

STUDENT HANDBOOK

2018 - 2019



The University of Mississippi
School of Dentistry

Jackson, Mississippi

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The School of Dentistry Handbook is subject to change **at any time** by proper authority to be effective whenever determined by the School of Dentistry. The student handbook does not represent an implied contract between the School of Dentistry and the student.

This School of Dentistry Handbook supersedes and replaces any previous editions or versions.



Last revision date:
December 2018

THE UNIVERSITY OF MISSISSIPPI SCHOOL OF DENTISTRY

VISION

The University of Mississippi School of Dentistry will be a nationally recognized center of excellence in dental education, patient care, research, and services in order to improve health outcomes and eliminate dental healthcare disparities for the citizens of Mississippi.

MISSION

The mission of the University of Mississippi School of Dentistry is to foster an environment of lifelong learning, collaborative teaching, service, and research through partnerships within the Medical Center, and with community organizations and dental health practitioners throughout the State of Mississippi. The School of Dentistry is committed to acquiring and retaining a diverse community of students, residents, fellows, faculty and staff, which exemplifies qualities of leadership and dedication in preparing competent, ethical dental health professionals for the State of Mississippi and who work to improve health outcomes and eliminate health disparities.

CORE VALUES

Integrity

Honesty and fairness in our actions
Building trust within our relationships
Courage to do “what is right”

Professionalism

Ethical conduct, character and spirit for the advancement of our professions

Caring

Concern for and recognizing the needs of others
Kindness and compassion shown in all interactions

Diversity

Accepting our differences while working together as a cohesive group and recognizing the value and strength derived through diversity

Leadership

Willingness to take responsibility
Creating a vision, setting goals to make a difference

Research

Promotion of innovative research by faculty and students

Excellence

Realize and commit to our full potential
Achievement and performance set to the highest standards
Collaborative teaching within the Medical Center

Continuous Improvement

Dedication to lifelong learning while recognizing the need to change for improvement
Establishing and monitoring goals to enhance our value to the profession and the citizens of Mississippi

POLICIES AND PROCEDURES

Forward

Students who are preparing for a career in dentistry are expected to conduct themselves in their interactions with patients, fellow students, faculty and other professionals with honesty, integrity, compassion and respect. Guidelines for such behavior within the University of Mississippi School of Dentistry are found in the Medical Center's Faculty and Staff Handbook and Personnel Procedures and in the form of legal regulations, formal policy, and role models, as well as in the school's consensual code of ethical behavior and professional conduct.

Ultimately, the responsibility for success of any rules, regulations, or codes of behavior rests with the individual. It is expected that all students, and indeed, all in the dental school family, will willingly conduct themselves according to these established guidelines. It is only in this way that the individual and the profession can be accorded rightful honor and dignity. For these reasons, every student should be familiar with the following policies, regulations and standards of conduct.

ACADEMIC POLICIES AND PROCEDURES

The following information in this document does not constitute a contract between the School of Dentistry and the student. The School of Dentistry has the right to update and revise guidelines during each academic year or subsequent years of the student's attendance.

All School of Dentistry policies and procedures derive from the school's stated mission and the Medical Center's mission and vision. 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 healthcare professionals, engagement in innovative research, and the delivery of state-of-the-art health care. The vision states "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."

The School of Dentistry's mission states, "The mission of the University of Mississippi School of Dentistry is to foster an environment of lifelong learning, collaborative teaching, service, and research through partnerships within the Medical Center, and with community organizations and dental health practitioners throughout the State of Mississippi. The School of Dentistry is committed to acquiring and retaining a diverse community of students, residents, fellows, faculty and staff, which exemplifies qualities of leadership and dedication in preparing competent, ethical dental health professionals for the State of Mississippi and who work to improve health outcomes and eliminate health disparities."

Introduction

The evaluation, promotion, and graduation of students in the School of Dentistry are the inherent responsibilities of the faculty and dean. All relevant and available information should and must be a part of the consideration in discharging these responsibilities. Student status, or change of status, will be at the recommendation of the Student Evaluation and Promotion Committee (SEPC) with final approval from the Dean of the School of Dentistry. The SEPC is a component of the Office of Academic Affairs, but ultimate authority for implementation of its recommendations resides with the Dean. The following guidelines outline the criteria for evaluation, promotion, and graduation of students in the School of Dentistry, and constitute the policy for that process. Evaluation of student performance is an ongoing process based on specific criteria made known to both students and faculty prior to each sequence. In order to remain in good standing, a student must complete each prescribed course at the established acceptable level. Problems related to student evaluation, promotion, and graduation are handled on an individual basis through the SEPC.

Student Evaluation and Promotion Committee

The SEPC is composed of seven full-time faculty members and the Associate Dean for Academic Affairs, who serves as the permanent chairman. Five clinical science and two basic science faculty members are appointed by the Dean for a term of three years. Lengths of terms are adjusted so that no more than one basic science member and two clinical science members are appointed during one academic year. All deliberations and records of the SEPC are considered confidential and will be made available only to the Office of the Dean. The Office of the Dean may use the information (within right-to-privacy guidelines) for School of Dentistry purposes as considered necessary and appropriate, but always within the legal constraints of the rules and regulations of the School of Dentistry.

A breach of confidentiality of SEPC information within the membership of the committee, or by any faculty, student, or staff of the School of Dentistry shall be subject to action by the Dean.

Petition of a student, or designee, for information utilized in reaching a recommendation for academic action shall be considered on its individual merit, and may be determined by legal constraints of the School of Dentistry.

Academic Status

Academic status is determined by the Student Evaluation and Promotion Committee, which makes its recommendations to the Dean. The Dean has final approval.

Course Grades

The School of Dentistry reports most grades on a 0-100 numerical scale. The numerical grade is converted to a 4.0-point scale for letter grade reporting of A, B, C, or F. Some

course grades are reported as Pass/Fail (P/F).

The method of determining course grades is a departmental responsibility; however, the grading system is to be made known in writing to students by the beginning of each course.

A grade of 70 or above (2.0 or above in the 4.0 conversion) or a “P” in a pass/fail course is a passing grade given when course work has been completed satisfactorily according to course guidelines. Passing grades are necessary for promotion and graduation.

A grade of less than 70 (less than 2.0 in the 4.0 conversion) or an “F” in a pass/fail course is given when the expected work is unsatisfactory according to established course guidelines. The SEPC recommends whether a student with a failing grade will be subject to re-examination, remediation of the course(s), repeat of the year or dismissal.

A numerical progress grade, indicating progress-to-date in a course, is given when a course continues into the next academic semester. A progress grade does not appear on a permanent transcript.

If work is incomplete for reasons beyond a student’s control, a temporary grade of “I” is given. The incomplete grade must be replaced with a final grade prior to the termination of the following semester.

The administrative responsibility to obtain, record, and distribute grades is that of the Medical Center Registrar.

If a student is required to repeat a course, the initial grade and the subsequent grade are included on the student’s transcript, but only the initial grade is used to compute academic class rank and grade point average.

At the end of the academic year, students are ranked numerically in their respective classes. The class rank is used in decision-making concerning those honors, awards, and scholarships, which specify a certain academic standing.

Policy on Good Academic Standing

<https://documents.umc.edu/ViewPolicy.aspx?pid=E-SOD-PRG-GEN-PO-00002>

PURPOSE: To define criteria for a student to be considered in good academic standing

POLICY:

Criteria for a student to be considered in good academic standing include:

- Achieve a grade of 70 or above in each numerically graded course or a grade of Pass in each Pass/Fail graded course;
- Satisfactorily complete all requirements for each course in the syllabi and

- applicable requirements in the Student Handbook for Clinical Evaluation;
- Receive a passing grade on Part I of the National Board Dental Examination (this applies to the classes of 2019, 2020, and 2021).

A student is not in good academic standing if he/she is on probation. Students who are repeating a single course or an entire year, or who are in remediation of one or more courses, are placed on probation. Students who have failed Part I of the National Board Dental Examination are placed on probation. Students who have not completed hepatitis vaccination by the end of the D1 fall semester will be placed on probation. Students who have sanctions placed due to ethics violations are placed on probation. Probation status is removed when the reason for the probation is successfully completed/corrected and affirmed by vote of the Student Evaluation and Promotion Committee. Approved by SOD Executive Committee-April 28, 2014

Academic Promotion and Graduation

Listed below are the minimum acceptable standards of scholastic performance, promotion and graduation:

1. Scholastic performance and promotions, first, second, and third years:
 - Achieve a grade of 70 or more in each numerically graded course, a grade of Pass in each Pass/Fail graded course, and satisfactorily complete all requirements stated for each course in the syllabus and all Clinical Practice guidelines in each Clinical Practice syllabus, and
 - For the class of 2021, achieve an overall score of PASS on the National Board Dental Examination, Part I to be eligible for continuation in the third year.
2. Fourth-year eligibility requirements for the Doctor of Dental Medicine degree:
 - Achieve a grade of 70 or more in each course and satisfactorily complete all requirements stated for each course in the syllabus, including all Clinical Practice 675 guidelines in each Clinical Practice 675 syllabus.
 - For the classes of 2019, 2020, and 2021, register and take the National Board Dental Examination Part II during the academic graduating year.
 - For the class of 2022 and later, students must register for and take the Integrated National Board Dental Examination during the academic graduating year.
 - Discharge all financial obligations to this school; and
 - Merit a recommendation from the SEPC to the Dean for eligibility to receive the Doctor of Dental Medicine degree. The School and University make no actual or implied guarantee that any student completing most or all of the required work will be granted a dental degree. Factors other than academic achievement are and may be used to determine the eligibility for a student to be granted a dental degree.

Graduation eligibility requirements include:

- Achieving a grade of 70 or higher in each course and satisfactorily completing all stated requirements for each course in the syllabus and applicable requirements noted in the Student Handbook for Clinical Evaluation;

- Successful completion of Clinical Competency Examinations and departmental guidelines for the D-4 year;
- Taking the National Board Dental Examination Part II;
- Discharging all financial obligations to the school and medical center;
- Meriting a recommendation from the Student Evaluation and Promotion Committee to the Dean for eligibility to receive the D.M.D. degree.

Academic Performance Documentation

Official records of academic progress are maintained in the Office of Student Records and Registrar for the University of Mississippi Medical Center. Student grade reports may be accessed online in the SAP Portal (myu.umc.edu).

Unauthorized Program Withdrawal

A student who is absent from the program for five (5) consecutive school days without notifying the Office of Student Affairs and without presenting an acceptable written excuse may be considered to have an Unauthorized Program Withdrawal. A student who withdraws or leaves the program without authorization shall be informed in writing that grounds for dismissal exist. Failure to meet with the Dean within ten (10) days after said notification shall result in “F” grades being entered on the student’s academic record for all courses in progress. If this occurs, immediate dismissal from the program will be recommended.

Student Evaluation and Promotion Committee Guidelines

Deliberations and Records

The deliberations of the SEPC are confidential, and copies of the minutes are maintained by the Office of Academic Affairs and the Office of the Dean. Written recommendations by the SEPC are forwarded to the Dean for administrative approval. Current grade records are kept for each student by the academic departments and the Office of Academic Affairs. Each academic department is responsible for posting numerical course grades in SAP within two working days following completion of a course. The Office of Academic Affairs will provide overall numerical course grades to the SEPC at the time of the called meetings. Called meetings of the SEPC are held as soon as possible following the conclusion of the academic session and at other times during the session as required for evaluation of student progress. Following each meeting of the SEPC, a copy of the minutes and recommendations are forwarded to the Dean for administrative review and action. If the Dean takes actions other than those recommended by the SEPC, the Dean provides a response to the SEPC outlining the actions and the reasons for those actions.

Approval of the recommendations of the SEPC, as well as actions that differ from those offered by the SEPC, are stated in writing by the Dean and submitted to the chair of the SEPC within two working days after the receipt of the committee's recommendations in the Office of the Dean. The Associate Dean for Academic Affairs (chair of the SEPC) notifies the student of any academic action and the student's right and process for appeal of any academic action.

Procedures, Situations and Actions

The called meetings of the SEPC, as noted above, are chaired by the Associate Dean for Academic Affairs. Minutes are kept of all meetings, and copies of minutes are submitted to the Dean along with the recommendations of the SEPC.

The following matters may warrant SEPC review and recommendations to the Dean at times other than called meetings:

- Receipt by a student of a failing grade.
- Receipt of a grade indicating incomplete or unacceptable progress.
- Failure on Part I of the National Board Examinations.
- Petition by a student to the SEPC for a change in standing preparatory to a request for either a leave of absence or withdrawal from the School of Dentistry. If a change in standing for reason of health or other compelling reason is desired by the student, appropriate documentation must be submitted with the student's petition.
- Specific requests by the Associate Dean for Academic Affairs, Assistant Dean for Clinical Affairs, and the Assistant Dean for Student Affairs, or Dean. If sufficient evidence exists in the student's overall record that a review should be conducted, such review is scheduled with full knowledge of both student and advisor. Specific reasons for the review are submitted to the student at least ten days prior to the called meeting, and the student may be requested to meet with the SEPC for part of the deliberation.

The action of the SEPC will be based upon all previous year(s) performance. The following actions may be recommended by the SEPC to the Dean, based on but not necessarily limited to each action's specified guidelines as noted:

Dismissal

A second failing grade (even though the first failing grade was remediated to a passing grade) or one failing course grade in a repeated course (including repetition of an academic year) may be grounds for dismissal recommendation.

Repetition and Remediation (rev. 10/29/13)

A grade other than passing in a single course will require re-examination, remediation,

repetition of a course, or possible repetition of the year.

Remediation usually involves some requirement that is less than repetition of the entire year or entire course.

Probation

When a student's overall academic achievement is marginal, the student may be placed on probation for the coming semester or for a longer period of time. Probationary standing serves as a reminder to the student that more severe actions may be forthcoming unless satisfactory academic progress is achieved. All students who are re-examining, repeating a single course or an entire year, or who are in remediation of one or more courses, are placed on probation. Students who have failed Part I of the National Board exam are placed on probation. Students who have not completed hepatitis vaccination by the end of the D1 fall semester will be placed on probation. Those students not completing the hepatitis three shot series by the end of the spring semester will be dismissed. Students who have sanctions placed due to ethics violations are placed on probation. Probationary status is for a stated period of time, after which either dismissal, repetition, or remediation is required unless previously stated performance objectives are fulfilled. Probation status is removed when the reason for the probation is successfully completed/corrected and affirmed by vote of the Student Evaluation and Promotion Committee.

Academic Advising

Directing a student for academic advising may be required for any student who has been the subject of one of the previous actions, or as may be deemed necessary by the Associate Dean for Academic Affairs or the Assistant Dean for Student Affairs after review of the student's academic record. Academic advising may also be required for a student with an overall numerical average of less than 2.5 for either an academic semester or an academic year.

