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ADMINISTRATION AND PROGRAM LEADERSHIP

ADMINISTRATION

Dean: Dr. Jessica Bailey
Assistant Dean for Academic Affairs: Dr. Kristi Moore
Assistant Dean for Administration: Kim McGaugh
Director of Admissions and Learning Advancement: Molly Ratcliff

PROGRAM LEADERSHIP

Health Administration
  Dr. Angela Burrell, Department Chair and Program Director

Health Informatics and Information Management
  Dr. Lisa Morton, Department Chair and MHIIM Program Director
  Dr. Angela Morey, BS HIIM Program Director

Health Sciences
  Dr. Cynthia Casey, Department Chair and MHS Program Director
  Ms. Britney Reulet, Medical Scribe Specialist Program Director

Medical Laboratory Science
  Dr. LaToya Richards-Moore, Department Chair and MLS Program Director
  Dr. Renee Wilkins, Histotechnology Program Director

Occupational Therapy
  Dr. Christy Morgan, Department Chair and Program Director

Physical Therapy
  Dr. Lisa Barnes, Department Chair, DPT Program Director, and PT Residency Programs Chair
  Dr. Ryan McGlawn, PT Sports Residency Program Director
  Dr. Kim Curbow Wilcox, PT Neuro Residency Program Director
  Dr. Janet Slaughter, Pediatric Residency Program Director

Radiologic Sciences
  Dr. Kristi Moore, Department Chair
  Mr. Lee Brown, RS Program Director
  Dr. Mike Ketchum, RS Advanced Standing Program Coordinator
  Dr. Sherry West, Program Director, Nuclear Medicine Technology
  Dr. Asher Street, Program Director, Magnetic Resonance Imaging
INTRODUCTION AND PURPOSE OF HANDBOOK

This Student Handbook, the University of Mississippi Medical Center (UMMC) Bulletin, and the UMMC Document Center are the primary sources of information about the University of Mississippi Medical Center and the School of Health Related Professions (SHRP). Individual departments at the school may also have student policies and procedures that complement or extend the expectations of the SHRP handbook. It is the responsibility of each SHRP student to read and become familiar with each document.

Rules, regulations, and responsibilities are included in this handbook. However, in the event of a contradiction between this handbook and the UMMC Bulletin, the UMMC Bulletin will prevail. The University may revise the handbook, UMMC Bulletin, policies, and procedures at any time without prior notice.

As a student, you are responsible for maintaining established standards of scholarship and conduct essential to the educational mission and community life at the University of Mississippi Medical Center.

OPERATIONAL PROCEDURES

The policies and regulations of the Bulletin and this handbook take effect at time of initial registration in the first semester of enrollment. Students are expected to familiarize themselves with the academic requirements and regulations stated in the Bulletin and in this handbook. Ignorance of these requirements and regulations, incorrect statements or advice from faculty, students, or others, or misunderstandings of these procedures will not be accepted as cause for waiving any requirement or regulation in the Bulletin or in this handbook.

HISTORY

The School of Health Related Professions was authorized in 1971 and established in 1972. The first baccalaureate degrees were awarded in 1975. It now includes thirteen degree programs: Bachelor of Science in Health Informatics and Information Management; Bachelor of Science in Health Sciences; Bachelor of Science in Histotechnology; Bachelor of Science in Medical Laboratory Science; Bachelor of Science in Radiologic Sciences; Master of Science in Nuclear Medicine Technology; Master of Science in Magnetic Resonance Imaging; Master of Health Sciences; Master of Health Informatics and Information Management; Master of Occupational Therapy; Doctor of Health Administration; Doctor of Occupational Therapy; and Doctor of Physical Therapy.

In response to the significant demands in Mississippi for more allied health professionals and better allied health educational programs, the School of Health Related Professions seeks to expand its student population along with a related increase in the size and quality of its faculty.

UNIVERSITY OF MISSISSIPPI MEDICAL CENTER MISSION AND VISION

MISSION

The mission of the University of Mississippi Medical Center is to improve the health and well-being of patients and the community through excellent training for health care professionals, engagement in innovative research, and the delivery of state-of-the-art health care.

VISION

The University of Mississippi Medical Center will be a premier academic health sciences system that is recognized nationally for high-quality clinical care, for innovative research, and for training committed health care professionals who work together to improve health outcomes and eliminate health care disparities.

To view the UMMC 2020 Strategic Plan – Click Here.
In keeping with the vision of the University of Mississippi Medical Center, the School of Health Related Professions is dedicated to improving lives by achieving the highest standards of performance in education, research, and health care; promoting the value of professionalism and lifelong learning among students, faculty, and staff; finding solutions to the challenges of health disparities in Mississippi; embracing diversity; recruiting and retaining high performing students and faculty; and graduating outstanding health care professionals.

The School of Health Related Professions has committed itself to precisely defined goals by which progress and effectiveness may be evaluated. However, these goals should not be considered fixed and inflexible, but rather subject to review and revision as required to adapt to changing systems of health care and health professional education.

**MISSION**

The mission of the School of Health Related Professions is to equip diverse health professionals to provide quality and innovative health services for our Mississippi communities.

**VISION**

The School of Health Related Professions envisions being the premier educator that will excel in connecting diverse professionals who provide dynamic service delivery, pursue innovative discoveries, and embrace transformational leadership and advocacy for a healthier Mississippi.

**VALUES**

- Respect
- Professionalism
- Excellence
- Fairness
- Integrity

**EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT STATEMENT**

The University of Mississippi Medical Center’s education, research, and service programs are open to every qualified person. Equal Employment Opportunity is announced, provided, and ensured for all persons and affirmative action is taken to guarantee that individuals recruited, hired, trained, and promoted will in all ways be treated equally without regard to race, color, religion, sex, age, disability, marital status, national origin, sexual orientation, genetic information, or veteran’s status.

The University of Mississippi Medical Center ensures compliance with all applicable federal and state statutes and executive orders including, but not limited to, Executive Order 11246, as amended, Title VII of the Civil Rights Act of 1964, as amended and the Civil Rights Act of 1991, in respect to unlawful discrimination and affirmative action. UMMC seeks to ensure all aspects of employment and education remain free of unlawful discrimination and reaffirms its belief in taking affirmative action to recruit, employ, and to advance in employment minorities, women, individuals with disabilities, and veterans.

Veterans and disabled employees/applicants are invited to identify themselves in order to benefit under the affirmative action program. The information provided will be kept confidential.

The Director of Employee Relations also serves as the Americans with Disabilities Act (ADA) Coordinator. Those with a bona fide disability needing reasonable accommodation should contact the Director of Employee Relations.

It is understood that any breach of the Medical Center’s Equal Employment Policy regarding unlawful discrimination because of a person’s race, color, religion, national origin, age, disability, sex, sexual orientation,
gender identity or expression, genetic information or veteran’s status shall be grounds for disciplinary action up to and including discharge.

To assure compliance with this policy, the vice chancellor for health affairs has designated the Medical Center’s Chief Human Resources Officer to direct the establishment of and to monitor the implementation of human resources procedures to promote and guide our affirmative action program.

**DIVERSITY AND INCLUSION**

Diversity within the School of Health Related Professions of the University of Mississippi Medical Center encompasses an inclusive and welcoming environment that is enhanced by persons who differ in ability, age, ethnicity, gender, gender identity or expression, national origin, race, religious belief, sexual orientation, and socio-economic background. Our commitment to diversity is reflected in a community, both online and on-campus, that is bound by the desire for equal consideration for all people. This commitment to equality is exercised by cultivating an academic and working environment that is collaborative and inclusive in educating students and residents, as well as training faculty to be culturally aware, respectful, and sensitive to diverse populations. This is affirmed by the school’s policies and strategies to develop a diverse student body and faculty membership committed to education, healthcare, and research, thus ensuring that all members of our community have the ability to reach their individual and collective potential.

The growing cultural diversity of Mississippi and the United States calls for health professionals who continually strive to achieve cultural competence and function effectively across an array of multicultural, interpersonal, and social situations. Becoming culturally competent enhances the capacity of health professionals and healthcare organizations to assess, plan, deliver, evaluate and continually improve care that is sensitive to and respectful of the diverse beliefs, values, practices, and needs of the individuals, families, and communities served. The School of Health Related Professions is committed to this aim in its continued assessment of the curriculum; admission of students; recruitment and retention of faculty, staff, residents, and students; community engagement; and contributions to education, healthcare, and research.


**ACADEMIC POLICIES AND PROCEDURES**

**UMMC BULLETIN**

To view the current UMMC Bulletin – Click Here.

**ACADEMIC REGULATIONS**

The student is responsible for knowing the academic regulations for the School of Health Related Professions as stated in the UMMC Bulletin and the UMMC Document Center. Although we strive to avoid discrepancies, if there are differences in the regulations as stated in this document and the above referenced, the Bulletin is the ruling document. Please see the SHRP section in the UMMC Bulletin for academic policies.

Individual departments within the school could also have academic policies and regulations for students that would be in addition to those shown in the UMMC Bulletin and SHRP Handbook. Please check departmental information for these policies.

**ACADEMIC CALENDAR**

The School of Health Related Professions academic calendar can be found in the SHRP section of the Bulletin and on the SHRP website.
ACADEMIC PERFORMANCE STANDARDS

The School of Health Related Professions believes that both students and faculty have significant roles within the educational process. Academic misconduct can influence this educational process by causing a distorted picture of the academic achievement of individual students and jeopardizing the success of the student's total educational program. Although monitoring of academic performance is primarily the responsibility of the faculty, students ultimately have the responsibility and are expected to act in an honest and professional manner during the educational preparation for their professional role.

The School of Health Related Professions offers instruction in its academic programs in lecture, laboratory, and clinical environments. In the clinical environment, there is frequent contact with patients and individuals outside the academic community. It is expected that students will be academically honest in all classroom assignments, testing, laboratory activities, clinical activities, recordkeeping, and patient contact.

Upon graduation, health care professionals are expected to practice their profession with integrity and a commitment to high standards. Moreover, they are expected to protect patients from those who abuse professional ethics in providing care. This commitment to high standards and integrity is also expected during each student's course of academic study.

ACADEMIC RESPONSIBILITIES

Academic responsibilities of students include, but are not limited to, the following examples of conduct:

1. Come adequately prepared for class.
2. Attend all classes, laboratories, and clinical or field experiences, as scheduled, unless arrangements are made with the appropriate departmental official.
3. Request instructor-student conferences when needed.
4. Request and take make-up examinations based on the policies of the course instructor.
5. Maintain academic integrity by refraining from acts contrary to academic and/or professional ethics.
6. Adhere to the professional and academic responsibilities required by the department.
7. Adhere to HIPAA guidelines, regard as strictly confidential all information concerning patients, and refrain from discussing this information with any unauthorized individual.

ACADEMIC DISHONESTY

It is expected that students will not practice academic dishonesty or tolerate it in other students, and that all acts of dishonesty will be promptly reported to the appropriate school and administrative officials.

The School of Health Related Professions believes that both students and faculty have significant roles within the educational process. Academic misconduct can influence this educational process by causing a distorted picture of the academic achievement of individual students and jeopardizing the success of the student's total educational program. It is expected that students will be academically honest in all classroom assignments, testing, laboratory activities, clinical activities, recordkeeping, and patient care activities.

View the full SHRP Academic Dishonesty Policy in the UMMC Document Center (policy E-SHRP-GEN-GEN-PO-00001).
NON-ACADEMIC POLICIES AND PROCEDURES

A student in the School of Health Related Professions is expected to exhibit conduct that is compatible with the functions and mission of the University of Mississippi Medical Center as an educational institution, and with the ethical standards of his/her chosen profession. Each student is expected to comply with requests of university officials in the performance of his/her duties; to obey the laws of the city, state, and nation; and to refrain from conduct that would deme the ethics and integrity of his/her chosen profession.

The following are examples of non-academic responsibilities of students in the school. Failure to comply with these requirements may result in disciplinary action being taken by the dean up to and including probation or dismissal. If the actions of a student are such that there is potential or actual harm to the university, school, department or its faculty, staff, students, patients or others, a student may be immediately removed from classroom, laboratory, or clinical activities without prior notice.

1. Maintain professional conduct;
2. Adhere to the professional responsibilities required by the department;
3. Refrain from the use, influence, or possession of alcoholic beverages, illicit drugs, fireworks, firearms, or other weapons on the UMMC campus, at clinical affiliation sites, or at any educational activity;
4. Treat patients, other students, staff, and faculty fairly and respectfully, regardless of their sex or their physical, mental, emotional, political, economic, racial, or religious characteristics;
5. Be cognizant of and adhere to the channels of authority;
6. Accept responsibility for reporting incompetence and unethical conduct to the proper authorities;
7. Identify truthfully and accurately your credentials and professional status;
8. Be responsible for the condition of the instructional area during and at the completion of a class session;
9. Maintain all conduct within HIPAA guidelines and regard as strictly confidential all information concerning patients, and refrain from discussing this information with any unauthorized individual;
10. Refrain from sexual harassment in any form (see section on Harassment Policy);
11. Refrain from eating, drinking, or smoking in prohibited areas in the SHRP instructional areas; and
12. Check email frequently for official notices.

MANAGEMENT RIGHTS

The University of Mississippi Medical Center has always sought the opinion of its students about its educational programs, ways and means of accomplishing the school’s activities better, and other matters of student interest. From time to time, however, the university, like any other organization, has to make decisions without prior consultation with its students. The university must, therefore, maintain exclusive discretion to exercise the customary functions of educational management including, but not limited to, the discretion to: select and enroll students, employ and supervise faculty, determine the size and composition of the instructional staff, enforce academic regulations, determine the size and location of classes, make instructional and clinical assignments, modify organizational structures, establish, change and/or abolish policies, procedures, rules, and regulations, and make any and all changes or modifications in educational programs in accordance with the needs and requirements of the institution.

COMPLAINTS

Students who have complaints about an educational program, school policies, incidents in the classroom or other academic or non-academic matters are asked to notify a faculty member or their departmental chair, the student services office, or a member of the administration in the office of the dean. The complaint can be made verbally followed by written comments describing the issue or concern, or the complaint can be made in writing in any form comfortable for the student. A complaint can also be made anonymously using the suggestion box located adjacent to the student mailboxes at SHRP or online. At a minimum, the complaint should give a complete description of the situation or incident, the date of occurrence, and the person or persons involved.
Issues involving such matters as sexual harassment, discrimination, disability, employment, or mistreatment fall under the institutional policies that are handled by specific offices, such as the Office of Human Resources, Title IX coordinator, or the Equal Employment Opportunity Office. In the event that a student believes a non-academic or non-misconduct complaint has not been resolved satisfactorily, he/she may file a written grievance with the chief student affairs officer.

Current students at UMMC may file a written grievance with the chief student affairs officer through the Office of Student Affairs. Students may also submit concerns, leave complaints, make comments, offer suggestions, or request assistance through the Office of Student Affairs. UMMC and its dedicated professionals are engaged in fostering an environment that promotes academic success and student development. Students are encouraged to provide candid feedback.

Students may choose to contact the Office of Student Affairs in writing (University of Mississippi Medical Center, 2500 N. State St., Jackson, MS 39216-4505; phone (601) 984-5012; fax (601) 815-4061) or may choose to use the form provided below. Form submissions will be sent to an email account that is checked daily. If a return email address is provided, the Office of Student Affairs will respond within two business days. If the name and email address fields are blank, the submission will be anonymous, and the Office of Student Affairs will not respond. However, all submissions will be reviewed and addressed.

