



The Mary Rose Tully Training Initiative Student Handbook

Table of Contents

- General Information**..... 4
 - Accreditation Status** 4
 - Program History** 4
 - Program Goal**..... 5
 - Course Competencies**..... 5
 - IBCLC Clinical Competencies: 5
 - Continuing Education Topics:..... 6
 - Public Health Competencies:** 6
- Admissions Policies** 6
 - Non-Discrimination Policy for Admission**..... 6
 - Disability Statement**..... 6
 - Early Registration and Admission Policy** 7
 - Admission Requirements and Procedure for Applying**..... 7
 - Essential Standards for Admission, Progression and Graduation** 8
 - Introduction**..... 8
 - Accessibility and Resources Statement** 8
 - Cognitive Abilities**..... 8
 - Psychomotor Abilities** 8
 - Affective Abilities** 9
 - Social Abilities**..... 9
 - Physical Abilities**..... 9
 - Professional Risk**..... 9
 - Immunizations and CPR** 10
 - Criminal Background Checks and Drug Screen**..... 10
 - Computer Requirements**..... 12
 - Transportation**..... 12
 - Student Review Policy for Unsafe or Unprofessional Practice** 12
- Social Media Policies**..... 12
 - Discrimination and Harassment** 12
 - Alcohol and Drugs Policy**..... 13
 - Student Grievance Policy** 13
 - Purpose 13
 - Faculty Grievance Policy** 13
 - Non-Discrimination Policy for Faculty Employment**..... 13
 - Student Support Services and Resources** 14
- Academic and Course Policies**..... 14

Policies and Procedures for Student Withdrawal/Refund of Tuition and Fees	14
Attendance	15
Policy on Excused Absences for Religious Reasons	15
University and MRT-TI Calendars	16
University Calendar	16
MRT-TI Calendar	16
Inclement Weather	16
Criteria for Successful Completion of Each Segment of the Program	16
Policies on Advanced Placement	17
Academic Warning Policy	17
Assistive Devices	17
Phased Approach to Learning	17
Policies on Transfer of Credits	17
Number of Credits Required for Program Completion	17
Policies and Procedures for Performing Service Work While Enrolled in the Program	18
Policies on Credits for Experiential Learning	18
Criteria for Graduation/Course Completion	18
Exams and Evaluations	18
Grading	18
Honor System of University of North Carolina-Chapel Hill	19
Clinical Placement Policy	20
Program Evaluation and Student Assessment	20
Program Evaluation	20
Student Assessment	20
Facility and University Assessment	20
Core Competencies	20
Clinical Regulations and Compliance Policies	21
Dress and Appearance	21
Health and Safety	21
Insurance	21
Infectious/Communicable Disease Policy	21

General Information

Accreditation Status

Sponsor	Accreditation Status
UNC Gillings School of Global Public Health 170 Rosenau Hall CB #7400 135 Dauer Drive Chapel Hill, NC 27599-7400 919-966-3215 sph.unc.edu	Re-accreditation in October 2017 by the Council on Education for Public Health (CEPH), accreditation current through December 31, 2024. Council on Education for Public Health 1010 Wayne Avenue, Suite 220 Silver Spring, MD 20910 202-789-1050 ceph.org
MRT-TI	Accreditation Status
Carolina Global Breastfeeding Institute Department of Maternal and Child Health Gillings School of Global Public Health University of North Carolina at Chapel Hill 422 Rosenau Hall CB# 7445 421 Pittsboro Street Chapel Hill, NC 27599-7445 919-966-0928 mrt-ti@unc.edu	The Mary Rose Tully Training Initiative is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Lactation Education and Approval Review Committee. The program earned its initial accreditation on January 21, 2016 and is current until January 31, 2021. CAAHEP 25400 U.S. Highway 19 North, Suite 158 Clearwater, FL 33763 727-210-2350 www.caahep.org

Program History

Mary Rose Tully was a co-founder and senior clinical associate of the Carolina Global Breastfeeding Institute (CGBI), which was established in 2006 within the Department of Maternal and Child Health in the Gillings School of Global Public Health at UNC-Chapel Hill. CGBI serves as the first Public Health Breastfeeding Institute of its kind. Mary Rose was one of the first Lactation Consultants certified in the United States, and was proud that she came from a teaching and psychology background, rather than clinical, prior to becoming an IBCLC. Additionally, Tully served as the director of Lactation Services at UNC Hospitals and was a faculty member in the UNC Schools of Medicine and Nursing.

In 2007, Mary Rose Tully, Miriam Labbok, and Kathy Alden were awarded an ILCA grant to develop a curriculum for training IBCLCs worldwide. Hannah Pollet Edens, Research Assistant for CGBI, assisted with the development of the curriculum. Dedicated to supporting the academic pursuits of their students, the team worked diligently to launch the program in August of 2009. Under the leadership of Mary Rose Tully, the curriculum was modified to meet the criteria of an IBLCE-approved Pathway 2 clinical training program, and had a strong emphasis on training future leaders in the field of Lactation Consulting. Miriam Labbok began the program as the lead instructor, assisted by Brook Colgan, and with the help of Lactation Consultants from NC Women's



The MRT-TI Student Handbook is intellectual property of the University of North Carolina, Chapel Hill.

Hospital. While Tully was only able to witness the first semester of the program, her legacy lives on as the program continues to grow and thrive. The program was named the Mary Rose Tully Training Initiative (MRT-TI) at her passing because of her priceless contributions to the program and mothers and babies everywhere.

In its first year of existence, the MRT-TI students received their clinical training at NC Women’s Hospital and a variety of student selected off-site experiences. Over the years, the MRT-TI continued to expand its clinical sites to meet the needs of its students, as well as, the needs of the North Carolina community at large, as attention is given to specific areas of need within the state when clinical sites and experiences are considered.

The number of affiliated clinical sites has grown from five to seven to give students more exposure to a variety of preceptors and health care settings. IBCLCs and MRT-TI graduates in the state have been mapped by zip code so that MRT-TI can target areas with lower numbers of IBCLCs, improving access to care for NC citizens. The level of breastfeeding friendliness is also used to target specific clinical sites. New hospitals to MRT-TI must be participating in the Division of Public Health’s North Carolina Maternity Center Breastfeeding-Friendly Designation program, ENRICH Carolinas project or be designated as Baby Friendly by Baby Friendly USA. Current clinical sites for the program include: NC Women’s Hospital (UNC), Randolph Hospital, Vidant Medical Center, WakeMed Cary, WakeMed North, and WakeMed Main Hospitals, and Women’s Birth and Wellness Center.

