

GEORGIA STATE UNIVERSITY
BYRDINE F. LEWIS COLLEGE OF NURSING AND HEALTH
PROFESSIONS



MASTER'S PROGRAM HANDBOOK
2023-2024 EDITION

Updated August 2023

SELECTED ADMINISTRATIVE RESOURCES

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Table of Contents

| | |
|---|----|
| SELECTED ADMINISTRATIVE RESOURCES | 2 |
| INTRODUCTION TO THE HANDBOOK..... | 6 |
| GENERAL OVERVIEW..... | 6 |
| VISION..... | 7 |
| MISSION..... | 7 |
| VALUES | 7 |
| PHILOSOPHY | 7 |
| SCHOOL OF NURSING CIVILITY PLEDGE..... | 7 |
| MASTER OF SCIENCE WITH A MAJOR IN NURSING..... | 8 |
| POST-GRADUATE CERTIFICATE..... | 8 |
| RN-MS..... | 8 |
| MSN PROGRAM OUTCOMES | 8 |
| POST-MASTER’S CERTIFICATE PROGRAM OUTCOMES | 9 |
| STUDENT PROGRESSION..... | 9 |
| PROVISIONAL GRADUATE STATUS..... | 10 |
| CHANGING OF SPECIALITY AREA..... | 10 |
| CONTINUOUS ENROLLMENT POLICY..... | 10 |
| APPLICATION FOR GRADUATION..... | 11 |
| HEALTH RECORD | 11 |
| HEALTH REQUIREMENTS FOR CLINICAL PRECEPTORSHIPS | 11 |
| GUIDELINES FOR INFECTIOUS DISEASE CONTROL | 12 |
| FACULTY ADVISORS..... | 12 |
| COURSE REGISTRATION..... | 12 |
| COURSE TRANSFER CREDIT..... | 12 |
| MASTER’S CURRICULUM..... | 13 |
| CLINICAL AFFILIATIONS..... | 13 |
| CLINICAL SITE REQUIREMENTS..... | 14 |
| CLINICAL SCHEDULE..... | 14 |
| CLINICAL DRESS CODE | 14 |
| PROFESSIONAL CONFIDENTIALITY | 15 |
| STUDENT EVALUATION | 16 |
| Grading Policy: Graduate..... | 16 |
| Clinical Grading Policy | 16 |
| Clinical, Field Experience or Internship Evaluation | 16 |
| Policy On Grade of Incomplete or “I” or Incomplete in Progress “IP” | 17 |
| PROFESSIONAL BEHAVIOR AND ACCOUNTABILITY..... | 17 |

| | |
|---|----|
| ELECTRONIC EQUIPMENT POLICY | 17 |
| PROGRAM EVALUATION | 17 |
| Appealing A Performance Evaluation..... | 17 |
| POLICIES RELATED TO STUDENT ASSIGNMENTS | 18 |
| USE AND ACKNOWLEDGMENT OF SOURCES | 19 |
| Plagiarism..... | 19 |
| Cheating: Unauthorized Assistance | 19 |
| Rights When Accused of a Violation..... | 20 |
| DIRECTED READINGS..... | 20 |
| RESOURCES | 21 |
| Graduate Catalog | 21 |
| Library | |
| Writing Studio | 21 |
| Counseling Center..... | 21 |
| EMAIL | 21 |
| EMERGENCY ALERTS | 22 |
| FINANCIAL ASSISTANCE..... | 22 |
| School of Nursing Scholarships..... | 22 |
| Non-Resident Tuition Waiver | 22 |
| HOUSING | 22 |
| EXPENSES | 22 |
| STUDENT HEALTH INSURANCE..... | 23 |
| STUDENT HEALTH CLINIC | 23 |

| | |
|--|----|
| APPENDICES | 24 |
| Appendix A - Request to Change Specialty Area..... | 25 |
| Appendix B - Health Form | 26 |
| Appendix C - Request for Evaluation of Transfer Credit – Graduate | 27 |
| Appendix D - School of Nursing - Clinical Rotation Preparedness Checklist | 28 |
| Appendix E - Clinical Placement Request Form..... | 29 |
| Appendix F - Clinical Placement Request Flow Chart..... | 30 |
| Appendix G - Clinical Evaluation Tools..... | 31 |
| Appendix H – Student Clinical Evaluation – Pediatric Care | 32 |
| Appendix I - Clinical Rotation Student Evaluation | 34 |
| Appendix J - Student Evaluation of Clinical Preceptor..... | 35 |
| Appendix K - Clinical Rotation Student Evaluation | 36 |
| Appendix L - Directed Reading Packet - N7060..... | 37 |
| Appendix M - N7060 Directed Readings Student Course Request Form..... | 38 |
| Appendix N - Course Syllabus Form - Directed Readings (N7060) | 39 |
| Appendix O - Sample Syllabus / Course Outline | 40 |
| Appendix P - Policy on Grades of “I” (Incomplete) or “IP” Incomplete in Progress | 41 |
| Appendix Q - Georgia State University School of Nursing Civility Pledge | 43 |
| Appendix R - Student Appeals | 44 |
| Appendix S – Policy on Academic Honesty | 47 |
| Appendix T - Notice of Academic Dishonesty | 54 |
| Appendix U - Petition for Waiver | 56 |

INTRODUCTION TO THE HANDBOOK

The faculty of the School of Nursing work to create a supportive environment that is affirming and facilitates the growth and progress of students who are engaged in graduate study. This handbook has been compiled by the faculty and contains information that may be helpful to the student while enrolled in the master's program.

The Master's Programs Student Handbook contains the most recent School of Nursing policies and procedures; thus, the handbook supersedes any other publication regarding policies and procedures. This handbook should be used in conjunction with the Graduate Catalog to answer policy and procedural questions regarding your graduate studies. The faculty encourages the student to obtain and keep a copy of the Graduate Catalog for the year in which the student was admitted, as well as this and any updated versions of the Master's Programs Student Handbook. The handbook contains copies of required forms.

This handbook applies to students enrolled in the Master of Science with a major in Nursing (MS), Post-Master's Certificate (PMC), and RN-MS programs.

GENERAL OVERVIEW

The Department of Nursing at Georgia State University enrolled its first undergraduate students in 1969 and graduated its first class in 1971. The Master of Science degree with a major in nursing was authorized in 1976. The department became a School of Nursing in 1981, and a doctoral program (PhD) in nursing was initiated in 1986. The Doctor of Nursing Practice (DNP) was initiated in 2013. All nursing programs are fully accredited by The Commission of Collegiate Nursing Education (CCNE).

Faculty members in the School of Nursing are extensively involved in statewide, regional, and national practice and research organizations. SON faculty are also involved in a variety of specialty organizations and task forces, which are concerned with conducting and supporting nursing research and advanced practice.

The Atlanta area is the site of many diverse clinical settings for conducting research and obtaining advanced practice opportunities. The School of Nursing has contracts with over 300 clinical agencies, including primary and tertiary care facilities, several special care hospitals, extended care facilities, and public health agencies.

VISION

The School of Nursing at Georgia State University will be recognized nationally and internationally for its diverse faculty and student body and for its distinct programs across all levels of nursing education. As a university of scholarship and discovery, we will provide a platform to launch nursing scientists, leaders, scholars, and clinicians who strive to improve healthcare outcomes for individuals across the lifespan.

MISSION

Georgia State University is an enterprising public research university. The School of Nursing prepares nurses for a variety of healthcare delivery settings, for engagement in the science of nursing, and to lead in roles at all levels of the profession. The School of Nursing engages in activities that systematically advance teaching, research, and practice through rigorous inquiry and experiences across disciplines. Our commitment is to develop knowledge that is conveyed in practice excellence, improved health of populations, and improved quality of life for all individuals.

VALUES

Collegiality, diversity of people and opinions, integrity, human dignity, social justice.

PHILOSOPHY

The School of Nursing faculty are dedicated to teaching, research, and service, and recognize the value of interprofessional education. We advance the science of nursing through both evidence-based clinical decision-making and scientific inquiry. We promote excellence in nursing practice that improves the health of individuals, families, communities, and populations within the state, nation, and the world;

Education and professional development are integral parts of our School of Nursing. We believe in lifelong learning, built on a strong educational foundation. We enable nurses to translate knowledge in health care to improve delivery of care to all human beings; and

By raising the awareness of a diverse community of individuals requiring care, education at our School of Nursing focuses on global perspectives, social justice, and health disparities that exist in population health. We advance the professional and social consciousness of students for them to become advocates and health care leaders. (Vision, Mission, Values & Philosophy Approved by SON 4/5/2021)

SCHOOL OF NURSING CIVILITY PLEDGE

Provision 1.5 of the Code of Ethics for Nurses with Interpretive Statements (2015) requires all nurses to create *“an ethical environment and culture of civility and kindness, treating colleagues, coworkers, employees, students, and patients with dignity and respect; any form of bullying, harassment, intimidation, manipulation, threats, or violence are always morally unacceptable and will not be tolerated”* (p. 4).

To honor this commitment, all members of the Byrdine F. Lewis School of Nursing pledge to abide by our co- created goal and ground rules. We pledge to create and sustain a workplace that encourages honesty/integrity, professional excellence, collegiality/collaboration, cultural sensitivity/diversity, creativity/innovation, and emotional and physical safety. When we disagree, we will restrict our differences to the issue itself, while respecting the person with whom we disagree. We will conduct all discussions and interactions in a respectful, civil, and dignified manner in our learning community. See Appendix I for the Civility Pledge.

MASTER OF SCIENCE WITH A MAJOR IN NURSING

The Master's program in nursing is designed to prepare graduates to assume a variety of advanced practice roles. Preparation is offered in a variety of clinical areas: adult-gerontological clinical nurse specialist and nurse practitioner, psychiatric mental health nurse practitioner, pediatric nurse practitioner, and family nurse practitioner.

POST-GRADUATE CERTIFICATE

A Post-Master's Certificate (PMC) option in clinical specialty areas is offered to master's-prepared nurses, who wish to obtain additional specialty preparation and to current students who wish to become specialists in more than one area. Refer to the school of nursing webpage <https://www.gsu.edu/program/nursing-post-masters-certificate/> for more information regarding offerings.

RN-MS

The RN-MS program option allows the registered nurse with a hospital diploma or associate degree to earn a Master of Science with a Major in Nursing degree. A BSN is not awarded in this program.

MSN PROGRAM OUTCOMES

Integrate knowledge of the humanities, evidence-based practice, and the distinct perspective of the nursing profession with clinical judgment and person-centered, compassionate care.

- * Covers 2021 AACN Essentials Domains 1 and 2

Collaborate and use effective communication strategies with patients, families, and interprofessional partners in the provision of care and the promotion of population health.

- * Covers 2021 AACN Essentials Domains 3 and 6

Apply scholarship to improve the health-related outcomes of patients, families, and populations.

- * Covers 2021 AACN Essentials Domain 4

Utilize activities that maintain and enhance quality and safety, while minimizing risk of harm to patients and providers through system effectiveness and individual performance.

- * Covers 2021 AACN Essentials Domain 5

Design collaborative treatment plans, recommendations, and referrals that provide equitable care and address social determinants of health for diverse populations.

- * Covers 2021 AACN Essentials Domain 7

Incorporate the use of informatics and technologies with the management of health-related outcomes, while utilizing best practices of safe, quality care.

- * Covers 2021 AACN Essentials Domain 8

Demonstrate a commitment to developing and maintaining professional standards and being an advocate for patients, health policy, and the nursing profession.

- * Covers 2021 AACN Essentials Domain 9

Expand knowledge of self in the areas of personal growth, professional development, and leadership abilities.

- * Covers 2021 AACN Essentials Domain 10

Created and approved May 2, 2022 (MPC Committee)

POST-MASTER'S CERTIFICATE PROGRAM OUTCOMES

Synthesize evidence-based findings from liberal education of sciences and humanities with nursing practice and professional nursing.

Apply organizational and systems leadership skills, concepts, and decision making that promote high quality ethical, culturally responsive, and safe patient care for the practice of nursing at the master's degree level in a variety of settings.

Utilize current quality standards to improve all aspects of healthcare and the impact of sociocultural, economic, legal factors influencing patient care quality, workplace safety, and the scope of advanced practice nursing.

Translate knowledge in planning, implementing, and evaluating ethical, evidence-based data and professional standards of care to effect change in nursing practice and healthcare organizations.

Demonstrate skills in using patient care technologies, information systems, and appropriate innovations to assist in all aspects of patient care across the healthcare continuum.

Employ policy development, process skills, and advocacy strategies to facilitate system change and positively impact health, healthcare, and the scope of advanced practice nurses.

Demonstrate effective leadership of interprofessional healthcare teams and coordination of patient care that considers determinants of health and available resources that contribute to healthcare prevention and population health.

Integrate broad organizational, client centered, and culturally sensitive concepts, using evidence-based science for individuals, families, and diverse groups with a focus on vulnerable and urban populations.

Integrate advanced, scientifically based direct and indirect nursing interventions that will positively influence the outcomes of individuals, systems, and populations across the lifespan. (Approved 8/2020)

Program Achievements and Outcomes are Based on:

1. Advance practice nursing role and competency development.
2. Graduation/completion rates.
3. Student satisfaction with the program.
4. Certification pass rates.
5. Employment rates.

STUDENT PROGRESSION

Students must complete all requirements for graduation within **six** calendar years. Exceptions may be granted in unusual circumstances by the Master's Program Committee of the School of Nursing.

