors for Baccalaureate Degrees.....	30
International Students	30
English as a Second Language	30
F1 VISA Students	31
Full time study requirement.....	31
Regulation for on-line, distance, blended coursework	31
HIV, HBV, and HCV Policy for Health Science Students	32

Introduction

Dear Students,

Welcome to the Department of Allied Health Professions (AHP) in the College of Allied Health (CAHS) of Augusta University (AU). We are thrilled that you decided to continue your professional aspirations with us. We hope your education with us is prosperous and we look forward to watching you develop as a professional in your chosen program. Our goal is for you to graduate as a skilled healthcare professional, ready to conquer healthcare issues in Georgia, the Nation, and the World. We know you are ready to learn.

The Department of AHP is comprised of seven dynamic and exciting healthcare disciplines in the diagnostic and therapeutic sciences: Clinical Laboratory Science (CLS), Dental Hygiene (DH), Health Information Administration (HIA), Health Services (HS), Nuclear Medicine Technology (NMT), Radiation Therapy (RTT), and Respiratory Therapy (RT). However, this manual, will only focus on three of these programs, Clinical Laboratory Science (CLS), Nuclear Medicine Technology (NMT), and Radiation Therapy (RTT). We have multiple program options within each of these disciplines, including online programs in Clinical Laboratory Science and Nuclear Medicine Technology. The options offered are two professional baccalaureate degrees, the BS-CLS in Clinical Laboratory Science, BS in Radiologic Sciences (BSRS) for NMT and RTT as well as a Masters of Health Science (MHS) in Clinical Laboratory Sciences.

We welcome you all to our department and your chosen healthcare discipline. The technical nature of our disciplines requires that you gain a deep understanding of concepts and the manual dexterity to apply these concepts to technical systems and patient health. The pathway to competence will be rigorous and we expect you to succeed. We are dedicated to your learning and development, and pledge to be here for you.

Sincerely,

Gregory Passmore, PhD
AHP Department Chair

Faculty/Staff Roster

AHP Department Chair

Dr. Gregory Passmore, Professor & Chair

AHP Department Staff

Jan Bane, Program Coordinator
Robin Gwaltney, Office Coordinator
Shannon Norton, Administrative
Coordinator

Courtney Rahney, Office
Coordinator
Donna Surrency, Administrative
Coordinator

Clinical Laboratory Science Faculty

Scott Wise, Associate Professor &
Program Director
Tiana Curry-McCoy, Professor &
Research Program Director
Lester Pretlow, Professor & Dean
Brett Rice, Associate Professor

James Bryan, Assistant Professor
Giti Bayhaghi, Associate Professor
Sushama Wakade, Laboratory
Assistant
Elizabeth Leibach, Professor
Emeritus

Dental Hygiene Faculty

Erin Boyleston, Associate Professor &
Program Director
Kandyce A'see, Professor
Suzanne Mathis, Assistant Professor
Ashley Christman, Assistant Professor

Kathleen Cantey, Assistant Professor
Petrina Hutto, Assistant Professor
Krystal Herring, Instructor
Virginia Frierson, Instructor
Veerinder Pannu, Assistant Professor

Health Information Administration Faculty

Lori Prince, Assistant Professor &
Program Director

Amanda Barefield, Professor
Kimberly Moore, Assistant Professor

Health Services Faculty

Kathleen Hernlen, Professor & Program
Director
Sherrin Thomas, Assistant Professor

Tomeka Few, Assistant Professor
Chevonnia Jones, Assistant Professor

Nuclear Medicine Technology Faculty

Amy Yarshen, Associate Professor &
Program Director
Patricia O'Neal, Assistant Professor

Krishnan Prabakaran, Associate Professor
Regina Garrard, Assistant Professor
Mary Anne Owen, Associate Professor

Radiation Therapy Faculty

Kevin Kindle, Assistant Professor &
Program Director
Lauren Horton, Assistant Professor

Cynthia Hill, Assistant Professor
Mandy Bookout, Assistant Professor

Respiratory Therapy

Kathleen Hernlen, Professor & Program
Director
Candace Negro, Assistant Professor
Christopher Truelove, Assistant Professor

Amanda Wilkes, Assistant Professor
Colleen Self, Instructor
Cassandra Jones, Instructor

Confidentiality of Records and Georgia Open Records Act

You have the right to restrict the release of your student information or to authorize the release of information to specified individuals.

To restrict the release of your information, complete the FERPA Opt-Out Form. Requesting confidential status will prevent employees of AU from providing any directory or confidential information to you or other parties. When a confidentiality restriction is in place we can only discuss your record with you if you appear in person with picture identification or if you release the restriction.

Request for Confidential Status Form

To remove the confidential status, complete the bottom of the FERPA Opt-Out Form (Request for Confidential Status Form) available at

<https://www.augusta.edu/registrar/documents/confidential-status.pdf>

Students may complete a FERPA consent form to authorize release of their academic record information to specific individuals named in the release by completing the Authorization to Release Information Form.

FERPA – Right to Privacy

FERPA stands for the Federal Educational Rights and Privacy Act of 1974. This legislation protects the privacy of student records and regulates how the information is utilized. These are your rights and it is to your benefit to familiarize yourself with them. The AU FERPA Policy is located in the AU Student Manual Section 1.1 (Privacy of Student Information and FERPA) available at

<https://www.augusta.edu/registrar/documents/annualferpanotice.pdf>

Student Progression Policy

Satisfactory Academic Standing

All Programs within the Department of AHP are considered **Lock-step** programs requiring that all courses be taken in sequence. The policy of the Department of AHP regarding satisfactory academic standing is as follows: Bachelor students must earn a grade of “**C**” or higher in all courses **and** maintain a minimum semester and cumulative * GPA of 2.5 on a 4.0 scale to progress in the programs within the Department of AHP. Master students must earn a grade of “**C**” or higher in all courses **and** maintain a minimum semester and cumulative GPA of 2.75 on a 4.0 scale to progress in the programs within the Department of AHP. A GPA of 2.8 is required for the Nuclear Medicine Program students.

Superior Academic Performance

Please see the AU Undergraduate Catalog Academic Regulations section related to Dean’s List and Graduation with Honors available at <http://catalog.augusta.edu/index.php>

Unsatisfactory Academic Standing

Dismissal and Administrative Withdrawal

The policy of the Department of AHP regarding unsatisfactory academic standing is as follows: A student who fails to earn a grade of “C” or higher in any **essential*** course **and** fails to maintain a minimum semester and cumulative GPA of 2.5 (2.75 for Master student) on a 4.0 scale in the curriculum of the program in which he/she is enrolled will be administratively withdrawn from the program. Any dismissal from an Allied Health sciences program does not mean the student will be dismissed from the University. Such student may continue in a different program of study if accepted. The student will be referred to the Academic Advisement Center.

* All courses in AHP curricula are considered essential. If a student wishes to withdraw from a course, he/she will be administratively withdrawn from the program.

Any student who withdraws from a program for any reason other than pregnancy, military duty or a medical condition will result in the student being withdrawn from the program. The student may request re-enrollment for the following Fall semester but may be required to retake courses previously taken. If the student must withdraw for academic reasons, they may be considered for re-enrollment but will have to reapply.

Any AHP student that is dismissed from a clinical rotation site due to academic or behavioral/professionalism circumstances will be placed on academic probation and will be required to sign a contract stating that if dismissal should happen again, the student will be administratively withdrawn from the program.