Program Goal

As a Lactation Consultant training program, the goal is:

- To prepare competent entry-level lactation consultants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Course Competencies

MRT-TI students receive instruction based on the competencies set forth by the Department of Maternal and Child Health at the Gillings School of Global Public Health as well as specific competencies for Lactation Consultant training as The Lactation Consultant competencies can be viewed in their entirety on the Clinical Competency Student Checklist.

IBCLC Clinical Competencies:

- Communication and Counseling
- Documentation and Communication
- History Taking and Assessment
- Prenatal and Perinatal Breastfeeding Support
- Extended Breastfeeding Support
- Problem-Solving Skills
- Newborn/Child Breastfeeding Challenges
- Maternal Breastfeeding Challenges
- Use of Techniques and Devices
- Public Health
- Research, Legislation and Policy
- Professional Responsibilities and Practice
- Leadership and Teaching

The MRT-TI Student Handbook is intellectual property of the University of North Carolina, Chapel Hill.

Continuing Education Topics:

Students are required to complete Self-Study Modules prior to the beginning of the program that are mandatory for students prior to entering each clinical facility. The program ensures that lectures during orientation address the continuing education topics as well. Students who do not come to the program from a clinical background are encouraged to familiarize themselves with medical terminology prior to beginning the program. The clinical facility self-study modules include topics from the following list:

- Medical Documentation
- Medical Terminology
- Occupational Safety and Security for Health Professionals
- Professional Ethics for Health Professionals
- Universal Safety Precautions and Infection Control

An additional continuing education topic is CPR. Students are required to show proof of valid training in Basic Life Support. The American Heart Association BLS for the Provider course is the only one accepted by the program. It is the student's responsibility to obtain and maintain this training for the duration of the program, and to provide proof of completion prior to beginning the program.

School of Public Health Competencies:

Please utilize the following link to view the Competencies that MRT-TI incorporates as a program within the School of Public Health:

<https://ceph.org/assets/2016.Criteria.pdf>

Admissions Policies

Non-Discrimination Policy for Admission

The MRT-TI admissions policies adhere to those of the University:

The University of North Carolina at Chapel Hill is committed to equality of educational opportunity. The University does not discriminate in offering access to its educational programs and activities on the basis of age, color, creed, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.

The Equal Opportunity/ADA Office (100 E. Franklin Street, Unit 110, CB #9160, Chapel Hill, NC 27599-9160 or (919) 966-3576) has been designated to handle inquiries regarding the University's non-discrimination policies.

Please visit the following website for additional details: <http://eoc.unc.edu/our-policies/policy-statement-on-non-discrimination/>

Disability Statement

The MRT-TI is committed to providing reasonable accommodations to otherwise qualified students with disabilities, so long as such disabilities, as determined on a case-by-case basis, do not preclude the student from meeting the qualifications considered essential by the MRT-TI administration for successful completion of the educational objectives of its curriculum.

The MRT-TI Student Handbook is intellectual property of the University of North Carolina, Chapel Hill.

The University of North Carolina-Chapel Hill facilitates the implementation of reasonable accommodations, including resources and services, for students with disabilities, chronic medical conditions, a temporary disability or pregnancy complications resulting in difficulties with accessing learning opportunities. While the program can offer input, ARS/EOC will make the final determination.

All accommodations for students are coordinated through the Accessibility Resources and Service Office. In the first instance please visit their website <https://ars.unc.edu/>, call 919-962-8300 or email ars@unc.edu. Please contact ARS as early in the semester as possible.

Early Registration and Admission Policy

The application documents for the MRT-TI are posted on February 1st of each year. Applicants are informed of acceptance decisions by the end of May. The exception to this policy is for MSPH candidates, who are applying simultaneously to the UNC Masters in Public Health in Maternal and Child Health and MRT-TI Programs.

Admission Requirements and Procedure for Applying

Admission to the MRT-TI is based on the information provided by the individual's program application, college transcripts, personal statement, and two letters of recommendation. An in-person meeting or conversation over the phone with/between the interested applicant and the Director of Training, or designee is recommended as part of the application process. A masters or clinical degree is encouraged, students who are in such a degree program at the time of application are also considered. International students should contact the Director of Training to determine what additional information/processes are required. Students must have completed the prerequisite courses as outlined by the Pathway Two Program guidelines set forth by the International Board of Lactation Consultant Examiners (IBCLE). Prerequisite courses:

Biology	Nutrition
Human Anatomy	Psychology/Communication
Human Physiology	Introduction of Research
Growth/Development	Sociology/Anthropology

An applicant may still be considered for admission if one of the listed prerequisite classes has not been completed prior to the beginning of the program. It is expected that individuals in this situation provide evidence of enrollment in the remaining prerequisite class prior to beginning the MRT-TI, and must show proof of successful completion. Failure to successfully complete the outstanding class will result in dismissal from the program.

It is imperative to recognize that transcripts submitted are reviewed only for application and admissions purposes, it is the responsibility of the student to ensure that his or her prerequisite classes meet the requirements for the IBCLC exam. Please reference the [IBLCE Health Sciences Education Guide](#).

Accepted students are expected to participate in a pre-orientation webinar held in June. The purpose of this webinar is to address all the required paperwork and health/immunization requirements of the program. Additionally, students are expected to attend a week-long orientation workshop held in mid-August, and another 2-day workshop held immediately prior to the start of the spring semester. Attendance at these workshops is mandatory, and no exceptions will be made.

Tuition and fees payments are generally first made in August. Students are responsible for ensuring payments are timely to avoid late fees or inability to begin the program. The Clinical practicum fees are handled through the North Carolina Institute of Public Health, which is separate from the tuition payments.

The MRT-TI Student Handbook is intellectual property of the University of North Carolina, Chapel Hill.

Students may not begin the program without the timely completion of all paperwork and submission of tuition and fees.

Essential Standards for Admission, Progression and Graduation

Introduction

The Mary Rose Tully Training Initiative (“MRT-TI”) program requires students to participate in clinical and didactic training and experiences directed at the acquisition and practice of essential breastfeeding and lactation knowledge, skills, and functions. Combinations of cognitive (knowledge), psychomotor (skills), affective (behavior), social and physical abilities are required to acquire the knowledge, skills, and functions needed to progress and complete the MRT-TI program and to become a certified Lactation Consultant.