All students must meet with their advisor to plan a course of study. The following policies of the School of Nursing are in effect:

Students must maintain a minimum cumulative grade point average of 3.0. A grade of "B" or better must be earned in every nursing course. Students who do not earn at least a "B" in each nursing course must repeat the course. A failure in two different nursing courses will result in the student's ineligibility to continue in the program. Only grades of "C" or higher in non-nursing courses will count toward graduation requirements.

Students must maintain a "B" average in the nursing program (3.0). A graduate student whose cumulative grade point average falls below 3.0 at the end of a semester will receive an academic warning from the Byrdine F. Lewis College of Nursing and Health Professions. If at the end of the next 12 semester hours of enrollment a 3.0 cumulative grade point average is not achieved, the student will be withdrawn from the graduate program. Students placed on academic warning on two or more occasions will be suspended. During the process of an appeal, students may be permitted to continue attending classes.

Suspended students wishing to re-enter the nursing program may submit a petition to the Master's Program Committee. A re-entry application must be submitted to the Office of Academic Assistance. Students permitted to re-enter the program will do so under the current catalog and current school requirements. If reinstated, the student and advisor will develop a new program plan. In addition, if reinstated, students can only fail one nursing course, before being suspended from the Master's program.

When the School has suspended the student from the graduate program for a cumulative GPA below 3.0 (see Graduate Catalog) and the student has been approved for reentry, the student has two semesters after reentry to obtain a cumulative GPA of 3.0 or above. If a cumulative grade of 3.0 is not achieved, the student will be suspended from the Byrdine F. Lewis College of Nursing and Health Professions.

PROVISIONAL GRADUATE STATUS

Provisional Graduate Status: Students who do not meet all admission criteria MAY be admitted on a provisional basis. These students are limited to nine semester hours of study. These nine hours of study are determined and authorized by the student's faculty advisor. Courses that must be included in the program of study for provisional students include NURS7310 Advanced Pathophysiological Concepts in Nursing Part I, NURS7320 Advanced Pathophysiological Concepts in Nursing Part II, and one of the following: NURS 7550 (Advanced Pharmacology) or NURS7950 (Research Methods and Theoretical Foundations for Advanced Practice Nursing). A grade of B must be achieved in each course during the provisional status period (9 credits); no course may be repeated. If a B is not achieved in each course, then the student will be withdrawn from the program. If a GPA of 3.0 is achieved (with at least a B in each course in the 9-credit course plan), and upon recommendation of the Master's Program Committee, the student is admitted to full graduate status and will receive a letter notifying him or her of the change in status.

CHANGING OF SPECIALITY AREA

Students who wish to change specialty areas must complete the following: A Request To Change Specialty Area, (see Appendix A), provide goals and rationale for the requested change, and an updated resume. This information is to be submitted to Office of Academic Assistance in the Byrdine F. Lewis College of Nursing and Health Professions. An interview may be required. ***Admission to one specialty does not guarantee admission to another specialty.***

CONTINUOUS ENROLLMENT POLICY

Students must seek readmission to the master's program if they have not enrolled for two (2) consecutive semesters. In addition, students who deviate from their planned sequence of nursing courses are not guaranteed a place in those courses in subsequent semesters.

APPLICATION FOR GRADUATION

All degree-seeking candidates and post-master's certificate students must file a formal application for graduation with the Graduation Office. Graduate degree and certificate candidates must apply at least two (2) semesters prior to the expected semester of graduation or completion. Deadlines for application for graduation may be found on the Graduation Website (<https://registrar.gsu.edu/graduation/>). The Graduation Office will inform the student's school when the application is filed. The Office of Academic Assistance (OAA) in the Byrdine F. Lewis College of Nursing and Health Professions conducts an audit and informs the student of any remaining requirements. The OAA conducts an independent audit to ensure that all degree requirements are satisfied.

HEALTH RECORD

All students are required to maintain current health records. Students who do not have current health and clinical practice information will not be placed for clinical/residency experiences.

HEALTH REQUIREMENTS FOR CLINICAL PRECEPTORSHIPS

The clinical facilities, where students complete direct and indirect clinical activities, have specific requirements for reporting of student and faculty health status. Currently, many agencies require hepatitis immunization, documentation of results of a tuberculin skin test, and, if possible, the date and result of subsequent chest X-rays. Also, they require MMRs, Varicella titers, a copy of current CPR certification (only American Heart Association certification accepted), and proof of student liability insurance. Please be aware that all MS and PMC students must maintain a current record of immunizations, skin testing, liability insurance, and other evidence of health status prior to any clinical/residency experiences. Students will not be placed in clinical facilities if health forms and requirements are not current. To verify if all clinical requirements have been met, students can log onto the Typhon Nurse Practitioner web-based tracking system. See Appendix B for a copy of the Health Form. The School of Nursing also requires a background check along with a drug screen on admission to the program. This process is completed through <http://www.advantagestudents.com/>. This testing is done at the student's expense.

All students, faculty, and staff (when appropriate) are required to submit a completed Health Form (Appendix B) prior to employment or admission and at appropriate intervals, if applicable, to specific colleges/schools. Immunizations must be current. See below for applicable requirements.

Immunizations - The following immunizations are required:

1. A tetanus-diphtheria pertussis within the last ten (10) years;
2. Two (2) MMRs [if the birth date is prior to 1957, proof of positive rubella titer or vaccination is required; if birth date is after 1957, the MMR series is required];
3. Record of chicken pox;
4. Flu Shot (annually);
5. Hepatitis B vaccine series [required for students, faculty, and staff having exposure to blood or other potentially infectious materials, unless they have executed a written waiver];
6. TB screening [A PPD skin test is required upon employment or admission, and then every year thereafter for some programs within the University. Some clinical agencies require the PPD every six months. Therefore, faculty and/or students must comply with those agency policies].

Students and faculty are responsible for submitting proof of immunizations on the Health Form and/or an appropriate waiver form.

Some clinical agencies may require a physical exam and/or additional immunizations for students, faculty, and staff prior to a clinical experience.

GUIDELINES FOR INFECTIOUS DISEASE CONTROL

Concern for the safety of all students, faculty, and staff of Georgia State University led to the development of infection control guidelines. To assure the safety of those in the Georgia State community, the infection control guidelines are to be followed. For an explanation of these guidelines please go to <http://www.usg.edu/facilities/training/pathogens/>.

FACULTY ADVISORS

A faculty or academic advisor is assigned to each student upon admission and will remain the student's advisor until program completion, withdrawal or termination unless a request for change is made. Students are responsible for contacting their advisor each semester for advisement and course authorization.

COURSE REGISTRATION

The Office of the Registrar will notify students by email each semester, of the date and time for registration; this information is also found on the Georgia State University website: http://www.gsu.edu/registrar/registration_guide.html. Upon notification, all students should contact their faculty advisor for course authorization. An email request by the faculty advisor is required for course authorization.

Students are responsible for checking on their assigned registration time by checking the University's Registration website http://www.gsu.edu/registrar/registration_guide.html. Students may find a listing of courses on GoSOLAR/PAWS on the GSU web site.

COURSE TRANSFER CREDIT

The maximum amount of credit hours (core only) that may be transferred is fifteen (15) semester hours. Course work which was used to satisfy graduation requirements for the master's degree may not be transferred to meet requirements for the doctoral degree. The student's academic advisor and the Master's Program Director must approve all courses accepted for transfer credit. All credits, including transfer credits, presented for the Master of Science with a major in nursing degree must have been earned within five (5) calendar years of the date of the degree.

The student must complete an "Evaluation of Transfer Credit" form (see Appendix C) for approval of transfer credit. This form should be returned to the Office of Academic Assistance in the Byrdine F. Lewis College of Nursing and Health Professions, along with any course descriptions and/or the course syllabus. On the form, the student is to note which Georgia State University degree requirement the transferred course will satisfy, if accepted.

A copy of the transcript showing the course information will be forwarded to the student's advisor. The advisor and the Master's Program Director will review the syllabus and consult with faculty who teach the Georgia State University required course to determine if the transferred course would meet the course objectives of the University course. The student advisor and the Master's Program Director will sign the

form and return it to the Administrative Coordinator of the Master's Program. If approved, the transfer credit will be documented on the student's academic record through GoSOLAR.

MASTER'S CURRICULUM

The curriculum of each of the specialty tracks includes core nursing courses and specialty courses. Students may engage in either full-time or part-time study. A minimum of forty-eight (48) semester credit hours of course work is required for the clinical Masters specialty concentrations. Refer to the University Graduate Catalog for the curriculum of each of the master's program concentrations. PMC students should work in collaboration with their faculty advisor to develop a plan of study while in the program.

CLINICAL AFFILIATIONS

Students are highly encouraged to be proactive in procuring clinical sites while in the program. Faculty members and the graduate Clinical and Residency Placement Coordinator will determine clinical affiliations (see Appendix E). Generally, students are not permitted to complete their clinical experience in the agency where they are employed. Exceptions must be approved in writing by the course administrator.

Clinical experiences for any course may occur only in agencies where clinical contracts are in effect. Letters of agreement will be sent to these agencies followed by the official University agreement. This process takes 6-8 weeks. Course administrators will give specific directions regarding completion of clinical site information. This process allows for clinical contract completion as needed.

For clinical/residency placements, the graduate Clinical and Residency Placement Coordinator works with the course administrator to determine the kinds of preceptors and sites needed for student placement. Students will be assigned to a clinical/residency site that will offer experiences that will facilitate the attainment of the clinical/residency objectives. Once assigned to a clinical site, students will complete their practicum with the assigned preceptors at the assigned site. On rare occasions, a student may request a change of preceptor/site; however, changes in placement will only be considered if it is determined that the student cannot meet the course objectives with the assigned preceptor or at the assigned site.

The semester prior to the clinical practicum, students will be asked to complete the Clinical Placement Request form (see Appendix D). In special situations, students may request to take two clinical courses simultaneously. Consideration of this request will only be made if the student has a 3.75 GPA and permission of their advisor.

CLINICAL SITE REQUIREMENTS

Some clinical agencies require a background check and drug screening. Background check and drug screening are available through Advantage Students, <http://www.advantagestudents.com/>. Students are responsible for fees associated with the background check and the drug screening.

Clinical sites often have specific paperwork and educational material that students must complete before they can practice in the agency. The course administrator or graduate Clinical and Residency Placement Coordinator will direct the student in obtaining needed materials and forms.

CLINICAL SCHEDULE

Students are required to submit their clinical schedule to their assigned clinical faculty, before starting any clinical hours. If the student starts clinical without submitting their schedule or attends clinical on a non-scheduled day, this will result in a clinical failure and/or the hours not being approved or counted. Any changes to the clinical schedule (change in student schedule, change in preceptor availability, sick days, inclement weather days etc.), must be communicated to the clinical faculty as soon as possible. The student is responsible for reaching out to their clinical faculty and inquiring how they wish to be notified of changes to the schedule (both planned & unplanned experiences). Students should be attending clinical at least 12 to 16 hours per week.

Students are prohibited from direct patient interaction if the preceptor is not physically present at the clinical site. Students may complete clinical hours during the University's Spring and Fall break and during breaks between semesters **ONLY** after gaining written approval from applicable faculty. In addition, students are only permitted to schedule clinical during times when Georgia State University is officially closed because of extenuating circumstances and prior written faculty notification. If the student completes clinical during times when the University is officially closed without written approval, this will result in a clinical failure and/or the hours not being approved or counted. Students are highly encouraged to complete their clinical hours during the semester (refer to appropriate academic calendars). (April 202

CLINICAL DRESS CODE

1. Students should always dress in a neat and professional manner. A GSU name tag identifying the student as a registered nurse and as a GSU graduate student must be worn always. Official nursing pins and pins from professional organizations may be worn.
2. Lab coats should be worn. They should be at least hip-length and no longer than knee length. Scrub jackets should not be worn. Lab coats should not have embroidery or patches that identify other agencies.
3. Clothing should be neat, clean, and non-wrinkled. Clothing made of denim, or that exposes the student's shoulders, midriff or toes is not acceptable. Shorts and walking shorts are not allowed. Women's skirts should be knee length or longer. Men may wear shirts without ties if the shirts have button neck openings.
4. Undergarments should not be clearly visible either outside the clothing or through the clothing.
5. Shoes should be low heeled and cover the student's toes. Sneakers and sandals are not acceptable.
6. Hair styles should be professional and should not interfere with providing safe patient care. Extreme hair colors should be avoided while in clinical courses.
7. Fingernails should be neat and cut short enough to assure safe patient care. Artificial nails, nail tips and polish are not to be worn.
8. Watches with second hands are required.

9. With respect to jewelry: two or fewer plain stud or post earrings may be worn in the lower part of each ear. No other visible body piercing jewelry may be worn. Each student may wear up to a total of two finger rings, but these must not interfere with safe patient care. Necklaces and bracelets may not be visible.
10. Strongly scented personal hygiene items and perfume may not be worn.
11. Chewing of gum is not permitted.
12. All students must adhere to the smoking policies of their clinical agencies. In addition, if the student is a smoker, she/he must be aware of the need to reduce the smell of smoke on his/her clothing and person to a minimum. Smokeless tobacco products are prohibited.
13. Body art tattoos or other body art must not be visible.
14. If at any time the clinical agency dress code is more restrictive than that delineated in this policy, the student is required to adhere to the clinical agency policy.