Notification of Unsatisfactory Academic Progress and Unsatisfactory Academic Conduct

The Instructor of Record will inform a student in writing of unsatisfactory academic progress or unsatisfactory academic conduct and copy the Program Director and AHP Department Chair. It is the responsibility of the Instructor of Record to notify students of unsatisfactory academic or conduct performance in a timely manner. If an unsatisfactory academic progress or unsatisfactory academic conduct issue should arise with a student, the Instructor’s Counseling Form may be used to document the meeting with the student. **(See Instructor’s Counseling Form).**

NOTE: If you receive notification of unsatisfactory academic progress in clinical internship courses, there is a possibility you will be denied placement by one or more clinical affiliates. In this case, you may be unable to complete clinical internship courses without encroaching upon other student’s learning opportunities. Circumstances such as this will preclude your ability to successfully complete the program and you will be administratively withdrawn from the program.

Student Rights and Due Process

Students will be provided due process in disciplinary matters including the right to know the charges against them, the consequences, the right to submit a grievance and the right to appeal.

Student Academic Progress and Academic Conduct Grievances and Appeals

AHP Student Academic Grievance and Appeals Process

1. After receiving written notification of unsatisfactory academic progress or unsatisfactory academic conduct from the Instructor of Record, the student must start with a sincere attempt to settle the dispute in an informal manner by consulting with the instructor involved by written letter or email within 5 working days in which the grievance occurs. The student should articulate the reason(s) for the grievance and the expected remedy.
2. The Instructor of Record should provide a response in writing to the student within 5 working days of receiving the student's written grievance.
3. If the student is not satisfied that a fair and equitable solution has been achieved, the student may submit an informal grievance/appeal to the instructor's supervisor by written letter or email with 5 working days of receiving the Instructor of Record's written response. In most instances, this will be the Program Director. The student should articulate the reason(s) for the grievance and the expected remedy, along with any documentary evidence.
4. The Program Director should provide a response in writing to the student within 5 working days of receiving the student's written grievance.
5. If the student is still not satisfied, he/she may submit a formal grievance to the AHP Department Chair by written letter or email within 5 working days of receiving the Program Director's written response. The student should articulate the reason(s) for the grievance/appeal, the expected remedy, any documentary evidence or facts to support it, a summary of the steps that have already been taken to resolve the grievance and reasons why the student finds the resolutions unfair or unsatisfactory.
6. The department chair to whom the grievance/appeal is made may CHOOSE to appoint and be advised by a consultative board composed of faculty and/or administrators from the AHP Program Director's Group or the PDG Executive Committee, and may also choose to charge such a board with hearing oral arguments and/or with making inquiries into specified matters of fact. However, if a student has alleged discrimination on the basis of race, sex, age, handicap, religion, or national origin, a consultative board **MUST** be appointed and must include at least one student and at least one faculty member who is not an administrator. In no case will the department chair be bound by the recommendation of the board. The PDG board hearing the case will have 5 business days to adjudicate the grievance/appeal and render a written recommendation to the AHP Chair.
7. A department administrative representative or PDG board chair will communicate the date, time and location of the hearing with the student. The student will be informed of his/her right to have an advisor attend the hearing with him/her. The advisor may not be an attorney, as this is not a legal hearing. Any advisor accompanying the student is not permitted to speak or participate in the hearing and will be limited to speaking only to the student for which they are advising. The members of the PDG are not permitted to speak to the advisor.
8. The student must notify the department's administrative representative of the name of the advisor at least 2 days prior to the hearing. The hearing will be recorded and a document generated with information discussed during the hearing.
9. When the student prepares his/her case, he/she should keep in mind that the burden of proof is on him/her, not the instructor.
10. The PDG should provide a recommendation in writing to the AHP Department Chair within 5 working days of the hearing which supports or disagrees with the

AHP Program's decision or recommends alternative consequences.

11. The AHP Department Chair should provide a final decision in writing to the student within 5 working days of receiving the PDG recommendation, and may either:
 - A. uphold the original decision
 - B. modify the decision, or
 - C. overturn the decision.
12. The PDG should provide a recommendation in writing to the AHP Department Chair within 5 working days of the hearing which supports or disagrees with the AHP Department Chair's decision or recommends alternative consequences.
13. If the student is still not satisfied, he/she may submit an appeal to the College of Allied Health Sciences (CAHS) by following the CAHS Student Appeal Process.

CAHS Student Appeals Process

The CAHS Student Appeals Process is available at

<https://www.augusta.edu/alliedhealth/current-students.php>

If the student is still not satisfied, he/she may submit an appeal to AU by following the AU Student Academic Grievance and Appeals Process.

AU Student Academic Grievances Policy

The AU Student Grievances Policy is located in the AU Policy Library in the Academic Affairs section under Student Academic Grievance Policy available at

<https://www.augusta.edu/alliedhealth/current-students.php> and in the AU Undergraduate

Catalog in the Academic Regulations section related to Student Academic Grievances available at <http://catalog.augusta.edu/index.php>

AU Student Academic Appeals Policy

The AU Student Academic Appeals Policy is located in the AU Policy Library under

Academic Affairs available at <https://www.augusta.edu/alliedhealth/current-students.php>

and in the AU Undergraduate Catalog in the Academic Regulations section related to Student Academic Appeals available at <http://catalog.augusta.edu/index.php>

AU Academic Conduct

The AU Academic Conduct policy is located in the AU Student Manual Section 5.2 (Academic Conduct). The following is a statement of the responsibilities of students, as individuals and as groups at AU. It is the official record of conduct rules and regulations affecting students. The responsibilities apply to the AU campus, property of other units of the University System of Georgia (USG), institutions with formal or informal agreements with AU and AU sponsored functions on or off campus.

Academic Honesty

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

Violations of academic honesty include cheating of all kinds, plagiarism, fraudulent research activity and/or scholarship, collusion, and false statements made to avoid negative academic consequences.

Cheating

Cheating on course examinations or assignments is prohibited; including but not limited to the following:

- Possessing, using, or exchanging improperly acquired information, whether in written or oral form, in the preparation of any essay, laboratory report, or other assignment in an academic course, or in preparing for any examination in a course.
- Copying from another student's paper.
- Use of prepared materials, notes, or texts other than those specifically permitted by the instructor during the examination.
- Collaboration with another student during an examination, unless such collaboration is explicitly allowed by the course instructor for the examination in question.
- Unapproved use of any technological device to gain or provide advantage on an examination, lab practical, or other assignment to be submitted for academic credit.
- Substituting for another person during an examination or allowing someone else to substitute for you.
- Solicitation or bribery of any person to obtain examination information

Plagiarism

Plagiarism is prohibited. Themes, essays, term papers, tests, presentations, creative works, and similar work submitted to satisfy course and program requirements must be the personal work of the student submitting it. Plagiarism is the failure to acknowledge indebtedness to the authors/creators of works used to complete such assignments and/or other course requirements. It is always assumed that the work offered for evaluation and credit is the student's own unless otherwise acknowledged. Such acknowledgment should occur whenever one quotes another person's actual words; whenever one appropriates another person's ideas, opinions, or theories, even if they are paraphrased; and whenever one borrows facts, statistics, or other illustrative materials, unless the information is common knowledge. Further, it is expected, in the production of creative work, that the student's work products are original, and that any images, sounds, or other intellectual properties that are not the original work of the student will be used fairly and with acknowledgement of the original source(s).

Research Misconduct

Research Misconduct is prohibited. Misrepresentation of data collection and analysis, including falsification, fabrication or omission of data is prohibited. Augusta University Policy for Responding to Allegations of Research Misconduct applies to students.

