

## School of Graduate Studies in the Health Sciences

**DOCUMENT TYPE:** policy

**REVIEW PERIOD:** annual

**TITLE:** Compliance Training Policy

**PURPOSE:** This policy is intended to establish guidelines for institutional compliance training for students enrolled in the School of Graduate Studies in the Health Sciences (SGSHS).

**POLICY:** All students and student/employees (i.e., Graduate Assistants and Graduate Assistant-Stipend) must receive institutional compliance training in accordance with the institutional compliance training policy and procedures.

UMMC student compliance training is managed and monitored by the Office of the Associate Vice Chancellor for Academic Affairs.

All SGSHS students must complete compliance and biological safety training using the institution's learning management system within fourteen (14) calendar days of beginning their academic program at UMMC. Furthermore, all students must also complete additional training modules throughout the academic year congruent with the UMMC employee compliance training schedule. All additional modules must be completed within the designated times outlined by the school.

If a SGSHS student is paid by UMMC (i.e. Graduate Assistant or Graduate Assistant-Stipend), the student must follow employee requirements for compliance training as instructed by the student compliance training.

If a student fails to complete the compliance training as outlined in this policy, the Office of the Associate Vice Chancellor for Academic Affairs will communicate with appropriate school personnel regarding the student's failure to complete compliance training. Failure to complete compliance training within the designated timeframe will result in a hold on the student's account and he/she will be given an INACTIVE status in Canvas. Inactive results in the following:

1. Inactive status in Canvas removes the SAP created courses from student access. The student is unable to view the courses or access them in any way. Work already completed or submitted in the course is not lost and is available when the student's status returns to Active.
2. Inactive status does not affect courses access to the appropriate courses in Canvas needed to complete their requirements and satisfy the hold.

Course assignments missed while a student is noncompliant will not be allowed to be remediated.

Failure to complete compliance can also result in disciplinary action up to dismissal from the School of Graduate Studies in the Health Sciences.

**SCOPE:** All SGSHS students.