Leave of Absence and Maternity Leave

It is recognized that extreme personal circumstances may arise which necessitate a temporary interruption in a dental student's course of education and training. Such circumstances include, but are not limited to, the recommendation of a medical or mental health professional providing treatment to the student; childbirth or adoption; death, illness or infirmity of a close family member; financial distress; and other family tragedies. In such circumstances, the Dean may approve a temporary leave of absence of up to one year for the wellbeing of the student.

Maternity leave will be granted up to four weeks pending approval by the Dean.

Following the leave of absence or maternity leave, the student must complete missed work as determined by involved course coordinators and department chairs in consultations with the Associate Dean for Academic Affairs and the Assistant Dean for Student Affairs. Missed work must be satisfactorily completed within a reasonable period of time,

preferably within the same academic year during which the leave of absence was taken.

Student Notification of SEPC Actions (rev. 10/29/13)

Any recommendation for action made by the SEPC including dismissal is forwarded to the Dean within three days of the committee meeting. Following the Dean's review and approval of the recommendation, the student is notified in writing by the Office of Academic Affairs and is advised of any new academic status, the reasons for academic action, the terms for achieving correction of any stated deficiency and the student's right and process for appealing any academic action.

Right of Appeal (rev. 10/29/13)

Subsequent to the Dean's approval of an SEPC recommendation and after written notification, the student has the right to appeal.

- The Office of Academic Affairs notifies the student by e-mail and certified letter (return receipt requested) of the decision and all necessary details related to the implementation of the action. Copies of the notification are sent to the Dean, Assistant Dean for Clinical Affairs and the Assistant Dean for Student Affairs.
- Written notification to the student includes a statement of the student's right, process and deadline for appeal.
- Appeal of the decision must be made by the student, in writing to the chair of the appeals committee within five (5) working days of the date on the letter of notification. The appeals committee determines by majority vote whether the request for appeal is valid and if the committee will hear the appeal.
- The Assistant Dean for Student Affairs is available to serve as student advocate in the appeal process and should be consulted as early as possible in the appeal process.
- Upon receipt of a valid and accepted request for appeal of the decision, the appeals committee convenes to gather information from both the student and the faculty. The members of the appeals committee select a member to serve as chair for the appeal. The appeals committee shall consist of at least three School of Dentistry chairs except those in whose department(s) the student earned a failing grade. The minutes of the committee meetings and the recommendation of the committee are submitted in writing to the Dean.
- The student is permitted to have an advisor or legal counsel in solely an advisory capacity present during the appeal. The chair of the appeals committee must be informed of any plans to be accompanied by legal counsel at least 48 hours in advance or the appeal may be rescheduled.
- The appeals committee forwards its recommendation regarding the appeal to the

Dean, who may accept, reverse, or alter the recommendations of the appeals committee. The student and the Associate and Assistant Deans shall be informed in writing of the Dean's decision. The decision of the Dean shall be final.

Student Rights in Matters of Academic Performance

Academic Grievance Policy

This policy is intended to guarantee the rights of students without encroaching on academic freedoms or restricting the traditional prerogatives of faculty.

A student academic grievance consists of a complaint against faculty, administrators, staff members, or other employees concerning evaluation of student performance, conduct of instructors, and other activities related to academic policies of the school.

Students should be aware of their rights and responsibilities under University policies covering admission, academic performance, and retention. Denial of a student's right under these policies may constitute grounds for an academic grievance.

The list that follows includes some potential grounds for grievance. The list is not to be considered all inclusive. Neither shall proof of any of the following necessarily assure a finding in favor of the grievant. A difference of opinion between student and instructor concerning evaluation of student work or progress is not normally considered grounds for grievance.

- Consistent failure of the instructor to be available to students for individual consultation outside the classroom during scheduled hours or by appointment.
- Grades based on factors other than the student's academic or professional performance.
- Class assignments that are not related to the course, including work assigned solely for the instructor's personal benefit.
- Unreasonable grade penalties assessed for absenteeism. (Instructors are expected to make clear, before the beginning of the course, their attendance requirements.)
- Class assignments that are punitive.
- Excessive absenteeism by the instructor.
- Unreasonable departure from the primary objectives as stated in the course description and/or syllabus.

The burden of proof of academic mistreatment lies with the student.

Academic Grievance Procedures (revised July 8, 2013)

The procedural steps outlined below will be followed in any case of a student seeking redress of alleged academic mistreatment:

- The student should consult with the Assistant Dean for Student Affairs who will serve as student advocate in the grievance process.
- The student will submit a written statement to the Associate Dean for Academic Affairs outlining the details and rationale for the grievance.
- The Associate Dean for Academic Affairs will consult with the relevant faculty member(s) and with the Assistant Dean for Clinical Affairs if the grievance is related to clinical work in an attempt to resolve the matter.
- The Associate Dean for Academic Affairs will meet with the student to discuss the status of the grievance resolution. If the student is satisfied with the resolution at this point, all relevant parties, including the Dean, will be notified of recommendations made and actions to be taken.
- If the student feels the matter has not been resolved appropriately, an appeal may be made to the Dean who may call the grievance committee to consider the matter and serve as recommending body to the Dean. The grievance committee shall consist of at least three School of Dentistry chairs. The minutes of the committee meetings and the recommendation of the committee are to be submitted in writing to the Dean. The decision of the Dean is final.

Academic Achievement Program for the School of Dentistry-Operational Guidelines

Administrative Advisors

Assistant Dean for Student Affairs
Associate Dean for Academic Affairs

Consultants

Director of the Office of Academic Support
Director of Student Health

Support

Administrative Assistant, Academic Affairs
Alternate, Education Administrator, Office of Student Affairs

- Upon meeting criteria for participation in the AAP, students will be notified by the Associate Dean for Academic Affairs to schedule a meeting with the Office of Academic Support for Academic Consulting Services within 2 weeks of receipt of notification. A copy of the notification will be sent to the C.P.S. advisor, the Director of the Office of Academic Support and the Administrative Assistant for the Office of Academic Affairs.
- After the initial meeting, the student may be required to be evaluated by Student

Health.

- Students will communicate with their C.P.S. advisor on a minimum monthly basis.
- There will be monthly meetings for the advisors, consultants and support members for the program, if necessary.
- Once enrolled in the AAP, students will remain until removed by the Associate Dean for Academic Affairs.

The Academic Achievement Program (AAP) was established in the School of Medicine (SOM) in 2007 after approval of the academic achievement policy by the Curriculum Committee and the Executive Faculty. The academic achievement policy for the SOM ensures that students with academic difficulty participate in the AAP. The School of Dentistry adopted a similar program in 2012.

The SOD Curriculum Committee felt strongly that students with academic difficulties should be identified early in their dental school careers given the volume of material that students are required to master in a short period of time. This early identification allows early intervention to determine if the student has a specific problem that impedes their learning progress and also allows the SOD to assemble necessary resources for students such as tutors.

The AAP will be evaluated and modified each year as necessary with the intent to streamline the process and gather information regarding the effectiveness of the program in terms of retention of students and completion of the dental school curriculum. From an administrative point of view, we also expect to develop reproducible criteria that would allow us to reliably predict those students most likely to require additional resources.

Notice of Opportunity to File Complaints

The University of Mississippi School of Dentistry is accredited by the American Dental Association Commission on Dental Accreditation. In accord with the U.S. Department of Education's Criteria and Procedures for Recognition of Accrediting Agencies, the Commission requires accredited programs to notify students of an opportunity to file complaints with the Commission.

The Commission on Dental Accreditation will review complaints from students, patients, staff, or faculty that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099

extension 4653.

ATTENDANCE POLICIES

<https://documents.umc.edu/ViewPolicy.aspx?pid=E-SOD-PRG-GEN-PO-00005>

Clinic:

Clinical session attendance for the 2018-2019 summer session is based on patient treatment, assisting with patient treatment, screening, consults with the patient present and other assigned duties by ODX faculty. For all rotations, 100% attendance is required. A minimum of 85% attendance of available clinic sessions is needed to pass this component of DENT 650 and DENT 675 clinical courses. Available clinic sessions are considered those sessions with 3 or 4 hours available for patient care.

Implementation of Epic's Wisdom Dental EHR will necessitate a change in attendance calculations in the fall and spring semesters. Attendance policy will be updated at the beginning of the fall semester. The Office of Clinical Affairs will update the syllabus and the Student Handbook at the appropriate time.

Clinic Attendance/Utilization will be determined by session and semester.

Special circumstances involving clinic absence: student notifies and Assistant Dean for Clinical Affairs who will decide if the special circumstance warrants waiving the attendance requirement for that absence. This will be considered only if the student already has more than the number of absences which result in a failing grade in 650 or 675.

Class:

Students are expected to attend all classes. Arriving late for or leaving early from class beyond the bounds set by the course coordinator will be counted as an absence.

If a student is absent from a class, the student must contact the course coordinator by UMMC email prior to the next class session to make up the missed class. Any additional remedial assignments for the missed class will be at the discretion of the course coordinator. Failure to complete a missed class assignment in the time designated by the course coordinator will result in a failing grade (50) for that assignment. Failure to report an absence to the course coordinator prior to the next class session or failure to successfully complete any remedial assignment in the time designated by the course coordinator will result in a penalty of three points off the course final grade for each occurrence.

Rotations and Special Events:

For student rotations and certain special events, 100% attendance is required. Remediation is required if a student is absent for a rotation session or a required special event.

Depending on the session or event missed, that may involve hours in the rotation, service hours as determined by the Assistant Dean for Clinical Affairs, or other consequences as explained in the syllabus if the session or event is part of a course.

POLICY ON ETHICAL CONDUCT, CIVILITY, AND PROFESSIONAL BEHAVIOR FOR DENTAL AND DENTAL HYGIENE STUDENTS

Preamble

The Policy on Ethical Conduct, Civility, and Professional Behavior for Dental and Dental Hygiene Students of the University of Mississippi School of Dentistry exists as the guideline for expected personal, academic, and professional behavior of students. It is intended to serve as a framework for personal honor and integrity in keeping with the best tradition of the profession of dentistry and is based on the American Student Dental Association's and Student American Dental Hygienists' Association's formal policies dealing with ethical and professional behavior. The policy requires complete cooperation and support by students and faculty and willing compliance with both the letter and spirit of the policy. In order to promote an environment of professionalism in which ethical standards are the framework of day-to-day activity, it is necessary for the students at the University of Mississippi School of Dentistry to follow the policies of ethical behavior established by the American Dental Association and the American Dental Hygienists' Association published as the Principles of Ethics and Code of Professional Conduct. The student policy detailed below is based on the dental profession's **principle** of self-governance and stresses the responsibility of the individual in maintaining the highest possible standards of ethical behavior. Each student is expected to show an appreciation of the trust placed in him/her not only by personal professional conduct but also by insistence on the same standards among fellow students.

Obviously, dental education requires faculty evaluation of academic and clinical skills, including the ability to relate to patients and manage their welfare. As importantly, dental education also requires faculty evaluation of the student's personal and professional judgment and adherence to standards of ethics. The School of Dentistry will support and encourage the highest possible ethical standards. The direct and ultimate responsibility for the effectiveness of the Policy on Ethics, Civility, and Professionalism rests with the student.

Policy of Ethical and Professional Behavior

All dental and dental hygiene students are obligated to maintain high standards of moral and ethical behavior and to conduct themselves in a professional manner at all times, both on and off campus. This applies to the classroom, clinic, laboratory and other institutional facilities, externships, community service or meetings of professional organizations, as well as social events and personal encounters with other individuals.

Ethical and professional behavior by dental and dental hygiene students is characterized by honesty, fairness, and integrity in all circumstances, respect for the rights, differences, and

property of others, concern for the welfare of patients, always doing one's best in the delivery of care, and preservation of confidentiality in all situations where this is warranted. Unacceptable behavior includes but is not limited to forgery, intentionally deceptive alteration of documents, unauthorized possession of another's property, lying, embezzlement, plagiarism, cheating, abusive acts or language, possession or use of illicit drugs or weapons, sexually harassing language or behavior, deliberate disobedient or drunken behavior, and the infliction or threat of harm to others. Patient mismanagement including but not limited to: failure to provide a diligent and appropriate continuation of treatment, violation of patient confidentiality, provision of unsupervised treatment, and patient abandonment also constitute unacceptable behavior.

Civility Policy for the University of Mississippi School of Dentistry

Conflict in a professional setting is inevitable. It is therefore critically important to learn when and how to express feelings in ways that are effective and professionally appropriate.

Purpose

Clinic and classroom incivility has been shown to have a negative impact on students' efforts to succeed. These types of behaviors also infringe on the rights of others in the clinic and classroom environments. Additionally, these behaviors may have a negative impact on faculty, staff, and students physically and emotionally. The purpose of this policy is to ensure a work, clinic, and classroom environment that is professional, collegiate, supportive of all personnel, and conducive to learning and the provision of optimum patient care.

Environment of Academic Freedom

At the University of Mississippi School of Dentistry we value teamwork, diversity, innovation, integrity, and quality. All team members are expected to demonstrate the values of mutual respect, professionalism and courtesy. We are committed to treating all people in an open, fair, honest, and ethical manner. We strive to support each other and promote collaboration to achieve results. A necessary condition for these pursuits is an acceptance of the spirit of inquiry and a respect for diverse ideas and viewpoints. While the principle of academic freedom protects the expression and exploration of new ideas, it does not protect conduct that is unlawful and disruptive.

Environment Expectations for Civility

The University of Mississippi's School of Dentistry learning and care environments will be positive and supportive without disruptive or abusive behavior or harassment of any kind, and free from disrespectful or unprofessional conduct. The expectation is always that mutual respect and civility will prevail to ensure that every student has the optimum opportunity to learn and that each faculty member has the best opportunity to teach.

Difference of opinions or concerns related to the learning process are a part of the academic experience, but should occur in a manner that opens up dialogue and does not

threaten any member of the learning community.

Behaviors such as disparaging remark(s), patronization or condescension (verbal, tone, or body), intimidation, angry outburst, reluctance or refusal to answer questions, unwillingness to cooperate/collaborate or provide reasonable help, threatening body language and physical contact or unwillingness to participate in resolution of an interpersonal problem are not acceptable.

Examples of Civility

- Treating all persons with respect, courtesy, caring, dignity and a sense of fairness.
- Communicating openly, respectfully and directly with team members to promote mutual trust and understanding.
- Encouraging support and respecting the right and responsibility of all individuals involved in learning and in patient care to ensure individual safety and a quality learning environment.

Examples of Incivility include but are not limited to the following:

- Verbal or nonverbal conduct which directly or indirectly compromises quality of patient care, emotional well-being and/or physical safety of colleagues, patients, and visitors.
- Written or physical attacks, hostility, or threats of violence. Angry arguing, cursing or derogatory language, throwing things, pounding on or destroying property.
- Refusal to complete assigned tasks or answer questions or intentionally missing deadlines.
- Uncooperative attitudes with others.
- Unprofessional behaviors in the learning environment (i.e., eating, drinking, talking, sleeping, texting or web surfing, purposeful inattention to lecturer, leaving class early or coming late).
- Offensive remarks, gestures, threatening speech, physical contact, challenging instructors' knowledge and competence.
- Students demanding special treatment or circumstances not afforded to others.