Collusion

Collusion is unauthorized assistance from or collaboration with another person in the preparation or editing of notes, themes, reports, or other written work or in laboratory work offered for evaluation and credit, unless such assistance or collaboration is specifically approved in advance by the instructor. In cases of collusion, both the provider and recipient of such assistance are in violation of this academic conduct policy. However, students are

authorized to use appropriate campus resources in the completion of written work (e.g., the campus Writing Center). Unless stated otherwise by the course instructor, use of such campus resources does not constitute academic misconduct under this policy. However, no student, except those working in a tutorial capacity in a University-approved academic support center, will knowingly give or receive unauthorized assistance in the preparation of any assignment, essay, laboratory report or examination to be submitted for credit in an academic course.

False statements

False statements made to avoid negative academic consequences include oral and/or written statements designed to obfuscate, misrepresent, or otherwise distort the presentation of facts related to a student's academic conduct in a course or program of study. Examples of such false statements include, but are not limited to, oral or written documentation providing willfully inaccurate information related to attendance, course work, examinations, and/or other course requirements enumerated in the syllabus of the particular course for which such a statement is provided.

While these acts constitute assured instances of academic misconduct, other acts of academic misconduct may be defined by the professor in his/her course syllabus.

Faculty and Student Responsibilities

Faculty Responsibility

It is the duty of the faculty to practice and preserve academic honesty and to encourage it among students. The instructor should clarify in the course syllabus any situation peculiar to the course that may differ from the generally stated policy. He or she should, whenever possible, make explicit the intent and purpose of each assignment so that the student may complete the assignment without unintentionally compromising academic honesty. It is the responsibility of the faculty member to provide for appropriate oversight of assignments, examinations, internship components, and other course requirements. Finally, it is the responsibility of the faculty member to provide written notice to the student of any suspected violations of the academic conduct policy.

Student Responsibility

It is the duty of the student to practice and preserve academic honesty. Each student should be aware of the specific policies governing academic conduct for the program(s) and course(s) in which he or she is enrolled, as well as the grievance and appeals processes put in place for adjudicating such policies. If the student has any doubt about a situation, he or she should consult with his or her instructor. It is also the student's responsibility to maintain his/her correct address of record with Augusta University so that official notification of the student regarding academic misconduct can be carried out in timely fashion.

AHP Student Conduct Code

AHP students are required to sign a pledge to uphold the Student Conduct Code prior to or at the time of submitting an academic assessment. The pledge may be in written or in electronic form and states:

“I am the student whose name is shown on top of this examination and I am the person who completed this examination. I neither received from, nor gave assistance or supportive resource to any other person to answer the questions on this examination. The questions on this examination were answered by me without help of textbooks, notes, digital or Web media of any kind, or any other individual. I pledge, to the best of my knowledge that I observed or know of no violation of Augusta University Honor Code having taken place involving myself or other students.”

If unable to answer “true” to the above statement, the student will be given an opportunity to briefly explain. Any response provided concerning other students and their involvement in an Honor Code violation will be closely guarded. AHP faculty regularly monitor student activities for evidence of academic dishonesty during all academic activities such as clinical assignments, laboratory time and examinations both on- and off-campus. Any allegations of students’ found giving or receiving assistance not authorized by the Instructor of Record in the preparation of any assignment, essay, laboratory report, or any lecture or laboratory examination to be submitted as a requirement for a course or exhibiting any type of dishonesty will be evaluated by the Instructor of Record and may result in notification of unsatisfactory academic conduct.

(See Student Academic Progress and Academic Conduct Grievances and Appeals above)
Note that lying, attempted cheating, stealing, or attempted stealing, failure to report the knowledge of an Honor Code violation, and failure to protect the confidential nature of the patient-professional relationship as required by the Health Insurance Portability and Accountability Act (HIPAA) are treated as an act of academic dishonesty.

AHP Professional Expectations

Students are provided with professional expectations with regards to motivation, attitude, integrity, communication, self-worth/assessment, independence/leadership, and altruism at the beginning of the program. **(See Student Professionalism Policy below)**

Student Professionalism Policy

The Department of AHP defines professionalism as the “habitual and judicious use of communication, knowledge, technical skills, clinical reasoning, emotions, values and reflection in daily practice for the benefit of the individual and community being served.”

While the Department of AHP recognizes all individuals possess certain unique attributes, it expects students to exercise them in such a way as to exhibit high standards of professional behavior at all times. If professional conduct becomes distracting or is viewed as undesirable by patients, staff, faculty, or other colleagues, it is expected that such behavior will be appropriately modified. Above all, students should keep in mind that their professional conduct is not only a reflection of themselves, but also of the program and institution, and

they should conduct themselves accordingly.

References to the Board of Regents (BOR), AU, and Department of AHP policies regarding student conduct/professionalism are provided below and are to be reviewed and adhered to at all times:

- a. BOR Statement and Policy on discipline of students (Section 4.6) available at <http://www.usg.edu/policymanual/section4/C332>.
- b. The AU Student Manual Section III (Student Responsibilities). <https://augustauniversity.app.box.com/v/student-manual>
- c. Department of AHP Student Manual - Refer to the following policies:
 - confidentiality of records
 - assignment policy
 - grading policy
 - attendance policy
 - academic progression policy
 - dress code policy

In order to guide students more specifically in how they should conduct themselves, the Department of AHP has developed a list of professional expectations. These behaviors are considered a course requirement for every course in which they enroll in the Department of AHP. Accordingly, students are evaluated on these expectations. The weight of the evaluation in determining the course grade is left to the discretion of the Instructor of Record. If an unsatisfactory academic progress or unsatisfactory academic conduct issue should arise with a student, the Instructor's Counseling Form may be used to document the meeting with the student. **(See Student Professional Behavior Evaluation and Instructor's Counseling Form on pages below).**

Reference:

Epstein R, Hundert E. Defining and assessing professional competence. *JAMA*.2002; 287:226-35.



Student Professional Behavior Evaluation

Student _____

Course _____

Evaluator _____

Date _____

Evaluate the following behaviors by checking the appropriate box. **For any items in which a “some met” or “not met” score is given, provide at the end of this form specific comments, action taken, follow-up, and/or whether additional action is needed for that item. ***

Grading Rubric for Expectations:

Exceeded - Student has met all criteria within the category during the entire course/rotation. **Met**

– Student has met all but one of the criteria listed within the category or has no more than 2 violations of any of the criteria during the entire course/rotation

Mostly Met – Student has met all but two of the criteria within the category or has no more than 3 violations of any of the criteria during the entire course/rotation

Some Met – Student has met all but three of the criteria within the category or has no more than 4 violations of any of the criteria during the entire course/rotation.

Not Met - Student has not met the majority of the criteria within the category or has more than 5 violations of any of the criteria during the entire course/rotation.

A. Communication with professors and other students is integral to a student’s success in the program. It is also an opportunity to establish timely and proficient communication skills which are vital in the healthcare professions. Thus any student that does not communicate with a course director at least twice during the semester, or does not respond to communications from a course director within one business day may be subject to a score of **“Not Met” for Categories II, III, and IV.**

B. Any infraction that rises to the level of Academic Dishonesty or Misconduct may result in a score as low as zero on the Professional Behavior Evaluation. The final score is at the discretion of the instructor based on the instructor’s assessment of the severity of the situation. Please refer to AHP Student Manual section on Urgent Behavioral Circumstances.

C. Plagiarism or cheating on course examinations or assignments are severe infractions that may result in a Professional Behavior Evaluation score of zero. The final score will be determined by the professor based on the instructor’s assessment of the severity of the infraction. Please refer to AHP Student Manual section on Urgent Behavioral Circumstances.