Students are to conform to the dress code for all clinical experiences. Students participating in residency must adhere to this dress code policy with an exception to #2 in cases where lab coat attire is not required or appropriate.

PROFESSIONAL CONFIDENTIALITY

The protection of patient information is the crux of professional ethics in health care, and it is critical that patient information be protected in educational situations. With the increased use of technology (for example, in online courses where classes are often recorded, and with the widespread use of cell phones and other electronic devices for photography and audio recording), it is especially important to maintain awareness of confidentiality issues.

It is important to note that class discussions are for educational purposes only. All information is shared to enhance learning and must not be disseminated outside the learning environment. For example, the use of case studies (both fiction and non-fiction) is a traditional part of the educational process, and it is natural to want to share clinical experiences with peers. However, individual rights to privacy must be maintained by all clinicians. For students, as well as other clinicians, all HIPAA regulations apply. You may visit the U.S. Department of Health and Human Service web site for more information at <http://www.hhs.gov/ocr/privacy/>.

To summarize, in all settings – virtual or actual classrooms, lab experiences, Typhon and online discussion boards, no names of persons or places encountered during clinical or residency experiences should be mentioned. No reference to actual patient(s), provider(s), clinical facility names, or other unique identifying information can be made in written or verbal form. Students and faculty are to use pseudonyms when discussing clinical situations. No photography of any kind may be taken in the clinical or residency setting.

STUDENT EVALUATION

Grading Policy: Graduate

A grade of 80 (B) or above is required to continue in the progression of the graduate nursing courses. In order to receive credit for any quizzes, case studies or any other graded activities in the Master's level courses (to include N7010, N7030, N7040, N7080, N7090, N7120, N7140, N7160, N7170, N7190, N7200, N7220, N7310, N7320, N7340, N7342, N7350, N7420, N7430, N7440, N7500, N7550) the student's average of **weighted** grades on course examinations must be 80% or above. For all other Master's level courses, a grading policy will be noted in syllabi.

Grading Scale

| Quality Points | Letter Grade | Numerical Range |
|----------------|--------------|--|
| 4.3 | A+ | = 97 – 100 |
| 4.0 | A | = 90 – 96.9 |
| 3.3 | B+ | = 85 – 89.9 |
| 3.0 | B | = 80 – 84.9 (pass rate 80% or above for progression) |
| 2.3 | C+ | = 77 – 79.9 |
| 2.0 | C | = 74 – 76.9 |
| 1.0 | D | = 65 – 73 |
| 0.0 | F | = 64 and below |

Clinical Grading Policy

A **clinical warning and/or clinical failure** can be given in any clinical course within the Master's curriculum. A clinical warning may be given in advance of a clinical failure. Please note, two clinical warnings will result in a clinical failure and a grade of D.

A **clinical warning and/or clinical failure** can be given at the discretion of the course administrator and clinical faculty for any of the following reasons, but are not limited to:

- Professional Accountability – fulfillment of expected standards for conduct of graduate nursing students. Examples include failure to complete clinical onboarding requirements prior to a clinical rotation; repeated reports of lateness for clinical rotation; turning in written assignments late without permission from clinical instructor; dress code issues, etc.
- Disrespectful and uncivil behavior at clinical agencies or sites.
- HIPAA and confidentiality violations in the classroom as well as clinical agencies.
- Other behaviors or egregious offenses identified by faculty that are unbecoming of a graduate nursing student.

A clinical failure will result in a course grade of "D" or less based on the student's clinical performance evaluation by the faculty. If the didactic course grade is lower than the clinical grade, the score of the didactic component will reflect the grade for the course.

Clinical, Field Experience or Internship Evaluation

At the completion of each clinical course, the student's clinical performance will be evaluated by his/her preceptor in collaboration with the course faculty member. See (Appendix F) for a copy of the appropriate evaluation form. Students are encouraged to keep copies of evaluations for their records.

Policy On Grade of Incomplete or “I” or Incomplete in Progress “IP”

The grade of “I” (Incomplete), or “IP” (Incomplete in Progress), may be given to a student, who for non-academic reasons beyond his or her control, is unable to meet the full requirements of a course. To qualify for an “I,” or “IP” a student must (see Appendix H for the policy):

- have completed most of the major assignments of the course (generally all but one), and
- be passing the course (aside from the assignments not completed) in the judgment of the instructor.

PROFESSIONAL BEHAVIOR AND ACCOUNTABILITY

To honor this commitment, all members of the School of Nursing pledge to abide by our co-created goal and ground rules. We pledge to create and sustain a workplace that encourages honesty/integrity, professional excellence, collegiality/collaboration, cultural sensitivity/diversity, creativity/innovation, and emotional and physical safety. When we disagree, we will restrict our differences to the issue itself, while respecting the person with whom we disagree. We will conduct all our discussions and interactions in a respectful, civil, and dignified manner in our learning community.

This policy is consistent with the University policy on Disruptive Behavior as it appears in the Georgia State University Code of Conduct <https://codeofconduct.gsu.edu/>

Professional behavior and accountability is an overriding requirement for passing any graduate course. The programs in the Byrdine F. Lewis College of Nursing and Health Professions reserve the right to require the withdrawal of any student, who, in the opinion of the faculty, does not maintain the standards of clinical performance or conduct. Failure to adhere to professional behavior or professional accountability will result in a course(s) grade of “F” (failure).

ELECTRONIC EQUIPMENT POLICY

All electronic equipment should be on silent during class and clinical/residency experiences. Students may have access to their cell phones, except during exams. Students are expected to refrain from using cell phones in the classroom or at clinical sites, except in the event of a family emergency or disaster alert notification from the University. In the clinical setting, facility policy must be followed.

Use of any photographic equipment (including cell phones) is prohibited in class and at clinical sites, except with faculty approval and written permission of subjects.

PROGRAM EVALUATION

Students will be invited to evaluate clinical instructors and each course electronically at the end of each course. Students will also be asked to evaluate the preceptor at the end of each clinical/residency practicum. Additionally, students will be asked to evaluate the total graduate program (an end-of-program evaluation) upon completion of coursework. Students’ suggestions for improvement are appreciated and considered for program improvement.

Appealing A Performance Evaluation

The faculty of the School of Nursing believes that each student should be assured the right to due process. This due process provides a way of receiving a fair determination of the evaluation of their performance within the courses of the School of Nursing. This evaluation may be of an assigned grade, written work, oral presentations, examinations, or clinical performance.

The School of Nursing follows the process set forth in the Byrdine F. Lewis College of Nursing and Health Professions Student Grade Appeals policy (see Appendix R). The CNHP policy is congruent with the appeal policy outlined in the Graduate Student Catalog.

In addition, please note the process to file a formal complaint, or grievance, for the School of Nursing is as follows:

- The student must contact the instructor and/or course administrator to initiate the appeals process.
- If not successfully resolved, the student should contact the Master's program director for resolution.
- If the grievance is not successfully resolved at that level, the appeal may then be forwarded to the Associate Dean for Nursing.
- If not resolved at that level, the student should contact the Associate Dean for Academic Affairs of the Byrdine F. Lewis College of Nursing and Health Professions.

All documentation must follow the policies and procedures for the Byrdine F. Lewis College of Nursing and Health Professions.

Additionally, a request for a waiver of established policy and procedure from curricular and/or programmatic requirements is covered in the *Georgia State University Policy Procedures for Student Complaints, Petitions for Policy Waivers/Variances, and Appeals* located in the [Student Code of Conduct](#). Additionally, students may obtain assistance with these processes in the Byrdine F. Lewis College of Nursing and Health Professions Office of Academic Assistance.

Student Responsibilities: The student is responsible for determining the basis upon which the evaluation is questioned and for initiating and maintaining communication and compliance within the framework of the grievance process.

Faculty Responsibilities: Each faculty member is responsible for being aware of the student's right of grievance of an evaluation and for providing the student with guidance to initiate the process. The faculty is responsible for maintaining evaluation materials and providing materials necessary for the grievance process.

School of Nursing Responsibilities: The School of Nursing and the Associate Dean for Nursing will ensure that the student's expected progression through the program is not interrupted during the grievance process.

POLICIES RELATED TO STUDENT ASSIGNMENTS

Written Student Assignments: Unless otherwise instructed by the course faculty, papers should follow the *Publication Manual of the American Psychological Association*, (latest edition), be free of grammatical and spelling errors, and be electronically generated. **Plagiarism will not be tolerated.** Papers may not be returned to the student; thus, the student should keep an extra copy. Faculty may refuse to accept or may decrease the grade (as much as one letter grade per day) for unexcused late assignments.

USE AND ACKNOWLEDGMENT OF SOURCES

Plagiarism

Plagiarism is the representation by a student of another's ideas or writing as one's own. There are basically two types of plagiarism:

The first, which is more serious, involves a deliberate attempt on the part of a student to pass the writing or ideas of another author as one's own. It generally consists in the straight copying or slight paraphrasing of a source that the student attempts to conceal.

The second, which results from the student's lack of familiarity with the proper procedures for the source acknowledgment and use, involves one or more technical errors. The student, in this case, wants to acknowledge his indebtedness to outside materials, but is unaware of the correct ways in which to go about it.

Both forms of plagiarism are serious violations of the principles of academic honesty upon which every university is based. They cannot be tolerated. Penalties, especially for those involved in deliberate plagiarism, may be quite severe.

Students contemplating deliberate plagiarism should be forewarned that since instructors are usually well acquainted with most reference materials associated with course work, they often easily recognize plagiarized material.

For those who do not know the correct methods for source use and acknowledgment, the following general rules should be noted.

All specific examples of indebtedness must be acknowledged at the appropriate points by means of reference notations, as designated by APA. Quote accurately.

Any outside source used in the preparation of an assignment should be mentioned in the bibliography, even if it did not furnish the student with specific ideas.

Avoid excessive paraphrasing of reference materials. In doing the research for a paper, the student should aim at thoroughly digesting the reference material consulted. Paraphrasing, i.e., simply changing the key words and sentence structure from the source, implies that the student has not synthesized the materials.

If the student must paraphrase, it should be done from memory. In addition, stringing together a series of quotations and paraphrases from a variety of sources with an original interpretation or analysis is not proper form for a research paper.

Cheating: Unauthorized Assistance

No student shall give or receive any assistance not authorized by the instructor in the preparation of materials to be submitted as a requirement for academic credit.

These materials include:

1. The preparation of written assignments or reports to be submitted as a requirement for course credit.
2. The completion of practice or written examinations.
3. The execution of clinical assignments

Rights When Accused of a Violation

Students have the right to due process when accused of any violation of policy. The appeals procedure for students within the Byrdine F. Lewis College of Nursing and Health Professions provides an impartial hearing on matters that cannot be resolved between student and faculty members. Any case involving the violations as stated above are handled as described in the University catalog,

<https://codeofconduct.gsu.edu/>

DIRECTED READINGS

Additional credit hours may be obtained through a directed readings course (NURS 7060). Directed readings require faculty approval and completion of the forms included in the Directed Reading Packet, prior to course authorization (see Appendix F).

RESOURCES

Graduate Catalog

Students are responsible for information included in the university graduate catalog (<https://catalogs.gsu.edu/index.php?catoid=26>) the Byrdine F. Lewis College of Nursing and Health Professions catalog, and the School of Nursing Master's Student Handbook. Various information and policies identified by the School of Nursing supersede those found in the other catalogs.

Additionally, students are responsible for the information that is contained on the School of Nursing website, <http://nursing.gsu.edu/>. The School of Nursing website contains information about the master's program, master's student handbook, announcements, resources, and other pertinent information.

Library

Georgia State University is home to two libraries, the University Library, and the College of Law library. The University Library is the second largest library in the state of Georgia. It provides students with access to extensive information resources, assistance with research and provides state-of-the-art technology. Library resources include:

1. Over 350 databases for faculty and students
2. Access to SPSS and SAS
3. Laptops and iPads available for checkout
4. Research librarians
5. State-wide intra library loan

Writing Studio

The Writing Studio is located at 25 Park Place, Suite 2420. Visit <http://www.writingstudio.gsu.edu> for additional information and hours of operation or email writing@gsu.edu. This Center in the Department of English offers help with writing for GSU students from all departments and colleges across the University.

Counseling Center

The Counseling Center provides comprehensive services to students free of charge. The Counseling and Testing Center provides a wide range of counseling, testing, psychiatric and holistic health services to support students as they work to reach their educational goals. The counseling center can be reached at <https://counselingcenter.gsu.edu/>

EMAIL

The university uses the official student email address for official correspondence. It is expected that students check their official university email frequently for this reason. Note that some commercial (personal) email units will not allow the official university email to be forwarded to them. Correspondence with faculty, preceptors, and other professional affiliations must come from your GSU student email account.

EMERGENCY ALERTS

When a life-threatening event or weather situation occurs, the Panther Alert system will trigger alerts through a variety of communications channels, including email, text, phone calls, and social media posts. The university also sends text messages about crime incidents that affect the university community, such as armed robberies, shootings or assaults. The text option is opt-in, and we encourage all community members to sign up for alerts at <https://safety.gsu.edu/>

FINANCIAL ASSISTANCE

School of Nursing Scholarships

Thanks to the commitment of donors, the School of Nursing can offer student scholarship opportunities. As a registered student, you may apply for merit and need-based scholarships. In other instances, candidates are nominated by the faculty to receive scholarships. Please visit <https://success.students.gsu.edu/scholarship-resource-center/> for details.