At the beginning of their dental education at the University of Mississippi School of Dentistry and at the beginning of each subsequent academic year, all students will endorse and affirm the principles contained in this policy. The affirmation will be in writing and express the student's commitment to act in a manner consistent with the standards of ethics inherent in the policy.

Disciplinary Procedures Related to Uncivil/Disruptive Behaviors

The University of Mississippi School of Dentistry fosters an engaged yet civil learning environment which includes creating a setting for the safe and open exchange of ideas by all students. Each individual within this environment is responsible for ensuring that his or her own behavior promotes these goals. Uncivil behaviors both inside and outside the classroom will not be tolerated. The School of Dentistry takes seriously all allegations of incivility, including disruptive, disrespectful, or abusive conduct among faculty, staff, and/or students and will act promptly to investigate these allegations. Moreover, retaliation of any kind will not be tolerated against individuals who initiate formal complaint or allegation invoking this policy.

Formal complaint of perceived incivility shall be submitted in writing to the Office of Student Affairs. All complaints will be directed to the appropriate person for review. All complaints regarding students will be reviewed and addressed by the Student Ethics and Civility Council consisting of students appointed annually. Consequences of incivility can be counseling, written warning, anger management counseling, suspension, or dismissal.

Student Ethics and Civility Council

Membership

The membership of the Student Ethics and Civility Council will consist of twelve voting members, selected by the Assistant Dean for Student Affairs: two members from each dental class and two members from each dental hygiene class.

Chair

The Ethics and Civility Council will elect a chair annually. It is recommended that the chair have served on the council for at least one year previously.

Secretary

The chair will designate a secretary at each meeting to record minutes and write a summary of activity of that meeting.

Advisor

An advisor to the Ethics and Civility Council will be appointed by the Dean on an annual basis.

Meetings

The Ethics and Civility Council will meet as often as necessary to carry out its responsibilities. A quorum to conduct business will consist of seven members.

Role

The Student Ethics and Civility Council serves in an advisory capacity to the Dean. The final decision regarding the recommended actions to be taken rests solely with the Dean.

Ethics and Civility Council Procedure

Reporting of Perceived Violations

Any student, faculty, or staff member who has reason to believe that a violation of the Ethics or Civility Policy has occurred has a duty to report the violation to their Ethics and Civility Council Representative or to the Assistant Dean for Student Affairs.

Perceived violations of the Ethics or Civility Policy that have occurred will be reported in writing to the Assistant Dean for Student Affairs. Complaints should be reported in a timely manner, preferably within six months of the time that the violation occurs. All complaints must be in writing and signed, and will be directed to the Assistant Dean for Student Affairs. The Assistant Dean will forward all complaints to the Chair of the Ethics and Civility Council for review.

Preliminary Hearing Procedure

Upon receiving the written report of a perceived violation, the Ethics and Civility Council will convene for a preliminary meeting. As part of this hearing, the Council will review the current complaint and have access to any past complaints in which sanctions were given. The Council will then determine if a violation of the School's Policy has occurred. If so, the Council Chair will notify the Assistant Dean for Student Affairs, who will then notify the accused student in writing of the complaint and his/her existing rights under the School of Dentistry due process policies. This written notification will include the following:

- the nature of the complaint;
- the possible penalties facing the student – mandatory counseling, a written warning, and other sanctions up to and including suspension and dismissal;
- the right to a hearing if the student contests either the charge(s) or subsequent disciplinary action;
- the procedure to be followed when requesting a hearing before the Ethics and Civility council, and notice the request must be made in writing within five (5) days of receipt of the complaint notice;
- the right to have an advisor or legal counsel available during the process; the student must inform the Council's Faculty Advisor of any plans to have such an individual present at least 48 hours in advance of the requested hearing or the hearing may be rescheduled. The role of the student's advisor or legal counsel is limited to an advisory capacity only. Making opening or closing statements, questioning witnesses, making oral arguments, and other such active participation is not allowed.
- the right to hear, examine, and question all evidence; however, face-to-face confrontation or cross-examination of witnesses is not allowed.

- The maintenance of a written record of the case is kept in the student's personal file if sanctions are imposed or not; these records will be maintained in the office of the Assistant Dean for Student Affairs until the time the student graduates. Access to these records for subsequent review by the Student Ethics and Civility Council will be provided upon request;
- the right to appeal any adverse decision and action by the Ethics and Civility Council to the Dean.

Hearing Procedure

If the accused student requests a hearing to contest the accusation, the chair of the Student Ethics and Civility Council will conduct the hearing within the following general guidelines:

- the Student Ethics and Civility Council serves as the hearing panel.
- Council members will be impartial; if any member lacks impartiality, he or she should recuse himself/herself from the hearing proceedings.
- the hearing will be held as soon as is reasonable following the accused student's request for a hearing.
- the accused has the right to appear at the hearing, to ask questions, examine evidence and make formal statements on their own behalf. The accused is not allowed to confront or cross-examine witnesses.
- the chair will designate a secretary at each meeting to record minutes and write a summary of activity of that meeting; if recommendations for actions are made by the Council to the Dean, the secretary will draft a letter to the Dean, have it reviewed for accuracy and content by the Council's faculty advisor, make noted corrections, and forward the letter to the Dean.
- Following the hearing, the Ethics and Civility Council will meet to consider all relevant information and decide whether an ethical or civil violation has occurred. A determination that the ethical violation has occurred will require a simple majority vote of the council. The decision will be predicated on the evidence taken as a whole demonstrating that the behavior in question was sufficiently compelling to warrant a recommendation to the Dean.
- The Council will present its findings, conclusions, and recommendations for disciplinary action in writing to the Dean. The Dean will consider this information in the ultimate disposition of the case.
- The Student Ethics and Civility Council, the advisor for the Council, the accused student, and the complainant(s) will receive a written statement from the Dean outlining the findings in the case and sanctions, if any, to be imposed.

Right of Appeal

Dismissal

Subsequent to the Dean's approval of a recommendation for dismissal, and after written notification, the student has the right to appeal.

- The Office of the Dean notifies the student by e-mail and certified letter (return receipt requested) of the decision and all necessary details related to the implementation of the action. Copies of the notification are sent to the Associate Dean for Academic Affairs, Assistant Dean for Clinical Affairs, Assistant Dean for Student Affairs, and all Department Chairs.
- Written notification to the student includes a statement of the process and the deadline for appeal.
- Appeal of the decision must be made by the student, in writing, to the Dean within five (5) working days of the date on the letter of notification.
- The Assistant Dean for Student Affairs is available to serve as student advocate in the appeal process and should be consulted as early as possible in the appeal process.
- Upon receipt of a valid request for appeal of the decision, the Dean shall call the appeals committee to gather information from the student and all pertinent parties. The appeals committee shall consist of at least three School of Dentistry chairs. The minutes of the appeals committee meetings and the recommendation of the committee are to be submitted in writing to the Dean.
- The student is permitted to have an advisor or legal counsel in solely an advisory capacity present during the appeal. The Dean must be informed of any plans to be accompanied by legal counsel at least 48 hours in advance or the appeal may be rescheduled.
- The appeals committee, the student, and the Assistant and Associate Deans shall be informed in writing of the Dean's decision. The decision of the Dean shall be final.

Other Actions (Other than dismissal)

- Following written notification to the student of an action other than dismissal, the student has the right to appeal in writing to the Dean within five (5) working days of the date of notification. Written notification to the student includes a statement of the process and the deadline for appeal. After review, the Dean may either uphold or set aside the action or may call the academic appeals committee for consideration of the appeal. The decision of the Dean in the matter is considered final.

The following shall apply if the appeals committee is called upon for a decision:

- The Assistant Dean for Student Affairs is available to serve as student advocate in the appeals process and should be consulted as early as possible in the appeals process.
- Upon receipt of a valid request for appeal of the decision, the Dean shall call the appeals committee to gather information from the student and all pertinent parties. The appeals committee shall consist of at least three School of Dentistry chairs. The minutes of the committee meetings and the recommendation of the committee are to be submitted in writing to the Dean.
- The student is permitted to have an advisor or legal counsel in solely an advisory capacity present during the appeal. The Dean must be informed of any plans to be accompanied by legal counsel at least 48 hours in advance or the appeal may be rescheduled.
- The minutes of the committee meetings and the recommendation of the appeals committee are to be submitted in writing to the Dean.
- The appeals committee, the student, and the Assistant and Associate Deans shall be informed in writing of the Dean's decision. The decision of the Dean shall be final.

Disciplinary Procedures Related to Uncivil/Disruptive Behaviors for Faculty and Staff

Formal complaints regarding staff will be reviewed and addressed by their immediate supervisor. Formal complaints regarding faculty will be addressed by the chairman of the department in which the faculty has his/her primary appointment. If the chairman deems assistance is needed in rendering a decision regarding the occurrence, the decision will be made in conjunction with the Associate Dean for Academic Affairs or Assistant Dean for Clinical Affairs. Formal complaints regarding chairman or executive faculty will be addressed by the Dean. Consequences of incivility can be counseling, written warning, anger management counseling, suspension, or termination. Corrective action for faculty and staff will be handled consistent with UMMC employment policies and procedures. (Refer to the policy in the Faculty and Staff handbook or policy directory, <https://intranet.umc.edu/Documents/FacultyStaffHandbook.pdf>.)

STUDENT EXECUTIVE COUNCIL CONSTITUTION AND BYLAWS

Preamble

We, the students of the University of Mississippi School of Dentistry, in order to promote the general welfare of the Student Body, to provide proper and adequate management of student affairs, and to clarify our necessary and proper obligations and responsibilities to our fellow professional students, do create this charter in accordance with Article IV,

Section III of the Constitution of the Associated Student Body of the University of Mississippi Medical Center.

ARTICLE I - General

Section I. Name

The name of the organization shall be “The University of Mississippi School of Dentistry Student Executive Council,” which shall represent the Student Body of the University of Mississippi School of Dentistry.

Section II. Purpose.

- To represent the students in those policy making bodies of the dental school as appropriate
- To contribute to the welfare of the dental students and dental hygiene students
- To contribute to the development of interprofessional activities
- To provide means that all dental students and dental hygiene students may come together in mutual endeavor for the betterment of the University of Mississippi School of Dentistry and the profession of dentistry
- To serve as the collective voice of the student body
- To act as liaison for student-faculty relations

Section III. Definition of a Student

Students, as defined herein, refer to individuals who are duly registered as full time, pre-doctoral students and full-time dental hygiene students of the University of Mississippi School of Dentistry.

ARTICLE II - Elections

Section I. Voter Qualifications.

Eligible voters are full-time pre-doctoral dental students and full-time dental hygiene students registered at the University of Mississippi School of Dentistry as defined by the Office of Student Records and Registrar.

Section II. Method of Voting

The method of voting will be by secret ballot as administered by the elections committee.

Section III. Candidacy

- The senior class president will be in charge of all general elections and will be the chair of the elections committee. The chair will appoint members of the committee from the student body.
- Those wishing to run for the offices of student body president, vice-president, and secretary-treasurer must submit their intention in writing to the elections committee. Candidates for these offices will be given the opportunity to speak before the student body concerning their interest in and qualifications for the positions.
- Those wishing to run for the office of dental hygiene representative must submit their intention in writing to the elections committee. Candidates for this office will be given the opportunity to speak before the student body concerning their interest in and qualifications for the position.

Section IV. Election Dates

- General elections will be held prior to the center-wide Associated Student Body elections.
- Elections for class officers and other positions will occur after the general election, and before the end of the academic year.

Section V. Outcome

The winner will be elected by a simple majority (greater than 50%) of the votes cast.

ARTICLE III - Structure

Section I. Membership and Voting Rights

- President of the Student Body (executive council chair) 1 vote
- Vice President of the Student Body (vice-president of the executive council) 1 vote
- Secretary-treasurer of the student body (secretary-treasurer of the executive council) 1 vote
- Dental Hygiene representative for the student body (representative of the executive council) 1 vote
- President of each of the four dental school classes 4 votes
- President of each of the two dental hygiene classes 2 votes

- Vice-president of each of the four dental school classes 4 votes
- Vice-president of each of the two dental hygiene classes 2 votes

Sixteen Voting Members

Section II. Limitations.

The president of the student executive council may hold only that office on the council and no other elected class office.

Section III. President of Student Body (Executive Council Chair).

The student body president must be a senior during this term of office. The president:

- Presides over the executive council
- Is primary representative of the student body
- Coordinates action taken by the executive council
- Provides agenda of meetings at least two days prior to regularly scheduled meeting
- Is responsible for the student part of the orientation for the entering (D-1) class
- Has internal emergency powers which may be exercised in the event of a crisis
- Has authority to delegate responsibility to the vice-president in affairs concerning the student body

Section IV. Vice-President of Student Body.

The student body vice-president may be either a junior or senior during the term of office. The vice-president of the student body will perform those duties as defined in Article III, section III in the absence of the president. This position is vice-chair of executive council.

Section V. Secretary-Treasurer of Student Body.

The secretary-treasurer is elected from the senior, junior or sophomore class by the student body. He or she:

- Records minutes of all meetings
- Is responsible for all records, documents, and correspondence of the council as directed by the president

- Maintains a detailed record and is responsible for all financial transactions of the council
- Distributes agenda prior to meetings
- Is responsible for information placed on the associated student body calendar

Section VI. Representatives to the Associated Student Body.

- Representatives will be as specified in the constitution of the Associated Student Body.
- At this time the representatives are:
 - President of the dental school executive council
 - President of the senior class.

ARTICLE IV - Amendments to Charter (Ratification)

The charter can be amended or ratified by a two-thirds majority vote of the voting members of the Student Executive Council and two-thirds majority of those voting in general meeting.

GENERAL POLICY STATEMENTS

Alcohol, Controlled, and Illegal Substance Testing

When reasonable suspicion exists that a student has violated the Alcohol and Illegal Substance Use Policy, that student may be requested to have appropriate controlled substance testing. This testing will be done by Employee and Student Health Services. A positive test result or refusal to be tested may result in disciplinary action including dismissal. In this regard, the Medical Center's relevant policies and procedures as outlined in the Faculty and Staff Handbook and Personnel Procedures will be followed.
<https://intranet.umc.edu/Documents/FacultyStaffHandbook.pdf>

Alcohol, Controlled, and Illegal Substance Use

Possession and use of alcohol or other illegal or controlled substances such as narcotics, barbiturates, hallucinogenics, amphetamines, and marijuana is prohibited on the Medical Center campus, in other training sites such as affiliated hospitals and clinics, or in extramural settings. Possession, use, or sale of such substances is cause for dismissal from the School of Dentistry.

Prescription drugs may be possessed and used on the Medical Center premises only in the manner, combination, and quantity prescribed. Such use is allowed only as long as ability

to perform student responsibilities and duties is not affected.