It is imperative that students who are interested in the MRT-TI program review the Essential and Technical Standards for Admission, Progression, and Graduation prior to enrolling in the program. Applicants accepted into the program are expected to comply with the Essential and Technical Standards for Admission, Progression, and Graduation with or without reasonable accommodations.

Accessibility and Resources Statement

The University of North Carolina at Chapel Hill (the “University”) encourages students who seek accommodations, resources, or services relating to a chronic medical condition or a temporary or permanent disability to contact the Accessibility Resources and Service Office (ARS) (<https://ars.unc.edu/>) at 919.962.8200. Students are urged to contact ARS as early in the semester as possible.

Cognitive Abilities

Students are expected to have the ability to measure, calculate and synthesize data and make sound decisions based on this data to formulate an appropriate plan of care. Examples of relevant activities include, but are not limited to:

- Calculating weight loss/gain of a newborn
- Calculating milk requirements or determining sufficient milk transfer
- Synthesizing data in print and electronically, as well as extrapolating data from verbal and nonverbal cues, to determine a plan of care
- Recognizing whether further interventions are needed beyond the Lactation Consultant scope of practice

In addition, the ability to demonstrate problem solving skills, set priorities, and be a self-motivated learner is a critical cognitive ability requirement of the MRT-TI program.

Psychomotor Abilities

Students are expected to demonstrate the ability to function in the didactic and clinical environments with sufficient visual, auditory, and tactile psychomotor skills. Examples of relevant activities include, but not limited to:

- Detecting changes in breathing patterns indicating distress during feedings
- Detecting nonverbal cues of both mother and infant and the ability to perceive pain and movement of mother and infant
- Detecting sounds indicative of effective milk transfer and identifying sounds indicating distress of infant before, during and after feeding
- Detecting abnormalities through palpation or examination in infant anatomy or maternal anatomy in relation to lactation

The MRT-TI Student Handbook is intellectual property of the University of North Carolina, Chapel Hill.

Affective Abilities

Students are expected to be able to maintain a calm, emotionally stable, and professional demeanor when interacting with individuals in the clinical and didactic realms. Students will encounter a variety of clinical locations and environments during the program. It is expected that students demonstrate the ability to be flexible and function in accordance with program standards, despite the fluctuating locations and environments.

Social Abilities

It is expected that students have the ability to communicate and discuss plans of care to other members of the healthcare team, family members and patients using culturally sensitive approaches and professionalism.

Physical Abilities

Students will complete one clinical day per week, consisting of approximately 8 hours, (not to exceed 12 hours daily) of clinical time. Students must demonstrate sufficient physical stamina to move from one location to another for extended periods of time while seeing and treating patients, with or without reasonable accommodations. The didactic component of the course requires consistent attendance during 3 hour class sessions held once a week.

Students must also demonstrate the gross and fine motor skills to safely handle mothers, infants and small children when performing tasks related to lactation. Examples of relevant activities include, but are not limited to:

- Transferring an infant from its bassinet to the mother
- Positioning the infant at the breast
- Assisting a mother to move into a comfortable position for nursing
- Positioning an infant or child for an oral examination

Professional Risk

During the clinical portion of the program, students may come into contact with individuals who have known or unknown communicable diseases. While transmission of communicable diseases is rare, if students use proper preventive measures, students need to be aware that there is always a slight risk of transmission. Pregnant students may wish to consult with their health care providers regarding the implications of this risk for their unborn child.

The MRT-TI program provides the students with training specific to all clinical sites regarding infection control, emergency procedures, environmental safety, and blood borne pathogens. It is the responsibility of the student to remain up-to-date on all required immunizations, safety, and health related trainings during the duration of the program. Additionally, the student is responsible for notifying the Director of Training for the MRT-TI Program of any significant changes to his/her health status that may affect his/her ability to perform to program standards. Students who experience this situation are encouraged to contact the Accessibility Resources and Service Office.

The health of both the MRT-TI students and the patients served throughout the duration of the program is paramount. Students are expected to have health insurance either through the University if qualified, or carry personal health insurance. Proof of health insurance will be required prior to the start of the program.

Students enrolled in the MRT-TI will be covered by liability insurance through the program. The fees for this are covered within the Clinical Practicum Fees. Please reference the Health and Safety section of the Student Handbook for more details pertaining to health insurance.

The MRT-TI Student Handbook is intellectual property of the University of North Carolina, Chapel Hill.

Immunizations and CPR

Proof of immunizations will be required prior to the start of the program. Required health documentation includes:

1. **Negative TB skin test** within the last year
 - a. Initial: for students who have no documentation of a TST within the last year, a 2-step TST screening procedure will be necessary to establish baseline results. Please see the MRT-TI Student Handbook section on Health and Safety.
2. Physician diagnosed and documented **measles (rubeola), mumps, and rubella**, or documented lab results demonstrating immunity to measles, mumps, and rubella, or documentation of 2 MMRs or a combination of (2)measles, (2)mumps, and (2)rubella vaccines.
3. Physician diagnosed and documented **varicella (chickenpox)**, or documented lab results demonstrating immunity to varicella, or documentation of 2 varicella vaccines.
4. **Hepatitis B immunity** – Immunity confirmed by documentation, or documented lab results demonstrating positive immunity, or signed declination.
5. Adult-dose **tetanus, diphtheria, pertussis** (whooping cough) vaccine, Tdap
6. Students are required to submit documentation of the **seasonal influenza** vaccine by a set date during the fall semester.

Students may petition for an exemption from a required immunization under certain circumstances. Appeals regarding immunization requirements must be based on a student's health condition, medical disorder or religious beliefs.

