

Effective Date:

Revised Date: 09/25/2017

### **School of Graduate Studies in the Health Sciences**

**DOCUMENT TYPE:** policy

**REVIEW PERIOD:** 3 years

**TITLE:** Off- campus courses and tuition payment Policy

**PURPOSE:** This policy is to establish guidelines for enrollment of a course at another institution.

**POLICY:** Although graduate courses necessary to meet the requirements to graduate are available in the SGSHS curriculum, there may be circumstances where a program requires a graduate student to enroll in a course at another institution. If a student's graduate advisory committee requires a graduate student to enroll in a course at another institution, then it is the responsibility of the mentor/graduate program to pay tuition and fees associated with that course. These courses must not constitute more than 30% of the course plan. The graduate student must complete an Office-campus Course Form and obtain approval from the Program Director and Dean of the Graduate School before including such a course in the degree plan. When searching for an institution that offers the necessary course, the following types of institutions should be considered in decreasing order of preference: UMMC campus, Ole Miss campus, other Mississippi colleges and universities, and colleges and universities outside of Mississippi.

If a student enrolls at another institution in a course that is not required by his/her graduate advisory committee, then it is the responsibility of the student to pay tuition and fees associated with that course. This policy applies to students performing non-sponsored as well as sponsored activities whether those students are employees of the university or not.

**SCOPE:** All SGSHS students.