D. Behavior exhibiting disregard for the patient-professional relationship or confidentiality as required by the Health Insurance Portability and Accountability Act (HIPAA) will result in a score of **“Not Met” for Categories I, II, III, and V.**

I. ATTITUDE:

Expectations: Exceeded(25) []; Met(23) []; Mostly Met(18) []; Some Met(13) []; Not Met(0) []; N/A []

Compassion/Empathy: demonstrate calm, compassionate, helpful demeanor toward those in need; respond appropriately to the emotional response of those in which you interact; take initiative to help others with both spoken and unspoken needs, problems, issues; demonstrate empathy in professional interactions with others; be supportive and reassuring to others

Acceptance of Constructive Criticism: receive constructive criticism with a positive attitude and use feedback to improve his behavior/performance; provide constructive criticism in a positive manner so it will be received by others in a productive way

Respect: treat others with dignity and respect; refrain from generating or spreading gossip, profanity, demeaning, foul, threatening, abusive or other negative communication; behave in a manner that brings credit to his school, discipline, and employer; avoid criticism of people in front of others; treat equipment and other resources with due care

Conscientiousness: be meticulous and careful in conducting professional tasks; consistently strive for excellence in professional activities

Sincerity/Genuineness: demonstrate authentic expression/communication by appropriate use of voice tone, volume and inflection; avoid use of patronizing terms (sweetie, honey, etc.) and impersonal communication; recognize a job well done by others

II. INTEGRITY:

Expectations: Exceeded(25)[];Met(23)[];Mostly Met(18)[];Some Met(13)[];Not Met(0)[]; N/A []

Dependability/Reliability: be dependable in all professional dealings; honor his commitments

Accountability: be accountable for his actions and their consequences

Honesty: be consistently truthful, forthright, fair, and credible; be trustworthy by those with whom he interacts; be trusted with the property of others; refrain from deceptive practices; avoid being placed in a compromising situation, either directly or by association; report actions deemed dishonest, illegal, or unethical to the proper authorities for action

Exercise of Sound Judgment: make sound decisions based upon established rules and regulations, fact, and logic

Workload Sharing/Teamwork: show proper respect for group members; work cooperatively with others; actively participate in group work from beginning to completion; contribute his share when working as a group (in number and complexity of tasks); if his assignment is complete, seek out opportunities to contribute above and beyond minimum requirement; value the knowledge, expertise and suggestions of group members; communicate with other group members to resolve problems; participate in group discussion without attempt to dominate; put the success of the group above self-interest; be willing to mentor those in need of encouragement and direction

Responsibility: be competent before performing a task independently; without request, take on and follow through with tasks; demonstrate self-reliance in carrying out professional tasks; provide realistic time estimates for completion of specific tasks; insure tasks within his responsibility are completed fully and in a timely manner; act with the safety of yourself and others in mind; look out for the well-being of others

Demonstration of Professional Code of Ethics: be intimately familiar with his discipline's Code of Ethics and potential consequences of noncompliance; demonstrate a high standard in personal and professional behavior; report violations of the Professional Code of Ethics to the proper authorities for action

Quality of Work: set a high standard for quality of professional expertise and outcomes; excel in productive use of time and resources; choose to perform tasks according to proper protocols rather than taking "shortcuts"; remain abreast of new information in your professional discipline and health care in general

Admission of Mistakes: acknowledge mistakes/errors, apologize and amend appropriately

III. COMMUNICATION:

Expectations: Exceeded(15)[];Met(13)[];Mostly Met(10)[];Some Met(7)[];Not Met(0)[]; N/A []

Confidentiality: protect and preserve personal confidential information of others to which you may have access; observe appropriate conversational etiquette in various professional settings (elevators, cafeteria, work area, offices, classrooms, hallways, etc.)

Level/Quality of Communication: create comfortable communicative atmosphere; communicate with volume, tone, terminology, and nonverbal cues appropriate to the situation presented; convey written messages appropriately; provide appropriate information to others that will assist them with tasks/procedures at hand; listen actively and confirm accuracy of interpretation of communication; adjust communication strategies to fit various situations; encourage questions to clarify information; use humor appropriately in communications

Communication Process: follow established rules and regulations regarding hierarchy of communication; communicate in a timely manner

Perception of Others' Needs: be attentive to the needs of others

Relevancy of Communication: refrain from personal activities while in professional environment; demonstrate proper discernment re: content of professional communications (ex. interactions are relevant, appropriate, respectful)

Politeness: respond to others in a positive manner by smiling and speaking with a genuine tone; display appropriate manners in interacting with others (ex. use appropriate surnames and titles in formal/professional interactions; identify yourself and your role when communicating with others; allow patients, elders, etc. priority in entering and exiting buildings and elevators); avoid interrupting speaker

Emotional Control: demonstrate appropriate physical, verbal, and emotional restraint in professional interactions with others

Observance: anticipate needs of others based on physical, verbal and nonverbal cues

Cultural Sensitivity: demonstrate understanding of cultural, religious, and spiritual differences of others; exhibit appropriate sensitivity in interactions with those of different cultures, religions, and spiritualities

Conflict Resolution/Diplomacy: use tact when presented with (potentially) volatile situations; follow appropriate protocol in resolution of conflict; exhibit proper restraint in communication during conflict resolution

IV. MOTIVATION:

Expectations: Exceeded(15)[];Met(13)[];Mostly Met(10)[];Some Met(7)[];Not Met(0)[]; N/A []

Preparation for assignments: organize information appropriately for use/study; bring prior assigned materials with him to designated activities; put forth genuine effort to prepare for, and complete, assignments; use outside resources in addition to required texts to research relevant information; demonstrate both quantity and quality of effort in completing assignments; fully complete assignments by their deadlines

Attendance: be early or on time for all activities even when attendance is optional; if unavoidably late or absent, contact appropriate party ahead of time, or as soon as reasonably possible in an emergency, to inform him/her of change in arrival time; in the event of absence, take responsibility for getting information missed and requesting rescheduling of activities, if appropriate/allowed

V. INDEPENDENCE/LEADERSHIP:

Expectations: Exceeded(10)[];Met(9)[];Mostly Met(7)[];Some Met(5)[];Not Met(0)[]; N/A []

Respect for authority: understand R&R of unit of which you're a part; comply with established R&R in task completion; champion and communicate the mission and vision of your school, employer, profession; uses grievance mechanisms appropriately

Adaptability: be flexible in dealing with issues that are not absolute in nature; appropriately modify and reorganize rules and regulations/ protocols as needed; adapt to different instructors or modes of instructions; accept changes in assignments and schedules without flustering

Understanding of Limitations: do not attempt tasks beyond your capabilities without instructor/supervisor's consent

VI. SELF-WORTH/ASSESSMENT/ALTRUISM:

Expectations: Exceeded(10)[];Met(9)[];Mostly Met(7)[];Some Met(5)[];Not Met(0)[]; N/A []

Appearance: meet or exceed standards for professional dress

Personal Hygiene: meet or exceed standards for professional grooming

Recognition of Strengths/Weaknesses: use feedback from other professionals, peers, and self-reflection to identify strengths and weaknesses; proactively look for ways to improve your behavior and performance; value the positive contributions you make to your school, discipline, and employer

Desire to Help Others: appreciate and recognize others for their contributions; be an advocate for those you serve; be involved in activities that improve your community and/or other groups you desire to help

***Specific comments, action taken, follow-up, and/or whether additional action is needed for an item (identify the item # to which you are referring; use back of page if more space needed):**

Score (pts)

I	
II	
III	
IV	
V	
VI	
total	

The weight of the professional evaluation in determining the final course grade is left to the discretion of the course director and provided in each course syllabus.