More information on the complaint policy can be found online in the UMMC Document Center (policy E-AA-SA-GEN-PO-00003) the Bulletin, or on the Student Comments and Complaints website.

The privacy rights of students will be protected at all times during the complaint process.

HARASSMENT POLICY

Visit the UMMC Document Center (policy E-AA-GEN-GEN-PO-00021) to view the Sexual Misconduct, Sexual Assault, and Sexual Harassment Policy and Procedure (Title IX) for Students and Employees.

CRIMINAL HISTORY BACKGROUND CHECK

Mississippi Law requires all health care workers, including students, to have completed criminal history background checks. All UMMC students will be required to successfully complete a criminal history background check, including fingerprinting, before enrollment. Be advised that a felony conviction may affect a graduate’s eligibility to sit for certification, registration, or licensure examinations. Affected students must contact the appropriate certification, registry, or licensure agency. All students should keep their letter of clearance in a personal file for later use.

All students will complete an in-house background check during the Orientation process. This is conducted by the UMMC Human Resources. A second type of background check may or may not be required by your department. Currently, SHRP has an agreement with Pre-Check (www.precheck.com/students) to conduct the additional background check and drug screening if needed for clinical rotations. There is a small cost for using the Pre-check services. Departments will provide students with further information if the additional background check is required.

IDENTIFICATION BADGES

Medical Center policy requires that students wear their identification badges at all times at all facilities which are operated by the Medical Center. The badge should be worn with the name and photo clearly visible on the front, upper torso affixed to a collar, pocket, lapel, or displayed on a short break-away neck strap close to the face. The identification badge may be used for building access, check cashing in the bookstore, library checkouts, and security identification purposes. Students who lose their ID badge should report the loss immediately to Human Resources, Room R-106. Replacement of lost badges costs $20.00 payable by cash or check. Students who come to school without their identification badge may be subject to disciplinary action up to being asked to leave the campus.
OFFICIAL COMMUNICATION

The School of Health Related Professions considers postal/U.S. mail and electronic mail official forms of communications. Students are expected to check their official UMMC email account daily at a minimum during the school semesters and periodically during breaks.

STUDENT SERVICES INFORMATION

STUDENT RESPONSIBILITIES

Students are responsible for complying with all policies and procedures, rules and regulations, and other information published by the University of Mississippi Medical Center, the School of Health Related Professions, and their academic department. In addition, students are expected to abide by all federal, state, and local laws.

STUDENTS EXPECTATIONS

Students are expected to:

a. Exhibit the highest standard of personal, academic, professional and ethical behavior.
b. Treat faculty, staff, peers, clients, patients, and others with dignity and respect.
c. Abide by the Code of Conduct that applies to their specific professional discipline.

Students who violate any of the above when involved in any school or school-related activity/function, whether on or off campus, will be subject to disciplinary action.

STUDENT RIGHTS

Mistreatment and abuse of students by faculty, residents, staff, or fellow students is contrary to the educational objectives of the University of Mississippi Medical Center and the School of Health Related Professions and will not be tolerated. Mistreatment and abuse include, but are not limited to, berating, belittling, or humiliation; physical punishment or threats; intimidation; sexual harassment; harassment or discrimination based on race, gender, sexual preference, age, religion, physical or learning disabilities; assigning a grade for reasons other than the student’s performance; assigning tasks for punishment or non-educational purposes; requiring the performance of personal services; or failing to give students credit for work they have done. Students have rights as guaranteed by the U.S. Constitution and all appropriate federal, state, and local laws. Primary among those is the right to a fair and impartial hearing if the student is accused of misconduct or violating university regulations. Additionally, students have the right to file a complaint for alleged mistreatment. The University of Mississippi Medical Center and the School of Health Related Professions has existing policies and procedures that relate to the following: financial aid; sexual harassment; final grade appeal; parking; drugs; alcohol; firearms; student access to records; student privacy; computer/internet use; dress and professional conduct; health insurance; and liability insurance. Issues that relate to these specific policies should be addressed to the appropriate office. The Office of the Dean or Student Services can help students with information about those policies.

STUDENT/EMPLOYEE HEALTH CLINIC

The Student/Employee Health Clinic (SEH) provides ambulatory medical care and is located on the first floor of the University Hospital, Room N136. The clinic telephone number is 601-984-1185. Nursing care is available in the clinic Monday through Friday from 7:00 am until 4:00 pm. A physician is present at scheduled hours. Should the clinic hours be inconvenient, call or go to the clinic to make other arrangements. Special referrals that are indicated (such as gynecological or surgical consultation) will be made upon the recommendation of the student health service physician. The student health service physician and the student will make the selection of a consultant. The Student/Employee Health Clinic does not provide medical care for dependents of students, nor can it reimburse students for treatment received elsewhere. Students who need medical attention when the clinic is not open should contact the University Hospital Emergency Room and follow instructions (Note: a fee may be incurred).
Students are responsible for notifying the appropriate instructor or department when they are going to be absent due to illness. Students may not be allowed to participate in laboratory or clinic activities while manifestation of disease exists or symptoms of contagious disease exist. Students must have clearance from Student/Employee Health to return to class.

IMMUNIZATIONS AND VACCINATIONS

All entering students at the School of Health Related Professions, including those in online or distance education programs, regardless of physical presence on the UMMC campus are required to meet and maintain the immunization requirements found in the Immunization Requirements Policy located in the UMMC Document Center (policy E-AA-GEN-GEN-PO-00018).

Students admitted to the School of Health Related Professions are required to have an annual tuberculin skin test which may be obtained from UMMC Student/Employee Health Clinic. If the TB test is obtained from another healthcare provider, the student must provide evidence of valid test results to UMMC Student/Employee Health annually.

All students must be vaccinated annually against influenza in advance of the flu season unless they are eligible for and have an approved medical contraindication or an approved religious restriction. Proof must be provided to UMMC Student/Employee Health annually by the established deadline.

SEH does offer the Influenza, Tdap, MMR, Varicella, and Hepatitis B vaccines for current students. All vaccines are administered at a cost to the student (with the exception of Influenza). Students should pay at Student Accounting and bring receipt to SEH for vaccine. For additional information and forms – Click Here.

SHRP Programs with clinical courses may have requirements beyond those mandated by UMMC. Students are expected to comply with the requirements of any assigned clinical facility to fulfill programmatic coursework.

ACQUIRED IMMUNE DEFICIENCY SYNDROME

Acquired Immune Deficiency Syndrome (AIDS) is a condition that destroys the body's immune (defense) system and allows life-threatening infections to develop. It has no known cure or vaccine for prevention, and an individual can transmit the virus even in the absence of symptoms. Current medical knowledge indicates that transmission is primarily through sexual contact or through the sharing of intravenous drug paraphernalia. According to the Centers for Disease Control, contracting the disease in most situations encountered in an individual’s daily activities is not known to occur. Please review the Bulletin for information on the Medical Center’s policy in regards to immunizations, testing and care, confidentiality, public health reporting requirement, personnel, universal precautions, teaching laboratories, and behavior risks.

DRUG POLICY

Pursuant to the Anti-Drug Abuse Act passed in October 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the University of Mississippi Medical Center is committed to maintaining a drug-free work place and to implementing a Drug Awareness Program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. As a SHRP student, you are to be aware of the Medical Center’s Drug Awareness Program and abide with the Policy concerning substance abuse in the UMMC Document Center (policy H-CL-SAFE-GEN-PR-00041).

Policy:
1. You are prohibited from being under the influence of alcohol or illegal drugs while on campus, in other training sites, such as affiliated hospitals and clinics, and in extramural settings for elective courses.
2. The possession, transfer, purchase, or sale of illegal drugs is a violation of the law and is strictly prohibited; such action will be reported to law enforcement officials and to licensing agencies when appropriate.
3. The use, sale, or possession of an illegal drug in your capacity as a student is cause for your dismissal from school.

4. Any student who commits an unlawful act on or off the Medical Center campus or whose conduct discredits the Medical Center in any way will be subject to disciplinary action, up to and including dismissal.

5. No alcoholic beverage may be brought or consumed on the Medical Center premises.

6. Prescription drugs may be brought and used by you on the Medical Center premises only in the manner, combination, and quantity prescribed, as long as your ability to perform as a student is not affected.

7. Any student whose on or off duty abuse of alcohol, illegal drugs, or improper use of prescription drugs interferes in any way with his/her performance as a student will be referred to Student/Employee Health Services for evaluation and/or testing.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Visit the Office of Enrollment Management, the UMMC Document Center (policies E-AA-GEN-GEN-PO-0001; E-AA-SA-ADM-PO-00002), and the Bulletin for additional information in regards to student access to records, release of information, and accuracy of education records per the FERPA regulations.

HEALTH INSURANCE

All students are required to carry hospitalization insurance while enrolled at the University of Mississippi Medical Center. UMMC offers a group health insurance policy. It is mandatory for students to participate in this insurance program unless, at the time of registration, they can demonstrate adequate or equivalent hospital insurance through a sponsor or with another carrier. Both individual and family coverage is available. Information is available at the Office of Student Accounting and in the Bulletin.

MENTAL HEALTH SERVICES

UMMC contracts with Humana Behavioral Health (formally known as LifeSynch), which is our Student Assistance Program. Services are provided for all students and household members. Services are available 24 hours a day and 7 days a week at NO COST to you. If you choose to call, you will talk with a trained professional who will ask you about your situation and connect you with experts who can help. When appropriate, you will be referred to a local professional for up to three (3) face-to-face sessions at no cost to you. Your personal information will be kept confidential. Student Assistance Program confidentiality complies with state and federal requirements. For more information, call 866-219-1232 or visit the Humana website.

To log in to the website, please use UMMC as the username and UMMC as the password.

UMMC also offers students the opportunity to visit with staff in the Student Counseling and Wellness Center. This office provides services for student mental health and wellness. Our services are available to all UMMC students by appointment. Examples of concerns we can help with are: stress and anxiety; depression and grief; and adjustment, family, and relationship issues. Some available interventions include: evaluation; medication consultation; brief motivational and solution-focused therapy; wellness counseling; cognitive behavioral therapy; and behavioral activation.

For additional information, visit the Student Counseling and Wellness Center website or call the office at 601-984-6936.

ROWLAND MEDICAL LIBRARY

The Rowland Medical Library (RML) is located on the second floor of the Verner S. Holmes Learning Resource Center. The RML provides resources and services to students officially enrolled in UMMC programs, faculty and employees directly involved in health education, research, and patient care.

For more information about hours, resources, and services available at the library, please visit the RML website.
OFFICE OF ENROLLMENT MANAGEMENT

This office maintains the official academic records of all matriculated students and provides a wide range of services to those students. The office also works closely with each school in the admissions process of students.

Official copies of transcripts are available from this office at a cost of $5.00 per transcript. All requests must be made in writing and must bear the signature of the student whose transcript is being requested.

Office of Enrollment Management
University of Mississippi Medical Center
Verner Holmes Learning Resource Center, U121
Phone: 601-984-1080
https://www.umc.edu/registrar/

STUDENT ACCOUNTING

The Office of Student Accounting is responsible for the assessment and collection of all charges to students, such as tuition, late registration fees, and health insurance premiums, as well as disbursing excess financial aid proceeds to students.

Prior to the beginning of the academic term, tuition, fees, and applicable insurance charges are charged to the student’s account. Billing statements are emailed to the student’s UMMC email account. The statement will specify the payment deadline for the term. Students are expected to check their campus email account regularly. Late fees are assessed to accounts not paid by the payment deadline.

Updated tuition costs may be found online on the Student Accounting website or in the SHRP section of the Bulletin.

Office of Student Accounting
University of Mississippi Medical Center
Verner Holmes Learning Resource Center – 2nd floor
Phone: 601-984-1060
https://www.umc.edu/student_accounting/

STUDENT FINANCIAL AID

The Financial Aid office helps students meet their educational expenses while attending UMMC. Appointments may be made with financial aid counselors by calling 601-984-1117 or emailing acct-financial-aid@umc.edu.

Students wishing to apply for financial aid must complete the following steps:

1. Apply for a Federal Student Aid ID online;
2. Complete the FAFSA (Free Application for Federal Student Aid) online at www.fafsa.ed.gov, using UMMC’S Federal School Code number 004688; and
3. Complete Entrance Counseling online.

Each recipient of student financial aid must meet Satisfactory Academic Progress (SAP) requirements in order to maintain his/her eligibility for financial aid.

Scholarship and state grant programs have differing requirements for continuing eligibility. These criteria are outlined in the terms and conditions that accompany the scholarship and grant awards.

Office of Student Financial Aid
University of Mississippi Medical Center
Verner Holmes Learning Resource Center, U124
Phone: 601-984-1117
https://www.umc.edu/financialaid/
ORIENTATION

All students must complete orientation prior to attending any courses. Failure to complete orientation may result in dismissal from the program and/or school. Please be advised that each individual program may have specific orientation requirements in addition to UMMC General Orientation (conducted online in Canvas) and School of Health Related Professions Orientation.

ACADEMIC SUPPORT SERVICES

The Office of Academic Support provides oversight to the following University of Mississippi Medical Center support services: Academic Consulting Services, University Tutoring Services, Writing Support Services, and Academic Accommodations.

ACADEMIC CONSULTING SERVICES

The Office of Academic Support provides Academic Consulting Services to students at the University of Mississippi Medical Center. Academic consultants meet individually with learners and provide assistance with developing the skills and behaviors that are essential to academic success and professional development (e.g., time management, study skills, and testing strategies). Services are available at no charge to learners.

Individuals may initiate contact with the office or be referred by faculty. To make an appointment, individuals should go to the Office of Academic Support webpage and complete the Request Academic Consultation online form – Click Here.

UNIVERSITY TUTORING SERVICES

The Office of Academic Support manages University Tutoring Services, the peer tutoring program available at no charge to all students experiencing academic difficulty who are currently enrolled at the University of Mississippi Medical Center. Supportive instruction is provided by peers with similar educational backgrounds.

To request tutoring or receive more information about available courses, individuals should go to the Office of Academic Support webpage and complete the Request Tutoring online form – Click Here.

WRITING SUPPORT SERVICES

The Office of Academic Support provides Writing Support Services to students, residents, and fellows who are currently at the University of Mississippi Medical Center. A writing coach is available to meet individually and at no charge to the learner and may address many aspects of academic and professional writing.

To request writing support or receive more information about the services, individuals should go to the Office of Academic Support webpage and complete the Request for Writing Support online form – Click Here.

ACADEMIC ACCOMMODATIONS

The Office of Academic Support manages academic accommodations at the University of Mississippi Medical Center. Note: Students in the School of Pharmacy should apply for academic accommodations through the University of Mississippi, Oxford Campus.

The University of Mississippi Medical Center is committed to ensuring equal access to a quality education for qualified students through the provision of reasonable academic accommodations which support UMMC standards and academic integrity. UMMC policy provides for reasonable academic accommodations to be made for students with verified disabilities on an individualized and flexible basis as specified under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). View the policy in the UMMC Document Center (policy E-AA-GEN-GEN-PO-00035).
UMMC provides reasonable academic accommodations to students on campus who request accommodations and who meet eligibility criteria. For more information, individuals should review the Office of Academic Support webpage or contact the office directly. To request academic accommodations, individuals should complete the Request for Academic Accommodations online form – Click Here.