Non-Resident Tuition Waiver

A limited number of "out of state" tuition waivers are available through the Office of Academic Assistance in the Byrdine F. Lewis College of Nursing and Health Professions. For more information, contact the Director of the Office of Academic Assistance, 404-413-1000.

HOUSING

Some student housing is available near the campus. Information is available online from University Housing at <http://www.gsu.edu/housing/>. This office maintains a list of University housing and off-campus accommodations. The University Commons, private apartment complexes, and homes are within easy access of the Metropolitan Atlanta Rapid Transit System (MARTA).

EXPENSES

In addition to the normal fees at a state-supported university, master's students will incur the expenses of student liability insurance, transportation to and from clinical agencies, fees for drug screening and background checks, and possible parking fees at clinical agencies. The fee to cover the cost of clinical experiences and the reproductive system assessments with standardized models in NURS 7500 Advanced Health Assessment is also incurred by students. The purchase of professional liability insurance is made via *Market Place* in the GSU Mall. The store name is the School of Nursing Student Prof Liability Insurance and can be accessed through: https://secure.touchnet.com/C20797_ustores/web/classic/store_main.jsp?STOREID=70.

Students must pay a one-time fee to cover the cost of the Typhon Nurse Practitioner Tracking System. This fee is paid online. Log-on and password information will be sent to students via their email account.

Student Professional Liability Insurance is to be purchased by students enrolled in the Byrdine F. Lewis College of Nursing and Health Professions and renewed annually. This provides liability coverage for students while participating in their educational training program related to the curriculums previously listed. Access information on student professional liability insurance via the Graduate Nursing Student Resource Center iCollege course site.

STUDENT HEALTH INSURANCE

All students enrolled in the School of Nursing are required to have health insurance coverage. This will be a mandatory requirement and managed through the GSU Student Health Insurance office. Unless a waiver is applied for, all students registering will automatically be assigned GSU Health Insurance coverage, and have a fee added to their tuition by Student Accounts. To have this fee removed, students must provide proof of personal health insurance. To find out more about Student Health Insurance (and the waiving out option) offered by GSU, please visit the following website: <http://sfs.gsu.edu/tuition-fees/student-health-insurance/>. Direct general questions and issues related to purchasing and waiving out of student health insurance to the following email address: ship@gsu.edu.

STUDENT HEALTH CLINIC

The Georgia State University Health Clinics at the downtown and Perimeter College locations are staffed by university employees including: a clinical director, a full-time physician, an associate director, advanced practice clinicians, registered nurses, medical assistants, a manager of business, immunizations coordinators, secretaries, a scheduler, and a nutritionist. All campuses share the medical team. Experienced health care providers who provide triage, evaluation, and treatment of medical problems provide clinical services. Currently, registered students are eligible to receive services at all three clinic locations. Visit <https://health.gsu.edu/> for more information.

APPENDICES

Appendix A - Request to Change Specialty Area

IMPORTANT: The deadline to submit this form is the mid-point of the semester prior to the term you are requesting the change. Requests received after the mid-point deadline will not be processed for the next term. Mid-point dates are listed in the Academic Calendar, which may be accessed through the GSU website link <https://registrar.gsu.edu/registration/semester-calendars-exam-schedules/>

This form is to be used by a student currently enrolled in the M.S. Nursing Program who wishes to transfer from one specialty area to another. The appropriate faculty members and the Director of the Master's Program will review this request. Students requesting a change in specialty area will be notified in writing once a decision has been made. It is strongly recommended that until a decision has been made, the student continue to work with his or her faculty advisor and continue to follow the current program's curriculum.

| | |
|-------|--------------|
| NAME: | PANTHER ID#: |
|-------|--------------|

| | |
|---------------------------|--------------------------------|
| Current Specialty Area: | Term/Year Accepted: |
| Requested Specialty Area: | Requested Term/Year Effective: |

JUSTIFICATION

On the reverse side of this form, the student is to provide a typewritten explanation of why he/she is requesting a transfer to another specialty area. Please state the reasons in support of this request. This request form is to be typed and signed by the student.

PLEASE RETURN THIS FORM TO:

Georgia State University

Byrdine F. Lewis College of Nursing and Health Professions Denisa Reed, M.Ed., Associate Director

Office of Academic Assistance In person: Room 811

By fax: 404-413-1001

By mail: P.O. Box 3995, Atlanta, GA 30302-3995

* THE INFORMATION BELOW IS TO BE COMPLETED BY THE OFFICE OF ACADEMIC ASSISTANCE *

DECISION

Approved Not Approved _____ (Current) Specialty Track Coordinator _____ Date

Approved Not Approved _____ (Requested) Specialty Track Coordinator _____ Date

If approved, the student's new advisor will be (name)

Approved Not Approved

Director, Master's Program

Date

Appendix B - Health Form

Date: _____

Panther ID: _____

Name: _____

Program / Specialty: _____

Verification of Immunizations/Disease:

Hepatitis B:

Series #1 Date: _ Series #2 Date: _ Series #3 Date: _

MMR (Measles-Mumps-Rubella) Series #1 Date: _____ Series #2 Date: _

(not required if DOB is prior to 1957)

Tetanus-Diphtheria (Td) Date: _ TDAP Date: _____

Tuberculin Skin Test (TB/PPD) Completion Date***: _____ mm induration_

BCG Vaccine: Yes _____ No _

****If positive TB/PPD, Chest X-Ray Results** _____ Date: _____

INH: Yes _____ No _____ (required annually)

Period Taken? _____

***TB/PPD is required annually for all students who participate in clinical rotations.*

Additional Information:

Have you ever had the chicken pox? Yes _____ No _____

History of major illness, injury, or of surgery: _____

Current health status, including disabilities: _____

Current medications: _____

Allergies: _____

Evidence of Physical Examination within the past year:

Physician: _____ Date: _____

Address/Physician office address: _____

Any problems noted? _ _____

Physician / Nurse Practitioner Signature: _____

Date: _____ Office Telephone Number: _____

Please return to:

Sharon Roberson, sbuie@gsu.edu

Master's Graduate Program, School of Nursing

900 Urban Life Center, Atlanta, GA 30303

F: 404.413.1150

Appendix C - Request for Evaluation of Transfer Credit – Graduate

INSTRUCTIONS: Part I and II are to be filled out by the student.

- A separate form must be filled out for each institution from which credit is requested.
- Please do not leave any spaces blank.
- If course work was taken prior to enrollment in GSU, a transcript is not required. If course work was taken after enrolling at GSU, an official transcript (in a sealed envelope from the transfer institution) must be sent directly to:

Georgia State University
Byrdine F. Lewis College of Nursing and Health Professions
Office of Academic Assistance
P.O. Box 3885
Atlanta, GA 30302-3995

PART I.

Student's Name _____ Panther ID. # _____

Dept. /School _____ Specialty _____ Advisor _____

Evaluation of transfer credit from _____ to _____
Year/Month Year/Month

PART II.

| Course Prefix & Number | Course Title (As it appears on the transcript) | Semester | Credit Hour | Grade | List Here the GSU Degree Requirement This Course Will Satisfy |
|------------------------|---|----------|-------------|-------|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

PART III.

APPROVAL: _____ Approved Advisor Not Approved Date _____

_____ Approved Master's Program Director Not Approved Date _____

Appendix D - School of Nursing - Clinical Rotation Preparedness Checklist

| TASK | COMPLETED | NOTES |
|--|-----------|-------|
| Secure a clinical site. | | |
| Submit placement form to Clinical Placement Coordinator. | | |
| Was a confirmation sent to the practice from the Clinical Coordinator? | | |
| Is there a current contract? If not, has a contract been requested and if yes, is it fully executed? | | |
| Add preceptor to Typhon if necessary. Search carefully. | | |
| Complete credentialing steps either via ACEMAPP if instructed or practice office credentialing. | | |
| <p>Update your Typhon Account with current immunization, licensure, and OSHA certification documents.</p> <ul style="list-style-type: none"> • Purchase Typhon - only once, • OSHA - complete yearly, • Malpractice insurance - yearly (not to be confused with GSU health insurance waivers biannually) • Flu- yearly, • TB, if necessary • RN license - every 2yrs, etc. • COVID vaccination dates • Additional information requested by Placement Coordinator | | |

Appendix E - Clinical Placement Request Form



Byrdine F. Lewis School of Nursing - Clinical Placement Request Form
Please return completed form to the Clinical Placement Coordinator for Master's program:
clinicalsgsuson@gsu.edu

Due to competition for clinical sites, students may be required to travel some distance to their site. Students are responsible for securing a clinical placement and must work with the Clinical Placement Coordinator in doing so. Once a site is offered and/or accepted, students are committed to using the site and requests to change the site will not be granted. This form must be typed and completed in its entirety. This includes a correct phone number, address, name and email address of the office manager and full five digit zip code. Incomplete forms may be returned to the student.

| | | | |
|---|---|---|--|
| Student Name: Lisa Y. Williams | GSU Email Address: LWilliams@student.gsu.edu | Other email contact: | Preferred Phone Number: 404-413-1167 |
| Home Address and Zip Code: 140 Decatur Street, Atlanta GA 30303 | | Course Name/Number: N7360 | Semester/Year: Spring 2022 |
| Current place of employment: GSU Student Health Center | | Do you speak another language? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> If yes, what languages and how fluent? <u>Spanish</u> | |

What is your area of study?

- | | | |
|--|---|---|
| <input type="checkbox"/> Adult-Gero – Acute Care | <input type="checkbox"/> Pediatric – Acute Care | <input type="checkbox"/> Family Nurse Practitioner |
| <input type="checkbox"/> Adult Gero – Primary Care | <input type="checkbox"/> Pediatric – Primary Care | Do you have pediatrics experience? Y N How many years? _____ |
| | | <input type="checkbox"/> Leadership in Healthcare Innovations |
| | | <input type="checkbox"/> Psychiatric Mental Health |

If you have secured a PRECEPTOR WHO HAS AGREED TO PRECEPT YOU, please provide all requested information.

| | |
|---|---|
| Clinical Site: ABC Medical Practice | |
| Preceptor name & credentials: Jane Doe, FNP | |
| Address: 123 Main Street | City, State, Zip Code: Atlanta, GA 30303 |
| Office or Practice Manager: Sue Smith, Practice Administrator | |
| Office Manager's Email address: Suesmith@abcmmedicalpractice.com | |
| Office Telephone No.: 404-555-1212 | Fax and/or cell No: 678-555-1234 |

What type of clinical setting have you had in your previous clinical courses, if any?

- | | | | | |
|---|--|-----------------------------------|--|--------------------------------|
| <input type="checkbox"/> This is my first clinical course | <input type="checkbox"/> Health Department | <input type="checkbox"/> Hospital | <input checked="" type="checkbox"/> Private Practice | <input type="checkbox"/> Other |
|---|--|-----------------------------------|--|--------------------------------|

List previous preceptors and credentials

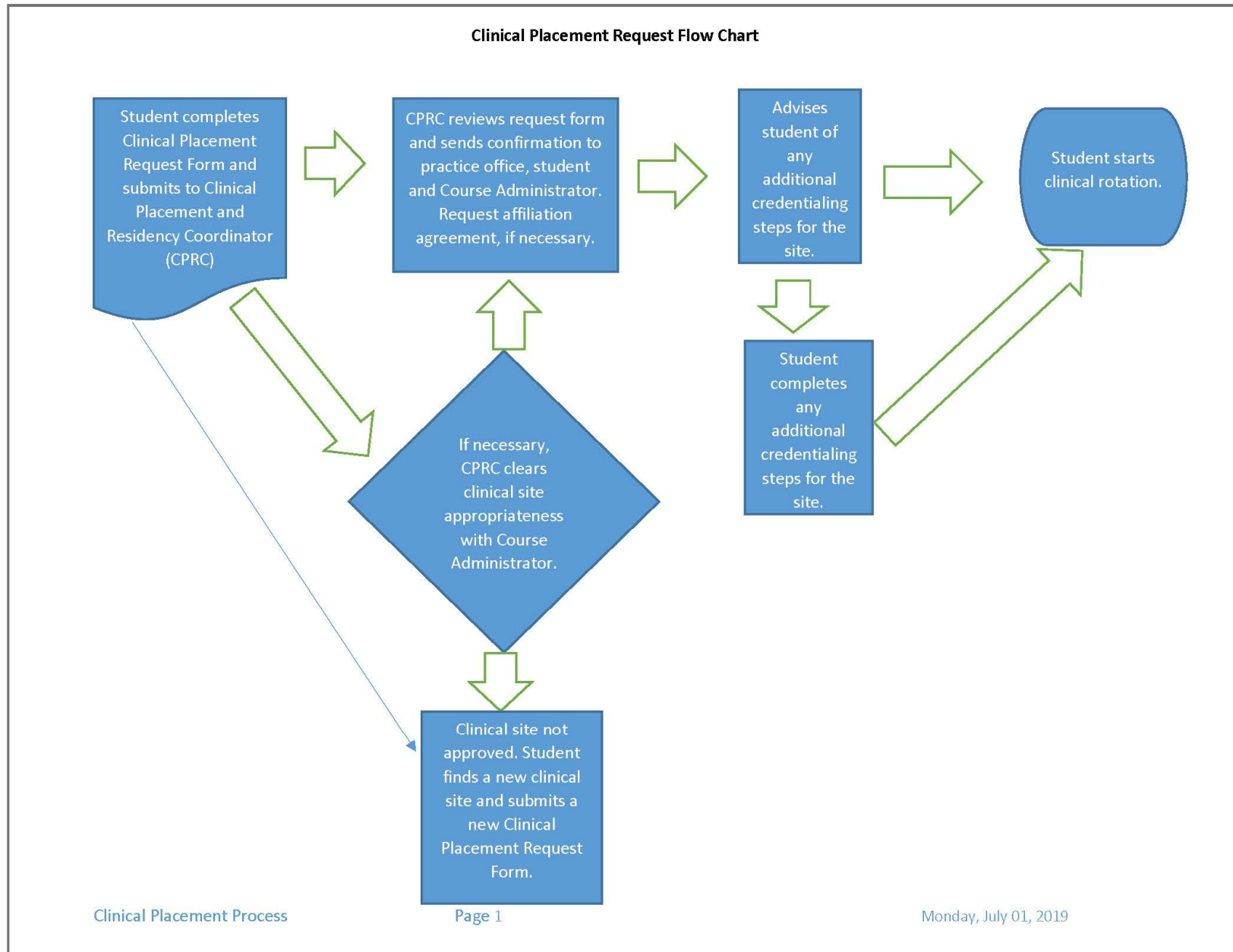
| Clinician (MD, DO, PA, NP, CNM, other): | Course | Semester |
|---|--------|-------------|
| John White, PA | N7080 | Fall 2021 |
| Mary Jones, FNP | N7340 | Spring 2021 |
| Jackie Davis, PNP | N7342 | Summer 2021 |
| | | |
| | | |

| | | |
|---|---------------------------|-----------------------------------|
| FOR INTERNAL USE ONLY Notes & Comments | Received by SON: | Typhon Account Current: |
| | Contract Expiration Date: | Confirmed with Facility |
| | Contract Renewal: | Confirmed with Faculty & Student: |
| | Contract Requested: | |