Source: Russell BL, Owen M., Leibach EK, Stone RB, Meaders E., Kraj, B. Capturing Professionalism in Pre-Service Education: Professionalism Tool Development and Implementation. *Clinical Laboratory Science*, 24(4): Suppl: 11-20, 2



Instructor's Counseling Form

When a student is counseled concerning their unsatisfactory academic progress and/or unsatisfactory academic conduct, the subject discussed and comments made by both the instructor and the student will be recorded on this counseling form. This form will be kept with the student's records.

Student Name: _____

Subject Discussed: _____

INSTRUCTOR'S COMMENTS:

STUDENT'S COMMENTS:

Instructor Signature: _____ Date _____

Student Signature: _____ Date _____

Copy sent to Department Chair: _____ Date _____

Copy sent to Program Director: _____ Date _____

Student Non-Academic Conduct Grievances and Appeals

Notification of Unsatisfactory Non-Academic Student Conduct

The Instructor of Record will inform a student in writing of unsatisfactory non-academic conduct and copy the Program Director. The Instructor of Record will consult with the Program Director to determine if written notification of the alleged violation should be forwarded to the Program Directors Group (PDG) and AHP Department Chair. If so, the PDG and the AHP Department Chair will determine if written notification of the alleged violation should be forwarded to the College of Allied Health Sciences (CAHS) Associate Dean for Academic Affairs. If so, the CAHS Associate Dean for Academic Affairs will consult with the CAHS Dean to determine if written notification of the alleged violation should be forwarded to the CAHS Review Body (CAHS-RB). The CAHS-RB policy is located at <https://www.augusta.edu/alliedhealth/current-students.php>

AHP Student Non-Academic Grievance and Appeals Process

The Department of AHP follows the AU Non-Academic Conduct Process for non-academic grievances and appeals. The AU Non-Academic Conduct Process is located in the AU Student Manual Section II. <https://augustauniversity.app.box.com/v/student-manual>

AU Non-Academic Code of Conduct

The AU Non-Academic Code of Conduct Policy is located in the AU Student Manual Section III (Student Responsibilities). <https://augustauniversity.app.box.com/v/student-manual>

The following is a statement of the responsibilities of students, as individuals and as groups at AU. It is the official record of conduct rules and regulations affecting students. The responsibilities apply to the AU campus, property of other units of the University System of Georgia (USG), institutions with formal or informal agreements with AU and AU sponsored functions on or off campus.

- 3.1: Presentation of Identification
- 3.2: Drugs & Drug Paraphernalia
- 3.3: Alcohol on Campus
- 3.4: Tobacco-Free Campus
- 3.5: Fraud, Including False Identification and Other Acts of Dishonesty
- 3.6: Disregard for University Authority
- 3.7: Disorderly Conduct
- 3.8: Gambling
- 3.9: Endangering the Safety of Others
- 3.10 Harassment
- 3.11 Stalking and Cyberstalking
- 3.12 Hazing
- 3.13 Sexual Misconduct
- 3.14 Respect for Property and the Property Rights of Others (Theft)
- 3.15 Arson, Explosive Devices and Emergency Equipment
- 3.16 Possession of Weapons
- 3.17 Unauthorized Entry
- 3.18 Responsibility for Guests

- 3.19 Amplified Sound and Other Noise Level Violations
- 3.20 Information Technology Appropriate Use
- 3.21 Retaliation
- 3.22 Observance of Local, State and Federal Criminal Laws
- 3.23 Violation of Other Applicable University Policies

Student Non-Academic Concerns and Complaints

The student non-academic concern and complaint procedures provide students a means to request a review of non-academic issues that may negatively affect the quality of the educational program. Examples include but are not limited to: comfort and cleanliness of the classroom, quiet testing conditions and access to laboratories, technology or other educational resources.

The Department of AHP follows the AU Student Concerns and Complaints Policy. The AU Student Concerns and Complaints Policy is located in the AU Policy Library under Student Affairs section available at

<http://www.augusta.edu/compliance/policyinfo/policies.php> and in the AU Student Manual Section 1.3 (Student Complaints).

<https://augustauniversity.app.box.com/v/student-manual>

Urgent Behavioral Circumstances

Under ordinary circumstances a student charged with a violation of the Department of AHP Professionalism Policy or their profession's Code of Ethics will remain free to attend class and engage in all other University functions while discipline charges are pending. However, some or all of a student's privileges may be limited or suspended by the Dean of the CAHS on an interim basis pending the outcomes of the grievance and appeal process. The Dean of the CAHS may limit or suspend student privileges when the Dean determines that the student poses a serious and immediate danger or threat to persons or property. An interim suspension or withdrawal of privileges does not replace the regular grievance and appeal process, which shall proceed.

Before issuing an interim suspension to a student, the Dean of the CAHS will make all reasonable efforts to give the student an opportunity to be heard on whether his/her presence on campus poses a danger. The student may submit a request for a hearing by written letter or email to the Dean of the CAHS. The hearing must be held within 3 working days of receiving the student's written request for a hearing.

If the student is charged with an egregious violation of the AU Non-Academic Code of Conduct Policy, located in the AU Student Manual Section III (Student Responsibilities) or the AHP Professionalism Policy, the Department of AHP may submit a written recommendation to the Dean of the CAHS for interim suspension while charges are pending. Please see the AU Student Manual Section 2.10 (Interim Suspension While Charges Pending). <https://augustauniversity.app.box.com/v/student-manual>

Allegations of Non-Compliance with Accreditation Standards

Students have the right to submit allegations against accredited educational programs if there is reason to believe that the program has acted contrary to accreditation standards or that conditions at the program appear to jeopardize the quality of instruction or the general

welfare of its students.

The following accrediting bodies provide accreditation standards for the educational programs in the Department of AHP:

National Accrediting Agency for Clinical Laboratory Science (NAACLS) for
Clinical Laboratory Science
NAACLS

5600 N. River Road Suite 720

Rosemont, IL 60018-5119

Telephone: 773-714-8880

Fax: 773-714-8886

Website: <http://www.naacls.org>

Joint Review Committee on Educational Programs in Nuclear Medicine
Technology (JRCNMT) for Nuclear Medicine Technology
JRCNMT

820 W Danforth Rd, #B1 Edmond, OK 73003

Telephone: 405-285-0546

Fax: 405-285-0579

Email: mail@jrcnmt.org

Website: <http://www.jrcnmt.org>

Joint Review Committee on Education in Radiologic Technology (JRCERT) for
Radiation Therapy
JRCERT

20 North Wacker Drive Suite 2850

Chicago, IL 60606-3182

Telephone: 312-704-5300

Fax: 312-704-5304

Email: mail@jrcert.org

Website: <http://www.jrcert.org>

A complaint is defined within this section as one alleging that an accredited educational program within the Department of AHP may not be in substantial compliance with accreditation standards.

A student who has a complaint should follow the Department of AHP academic progress grievance policy. If there is no resolution, the student may submit an allegation of non-compliance directly to the respective accrediting body. The accrediting bodies' contact information and links to accreditation standards are also located on each program's website.

Assignment Policy

All assignments are due on the date and time specified. Since all on-line assignments are open for a period of time, if an extension has not been requested and approved ahead of time, the

missed assignment will result in a zero if not submitted by the published deadline.

Assignment Due Extensions

Assignment deadline extensions may be considered if the request is received by e-mail or by phone no later than twenty-four (24) hours prior to the closing time the assignment is due. Deductions may be taken from the final grade of the assignment as a result of an extension, at the discretion of the instructor.