Any student whose off-campus use of alcohol, illegal substances, or prescription drugs interferes in any way with performance as a student may be referred to Student Health Services for evaluation. In addition, the student will be subject to disciplinary action including dismissal.

Chemical Dependency Policy

The University of Mississippi School of Dentistry is supportive of the effort of chemically dependent students to become free of their dependency problems. In dealing with chemically dependent students, the School's procedure includes intervention and requiring students to participate in treatment and rehabilitation programs. This policy was established to ensure the safety of patients with whom students may come in contact and to protect the interest of patients, students, and faculty.

The following steps will be followed as soon as a student has been identified as having a chemical dependency problem.

- The Assistant Dean for Student Affairs will arrange with the student appropriate referral to a program for the treatment of chemical dependency. The student will be required to provide the Assistant Dean for Student Affairs with evidence of successful completion of the program.
- If appropriate, the student will be granted a medical leave of absence from the school. The final decision for granting such leave will rest with the Dean based upon the recommendations of the Assistant Dean for Student Affairs and Associate Dean for Academic Affairs.
- Upon successful completion of a treatment program, the student will be counseled by the Assistant Dean for Student Affairs to join a sobriety support group. The student will be asked to give the Assistant Dean for Student Affairs permission to solicit letters of reference from counselors, employers, or members of the sobriety support group in order to monitor the progress of the student's rehabilitation.
- The student who has completed such treatment and returned to school is subject to follow-up controlled substance tests administered by Employee and Student Health Services. A positive test result or refusal to have the test may result in appropriate disciplinary action including dismissal.
- The Assistant Dean for Student Affairs in consultation with the Associate Dean for Academic Affairs will make recommendations to the Dean to allow the student to resume his or her education after obtaining evidence that the student has successfully completed the treatment program and is participating in a rehabilitation program.

- It is emphasized that to the extent possible the procedures outlined above will be handled in strict confidence.

Cultural Diversity

The University Medical Center and School of Dentistry are committed to maintaining an educational environment that fosters respect for and sensitivity to individual differences. That commitment is also intended to promote personal and professional development and to provide each student the opportunity to succeed regardless of race, ethnicity, gender, or socioeconomic status.

Dress Code: Clinical

Student providers are required to wear scrubs selected by the administrative committee in the color selected by each class. Student providers are responsible for providing their own clinical scrub tops and pants.

Clinical Scrub Attire

Scrubs should be clean; top and bottom should be of matching color. Scrubs should not display any extra logos or embellishments. Plain, neutral t-shirts may be worn underneath, but they must be tucked into pants. White or light-colored, or lightweight scrub attire with any transparent qualities is not acceptable. Clinical scrub attire should be worn with a white laboratory coat or jacket when not engaged in clinical activities. White laboratory coats or jackets should be buttoned. Scrub attire should be worn by School of Dentistry student providers engaged in direct patient care. School of Dentistry student providers are not authorized to wear scrubs that are the property of the Medical Center unless while directly engaged in University Hospital patient care.

Personal Protective Attire

Student providers must wear long-sleeved School of Dentistry personal protective attire or clinical operating gowns during splatter or aerosol-inducing clinical activities. Scrub tops should be worn beneath personal protective attire. Some clinical activities (e.g. observation) do not require the use of personal protective attire or clinical operating gowns. Clinics where these activities occur must still comply with all other policies and procedures related to personal protective equipment as outlined in the School of Dentistry Exposure Control Plan. Clinical operating gowns must be retrieved from and returned to the same clinic where they are used. Gowns must be removed before leaving a clinical area. When protective attire is removed upon leaving a clinical area, the student provider may reuse the same protective attire the same day in the same clinical area if it is not soiled.

Protective Eye Wear

Eyewear with side shields or a full-face shield must be worn during splatter or aerosol-inducing procedures and at other times as deemed necessary.

Masks and Gloves

Masks and gloves must be worn by students in accordance with the School of Dentistry Exposure Control Plan and must never be worn outside clinical areas. They must be properly disposed of prior to leaving the clinical area.

Shoes

Clean and neat tennis shoes may be worn with scrubs. Shoes must be worn with socks or hose and must be clean and professionally suitable in both appearance and comfort. Sandals, open-toe and flip-flop style footwear should not be worn for clinical activities.

Additional information concerning student clinical dress can be found in the School of Dentistry's Clinical Operating Manual. Students will be provided electronic access to the Clinical Operating Manual and a copy is available in the Office of Clinical Affairs.

Hair

Hair should always be clean and well-groomed and styled so that the face is visible. Long hair should be pulled back and away from the face when in the clinical setting. Extreme hair color or style distracts from a professional appearance and is not acceptable.

ID Badge

Student providers should wear their ID badges at all times. The badge should be worn under any personal protective attire on the front, upper torso affixed to a collar, pocket, lapel or displayed on a short neck strap.

Dress Code: Non-Clinical

Attire and grooming reflect personal taste and are influenced by the cultural environment in which the individual lives and works. The personal taste of a professional should reflect concern for patients and colleagues.

Individuals in their own professional and private settings may decide for themselves what appearance facilitates the accomplishment of their goals. Within the School of Dentistry and the University of Mississippi Medical Center, this is best accomplished by a reasonable degree of conformity in the matter of attire and grooming.

All students are expected to adhere to the following School of Dentistry Dress/Appearance Code. The code is augmented for the clinical environment with policies addressing personal protective equipment and scrub attire found in the Clinical Operating Manual under clinical attire. Students are required to wear scrubs selected by the administrative committee in the color selected by each class. The following guidelines should be followed:

Scrubs – Scrubs are acceptable wear both in the classroom and hospital setting. Scrubs should be clean; top and bottom should be of matching color. Scrubs should not display any extra logos or embellishments. Plain, neutral t-shirts may be worn underneath, but they must be tucked into pants. Clean and neat tennis shoes may be worn with scrubs.

If professional dress is required by students, the following guidelines should be followed:

Professional Dress Guidelines

Shirts – Men should wear button down shirts. Women’s shirts should not be low cut or excessively clinging; these tops must have sleeves.

Pants, Skirts, Dresses – These items should not be denim, and neither capris nor shorts are appropriate. Dresses and skirts must be of sufficient length to reach an ID card placed vertically at the knee. Men are required to wear belts with their pants.

Shoes – Shoes should be clean, neat and always with closed toes. Heels should be of modest height. Sandals, flip flops and house shoes are not appropriate.

ID Badge – Students should wear their ID badges at all times. 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 neck strap.

Hair – Hair should always be clean and well-groomed and styled so that the face is visible. Extreme hair color or style distracts from a professional appearance and is not acceptable.

Facial Hair – Students who wear mustaches, beards, or sideburns should keep them trimmed appropriately and well-groomed. Those who shave their facial hair should make every effort to maintain a clean-shaven look.

Accessories – Minimize excessively bright, dark or creatively-colorful nail polish. As a health precaution, no false nails are allowed and natural fingernails should not extend more than ¼” past the fingertip. Makeup should not be distracting. Hats and sunglasses should not be worn indoors. Tattoos should be covered. Visible piercings should be limited to the ears only, and earrings should not exceed 1 ½” in size. Refrain from excessive use of fragrant hairspray, perfume or cologne.

Educational Supplies

Dental students are provided numerous types of dental materials/supplies during their dental education and such items are included as part of their tuition and fees. However, additional educational supplies above the normal threshold may be purchased by the student on an individual basis. Students will be charged for any supplies that exceed the normal allowance.

Emergency Closing Policy

To determine whether the school is closed because of inclement weather or other emergency situations, the student can contact the Office of Academic Affairs (601-984-6015), the Office of Clinical Affairs (601-984-6025), or the Office of Student Affairs (601-984-6009) or check www.umc.edu for up to date information about cancellations and closings. The policy of the Medical Center is that unless officially closed, all Medical Center programs including the School of Dentistry maintain normal operations during inclement weather and other emergencies. Only the Office of the Vice Chancellor can authorize general cancellation of classes at the Medical Center.

Equal Education Opportunity for Persons with Disabilities

The University of Mississippi Medical Center is committed to the goal of achieving equal educational opportunity for qualified persons with disabilities. For detailed information about the Americans with Disabilities Act as it applies to educational programs in the School of Dentistry, please contact the school's Assistant Dean for Student Affairs.

Immunization Policies

Immunization Requirements

<https://documents.umc.edu/ViewPolicy.aspx?pid=E-AA-GEN-GEN-PO-00018>

UMMC Healthcare Professional Student Immunization Requirements

Entering medical, dental, pharmacy, nursing, SHRP and other healthcare professional students are required to have the following:

- Two- dose Varicella vaccination series given at least 30 days apart OR proof of immunity through blood titer for students who have had a previous Varicella infection is required.
- Proof of up-to-date Tetanus/Diphtheria/Pertussis vaccine. The last dose must have been given within 10 years. If only tetanus /diphtheria vaccine (Td) was administered, a single booster dose of Tdap is required. Tdap can be administered regardless of the interval since the last dose of Td. International students must provide documentation of 3 previous doses of Tetanus/diphtheria. One of these must be Tdap vaccine.
- Proof of completion of a three-dose series of hepatitis B or a blood test confirming immunity to Hepatitis B is required. If you have not completed the series before school entry, the second and/ or third doses may be obtained at Student/Employee health for a fee. The series MUST be completed by the end of the first semester.
- Documentation of two (2) doses of live MMR (measles, mumps and rubella) vaccine for persons born in 1957 or later. The doses must have been administered at least 28 days apart and at or after 12 months of age. Laboratory evidence of immunity to measles, mumps and rubella OR laboratory confirmation of disease

OR birth before 1957 is acceptable.

- Meningococcal vaccine: Students with anatomic or functional asplenia or persistent complement component deficiencies should have received a 2-dose meningococcal conjugate vaccine series.
- Mandatory annual influenza vaccine once between September-March for students who have no contraindications or exemptions.
- Two dose varicella vaccination series given at least 30 days apart OR proof of immunity through blood titer for students who have had a previous varicella infection is required.

Record of vaccination should be documented on the Mississippi Certificate of Immunization Compliance, Form 121. This form must be completed by a licensed healthcare provider: a physician, a licensed nurse practitioner, a licensed nurse or a public health official.

Post-graduate or other research students who will be working solely in a laboratory are required to meet the above vaccine requirements. In addition, microbiologists who are routinely exposed to *N. meningitidis* isolates, are required to have received one dose of meningococcal vaccine with a booster dose every 5 years, if the risk of exposure continues.

Reference: Immunization of Health-Care Personnel: Recommendations of ACIP. MMWR 2011; 60 (RR07):1-45.

Institutes of Higher Learning Policy on Hepatitis Immunization

In compliance with the Institutes of Higher Learning Proof of Immunization Policy, 602.02, a first year student, D1, not having shown documented proof of hepatitis B vaccination, 3 shot series, by the end of the fall semester will be placed on probation. Without documented proof of hepatitis B vaccination by the end of the spring semester the student will be dismissed without the option to repeat the first year in its entirety.

Student TB Testing Policy

<https://documents.umc.edu/ViewPolicy.aspx?pid=E-AA-GEN-GEN-PO-00016>

PURPOSE: To establish effective TB screening for student applicants.

POLICY:

Students accepted to all UMMC academic programs will provide proof of TB testing within three (3) months prior to the date of school entry. Individuals for whom testing is medically contraindicated will provide sufficient evidence from a qualified medical provider to document their TB status. Cases in which applicants test positive for TB or who have special circumstances regarding their TB status will be reviewed by the medical

director of student employee health. Further evaluation may be required. UMMC reserves the right to revoke acceptance of students and to deny admission to any of its programs as it determines appropriate based on TB status and the best interests of the Medical Center.

Tuberculosis Policy

Tuberculosis Screening:

A two-step TB skin test is required for baseline TB screening of all students. Accepted students must submit documentation of a two-step TB skin test performed within 90 days (3 months) prior to school entry. The second dose of the two-step TB test must be placed within 28 days of the initial TB skin test. If the TB skin test is positive, a chest X-ray report must also be submitted. US students who have been undergoing annual TB skin test screening prior to enrollment may submit 2 consecutive annual reports of negative TB skin tests, one of which must have been done within the past 3 months, in lieu of the two-step TB skin test.

International students with a previous positive TB skin test or students with a history of immunization with BCG should submit a report of a Quantiferon TB Gold/ T-spot TB blood test obtained within 3 months prior to school entry. They should not complete TB skin testing. If the blood test is positive, a chest X-ray report obtained within 3 months of school entry must be submitted.

Background:

The American College Health Association recommends that all incoming students should be screened for risk factors for tuberculosis (TB) and those with risk factors and all international applicants should undergo Mantoux or interferon gamma release assay testing. The CDC recommends that all students in a health care setting should undergo testing.

SCOPE: All UMMC schools

PROCEDURES: None applicable

REFERENCES:

Tuberculosis (TB). [Internet]. Centers for Disease Control and Prevention. [Updated 2013 September 6; cited 2014 March 12]. Available from <http://www.cdc.gov/tb/topic/testing/>.

Department of Health and Human Services, Centers for Disease Control and Prevention. Guidelines for Preventing the Transmission of Mycobacterium tuberculosis in Health-Care Settings. Morbidity and Mortality Weekly Report. 2005; 54(RR-17): 1-141.

American College Health Association. ACHA Guidelines: Tuberculosis Screening and

Targeted Testing of College and University Students. 2012 April [cited 2014 March 12]. Available from http://www.acha.org/publications/docs/ACHA_Tuberculosis_Screening_Apr2012.pdf

Personal Search

While on Medical Center property, students are subject to search of their person, belongings, and any assigned or used locker or other such space. The search may be conducted by campus police or other designated university officials.

Policy and Guidelines for Personal Use of Social Media* (1/9/2014)

SCOPE:

This policy applies to all employees, students, contractors and volunteers as it relates to their employment, academic, or business relationship with the University of Mississippi Medical Center (UMMC).

For the purpose of this policy, “personal use” is defined as social media activity using your own personal or professional social media accounts.

UMMC-affiliated entities, including schools, clinics, departments, practices, groups, etc., use of social media are not regulated by this document. For questions regarding social media accounts run by UMMC-affiliated entities, please contact the Division of Public Affairs. (601-984-1100)

PURPOSE:

The University of Mississippi Medical Center recognizes that social media is an important and timely means of communication. However, those who use social media must be aware that posting certain information is illegal and use of social media during working hours as well as related to job functions should be self moderated. Offenders may be subject to criminal and civil liability, and adverse institutional actions. The purpose of this policy is:

- To provide guidelines outlining how University of Mississippi Medical Center employees, students, contractors and volunteers can engage in the appropriate use of social media platforms;
- To minimize the business, legal, and personal risks that may arise from an individual’s use of social media; and
- To protect the privacy and safety of UMMC patients, students, employees, and contractors.

POLICY:

It is the policy of UMMC that the use of social media will be done in conjunction with the principles of the UMMC Code of Conduct, the UMMC Information Policy and

compliance with all federal and state rules and regulations as well as the following delineated prohibited uses and best practices.