Office of Academic Support
University of Mississippi Medical Center
Verner Holmes Learning Resource Center, U155-A
Phone: 601-815-5064 • Fax: 601-815-5828
http://www.umc.edu/academic_support/

SHRP PROFESSIONAL ACTIVITIES

Students who want to take time to become involved may find useful avenues of expression in membership in professional organizations. Membership is open to students in the various professional organizations. Each department will advise students of appropriate professional organizations and opportunities for membership. As student members, there is an opportunity to increase knowledge of the discipline and to begin to establish collegial relationships with other students and practitioners within the profession. Other benefits available to the students include professional publications, group insurance, scholarships, educational workshops, and professional meetings.

SHRP STUDENT GOVERNMENT

The School of Health Related Professions’ Student Government Council was formed in 1978 and is responsible for all official student activities of the school; serves as liaison between faculty, students, and alumni; and strives to establish relationships between disciplines.

The Council is composed of three (3) student representatives elected from each discipline’s first, second, and third year cohorts. Five (5) student members represent SHRP on the Associated Student Body (ASB) Council. The ASB is the student organization on the University of Mississippi Medical Center campus with representatives from each school (Dentistry, Graduate Programs, Health Related Professions, Medicine, Nursing, Pharmacy, and Population Health) that plans all campus-wide student activities. The SHRP Council has an advisor appointed by the dean. Elected officers must maintain good academic standing. If a student is on probation, he/she is not eligible to serve as a student government officer.

STUDENT PARTICIPATION

The administration and faculty of the Medical Center believe that it is important to involve students in the decision-making processes that affect institutional programs, policies, and operations. More often than not, institutional policy, proposals for institutional change, or suggestions for improvement in the institution’s day-to-day operation begin at the committee level. For this reason, it has long been the institution’s practice to include student representatives on appropriate campus-wide and school committees.

Student activities on this campus, for the most part, are coordinated by the Associated Student Body (ASB) or through the respective student councils in the individual schools. ASB activities are supported in part by student activity accounts. During the academic session, the Vice-Chancellor meets monthly with ASB officers to keep abreast of campus-wide activities and to discuss student concerns.

The Office of the Associate Dean for Student Affairs in the School of Medicine assists with and supervises ASB activities on a daily basis. Activities of the individual schools that are sponsored by the respective student council in a school are generally funded through subscription. These activities are supervised by a member of the school’s faculty/staff appointed by the school’s Dean. The Medical Center has two student publications - the MURMUR, a campus-wide newspaper that comes out several times during the academic session, and the MEDIC, the campus yearbook.
**DENTAL HYGIENE CLINIC**

The Dental Hygiene Clinic is located on the fourth floor of the School of Dentistry building. Appointments are required and treatment is rendered by dental hygiene students under the direct supervision and guidance of licensed dentists and dental hygienists.

Services rendered in the clinic include oral examinations, scaling and polishing teeth, oral hygiene instructions, topical fluoride applications, and sealants, when recommended. If needed, radiographs (x-rays) will be taken and a copy forwarded to the patient’s dentist, upon the dentist’s request. Appointments can be made at the Dental Hygiene Clinic receptionist’s desk or by telephoning 601-984-6340. Current UMMC students are encouraged to use the Dental Hygiene Clinic and do receive a discount for services.

**CLASS EVENTS**

Any on campus events that includes our students, whether sponsored by a class or sponsored in name by a class and where class members will be present, should be coordinated with the SHRP Student Services Office. This includes, but is not limited to, luncheons and presentations that may be conducted by outside vendors/employers. Some events may require the approval of other offices on campus (i.e., the UMMC Compliance Office). Additional information may be requested before or after the event to meet outside approval or guidelines. To allow time for proper approvals, all events must be submitted to the Student Services Office no later than two (2) weeks prior to the event.

**FUNDRAISING**

All fundraising must be approved by the SHRP Student Services Office. As a guideline, any sales of clothing apparel which names a particular program or department must also include the School of Health Related Professions with the identified department. All fundraising must be aimed at supporting departmental or class projects. Class events and fundraising will be discussed at the first SHRP Student Government Meeting in September and reminders will remain on agendas throughout the year.

**COMMENCEMENT**

Graduating students are expected to participate in commencement regardless of the semester of graduation. Exceptions may be considered if a request is made in writing to the dean. Students deemed eligible for graduation (pending final requirements set by individual departments) will be asked to complete the online diploma application (including the cap and gown order form) the semester prior to expected graduation. Students may order commencement invitations from the UMMC Bookstore during early spring of the graduation year. During the latter part of the week of commencement, students are expected to obtain caps and gowns from the bookstore. Student commencement instructions from the Office of the Associate Vice Chancellor for Academic Affairs will be emailed to participating students during the month of April prior to the commencement ceremony.

**COMMENCEMENT EXERCISES**

Commencement is generally scheduled for late May, at 10:00 am on Friday, and usually lasts approximately two (2) hours. The Mississippi Coliseum (located on High Street in Jackson) is the traditional location for commencement.

**HONORS AND AWARDS**

SHRP students with a record of exceptional achievement over the duration of their degree program may be recognized with individual honors, scholarships, and awards upon graduation at the SHRP Honors Day Ceremony. Each SHRP department establishes its own criteria to determine honors, scholarships, and awards. Please consult the SHRP section of the Bulletin for a complete list of honor, scholarship, and award descriptions bestowed by each department.
The Virginia Stansel Tolbert Award, sponsored by the Mississippi State Medical Association, is given at each commencement to the graduating SHRP student who is graduating with the highest grade point average.

SHRP graduate and undergraduate students are elected to membership in Honor Societies, such as Phi Kappa Phi and Alpha Eta, on the basis of their total academic achievements in college.

**PHI KAPPA PHI SELECTION CRITERIA:**

Undergraduate students:
1. Top 10% in their last year;
2. Enrolled continuously as a full time student (at least 12 hours) with at least 3.5 GPA on all UMMC work and a 3.6 on all undergraduate work completed (this is UMMC plus previous undergraduate work combined); and
3. Not already a member.

Graduate students:
1. Top 10% with a GP3 progression with at least a 3.85 GPA on at least 24 hours completed here at UMMC;
2. An undergraduate GPA of at least a 3.00; and
3. Not already a member.

**ALPHA ETA SELECTION CRITERIA:**

Baccalaureate Degree Candidates:
1. Enrolled in a program leading to a Baccalaureate degree, and in their last year of enrollment;
2. Overall GPA of 3.5 or higher while enrolled in the Program;
3. Have demonstrated capacity for leadership and achievement in their chosen field; and
4. Have been recommended by members and approved by the Dean.

*No more than 20% of the graduating class (or in a program with less than ten [10] students, no more than two [2] students) shall be nominated for membership.

Graduate Degree Candidates:
1. Enrolled in a program leading to a Graduate degree, and are in their last year of enrollment;
2. Overall GPA of 3.8 or higher while enrolled in the Program;
3. Have demonstrated capacity for leadership and achievement in their chosen field; and
4. Have been recommended by members and approved by the Dean.

*No more than 20% of the graduating class (or in a program with less than ten [10] students, no more than two [2] students) shall be nominated for membership.

**LATIN HONORS**

Latin Honors are awarded to undergraduate Baccalaureate degree recipients enrolled continuously as “full-time” (12 hours of course work per semester) who meet the requirements for their degree and have maintained a cumulative grade point average (GPA) of 3.5 or higher achieved over the duration of an entire undergraduate career. Qualification of Latin Honors is based on the “overall” GPA from the entire prior GPA (at time of admission) and resident GPA (during program course of study) undergraduate course work weighted equally (50% each). In addition, to be eligible for Latin Honors, students may have no unexcused incomplete “I” grade and may not have a grade of “F” in any semester during the professional course of study. Latin Honors are announced at graduation and noted on diplomas and final transcripts. Latin Honors are awarded to undergraduate students with a weighted cumulative GPA average of 3.50 to 3.74 (Cum Laude); 3.75 to 3.89 (Magna Cum Laude); 3.90 to 4.00 (Summa Cum Laude). For purposes of establishing Latin Honors, calculated GPAs are truncated to four decimal points and are not rounded.
EATING AND DRINKING POLICY IN SHRP CLASSROOMS AND LABORATORIES

EATING AND DRINKING IN COMPUTER LABORATORIES

Eating and drinking are not permitted in SHRP computer laboratories. If you are found eating or drinking in any computer lab, you will be asked to leave.

EATING AND DRINKING IN THE COLLABORATORY

Eating and drinking are not permitted in the Collaboratory. If you are found eating or drinking in the Collaboratory, you will be asked to leave.

EATING AND DRINKING IN CLASSROOMS

Capped bottled water is allowed in SHRP classrooms. No other form of eating or drinking will be allowed in classrooms without permission from the Office of the Dean.

EATING AND DRINKING IN DEPARTMENTAL LABORATORIES

Policies regarding eating and drinking in departmental laboratories is at the discretion of the department. Students will be advised of the policy during departmental orientation.

PARKING SERVICES

WHERE TO PARK?

As a reminder, all students with vehicles parked on UMMC leased or owned property are required to comply with the Policies for Parking and Traffic Rules and Regulations in the UMMC Document Center (policy A-IP-GEN-GEN-PO-00063).

Students are only authorized to park at the Mississippi Veterans Memorial Stadium, which includes Lots A, B, C, E, and Overflow. Stadium parking is free and available 24 hours a day, 7 days a week. The only exception is home football games for Jackson State University (JSU). Advanced notification for any parking challenges for game nights will be provided. Employee Relations will assist in the efforts of arranging parking accommodations at the Stadium for students with verified disabilities and medical needs.

Students will not pull a ticket from any parking ticket machine and park for any length of time. Parking citations will be issued to violators, and continued violation of parking policy will lead to increases in administrative fines, vehicle immobilization devices (boots), academic holds through Student Accounting, and referrals to Deans for disciplinary action up to and including dismissal proceedings.

Students can obtain evening parking access to Lot 21 after 4:45 pm until 1:00 am, Monday through Friday, and all day Saturday, Sunday, and on UMMC officially observed holidays. Parking in Lot 21 outside these hours by pulling a ticket is not allowed. Students can register vehicles and activate UMMC Student ID badges by sending a request via email parking@umc.edu that includes:

- Vehicle Make:
- Vehicle Model:
- Vehicle Year:
- Vehicle Color:
- Vehicle License Plate#:
- Vehicle Plate State and County:
- UMMC Student ID#:
- Student Name:
- Lot: 21

PARKING ENFORCEMENT

Campus police will issue UMMC parking violation tickets as well as official State issued tickets when deemed necessary. Monetary fines and other penalties may be associated with these tickets.
STADIUM PARKING MAP

Due to the increased number of vehicles parking in the stadium, a map is shown below displaying available parking spaces in the stadium. It is important to note that there are both regular and handicap spaces in the stadium. In order to park in a handicap space, the vehicle must display an official handicap placard or tag. There are also spaces that are considered handicap, only on football game days. There is signage on these designated spaces. Questions and concerns regarding parking should be posed to Parking@umc.edu.

SHUTTLE BUS

UMMC’s shuttle service provides daily transportation to and from designated shuttle stops throughout the main campus and the stadium parking lots for patients, visitors, students, and staff. The shuttle operates Monday through Friday, and does not operate on UMMC holidays. In order to provide timely and efficient service for the greatest number of passengers, we operate the highest number of shuttles during the morning and evening peak hours. Maps for each shuttle route are available online (Click Here). Students can download an app on their cell phone for bus lines, estimated arrival times, and bus stop locations (Click Here).

Please view the website noted above for full details. Highlights as they relate to SHRP are shown below.

- **SHRP will now be serviced by both the Gold Line and Red Line shuttles.** View the specific routes on the Parking Services website. These routes run from 6:00 am until 6:00 pm.
- If possible, you will want to park in a designated “zone” and catch the corresponding shuttle to the specific locations on campus. Please note that some destinations will not have direct connections; therefore, additional walking may be required. Shuttle bus shelters are located at designated lots and campus locations. Each shelter is clearly marked to indicate the shuttle zone and stop location. **Gold Line shuttles pick up at stadium stops 1, 2, 3, and 4. Red line shuttles pick up at stops 5, 22, 27, and 30.** If you cannot find a parking spot in the designated zone for the gold or red line buses, you will need to park and walk to the correct shuttle stop to catch the bus.

- **Student Union/SHRP is shuttle stop 15.**
- **If you are on campus late (6:00 pm - midnight), there is a Night shuttle that will come by SHRP.** These shuttles will pick up/drop off at stadium stops 1, 2, 5, 9, 10, 11, 12, and 22.

The shuttle service is free and available to all members of the UMMC community. Questions and concerns regarding shuttles should be posed to Parking@umc.edu.
BICYCLES

Bicycles provide a handy way of getting around campus. When parked on campus, a bicycle should be locked to prevent theft. Bicycle racks are available at the north entrance of the University of Mississippi Medical Center and in areas adjacent to the School of Health Related Professions building. The designated areas may change during construction.

NO PARKING AREAS

Cars may not be parked where the curbing is painted yellow, blue, or red; on sidewalks; at sidewalk-street intersections; across parking lines; on lawns; or in other restricted areas. No double parking is permitted. Parking is also not permitted in any of the private or patient parking spaces located at offices or apartment buildings adjacent to the Medical Center campus. The areas adjacent to the SHRP building are for short-term loading/unloading only.

SECURITY

SHRP BUILDING

The School of Health Related Professions building is badge access only. Current students have badge access from 6:00 am until 7:00 pm, Monday through Friday. Students may remain in the building until 9:00 pm on weeknights, but will be asked by Campus Police to leave at 9:00 pm. The Annex and 802 Lakeland buildings are locked at all times when classes or laboratories are not in session. No student is permitted in the SHRP building after 9:00 pm weekdays and all day on the weekends unless a supervising faculty member is also present. A supervising faculty member must be present at all times when students are in the Annex or 802 Lakeland buildings.

Questions about building access should be directed to the SHRP Dean’s Office or SHRP Student Services Office. All SHRP buildings are monitored by cameras 24 hours a day.

CAMPUS POLICE

UMMC Campus Police provide service and protection to Medical Center students, faculty, staff, properties, and campus. View the campus police website for additional information and phone numbers.

CAMPUS EMERGENCY PHONES

There are emergency phones located on campus and in the Mississippi Veterans Memorial Stadium parking area. These phones enable the caller to speak directly with the Campus Police dispatcher when activated. They operate on a “push to talk”, whereby the caller presses the red button to talk and releases to listen. When activated they automatically give the dispatcher the location of the caller. In addition, the officers on campus will be able to monitor and, if needed, talk directly with the caller. These should be utilized to report emergencies just as you would call 911.