Technical Difficulty Policy

In the rare instance of technical difficulty, the student must contact the Augusta University Service Desk at 706-721-4000 for assistance. The student must also contact the Instructor of Record within 2 hours of the problem via e-mail, phone, or Desire2Learn (D2L) posting. AU Information Technology Services (ITS) are available 24 hours/day and 7 days/week at 706-721-4000, as is the online GeorgiaView D2L Help Center which provides valuable troubleshooting information and live chat sessions with a helpdesk agent at <https://d2lhelp.view.usg.edu>. The D2L Brightspace server undergoes monthly scheduled maintenance, during which the D2L service is *temporarily* unavailable. D2L Brightspace maintenance schedules are located on the D2L website under the D2L Calendar Upcoming Events dropdown menu. Avoid these times for posting, taking quizzes, etc. because you may be disconnected from the server during these maintenance periods. Should you be unable to access D2L outside these maintenance periods, please contact the Augusta University Service Desk at 706-721-4000 for assistance. Troubleshooting information is also available on the D2L website under the Student Assistance dropdown menu using the D2L Help Center (DHC) link.

Attendance Policy

Attendance

Specific attendance requirements may be established by individual colleges/programs. Due to the professional nature of the AHP curricula, students are expected to attend/participate in all course activities. Excessive absenteeism or tardiness is considered a violation of Student Professionalism Policy and may result in placing a student on academic probation or denying continuation of enrollment in any AHP program. Specific attendance policies will be provided by each Instructor of Record. Satisfactory attendance is defined as the student being present when he/she is expected to be present as specified by the Instructor of Record. All course instructors are expected to publish attendance policies within the syllabus for each class.

Reporting an Absence

In order to prevent unnecessary waste of resources, the student must inform the Instructor of Record and/or clinical supervisor when applicable, or a specified designee immediately when anticipating an absence from the laboratory exercise or clinical rotation. Failure to provide prior notification of an absence to the proper person may lead to academic penalties.

Absences from Lecture Classes

Attendance for lecture classes is at the discretion of the Instructor of Record. If mandatory

attendance is required, students must attend class unless they have a valid medical excuse; which must be presented to the Instructor of Record. Students must notify Instructor of Record as soon as possible of anticipated absence(s). Excessive absences will impact the Student Professional Behavior Evaluation and course grade.

Absences from Online Classes

Online class attendance will be based on log-in activity reports and online communication, which will be monitored weekly. Excessive absences (failure to log-in or communicate online weekly) will impact the Student Professional Behavior Evaluation and course grade. It is incumbent upon students to take responsibility for their course participation and communication with the instructor. Expected absences of online activity should be communicated to the Instructor of Record prior to the absence.

Absences from Laboratory Classes

Due to time constraints and restrictions on availability of instrumentation or clinical specimens for laboratory courses, absences will be made up in a manner to be determined by the Instructor of Record. If a student is absent from laboratory class, the Instructor of Record will determine if a make-up will be offered. If so, the location, time and requirements necessary to make up the incomplete work will be prescribed. More than two (2) absences from laboratory classes will result in a formal review of the student's behavior by the Instructor of Record and may result in an academic warning or academic penalties.

Excessive absences will impact the Student Professional Behavior Evaluation and course grade. Due to the potential seriousness of the penalties for excessive absence, the Instructor of Record must notify the student in writing of the violation and the consequences. If continued infractions occur, the Instructor of Record may forward the case to the PDG for consideration.

Absences from Clinical Classes (rotations, internships, practicums)

In the case of absences from clinical rotations/internships, the student is responsible for making those arrangements with the person in charge of the clinical rotation with the approval of the Instructor of Record.

Make-up time may include evening, night, weekend hours, semester breaks or exam week. Make-up time is prohibited during holidays or when AU is officially closed (i.e. inclement weather closure). More than two (2) absences from clinical internship(s) per semester will result in a formal review of the student's behavior by the Instructor of Record and Program Director and may result in an academic warning and in academic penalties. Excessive absences will impact the Student Professional Behavior Evaluation and course grade. Due to the potential seriousness of the penalties for excessive absence from clinical rotation/internship, the clinical supervisor/coordinator must arrange a conference with the student and the Instructor of Record and Program Director immediately to determine the appropriate course of action. If the student is allowed to continue the rotation/internship, the absence must be made up at the convenience of the clinical site/program. If continued infractions occur, the case will be forwarded to the PDG for consideration.

Tardiness

Tardiness is considered a form of absence. A student should report to the

class/lab/rotation site a few minutes early, but in any case no later than the time set by the Instructor of Record/supervisor. More than four (4) instances of tardiness in a given course will result in a formal review of the student's behavior by the Instructor of Record and may result in an academic warning or academic penalties. Excessive tardiness will impact the Student Professional Behavior Evaluation and course grade. If continued infractions occur, the case will be forwarded to the Program Director for consideration.

Inclement Weather Policy

Please refer to your individual program's policy for specific inclement weather information.

Student Leave Policy and Procedures

Reason for Policy

To provide policies and procedures for the granting and use of leave for a student in the Department of AHP.

Criteria for Medical Leave Request

A student may be granted up to one full year of leave for one or more of the following reasons:

- the birth and care of a newborn child of the student;
- the legal placement of a child with the student for adoption or foster care;
- the care of an immediate family member (defined as the student's spouse, child, or parent) with a serious health condition; or
- a serious health condition of the student himself/herself, which renders the student unable to perform the duties of his/her job.

Note: A "serious health condition" under the law is a physical or mental illness or injury that requires either:

- Inpatient care, or
- Continuing treatment by a healthcare provider

Criteria for Hardship Leave Request

A student who is in good academic standing in a AHP program may request a leave of absence for up to one year for the following reasons:

- Financial hardship
- Personal or family emergency

Request for Leave Procedures

To be entitled to leave, students must give at least 30 days' advance notice, or as much notice as possible and practicable. Students must submit a written request for leave to their Program Director. The Program Director will forward the request to the PDG for recommendation to the AHP Department Chair, who will issue final approval. Documentation of the need for leave may be required by the Department of AHP. The office of the Assistant Dean of Students (706-737-1411) is currently developing university policy on medical leave.

Depending on the length of leave required and the demands of the curriculum, it will be determined by the PDG, with final approval of the AHP Department Chair, if it is necessary for the student to withdraw from the program. In general, if it is evident that the student cannot make-up the work missed prior to the end of the semester in which the student is enrolled, withdrawal will be necessary to comply with Title IV guidelines. Students may be granted a leave of absence for up to one full year. The student will be eligible to return to the program during this time frame provided they meet the criteria outlined below:

Returning to the Program After Approved Leave

In case of personal medical leave, students may be required to present a clearance from their healthcare provider before being reinstated in clinical or laboratory courses upon completion of an approved leave for their own serious health condition. A Return to Class/Lab/Clinic form is available for this purpose, and will be provided to the student prior to their scheduled return.

The student may be required to demonstrate mastery of clinical and didactic work completed prior to the approved leave. Specific objectives for the assessment examination(s), based on the material covered and level of mastery required, will be provided to the student prior to re-entry in the program.

Students are expected to return to class on a full-time basis by the end of the approved leave. If the student does not return, or cannot return in the designated time, the student may be withdrawn from the program and will have to reapply and go through the selection process for the following year.

Student Pregnancy Policy and Procedures

Pregnancy Disclosure

Students who are occupationally exposed to ionizing radiation and/or radioactive materials who become pregnant while enrolled in the program have the option of whether or not to declare their pregnancy to their Program Director and the Augusta University Environmental Health & Safety Division (EHS) Radiation Safety Officer (RSO). If she chooses to voluntarily declare her pregnancy, it must be in writing and indicate the estimated date of conception and/or expected date of delivery. In the absence of this voluntary, written declaration of pregnancy, a student cannot be considered pregnant even if visibly pregnant.