Documentation supporting the exemption should be submitted to the Director of Training and include: (1) a written justification from the student's personal medical provider explaining why the vaccination is contraindicated; OR (2) a notarized copy of the "Request for Exemption from Immunization Requirements: Religious Reasons" form. Please reference the following websites:

<https://campushealth.unc.edu/services/immunizations/health-science-students-immunizations>

<https://campushealth.unc.edu/services/medical-records/exemptions-nc-required-immunizations>

Students will also need to show proof of current BLS/CPR certification prior to the start of the program. The only course accepted is the American Heart Association BLS for the Provider. It is the student's responsibility to maintain current certification for the duration of the MRT-TI program. **Certification/recertification via online courses is not acceptable for meeting the CPR requirement.** Students who are unable to provide proof of current and acceptable certification will not be allowed to begin the program. Course locations both within the United States and abroad can be found using the following website: http://www.heart.org/HEARTORG/CPRAndECC/CPR_UCM_001118_SubHomePage.jsp

Criminal Background Checks and Drug Screen

Students must submit to a criminal background check and drug screen as part of the admissions process. The fee for the criminal background check and drug screen is included as part of the MRT-TI program fees. The MRT-TI program administration may rescind an offer of admission if an applicant's criminal background check reveals that the applicant has committed a serious offense or that the applicant fails the drug screen. Serious offenses include, but are not limited to, felonies, drug offenses, forgery, assault, and abuse and neglect. All determinations of eligibility or disqualification will be made in light of each individual case (i.e., no single type of offense will be used as an automatic rescission of acceptance or reason for dismissal from the program), and will depend on a variety of factors including but not limited to the nature of, and circumstances surrounding the crime; the time elapsed since the conviction; the rehabilitation record; the actions and activities of the individual since the crime; and truthfulness and completeness of the candidate in disclosing the conviction; and the relevance of the conviction to program participation.

If at any point during enrollment a student is charged with or convicted of any criminal act that may or not have been on a previous criminal background check, that student should contact the MRT-TI Director of Training immediately to self-

The MRT-TI Student Handbook is intellectual property of the University of North Carolina, Chapel Hill.

disclose. Failure to self-disclose could lead to an honor court violation and/or program dismissal. Students will not be required to disclose expunged arrests, charges or convictions.

The MRT-TI follows the University's Human Resources policies and procedures regarding criminal background checks. The policies can be viewed in their entirety using the following link: : <https://hr.unc.edu/managers/hiring/background/> . For the purposes of this program's background checks, MRT-TI students are counted as "Unpaid Interns" who have access to "sensitive populations" and/or "sensitive facilities".

As defined by the policy:

- "Interns" are individuals who meet one of the following circumstances:
 - Are currently enrolled at UNC-Chapel Hill or other accredited colleges, universities, community colleges or high schools and who are engaged in experiential learning in the workplace in return for academic or course credit.
 - Are obtaining work experience that is required for professional licensure or certification under the supervision of a licensed or certified professional (e.g., Social Workers, Engineers, Nurses, and Accountants) for a period not to exceed 18 months in duration.
 - Are engaging in experiential learning in a profession under the supervision of an appropriate University supervisor or manager for a period not to exceed 18 months in duration.
- "Sensitive populations" are individuals under 18 years of age, patients receiving care in any clinical setting, or other individuals deemed to require enhanced supervision or protection based on University practice or State or Federal law.
- "Sensitive facilities" are University facilities that require special clearance or background checks for access or that permit unsupervised access to records that are confidential or otherwise have special protections under State or Federal law.

Request and Approval Procedures for the background checks are stated within the policy as:

- Any proposed engagement of an unpaid volunteer, intern, or visiting scholar must have the advance approval of the sponsoring Department and the Office of Human Resources (OHR) using the "[Unpaid Volunteer, Intern and Visiting Scholar Request Form](#)." Completed forms are submitted to the appointing departments assigned Employment and Staffing Consultant in OHR.
- The Request form noted above must be accompanied by a fully completed University Authorization for Background Check (Volunteers), which will be submitted to UNC Public Safety on behalf of the appointing department by OHR. The normal criminal convictions checking fees are the responsibility of the appointing department. In those instances when a volunteer, intern or visiting scholar has no Social Security Number due to citizenship status, UNC Public Safety will make a good faith effort, based on name alone, to confirm that no residential history or criminal convictions have been recorded for this individual. **Note:** The background check requirement is automatically waived for any individual younger than 18 years of age. Background checks are also not required for UNC-Chapel Hill student volunteer with the provisos listed in "Exclusions" above. See [Pre-Employment Background Check FAQs](#) for more information.
- Depending on the location, potential environmental exposures and the type of activities performed by the volunteer, intern, or visiting scholar, OHR may also require review by the Office of University Counsel and/or the Department of Environment, Health and Safety (EHS). For further guidance on laboratory safety issues related to these types of appointments, refer to the [EHS](#) web site or contact EHS directly for assistance.
- If the proposed volunteer, intern, or visiting scholar arrangement satisfies all of the requirements of this policy and the background check results are acceptable, then OHR will grant approval for the proposed arrangement to the requesting department in writing or by electronic mail.
- Any approved volunteer, intern, or visiting scholar must fully complete and sign a Release of Liability Form **prior** to starting his/her assignment. For volunteers and unpaid interns, the "[Release for Unpaid Interns and Volunteers](#)" form should be used; for unpaid visiting scholars, the "[Release for Visiting Scholars](#)" form should be used. The requesting department should fill out the top section of the release, making sure that the description of the activity performed matches that provided on the Unpaid Volunteer, Intern and Visiting Scholar Request Form. The signed release must be maintained on file in the appointing department for no less

The MRT-TI Student Handbook is intellectual property of the University of North Carolina, Chapel Hill.

than three years following completion of the volunteer, intern, or visiting scholar arrangement and subject to audit by OHR on request.

Upon receipt of the Background Check Request Form, the Background Check unit of the University's Office of Human Resources will send the candidate instructions for submitting basic information and consent for the criminal background check to be conducted by the University's background check service provider.

The program will adhere to the University's policies on illegal drugs and alcohol. Please reference the following website: <https://police.unc.edu/about/security-fire-safety-report/sfsr-2018/university-policies-on-drugs-and-alcohol/>

Computer Requirements

While there is access to computers on UNC-Chapel Hill's campus, students in the MRT-TI program are expected to have easy access to a personal computer. The receiving and sending of email will be required for communications with course faculty, classmates, and clinical sites. MRT-TI documents, required reading, and presentations will be loaded to Sakai Learning Management Systems online, and students will be required to access this information frequently via a reliable Internet source. Course assignments require research presentations and clinical presentations, which are to be submitted to the Director of Training electronically. For assistance with purchasing a computer, please contact the Carolina Computing Initiative (<http://cci.unc.edu/>).