FIREARMS POLICY

Because of the unreasonable and unwarranted risk of injury or death to employees, students, visitors, and patients, and in accordance with sections 45-9-101 and 97-37-17 of the Mississippi Code of 1972, as amended, the University of Mississippi Medical Center prohibits the possession of pistols, firearms, or other weapons in any form by any person other than those duly authorized (i.e., Campus Police Officers).
GENERAL INFORMATION

ALUMNI CHAPTER (SHRP)

In 1977, graduates of all SHRP programs formed a Health Related Professions Alumni Chapter of the University of Mississippi Alumni Association. The School of Health Related Professions Alumni Chapter plays a vital part in various programs and events conducted at the School of Health Related Professions. The SHRP alumni chapter serves as a key link between students, the school, faculty, alumni, and health related professional businesses.

Additionally, the Alumni Office supports forums for health professional education via special programs developed by the School of Health Related Professions.

BOOKSTORE

The bookstore, located in the Norman C. Nelson Student Union building, services the health sciences community and is open Monday through Friday, from 7:45 am until 4:30 pm. Available for purchases are textbooks, medical instruments, related school supplies, insignia items, computer, software, and gifts. Master Charge and Visa are accepted. The bookstore can be contacted at 1-800-BKSTORE (257-8673) or by visiting their website.

FOOD SERVICE

There are several food service centers, as well as vending machines, in various buildings on campus. For more dining information – Click Here.

LOST AND FOUND

Contact the Office of Student Services in the School of Health Related Professions or the Campus Police Office (601-984-1360) for information on articles lost or found.

NORMAN C. NELSON STUDENT UNION

The Norman C. Nelson Student Union houses the bookstore, food facilities, convention facilities, and student facilities. The student facilities include conference room, study rooms, TV/recreational areas, a gymnasium, a running track, an aerobics room, exercise facilities, and an equipment check-out and locker room.

PHOTOGRAPHS

The School of Health Related Professions and individual departments may use pictures of students in various print media, video media, and social media. These items are used to promote the school and UMMC. If you do not wish to participate in these pictures and/or media, please notify the SHRP Dean’s Office and your departmental office in writing or via email to revoke your permission.

PHOTOCOPYING

Photocopy services are available in the Rowland Medical Library and in the University Print Shop. A fee for photocopying may occur. All copyright regulations must be observed in the use of the photocopy services.

POSTAL SERVICES

The Post Office, located in Room N019 in the basement near the medical school elevators, operates as a contract station of the U.S. Post Office and offers most standard services.
POSTING OF NOTICES

Medical Center policy prohibits the posting of notices on painted walls or any other painted surfaces, and on the entrance doors to any building. All departments have bulletin boards for the posting of authorized notices. View this policy in the UMMC Document Center (policy A-IP-GEN-GEN-PO-00070).

PUBLIC AFFAIRS AND INFORMATION SERVICES

The Division of Public Affairs, a center-wide service area located in the Learning Resource Center, Room U015, is the only authorized channel for the release of University of Mississippi Medical Center information to the news media. The department welcomes suggestions from students for media stories or ideas for the University of Mississippi Medical Center’s own publications.

STUDENT BULLETIN BOARDS

Student bulletin boards in the School of Health Related Professions building are located in the student lounge/bus lobby area. SHRP Student Services should be consulted about the notices to be posted.

STUDENT LOUNGE

The student lounge in the SHRP building is located on the first floor, Room SH190. Adjacent vending machines, microwave ovens, and refrigerators are available. Additional student facilities are available across the street in the Norman C. Nelson Student Union.

STUDENT MAILBOXES

At the request of the SHRP Academic Program, students enrolled in on-campus programs are assigned a mailbox for school and on-campus communication. These are currently located in the first floor east hallway adjacent to the vending area.

UMMC PROPERTY

Students are not permitted to remove UMMC property from the premises. Any UMMC property used by a student must be properly assigned to or checked out by a faculty member. Any faculty member who possesses and uses and/or removes Medical Center property from the premises for any reason must have an authorization form in hand. The department head or his/her designee must complete the property authorization form.

Personal use of UMMC property is prohibited. All UMMC employees or students using or possessing UMMC property can be held financially responsible for the damage or loss of the property due to negligence. Any damage, loss, or theft of the property should be promptly reported to the designated departmental representative.

HANDLING CONFIDENTIAL INFORMATION

While working at the university, students and employees may come in contact with information that is of a confidential nature. Treat it as such. If you are given such information, it is expected that you will keep the confidence placed in you and not give this information to persons not authorized to receive it.

STUDENT COMPLIANCE

The University of Mississippi Medical Center (UMMC) has implemented a compliance program to develop effective internal controls that promote adherence to applicable federal and state law, and the program requirements of federal, state, and private health plans furthering the fundamental mission of UMMC to provide quality care to patients. All SHRP students are required to complete a student compliance and safety training course in Canvas during program orientation and on a continued basis. Failure to complete compliance training courses will result in a Canvas hold and removal from course participation which could result in a failing grade on scheduled course assignments and could result in dismissal from the program.
DRESS CODE

Appearance and conduct are a reflection of our role as a professional. As healthcare providers, professionalism is expected in the classroom, in laboratories, in clinical areas, and any campus location. The School of Health Related Professions has adopted a dress code that promotes a professional atmosphere. This dress code requires dress and grooming guidelines to promote a consistent professional appearance that contributes to a respectful and safe environment for faculty, staff, students, and others who you will encounter on campus. Refer to the full policy in the UMMC Document Center (policy E-SHRP-GEN-GEN-PO-00008). A copy of the policy is included in Appendix A of the handbook.

TOBACCO-FREE CAMPUS

To establish and support the uniform prohibition of tobacco use at the University of Mississippi Medical Center (UMMC) and designated sites, the use of tobacco products, specifically smoking, is a major cause of preventable disease and death. The Medical Center is committed to promoting prevention and the treatment of diseases, as well as to providing a safe, clean, and healthy environment for all persons on this campus. The Medical Center strives to provide an environment that contributes to our mission. Therefore, it is this institution’s intent to provide a total tobacco-free environment and to conduct programs designed to assist in adhering to this commitment.

POLICY

It is the policy of the Medical Center to provide a tobacco-free workplace and environment, prohibiting smoking or use of other tobacco products in these facilities or on its adjacent grounds. Students are prohibited from using tobacco products on and in all of the Medical Center’s designated sites, owned and leased properties, buildings, and university vehicles.

Students who use tobacco products on campus will be subject to disciplinary action as follows:

- First offense will result in a verbal warning, with date and time of warning documented.
- Second offense will result in a written warning which shall be considered as a final warning.
- Third offense will result in a final written warning.
- The fourth offense will result in further disciplinary action up to and including dismissal from program.

Please note that the length of time between warnings will be disregarded.

Suspension and/or immediate dismissal will be recommended for the first violation in areas where combustible supplies, flammable liquids, or oxygen are used or stored.

COMMUNICATION

INFORMATION SECURITY POLICIES AND PROCEDURES

The complete and current version of the Information Security Policies, Standards, and Procedures is available from the Division of Information Services (DIS), the UMMC Document Center (policies A-OIC-GEN-GEN-PO-00001; A-PA-COM-GEN-PO-00001; A-OIC-GEN-GEN-PO-00003; A-OIC-GEN-GEN-PO-00007; A-DIS-WEB-GEN-GV-00001) and online at the DIS website.

Students should become familiar with this policy as it relates to their use of the web, social media, email, etc.
UMMC STUDENT SOCIAL MEDIA POLICY

The University of Mississippi Medical Center recognizes that social networking websites are popular means of communication. Students who use these websites must be aware that posting certain information is illegal. Violations of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and the punishment for violations may include fines and imprisonment. Offenders also may be subject to adverse academic actions up to and including dismissal.

Students should review the Student Use of Social Media document and Policy and Guidelines for Personal Use of Social Media located in the UMMC Document Center (policies E-AA-GEN-PO-00008; A-OIC-GEN-GEN-PO-00007).

ELECTRONIC COMMUNICATIONS

SHRP is committed to utilizing the most advanced technology available to communicate with students. Therefore, the university will employ electronic means, when appropriate, to effect such communication, and students are expected to monitor appropriately these electronic communications. To facilitate this goal, all students will be assigned an electronic mail address in “Outlook” when they are accepted for admission.

Electronic means may include, but are not limited to, electronic mail, electronic bulletin boards, and information portals.

Guidelines:

1. The distribution of mass email to students shall be restricted to University Departments for university business. Authority to approve the distribution of email in this manner rests with deans, directors, and department heads.

2. Electronic communication to inform students of upcoming events of interest among students may be approved for distribution by mass email.

3. Where appropriate, electronic communications should have the following: from address, reply-to-address, and subject line.

4. This policy does not apply to electronic communications between academic units and their students (i.e., an instructor sending electronic mail to students in his/her class, etc.).

5. Electronic mail, your “UMMC Outlook” account, is considered as official communication from faculty, departments, schools, and the University.

Refer to the policy on Digital Communication and the UMMC Email Policy in the UMMC Document Center (policies A-PA-COM-GEN-PO-00001; A-OIC-GEN-GEN-PO-00003) for additional information.

COMPUTERS AND ONLINE LEARNING

SHRP COMPUTER LABS

Computer laboratories for SHRP students are located in rooms SH195, SH196, and SH192. The laboratory is normally open during regular building hours on weekdays. The laboratory will be closed during Medical Center holidays and on the weekends. Automatic password assignment may be made for classroom exercises.

The computer laboratory may be closed for scheduled classes or for special events. Notices of such closure will be posted outside the laboratory. Unauthorized use of the laboratory or any of the equipment or software is prohibited.

There is no eating or drinking in the computer laboratory. Students who violate this policy will be asked to leave the computer lab.

Pharos printing is now active in the three computer labs at SHRP. When you send a job to the printer, it will not automatically print. You will need to swipe your badge to retrieve your print. Please note that printing in the SHRP labs uses the same print credits as when you print in the library. Once your Pharos print credits have been used for the
academic year, you will need to pay to have more added. Additional print credits may be purchased at the Library Circulation Desk. Instructions will also be placed by the printers at SHRP. If you have any questions or have an issue printing, please contact the helpdesk at 601-984-1145 or send an email to SHRP-onsitesupport@umc.edu.

If you need assistance for any computer related issue or have any questions, please contact the service desk at 601-984-1145 or 4-1145 while on campus. The Service Desk is available 24 hours a day, 7 days a week. When contacting the Service Desk, please be sure to include your student ID number, phone number, and email address.

**COMPUTER RECOMMENDATIONS**

Coursework will require ongoing use of a computer and a broadband connection to the Internet. Students, especially online students, will be expected to have a computer meeting the requirements below or purchase a computer meeting the minimum configurations required by their program. Cost of meeting this requirement should be included in your financial aid considerations.

Please verify specific computer requirements with your program. Most computers are capable of meeting the following general requirements. A student’s computer configuration should include:

- Speakers and a microphone (for a desktop computer)
- Headphones with built-in microphone (for a laptop)
- Webcam (online students should see note below in regards to Respondus Monitor)
- USB port
- Printer
- Broadband connection to the Internet and related equipment (Cable/DSL modem)
- Microsoft Office Suite installed (provided by the university)

**HARDWARE RECOMMENDATIONS**

- Intel Core 2 Duo, or I series processor
- 8GB of RAM or more
- 256 Gigabyte Hard Drive or larger
- USB ports (at least 2)
- 1366 x 768 or higher resolution monitor
- Speakers or headphones
- WebCam
- Printer
- WiFi and/or ethernet connection
- Broadband connection to the Internet and related equipment
- Cable or DSL highly recommended

**OPERATING SYSTEM**

- Windows 7 or newer; Macintosh: OS X Yosemite (10.10) or newer (Note: Beginning January 2020, Windows 10 will be the recommended operating system).

**SOFTWARE**

- Microsoft Office Suite (provided by the university)
- Antivirus
- Updated Adobe Flash Player and Oracle Java
- Firefox browser

*Chromebooks are not fully supported devices for any program. You will be required to submit assignments that can be opened using MS Word, PowerPoint, and Excel. If you use a Chromebook, you must be able to convert your assignments to this format.*
* Visit the UMMC Software Portal to see a complete list of available software. You may purchase ONLY one license per Microsoft software title.

**CANVAS**

The School of Health Related Professions uses Canvas Learning Management System (LMS) software to deliver course content. Once you are enrolled in a course by the faculty, visit the Canvas website to log in and retrieve course material. You will receive an email notifying you of enrollment in a course using Canvas.

Students in the online learning environment are expected to respect all who are participating in the learning community by:

- honoring their right to their opinions;
- respecting the right of each person to disagree with others;
- responding honestly but thoughtfully and respectfully using language which others will not consider foul or abusive;
- always signing your name to any contribution you choose to make;
- respecting your own privacy and the privacy of others by not revealing information which you deem private and which you feel might embarrass you or others;
- being constructive in your responses to others in the class; and
- being prepared to clarify statements which might be misunderstood or misinterpreted by others.

**RESPONDUS MONITOR**

The School of Health Related Professions will use Respondus Monitor for proctored testing in online courses. This software is provided at no additional cost to the students through UMMC. However, each student is responsible for a computer that meets system requirements, an external webcam, and reliable high speed internet. Additional information regarding Respondus Monitor can be found within the Student Orientation Module in your Canvas course and in the Remote Proctored Testing Policy for the School of Health Related Professions located in the UMMC Document Center (policy E-SHRP-GEN-GEN-PO-00022).

**SYSTEM REQUIREMENTS:**

- Windows: 10, 8, 7
- Mac: OS X 10.10 or higher
- Adobe Flash Player (bundled with the LockDown Browser installation)
- A broadband internet connection
- Web camera (external) & microphone

**EMERGENCY PROCEDURES**

**ALERT U**

UMMC faculty, staff, and students will be notified of a campus emergency through the Alert U system. This system provides rapid notification of emergency messages via text messaging, email, and voicemail. Students can increase the effectiveness of this service by maintaining incoming text service and an up-to-date cellphone number in the MyU portal. Likewise, faculty and staff should consider maintaining a cellphone number with text services in the Lawson directory.

**MEDICAL**

In the event of a medical emergency, faculty, staff, or students should dial 911. Additionally, notify the dean’s office at 601-984-6304. The appropriate incident report should be completed within 24 hours and emailed to the dean’s office.
SEVERE WEATHER

In the event of severe weather requiring immediate action, personnel in the dean’s office will contact departmental offices to indicate that severe weather procedures should be followed. Each departmental office will notify departmental faculty and staff.

Faculty, staff, and students should proceed to the nearest location as defined below:

CLASSROOM/LOBBY WING:

- If you are in the ground floor PT labs, take shelter in the dressing rooms and hallway outside of the PT Green Lab. If needed, overflow may also seek shelter inside the equipment room or the residents’ office. Be sure to have the double doors at each end of the hallway closed once all students, faculty, and staff are secure.
- If you are in the first floor classrooms or lobby, take shelter in classroom 1D or the hallways on either side of the welcome desk. Computer lab 1C, the ADL lab, and the hallway outside of the OT classrooms may be used. Be sure to have the double doors at each end of the hallway closed once all students, faculty, and staff are secure.
- If you are in the second floor classrooms, exit to the first floor and take shelter in the areas mentioned above.
- Please wait in these areas until instructed to leave.

FACULTY ANNEX/DEANS’ OFFICE

- If you are in the faculty annex, take shelter on the first floor of the faculty annex with office doors closed. The Dean’s Conference Room and the hallway outside of the Kitchen may also be used. Be sure to have the double doors at the end of the hallway closed once all students, faculty, and staff are secure.
- Please wait in these areas until instructed to leave.