Policy Statement

Radiation exposure to the developing embryo/fetus of students who are occupationally exposed to ionizing radiation and/or radioactive materials shall be maintained as low as reasonably achievable (ALARA) and within federal and state regulatory limits. A student who chooses to voluntarily declare her pregnancy has the option of continuing the program without modification. Reducing radiation exposures of declared pregnant students may include clinical reassignments (if available), a leave of absence with the intent to complete the program or withdrawal from the program during the pregnancy to minimize or avoid

occupational radiation exposure. See the AHP Student Leave Policy for the granting and use of leave.

Reason for Policy

To protect the embryo/fetus of students who are occupationally exposed to ionizing radiation and/or radioactive materials. A developing embryo/fetus is at greater risk of radiation injury than the student. More rigorous radiation safety measures are required by state and federal regulation for a student who is occupationally exposed to ionizing radiation and/or radioactive materials who voluntarily discloses her pregnancy to her Program Director and Radiation Safety Officer.

Affected Stakeholder and Organization(s)

This policy applies to students who are occupationally exposed to ionizing radiation and/or radioactive materials who voluntarily declare their pregnancy to their Program Director and Radiation Safety Officer for radiation protection purposes. This includes students in all units, divisions, subsidiaries or other entities of AU.

Definitions

These definitions apply to these terms as they are used in this policy:

Declared Pregnant Student

A student who has voluntarily informed their Program Director and Radiation Safety Office, in writing, of her pregnancy.

Dosimeter

A device worn by students to measure their occupational exposure to radiation.

Ionizing Radiation

Waves or particles capable of removing one or more electrons from an atom.

Radiation

Energy emitted from an atom or nucleus in the form of particles or waves.

Process & Procedures

1. Prior to program start, female students who will be occupationally exposed to ionizing radiation or radioactive materials and receive dosimeters will be provided the AU Pregnant Radiation Worker Guide (References: AU Radiation Workers Registration Form - Women and the U.S. Nuclear Regulatory Guide 8.13 Instruction Concerning Prenatal Radiation Exposure). Students will sign an acknowledgment indicating receipt of this information.
2. During the RTT and NMT Program Orientations, the AHP Student Manual Pregnancy Policy will be reviewed.
3. Students may voluntarily declare their pregnancy, in writing, at any time by completing the AU Declaration of Pregnancy form and submitting it to their Program Director. The forms and information are located on the Environmental Health & Safety web site at <https://www.augusta.edu/ehs/radsafe/radiation-training.php>.
4. The Program Director will forward the AU Declaration of Pregnancy form to the

Radiation Safety Officer.

5. The Radiation Safety Officer will schedule a meeting with the student to discuss radiation safety measures. The pregnant student may be assigned a monthly whole body dosimeter and possibly a fetal monitoring dosimeter. If the student is occupationally exposed to radioactive materials, the Radiation Safety Officer will review the radionuclides, physical and chemical forms, quantities used, and place the student on a monthly bioassay program, if appropriate. The Radiation Safety Officer reviews each student's occupational exposure report monthly.
6. Upon review of the findings and recommendations of the Radiation Safety Officer, clinical assignments may be reevaluated and/or re-sequenced to
 - a. ensure that the dose equivalent to the embryo/fetus during the entire pregnancy, due to the occupational exposure of a declared pregnant woman, does not exceed 0.5 rem, and
 - b. make efforts to avoid substantial variation above a uniform monthly exposure rate to a declared pregnant woman so as to satisfy the above limit. (Reference: Title 10 Code of Federal Regulations part 20 *Standards for Protection Against Radiation*, paragraph 1208, *Dose Equivalent for Embryo/Fetus*).

Any clinical competencies not completed for reasons related to pregnancy must be successfully completed prior to graduation.

7. Students must provide the Program Director with written indication of intent to:
 - a. continue in the program, or
 - b. take a leave of absence with intent to complete the program, or
 - c. withdraw from the program.
8. Students should provide the Program Director with written consent from her physician providing medical advice for:
 - a. continuing in the program as a full-time student, and/or
 - b. any limitations placed upon the student while enrolled in the program.
9. Students may voluntarily withdraw their declaration of pregnancy, in writing, at any time by completing the AU Withdrawal of Declaration of Pregnancy form and submitting it to their Program Director. The forms and information are located on the Environmental Health & Safety web site at <https://www.augusta.edu/services/ehs/radsafe/documents/radiationworkerwomen-17.pdf>
10. The reason for submitting the AU Withdrawal of Declaration of Pregnancy is not expected nor required.
11. The Program Director will forward the AU Withdrawal of Declaration of Pregnancy form to the Radiation Safety Officer. When the AU Withdrawal of Declaration of Pregnancy form is submitted, any proposed actions designed to minimize radiation exposure to the embryo/fetus will be rescinded.
12. Students may voluntarily re-declare their pregnancy following the procedures noted above in #3 - #8. When a pregnancy is re-declared, the exposure to date for the entire pregnancy and the current clinical assignments will be re-evaluated with respect to minimizing radiation exposure to the embryo/fetus.

Related Documents

- [U.S. Nuclear Regulatory Guide 8.13 Instruction Concerning Prenatal Radiation Exposure](#)
- [Title 10 Code of Federal Regulations Part 20 Standards for Protection Against Radiation,](#)

- [paragraph 1208, Dose Equivalent to Embryo/Fetus](#)
- [Georgia Rules and Regulations Rule 391-3-17.03 Standards for Protection Against Radiation, paragraph \(5\)\(h\) Radioactive Materials](#)

Minimum Laptop Requirements

While a personal computer is not required for educational performance in the AHP programs, and students can use public access computer labs during department hours, a personal computer is highly recommended for convenience, efficiency, and success in all programs. All AHP programs use web based communication and instructional delivery platforms extensively. Student personal computers should be internet accessible with high speed ethernet hookup. The Information Technology Division of AU recommends minimum specifications for the best educational experience. The college of Allied Health Sciences has made these specifications available on their webpage at: https://augusta.service-now.com/kb_view.do?sysparm_article=KB0010397

Besides personal computers, other recommended items include:

- Carrying case
- 2 GB or higher USB (Flash or Thumb) drive
- Printer for home use

Clinical/Laboratory Dress Code

It is important to give a favorable impression to patients, instructors, other health care practitioners, and visitors while working in the clinical or student laboratory setting. The personal appearance and demeanor of AHP students at AU reflect both University and program standards and are indicative of the student's interest and pride in the profession. Therefore, appropriate professional attire is expected to be worn at all times in clinical and laboratory settings. Appropriate attire, as described below, should be worn during clinical assignments and in the student laboratory setting.

***** NOTE – NMT, RTT and CLS each have specific dress code requirements and policies. Refer to your *welcome and orientation* packet, program policies, syllabi, etc. for specifics.**

Questions – contact program Clinical Coordinators.

Name Badge

While on campus and during all clinical assignments, students must identify themselves to patients and wear the AU identification name badge or an official clinical affiliate name badge as required, in the case of distance students. The University provides name badges at the beginning of the program. It is the student's responsibility to replace the badge if it is lost. See AU Student Manual Section 3 (Student Responsibilities) or policy on name badge (Section 3.1: Presentation of Identification).

Failure to Comply

Failure to comply with the dress code may result in the student being dismissed from the clinical or laboratory setting until proper attire is worn. All time missed due to non-compliance with the dress code must be made-up at the convenience and with prior approval of the clinical site/program/Instructor of Record. Violations of the dress code will impact the Student Professional Behavior Evaluation and course grade.