Transportation

Students are expected to have reliable transportation, as the sites for the clinical experiences are at different locations throughout North Carolina. It is the responsibility of the student to provide transportation to and from the clinical site and to incur all travel-related expenses. In addition, students will be expected to attend a weekly didactic session on campus. Costs may be incurred for parking. Students can utilize bus routes and commuter lots. Reasonable accommodations may be made based on geographical preferences for clinical sites; however, some travel should be expected in order to experience a diverse range of clinical settings.

Student Review Policy for Unsafe or Unprofessional Practice

The MRT-TI has a legal and ethical responsibility to protect members of the public and the health care community from unsafe or unprofessional practices during all aspects of the program. Any student who demonstrates practices that endanger the public or who is unable to comply with the MRT-TI Essential Standards for Admission, Progression and Graduation will be referred to and reviewed by the Office of the Dean of Students.

Social Media Policies

MRT-TI participants will adhere to the Social Media policies outlined by the University as well as those defined and outlined within clinical facility orientation documents. As a guide, the Office of University Communications has established some [Social Media Best Practices](#). Any questions related to Social Media can be directed to this Office of University Communications at this time, the School of Public Health policy is under revision.
socialmedia@unc.edu

Discrimination and Harassment

The MRT-TI does not tolerate any forms of discrimination or harassment. The MRT-TI will follow University policies and procedures for matters of this nature. Please see the UNC Chapel Hill Policy on Prohibited Discrimination, Harassment and Related Misconduct, Including Sexual and Gender-Based Harassment, Sexual Violence, Interpersonal Violence and Stalking.

<https://eoc.unc.edu/our-policies/ppdhrm/>

The MRT-TI Student Handbook is intellectual property of the University of North Carolina, Chapel Hill.

Alcohol and Drugs Policy

MRT-TI will follow the University policies on alcohol and drugs. MRT-TI recognizes the significant impact that alcohol and drug use can have on the quality of patient care and interactions both in the classroom and clinical setting. Any student who is taking a legal drug (or alcohol-containing cough syrup) which the prescribing physician or pharmacist indicates might impair the student's ability to safely perform functions of her duties must advise a clinical instructor and course coordinator before reporting to clinical. A link to relevant policies are listed below:

<https://police.unc.edu/about/security-fire-safety-report/sfsr-2018/university-policies-on-drugs-and-alcohol/>

Student Grievance Policy

Purpose

This document establishes the jurisdiction, membership, and procedures of the Student Grievance Committee. The sole purpose of the Student Grievance Committee is to provide a process for students who have pursued formal action with the Equal Opportunity and Compliance Office ("EOC") against a University employee for violating the University's Policy on Prohibited Discrimination, Harassment and Related Misconduct, Including Sexual and Gender-Based Harassment, Sexual Violence, Interpersonal Violence and Stalking to appeal the results of the EOC's investigation (hereinafter "Administrative Review"). SCOPE OF APPLICABILITY The Student Grievance Committee of the University of North Carolina at Chapel Hill hears appeals in cases arising under the following policy: The UNC-Chapel Hill Policy on Prohibited Discrimination, Harassment and Related Misconduct, Including Sexual and Gender-Based Harassment, Sexual Violence, Interpersonal Violence and Stalking ("Policy") (<https://eoc.unc.edu/our-policies/ppdhrm/>) explicitly prohibits harassment or discrimination based on age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation or veteran status; and acts of retaliation because of an individual's good faith reporting of allegations of prohibited harassment or discrimination or participation in an investigation of alleged prohibited harassment or discrimination. The Policy applies to the conduct of, and protects, University students and employees, including faculty members, EHRA non-faculty employees, SHRA employees, graduate, professional and doctoral students, post-doctoral scholars, and student employees. The nondiscrimination provisions also apply to contractors and other third parties under circumstances within the University's control.

This policy applies only to students who have pursued formal action with the EOC against a University employee for violating the Policy and who wish to appeal the results of the EOC's Administrative Review.

Faculty Grievance Policy

The only official faculty member for MRT-TI is the Program Director/Director of Training. All lecturers and clinical instructors volunteer their time for the program. Students have the ability to approach the Program Director/Director of Training with his or her concerns regarding didactic and/or clinical faculty. For issues concerning the Program Director/Director of Training, please reference the "Student Grievance Policy" above.

Non-Discrimination Policy for Faculty Employment

For the purposes of this program, clinical and didactic faculty (with the exception of the Program Director/Director of Training) provide their expertise and services free of charge and are not official program faculty of the University. Clinical instructors are selected by their respective manager at the beginning of each cohort.

Any additional official program faculty would fall under the policies of the University. The University is an equal opportunity, affirmative action employer and welcomes all to apply without regard to age, color, creed, gender, gender

The MRT-TI Student Handbook is intellectual property of the University of North Carolina, Chapel Hill.

expression, gender identity, genetic information, national origin, race, religion, sex, or sexual orientation. We also encourage protected veterans and individuals with disabilities to apply.

The Equal Opportunity/ADA Office (100 E. Franklin Street, Unit 110, CB#9160, Chapel Hill, NC 27599-9160 or (919) 966-3576 has been designated to handle inquiries regarding the University's non-discrimination policies.

Student Support Services and Resources

The University and the Friday Center offer various services to students such as the Writing Center, Information Technology Services, Career Services, The Learning Center, Libraries, Math Help, and resources through the UNC Police (list not all-inclusive). Please reference the following websites:

The Friday Center: <http://fridaycenter.unc.edu/creditprograms/parttimeclassroomstudies/resources/>

UNC Chapel Hill: <https://studentaffairs.unc.edu/departments>

Academic and Course Policies

Policies and Procedures for Student Withdrawal/Refund of Tuition and Fees

There are specific policies and procedures to follow for withdrawal based on your student/employee status when you applied directly to UNC Chapel Hill. Refunding of tuition and fees is handled in accordance to UNC Chapel Hill policy or the Friday Center policy. Please visit <http://registrar.unc.edu/academic-services/withdrawals-cancellations/withdrawal-process/> or <http://fridaycenter.unc.edu/creditprograms/carolinacoursesonline/dropcancelwithdraw/>.