FIRE

- In the event of a fire, you should use the fire pull boxes located in each hallway and call 911 or 601-984-6666 from a safe location. If the fire is small and can be contained, a fire extinguisher may be used to attempt to extinguish the fire. However, no faculty, staff, or student should endanger himself/herself in attempting to put out a fire.
- When the fire alarm sounds, all faculty and staff should close any windows in the office or classroom in which they reside, turn the lights on, check the hallway for smoke or fire, exit the room closing the door behind, and then exit the building as quickly and safely as possible.
- Faculty, staff, and students on the elevators should exit the elevators at the nearest elevator stop and proceed out of the building by the nearest exit. If any of these exits are blocked, the nearest available exit should be used.
- In no event should faculty, staff, or students in the building proceed up the stairs to the roof as the roof does not have an exit.
- Primary and secondary fire marshals on each floor will seek to ensure that all persons have vacated the area.
- Once faculty and staff have left the building, everyone, including any students and guests, are to proceed to the mechanical building parking lot or adjacent lawn and wait for instructions from the dean, his/her designee, or security personnel. See diagrams shown below.
- Please wait in these areas until instructed to leave.
ACTIVE SHOOTER (AVOID, DENY, DEFEND)

Information in regards to defending against an Active Shooter (also known as Avoid, Deny, and Defend) can be found on the UMMC Campus Police website.

AVOID
- Know your surroundings – have escape route and plan in mind
- Run immediately – leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move injured people
- Prevent others from entering area where the active shooter may be
- Keep your hands visible
- Call 911 when you are safe

DENY
- If you can’t escape, hide in an area out of the shooter’s view
- Lock the door or block the entry to your hiding place
- Silence cell phone (including the vibrate mode) and remain quiet
- Take cover behind furniture or fixtures away from doors or windows

DEFEND
- Fight as a last resort and only when your life is in imminent danger
- Use items around you as weapons to fight
- Attempt to incapacitate the shooter
- Commit to your actions...your life depends on it

Information to Provide 911:
- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number/type of weapons
- Number of potential victims at the location

When Law Enforcement Arrives:
- Remain calm; follow all instructions
- Put down any items in your hands
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers
- Avoid pointing, screaming, or yelling
- Do not ask officers for help/direction

The first officers to arrive at the scene will not stop to help injured persons. Expect rescue teams to follow the initial officers. These rescue teams will treat and remove the injured. Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities instruct you to do so.
<table>
<thead>
<tr>
<th>Department</th>
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<tbody>
<tr>
<td>Dean’s Office</td>
<td>984-6304</td>
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<tr>
<td>Health Administration</td>
<td>984-4670</td>
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<tr>
<td>Health Informatics and Information Management</td>
<td>984-6305</td>
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<tr>
<td>Health Sciences</td>
<td>815-1150</td>
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<tr>
<td>Medical Laboratory Science</td>
<td>984-6309</td>
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<td>Histotechnology</td>
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<td>Occupational Therapy</td>
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<td>Physical Therapy</td>
<td>984-6330</td>
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<tr>
<td>Radiologic Sciences</td>
<td>984-2605</td>
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<td>Nuclear Medicine Technology</td>
<td>984-6355</td>
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<td>Magnetic Resonance Imaging</td>
<td>984-4444</td>
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<td>Reception Desk</td>
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<td>Recruitment</td>
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<td>SHRP Student Services</td>
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APPENDIX A: SHRP POLICY AND PROCEDURE DOCUMENTS

- Academic Dishonesty Policy for the School of Health Related Professions (policy E-SHRP-GEN-GEN-PO-00001)
- Academic Good Standing Policy (policy E-SHRP-GEN-GEN-PO-00007)
- Academic Progress Policy for the School of Health Related Professions (policy E-SHRP-GEN-GEN-PO-00018)
- Attendance and Registration for the School of Health Related Professions (policy E-SHRP-GEN-GEN-PO-00014)
- Credit Hour Policy for the School of Health Related Professions (policy E-SHRP-GEN-GEN-PO-00002)
- Course Withdrawal Policy for the School of Health Related Professions (policy E-SHRP-GEN-GEN-PO-00016)
- Degree Requirements Policy for the School of Health Related Professions (policy E-SHRP-GEN-GEN-PO-00020)
- Forgiveness Policy for the School of Health Related Professions (policy E-SHRP-GEN-GEN-PO-00004)
- General Admission Requirements for the School of Health Related Professions (policy E-SHRP-GEN-GEN-PO-00013)
- Grading Policy for the School of Health Related Professions (policy E-SHRP-GEN-GEN-PO-00015)
- Leave of Absence Policy for the School of Health Related Professions (policy E-SHRP-GEN-GEN-PO-00021)
- SHRP Professional Appearance Policy (policy E-SHRP-GEN-GEN-PO-00008)
- Program Withdrawal for the School of Health Related Professions (policy E-SHRP-GEN-GEN-PO-00017)
- Policy for Appeal of Dismissal for the School of Health Related Professions (policy E-SHRP-GEN-GEN-PO-00019)
- Policy on Diversity and Inclusion for the School of Health Related Professions (policy E-SHRP-GEN-GEN-PO-00005)
- Remote Proctored Testing Policy for the School of Health Related Professions (policy E-SHRP-GEN-GEN-PO-00022)

*The documents shown above are specific to the School of Health Related Professions. Additional SHRP and UMMC Policies and Procedures which may affect SHRP faculty, staff, and students can be found in the UMMC Document Center. Additional SHRP Policies and Procedures will be added to the UMMC Document Center and the SHRP Student Handbook as necessary. Students will be notified via email of additions and/or updates to policies.*
PREPARED BY: Mark R. Gray – Academic Dean

APPROVED BY: XSHRP & Jessica H. Bailey – Dean

PURPOSE: It is expected that students will not practice academic dishonesty or tolerate it in other students, and that all acts of dishonesty will be promptly reported to the appropriate school and administrative officials.

SCOPE: All SHRP Students, Faculty and Staff

POLICY STATEMENT: The School of Health Related Professions (SHRP) believes that both students and faculty have significant roles within the educational process. Academic misconduct can influence this educational process by causing a distorted picture of the academic achievement of individual students and jeopardizing the success of the student’s total educational program. It is expected that students will be academically honest in all classroom assignments, testing, laboratory activities, clinical activities, recordkeeping, and patient care activities.

PROCEDURES:

1. Academic Dishonesty at the SHRP includes, but is not limited to, actions listed below:

a. To present as your own work material copied from tests, reports, paper or assignments of another student.

b. Obtaining, providing, sharing, copying (including allowing others to do so) unauthorized answers or information on tests or examinations or any other academic exercise by manual, verbal, visual, or electronic means when not expressly permitted to work jointly with others.

c. Disseminating or receiving answers, data, or other information by any means other than those expressly permitted by the faculty as part of any academic exercise.

d. Assuming another individual’s identity or allowing another person to do so on one’s own behalf for the purpose of fulfilling any academic requirement or in any way enhancing the student’s grade or academic standing.

e. Unauthorized access, possession, theft, distribution, or duplication of test or examination materials, patient records, computer programs or data, school or university records, including attempts to gain unauthorized access to school or university computer systems.

f. Using any device, implement, or other form of study aid during an examination, quiz, laboratory procedure, or any other academic exercise without faculty permission.
SHRP-0002 Academic Dishonesty Policy for the School of Health Related Professions

- Plagiarism; copying the work of another person without appropriate attribution; failing to use proper citations as acknowledgement of the original source of information included in a paper, written or oral examination, or any other academic exercise; substantial use of the ideas or concepts of another person without appropriate attribution, including the unauthorized use of products such as computer programs, clinical materials, audio and video tapes, graphs, charts, artwork, and photographs; buying, selling, bartering, or in any other fashion obtaining or distributing material to be used fraudulently as part of any academic exercise.

- Misrepresentation of professional credentials or practice of a clinical skill beyond the level authorized.

- Misrepresentation, forgery, unauthorized modification or falsification of data, research, information or signatures on academic or clinical records, logs, applications, records or reports.

- Failure to report known and/or reasonably suspected academic dishonesty.

- Violation of patient confidentiality policies.

- Knowingly furnishing false information or facilitating the furnishing of false information to a faculty or staff member.

2. In all instances of academic dishonesty, the faculty member or administrator who observes or determines the event of dishonesty will:

- Document the incident in writing.

- Report the incident and submit the written documentation to the appropriate departmental chair.

- In the case of shared courses or interdisciplinary courses, all appropriate departmental chairs will be notified.

3. A report and recommendation for action will be submitted by the department chair to the Academic Dean.

4. The Academic Dean will notify the student of any actions taken as a result of the incident.

5. Appropriate actions up to and including dismissal may be taken. The severity of the action taken will depend upon the severity of the academic dishonesty and potential for harm to other students, the academic program or patient.
SHRP-0008 Academic Good Standing Policy

<table>
<thead>
<tr>
<th>UMMC Policy and Procedure Manual</th>
<th>E-SHRP-GEN-GEN-PO-00007</th>
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<tr>
<td>Subject: SHRP-0008 Academic Good Standing Policy</td>
<td>Effective Date: 7/24/2014</td>
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<td>Revised Date: 9/17/2018</td>
<td>Approved By: Mark R.Gray</td>
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Prepared By: Courtney E. Smith
Reviewed By: Jessica H Bailey

SHRP-0008

POLICY NAME: Academic Good Standing Policy

REVISED DATE: 09/12/18

EFFECTIVE DATE: 7/24/14

PREPARED BY: Mark R. Gray – Academic Dean

APPROVED BY: SHRP Executive Council

REVIEW PERIOD: Annually

TITLE: Academic Good Standing Policy

PURPOSE: To provide guidelines for determining if a student is in good academic standing.

SCOPE: Faculty and Students

POLICY STATEMENT: To define the criteria for academic good standing.

A STUDENT IN GOOD ACADEMIC STANDING

1. Has a cumulative grade point average (GPA) of ≥ 2.0 if an undergraduate student;
2. Has a cumulative grade point average (GPA) of ≥ 3.0 or higher if a graduate student;
3. Has a cumulative grade point average (GPA) of ≥ 3.0 or higher by the end of the third semester and every semester thereafter if a graduate/professional Physical Therapy (PT) or Occupational Therapy (OT) student;
4. Has passing grades in all clinical, practicum, residency, and extern courses;
5. Is not on academic probation or probation for unprofessional behavior;
6. Is in compliance with the academic regulations of the School of Health Related Professions (SHRP) as outlined in the University of Mississippi Medical Center Bulletin;
7. Is in compliance with the general policies of the School of Health Related Professions as outlined in the School of Health Related Professions Student Handbook; and,
8. Demonstrates ethical and professional behaviors consistent with the expectations of the departmental faculty, school, university, and professional discipline.

A student will not be considered in good academic standing when failing to meet any of the above criteria which may result in probation or dismissal.
SHRP-0015 Academic Progress Policy for the School of Health Related Professions

<table>
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<tr>
<th>UMMC Policy and Procedure Manual</th>
<th>E-SHRP-GEN-GEN-PO-00018</th>
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<td><strong>Subject:</strong> SHRP-0015 Academic Progress Policy for the School of Health Related Professions</td>
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<td><strong>Revised Date:</strong> 11/7/2018</td>
<td><strong>Effective Date:</strong> 10/18/2018</td>
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<td><strong>Prepared By:</strong> Courtney E. Smith</td>
<td><strong>Approved By:</strong> Mark R. Gray</td>
</tr>
<tr>
<td><strong>Reviewed By:</strong> Jessica H Bailey</td>
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</tbody>
</table>

PREPARED BY: Mark R. Gray
APPROVED BY: SHRP Executive Council

PURPOSE: To define academic regulations for promotion, probation, or dismissal of any student in the School of Health Related Professions.

It is the student’s responsibility to ascertain his/her academic progress and seek assistance from the course instructor if the student finds himself/herself performing inadequately.

In order for a student to be promoted, he/she must be in good academic standing. Additional information can be found in the School of Health Related Professions Academic Good Standing Policy E-SHRP-GEN-GEN-PO-00007. Recommendations for promotion, probation, or dismissal are made by program faculty, with final determination made by the dean.

1. **Promotion**

Promotion is contingent upon successful academic performance, including demonstration of professional attributes and expectations, as determined by each department.

2. **Letter of Concern**

Upon concern from the program faculty at semester completion, a student may be sent a Letter of Concern from the program director/department chair if the student met the minimum academic and/or professional standards for promotion.

3. **Probation**

a. **Undergraduate**

Upon the recommendation of undergraduate program faculty, a student may be placed on probation when either the student’s semester or overall cumulative grade point average falls below 2.00 or the student has failed to meet professional expectations.

b. **Graduate**

Upon the recommendation of graduate program faculty, a student may be placed on probation when either the student’s semester or overall cumulative grade point average falls below 3.00 or the student has failed to meet professional expectations.
4. Dismissal

   a. Undergraduate

   Upon recommendation of undergraduate program faculty, a student may not be permitted to continue enrollment when:

   1) The student has received a final course grade of “F”;

   2) The student’s overall cumulative grade point average is less than 2.00 on all course work completed at the University of Mississippi Medical Center;

   3) The student’s semester grade point average is less than 2.00 in each of two consecutive grading periods;

   4) The student has failed to meet professional expectations including behavior determined to be unprofessional, unethical, unsafe, or illegal; or

   5) The student incurs an unexplained or unexcused absence from all classes and school and departmental activities for a period of two continuous weeks.

   b. Graduate

   Upon recommendation of graduate program faculty, a student may not be permitted to continue enrollment when:

   1) The student has received a final course grade of “F”;

   2) The student’s overall cumulative grade point average is less than 3.00 at the end of the second semester or any semester thereafter;

   3) The student’s semester grade point average is less than 3.00 in each of two consecutive grading periods;

   4) The student has failed to meet professional expectations including behavior determined to be unprofessional, unethical, unsafe, or illegal; or

   5) The student incurs an unexplained or unexcused absence from all classes and school and departmental activities for a period of two continuous weeks.

A student may be dismissed from school without having been placed on probation. Students recommended for dismissal may appeal the dismissal by submitting a written request to the dean. In the event of an appeal, the student may continue to attend class until the appeal process has been concluded. Additional information on the appeal procedures can be found in the School of Health Related Professions Appeal of Dismissal Policy in the UMMC Document Center.
SHRP-0013 Course Withdrawal Policy for the School of Health Related Professions

<table>
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<tr>
<th>UMMC Policy and Procedure Manual</th>
<th>E-SHRP-GEN-GEN-PO-00016</th>
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<td><strong>Subject:</strong> SHRP-0013 Course Withdrawal Policy for the School of Health Related Professions</td>
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<td><strong>Revised Date:</strong> 8/14/2019</td>
<td><strong>Effective Date:</strong> 10/18/2018</td>
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<td><strong>Prepared By:</strong> Courtney E. Smith</td>
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</tr>
<tr>
<td><strong>Approved By:</strong></td>
<td><strong>Reviewed By:</strong> Pamela McGaugh</td>
</tr>
</tbody>
</table>

PREPARED BY: Mark R. Gray

APPROVED BY: SHRP Executive Council

PURPOSE: To define the course withdrawal/drop policy and procedures for the School of Health Related Professions

The course withdrawal/drop policy is designed to provide the student with a clearly defined process for officially requesting to withdraw/drop an enrolled course, and to identify when a “W” or “F” grade will be recorded based on the last day to withdraw/drop a course specified in the academic calendar.