DEFINITIONS:

Social Media – The term ‘social media’ refers to various types of interactive communities typically accessed through the World Wide Web or mobile device and computer applications (apps). The communities are usually characterized by user-generated content, user-shared content or areas designed for free and open discussion, or can be a mix of all three.

Social media outlets, including discussions boards, may or may not be monitored or regulated. It is up to each user of a social media outlet or participant in a virtual discussion to regulate his or her content that is added or shared with the community.

Social media includes, but is not limited to blogs (Blogger, Blogspot, Wordpress, etc.), photo and/or video-sharing sites and apps (YouTube, Flickr, Instagram, SnapChat, Vine, etc.), e-zines (digital magazines), wikis (Wikipedia), social networks (Facebook, Twitter, LinkedIn, Pinterest, etc.), video and audio podcasts (posted to the web or hosted by applications (ex.: iTunes), ratings sites and apps (Urbanspoon, Yelp, Rate My Professor, etc.), and discussion sections of web pages or applications (comment section under articles on news or information websites).

PROHIBITED USES:

- You may not post the personal information or photograph of any patient at UMMC. Removal of an individual’s name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, types of treatment, or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from one of the medical outreach trips) may still allow the reader to recognize the identity of a specific individual. Posting of patient information could violate state or federal laws such as the Health Insurance Portability and Accountability Act (HIPAA).
- You may not post private (protected) academic information of a student or trainee. You may not post the personal information or photograph of any student/trainee at UMMC. Posting of inappropriate student/trainee information could violate federal laws such as the Family Educational Rights and Privacy Act (FERPA). However, this policy does not prohibit a student/trainee from posting his or her own information. Additionally, the policy does not prohibit posting information or photographs related to non-UMMC interactions and activities.
- You may not post vulgar, false, obscene, harassing statements, or statements disparaging the race, religion, age, sex, sexual orientation or disability of any individual with whom you come into contact as a result of your role at UMMC.

- You may not disclose any financial, proprietary, or other confidential information of UMMC.
- You may not present yourself as an official representative of, or spokesperson for, UMMC.
- You may not utilize UMMC’s trademarks or logos.
- You may not represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent the prohibitions included herein.
- You may not utilize websites and/or applications in a manner that interferes with your work responsibilities. That is, do not tie up UMMC computers or phone lines with personal business when others need access.
- You may not utilize your official UMMC email address for social media purposes unless specifically authorized to do so by the Division of Public Affairs.
- Staff in patient care roles may not initiate requests to connect with patients through social media.
- Supervisors may not initiate requests to connect through social media to their employees.
- Faculty should employ the highest professional and ethical standards in any social media interactions with students enrolled at UMMC.

SOCIAL MEDIA BEST PRACTICES/PERMITTED USES:

Individuals must make every effort to present themselves in a mature, responsible, and professional manner when utilizing social media. Communications must always be civil and respectful. Please be aware that no privatization measure is perfect and undesigned persons may still gain access to your networking site. Further, litigation involving such issues is complex, as the content on social media sites is easily misconstrued, permanent, discoverable by courts, and utilized in these adversarial proceedings. Any digital exposure can “live on” beyond its removal from the original website and continue to circulate in other venues.

Therefore, **think** carefully before you post any information on a website or application, and consider your goals in participating. Make sure you are choosing the most relevant platform and **adding value** to the discussion. **Listen** before you engage and always be modest, respectful, and professional in your actions. To help facilitate these goals, the following best practices are encouraged:

- Make sure your posts are relevant and accurate.
- Make it clear that you are speaking for yourself and not on behalf of UMMC. You

may consider adding a disclaimer such as "The views expressed on this (blog, website, etc.) are my own and do not reflect the views of my employer, UMMC."

- You may also include a disclaimer as to medical advice when posting education information.
- Seek permission from co-workers prior to posting any personal information or photographs related to UMMC interactions or activities.
- UMMC discourages clinicians from having social media relationships with patients.
- Utilize citations whenever possible to prevent copyright and intellectual property issues.

VIOLATIONS/ENFORCEMENTS:

Disciplinary actions will be undertaken in accordance with Attachment 2 of the Compliance Plan. The disciplinary procedure is also described in the UMMC Faculty and Staff Handbook, <https://intranet.umc.edu/Documents/FacultyStaffHandbook.pdf> Student disciplinary actions will be undertaken according to established policies and procedures within the school in which a student is enrolled, as outlined in the Bulletin, <https://www.umc.edu/uploadedFiles/UMCedu/Content/TitleTOC.pdf>

Failure to comply with the policy requirements may result in sanctions ranging from counseling to suspension pending termination. Violations of federal and state laws may also result in criminal or civil action undertaken by the government.

EMPLOYEE AFFIRMATION/ACKNOWLEDGEMENT:

This policy will be disseminated during annual compliance training. Each employee, student, and contractor will acknowledge the adherence to the policy at this time.

*This policy shall not be construed to impair any constitutionally protected activity, including speech, protest, or assembly.

Privacy Screens – (2/2017)

POLICY: UMMC School of Dentistry Policy on Privacy Screens for All Electronic Viewing Screens

PURPOSE: To define the requirements for and implementation of computer monitor privacy screens

POLICY:

The Health Insurance Portability and Accountability Act (HIPAA) requires the University of Mississippi Medical Center to appropriately safeguard protected health information

(PHI). The School of Dentistry, in a reasonable and effective initiative to better protect PHI, requires privacy screens to be installed on computer monitors or other electronic device viewing screens in any public environment in which protected health information is being viewed. In addition, all computer monitors and other electronic device viewing screens should be positioned so that the monitor/viewing screen is facing away from patients or others in the area.

Failure to conform to this policy will result in penalties including loss of clinical access/privileges and up to dismissal.

Sexual Misconduct, Sexual Assault and Sexual Harassment Policy and Procedure (Title IX) for Students and Employees (revised 2/1/2017)

<https://documents.umc.edu/ViewPolicy.aspx?pid=E-AA-GEN-GEN-PO-00021>

UMMC prohibits sexual misconduct in any form, including sexual assault or sexual abuse, sexual harassment, and other forms of nonconsensual sexual conduct. The link above will take you to the current Sexual Misconduct, Sexual Assault and Sexual Harassment Policy and Procedure (Title IX) for Students and Employees. Students are strongly encouraged to read the entire UMMC Sexual Misconduct, Sexual Assault and Sexual Harassment Policy and Procedure (Title IX) for Students and Employees.

Technical Standards for Admission

[https://www.umc.edu/Education/Schools/Dentistry/Student_Affairs\(SOD\)/Technical_Standards.aspx](https://www.umc.edu/Education/Schools/Dentistry/Student_Affairs(SOD)/Technical_Standards.aspx)

The Dean and faculty's recommendation that a student be granted the D.M.D. degree by the University of Mississippi Medical Center signifies that the recipient of that degree possesses the knowledge, skills and attitudes to provide care across a wide spectrum of dental health needs and to function effectively in varied clinical settings. The dental practitioner must exhibit a unique combination of scientific and health care knowledge, technical abilities, communication and interpersonal skills, as well as professional attitudes and behaviors in order to deliver the dental health care that is required and expected of today's dental professional.

The University of Mississippi School of Dentistry has a responsibility for the welfare of patients treated at the school and a responsibility to graduate the best possible practitioners. Therefore, the School of Dentistry maintains certain minimum technical standards for admission to the school. Applicants must possess a basic core of skills and abilities that will allow them to successfully complete the dental curriculum and benefit fully from their professional education. As an integral part of their education, students are required to provide treatment for patients who seek care at the School of Dentistry; the school has the responsibility of ensuring the safety of those patients. This includes the completion of treatment safely and within an acceptable amount of time.

It is the responsibility of the candidate for admission to review the technical standards for admissions. A detailed description of these technical standards is provided in the document University of Mississippi School of Dentistry Technical Standards for Admission. To receive academic accommodations at UMMC, all students must contact

the Office of Academic Support and complete the appropriate process.
[Http://www.umc.edu/academic_support/](http://www.umc.edu/academic_support/).

Academic Accommodations

https://www.umc.edu/Academic_Accommodations/

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).

UMMC provides reasonable academic accommodations to students on campus who request accommodations and who meet eligibility criteria. For more information on how to request academic accommodations, individuals should go to the Office of Academic Support webpage.

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

Tobacco Use

The use of all tobacco products is prohibited on the campus of the University of Mississippi Medical Center.

Travel Policy (Student)

State of Mississippi statutes and University of Mississippi Medical Center policies and procedures apply to all student travel, regardless of funding source. This policy serves to further explain School of Dentistry limitations and/or restrictions, and is applicable to student travel funded by the Office of the Dean. This policy will in no way be interpreted to circumvent applicable state laws and UMMC regulations.

Exposure to a national or regional meeting is an invaluable educational experience and such school supported travel is a privilege and not an entitlement. In order for the School to provide such an opportunity with limited funds, certain restrictions will apply. Students of the same gender will be required to share rooms where feasible. The hotel costs will be reimbursed based on half of a double occupancy room rate for a room with no frills, i.e., no suites, no ocean view. Any student given the opportunity to share room costs, but who refuses to do so for whatever reason will have his or her travel reimbursement reduced by the additional funds required to fund the other student's higher hotel costs. Students must work with other students to book hotels so that all hotel costs are shared and not just some costs shared.

Travel must be arranged so that minimum airfare costs are obtained. Airfare should be booked in advance, 60 days for domestic flights and 90 days for foreign flights. For those meetings close enough where the appropriate mode of transportation will be by car, students should make arrangements to travel together. Reimbursement for mileage will be based on one vehicle shared by two or more students. Final arrangements should not be booked until the Dean has approved the travel request.

Student travel funded by the Dean will be approved based on fund availability. Travel requests must be submitted to the Dean in accordance with UMMC travel policies and procedures. Any funds received as awards, stipends, allowances, etc. will be used to reduce the amount reimbursed by the Dean. Any cost saving arrangements, i.e. staying with family or friends, using frequent flyer miles, will be appreciated as this allows more travel dollars to assist others. However, under no circumstances will cost savings imply that funds saved may be used in a manner that contradicts this policy. For example, if a student stays with family so hotel costs are not incurred, those savings cannot be used to pay for other travel costs such as first class airfare.

Treatment of Patients with HIV Infection

Students are expected to participate in the care of all patients to whom they are assigned whose condition is within their realm of competence. Students may not limit their patient-care involvement solely because the patient is or is suspected to be seropositive for human immunodeficiency virus (HIV) infection, or has been diagnosed as having AIDS related complex (ARC), or AIDS. More detailed policy and procedures related to student involvement in the management of patients with known or suspected HIV infection are found in the School of Dentistry Clinical Operating Manual.

Weapons Possession

Possession of weapons of any kind on the University of Mississippi Medical Center campus is prohibited by state statute, Section 97-37-17, Mississippi Code of 1972 (Supp. 1996).

STUDENT HEALTH AND WELLNESS

Counseling and Mental Health

UMMC provides opportunities for student to receive counseling services for school-related, personal, and family matters through a program branded as LifeSynch. These services are confidential and free to students, their dependents, and members of the student's household. Information is not released without written permission. The only exceptions are in duty-to-warn cases such as child abuse or threats to self or others. Typical concerns addressed through this program include stress, anxiety, depression, relationship difficulties, family and parenting problems, alcohol, drug, or other addictions. LifeSynch is available by phone 24 hours a day/7 days a week to triage phone calls, provide support, and guide student toward appropriate resources.

LifeSynch

<https://www.umc.edu/lifesynch/>

LifeSynch is the Student and Employee Assistance Program at the University of Mississippi Medical Center. Services are provided for all students, employees, their families, and household members.

You can access information about many mental health, life, family, legal, money, and work issues on the LifeSynch website, link is above. You can also call LifeSynch to talk with a trained professional any day, any time (866-219-1232). They will ask you about your situation, offer support, and connect you with experts who can help. Generally, you will be offered a short list of providers, and you will choose one of them, often based on location or specialty area. Once you choose the expert with whom you would like to speak, you will receive up to 3 face-to-face sessions at no cost to you. Your personal information will be kept confidential.

The LifeSynch student and Employee Assistance Program confidentiality complies with state and federal requirements.

After the 3 sessions, if you would like to continue, many professionals are able to continue offering services utilizing your Blue Cross Blue Shield benefits.

Since these services are provided by a contractual agreement, any student who is not satisfied with the services rendered should inform the director of Student Employee Health at the Medical Center.

Spiritual Wellness

Students may access the interfaith chapel during regular operating hours Monday through Friday. Additionally, access to UMMC chaplaincy staff and quiet worship space are available 24 hours a day, 7 days a week.

Student Counseling and Wellness Center (601-815-1136)

<https://www.umc.edu/scwc/>

The Student Counseling and Wellness Center exists to help UMMC students manage the stresses and difficulties of daily life – life inside and outside the classroom. Their mission is to promote the mental health and wellness of UMMC students. The center is accessible, confidential, skilled in addressing a wide variety of concerns, and ready, willing and able to help. For more information, [click here](#). Services are available to students by appointment and include cognitive behavioral therapy, behavioral activation, medication consultation, and wellness counseling. Call 601-815-1136 for an appointment.

Student Employee Health (SEH) (601-984-1185)

https://www.umc.edu/employee_student_health/

All students are required to have medical insurance. Ambulatory medical care, in the form

of nurse-administered care, immunizations, TB screening, management of needle stick injuries and other blood borne pathogen exposures, is available for students from 7:00 a.m. to 4:00 p.m., Monday through Friday. The Medical Center Student Employee Health Services is located on the medical center campus, room N136. Acutely ill students will be evaluated by the nurse practitioner and/or the physician during standard sick call hours from 8:30 a.m. to 11:30 a.m. and 1:00 p.m. to 3:30 p.m. Appointments may be scheduled with the physician by calling 601-984-1185. SEH clinic is staffed with a physician, a nurse practitioner, a nurse manager, four registered nurses, three licensed practical nurses, and five administrative assistants.

Laboratory tests and radiological exams are billed to the student's medical insurance. TB skin tests are free. Students are charged for all administered vaccines except the flu vaccine, which is free. A price list for vaccines is available at the [SEH website](#). Students referred to subspecialists will be responsible for paying the applicable deductible for such services. Any emergency services after hours or at other medical facilities will be the financial responsibility of the student.

Student Fitness Center

The Student Union contains approximately 20,000 square feet of indoor fitness spaces, with an indoor running track. It includes a multipurpose room that supports group fitness classes such as aerobics and yoga. A large conditioning room offers controlled weight circuit stations, free weights, and cardiovascular training space that includes treadmills, elliptical machines, stationary bicycles, and steppers. The building also includes a leisure game room with pool tables, video games, big-screen televisions, and table tennis. Locker and shower facilities are located in the building, as is a small kitchen area.

The Fitness Center provides quality facilities, programs, and activities that contribute to the improvement and enhancement of the quality of life for students. A variety of programs and activities are offered on a semester basis and are designed for health and fitness as well as for fun and relaxation. Programs include intramural/recreational sports, wellness program, and group fitness classes. In addition to scheduled activities, open recreation, and other informal uses, student special event functions are held at this facility.