Disclaimer: The Clinical Placement Coordinator will make every attempt to meet the student's request for placement; however, if these sites are not available, the CPC and the course administrator will identify an appropriate site.

Updated: December 2021

Appendix F - Clinical Placement Request Flow Chart



Appendix G - Clinical Evaluation Tools

NURSE PRACTITIONER CLINICAL PRACTICUM Clinical Rotation Preceptor Evaluation

Student Name: _____ Date: _____

Clinical Setting: _____ Course Name: _____

Your perceptions of her/his performance are valuable to both the student and the faculty in assisting with their professional development. Please complete those sections of the form that you can evaluate.

| | | | |
|----------------|---------------------------|--------------------------|--------------------------|
| Legend: | 0 – NA | 2 – Below Average | 4 – Above Average |
| | 1 – Unsatisfactory | 3 – Satisfactory | 5 – Superior |

Objectives of the Site Visit

Please Circle Rating

To evaluate **student's** ability to:

| | | | | | | |
|---|---|---|---|---|---|---|
| A. Establish rapport with patients. | 0 | 1 | 2 | 3 | 4 | 5 |
| B. Elicit a history. | 0 | 1 | 2 | 3 | 4 | 5 |
| C. Perform a physical exam. | 0 | 1 | 2 | 3 | 4 | 5 |
| D. Write data succinctly and logically. | 0 | 1 | 2 | 3 | 4 | 5 |
| E. Organize and present information verbally in a logical manner. | 0 | 1 | 2 | 3 | 4 | 5 |
| F. Formulate a clinical impression. | 0 | 1 | 2 | 3 | 4 | 5 |
| G. Order and/or perform common diagnostic tests. | 0 | 1 | 2 | 3 | 4 | 5 |
| H. Correctly interpret test results. | 0 | 1 | 2 | 3 | 4 | 5 |
| I. Formulate a plan of management. | 0 | 1 | 2 | 3 | 4 | 5 |
| J. Provide appropriate teaching and counseling to patients/families. | 0 | 1 | 2 | 3 | 4 | 5 |
| K. Assume responsibility and accountability appropriate for a Nurse Practitioner. | 0 | 1 | 2 | 3 | 4 | 5 |
| L. Make independent decisions and ask for assistance when appropriate. | 0 | 1 | 2 | 3 | 4 | 5 |
| M. Interact effectively with members of the health care team | 0 | 1 | 2 | 3 | 4 | 5 |
| N. Perform skills specifically related to specialty as appropriate. | 0 | 1 | 2 | 3 | 4 | 5 |

Comments:

Signed: _____ (Student)

Signed: _____ (Faculty)

Signed: _____ (Preceptor)

THANK YOU FOR TAKING TIME TO PROVIDE THIS IMPORTANT INFORMATION

Appendix H – Student Clinical Evaluation – Pediatric Care

| | |
|--------------------------------------|--|
| Student's Name: | |
| Preceptor: | |
| Dates of Clinical Experience: | |

| Scale | 0 | 1 | 2 | 3 | 4 | 5 |
|-------|----------------|-------------------|----------|----------------------------|-------|----------------|
| | Not Applicable | Strongly Disagree | Disagree | Neither Agree nor Disagree | Agree | Strongly Agree |

Integrates advanced health assessment skills and knowledge in providing health care to children and adolescents.

| | | | | | | | |
|-----|--|---|---|---|---|---|---|
| 1.1 | Performs comprehensive assessments of children and adolescents. | 0 | 1 | 2 | 3 | 4 | 5 |
| 1.2 | Interprets screening tools used in the assessment of infants, children, and adolescents. | 0 | 1 | 2 | 3 | 4 | 5 |
| 1.3 | Analyzes the child's growth and development, immunization status, dental care, nutrition, sleep and elimination patterns, and hearing and vision during routine clinic visits. | 0 | 1 | 2 | 3 | 4 | 5 |
| 1.4 | Demonstrates appropriate documentation techniques. | 0 | 1 | 2 | 3 | 4 | 5 |
| 1.5 | Reports findings found during the health assessment in a concise, organized, and timely manner. | 0 | 1 | 2 | 3 | 4 | 5 |

Comments:

Analyzes common health problems affecting infants, children, and adolescents.

| | | | | | | | |
|-----|---|---|---|---|---|---|---|
| 2.1 | Identifies common health problems found during the comprehensive assessment. | 0 | 1 | 2 | 3 | 4 | 5 |
| 2.2 | Applies knowledge of pathophysiology relating to common health problems found during the clinical rotation. | 0 | 1 | 2 | 3 | 4 | 5 |
| 2.3 | Utilizes appropriate references and/or literature to develop an effective plan of care for selected health care problems. | 0 | 1 | 2 | 3 | 4 | 5 |

Comments:

Evaluates the plan of care for children with common health problems.

| | | | | | | | |
|-----|---|---|---|---|---|---|---|
| 3.1 | Initiates appropriate treatment and follow-up of children and adolescent with common health problems. | 0 | 1 | 2 | 3 | 4 | 5 |
| 3.2 | Analyzes parents'/child's knowledge of the child's/adolescent's health status. | 0 | 1 | 2 | 3 | 4 | 5 |
| 3.3 | Evaluates the child's/adolescent's health status at the time of the return visit when appropriate. | 0 | 1 | 2 | 3 | 4 | 5 |

Comments:

4. Integrates consultation skills in caring for children.

| | | | | | | | |
|-----|---|---|---|---|---|---|---|
| 4.1 | Collaborates with other health care professionals for both the assessment and management of children seen during the clinical rotation. | 0 | 1 | 2 | 3 | 4 | 5 |
| 4.2 | Initiates referrals to facilitate diagnosis and management of various childhood problems. | 0 | 1 | 2 | 3 | 4 | 5 |

Comments:

Synthesizes knowledge of teaching strategies when providing information to parents and children.

| | | | | | | | |
|-----|---|---|---|---|---|---|---|
| 5.1 | Evaluates parents'/child's knowledge of the child's present health status. | 0 | 1 | 2 | 3 | 4 | 5 |
| 5.2 | Summarizes the rationale for the plan of care to the parents/child at an appropriate level for understanding | 0 | 1 | 2 | 3 | 4 | 5 |
| 5.3 | Examines factors which influence the parents' and child's understanding of the child's present health status. | 0 | 1 | 2 | 3 | 4 | 5 |

Comments:

Demonstrates awareness of the impact of common health problems in children upon the family system.

| | | | | | | | |
|-----|--|---|---|---|---|---|---|
| 6.1 | Evaluates a family's cognitive, social, emotional, physical, and economical resources in meeting the needs of the child. | 0 | 1 | 2 | 3 | 4 | 5 |
| 6.2 | Analyzes cultural and environmental factors affecting the family's response to health problems in a child. | 0 | 1 | 2 | 3 | 4 | 5 |
| 6.3 | Analyzes the specific effects of common health problems on the growth and development and its impact on the family. | 0 | 1 | 2 | 3 | 4 | 5 |

Comments:

OVERALL PERFORMANCE

Outstanding ☐ **Above Average** ☐ **Average** ☐ **Did Not Meet Objectives** ☐

ADDITIONAL SKILLS

Please identify any additional skills which the student has developed during this clinical rotation.

- | | |
|----|----|
| 1) | 4) |
| 2) | 5) |
| 3) | 6) |

PRECEPTOR COMMENTS:

Clinical Preceptor/Setting

Date

Student Signature

Date

Faculty Signature

Date

Appendix I - Clinical Rotation Student Evaluation

Student Name: _____ Date: _____

Clinical Setting: _____ Semester: _____

Preceptor: _____ Course: _____

Your perceptions of the student's performance are valuable to both the student and the faculty in assisting with their professional development. Please complete those sections of the form that you are able to evaluate.

Legend: P=Pass F=Fail

Was the student's performance:

1 - Below Average 2 - Above Average 3 – Unsatisfactory 4 – Satisfactory 5 - Superior

Comments:

Please evaluate **student's** ability to:

Please Circle Rating

| | | | | | | |
|---|---|---|---|---|---|---|
| A. Establish rapport with patients. | 0 | 1 | 2 | 3 | 4 | 5 |
| B. Perform biopsychosocial assessment. | 0 | 1 | 2 | 3 | 4 | 5 |
| C. Write data succinctly and logically. | 0 | 1 | 2 | 3 | 4 | 5 |
| D. Organize and present information verbally in a logical manner. | 0 | 1 | 2 | 3 | 4 | 5 |
| E. Formulate a clinical impression | 0 | 1 | 2 | 3 | 4 | 5 |
| F. Order relevant clinical tests and correctly interpret test results. | 0 | 1 | 2 | 3 | 4 | 5 |
| G. Formulate appropriate treatment plan | 0 | 1 | 2 | 3 | 4 | 5 |
| H. Provide appropriate counseling/individual therapy. | 0 | 1 | 2 | 3 | 4 | 5 |
| I. Assume responsibility and accountability appropriate for an Advanced Nurse Practitioner. | 0 | 1 | 2 | 3 | 4 | 5 |
| J. Make independent decisions and ask for assistance when appropriate. | 0 | 1 | 2 | 3 | 4 | 5 |
| K. Interact effectively with members of the health care team. | 0 | 1 | 2 | 3 | 4 | 5 |

Comments:

Signed: _____

(Student)

Signed: _____

(Preceptor)

Signed: _____

(Faculty)

Hours completed _____

Appendix J - Student Evaluation of Clinical Preceptor

Preceptor: _____

Clinical Site: _____

Course: _____

Semester: _____

This form enables you to rate in several areas the quality of your instruction in the clinical. Please respond as accurately and honestly as you can. Omit the item entirely if you “don’t know” or “have no basis for evaluation.” Please write any comments in the space below. The following key should be used:

A = Strongly Agree

D = Disagree

B = Agree

E = Strongly Disagree

C = Partially Agree and Partially Disagree

- _____ 1. The orientation given to the clinical setting was organized and provided a basis for the experiences.
- _____ 2. The preceptor provided constructive criticism which facilitated growth and/or understanding of the clinical content
- _____ 3. The preceptor allowed independence within specified parameters.
- _____ 4. The preceptor provided sufficient support during a new learning experience.
- _____ 5. Feedback regarding performance was given in time for you to improve clinical performance.

ADDITIONAL COMMENTS:

Signed: _____ (Student)

Signed: _____ (Faculty)

Hours completed _____

Appendix K - Clinical Rotation Student Evaluation

Student Name: _____

Date: _____

Clinical Setting: _____

Semester: _____

Preceptor: _____

Course: _____

Your perceptions of the student's performance are valuable to both the student and the faculty in assisting with their professional development. Please complete those sections of the form that you are able to evaluate.