Course registration makes the student responsible for tuition and attending the course until it is completed or until, with the recommendation of the program director/department chair and permission of the academic dean, the student is officially withdrawn/dropped from the enrolled course. Students are responsible for the course tuition if not withdrawn/dropped by the last day to withdraw/drop from a course and receive tuition refund specified in the academic calendar. Additional information for a course refund is available in the institutional tuition refund policy.

**Course Withdrawal Process**

To initiate the course withdrawal process, the student should submit a written request to the course instructor-of-record requesting to be withdrawn/dropped from the course. Upon review and recommendation of the course instructor-of-record and program director/department chair and approval of the academic dean, an official course withdrawal request will be submitted by the dean’s office to the Office of Enrollment Management, Student Financial Aid, and Student Accounting.

An approved course withdrawal/drop, if completed on or before the last day specified in the academic calendar, will not be recorded on the student’s record. A course withdrawal/drop authorized after the last day specified in the academic calendar will be recorded as a “W”. A course withdrawal/drop authorized after the three quarters point of the semester, specified in the academic calendar, will be recorded as an “F” if failing a course at the time of withdrawal. Failure to officially withdraw/drop from a course will result in the recording of a failing “F” grade in the course in which the student is registered. Course withdrawal may result in the student’s administrative withdrawal from the enrolled program if the student’s curriculum is lockstep or if the student’s agreed plan-of-study is substantially altered as a result of the course withdrawal/drop.
SHRP-0011 Attendance and Registration for the School of Health Related Professions

The regulations published in this policy are a digest of the rules of the University of Mississippi Medical Center (UMMC) and School of Health Related Professions (SHRP). Regulation changes may be made at any time to promote the best interests of UMMC and its students. Students are responsible for knowing published regulations, policies, and standards of UMMC and the School of Health Related Professions.

1. Orientation

All students must complete orientation prior to attending any courses. Failure to complete orientation may result in administrative withdrawal or dismissal from the program and/or school. Please be advised that each individual program at the School of Health Related Professions may have specific orientation requirements in addition to UMMC General Orientation and School of Health Related Professions Orientation.

2. Compliance Training

UMMC has implemented a compliance program to develop effective internal controls that promote adherence to applicable federal and state law, and the program requirements of federal, state, and private health plans furthering the fundamental mission of UMMC to provide quality care to patients. All School of Health Related Professions students are required to complete a student compliance and safety training course in Canvas during program orientation and on a continued basis. Failure to complete compliance training courses will result in a Canvas hold and removal from course participation and could result in a failing grade on scheduled course assignments and dismissal from the program.

3. Course Registration

In order for students to receive credit for any School of Health Related Professions course, the student must be registered for that course in the Office of Enrollment Management. By registering for a course, the student agrees to pay all applicable tuition and fees. Additional information for a course refund is available in the institutional tuition refund policy. School of Health Related Professions students must complete the course registration process by self-booking, where the student performs the action of enrollment on his/her own via the MyU portal. The department chair or program director will advise students on which courses to register prior to each registration period. Students may register during a registration period at no additional cost. During a late registration period of two weeks before classes begin, students will be assessed a late registration fee. Students who register after classes begin will be
assessed an additional late registration fee. These fees are not assessed to students during initial registration into a program of study. The fee may be waived for extenuating circumstances with approval of the dean.

4. Attendance

Enrollment in the School of Health Related Professions obligates students to attend all scheduled classes, laboratories, conferences, seminars, clinical experiences, testing, and other course activities. No right or privilege exists which permits a student to be absent from any given number of these scheduled course activities. Attendance for online courses is determined by participation in required course activities as specified in the course syllabus. It is a professional expectation that students arrive to class and are seated at the time class begins to avoid interruptions to the learning environment. Students are expected to behave respectfully toward class instructors, guest lecturers, and fellow students. Cell phones must be turned off or placed on silent mode. Food and drink are only permitted in designated areas. Disruptive behavior in an academic situation or purposely harming academic facilities is grounds for academic discipline. Please be advised that each individual program at the School of Health Related Professions may have specific attendance requirements in addition to that of the school.

5. No Show Policy

A “no show student” is defined as a student registered for a course who fails to begin attendance or actively participate by the 15th day of the semester. Students who are “no show” are subject to being administratively withdrawn by the academic dean. Any student receiving financial aid reported as a “no show” by the course instructor will have their financial aid adjusted to reflect actual enrolled hours.

6. Continuous Enrollment

Once a student is admitted to a program at UMMC, that student is expected to be continuously enrolled throughout his/her tenure. In programs that follow a standard lockstep curriculum, a student is not allowed to be enrolled in the program without registering for class hours unless he/she is on leave of absence. Any student in a program that is not lockstep who fails to register for classes for more than two consecutive semesters within the program’s course of study will be placed on leave of absence or withdrawn from the program and must reapply and be readmitted. Students enrolled in a program but not registered for class hours may have their student insurance policy terminated. Additional information is available in the Continuous Enrollment Policy E-AA-SA-GEN-PO-00001.
SHRP-0003 Credit Hour Policy for the School of Health Related Professions

PREPARED BY: Dr. Mark R. Gray - Academic Dean
APPROVED BY: XSHRP & Dr. Bailey - Dean

PURPOSE: To provide a definition for the credit hour and the assignment of credit hours to courses and other types of academic work.

SCOPE: All SHRP Faculty and Students

POLICY STATEMENT: The credit hour policy for the School of Health Related Professions (SHRP) is based on the application of the US Department of Education definition of a credit hour and in accordance with the Mississippi Institutions of Higher Learning (IHL) and in compliance with the policies set forth by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Specifically, the program applies the federal definition of a credit hour as:

The amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

2. At least an equivalent amount of work as required outlined in paragraph 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

The Board of Trustees of State Institutions of Higher Learning, the University of Mississippi Medical Center’s governing board, requires a minimum of 2,250 minutes of faculty directed instruction per three semester hour course which may include final exam time.

PROCEDURE

1. Application of the Credit Hour Policy

a) The SHRP credit hour policy applies to all courses that award academic credit regardless of the mode of delivery, including but not limited to, lecture, laboratory, online, and clinical-based.

2. Credit Hour Awarding

a) The SHRP follows a semester format with fall and spring semesters having a minimum of 15 weeks, which includes a week for final examinations. The summer semester consists of a minimum of 10 weeks of instruction that includes a week for final examinations; however, this format still adheres to federal and state credit hour regulations in terms of instructional time, amount of work required, and expected outcomes.

3. Credit Hour Formula

a) The following formula is utilized in determining credit hour assignments:

\[(\text{minutes/hour} \times \text{hours/day}) \times (\text{days/week}) \times (\text{weeks/semester}) + (\text{ratio} \times 750 \text{ minutes}) = \text{credit hours}\]

This formula is based on the standard 15 week semester; however, it is also utilized for determining credit hours for the summer semester as a means of providing consistency. Lecture courses in the summer semester are calculated on the standard 15 weeks since they entail an equivalent amount of work over a different amount of time. Clinical courses are calculated on the number of weeks required by each program in the summer semester. SHRP programs factor a minimum of 50 minutes per hour for all equations, regardless of the type of course.

4. Credit Hour Specifications

a) Courses consisting of lecture based learning environments have students who meet in person or online to engage in various forms of instruction provided by a faculty member. For lecture courses, one credit hour is awarded for a minimum of 50 contact minutes per week. The ratio for lecture courses is 1:1 (1 credit hour equals 1 contact hour per week).

b) Laboratory courses involve practical learning in group settings under direct supervision of a faculty member with students conducting simulations or laboratory experiments. The minimum contact time per credit for laboratory courses is higher than lecture-based courses. For laboratory courses, one credit hour is awarded for a minimum of 100 to 200 contact minutes per week based on program ratios. The ratios for laboratory courses are program dependent and range from 1:2 to 1:4 (1 credit hour equals a range of 2 to 4 contact hours per week).

c) Clinical practicum courses are those which involve practical learning in a professional setting under direct supervision of clinical instructors who serve as site supervisors and performance evaluators. For clinical practicum courses, one credit hour is awarded for a minimum of 150 to 400 contact minutes per week based on program ratios. The ratios for clinical practicum courses are program dependent and range from 1:3 to 1:8 (1 credit hour equals a range of 3 to 8 contact hours per week).
SHRP-0003 Credit Hour Policy for the School of Health Related Professions


2 Mississippi Institutions of Higher Learning [Internet]. IHL Guideline
Specific graduation requirements for each degree program may be found in the University of Mississippi Medical Center (UMMC) Bulletin descriptions under the appropriate program. The granting of a degree is contingent upon successful academic performance, including demonstration of professional attributes. Recommendations for degree completion and graduation are made by program faculty to the dean. The School of Health Related Professions reserves the right to withhold a degree of any student deemed unsuitable for professional practice.

A degree cannot be granted unless the student has spent the equivalent of at least one full academic year in residency; earned a minimum of 30 semester hours of residence credits; and completed the required course of study in the School of Health Related Professions with the appropriate overall cumulative grade point average on all work at the University of Mississippi Medical Center.

The minimum required overall cumulative grade point averages for each program at the School of Health Related Professions are as follows:

- Bachelor of Science in Health Informatics and Information Management: 2.00 or better on a 4.00 scale
- Bachelor of Science in Health Sciences: 2.00 or better on a 4.00 scale
- Bachelor of Science in Histotechnology: 2.00 or better on a 4.00 scale
- Bachelor of Science in Medical Laboratory Science: 2.00 or better on a 4.00 scale
- Bachelor of Science in Radiologic Sciences: 2.00 or better on a 4.00 scale
- Master of Health Informatics and Information Management: 3.00 or better on a 4.00 scale
- Master of Health Sciences: 3.00 or better on a 4.00 scale
- Master of Occupational Therapy: 3.00 or better on a 4.00 scale
- Master of Science in Magnetic Resonance Imaging: 3.00 or better on a 4.00 scale
- Master of Science in Nuclear Medicine Technology: 3.00 or better on a 4.00 scale
- Doctor of Health Administration: 3.00 or better on a 4.00 scale
- Doctor of Occupational Therapy: 3.00 or better on a 4.00 scale
- Doctor of Physical Therapy: 3.00 or better on a 4.00 scale

Transfer students who spend only one year in residency must attend in the year in which degree requirements are completed.
### SHRP-0005 Forgiveness Policy for the School of Health Related Professions

**UMMC Policy and Procedure Manual**

<table>
<thead>
<tr>
<th>Subject:</th>
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<td>Compiled By:</td>
<td>Prepared By: Courtney E. Smith</td>
</tr>
<tr>
<td>Revised Date: 6/4/2018</td>
<td>Effective Date: 11/7/2016</td>
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**Approved By:**
Mark R. Gray

**Reviewed By:**
Jessica H Bailey

**PURPOSE:**
To provide unified terminology pertaining to grade forgiveness and offer a comprehensive grade forgiveness policy encompassing all programs within the School of Health Related Professions.

**SCOPE:**
All SHRP Faculty and Students

**POLICY STATEMENT:**
Due to the diversity among programs in the School of Health Related Professions, the school allows for, but does not mandate, grade forgiveness among its programs. A department/program may adopt any combination of grade forgiveness options outlined within this policy.

Grade forgiveness shall be separated into two overarching categories: Admission Forgiveness (i.e., prerequisite GPA calculations), and Progression Forgiveness (i.e., repeated SHRP curriculum course work). The following further defines the forgiveness categories and acknowledges each department/program’s position.

Progression Forgiveness: Progression forgiveness is defined as the opportunity for a student enrolled in a program at SHRP to retake a program course(s) to earn a higher grade. Due to the diversity across and within SHRP departments, the following conditions for progression forgiveness have been adopted.

**a. Program Readmission**

Program readmission is defined as a previously admitted student who was dismissed or withdrawn from a designated program, and then the student reapplied and was reaccepted in a new admission cycle. Readmission into a program requires the student to repeat coursework previously completed. In the event that a student is readmitted, the student shall automatically have the second attempt of course work calculated for credit earned towards a UMMC degree and the resulting grade point average. Based on the recalculated grade point average, the student shall have all privileges associated with the new GPA (i.e., opportunities for honors and/or scholarships). Although not calculated in the cumulative grade point average, all coursework attempted at UMMC shall remain documented on the student’s official transcript.

**b. Program Reclassification**

Reclassification is defined as a student being administratively reassigned to a lower level in a program than originally anticipated. Reclassification requires a student to repeat previously completed coursework. In the event that a student is reclassified within a program, the student shall automatically have the second attempt of course work calculated for credit earned towards a UMMC degree and the resulting grade point average. Based on the recalculated grade point average, the student shall have all privileges associated with the new GPA (i.e., opportunities for honors and/or
c. Repeated Course

A repeated course is defined as the opportunity for a student to repeat a single course within a program without readmission or reclassification. This policy shall not supersede departmental promotion policies. The following guidelines shall be followed for course forgiveness:

1. A student must obtain written approval from the chair/program director and academic dean to repeat a course for grade forgiveness.
2. Courses are not eligible for grade forgiveness when the previous grade was due to reasons of academic discipline.
3. A student must have a grade of “F” to be eligible for grade forgiveness.
4. A student may repeat up to 2 courses for grade forgiveness and each course may only be repeated one time.
5. Although both courses will remain on the student’s transcript, the last grade received will be the grade used to calculate credit earned and the resulting cumulative grade point average.
6. Based on the recalculated grade point average, the student shall have all privileges associated with the new GPA (i.e., opportunities for honors and/or scholarships.

The following table identifies the conditions under which each program allows grade forgiveness

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<tr>
<th>SHRP PROGRAM</th>
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<td>Bachelor of Science in Radiologic Sciences (Traditional and Advanced Standing)</td>
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Attachments:
- SHRP0005 ForgivenessPolicyFinal.docx
PURPOSE: To define minimum requirements for admission to the School of Health Related Professions.

POLICY:

Selection of applicants is made on a competitive basis, without regard to race, color, religion, sex, age, disability, marital status, national origin, sexual orientation, genetic information, or veteran status. For admission purposes, the School of Health Related Professions (SHRP) at the University of Mississippi Medical Center (UMMC) gives preference to residents of Mississippi, as defined by Miss. Codes §§ 37-103-7 and 37-103-13, and IHL Policy 610.

Out-of-state applicants will be considered only if positions are available after all qualified Mississippi applicants are accepted. The number of students admitted to each department within the school is dependent upon the educational resources available to support the program.

The School of Health Related Professions currently only accepts admission applications from individuals who are U.S. citizens or lawful permanent residents. The School of Health Related Professions may choose to not accept applications from students who cannot demonstrate residency as defined by Miss. Codes §§ 37-103-7 and 37-103-13.

Meeting qualifications does not ensure admission, as selection of applicants is on a competitive basis. No applicant is accepted until the admissions process is complete, which may include an interview by members of the appropriate departmental admission committee. Applicants should not present themselves for interviews until requested as interviews are scheduled as required. Those applicants whom the appropriate departmental admission committee deem advisable to interview are notified well in advance.