Additionally, students are provided access to five University Wellness Centers strategically placed throughout the Jackson metropolitan area. The University Wellness Centers provide medically integrated wellness achieved through personalized fitness and proper nutrition as an integral component of the health-care continuum. Members are provided with fitness assessments conducted by professional fitness trainers every six months as part of membership. Student are provided a membership for a reduced fee.

STUDENT SERVICES

Bookstore/Gift Shops (601-984-1090)

<http://www.umc.edu/bookstore>

The UMMC Bookstore is located on the first floor of the Norman C. Nelson Student Union. Our hours are Monday through Friday, 7:45 a.m. to 4:30 p.m. As the campus

bookstore, we provide supplies, textbooks, and materials needed to support the educational efforts of our students, faculty and staff. Students can also access textbook lists, view rental options, and preorder textbooks for pickup in store using our website. We accept payment in the form of all major credit cards, payroll deductions, checks, and cash.

Meds & Threads is an extension of the UMMC Bookstore offering supplies such as scrubs, lab coats, t-shirts, and instruments. We also offer monogram services. Our hours are Monday through Friday, 8:30 a.m. to 5:00 p.m. We are located on the first floor of the main hospital near the cafeteria, across from the central elevators. We share a space with the UMMC Pharmacy. We accept payment in the form of all major credit cards, payroll deductions, checks, and cash.

There are also two gift shops located on UMMC campus. Both locations offer an extensive selection of gifts, drinks and snack items. The larger store is located on the first floor of the main hospital just inside the main entrance. The store hours are Monday through Friday, 6:30 to 10:00 p.m., and Saturday and Sunday, 8:00 a.m. to 8:00 p.m. The Wiser Gift Shop is located on the first floor of the Wiser Hospital, just inside the front door. The hours are Monday through Friday, 7:00 a.m. to 7:00 p.m.

Bulletin Boards

Student bulletin boards in the School of Dentistry include two located on the first floor across from the post office, one for general announcements and listings and the other for information concerning post-graduate training and externship opportunities. Another general information board is located on the first floor across from classroom D-114. Students may ask the Office of the Dean to post important information in the glass cases on the first and second floors.

Campus Police and Security Escort Service (601-984-1360 or 601-815-3072)
<https://www.umc.edu/police/>

The UMMC campus police provide programs and services to promote security and safety on campus and are legally empowered to investigate and enforce criminal and traffic laws of the state. In addition, campus police officers provide after-hours escort service to students at night and on weekends to destinations on campus or to the Memorial Stadium parking lot. However, students are to use the shuttle transportation system when available. Students may call the Campus Police office to request an escort or may contact an officer on duty. In the event of an emergency, campus police may be contacted at 601-815-7777 while on campus or dialing the emergency number at 911.

Cell Phones, Pagers, and Laptop Computers

All cellular telephones and pagers are to be either turned off or placed on vibrate or silent mode during all classroom sessions. The use of laptop computers in the classroom is at the discretion of presenters and coordinators who should discuss his/her expectations with the class at the introduction of the class or course. If the course coordinator does not mention

otherwise, laptop use is permitted during classroom sessions with the sound switched to muted mode.

Electronic Communications

The School of Dentistry is committed to utilizing the most advanced technology available to communicate with students. 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

- 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.
- Electronic communication to inform students of upcoming events of interest among students may be approved for distribution by mass email.
- Where appropriate, electronic communications should have a from address, reply-to- address and subject line.
- 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.
- Electronic mail, “your UMMC Outlook account”, is considered as official communication from faculty, departments, schools, and the University; therefore, your email account should be monitored daily.

UMMC Information Technology Policies

All students will be responsible for being aware of the Information Technology Policies. These policies are located at the following links:

- Information Policy - <https://intranet.umc.edu/Documents/InformationPolicy.pdf>
- Email Policy - <https://intranet.umc.edu/Documents/EmailPolicy.pdf>
- Public Wireless Policy – https://intranet.umc.edu/Documents/public_wireless_access_policy.pdf

Food Service Areas

The major food service area for students is “The Commons” food court located in the Norman C. Nelson Student Union Building. There is both inside and outside seating. Hours of operation are Monday through Friday from 7:00 a.m. to 9:30 a.m. (breakfast) and 11:00 a.m. to 1:30 p.m. (lunch).

General food service areas available to students, including a number of vending machines, are located throughout the medical center.

Main Cafeteria:

Dining hours are 6:00 a.m. to 10:30 a.m., 11:00 a.m. to 10:30 p.m., and 11:00 p.m. to 3:00 a.m. Several stations with specialty items are available at meal times. Simply to go items are available during open hours. The menu is available on the intranet home page.

The Methodist Rehabilitation Center cafeteria serves lunch from 11:00 a.m. to 2:00 p.m., 7 days a week. You can check the menu by calling 601-364-3373.

The Wiser Bistro on the ground floor of the Wiser Hospital for Women and Infants is open 7:00 a.m. to 2:00 p.m. Monday through Friday.

In addition, a McDonald’s restaurant is located between the Methodist Rehabilitation Center and University Hospital. Their hours are 6:00 a.m. to 11:00 p.m., 7 days a week. Subway, located on the first floor of the Addie McBryde Building and down the hall from the main cafeteria, is open from 7:00 a.m. to 2:00 a.m. Monday through Friday, 8:00 a.m. to 11:00 p.m. Saturday and 9:00 a.m. to 11:00 p.m. Sunday.

Coffee and specialty drinks are available at three locations, one in the atrium of the main hospital, one at the Methodist Rehabilitation Center and the other in the atrium of University Medical Pavilion.

Identification Badge

Each student will be issued an identification badge with a photograph. The badge is to be worn at all times while on campus. The badge may be used for identification purposes for library checkouts, security identification purposes, and access to the School of Dentistry after hours. A replacement badge can be obtained for a \$20.00 fee.

Library Reference (601-984-1231) Circulation (601-984-1230)
www.umc.edu/library

The Rowland Medical Library is located in the Verner S. Holmes Learning Resources Center building and provides services and resources to UMMC students, faculty, and staff. All users must present a valid UMMC identification badge in order to check out library materials. The library website provides access to the library catalog, databases and electronic and print books and journals. In addition, librarians are available to assist students in the library, via telephone and email. There are a variety of study spaces available in the library including a collaborative learning center with mediascapes,

individual study carrels, small group study rooms, and study tables and chairs.

The library is open the following hours during the regular academic sessions:

- 7:00 a.m. to 12:00 midnight, Monday through Thursday
- 7:00 a.m. to 9:00 p.m., Friday
- 8:00 a.m. to 7:00 p.m., Saturday
- 12:00 noon to 12:00 midnight, Sunday

The library is closed for official holidays and has shortened hours during the summer. Closings and altered schedules are posted in the library and on the library website and Facebook page in advance.

Lockers

Locker rooms are located on the east side of the first floor of the dental school building. Students are assigned individual lockers for storage of personal items. Students are strongly urged to place locks on their lockers; but in any case, the school is not responsible for security of locker contents. The school reserves the right to inspect lockers without notice.

Lost and Found

Students should contact the Office of Student Affairs (984-6009), the Office of Clinical Affairs (601-984-6025) or the Campus Police Office (984-1360) for information on lost or found articles.

Mailboxes and Postal Services (601-984-1395)

<https://www.umc.edu/mailservice/>

The main UMMC post office, room N-019, is located in the basement near the medical school elevators. It offers all standard postal services including registered, insured, and certified mail. The post office window does not sell individual stamps but does sell books or rolls of stamps. Cash or checks will be accepted; debit or credit cards are not accepted. The post office does not sell money orders. Money orders can be purchased at the Mississippi Credit Union located across from the School of Nursing. Money order fees can be obtained by calling the credit union at 601-984-1315. The UMMC Post Office phone number is 601-984-1395. Post office service window hours are 10:00 a.m. to 3:30 p.m., Monday through Friday. The post office does not follow the USPS holiday schedule but instead will be closed on all UMMC holidays.

Parking and Shuttle Service (601-984-1405)

<https://www.umc.edu/physfac/> is a direct link to the Physical Facilities website

<https://www.umc.edu/shuttle/> is a direct link to the Shuttle service

During the daytime hours 8:00 a.m. to 5:00 p.m. Monday through Friday, students should

park at the Mississippi Veterans Memorial Stadium where parking is free and available 24 hours a day, 7 days a week. Shuttle service from the stadium to the hospital is available 5:30 a.m. to midnight Monday through Friday. Maps can be viewed by going to <https://www.umc.edu/shuttle/>.

Students can obtain night parking access to a surface lot from 4:45 p.m. to 1:00 a.m. Monday through Friday and all day on weekends (Saturday and Sunday) and holidays (UMMC official Employee Holidays, <https://intranet.umc.edu/sites/Administration/payroll/Pages/Payroll-Schedules-.aspx>). If a surface lot is not desired, they may obtain night parking access to Garage A or B beginning at 6:15 p.m. Monday through Friday and all day on weekends (Saturday and Sunday) and holidays (UMMC official Employee Holiday). Students needing night parking access will need to bring their vehicles to Physical Facilities, Trailer #1 between the hours of 8:00 a.m. and 4:15 p.m. Monday through Friday to be registered and obtain badge access. Pulling a ticket in the garage and paying at the end of the day is not authorized and will result in disciplinary action.

Students should become familiar with UMMC's Policy for Parking and Traffic Rules and Regulations, which are found on the intranet or by using the following link, https://www.umc.edu/uploadedFiles/UMC.edu/Content/Administration/Business_Services/Physical_Facilities/parking_policy.pdf.

Students should not violate the above mentioned policy. Lack of knowledge of the policy will not be accepted as a defense for violations. Campus police will issue UMMC parking violation tickets as well as official state issued tickets when deemed necessary. Monetary fines and other penalties **will be** associated with these tickets.

Photocopying Department of Printing (984-1295)
<https://www.umc.edu/printing/>

Photocopy services are available in the University Print Shop. Fees are .10 per page for black ink on white paper and .30 per page for color.

Public Affairs (601-984-1100)
<https://www.umc.edu/publicaffairs/default.aspx>

The Division of Public Affairs is the only authorized information dissemination source for the Medical Center to the news media. The division welcomes information and suggestions from and about students and faculty for media stories and articles in the Medical Center's publications. The division is located in room U015 of the Verner S. Holmes Learning Resource Center Building.

STUDENT SUPPORT ACTIVITIES

Community Engagement and Service Learning

The Office for Community Engagement and Service Learning (OCESL) was created in November of 2015 to contribute to the education and service missions of UMMC. The

purpose is to engage students through service learning that occurs in the context of the community. The expectation is that students will grow in understanding of the demographics and the disparity that exists in healthcare and access to care. As students engage and commit through service, there is an ever-growing likelihood they will continue to serve within the community and to disparate populations and are more likely, as a result of their involvement, to remain and serve in the State of Mississippi.

The OCESL serves to vet, promote and document community engagement and service learning activities for the institution to ensure they are aligned with the institutional mission of creating a healthier Mississippi. The office oversees the GiveGab volunteer management platform for schools, institutional units, faculty, student groups, and individuals to promote and document community engagement efforts and service learning activities. The office also serves as a resource for the development of service learning within the curriculum for the development of community relationships that further service learning.

To access additional information about service opportunities and about the service platform GiveGab, faculty and students may visit the OCESL website, <http://www.umc.edu/ocesl/>.

[Norman C. Nelson Student Union and Fitness Center](https://www.umc.edu/studentunion/)

<https://www.umc.edu/studentunion/>

The Norman C. Nelson Student Union contributes to the student's quality of life by offering facilities, programs and activities of interest and value; assists with superior physical support of institutional activities; and works to build a sense of community among all campus constituencies.

The 57,000 square foot facility houses the campus bookstore, food court, and meeting and event facilities. A recreation room, lounge space, a study room and a state of the art gymnasium and fitness center are also available to students and residents.

Services:

Bookstore – The Bookstore offers textbooks, gifts, UMC souvenirs, and school and office supplies. The hours of operation are Monday through Friday, 7:45 a.m. to 4:30 p.m.

Food Court – The Commons food court located on the first floor of the Student Union offers a deli, pizza, grille, and a daily lunch special. There is a student/employee discount with your UMC badge. The hours of operation are Monday through Friday, 7:00 a.m. to 9:30 a.m. for breakfast and 11:00 a.m. to 1:00 p.m. for lunch.

Study Area – The Student Union provides a 24/7 student study area on the second floor in the ASB suite. **STUDENT ID BADGE IS NEEDED FOR 24/7 ACCESS TO THE BUILDING.**

Conference Center – Our conference center, located on the second floor of the building, is

an ideal setting for meetings, conferences, and special events due to its location, flexible venues, and amenities. Student organizations can reserve space by visiting our administration office on the first floor or by calling 601-984-1756. All catering needs can be arranged through UMMC Catering. To arrange event parking, please contact the UMMC Parking and Transportation department. The Student Union administration office does not validate parking tickets.

Banking services – The UMC Federal Credit union is located on the UMC campus just west of the Student Union. An ATM banking machine is located on the ground floor of the Student Union.

Recreation Center – The Student Union’s Recreation Center is located on the first floor of the Union. The facility features two ping-pong tables, a foosball table, two pocket billiard tables, two large screen televisions, kitchenette, and locker service. **STUDENT ID BADGE IS NEEDED FOR ACCESS.**

Gymnasium and Fitness Center – The Student Fitness Center is a facility dedicated to the promotion of healthy attitudes and lifestyles among future health care professionals. The fitness center offers a wide variety of fitness resources, including controlled weight machines, free weights, treadmills, bikes, steppers, aerobic sport studio, basketball/volleyball court, and indoor track. The fitness center also supports the UMMC’s intramural sport programs such as flag football, basketball, soccer, volleyball, dodgeball, softball and kickball. Our facility also offers a towel and daily locker service, showers, and equipment checkout. Lockers may be used only while a member is using the facility.

YOUR STUDENT/RESIDENT ID BADGE IS NEEDED FOR ACCESS TO THE GYMNASIUM AND FITNESS CENTER. Students/residents are allowed one guest while using the fitness center and recreation facilities. All guests need to sign in at the fitness center desk. The Student Union fitness center also offers a spouse membership for a one-time fee of \$25.00 and will be active for the years the student/resident is enrolled in school. The spouse will need to fill out a spouse of student ID authorization form in Student Union administration or the Fitness Center office and have a UMMC badge made in Human Resources. Note: Due to safety issues, children and animals, other than service animals, are not allowed in the Student Union gymnasium, fitness center or recreation center.

Recreation and Fitness Center
Hours of Operation

Sunday -1:00 p.m. to 5:00 p.m.
Monday- 6:00 a.m. to 10:00 p.m.
Tuesday- 6:00 a.m. to 10:00 p.m.
Wednesday- 6:00 a.m. to 10:00 p.m.
Thursday- 6:00 a.m. to 10:00 p.m.
Friday- 6:00 a.m. to 8:00 p.m.
Saturday- 9:00 a.m. to 3:00 p.m.