Legend: P=Pass F=Fail

Was the student's performance:

1 - Below Average 2 - Above Average 3 – Unsatisfactory 4 – Satisfactory 5 - Superior

Comments

Please Circle Rating

Please evaluate **student's** ability to:

| | | | | | | |
|--|---|---|---|---|---|---|
| A. Establish rapport with patients. | 0 | 1 | 2 | 3 | 4 | 5 |
| B. Apply theories/principles in clinical practice for family and group therapy | 0 | 1 | 2 | 3 | 4 | 5 |
| C. Write data succinctly and logically. | 0 | 1 | 2 | 3 | 4 | 5 |
| D. Organize and present information verbally in a logical manner. | 0 | 1 | 2 | 3 | 4 | 5 |
| E. Formulate a clinical impression. | 0 | 1 | 2 | 3 | 4 | 5 |
| F. Make recommendations and referrals that are appropriate. | 0 | 1 | 2 | 3 | 4 | 5 |
| G. Formulate appropriate treatment plan | 0 | 1 | 2 | 3 | 4 | 5 |
| H. Provide appropriate counseling/individual therapy. | 0 | 1 | 2 | 3 | 4 | 5 |
| I. Co-lead and lead group therapy sessions. | 0 | 1 | 2 | 3 | 4 | 5 |
| J. Make independent decisions and ask for assistance when appropriate. | 0 | 1 | 2 | 3 | 4 | 5 |
| K. Interact effectively with members of the health care team. | 0 | 1 | 2 | 3 | 4 | 5 |

ADDITIONAL COMMENTS:

Signed: _____ (Student)

Signed: _____ (Preceptor)

Hours Completed: _____

Appendix L - Directed Reading Packet - N7060

Index to Directed Readings Packet

1. Procedure Guidelines
2. Course Request Form
3. Course Syllabus Form
4. Course Syllabus Sample
5. Course Outline

GENERAL GUIDELINES AND PROCEDURES (N7060)

Student: The student who plans to take a directed reading course (N7060) in the program of study must:

1. Complete the Student Course Request Form. (Data on this form may be considered preliminary and is refined upon meeting with the selected faculty member).
2. Review the faculty expertise/areas of interest list at <http://nursing.gsu.edu/395.html>.
3. Select a faculty member as Course Coordinator, contact the faculty member, and identify parameters for this directed reading.
4. Notify the faculty member if it becomes necessary to drop the course.

Steps 1, 2, and 3 must be completed prior to phase I registration. (This will allow time for agreement about the course and for the faculty member involved to authorize the course.)

Faculty: The faculty member should discuss the request and resulting teaching load with the Assistant Dean for Nursing.

Once the faculty and student have agreed upon the specifics:

1. A course syllabus form will be completed and placed in the student file.
2. A second copy will be retained by the faculty member.
3. A third copy will be given to the Administrative Coordinator for the Master's Program for the tracking purposes.

Appendix M - N7060 Directed Readings Student Course Request Form

This form must be completed by the student when making a request for a Directed Reading Course. Upon completion of this form, the student proceeds with the registration process through the School of Nursing Office of Records and Information.

NAME OF STUDENT: _____

COURSE: _____

NUMBER OF HOURS OF CREDIT: _____

TITLE OR PROPOSED AREA OF STUDY: _____
(Include a brief description of what the student would like to study.)

OBJECTIVES:

LEARNING ACTIVITIES:

METHODS OF EVALUATION:

Signature of Faculty: _____

Date: _____

Signature of Student: _____

Appendix N - Course Syllabus Form - Directed Readings (N7060)

(This course syllabus form should be completed by the faculty member and placed in the student file at the time the final course grade is reported. The form is designed to serve as a course syllabus and to provide a record of the student's activity in the course).

Course Number:

Course Name:

Credit Hours:

Placement: (Semester and year)

Class Schedule:

Faculty:

Textbook:

Learning Activities:

Class/Meeting Schedule:

Evaluation:

Appendix O - Sample Syllabus / Course Outline

Course Number: N7060

Course Name: Directed Readings

Credit Hours: 1-3 Hours

Placement: Fall, Winter, Spring and Summer Semesters

Class Schedule:

Faculty: To be designated by collaborative agreement--faculty, student and Associate Director, Graduate Programs.

Textbook: None

General Description: This course provides the student with an opportunity to complete readings and/or literature review on a special topic in nursing under the guidance of an instructor with expertise in the selected topic area. The student may elect to complete 1-3 credit hours of study.

Objectives: Upon completion of this course, the learner should be able to:

- Specify an area of interest from a broad topic in nursing.
- Report on the state of the art or history or clinical relevance of a selected topic.
- Establish guidelines for own independent study.

Methods of Instruction: Independent study with expert guidance

- Readings
- Discussion
- Literature Review
- Interviews
- Observation/Reporting

Evaluation: The student will receive a letter grade, with the process and criteria determined by material agreement between the learner and the faculty member.

Appendix P - Policy on Grades of “I” (Incomplete) or “IP” Incomplete in Progress

The grade of “I” (Incomplete) or “IP” (Incomplete in Progress) may be given to a student who for nonacademic reasons beyond his or her control is unable to meet the full requirements of a course (**Refer to the policy delineating clinical hours and/or course related assignments**).

To qualify for an “I,” or “IP,” a student must:
have completed most of the major assignments of the course (generally all but one), and
be passing the course (aside from the assignments not completed) in the judgment of the instructor.

When a student has a nonacademic reason for not completing one or more of the assignments for a course (including examinations) and wishes to receive an “I” or “IP” for the course, it is the student’s responsibility to inform the instructor in person or in writing of the reason. The grade of “I” or “IP” is awarded at the discretion of the instructor and is not the prerogative of the student. Conditions to be met for removing an “I” or “IP” are established by the instructor.

Deadlines For Removal of “I” or “IP”

The period given a student to remove an “I” or “IP” is established by the instructor, subject only to the maximum time limits set by the university. The university requires that the grade of “I” be removed by the end of the second academic term after the “I” is assigned (whether the student was enrolled during these two terms). In reference to an “IP,” the instructor will work with the student.

The Office of the Registrar will assign a grade of “F” at the end of the second academic term unless the Office of the Registrar receives a final grade (for S/U grading, a U will be assigned). This final grade can be submitted electronically using the procedures specified by the department of the course. Instructors may or may not change this F/U to an authorized grade (e.g., A, B, C, D, S or WF, etc.) but may not change it back to an “I.” Instructors may not change an “I” to a “W” unless a Hardship Withdrawal is awarded. In exceptional cases, departments may authorize students to have an “I” grade for more than two semesters, which must be approved by the department chair. Authorization to extend the “I” beyond two semesters must be renewed each semester. Students need not be enrolled to complete assignments for a course in which an “I” has been assigned. Auditing or retaking the same course will not remove an incomplete. No student may graduate with an incomplete grade.

**Master's and Post Master's Certificate Program
Policy on Requesting Grade of "I" (Incomplete) or "IP" (Incomplete in Progress)**

Student _____ Panther # _____

Course prefix and No. _____ Term/Year _____ Course Administrator _____

To be considered for an incomplete or "I" or "IP" grade for a course, the student must comply with the following:

- Read the university's policy for a grade of "I" or Incomplete (see previous page).
- **Of the required clinical hours for a course, have no more than one clinical credit hour (45 hours) remaining toward completion. Progression to the next clinical course may not be allowed if greater than 45 clinical hours remain.**
- **Of the required didactic assignments for a course, have no more than one assignment remaining toward completion. Progression to the next clinical course may not be allowed if greater than one assignment remains.**
- Submit this request in electronic format to the course administrator.
- Initiate the following request form at least two weeks before the end of the semester in which enrolled.

To be completed by student:

Nonacademic reason for assignment of "I" or "IP" grade (i.e., illness, loss due to death, not being able to obtain a clinical site, etc.):

To be completed by instructor:

Action(s) required to complete course requirements and date by which all requirements must be completed:

Student Signature _____

Date: _____

Course Administrator Signature _____

Date: _____

Director of Master's Program Signature _____

Date: _____

cc: Academic Advisor

Administrative Coordinator Master's Program

Appendix Q - Georgia State University School of Nursing Civility Pledge

Goal: *To create a respectful, collaborative workplace for all faculty, staff, and students of the School of Nursing.*

Provision 1.5 of the Code of Ethics for Nurses with Interpretive Statements (2015) requires all nurses to create “*an ethical environment and culture of civility and kindness, treating colleagues, coworkers, employees, students, and patients with dignity and respect; any form of bullying, harassment, intimidation, manipulation, threats, or violence are always morally unacceptable and will not be tolerated*” (p. 4).

To honor this commitment, all members of the Byrdine F. Lewis School of Nursing pledge to abide by our co- created goal and ground rules. We pledge to create and sustain a workplace that encourages honesty/integrity, professional excellence, collegiality/collaboration, cultural sensitivity/diversity, creativity/innovation, and emotional and physical safety. When we disagree, we will restrict our differences to the issue itself, while respecting the person with whom we disagree. We will conduct all of our discussions and interactions in a respectful, civil, and dignified manner in our learning community.

To accomplish our commitment, we agree to abide by and be accountable for the following ground rules:

| Ground Rules/Norms | Explanation |
|--|--|
| Demonstrate respect for others in all forms of communication. | We agree to be respectful in written, verbal, telephone, and e-mail communication. Respect includes timely response. |
| Maintain confidences. | We agree not to share personal or confidential information about faculty and students as well as information about the school. |
| Speak directly to the person with whom we have an issue and redirect others to the right person. | We agree to discuss disagreements with the involved individuals <i>only</i> and not to engage in discussions with those who are not involved. “Deliver the mail to the right mailbox.” |
| Give and accept apologies. | We agree to assume the good will of others and to resolve disagreements amicably. |
| Manage conflict in a positive way. | We agree to deal with conflict in a direct and timely manner, problem solve and work towards an agreeable outcome, and move on without residual negative reactions. |
| Focus on solutions rather than problems. | We agree to try to solve problems instead of just identifying them. |
| Speak positively about one another and the School of Nursing. | We agree not to belittle or criticize faculty, students or our school. |

Source: American Nurses Association. (2015). *Code of ethics for nurses with interpretive statements*. Washington, D.C.: American Nurses Association.

Appendix R - Student Appeals

Byrdine F. Lewis College of Nursing and Health Professions Student Grade Appeals Policy

Student Grade Appeals set forth in this document apply to all students enrolled in classes or programs in the Byrdine F. Lewis College of Nursing and Health Professions at Georgia State University. The appeals process provides for an impartial review of a grading decision that is alleged to be capricious, arbitrary or discriminatory. The appeals process may be used to appeal a final class grade but is not intended for individual quiz or test grades. Students who have concerns about a quiz or test grade should discuss their concerns with the instructor. This document does not apply to petitions for a waiver of established policy or procedure from curricular and/or programmatic requirements. Information on such petitions is available in the Lewis College Office of Academic Assistance. All students may obtain assistance in interpretation of appeals policies and procedures in the Lewis College Office of Academic Assistance.

Step 1: Informal Instructor Review:

The appeal procedure must be initiated by the student, but only after the student has made every effort to resolve the complaint informally with the instructor who is party to the complaint. The student should begin the informal effort at resolution with the instructor as soon as the complaint arises, but no later than 10 business days after the first day of classes in the term immediately following the term in which the disputed grade was awarded. If the course in question has a course administrator/coordinator who is someone other than the instructor who is party to the complaint, the course administrator/coordinator should be involved in this initial step in the process.

Step 2: Informal Department Head/Associate Dean Review

If the informal discussion with the instructor and, if applicable, the course administrator/coordinator, fail to reach a resolution satisfactory to the student, the student may seek resolution with the Department Chair/Associate Dean for Nursing of the instructor's department no later than 10 business days after the conference with the instructor. The Department Chair/Associate Dean for Nursing will meet with all parties involved and will render a decision. If the decision is to uphold the grade, and such grade causes the student to be suspended from the program, the Department Chair/Associate Dean for Nursing will make a decision in accordance with Department/School/College policies regarding the student's continuation in the program.

Step 3: Formal College Review by Associate Dean

If the student continues to feel that he/she has been awarded a grade in an arbitrary, capricious or discriminatory manner, the student may appeal in writing to the Associate Dean for Academics of the Lewis College. The appeal must reach the Associate Dean for Academics within 10 business days after the conclusion of the informal efforts at resolution. The written appeal must include the following documentation:

- A. A statement of the complaint, including specific details regarding the action(s) or event(s) leading to the appeal. The statement must also include evidence to support the student's allegations of discrimination and/or arbitrary or capricious action on the part of the instructor.

- B. A statement of the redress being sought;
- C. Steps already taken;
- D. Reason for dissatisfaction with the decision from the informal process;
- E. The student's name, current mailing address, phone number, and e-mail address.

The Associate Dean will review the student's written appeal, as well as request documentation from the instructor and Department Chair/Associate Dean for Nursing. After review, the Associate Dean will meet with all parties involved at their discretion, and will rule on whether or not there is sufficient basis for the appeal to be heard further in accordance with the following assumptions without ruling on the merits of the case:

- A. No student appeal of a grade by an instructor shall be heard by the Student Appeals Committee, until the student has sought satisfaction of the complaint by conference with the instructor and the Department Chair/Associate Dean for Nursing.
- B. An instructor shall not be required to answer to any authority concerning the basis of their professional or clinical judgment about the didactic, laboratory or clinical performance of a student, unless the petitioner is able to document clear evidence of arbitrariness, capriciousness, or discrimination.
- C. Any appeal on performance standards, grades, and grading system shall follow the procedures specified in this document, which is published as the official policy and procedures of the Lewis College at Georgia State University.

If the Associate Dean, in consultation with the Dean, determines there is no basis for the appeal to be heard further, all parties involved will be notified in writing.

Step 4: Formal College Review – Hearing Panel

If the Associate Dean determines there is basis for the appeal to be heard further, the appeal will be forwarded to the Chair of the Student Appeals Committee within 10 business days from receipt of the student's written appeal. The student and the instructor each have a right to strike one member of the Student Appeals Committee and the remaining committee members will comprise the Hearing Panel.