A student wishing to withdraw from the program must officially withdraw from course MHCH 765 or 766. In order to receive any refund from the University and from NCIPH, the student must withdraw before the "drop date" per University policies. The student must also notify the Director of Training in writing and indicate the reason for withdrawal (i.e. academic, medical, personal, financial, etc.). **Please note that the fee for the Criminal Background Check, lab coat and Drug Screen is nonrefundable. Refunds may be pro-rated to reflect costs associated with the summer and spring mandatory workshops and texts purchased through the program.**

The following are reasons for involuntary dismissal of a student (list is not all-inclusive)

- Does not meet clinical standards
- Is unsafe in the clinical area
- Is dishonest
- Is absent excessively
- Fails to comply with professional behavior policies
- Fraudulent marking or falsification of records
- Misuse of records or confidential information
- Engaging in any criminal, dangerous, or violent activity
- Obscene or offensive language or behavior, including sexual harassment
- Attending clinical or lecture while under the influence of alcohol or drugs
- Selling, distributing, or giving unauthorized drugs or alcohol to students, employees, patients, visitors, etc.
- Theft or removal of any facility's student's, employee's, patient's or visitor's property without permission
- Tampering with, damaging, or using clinical faculty property without permission

The following website sheds light on the financial impacts of a withdrawal:

<http://registrar.unc.edu/academic-services/withdrawals-cancellations/withdrawal-process/impacts-withdrawal/>

The MRT-TI Student Handbook is intellectual property of the University of North Carolina, Chapel Hill.

Attendance

Students are expected to attend all scheduled clinical days and didactic class lectures. Punctuality is essential. More than two absences over the course of the program may result in failure to meet course objectives, or dismissal from the program. One excused lecture absence per semester is permissible with completion of the make-up assignment. You are expected to call or text the Director of Training at least two hours before your scheduled lecture or clinical.

Absences do not relieve students of the responsibility for course content or clinical hours. Students are responsible for completing the make-up assignment and making arrangements with the Director of Training. A physician's verification for illness may be required at the Director of Training's discretion. Do not make arrangements for make-up time directly with clinical instructors.

To protect the patients, instructors, and others, the student is expected to call in sick for any illness that is communicable, or any illness that results in the student being unable to perform expected clinical activities. If the student is running a fever, we expect the student to call out. This call is expected to be at least 2 hours prior to the start of the clinical day. The student should call and leave a voice mail for the correct clinical location for which they are scheduled that day. A text or call should also be sent to the Director of Training. If the student is running late for clinical, they should also call, out of respect for the instructors.

Greater than two, documented, late arrivals in a semester to clinical or lectures, will result in a meeting with the Director of Training to discuss actions needed to remedy the situation.

Students may not switch clinical days. Prior approval is required and will be granted on a case-by-case basis. Please discuss this with the course coordinator before or after lectures on Fridays, or by appointment. Regular office hours will be from 10:30am to 12pm on Friday mornings. Other times will be accommodated.

Policy on Excused Absences for Religious Reasons

The MRT-TI follows the University Policy on Excused Absences for Religious Reasons which reads as follows:

Students are authorized up to two excused absences each academic year for religious observances required by their faith. Students who wish to request more than two excused absences in an academic year for religious observances required by their faith will need to contact their course instructors and request the additional absence, which will only be granted with the course instructor's permission. Primary holy days for religious observance are noted on a Web-based [interfaith calendar](#).

Students are responsible for providing a written notice for an excused absence for a religious observance two weeks in advance of the date requested or as soon as possible if the date occurs within the first two weeks of the semester. This policy also applies to students who have an excused absence for a religious observance during the summer. Students must be given the opportunity to make up tests and other work missed due to an excused absence for a religious observance. Make-up tests may entail an alternative examination, or other accommodation which allows the student not to be penalized for an excused absence for a religious observance.

Other Absences

Only course instructors excuse absences from class for valid reasons (illness or family emergency, religious observance, etc.). A student should present his or her explanation for any absences in writing to the course instructor in advance if the reason for the absence could be foreseen, or as soon as possible thereafter if the reason for the absence could not be foreseen.

The MRT-TI Student Handbook is intellectual property of the University of North Carolina, Chapel Hill.

A student may appeal a course instructor's denial of a request that an absence be excused if the request to be excused from class and the reasons for the request are presented to the course instructor in writing within the time limits above. The appeal is to be made to the course instructor's immediate academic supervisor.

Students who are members of regularly organized and authorized University activities and who may be out of town taking part in some scheduled event are to be excused during the approved period of absence. Notification of such an absence must be sent by the responsible University official to the course instructor before the date(s) of the scheduled absence.

Please follow the link to read this document in its entirety: <http://catalog.unc.edu/policies-procedures/attendance-grading-examination/>

University and MRT-TI Calendars

University Calendar

Please reference the UNC Chapel Hill calendar, found on the University's [Registrar website](#) for dates such as registration, drop/add and university holidays.

MRT-TI Calendar

The MRT-TI runs from mid-August through the beginning of May, and for the most part, follows the UNC Chapel Hill academic calendar. There is a **mandatory orientation**/workshop immediately prior to the start of the program in mid-August, and another in January immediately prior to the spring semester. MRT-TI students are supported to attend the Breastfeeding and Feminism International Conference in March.

Didactic classes are held on Friday afternoons from 12:20-3:20.

Clinical days are assigned by the Director of Training, based on the preferences listed by accepted students. An effort is made to meet the needs of the students, however there may be days where students need to make accommodations to meet the needs of the program. An effort is made to give students advanced notice of class requirements, but again, some flexibility is necessary to meet course requirements.

Due to the need to meet the 300 required clinical hours, on weeks where there are University holidays, clinical days may need to be adjusted to keep the student on target. These adjustments will be made at the discretion of the Director of Training.

Inclement Weather

Weather cancellations are expected and that time will still need to be made up. If the University is closed due to weather, you will not be expected to attend lecture or clinical. You should still call to notify your instructors, because even with extreme weather they will be required to be at the hospital. The official University policy on adverse weather can be found by following: https://old.northcarolina.edu/hr/policies/FINAL-University_Adverse_Weather_and_Emergency_Event_Policy-.pdf

Criteria for Successful Completion of Each Segment of the Program

Please reference the chart below for a description of MHCH 765 and MHCH 766 requirements.

Assignment Type	Description	Grade Percentage
Participation	Participants will demonstrate active participation in all aspects of the course.	30%

The MRT-TI Student Handbook is intellectual property of the University of North Carolina, Chapel Hill.