HOURS MAY BE CHANGED DUE TO HOLIDAYS OR SPECIAL EVENTS

Additionally, students are provided access to five University Wellness Centers strategically placed throughout the Jackson metropolitan area. The University Wellness Centers provide medically integrated wellness achieved through personalized fitness and proper nutrition as an integral component of the health-care continuum. Members are provided with fitness assessments conducted by professional fitness trainers every six months as part of membership. Students are provided a membership for a reduced fee.

Professional Organizations and Activities

[https://www.umc.edu/Education/Schools/Dentistry/Student_Affairs\(SOD\)/Student_Interest_Groups.aspx](https://www.umc.edu/Education/Schools/Dentistry/Student_Affairs(SOD)/Student_Interest_Groups.aspx).

The two major dental student professional organizations are the American Student Dental Association (ASDA) and the Student National Dental Association (SNDA). The Assistant Dean for Student Affairs serves as faculty advisor for all dental student organizations. ASDA was established in 1971 to represent, serve, and support the needs and interests of dental students. As a national professional organization, ASDA provides a forum for dental student expression, works for student advocacy, promotes the improvement of dental education, provides professional information to dental students and dentists, and promotes lifelong involvement in organized dentistry. ASDA is directed solely by dental student leaders committed to improving the well-being and status of their peers. Students' membership dues to ASDA are paid as part of registration fees each year so that the school's ASDA chapter always has 100% membership.

Elected students from the dental school serve as the school's representatives to national and regional ASDA meetings. The school's local chapter is active in promoting student involvement in organized dentistry and in serving and supporting the needs of students at the local school level. Various social, community, and fund-raising activities are planned each year by the chapter.

The SNDA originated from concerned dental students at Meharry Medical College in 1970. After fifty years of the inception of the National Dental Association, these students at Meharry organized what would become the largest minority student dental association in the United States today. These students were motivated by the fact that there was a lack of communication between minority dental students. Since then, the SNDA has become a supportive mechanism and also a communication link for all minority dental students across the United States.

The Hispanic Dental Association, formed in 1990, is the only national organization of dental professionals dedicated to promoting and improving the oral health of the Hispanic community and providing advocacy for Hispanic oral health professionals across the United States.

Comprised of members that include practicing dentists, dental educators, allied dental educators and allied dental professionals as well as students, the Association works with a wide spectrum of individuals to improve education, foster research and communicate to

Hispanic and non-Hispanic dental professionals and the community at large about oral health issues specific to the Hispanic community.

UMMC School of Dentistry also has active student chapters in the following organizations: ADEA - American Dental Education Association, SPEA - Student Professionalism and Ethics Association, AGD - Academy of General Dentistry, GHSA – Global Health Student Association, and MAWD - Mississippi Association of Women Dentists.

A number of other national associations and societies have student membership divisions. These include the following: Academy of Dentistry for Persons with Disabilities, Alliance of the American Dental Association, AADR Student Research Group, American Association of Dental Schools, American Association of Women Dentists, American Association of Hospital Dentists, American Dental Association, American Society of Dentistry for Children, and The International Association of Dental Students. Details about each of these groups' activities and roles, as well as membership dues and joining information, are available in the annual ASDA Handbook, which students receive as part of their ASDA membership.

Social Activities

[https://www.umc.edu/Education/Office_of_Academic_Affairs/Student_Affairs/For_Students/Associated_Student_Body/Sponsored_Events\(ASB\)/Sponsored_Events_Home.aspx](https://www.umc.edu/Education/Office_of_Academic_Affairs/Student_Affairs/For_Students/Associated_Student_Body/Sponsored_Events(ASB)/Sponsored_Events_Home.aspx)

There are numerous medical center and dental school social activities each year. The Associated Student Body sponsors several events for all UMMC students and their families. The School of Dentistry holds an annual back-to-school golf tournament and picnic in the fall, a softball tournament/crawfish boil in the spring, and the Office of Alumni Affairs sponsors the annual Alumni and Friends Day in the spring.

Student Government

<https://www.umc.edu/asb/>

The Associated Student Body (ASB) is made up of elected representatives and officers from the Schools of Dentistry, Medicine, Nursing, Health Related Professions, and the Graduate Program in the Medical Sciences. As the official UMMC student government organization, the ASB meets with administration and faculty to provide information regarding student concerns and activities. The ASB also assists in developing events related to academic programs and sponsors various extracurricular activities including a film series; intramural sports; and publication of the campus yearbook, the Medic, and the Student newspaper, the Murmur.

The School of Dentistry also has an active student Executive Council with membership consisting of the elected presidents and vice presidents of each class, [www.umc.edu/Education/Schools/Dentistry/Student_Affairs\(SOD\)/Student_Officers.aspx](http://www.umc.edu/Education/Schools/Dentistry/Student_Affairs(SOD)/Student_Officers.aspx), as well as an elected president, vice-president, and secretary/treasurer of the student body. These officers are elected in a school-wide election. The Student Executive Council serves as the communication link between students and faculty and administration regarding all matters of interest to students and generally serves as an advocate group for

students. The council also sponsors extracurricular activities and fund-raising events.

Student Philanthropy

https://www.umc.edu/Education/Office_of_Academic_Affairs/Student_Affairs/Associated_Student_Body/Philanthropy/Philanthropy_Home.aspx

The ASB Philanthropy Committee coordinates students from all schools to participate in various fundraisers and charitable activities in the community. Among others, these include the American Heart Association's Heart Walk, the Walk to Cure Diabetes, Toys for Tots, and Habitat for Humanity.

Student Study and Communication Center

The center, exclusively for dental students, is located on the fourth floor of the dental school building. The center has sofas and chairs, microwave oven, and reading materials, all intended to provide a relaxed setting where students may study, congregate and socialize.

STUDENT SUPPORT SERVICES

Some individuals seek assistance for personal, educational, career, and emotional concerns during their academic development. For dental students, the four years of professional education are a major period of transition filled with educational, economic, and psychological challenges. These challenges can lead to academic problems, stress, conflict, and other personal difficulties. Students may contact the following resources for help managing these difficulties.

Women's Liaison - Dr. Pia Chatterjee Kirk, Vice-Chair and Associate Professor of Care Planning and Restorative Sciences, serves as Women's Liaison for the school. All students, faculty, and staff can contact her with concerns about sensitive and questionable issues such as sexual harassment. Dr. Kirk can be reached at 601-984-6030.

OFFICE OF ACADEMIC SUPPORT

Academic Support - The Office of Academic Support provides oversight to the following University of Mississippi Medical Center support services:

Academic Consulting Services	https://www.umc.edu/Academic_Consulting/
University Tutoring Services	https://www.umc.edu/University_Tutoring/
Writing Support Services	https://www.umc.edu/writing_services/
Academic Accommodations	https://www.umc.edu/Academic_Accommodations/

Academic Consulting Services.

The Office of Academic Support provides Academic Consulting Services to students, residents and fellows 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.

University Tutoring Services.

The Office of Academic Support manages University Tutoring Services, the peer tutoring program available at no charge to students experiencing academic difficulty who are currently enrolled in 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.

Writing Support Services.

The Office of Academic Support provides Writing Support Services to students, residents and fellows at the University of Mississippi Medical Center. A writing coach is available to meet individually at no charge to learners 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.

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).

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 form available on the webpage.

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/
OFFICE OF ALUMNI AFFAIRS (601-984-1115)

<https://www.umc.edu/alumni/>

The mission of Alumni Affairs is to create a lifelong relationship with alumni that connects alumni to UMMC and each other through meaningful engagement opportunities, communications, services, and philanthropic outreach. The Dental Alumni Board, chaired by Dr. Don Doty for 2018-2019, strengthens the relationship between UMMC alumni and the School of Dentistry by having alumni volunteers encourage alumni engagement, communication, and giving among other Dental School alumni. Alumni Affairs and the Dental Alumni Board support dental students through a number of events and activities including the D1 welcome dinner, dental student Lunch & Learns, the ASDA golf tournament, and dental students serving as Student Alumni Representatives (STARS). All dental students are welcome to participate in the annual Dental Alumni and Friends event, and the senior class members are invited as guests of a dental alumnus at the annual Dental Alumni and Friends dinner. Dental alumni support the Dean's Fund for Academic Excellence and other dental student funds that support the continued excellence in dental education.

[OFFICE OF HEALTH CAREERS OPPORTUNITY](http://mca.umc.edu) (601-984-1339)

<http://mca.umc.edu>

The Office of Health Careers Opportunity supports the Medical Center's efforts to train a diverse healthcare workforce for the State of Mississippi. Their overarching mission is to foster an environment that recognizes the benefits of diversity and inclusiveness through academic preparation, instruction, community outreach, and professional development. It also seeks to disseminate valuable resources and research on cultural competency, quality and equity in healthcare to the UMMC community. This office works in collaboration with other student services and academic units on campus to promote academic achievement and to increase student retention. They provide a health careers pipeline for students across the state to stimulate interest in pursuing health careers. Pipeline activities include MEDCORP, a four-week summer program designed to strengthen a college student's understanding of basic science prerequisites; MCAT/DAT workshops, prematriculation programs, and a high school summer enrichment program to help increase the pool of students prepared to apply for medical school. The Office of Health Careers Opportunity helps students prepare for medical and dental school.

[OFFICE OF STUDENT AFFAIRS](https://www.umc.edu/Education/Schools/Dentistry/Student_Affairs(SOD)/Student_Affairs_Home.aspx) (601-984-6009)

[https://www.umc.edu/Education/Schools/Dentistry/Student_Affairs\(SOD\)/Student_Affairs_Home.aspx](https://www.umc.edu/Education/Schools/Dentistry/Student_Affairs(SOD)/Student_Affairs_Home.aspx)

The Office of Student Affairs is the primary source of information and contact for students. Responsibilities of the Office of Student Affairs include counseling/appropriate referral, advising, student activities and career placement services. The Assistant Dean for Student Affairs also serves as an advisor to student leaders and as an advocate for dental students in the School of Dentistry. The mission of our office is to provide the needed support, guidance, information and resources to ensure our students' success. We work closely with students to help them meet the challenges of their dental education.

OFFICE OF STUDENT FINANCIAL AID (601-984-1117)

Please refer to UMMC's Student Financial Aid web site for the most current information and/or changes at <http://www.umc.edu/financialaid/>.

HOW DO I APPLY FOR FINANCIAL AID?

1. Apply for admission to the University of Mississippi Medical Center (UMMC). Applications are available online at www.umc.edu.
 - Click on EDUCATION
 - Click on APPLY ONLINE
 - Complete the application
2. Apply for a FSAID at <http://fsaid.ed.gov/npas/index.htm> if you do not already have one. The FSAID will be used to complete FAFSA and loan counseling.
3. Complete the FAFSA (Free Application for Federal Student Aid) online at www.fafsa.ed.gov using UMMC's Federal School Code number 004688.
4. Complete Direct Loan Entrance Counseling at www.studentloans.gov
5. Complete a Direct Loan Master Promissory Note at www.studentloans.gov if you plan to borrow an Unsubsidized Loan. Your FSAID is required in order to E-Sign your MPN. Both the MPN and Entrance Counseling are required prior to Direct Stafford Loan Disbursement and should be completed as soon as possible to ensure that your loan disbursement is not delayed.

DEADLINES/AID PROCESSING

- All Financial Aid Awards must be accepted at [MyUportal](#) before funds are disbursed.
- If selected for verification, no aid will be awarded until verification is complete.

If selected for verification, you can choose to utilize the IRS Data Retrieval tool on the FAFSA; if it is not an option, request a 2015 Tax Transcript at www.irs.gov/Individuals/Get-Transcript.

SCHOLARSHIPS/GRANTS

- State programs – <http://riseupms.com/>
- Institutional/Federal- Scholarship opportunities are available on the [MyUportal](#) beginning April 1st each year.

FEDERAL LOAN PROGRAMS

Federal Perkins Student Loan

Direct Unsubsidized Stafford Loan
Direct Plus Loan
Loans for Disadvantaged Students
Health Professions Student Loans

OTHER OUTSIDE SOURCES FOR FINANCIAL AID

- State Institutions of Higher Learning – <http://riseupms.com/>
- Field Co-Operative Loan Program - (601) 713-2312

The Student Financial Aid Office is located in Learning Resource Center U124. Financial aid is awarded on an annual basis and students must reapply by completing FAFSA each year.

[OFFICE OF STUDENT RECORDS AND REGISTRAR](https://www.umc.edu/registrar/) (601-984-1080)
<https://www.umc.edu/registrar/>

The Office of Student Records and Registrar manages the admission process of all students. It also permanently retains academic information for all matriculated students that is appropriate to be maintained by their office. At the end of each term, grades are submitted by the school directly into the student system. Students may view their individual grades through the student portal. Grade reports are no longer mailed to students.

Students may obtain documents from this office such as official transcripts and letters of enrollment. The cost of a transcript is \$5.00.

Each month the office submits an electronic file to the National Student Clearinghouse which contains current enrollment data for each matriculated student such as name, enrollment status, date of any enrollment status changes, and anticipated graduation date. That agency then disseminates the reported data to student loan servicers across the country to determine individual student eligibility for student loan deferment.

The Registrar is also the institutional certifying official for certification of enrollment for students who are receiving benefits under the GI Bill through the Veterans Administration. The office is located on the second level of the Verner S. Holmes Student Learning Resources Center, Room U-121.

Access to Student Records

The Family Educational Rights and Privacy Act of 1974, commonly known as the Buckley Amendment, gives students the right of access to their educational records, requires student consent for other persons to have such access, and authorizes hearings to enable students to modify or supplement their records. The Notification of Rights under FERPA can be found in the UMMC Policy and Procedure Manual:

<https://documents.umc.edu/ViewPolicy.aspx?pid=E-AA-GEN-GEN-PO-00011>.

RESEARCH

It is important for all students to understand the guidelines below so they can avoid common pitfalls when conducting research as well as when applying for externally sponsored programs that are not classified as research. For updates during the school year, students should also consult the School of Dentistry Student Research web page at the following web address:

[https://www.umc.edu/Education/Schools/Dentistry/Research\(SOD\)/For_Students.aspx](https://www.umc.edu/Education/Schools/Dentistry/Research(SOD)/For_Students.aspx)

Conducting Research

Research experiences can promote evidence-based dentistry and make students more competitive for admission to graduate and post-graduate programs. Time is available for students to conduct research on Thursday mornings throughout the year and some additional times during the summer. The School of Dentistry organizes several programs that can facilitate student conduct of research:

- **UPSTART Program** – synchronizes the pairing of students with research mentors and the training of students in proper research techniques
- **Intramural Research Support Program** – provides funds for small research projects and pilot studies
- **Honors in Research Program** – provides recognition for student effort on research projects

The guidelines for each of these programs are in the Student Research Resources section below. These programs are administered through the School of Dentistry's Office of Research. The Office of Research also helps students and faculty members to plan research projects, obtain extramural funding for research, and schedule research and research-related travel. Students planning to conduct research should contact the Office of Research as early as possible in the planning process and before beginning research to ensure compliance with UMMC research policies. Student travel to present quality research results may be funded by the Office of Research or by extramural grants in compliance with the School of Dentistry Student Travel Policy (Section XIII). Students who wish to be competitive for travel funding through the Office of Research should submit either a draft of the research abstract or a research-related travel plan to the Office of Research before October 1 of the school year in which the conference organizer's abstract submission deadline will occur. Funding decisions will be made by October 15 on the basis of abstract quality and availability of funds. Abstracts submitted on or after October 1 will be considered in the order that they are received if any travel funds remain unallocated. The Office of Research is located in Room D528-6A.