During periods of time when some members of the Student Appeals Committee are not under contract or not on campus (such as during summer semester), the Associate Dean will ask the student and faculty member to each submit the names of at least two students who are currently enrolled for classes and at least two faculty members in the College who are not members of the faculty in the department/school in which the complaint was initially filed. Additionally, the Associate Dean shall designate one faculty member who is from the department/school in which the complaint was initially filed. Both parties shall have the privilege of striking one name from the proposed lists. From the lists of names submitted by the student and faculty member, and after names have been stricken, the Associate Dean shall appoint a Hearing Panel of at least one student currently enrolled in classes and at least two faculty members. The Associate Dean shall appoint the Chair of the Hearing Panel from the membership of the Ad Hoc Committee.

The Student Appeals Committee Chair will arrange for a date and time for a formal hearing that is to be held within 10 business days of receipt of the appeal from the Associate Dean. All parties will be notified

in writing as to the date, time, and location of the hearing. The notification will include the Guidelines Governing the Conduct of a Hearing. The Chair of the Student Appeals Committee will also distribute all documentation to members of the Hearing Panel for the Panel to review at least three (3) business days prior to the hearing date.

The student Appeals Committee will consider all evidence and the Committee Chair shall report the findings and make recommendations, in writing, to the Dean of the Lewis College within five (5) business days of the conclusion of the hearing.

Step 5: Formal College Review – Dean

The Dean will notify all parties of their decision within five (5) business days after receiving the Committee's recommendations. The Dean's decision is final within the College.

Step 6: Formal University Review – Provost and President

If the student is dissatisfied with the decision of the Dean, they have the right to appeal the decision to the Provost in writing within 10 business days of being notified of the Dean's decision. The Provost will issue a decision to the student in writing within 20 business days of receiving the appeal. The student may appeal the Provost's decision to the President in writing within 10 business days of being notified of the Provost's decision. The President will issue a decision to the student in writing within 20 business days of receiving the appeal business.

*Approved 12/5/02; Reviewed & Revised for Clarification 1/6/12.
Updated 1/24/19, 1/11/23.*

Appendix S – Policy on Academic Honesty

Georgia State University Code of Conduct and Administrative Policies (June 2022) – Page 23

Academic Conduct Policies and Procedures

POLICY ON ACADEMIC HONESTY

1. Introduction

As members of the academic community, students are expected to recognize and uphold standards of intellectual and academic integrity. The university assumes as a basic and minimum standard of conduct in academic matters that students be honest and that they submit for credit only the products of their own efforts. Both the ideals of scholarship and the need for fairness require that all dishonest work be rejected as a basis for academic credit. They also require that students refrain from any and all forms of dishonorable or unethical conduct related to their academic work.

The university's policy on academic honesty is published in the Faculty Handbook (<https://faculty.gsu.edu/faculty-handbook/>) and the Student Handbook, On Campus, which is available to all members of the university community (<http://studenthandbook.gsu.edu/>). Academic honesty is a core value of the university and all members of the university community are responsible for abiding by the tenets of the policy. Georgia State students, faculty, and staff are expected to report all instances of academic dishonesty to the appropriate authorities. The procedures for such reporting are outlined below and on file in the offices of the deans of each college, the office of the Dean of Students, and the office of the Provost.

Lack of knowledge of this policy is not an acceptable defense to any charge of academic dishonesty. In an effort to foster an environment of academic integrity and to prevent academic dishonesty, students are expected to discuss with faculty the expectations regarding course assignments and standards of conduct. Students are encouraged to discuss freely with faculty, academic Advisors, and other members of the university community any questions pertaining to the provisions of this policy. In addition, students are encouraged to avail themselves of programs in establishing personal standards and ethics offered by the university.

No instructor or department may impose academic or disciplinary penalties for academic dishonesty outside the parameters of this policy. This policy applies to all incidents of academic dishonesty, including those that occur before a student graduates but are not discovered until after the degree is conferred. In such cases, it is possible that the application of this policy will lead to a failure to meet degree completion requirements and therefore a revocation of a student's degree.

Many colleges and/or departments provide statements of what constitutes academic dishonesty within the context of their discipline and recommend penalties for specific types of academic dishonesty. As noted in the Faculty Handbook, all syllabi are required to make reference to the Academic Honesty Policy; syllabi should also include a link to departmental standards where they exist.

2. Definitions and Examples

The examples and definitions given below are intended to clarify the standards by which academic honesty and academically honorable conduct are to be judged. The list is merely illustrative of the kinds of infractions that may occur, and it is not intended to be exhaustive. Moreover, the definitions and examples suggest conditions under which unacceptable behavior of the indicated types normally occurs; however, there may be unusual cases that fall outside these conditions which also will be judged unacceptable by the academic community.

Plagiarism. Plagiarism is presenting another person's work as one's own. Plagiarism includes any paraphrasing or summarizing of the works of another person without acknowledgment, including the submitting of another student's work as one's own. Plagiarism frequently involves a failure to acknowledge in the text, notes, or footnotes the quotation of the paragraphs, sentences, or even a few phrases written or spoken by someone else. The submission of research or completed papers or projects by someone else is plagiarism, as is the unacknowledged use of research sources gathered by

someone else when that use is specifically forbidden by the faculty member. Failure to indicate the extent and nature of one's reliance on other sources is also a form of plagiarism. Any work, in whole or part, taken from the internet without properly referencing the corresponding URL (along with the author's name and title of the work, if available) may be considered plagiarism. Finally, there may be forms of plagiarism that are unique to an individual discipline or course, examples of which should be provided in advance by the faculty member. The student is responsible for understanding the legitimate use of sources, the appropriate ways of acknowledging academic, scholarly, or creative indebtedness, and the consequences of violating this responsibility.

Cheating on Examinations. Cheating on examinations involves giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include the use of notes, texts, or "crib sheets" during an examination (unless specifically approved by the faculty member), or sharing information with another student during an examination (unless specifically approved by the faculty member). Other examples include intentionally allowing another student to view one's own examination and collaboration before or after an examination if such collaboration is specifically forbidden by the faculty member.

Unauthorized Collaboration. Unauthorized collaboration means working with someone or getting assistance from someone (a classmate, friend, etc.) without specific permission from the instructor on any assignment (e.g., exam, paper, homework) that is turned in for a grade. It is also a violation of academic honesty to knowingly provide such assistance to another student. Collaborative work specifically authorized by a faculty member is allowed.

Falsification. It is a violation of academic honesty to misrepresent material or fabricate information in an academic exercise, assignment or proceeding (e.g., false or misleading citation of sources, the falsification of the results of experiments or of computer data, false or misleading information in an academic context in order to gain an unfair advantage).

Multiple Submissions. It is a violation of academic honesty to submit substantial portions of the same work for credit more than once without the explicit consent of the faculty member(s) to whom the material is submitted for additional credit. In cases in which there is a natural development of research or knowledge in a sequence of courses, use of prior work may be desirable, even required; however, the student is responsible for indicating in writing, as a part of such use, that the current work submitted for credit is cumulative in nature.

Unauthorized Public Posting and Distribution. The selling, sharing, publishing, presenting, or distributing of instructor-prepared course lecture notes, videos, audio recordings, or any other instructor-produced materials from any course for any commercial purpose is strictly prohibited unless explicit written permission is granted in advance by the course instructor. This includes posting any materials on websites such as Chegg, Course Hero, OneClass, Stuvia, StuDocu and other similar sites. Unauthorized sale or commercial distribution of such material is a violation of the instructor's intellectual property and the privacy rights of students attending the class and is prohibited.

3. Information and Burden of Proof

In determining whether or not academic dishonesty has occurred, the standard which should be used is that guilt must be proven by a preponderance of the information. This means that if the information which indicates that academic dishonesty occurred produces a stronger impression and is more convincing as to its truth when weighed against opposing information, then academic dishonesty has been proved. In other words, the information does not have to be enough to free the mind from a reasonable doubt but must be sufficient to incline a reasonable and impartial mind to one side of the issue rather than to the other. Information as used in this statement can be any observation, admission, statement, or document which would either directly or circumstantially indicate that academic dishonesty has occurred.

4. Procedures for Resolving Matters of Academic Honesty

The following procedure is the only approved means for resolving matters of academic dishonesty, except for matters arising in the College of Law, which has its own Honor Code for handling such matters. It is available to all members of the academic community who wish to pursue an action against

a student for academic dishonesty. A brief summary of the procedures is presented here; details of these procedures are found in the following sections.

- 1) The faculty member should discuss the incident with the student before filing a charge of academic dishonesty. The faculty member, in consultation with the department chair, prepares the Notice of Academic Dishonesty. The chair forwards the notice to the college dean, who sends the notification to the student by university email or by certified mail.
- 2) The student must appeal in writing to the College Dean within 10 business days of the date the email was sent or the certified mail was received if the student wishes to deny the finding of academic dishonesty.
- 3) If the student does not appeal within 10 business days, the College Dean forwards the notice of academic dishonesty to the Dean of Students.

Georgia State University Code of Conduct and Administrative Policies (June 2022) – Page 25

- 4) If the student appeals the charges, a College Hearing Committee conducts a hearing and reports its findings to the College Dean regarding guilt or innocence. If the student is found not guilty, the faculty member is notified to assign an appropriate grade. If the student is found guilty, the dean forwards the notice of academic dishonesty to the dean of students.
- 5) Any recommendation for a disciplinary penalty and a challenge of that disciplinary penalty submitted by the student, if any, is reviewed by the University Senate Committee on Student Discipline. Based on the committee's recommendation, the provost makes a decision and takes action regarding any disciplinary sanction. The dean of students maintains the disciplinary records on all findings of academic dishonesty and is responsible for forwarding notice of multiple findings to the Senate Committee on Student Discipline for review. Multiple findings may result in a disciplinary penalty even if one was not recommended by the faculty member.

5. Initiation of Action

If a member of the academic community believes that a student has engaged in academic dishonesty in a course, on a test, or as a part of an academic program, that individual is responsible for initiating action against the student or bringing the matter to the attention of an individual who may initiate action against the student (i.e., complete and submit a notification of academic dishonesty). In allegations of academic dishonesty involving course requirements, the course faculty member is required to initiate the action. If the alleged violation involves a departmental program requirement (e.g., comprehensive examination or language competency examination) or an institutionally-required test (e.g., test of Georgia/United States history or Georgia/United States constitutions), or if the individual who discovers the incident is not a faculty member, the individual should bring the matter to the attention of the faculty member and administrator who has responsibility of overseeing the activity (e.g., departmental chair, director of the Testing office). If that administrator decides to bring charges of academic dishonesty against the student, then that administrator becomes the initiator. (Test proctors, laboratory assistants, and other individuals who are not course faculty members should bring any instances of alleged academic dishonesty to the attention of the course faculty member or their administrative superior. That individual, after weighing the information, may become the initiator by formally charging the student with academic dishonesty.)

The channel of review, recommendation, and decision-making follows the administrative lines associated with the course or program requirement involved. In any instance, however, when the alleged incident does not occur within the context of a course, and when it is unclear which college should have jurisdiction in review and decision-making, any unit may initiate the case.

For the sake of brevity, the following processing procedures are written from an academic unit/college perspective. Nonacademic units (i.e., Testing Center) would substitute appropriate supervisory personnel at the respective levels. Herein the initiator will be referred to as faculty member and the administrative unit head will be referred to as chair, designating the departmental chair. Dean will refer to appropriate administrative supervisory personnel at the overall college or division level.

When an allegation of academic dishonesty is made, the relevant dean will inform the office of the Registrar to place a grade of GP (grade pending) for the student in the course involved. Withdrawal from a course does not preclude the imposition of penalties for academic dishonesty. While the matter

of academic dishonesty is pending, the student will be allowed to continue in the course and register for upcoming semesters.

A. Penalties to be Imposed

Penalties to be imposed in incidents of academic dishonesty are classified as academic or disciplinary. Academic penalties include assignment of a failing grade for a particular course requirement, or for the course itself, or for other tests or program assignments. They are set by the faculty member, in consultation with the department chair.

Disciplinary penalties can be sought in addition to those considered academic and could include, but are not limited to, the following: suspension, expulsion, transcript annotations (temporary for a period of five years or permanent, as designated). Course credit earned at other institutions while on suspension may not be transferred to Georgia State University. Disciplinary penalties can be requested by the faculty member, in consultation with the chair; they must be reviewed by the University Senate Committee on Student Discipline and they are set by the provost.

Georgia State University Code of Conduct and Administrative Policies (June 2022) – Page 26

B. Action at Administrative Unit (Department and College Level)

As soon as possible after the alleged incident, the faculty member should discuss the matter with the student. This discussion should be conducted in a manner which protects the rights and confidentiality of students. If the faculty member believes that academic dishonesty has occurred, the faculty member, in consultation with the department chair, will determine the appropriate academic penalty. The faculty member and the chair will complete a notice of academic dishonesty form describing the incident and indicating the academic penalty imposed and any recommended disciplinary penalty. The chair will forward the notice of academic dishonesty, which includes a statement of the right to appeal, to the dean of the college, who delivers it either through the student's official university email address or by certified mail.

C. Student Action

The student will have 10 business days after receipt of the notice of charges of academic dishonesty (i.e., the date that the email was sent or that the certified mail was received) to submit a written appeal denying the charges and providing any rationale for the appeal. The appeal should be addressed to the college dean of the initiator. In the event the student is found guilty of academic dishonesty, the student does not have the right to appeal the academic penalty assessed by the faculty member, unless the student can prove that such penalty was arbitrarily imposed or applied in a discriminatory manner.