Weekly Assignments	Each semester, participants will be graded on at least two case study presentations from their experiential notes and one critical review of a relevant journal article.	40%
Semester Projects	Each semester students will be given one project to work on and turn in at the end of the semester.	20%
Examinations	Participants will be given a written exam	10%

Policies on Advanced Placement

MRT-TI students are required to take both MHCH 765 and 766 in succession, there is no option to test out of either class, and no other class may be taken in lieu of MHCH 765 and 766. At this time, no exceptions will be made.

Academic Warning Policy

Students who are not progressing in accordance with the program's established criteria will be required to meet with the Director of Training as soon as the situation is identified either by student report, by feedback gained from Qualtrics surveys, or notification to the Director of Training by the Lead Clinical Preceptors. A corrective course of action will be implemented and more frequent feedback sessions will begin at the discretion of the Director of Training. Referrals will be made as necessary to University resources. While formal feedback is done on a scheduled and/or as needed basis, students may schedule informal feedback sessions with the Director of Training during posted office hours.

Assistive Devices

Assistive devices, such as PDAs, calculators, translators, or other electronic devices are not allowed for use during an exam unless faculty has given prior approval, or approval has been given by the Accessibility Resources and Services Office. Please visit the following website: <https://ars.unc.edu/> call 919-962-8300 or email accessibility@unc.edu.

Phased Approach to Learning

Students will progress through the clinical practicum portion of the program beginning with direct observation, then transitioning to assisting, followed by completing consultations while being observed by the clinical instructor. The culminating experience will include students practicing independently with the clinical instructor available for assisting, if needed.

- Phase I. Observation of the Supervising IBCLC (1st half of fall semester)
- Phase II. Supervised Clinical Practice (2nd half of fall semester and beginning of spring semester)
- Phase III. Independent Clinical Practice (spring semester)

Policies on Transfer of Credits

All students are required to meet the prerequisites of the program as outlined in the Admissions Requirements and Procedure for Admission. Due to the unique structure of the program and the fluctuating content based on guest lecturer availability, no other course, program, or credit will be accepted in lieu of MHCH 765 and MHCH 766.

Number of Credits Required for Program Completion

The MRT-TI Student Handbook is intellectual property of the University of North Carolina, Chapel Hill.

Successful completion of each class is required in order to receive full credit for the program and meet the qualifications of a Pathway Two Program and meet eligibility criteria to sit for the certification exam. Students must complete a total of 6 credits (3 credits in the fall semester for MHCH 765 and 3 credits in the spring semester for MHCH 766).

Policies and Procedures for Performing Service Work While Enrolled in the Program

Clinical hours will only be generated from course approved clinical experiences. Students may not count time at places of personal employment towards the required clinical hours. MRT-TI participants are to remain in student status for the duration of the program and may not be counted as lactation educators or staff members for patient census purposes. Questions about specific policies should be directed towards the Lead Clinical Instructor(s) at the site as well as the MRT-TI Director of Training.

Policies on Credits for Experiential Learning

Students are required to meet course requirements regarding experiential learning throughout the semester in order to receive full credit for the course. This includes, but is not limited to receiving satisfactory reviews from clinical preceptors, participating and contributing to in-class discussions, progressing through clinical competency phases at an acceptable pace, and presenting clinical case study presentations and research findings per course outline.

Criteria for Graduation/Course Completion

This two-semester clinical course is structured to provide supervised breastfeeding support and education in the context of clinical lactation services and public health practice. Students will be expected to complete 300 hours of supervised clinical experience and 90 hours of didactic lactation education to comply with the requirements of a Pathway Two Program.

Successful completion of all clinical coursework, competencies, and passing grades for both MHCH 765 and 766 are required for graduation from the program. Clinical logs will be kept on file to demonstrate the meeting of the Pathway Two Program guidelines for clinical experience.

Once the student has successfully completed the MRT-TI, the Director of Training will give each graduate a letter of verification of completion of the program that may be submitted to the International Board of Lactation Consultant Examiners (IBLCE).

Once the program has been completed, individuals will receive a certificate of Continuing Education Units (CEU) from the Friday Center in the amount of 30.0 CEUs.

Exams and Evaluations

Students will take an exam at the end of both MHCH 765 and 766. Additionally, students will be given practice questions based on the format of the IBCLC exam in order for the students to gain experience with what they will encounter during the real exam.

Grading

The program will follow University policies for grading at the graduate and undergraduate level. Please use the provided links for full descriptions on the grading system.

The following definitions will be used as a guide for the assignment of Graduate Grades:

- H** High Pass
- P** Pass

The MRT-TI Student Handbook is intellectual property of the University of North Carolina, Chapel Hill.

L	Low Pass
F	Fail
IN	Work Incomplete: A temporary grade that converts to an F* unless the grade is replaced with a permanent grade by the last day of the classes for the same term one year later
AB	Absent from Final Examination: A temporary grade that converts to an F* unless the grade is replaced by the last day of classes for the same term one year later

If a student is concurrently enrolled in a bachelor's degree program, students will be graded according to the UNC undergraduate grading policy that states "Letter grades of A, B, C, D, and F are used. Pluses and minuses may be assigned to grades of B and C. Minus may be assigned to an A, and plus may be assigned to D".

Link:

<http://registrar.unc.edu/academic-services/grades/explanation-of-grading-system/>

Honor System of University of North Carolina-Chapel Hill

MRT-TI students are expected to adhere to the Honor System of the University.

"The University of North Carolina at Chapel Hill has had a student-led honor system for over 100 years. Academic integrity is at the heart of Carolina and we all are responsible for upholding the ideals of honor and integrity. The student-led Honor System is responsible for adjudicating any suspected violations of the Honor Code and all suspected instances of academic dishonesty will be reported to the honor system. Information, including your responsibilities as a student is outlined in the Instrument of Student Judicial Governance. Your full participation and observance of the Honor Code is expected."

It is the responsibility of the MRT-TI student to familiarize him/herself with the Honor Code, and ask for clarification when needed from Lead Instructors, Clinical and Didactic faculty, and the MRT-TI Director of Training.

Please reference the information below in regards to reporting procedures as outlined by the Office of Student Conduct: Any person may report suspected misconduct by a UNC - Chapel Hill student to the University Honor System. A report may be filed using the online reporting system found below. The Office of Student Conduct will review the report and refer it to the appropriate Student Attorney General for action.