In some cases, specific programs may have additional policies regarding professional appearance. Please consult the program-specific policies and AHP Safety Manual for guidance related to any additional requirements of individual Programs. Additionally, where clinical site dress code policy outside the AHP differs from AHP policy, the student should follow the more stringent policy.

Grading Policy

Grading Standard

All professional course grades are based on a common standard of obtaining the maximum points achievable.

Grade Points Achievable

A	Excellent	100-90%
B	Good	89-80%
C	Satisfactory	79-70%
D	Passing	69-60%
F	Failure	59% or lower

*In AHP programs, a grade of “D” is **not** considered an acceptable final course grade. (See **Student Progression Policy** above).

Independent Study Courses

Faculty will determine the policy for Independent Study courses, if different from above.

Determination of GPA

The grading system follows guidelines established by the University System of Georgia from the USG Board of Regents Policy Manual 305: “All institutions of the University System of Georgia (USG) shall be on a 4.0 grade point average system. The following grades are approved for use in institutions in the determination of Grade Point Average (GPA):

Grade		GPA
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Passing	1.0
F	Failure	0.0
WF	Withdrew	0.0

The cumulative grade point average in each institution of the University System of Georgia

(USG) will be calculated by dividing the number of hours scheduled in all courses attempted in which a grade of A, B, C, D, F or WF has been received into the number of grade points earned on those hours scheduled. The cumulative grade point average will be recorded on the student's permanent record.”

Criminal Background Check and Drug Screen

All AHP students must obtain an **ANNUAL** Criminal Background Check and Drug Screen to participate in any clinical rotation. Please refer to your program's policy outlining the specific requirements needed.

These reports have an expiration date; if the report expires while you are enrolled in the program, you will be notified of how and when to renew and will be responsible for the associated fees.

If an adverse report is produced, there is a possibility you will be denied placement by one or more clinical affiliates. In this case, you may be unable to complete clinical internship courses without encroaching upon other students' learning opportunities. Circumstances such as this will preclude your ability to successfully complete the program and you will be administratively withdrawn from the program.

If the program is able to secure clinical affiliates for you to complete your clinical internship course requirements without encroaching upon another student's learning opportunity, every effort will be made to do so. However, be aware that there is still a possibility that your credentialing organization may not allow you to take the national certification examination based on the adverse criminal background check and/or drug screening, irrespective of program completion. Therefore, it is incumbent upon the student to check with such agencies regarding his/or her particular case and the future ability to take those examinations.

Vaccinations and Immunizations

All AHP students must fulfill all vaccine and immunization requirements or valid exemptions to participate in any clinical rotation. Failure to do so may preclude you from completing required clinical internships for your chosen program of study. Please refer to your program's policy outlining the specific requirements needed.

Dean's List and Graduation with Honors

Dean's List

To qualify for the Dean's List, an undergraduate student must (a) earn 12 or more hours of undergraduate course work numbered 1000 or above at AU, exclusive of "K" grades, for that semester; (b) have achieved a grade point average of at least 3.50 for that semester; and (c) have received no grade of "F" or "WF" during the semester. For students with an Incomplete ("I") grade, Dean's List computations will not be made until a grade is

determine.

The achievement of each student who qualifies for Dean's List is acknowledged and noted on the student's permanent record. Refer to Dean's List Policy under Academic Affairs: <http://www.augusta.edu/compliance/policyinfo/policies.php>

Graduation with Honors for Baccalaureate Degrees

Augusta University awards honors to students graduating with an Associate's Degree or Bachelor's Degree who meet specific standards of academic excellence as measured by the grade point average. For an undergraduate degree to be awarded with honors, a student must have completed a minimum of 60 semester hours in residence for a bachelor's degree or a minimum of 30 semester hours in residence for an associate's degree. For students completing all course work at Augusta University, the Regents GPA is used for the calculation of honors. For students transferring coursework to Augusta University, a grade point average including all transfer work and all work taken at Augusta University will be used for calculation of honors. Both this calculated GPA and the Regents GPA must meet the standards below. The honor will be determined by the lower of the two GPAs.

The standards for honors are as follows:

- Summa cum laude: 3.90
- Magna cum laude: 3.70
- Cum laude: 3.50

For specific policies on Dean's List placement or graduation with honors for undergraduate programs, refer to Refer to the Graduation with Honors Policy under Academic Affairs: <http://www.augusta.edu/compliance/policyinfo/policies.php>.

International Students

The Department of AHP celebrates its culturally diverse faculty and student body. AU provides a broad range of services and resources to international students to maximize their seamless integration into a new cultural experience.

All students who are not residents of the United States must comply with federal, state, and institutional requirements to document visa status, funding for education, residency status. All necessary documentation and paperwork must be completed and received by the International and Postdoctoral Services Office by the first day of class at program start. For more information call 706-721-0670 or see <http://www.augusta.edu/diversity/ipsol/>.

English as a Second Language

Because students will operate within clinical and classroom settings where English is the primary conversational and written language, AHP faculty may require students, for whom English is a second language, to participate in activities that enhance professional communication. Students enrolled in AHP programs on the main campus in Augusta may

work with Program Directors to seek language support from the International and Post-Doctoral Students Office (IPSO). This office provides a number of resources to international students. Program Directors will work with distant students needing such support to identify local resources to maximize professional communication.

F1 VISA Students

AU is authorized to sponsor F-1 student on the Health Sciences Campus, the Summerville Campus and the Forest Hills Campus only. AU is not authorized to issue the Form I-20 for potential F-1 students accepted for other campuses.

Full time study requirement

F-1 students must be enrolled in a “full course of study.” For AU undergraduate students 12 credit hours per semester is considered full time. For graduate students this usually means at least 9 hours per semester in any semester. The program may include a vacation term, often summer, when the student is not required to enroll, but may enroll with no stipulations on number of hours.

Regulation for on-line, distance, blended coursework

Regulation 214.2(f)(6)(i)(G)(G)

For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission, satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

At AU the rule of thumb a course that “does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class” at least once per week during the term in the presence of a AU faculty or staff person is an on-line or distance course.

An F-1 student may enroll in one (1) such course with up-to 3 credit hours per semester counted towards the full course of study. Additional on-line enrollment is allowed, but does not count towards the “full course of study” 9 hours per semester requirement for graduate students and 12 hours for undergraduate students. **This means that a graduate student must be enrolled in at least 6 credit hours of face-to-face classes (plus 3 hours either online or face-to-face to meet the 9 hours of required minimum). An undergraduate student must be enrolled in at least 9 credit hours of face-to-face classes (plus 3 hours either online or face-to-face to meet the 12 hours of required minimum).**

(F-2 dependents may be enrolled in coursework of an avocational or incidental nature. No work towards a degree.)

For more information refer to <http://www.augusta.edu/diversity/ipso/> or call 706-721-0670.

HIV, HBV, and HCV Policy for Health Science Students

This policy only applies to Augusta University Health Sciences Students during their enrollment in Health Science Programs (e.g. Allied Health, Dentistry, Biomedical Graduate Studies, Medicine or Nursing). It provides a method to manage students who are, or become infected with a blood borne pathogen including Human Immunodeficiency Virus (HIV), Hepatitis B (HBV), and Hepatitis C (HCV). It describes evidence-based procedures for managing infected students in a way that protects their privacy while providing reasonable precautions to create a safe environment in the academic healthcare setting. Process and Procedures for reporting and treatment in the case of suspected exposure are available in the Student Affairs section under Education and Exposure Policy for Health Professional Students at <http://www.augusta.edu/compliance/policyinfo/policies.php>.