If the student wishes to challenge a disciplinary penalty, the student must submit a written rationale for challenging the disciplinary penalty within 10 business days of receipt of the notice of charges of academic dishonesty. The statement of challenge should be addressed to the college dean. The college dean will forward the challenge to the dean of students for inclusion in the review of the disciplinary penalty by the University Senate Committee on Student Discipline. All disciplinary penalties are automatically reviewed by the University Senate Committee on Student Discipline, regardless of student appeal.

If the student has also filed an appeal denying the charges of academic dishonesty, any review of disciplinary penalty recommended will be delayed pending review of the charges of academic dishonesty by the college hearing committee.

D. College Action

1. No Appeal by the Student. If the student does not submit a written appeal to the college dean or challenge the disciplinary penalty within 10 business days, the college dean will notify the chair/faculty member to post any pending grade(s) immediately. The college dean will then forward the notice of academic dishonesty to the dean of students for inclusion in the student's disciplinary file. Any recommendation of a disciplinary penalty will also be forwarded to the dean of students for appropriate review by the Senate Committee on Student Discipline.

2. Appeal by the Student.

- a. If the student submits a written appeal of the charges of academic honesty, the college dean will forward the charges to the chair of a college hearing committee and will notify the faculty member to set forth in writing a comprehensive response describing the incident of academic dishonesty. This statement will be presented to the committee and to the student at least five (5) business days prior to the hearing.
- b. If the student wishes to challenge the disciplinary penalty without appealing the charges of academic honesty, a college hearing committee will not be convened; instead, the college dean will forward the challenge to the dean of students for inclusion in the review of the disciplinary penalty by the University Senate Committee on Student Discipline.

Georgia State University Code of Conduct and Administrative Policies (June 2022) – Page 27

3. Student Hearing Committee Process. Guidelines that Govern the Hearing of the Appeal by the College Student Hearing Committee

- a. Within ten (10) business days after the committee receives the charges of academic dishonesty, a hearing date will be determined. The committee will notify the faculty member and the student of the time, date, and the place of the hearing. Copies of all charges of academic dishonesty and related materials for the hearing will be provided to the student at least five (5) business days in advance of the hearing.
 - b. The faculty member and the student will be allowed to make oral presentations, call Witnesses, and present any documentary information regarding the incident in question. The hearing will be recorded on audio tape. The hearing will not be open to observers.
 - c. At the conclusion of the hearing, the committee will meet in closed session and will make its recommendation as to the guilt or innocence of the student based on a Preponderance of Information with respect to the charge of academic dishonesty. The committee chair will forward to the college dean its findings and recommendations in a written report within five (5) business days of the hearing.
4. College Decision on Appeals. Within five (5) business days of receiving the committee's written report, the college dean will make the final decision regarding guilt or innocence. The college dean will notify all appropriate parties of the decision.

If the college dean finds the student not guilty, the matter will be terminated, and no notice of charges will be filed with the dean of students. The college dean will notify the chair to post the pending course grade promptly and will notify the registrar to remove the GP (grade pending) on the student's transcript.

If the college dean finds the student guilty, the notice of charges of academic dishonesty will be forwarded to the dean of students for inclusion in the student's disciplinary file. The academic penalty stipulated by the faculty member will be imposed. The college dean will notify the chair to insure that any pending grade is posted promptly. The college dean will notify the registrar to remove the GP (grade pending) on the student's transcript if only an academic penalty was involved.

If a disciplinary penalty has been recommended, the college dean will notify the registrar to continue the GP (grade pending) annotation until the disciplinary penalty can be reviewed by the University Senate Committee on Student Discipline.

5. Appeal of the Decision of the Dean. If the student or initiator wishes to appeal the decision of the college dean regarding guilt or innocence of the charges of academic dishonesty, the student or initiator may appeal to the provost. The subsequent appeal route would be to the president and then the Board of Regents. The student or initiator must submit a written statement of appeal to the provost within 10 business days of notification of the dean's decision. The basis of the appeal must be on the grounds that the decision was arbitrary, capricious, or discriminatory.

E. UNIVERSITY SENATE COMMITTEE ON STUDENT DISCIPLINE ACTION

In cases where a disciplinary penalty has been recommended, the Senate Committee on Student Discipline will conduct a hearing to review the disciplinary penalty. The committee will review the faculty member's notice of academic dishonesty and the student's statement of challenge of the disciplinary penalty, if any. The faculty member and the student will be allowed to appear at the hearing to discuss the imposition of disciplinary penalties. Only the recommendation concerning the disciplinary penalty to be imposed will be considered by this committee. Issues of guilt or innocence are determined at the college level (see II.4 C and D above).

The Senate Committee will conduct the hearing in accordance with its regular hearing procedures. Copies of these procedures may be obtained from the Provost's office.

The Senate Committee on Student Discipline will provide its recommendation within five (5) business days of its hearing to the provost regarding appropriateness of the disciplinary penalty recommended by the college and/or whether other disciplinary penalties are to be imposed in addition to or in lieu of those already recommended by the college.

Georgia State University Code of Conduct and Administrative Policies (June 2022) – Page 28

F. PROVOST ACTION

1. Decision of the Provost. The role of the provost in handling student appeals regarding the charge of academic honesty has been explained (see II.E.5 above). Based on the recommendation, the Provost will render a decision within ten (10) business days of receipt of the recommendation of the Senate Committee. The provost will notify the student, the referring dean, the department chair, and the faculty member of the Senate Committee's recommendations and of the provost's decision. At that time, the provost will also notify the registrar to annotate the student's transcript, if necessary.
2. Appeal of the Decision of the Provost. If the student wishes to appeal the decision of the provost regarding the imposition of a disciplinary penalty, the student may appeal to the president, and then to the Board of Regents. The student must submit a written statement of appeal to the president within ten (10) business days of notification of the provost's decision. The basis for such an appeal must be on the grounds that the decision was arbitrary, capricious, or discriminatory.

G. STUDENTS INVOLVED IN TWO OR MORE INCIDENTS OF ACADEMIC DISHONESTY

A student is subject to disciplinary action in addition to any already undertaken once it is determined that the student has been found guilty in a previous incident of academic dishonesty. In such cases, the dean of students will forward a report to the University Senate Committee on Student Discipline regarding the incidents of academic dishonesty which have been reported. The dean of students is responsible for initiating this report within ten (10) business days of notification of the proceedings of any subsequent finding of academic dishonesty.

The University Senate Committee on Student Discipline will review the report of the dean of students. The student may submit supplemental written documents for the committee's review and may request to appear before the committee in its deliberations. After reviewing the matter, the committee will send a report to the provost with the recommendation for disciplinary penalty to be imposed. The provost will proceed as in G above.

H. GRIEVANCE PROCEDURES FOR ACADEMIC MATTERS

1. Each of the undergraduate colleges has stated policies for settling grievances of students for academic matters. Refer to the office of the dean of each college for policies.
2. Obligation to Report Suspected Violations. Members of the academic community, students, faculty, and staff are expected to report all instances of academic dishonesty to the appropriate authorities. The procedures for such reporting are on file in the offices of the deans of each college.

3. Penalties. The university takes the matter of academic honesty most seriously. Penalties for violations vary but include both suspension and permanent expulsion from the institution.

Approved - University Senate Committee on Admissions and Standards – March 14, 1994

Approved - University Senate - November 3, 1994

Amended - University Senate – October 15, 2009

Amended - University Senate – October 7, 2010

Amended - University Senate – January 19, 2012

Amended - University Senate – March 15, 2012

Amended - University Senate – April 17, 2014

Amended - University Senate – August 21, 202

Appendix T - Notice of Academic Dishonesty

Georgia State University NOTICE OF ACADEMIC DISHONESTY

TO THE STUDENT: This is a notice that the below individual ("Initiator") believes that you have violated the University Policy on Academic Honesty and has recommended the penalty(ies) described below.

You will have 10 business days after this notice was emailed to you to submit a written appeal denying the charges and/or challenging the disciplinary penalty and providing any reason for the appeal. The appeal should be addressed to the college dean of the initiator listed below. If you do not respond within 10 business days, it will be assumed that you have accepted this finding of academic dishonesty. If you deny the charges, you will receive a notice of a college committee hearing to your student email address; the committee will make a finding of guilt or innocence.

If a disciplinary penalty has been recommended below, you have the right to challenge the disciplinary penalty (whether or not you deny the charges of academic dishonesty). The University Senate Committee on Student Discipline automatically reviews all recommendations for student disciplinary sanctions. Multiple findings of academic dishonesty may result in additional recommendations for disciplinary sanctions. Descriptions of penalties and a summary of review and processing procedures are contained on the reverse of this notice. This is a summary only; please refer to the Policy on Academic Honesty found in the Student Code of Conduct, available on the Dean of Students' website (codeofconduct.gsu.edu).

Student _____ Panther ID _____

Course Subject & Number _____ CRN # _____ Term/Yr _____ Department _____

Initiator _____ Department Chair _____ College _____

Statement of finding of academic dishonesty by initiator (e.g., instructor):

Academic penalty recommended: _____

Disciplinary penalty recommended, if any: None _____

Initiator discussed Academic Dishonesty Charges with Student (circle one): In Person *or* By Email _____
Date _____

Initiator's Signature _____ Date _____

Department Chair/Director Signature _____ Date _____

Date Received by College

Student Notified by College via
Email: _____

Date Student Notified by College

ACADEMIC PENALTY: Academic penalties include assignment of a failing grade for the particular course requirement, or for the course itself, or for other tests or program assignments. They are set by the faculty member, in consultation with the department chair.

DISCIPLINARY PENALTY: Disciplinary penalties could include, but are not limited to, the following: suspension, expulsion, transcript annotation(s). Disciplinary penalties can be requested by the faculty member, in consultation with the chair.

SUMMARY OF REVIEW AND PROCESSING PROCEDURES: For the sake of brevity, the following summary is written from an "academic unit/college" perspective. Non-academic units (e.g., Testing Center) would substitute appropriate supervisory personnel at the respective levels. This is a summary only; please refer to the Policy on Academic Honesty found in the Student Code of Conduct, available on the Dean of Students' website (codeofconduct.gsu.edu).

1. The faculty member should discuss the incident with the student before filing a charge of academic dishonesty. The faculty member, in consultation with the department chair, prepares the Notice of Academic Dishonesty. The chair forwards the notice to the college dean, who sends the notification to the student's university email account.
2. The student must appeal in writing to the College Dean within 10 business days of the date the email was sent if the student wishes to deny the finding of academic dishonesty.
3. If the student does not appeal within 10 business days, the College Dean forwards the notice of academic dishonesty to the Dean of Students.
4. If the student appeals the charges, a College Hearing Committee conducts a hearing and reports its findings to the College Dean regarding guilt or innocence. If the student is found not guilty, the faculty member is notified to assign an appropriate grade. If the student is found guilty, the College Dean forwards the notice of academic dishonesty to the Dean of Students. The student may appeal a guilty finding to the Provost; the basis of the appeal must be as described in the Policy on Academic Honesty found in the Student Code of Conduct.
5. Any recommendation for a disciplinary penalty and a challenge of that disciplinary penalty submitted by the student, if any, is reviewed by the University Senate Committee on Student Discipline. Based on the committee's recommendation, the Provost makes a decision and takes action regarding any disciplinary sanction.
6. The Dean of Students maintains the disciplinary records on all findings of academic dishonesty and is responsible for forwarding notice of multiple findings to the Senate Committee on Student Discipline for review. Multiple findings may result in a disciplinary penalty even if one was not recommended by the faculty member.

Source: Senate Office, 9/7/95

Approved by the University Senate Committee on Admissions and Standards: 3/14/94

Approved by the University Senate: 11/3/94

Amended by the University Senate: 4/17/14

Revised for clarity by Office of Legal Affairs 8/25/2021

Appendix U - Petition for Waiver

The Student Petition for Waiver set forth in this document apply to all students enrolled in classes or programs in the Lewis College at Georgia State University. The process provides students with the procedure to follow if they wish to petition for a waiver of established policy and procedure from curricular and/or programmatic requirements. All students may obtain assistance in interpretation of appeals policies and procedures in the Lewis College Office of Academic Assistance.

1. The student must submit a petition in writing to the Unit Head of the Department/School in which he/she is enrolled. The petition should include the following:
 - A. The policy or procedure from which the student is seeking a waiver and the deviation being sought;
 - B. The reason(s) why the exception to policy or procedure should be granted;
 - C. If desired, a request to meet with a faculty committee to present the petition;
 - D. Students must include their current mailing address, phone number, and email in the petition.
2. The Unit Head will meet with the student, the appropriate people in the academic unit, and others, as needed. The Unit head will notify the student in writing of the decision.
 - a. If the student is dissatisfied with the decision of the Unit Head, he/she may further appeal in writing to the Lewis College Dean within ten (10) working days. The written appeal should include the following:
3. A copy of the original written petition to the Unit Head;
 - A. A copy of Unit Head's decision letter;
 - B. The student's reason(s) for continuing the petition process.
4. The Dean will make a decision about the petition and notify the student in writing. The Dean's decision is final within the College.
5. If the student is dissatisfied with the Dean's decision, he/she may further appeal in writing to the Provost and Vice President for Academic Affairs within ten (10) working days from receipt of the Dean's decision.

Revised 8/18/2023.