1. Prerequisites

Prerequisite courses are required by all programs, and these may be determined by contacting the specific program to which the applicant desires admission. Prerequisite courses may be taken at either the University of Mississippi, Oxford Campus, or any other regionally accredited institution of higher education. If transferring from a Mississippi Community College, please see the Articulation Agreement between the Mississippi Board of Trustees of State Institutions of Higher Learning and the Mississippi State Board for Community and Junior Colleges for program-specific transfer.
2. Transfer of Credits

For undergraduate programs, sixty (60) semester hours of academic credit is the maximum which may be applied toward admission to departments where a degree is granted by UMMC. Graduate students in the School of Health Related Professions may request transfer of credits from other academic institutions; however, transfer of credit is dependent upon each individual graduate program policy and requires approval of the department chair and academic dean.

3. Technical Standards

The program admission committees of the School of Health Related Professions, in accordance with Section 504 of the 1973 Vocational Rehabilitation Act and the Americans with Disabilities Act (PL101-336), have established technical standards for the essential functions of students in the school’s educational programs. A copy of these technical standards can be found on each department’s web page; click on the Admissions link to see the link for the department’s Technical Standards.

Verbal and written communication skills are vital to success in the academic programs at the School of Health Related Professions; therefore, applicants whose native language is not English are required to take the Test of English as a Foreign Language (TOEFL) examination and demonstrate competence in written and spoken English. Information on the TOEFL examination may be obtained from the Educational Testing Service, (877) 863-3546.

4. Background Check

Mississippi Law requires all health care workers, including students, to successfully complete a criminal history background check and fingerprinting prior to beginning clinical activities. Students will receive information about the Medical Center process for completing the criminal history background checks from their respective schools. Be advised that a misdemeanor or felony conviction may affect a student’s continued enrollment in the School of Health Related Professions and a graduate’s eligibility to sit for certification, registration, or licensure examinations. Affected students should contact the appropriate certification, registry, or licensure agency or organization.

5. Immunizations

Regardless of physical presence on the UMMC campus, all incoming students at the School of Health Related Professions, including those in online or distance education programs, are required to meet and maintain immunization requirements found in the Immunization Requirements Policy E-AA-GEN-GEN-PO-00018.

6. TB Skin Test

Students admitted to the School of Health Related Professions are required to have an annual tuberculin skin test, which may be obtained from UMMC Employee Student Health. If a TB test is obtained from another healthcare provider, evidence of valid test results must be provided annually by the student to UMMC Student and Employee Health.

7. Vaccinations

All students must be vaccinated annually against influenza in advance of the flu season unless they are eligible for and have an approved medical contraindication or an approved religious restriction. Proof must be provided to UMMC Student and Employee Health annually by the established deadline.

8. Student Health Insurance
SHRP-0010 General Admission Requirements for the School of Health Related Professions

All students are required to carry hospitalization insurance while enrolled at UMMC. UMMC offers a group health insurance policy, and it is mandatory for students to participate in this insurance program unless, at the time of registration, they can demonstrate adequate or equivalent hospital insurance through a sponsor or with another carrier. Both individual and family coverage is available. Information is available at the Office of Student Accounting.

9. Non-degree Seeking

The School of Health Related Professions does not routinely accept non-degree, audit, or honor students. Incoming students, former students from the School of Health Related Professions, or non-degree students seeking a professional degree from another UMMC program may take courses at the School of Health Related Professions on a temporary basis per approval from the dean. Applicants are required to complete a non-degree seeking application administered through the Office of Enrollment Management and receive approval from the department chair and School of Health Related Professions dean to register for a course. Prior to registering for a course, non-degree seeking students must submit the fully completed application and meet all appropriate admission requirements. Proof of required immunizations must be submitted to UMMC Employee Student Health before the student can register for a course. Approved non-degree, audit, or honor students are administratively enrolled through the Office of Student Records and Registrar at the beginning of the term and monitored by faculty of the designated program of study.

10. Probation or Conditional Acceptance

A student who is accepted into a program at the School of Health Related Professions with less than the required cumulative GPA or specified admission requirements will be placed on academic probation with a conditional acceptance. All probation or conditional acceptances must be approved by the School of Health Related Professions dean. The department chair and admission committee is responsible for identifying the requirements, with established time limits, that must be met to attain good standing in the designated program. If the student does not satisfy set conditions, this will lead to disqualification from the major degree program without an intervening term on explicit probation.

PROCEDURES:

Applicants for programs in the School of Health Related Professions must apply online.

1. Application Fee

All applicants must pay a nonrefundable application fee of $25.

2. Transcripts and Documentation

All official transcripts and documents submitted in support of an application become the property of the University of Mississippi Medical Center and cannot be returned to an applicant or forwarded to another school or individual.

3. Application Deadlines

Applications may be submitted for the enrollment period designated on the application beginning July 1 and continuing until the application deadline as established by each program. The school reserves the right to consider and accept applications after the established deadline if places are available. To determine if a deadline has been extended, call the Office of Enrollment Management after the deadline at (601) 984-1080. Individual program application deadlines are available on the School of Health Related Professions website.
SHRP-0010 General Admission Requirements for the School of Health Related Professions

If the applicant fails to complete the application, is accepted and fails to enroll, or is not accepted, a new application including all forms, documentation, and transcripts must be submitted to be considered for a subsequent enrollment date.

4. Program Admission Requirements

In addition to the admission standards of the institution and School of Health Related Professions general admission requirements, candidates seeking admission must meet program admission requirements found on the School of Health Related Professions website for each individual program.

5. Final Admission

Final admission is contingent upon submission of all documents required by the Office of Enrollment Management, UMMC Student and Employee Health, and Human Resources.
In determining the final grade to be assigned to each student at the end of a course, all important attributes of performance and professionalism in the course are given consideration. An instructor may change a reported grade only if the original grade was incorrectly assigned due to clerical or computational error or if a student meets the requirements for the removal of an “I” grade. Rounding of the final grade is dependent upon each department’s grading policy.

1. Grading Scales

a. Undergraduate Programs

Final grades will be expressed using this letter system: “A” - Excellent, 90-100; “B” - Good, 80-89; “C” - Average, 75-79; “D” - Below average, 70-74; and “F” - Failure, below 70. The quality point value of each letter grade is: A-4; B-3; C-2; D-1; and F-0.

The grade of “F” may be recorded when the student has failed to meet minimal performance standards, dropped the course without permission, officially withdrawn from the course with a failing grade after the last day specified in the academic calendar, or failed to satisfy requirements for the removal of an incomplete grade.

b. Graduate Programs

Final grades will be expressed using this letter system: “A” - Excellent, 90-100; “B” - Good, 80-89; “C” - Less than satisfactory, 75-79; and “F” - Failure, below 75. The quality point value of each letter grade is: A-4; B-3; C-2; and F-0.

The grade of “F” may be recorded when the student has failed to meet minimal performance standards, dropped the course without permission, officially withdrawn from the course with a failing grade after the last day specified in the academic calendar, or failed to satisfy requirements for the removal of an incomplete grade.

2. Incomplete Grades

A letter grade of “I” (incomplete) is given if a student’s work is satisfactory, but for reasons beyond the student’s control is incomplete at the time grades are recorded. If not satisfied within the time limit specified by the instructor (not to exceed 12 months), the dean will consult with the instructor and a grade of “W” or “F” will be assigned.
3. Pass/Fail Courses

In pass/fail courses, the grade of “P” is recorded for a student who earns a passing grade and the grade of “F” is recorded for the student who earns a failing grade. The pass “P” grade is recorded as earned hours on the student’s transcript but is not used for quality points in computing the student’s semester or overall grade point average. However, the fail “F” grade is recorded on the student’s transcript as zero (0) quality points and is used in computing the student’s semester and overall grade point average. The grade of “F” may be recorded when the student has failed to meet minimal performance standards, dropped the course without permission, officially withdrew from the course with a failing grade after the last day specified in the academic calendar, or failed to satisfy requirements for the removal of an incomplete grade. The grade of “F” may result in dismissal from the program.

4. Grade Review

The responsibility for evaluating student work and assigning grades lies with the instructor of a course. However, a student may initiate a grade review process. In all cases of a disputed grade, the student has the burden of proof that the assigned grade was not appropriate.

The grade review process is as follows:

• The student should first speak with the instructor to better understand the reason(s) why the grade was assigned. This provides the instructor the opportunity to review the grade with the student and to examine for possible errors.

• If satisfaction is not found after speaking with the instructor, the student should speak with the program director and/or department chair who will advise the student to submit a written petition to include a copy of the syllabus and any assignment/grading rubrics along with copies of any tests, quizzes, assignments, or other written work completed for which the student is questioning the grade.

• If the student is still not satisfied, the Dean’s Office will review the action of the program director and/or department chair to see if the grade being reviewed was appropriately assessed. If, in the opinion of the Dean’s Office, deficiencies in instruction are so grave as to warrant such a change, the proper remedy will usually involve alternative assignments or examinations to allow the student the opportunity to demonstrate the appropriate level of competency in that area in order to earn a different grade than originally assigned. The decision of the Dean’s Office is final.

5. Grade Forgiveness

Grade forgiveness is dependent upon each individual program and requires approval of the department chair and academic dean. Refer to the School of Health Related Professions Forgiveness Policy E-SHRP-GEN-GEN-PO-00004 for additional information.

6. Repeat Courses/Reclassification

Repeat courses are dependent upon each individual program and requires approval of the department chair and academic dean. Refer to the School of Health Related Professions Forgiveness Policy E-SHRP-GEN-GEN-PO-00004 for additional information.
SHRP-0009 SHRP Professional Appearance Policy

**PURPOSE:** Appearance and conduct are a reflection of our role as a professional. As healthcare providers, professionalism is expected in the classroom, in laboratories, in clinical areas, and any campus location. The School of Health Related Professions has adopted a dress code that promotes a professional atmosphere. This dress code requires dress and grooming guidelines to promote a consistent professional appearance that contributes to a respectful and safe environment for faculty, staff, students, and others who you will encounter on campus. Once you arrive on campus, you are a representative of SHRP and UMMC at all times.

**SCOPE:** All SHRP faculty, staff and students

### 1. ACCEPTABLE: THE FOLLOWING IS ACCEPTABLE DRESS

- Name badges must be worn at all times while on campus with the name and photo clearly visible on the front of the upper torso (Note: Name badge attached to neck lanyard is acceptable)
- Scrubs of any color, solid and coordinating (Note: Coordinating t-shirt or solid long-sleeve shirt under scrub top is acceptable) (Note: Solid scrubs with or without trim/piping are acceptable)
- UMMC/SHRP/Program specific t-shirt with solid color scrub pants or other acceptable attire
- UMMC/SHRP/Program specific sweatshirt with solid color scrub pants or other acceptable attire
- White lab coats, coordinating scrub lab coats, soft shell jackets, and fleece jackets as outerwear
- Dresses and skirts no higher than 2” above the knee and no longer than the ankle (Note: Leggings or tights under dress is acceptable)
- Cold shoulder tops and sleeveless blouses/dresses (Note: Tube tops, tank tops, and tops with spaghetti-straops are not acceptable)
- Chambray blouse, slacks, or suit
- Slacks or pants for men and women
- Cropped pants that fall below the calf are acceptable for women
- Denim jeans only on designated special SHRP and/or UMMC event days (Note: Jeans must be approved by Department Chair and/or Dean’s Office on special days)
- Athletic shoes, dress shoes, leather/pleather dansko style clogs (Note: Closed-toe and non-cloth shoes must be worn in the clinical environment and hospital for infection control reasons)
- Visible tattoos 2” in size or smaller located below the neckline
- Clothing styles that cover undergarments and visible tattoos larger than 2” in size
- Clothes that are clean, neat, and in good condition without tears, obvious stains, and wrinkles
- Physically clean, well-groomed, and taking steps to prevent or address offensive body odor
2. UNACCEPTABLE: THE FOLLOWING IS NOT ACCEPTABLE DRESS

- Any top that exposes the torso or cleavage
- Sleeveless shirts for men
- Spaghetti straps, tube tops, tank tops, or off-shoulder tops for women
- Hoodies
- Fleece shirts and pants
- Shorts of any kind (Note: Department Chairs may approve shorts to be worn during the lab setting only)
- Leggings, sweatpants, yoga pants, jeggings, or exercise/workout clothing
- Capri pants that are above calf length
- Cargo pants
- Denim jeans (blue, white, or black – unless worn on an approved designated SHRP/UMMC event day)
- Flip flops or bedroom shoes
- Headgear (i.e., hats, visors, caps, etc.), except those worn for religious reasons (Note: Exception must be approved by Department Chair)
- Facial jewelry/piercings (i.e., lips, tongue, nose, and eyebrow), except those worn for religious reasons (Note: Exception must be approved by Department Chair)
- Exposed tattoos and body art of any size located above the neckline
- Exposed tattoos and body art larger than 2” located below the neckline
- Strong perfumes and lotions
- Fingernails that exceed ¼” in length and are not clean
- Hairstyle, jewelry, and other accessories that interfere with assigned duties (Note: hair color and cosmetics should project a professional image)

3. FAILURE TO ADHERE

Not meeting professional expectations including violations of the professional dress code that require faculty or administrative reprimands will result in disciplinary action. Lack of compliance with these guidelines will require you to change into appropriate attire before being able to attend class, lab, school or campus activities, or work.

4. ADDITIONAL ITEMS

As a part of the continuing effort to provide excellent customer service and patient-centered care, UMMC has a strict unified professional appearance policy that must be adhered to when in the hospital, clinical environment, and on campus. Lab coats will be required in UMMC clinical setting.

Your respective program/department may have additional guidelines not covered by this policy to which you must adhere.

Lab attire will be determined by each course instructor of record. Students may use restrooms or designated locker rooms to change clothing at the completion of lab.

Faculty, staff, and students are expected to hold themselves, as well as coworkers and classmates, accountable to assure this policy is upheld.

Thank you for your commitment to creating a professional, respectful, and safe environment.
SHRP-0009 SHRP Professional Appearance Policy

5. REFERENCES

SHRP Student Handbook
UMMC Bulletin
UMMC Document Center
UMMC Professional Appearance Policy
SHRP-0018 Leave of Absence Policy for the School of Health Related Professions

Upon recommendation from a department chair and approval of the dean, a student in good academic standing may be granted leave of absence for approved medical, personal, or military reasons. No leave of absence will be granted without appropriate prior approvals. The request for leave of absence must be appropriately documented. A written request for leave of absence must be submitted to the program director/department chair, then reviewed and approved by the dean. In all cases, leave may not exceed one (1) calendar year from the date of approval.

In the case of medical leave, the leave of absence must also be reviewed by the medical director of UMMC Employee Student Health. Also, a memo of understanding must be established between the student and program director/department chair, to include the following information: effective leave date, inactive student status requirements, eligible date of return, re-entry plan of study, advanced notification of return from student to program director/department chair (minimum one month in advance), and required documentation for return from primary physician for clearance by UMMC Employee Student Health.

In the case of military leave, documentation must be provided by the student from an official officer in the respective branch of military service documenting leave orders.