[Report a Violation of Academic Dishonesty](#)

Academic Dishonesty violations include cheating, plagiarism, or violating procedures pertaining to the academic process. General classroom misbehavior is considered a non-academic violation. If you have questions about whether a behavior is considered academic misconduct or need assistance in completing this form, please contact the Office of Student Conduct 919-962-0805. Instructors who report suspected academic dishonesty should issue the accused student an "Incomplete" in the course. A final grade will be assigned once the allegations have been resolved.

[Report a Violation of Non-Academic Misconduct](#)

Non-Academic Misconduct includes behaviors adversely affecting members of the University Community. Examples of behavior that constitutes a violation include, but are not limited to, fighting, hazing, drugs, lying, disorderly conduct, etc. If you have questions about whether a behavior is considered a violation, please contact the Office of Student Conduct.

If you have trouble using the online form, written reports concerning violations of the Honor Code and relevant materials (copy of the course syllabus, original versions of papers, exams, website print outs, etc.) may be submitted to the Office of Student Conduct, Campus Box 5100, Chapel Hill, NC 27599.

If you have any questions or require further information, please contact us 919-962-0805 or jpa@unc.edu.

Links:

<https://studentconduct.unc.edu/sites/studentconduct.unc.edu/files/documents/Instrument.pdf>

<https://studentconduct.unc.edu/report-violation-office-student-conduct>

The MRT-TI Student Handbook is intellectual property of the University of North Carolina, Chapel Hill.

<https://studentconduct.unc.edu/faculty/honor-syllabus>

Clinical Placement Policy

Students will be scheduled to have hospital based clinical experiences throughout both semesters at the sites designated by the Director of Training. This placement is done at the discretion of the Director of Training, with attention given to student needs, preceptor availability, and quality of experience. Students will be responsible for coordinating the additionally required off-site external clinical experiences, with the oversight of the Director of Training. All off-site locations must be approved by the Director of Training prior to the student making the arrangements.

Program Evaluation and Student Assessment

Program Evaluation

A variety of evaluations and assessments are utilized in order to ensure the needs of the students, faculty, and communities of interest are being met. The program is continuously evaluated and revised to ensure the content presented reflects the current trends in literature and practice, and that it is in line with the core competencies, and mission of the program.

Student Assessment

Students are evaluated at the end of each clinical day by their preceptor with the exception of WBWC who evaluates the students at the end of each month. Preceptors are provided with a link to a Qualtrics Survey where feedback is provided that the Director of Training uses to determine if the students are progressing appropriately through the program and whether any corrective action needs to be taken. Students are provided with formal feedback at the mid-point during the semester and as needed. Qualtrics survey results are taken into account for the Participation portion of the grade. The following scale is used to rate the student on the criteria listed below:

Significant concerns

Some concerns, but not unsafe

Performing as expected for this level

Exceeds expectations

Facility and University Assessment

Students have the opportunity to rate the clinical facility at the end of each semester. Additionally, students are given a University generated survey at the end of each semester that evaluates a variety of aspects of the class.

Core Competencies

Students are required to be signed off on specific core competencies related to lactation consulting. As the student progresses through the phases of learning, the student is to be first signed off as observing and then as actually performing the competency. The core competency checklist will be reviewed by the Director of Training during feedback sessions to ensure the student is progressing appropriately. Additionally, students will be required to meet program and school specific competencies, as outlined in the course syllabi.

Clinical Regulations and Compliance Policies

Dress and Appearance

NOTE: Individual sites may have dress codes policies specific to their site. The standards listed below are the minimum of the program.

- Business dress is the default standard and is always appropriate. When visiting another clinical site, follow or exceed their standards.
- Wear your MRT-TI lab coat to all sites except Women's Birth and Wellness Center.
- Shoes should be close-toed and comfortable.
- No denim is allowed.
- Wear your hospital issued UNC ID badge at all times when at a clinical site. Wear your WakeMed hospital issued student ID badge when rotating at WakeMed hospitals and UNC Women's Hospital.
- Jewelry and other accessories must be conservative and not interfere with the performance of job duties or pose a safety hazard (avoid wearing hoop earrings). No wrist jewelry or watches that will prevent you from scrubbing your hands and arms when washing your hands.
- Excellent personal hygiene is expected. Nails must be clean, neat, trimmed and short enough so that if you look at your palms, you cannot see your nails from the other side. If polish is used, it must be clear and not chipped. Fake nails are not permitted.
- Avoid noticeable scents: perfumes, strong-smelling lotion, hair spray, etc. We do not want to interfere with the mother and baby smelling each other.
- Hands should be washed and sanitized frequently. Students should follow individual site protocols for hand washing.

Health and Safety

Insurance

The health of both the MRT-TI students and the patients served throughout the duration of the program is paramount. Students are expected to have health insurance either through the University if qualified or carry personal health insurance. Proof of insurance will be required prior to the start of the program.

Please visit the following website for more information pertaining to student health insurance:

<https://campushealth.unc.edu/charges-insurance/who-can-use-campus-health-services>

Students enrolled in the MRT-TI will be covered by liability insurance through the program. The fees for this are covered by the Clinical Practicum Fees. Please note that if a student withdraws from the program, the fee for the liability insurance may not be refunded.

Infectious/Communicable Disease Policy

MRT-TI students will receive instruction on infection control, standard precautions and hospital safety at the beginning of and throughout the MRT-TI program and must abide by any facility-specific guidelines at clinical sites.

Students who are exposed to bloodborne pathogens during their clinical rotations or in cases of student-to-patient transmission of bloodborne pathogens are required to follow facility protocol. Students must immediately inform the

The MRT-TI Student Handbook is intellectual property of the University of North Carolina, Chapel Hill.

Director of Training and the Lead Clinical Instructor of any such incidents. University resources will be utilized in these circumstances to ensure students receive adequate assistance in dealing with these matters.

During the clinical portion of the MRT-TI, students may come into contact with individuals who have known or unknown communicable diseases. While transmission of communicable diseases is rare if students use proper preventive measures, students need to be aware that there is always a slight risk of transmission. Pregnant students may wish to consult with their health care providers regarding the implications of this risk for their unborn child.

Similarly, students need to protect the patient population and those around them from any communicable or infectious disease they may be experiencing. Students in this situation are encouraged to utilize University resources and speak with the Director of Training. All matters concerning these circumstances will be handled with confidentiality, and if necessary, involve contacting legal counsel for the University.