Because of the intensity of the curricula, phasing of the courses, and rapid changes in allied health education, a student may be required to restart courses from the beginning upon returning from leave. A student on leave of absence will not be assigned any academic or clinical responsibilities. Upon return from leave of absence, the student will re-enroll and pay all tuition and fees appropriate for the period of re-enrollment. Students who fail to return to the academic program within the specified time period will be automatically withdrawn from the program and receive a letter grade of “F” for any assigned courses.
SHRP-0014 Program Withdrawal for the School of Health Related Professions

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<td><strong>Revised Date:</strong> 8/14/2019</td>
<td><strong>Effective Date:</strong> 10/18/2018</td>
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<tr>
<td><strong>Prepared By:</strong></td>
<td><strong>Approved By:</strong> Jessica H Bailey</td>
</tr>
<tr>
<td>Courtney E. Smith</td>
<td><strong>Reviewed By:</strong> Pamela McGaugh</td>
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PREPARED BY: Mark R. Gray

APPROVED BY: SHRP Executive Council

PURPOSE: To define the program withdrawal policy for the School of Health Related Professions.

The program withdrawal policy is designed to provide the student with a clearly defined process for officially requesting withdrawal from a program.

**Program Withdrawal**

Course registration makes the student responsible for attending until the academic program’s plan of study is completed or until, with the permission of the academic dean, the student withdraws from the program. To begin the program withdrawal process, the student should submit a written request to the program director and/or department chair requesting program withdrawal. Upon recommendation of the program director and/or department chair, the academic dean will submit an official program withdrawal request to the Office of Enrollment Management, Student Financial Aid, and Student Accounting.

If an approved program withdrawal is completed on or before the last day specified in the academic calendar, semester course grades will not be recorded on the student’s record. Program withdrawals authorized after this date will be recorded as a “W” unless the student has completed the course(s), in which case the final grade in the course(s) will be recorded. Program withdrawals authorized after the three quarters point of the semester, as specified in the academic calendar, will be recorded as an “F” if failing a course(s) at the time of withdrawal. Failure to officially withdraw will result in the recording of a failing grade in the course(s) in which the student is registered. Students who withdraw from a program will be required to submit a new application and meet all admission requirements to be eligible for re-enrollment. Additional information for a course refund, at the time of program withdrawal, is available in the institutional tuition refund policy.
SHRP-0016 Policy for Appeal of Dismissal for the School of Health Related Professions

The policy for appeal of dismissal is designed to provide the student with a clearly defined avenue for appealing his/her dismissal if he/she believes the dismissal was an arbitrary or capricious action or for other reasons not related to academic performance.

The appeal procedure is as follows:

1. The student must submit a written request for an appeal to the dean within five (5) calendar days from the time that the notice of dismissal is sent by e-mail. Failure to make a written appeal within the five (5) calendar day time period shall constitute a waiver of the appeal right and result in the sanction becoming final as recommended. The written request for an appeal must set forth the substantive basis for the appeal and be documented in an official letter to the dean. The official letter of appeal should be sent as an email attachment to the dean.

2. The dean may uphold or deny the appeal, or may appoint a committee to hear the appeal. If the dean appoints a committee to hear the appeal, the student will be informed of the time and place of the appeal hearing. The student must appear in person at the hearing to present the appeal to the appeals committee.

3. During an appeal hearing, the student shall be permitted, at his/her own expense, to have an advisor/legal counsel at the hearing and through all other stages of the disciplinary process. The role of the advisor/legal counsel shall be limited to an advisory capacity only. He/she will not be permitted to make opening or closing statements, question witnesses, or make oral argument. The student is entitled to present witnesses or other evidence, and make opening and concluding statements on his/her own behalf. If the student elects to bring an advisor/legal counsel to the hearing, he/she must give notice to the dean within two (2) working days prior to the appeal hearing.

4. The appeal committee deliberates and reviews the case and will forward its written recommendation to the dean. The decision by the dean of the School of Health Related Professions shall be final.

5. If a student provides evidence of incorrect application of the School of Health Related Professions appeal process, the student shall have the right to file a “procedural” appeal at the institutional level in writing to the Office of the Associate Vice Chancellor for Academic Affairs within ten (10) working days of receipt of the school’s decision. To file a procedural appeal to the Office of the Associate Vice Chancellor for Academic Affairs the student is required to follow all guidelines detailed in the University of Mississippi Medical Center Student Procedural Appeal for Academic Decisions Policy E-AA-SA-ARG-PO-00001.
SHRP-0006 Policy on Diversity and Inclusion for the School of Health Related Professions

SCOPE: This is a school-wide policy for all potential applicants and employees, including students, residents, faculty, staff, and administration, of the School of Health Related Professions.

PURPOSE: In keeping with the vision of the University of Mississippi Medical Center, the School of Health Related Professions is dedicated to improving lives by achieving the highest standards of performance in education, research, and healthcare; promoting the value of professionalism and lifelong learning among students, residents, faculty, and staff; finding solutions to the challenges of health disparities in Mississippi; embracing diversity; recruiting and retaining high performing students and faculty; and graduating outstanding healthcare professionals.

The School of Health Related Professions shall demonstrate a commitment to diversity and shall demonstrate ongoing practice of cultural competence in learning, research, and service activities. Graduates of the School of Health Related Professions may be employed anywhere in the world and work with many diverse populations. Therefore, programs should provide a learning environment that supports the development of a broad set of skills regarding diversity and cultural competence within the context of the institution’s mission statement. Systematic, coherent efforts to incorporate elements of diversity should be evident at all levels to include students, faculty, and staff; curriculum; research; and service. The School of Health Related Professions programs can accomplish this through a variety of practices, including incorporation of these concepts into the curriculum; recruitment and retention efforts related to faculty, staff, students, and residents; adoption of policies related to discrimination and harassment; research efforts; community outreach; and cultural considerations in service or workforce development initiatives.

POLICY: Diversity within the School of Health Related Professions of the University of Mississippi Medical Center encompasses an inclusive and welcoming environment that is enhanced by persons who differ in ability, age, ethnicity, gender, gender identity or expression, national origin, race, religious belief, sexual orientation, and socio-economic background. Our commitment to diversity is reflected in a community, both online and on-campus, that is bound by the desire for equal consideration for all people. This commitment to equality is exercised by cultivating an academic and working environment that is collaborative and inclusive in educating students and residents, as well as training faculty to be culturally aware, respectful, and sensitive to diverse populations. This is affirmed by the school’s policies and strategies to develop a diverse student body and faculty membership committed to education, healthcare, and research, thus ensuring that all members of our community have the ability to reach their individual and collective potential.
The growing cultural diversity of Mississippi and the United States calls for health professionals who continually strive to achieve cultural competence and function effectively across an array of multicultural, interpersonal, and social situations. Becoming culturally competent enhances the capacity of health professionals and healthcare organizations to assess, plan, deliver, evaluate and continually improve care that is sensitive to and respectful of the diverse beliefs, values, practices, and needs of the individuals, families, and communities served. The School of Health Related Professions is committed to this aim in its continued assessment of the curriculum; admission of students; recruitment and retention of faculty, staff, residents, and students; community engagement; and contributions to education, healthcare, and research.

Our commitment to education, healthcare, and research is rooted in the ethos of the School of Health Related Professions as a microcosm of larger society. We are representatives of and devoted to the community we serve. To that end, our commitment to education, healthcare, and research is as follows:

**EDUCATION:** Within the School of Health Related Professions and in concert with the University, our efforts of inclusion and consideration are twofold: 1) to promote a learning environment that is conducive to the preparation of students to be respectful, considerate, and culturally aware; and, 2) to support enhanced collaboration of faculty among diverse individuals on a national and global level. We exercise this aim in the hiring of faculty and staff who are inclusive to the diverse population we serve and in admission of diverse students from an array of backgrounds: adult learners; first-generation college students; community college students; students from rural communities; and non-traditional and traditional college students. Our continued assessment of curriculum is intended to ensure that the content and educational experiences of our students are current and commensurate with the diverse and valued perspectives within healthcare education.

**HEALTHCARE:** As our students are health professionals, our programs are designed to provide them with the following: enriched course content; varied community outreach and inclusive engagement opportunities to enhance the global learning experience; and knowledge to appropriately provide healthcare to the continuously evolving patient demographic. We are committed to our students’ understanding and successful execution of cultural sensitivity surrounding patient care. The University of Mississippi Medical Center is devoted to improved healthcare delivery which significantly hinges on culturally competent healthcare professionals and leaders within the healthcare systems. The School of Health Related Professions champions this objective with its education of these individuals to cultivate students who are able to contribute, in a meaningful way, to the diverse population we serve.

**RESEARCH:** Our standard for excellence in research thrives in pursuit of faculty engaging in scientific, social, and behavioral inquiries aligned with their professional goals. Through diversity programs, strategic partnerships, and population health studies, faculty continue to address and disseminate research on broad national and local needs of rural and underserved groups, healthcare disparities, health workforce gaps, healthcare access issues, health law and policy, and health professions. Within the School of Health Related Professions, curricula, community outreach, peer collaboration, and interprofessional networking among the allied health programs fosters student research in these areas.

**RELATED POLICIES:**

A-IP-ODI-GEN-PO 00001 – UMMC Policy on Diversity and Inclusion

E-AA-GEN-GEN-PO-00021 – Sexual Misconduct, Sexual Assault and Sexual Harassment Policy and Procedure (Title IX) for Students and Employees

E-AA-SA-GEN-PO-00003 – Student Complaints
SHRP-0006 Policy on Diversity and Inclusion for the School of Health Related Professions

E-SOD-PRG-GEN-PO-00004 – Policy on Ethical Conduct, Civility and Professional Behavior for Dental Students

E-SOM-OAA-GEN-PO-00005 - Policy on Diversity (Religious, Geographic and Cultural)

E-SOM-OAA-GEN-PR-00006 – Procedure on Diversity (Religious, Geographic and Cultural)

E-SOM-OAA-GEN-PR-00012 – Mistreatment Procedure

H-MS-ADM-GEN-PO-00004 – Disruptive Behavior and Unacceptable Conduct-Medical Staff and Other Privileged Providers

H-MS-GEN-GEN-PO-00005 – Principles of Professional Conduct

UMMC Faculty and Staff Handbook – Equal Opportunity in Education and Employment Statement

SHRP Student Handbook – Diversity and Inclusion Statement
PREPARED BY: Robin B. Thompson

PURPOSE: To provide remote proctoring process and examination guidelines for distance education programs.

SCOPE: SHRP Distance Education Programs Faculty and Students

INTENT OF USE

Examinations are important mechanisms for evaluation of student learning. Proctored examinations, including remote proctoring examinations, help ensure the academic integrity is maintained while the student is testing. To proctor remotely, students are required to have an external web-camera, microphone, and computer with specified software. The devices help validate student identity, capture video and audio throughout the exam, and upload data to secure servers. The video will be used to investigate any suspicious activity that may have occurred during the test. Videos are subject to review by faculty, program directors and chairs, the Office of Instructional Development and Distance Education and the Office of the Dean.

STANDARDS

Academic Dishonesty is contrary to both academic integrity standards and ethical standards. All courses adhere to standards of academic integrity as articulated by the UMMC Bulletin, articulated in the SHRP Student Handbook, and defined by the SHRP Academic Dishonesty Policy.

Examinations in SHRP distance education programs are proctored using Respondus Monitor. Students taking online examinations are required to use this system. The use of Respondus Monitor will require individual student activity to be recorded, both audibly and visually, during assessment sessions. Other data related to individual student activity during assessment sessions may also be recorded by Respondus Monitor, such as time taken by a student to answer specific inquiries on an assessment. Respondus Monitor may analyze the recordings through automated processes to generate additional data derived from the recordings, with the additional data being associated with individual students for use in evaluating the recordings.

PROCEDURES

Students are required to adhere to the testing protocol. The online testing environment should mimic the “in class” testing environment. Each exam may be reviewed for policy violations. Any minor and major violations may be subject to consequences ranging from student notifications to penalties defined in the academic dishonesty policy.

Student Responsibilities
• Students are responsible for self-testing the functionality of the system prior to all examinations so that any required troubleshooting can be performed. Students should check with their faculty member for available practice exams.
• All non-required programs and/or windows on the testing computer must be closed prior to logging into the proctored test environment and must remain closed until the exam is completed.
• Students must verify identity using identification method specified by the distance education program.
• A 360-degree environmental scan should be conducted prior to each exam using an external camera. The scan should include a view of the workstation, keyboard, and walls.
• Refer to the Respondus Monitor Testing Guide located in Canvas under the Student Orientation Module as needed.

Students should:

• sit at a clean desk or table free of all other materials including books, papers, notebooks, calculators, cell/smartphones, tablets, computers, etc. unless otherwise specified by faculty;
• maintain room lighting bright enough to be considered “daylight” quality;
• silence all alarms and ringers on cell/smartphones and tablets;
• ensure the testing environment is quiet and free of distractions including pets, music, and television;
• ensure nothing is covering the webcam’s lens;
• affix external cameras on the lid of the laptop or computer screen to have a constant, uninterrupted view of the test taker;
• maintain head and upper torso in view of the camera during the entire exam;
• test in solitude. No other people should be in the room;
• follow any other specific guidelines issued by faculty.

Students should not:

• under any circumstances copy, save, or share test item information during or following the exam;
• write on the desks or tables or place signage on the walls prior to testing;
• leave the testing environment during the testing period at any time, unless specifically permitted in posted guidelines for that particular examination;
• change testing environments during the exam. Exams must be completed in the same area the environmental scan was conducted;
• use headsets or similar audio devices or earplugs while testing;
• wear any object that can obstruct the camera’s view of the face including sunglasses and hats with bills or brims.

Faculty Responsibilities

• Faculty are to include information regarding proctored testing requirements, including necessary hardware in the course syllabus.
• Ensure practice exams are available for students.
• Refer students to the Respondus Monitor Testing Guide located in Canvas under the Student Orientation Module as necessary.
• Provide students with specific instructions for taking the remote proctored exam.
• Virtual proctoring reports of exams are to be reviewed at faculty discretion.
• Any suspicious activity should be reported to the program director and/or chair. The Office of Instructional Development and Distance Education and the Office of the Dean are to be consulted as necessary.
• If an exam requires software or resources that conflict with Respondus Monitor, the Office of the Dean must
SHRP-0019 Remote Proctored Testing Policy for the School of Health Related Professions

approve the use of an alternate proctored testing format. Faculty must submit the formal request to the Office of the Dean via email.

Alternate Proctored Testing Formats

Whereas remote proctored testing is the elected testing format for SHRP distance education programs, circumstances may arise in which alternate formats of testing can be considered. In instances where an alternate proctored testing format is necessary:

- The student must receive student approval from faculty.
- The student is responsible for scheduling the exam with the proctoring center.
- The student is responsible for all associated fees.
- Faculty are responsible for providing the proctoring center with necessary information.
- Faculty are responsible for retaining all required proctor forms consistent with course material retention practices.

Reasonable Accommodations

UMMC is committed to ensuring equal access to a quality education for qualified students through the provision of reasonable academic accommodations which support UMMC standards and academic integrity. UMMC policy provides for reasonable academic accommodations to be made for students with verified disabilities on an individualized and flexible basis as specified under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). Students requesting accommodations should contact the Office of Academic Support.

REFERENCES

SHRP Academic Dishonesty Policy – E-SHRP-GEN-GEN-PO-00001

UMMC Academic Accommodations Policy – E-AA-GEN-GEN-PO-00035