NOTE: Students and faculty must NOT submit research proposals or other types of grant applications directly to sponsors or directly to the UMMC Office of Sponsored Programs. All grant applications will be processed by the School of Dentistry Office of Research. Processing of grant applications requires approval from several administrative offices, so grant applications should be submitted to the Office of Research at least two weeks in advance of the sponsor's application deadline. Applications for external student awards

that commit UMMC facilities and/or other UMMC resources are considered to be grant applications.

Intramural Research Support Program
University of Mississippi School of Dentistry

General Information

Objectives

The goal of the Intramural Research Support Program is to enhance research activities in the School of Dentistry. Highest priority is given to:

1. providing support for new investigators who are endeavoring to initiate and develop their research programs and
2. supporting pilot studies with a clear potential for expansion into larger projects that can compete for extramural funding. Priority will be given to those research projects which involve School of Dentistry students.

Eligibility

Participation as co-investigator in an intramurally funded project is not restricted. The Principal Investigator (PI), defined as the primary author of the proposal and the person assuming responsibility for completion of the project, must be a full-time faculty member of the University of Mississippi School of Dentistry.

Submission of Applications

A letter of intent should be submitted to the School of Dentistry's Office of Research on or before September 1. The letter should include: (1) the project title, (2) a list of all participating personnel and their roles on the project, and (3) an abstract that briefly describes the hypothesis and methods. A full grant application is due on or before October 1. Applications submitted on or after October 1 will be considered in the order that they are received if any intramural grant funds remain unallocated.

Applicants will be notified of award by November 1.

Method of Review

Applications will be evaluated according to the following criteria in order of decreasing importance:

1. ability of investigators to complete the project,
2. appropriateness of budget,

3. use of appropriate methods,
4. potential to result in subsequent extramural funding,
5. likelihood that the results will be published in a peer-reviewed journal,
6. collaboration between students and faculty, and
7. collaboration between basic science and clinical faculty.

Amount of Award

Although there is no fixed maximum budget for proposals, it may become necessary to set a limit per proposal according to the total funds available. At present, budgets greater than \$2000 should include special justification.

Restrictions on Use of Funds

The available funds are restricted to expenditures categorized as commodities (supplies), which may include small items (<\$1000) of non-inventoried equipment except for consumer electronics. At present, awards cannot be made for costs of inventoried equipment, training, salary, software, or travel. Costs for services require prior approval on a case-by-case basis. Examples of services that have been approved in the past include postage and long distance telephone for surveys, printing of posters, and care of live animals.

Student travel for the presentation of research results is sponsored by the Office of the Dean through a separate program. However, in order for such travel to be considered, research abstracts must be submitted to the Office of Research and approval received prior to submitting the abstract to the conference organizers. This office will review and consider which research results are worthy of having the travel funded. Any funded travel must follow our student travel policy.

Award Period

Awards are made for the current fiscal year, that is, all grant accounts terminate at the end of June. Because of this, awarded funds should be utilized as promptly as possible.

Compliance Issues

When developing a research project it is essential to consider whether the work involves any of the following:

- Human subjects (IRB)
- Animals (IACUC)
- Laser, radioisotopes, computed tomography (CT), or radiographs (Radiation/Laser Safety Committee)

- Recombinant DNA or pathogenic organisms (Institutional Biosafety Committee)

There is a regulatory committee for each of these areas, and verification of approval by the applicable committee is necessary before funding can be awarded for any project that involves these activities. Information can be obtained online at the UMMC Division of Research site: http://www.umc.edu/Research/Contact_Us.aspx.

Mandatory Report

A progress and expenditure report must be sent to the Office of Research within 90 days of the end of the award period. This report should include a brief description of progress made in the project, a list of publications (including abstracts) arising from the project, and any applications to other funding sources resulting from the intramural support. The report should also include an account of expenditures. Principal Investigators of funded applications will be expected to make a strong commitment to complete the proposed project. In rare cases, the Principal Investigator may need to request an extension. In these cases, a progress report must be submitted on or before October 1st along with a projected timeline and budget for completion. Extensions are not guaranteed. They may be granted at the discretion of the Office of the Dean.

Acknowledgement

Publications (including abstracts) resulting from research supported by these funds should acknowledge this support by the following statement: "Supported by the University of Mississippi School of Dentistry Intramural Research Support Program."

Sources of Assistance in Developing a Proposal

The application procedure may seem arduous; however, the intention is that the process of thoroughly planning a research project (development of a formal proposal and submission to peer review) will maximize the likelihood that efforts will be successful and rewarding. Moreover, if research is carefully planned, the investigator will have accomplished much of the writing of the manuscript(s) that will be submitted for publication when the study is completed. An excellent discussion of grant writing can be found in the *Journal of Dental Education*, 50(3): 180-186, 1986. Applicants with questions or comments should feel free to call or email Dr. Griggs in the Office of Research (601-984-6010, jgriggs@umc.edu).

Application Instructions

The proposal should be written according to the following format:

FACE PAGE.

The first page of the application should be the completed UNIVERSITY OF MISSISSIPPI SCHOOL OF DENTISTRY APPLICATION FOR INTRAMURAL RESEARCH

GRANT, -with all signatures and copies of any approved assurances.

RESEARCH PLAN (typically about 3 pages)

Specific Aims

This should be a concise explanation of exactly what the project will accomplish. In other words, you should state what new information the research is intended to produce. The preferred format is a statement of one or more hypotheses that will be tested. If this is part of a larger project, then indicate where this study fits within the long-term objectives.

Background and Significance

This section should explain why the accomplishment of the stated aims is worthwhile. You should provide a brief, critical review of current related literature and indicate the deficiencies or discrepancies that will be addressed by your project.

Preliminary Studies (optional)

If the investigators have done previous work that relates to the present project, this should be outlined here. Any other information supporting the investigator's ability to complete the project will be helpful.

Experimental Design and Methods

This section should explain exactly how the stated specific aims will be accomplished. You should outline the design strategy and timeline, and indicate what methods will be used to obtain data. If experimental variables are to be narrowed based on initial results, then specify the screening criteria. If a new material, device, or technique is to be developed, then specify the performance levels necessary to proceed to the next stage of product development. Statistical tests of hypotheses must be clearly described. It is also important to describe precisely all experimental controls, even if they seem obvious. Finally, a discussion of the possible outcomes and corresponding implications is a good way to demonstrate that the project has been carefully thought out.

LITERATURE CITED

Use any format that provides full information on the reference.

LIST OF RELATED PUBLICATIONS BY PRINCIPAL INVESTIGATOR AND OTHER PROJECT PERSONNEL

A lack of such publications by a new investigator should not discourage submission of the proposal. Curriculum vitae (CVs) may be substituted for this section.

KEY PERSONNEL

Briefly describe the specific role and time commitment of each participant in the project.

RESOURCES AND OTHER SUPPORT AVAILABLE FOR THIS PROJECT

List the equipment and facilities necessary, and their availability for this project.

BUDGET

Itemize the approximate costs of supplies (including animals) and pre-approved services. Recall that this funding mechanism cannot support travel, salary, training, software, or purchases of equipment.

UNDERGRADUATE AND PROFESSIONAL STUDENT TRAINING IN ADVANCED RESEARCH TECHNIQUES (UPSTART) PROGRAM

UNIVERSITY OF MISSISSIPPI SCHOOL OF DENTISTRY

I. OBJECTIVE

The Undergraduate and Professional Student Training in Advanced Research Techniques (UPSTART) Program provides an opportunity for eligible dental, dental hygiene, pre-dental, pre-graduate, and high school students to be involved and trained in research at the University of Mississippi School of Dentistry.

II. GOALS

The program is designed to initiate students in research by pairing with research mentors, teaching general laboratory safety, and instilling essential research skills through hands-on learning. The research experience is provided under the mentorship of a School of Dentistry faculty member who is actively engaged in research throughout the summer. The program promotes learning through peer interactions via group meetings and seminars on a variety of training topics.

Additional goals of the UPSTART program are:

1. To encourage dental and dental hygiene students to participate in a short-term, focused research project at an early stage of their program
2. To better prepare dental students who plan to participate in the Honors in Research Program (HRP)
3. To better assist dental students who plan to participate or are simultaneously participating in the research elective, "Conduct of Research" (D698-9)
4. To expose pre-dental, pre-graduate, and high school students to the research activities at the University of Mississippi School of Dentistry.

III. ELIGIBILITY

Only dental, dental hygiene, pre-dental, pre-graduate, and high school students who are in good academic standing are eligible for the UPSTART program. Participation in the UPSTART program is on a voluntary basis. Dental and dental hygiene students will be given preference over other types of students. To be eligible, high school students must have completed their junior year before the start of the UPSTART program. The selection

of students to participate in the UPSTART program will be made by the Associate Dean for Research at the recommendation of the SOD Research Advisory Council.

IV. DESCRIPTION

The UPSTART program has several components as described below:

1. **Research:** UPSTART program consists of research in some aspect of dental or basic health science. The work must be hypothesis driven.
2. **Mentoring:** A University of Mississippi School of Dentistry faculty member will directly supervise students. Wherever applicable, the participating students will also benefit from an interaction with the graduate students and post-graduate researchers in the Department of Biomedical Materials Science and the post-graduate dental residents in the various departments in the School of Dentistry.
3. **General laboratory practice orientation:** Students will be given an in-depth training on safe laboratory practices, emergency response, and responsible conduct of research through a didactic seminar plus any additional training necessary to comply with the policies of UMMC and sponsoring agencies.
4. **Professional development seminar series:** The students will attend seminars on a variety of training topics.
5. **Dissemination of research findings:** The students will have the opportunity to present their research findings as an oral seminar in the “UPSTART Symposium” organized at the end of the UPSTART program. Additionally, the students are expected to present the research performed during UPSTART program and progress since then on the following School of Dentistry Research Day.
6. **Stipends:** The UPSTART program provides a limited number of stipends. The criteria for selection of students to receive stipends are outlined in Section VII. Additional students may receive payment for research assistance at the discretion of the mentoring faculty member and/or department. Students not receiving stipend or payment for research assistance can participate as an educational enrichment program participant (aka. Research Volunteer).

V. GUIDELINES

Each **student** is expected to abide by these guidelines:

1. The student must demonstrate a high interest in research.
2. The student must identify up to five research projects offered by the School of Dentistry faculty as his/her “preferred” research projects. Alternatively, a student may identify and obtain a faculty mentor on his/her own. In either case, the student must submit an application to the UPSTART program Director before March 31.
A preliminary matching of the students to the available research projects will be done by the UPSTART program Director and submitted to the SOD Research Advisory Council for approval. If approved, the SOD Research Advisory Council will recommend the students to the Associate Dean for Research for participation in the UPSTART program.
3. The student must attend the general laboratory practice orientation, the professional development seminar series, and other UPSTART program meetings.
4. The student must present an oral seminar based on his/her research findings in the “UPSTART Symposium” organized at the end of the UPSTART program.

5. The student must present a poster based on his/her research findings in the UPSTART program and progress since then on the following SOD Research Day.
6. Before beginning a study involving human subjects and before June 1, the student, his/her faculty mentor, and the department Chair must have the IRB approval in-hand and must complete the IRB-approved continuing education course (CITI).
7. Before beginning a study involving live animals and before June 1, the student, his/her faculty mentor, and the department Chair must have the IACUC approval in-hand with the student already added to the approved protocol.

Each **faculty mentor** is expected to abide by these guidelines:

1. The mentor must be a full-time faculty member of the University of Mississippi School of Dentistry.
2. The faculty mentor must submit a written abstract of the proposed research project to the UPSTART program Director, no later than March 1.
3. The faculty mentor must communicate the following in written format to the UPSTART program Director:
 - (a) Written permission of all pertinent compliance committees (Institutional Review Board, Institutional Animal Care and Use Committee, Institutional Biosafety Committee, Radiation/Laser Safety Committee) has been obtained for the proposed project. Note that a student will not be matched with a project until all required approvals have been received.
 - (b) The faculty will mentor the assigned student through the UPSTART program period.
4. For studies involving human and/or animal subjects, it is the responsibility of the faculty mentor to ensure that the student has completed the IRB/IACUC-approved continuing education course (CITI) and has obtained the approval from IRB/IACUC before working on the project and before June 1.
5. If a student's work in the UPSTART program becomes unsatisfactory to the faculty mentor, the UPSTART program Director will be so notified by the faculty mentor. The SOD Research Advisory Council will decide whether the student should be disqualified from the UPSTART program.
6. If in the opinion of the UPSTART program Director, the research work is likely to compromise safety or compliance, then the student will be immediately suspended from research activities and will remain suspended until the situation is resolved.

VI. REQUIREMENTS

Before a student will be given credit for completion of his/her UPSTART program the following requirements must be met:

1. The student must have the approval of the faculty mentor, the UPSTART program Director, and the SOD Research Advisory Council.
2. The student must present an oral seminar based on his/her research findings in the "UPSTART Symposium" organized at the end of the UPSTART program.
3. The student must provide a firm commitment to present his/her results at the UMMC SOD Research Day.

VII. SELECTION CRITERIA TO RECEIVE STIPENDS THROUGH THE UPSTART PROGRAM

The UPSTART program provides a limited number of stipends to dental and undergraduate students. A student must apply to request this stipend. Each application will be evaluated by the SOD Research Advisory Council. The SOD Research Advisory Council will recommend the top-ranked students to the Associate Dean for Research for awarding the stipends.

- (a) Dental Students (Number of Students = 4; Amount of Stipend = \$1,000)
 - Only students working for a minimum 10 hours/week are eligible.
 - Must be a current UMMC SOD dental student with good academic standing.
 - Selection criteria (with allotted weightage) are as follows:
 - o First semester GPA (40%)
 - o Written examination in Evidence-Based Dentistry Course (20%)
 - o One-page personal statement detailing (i) student's motivation in serving the citizens of Mississippi as judged by the description and rationale of his/her career aspirations and (ii) student's interest in research (20%)
 - o Two letters of recommendation in the prescribed format from SOD Full-time or Part-time faculty members (10% for each letter)

- (b) Undergraduate Student (Number of Students = 1; Amount of Stipend = \$4,000)
 - Only students who can devote full-time effort (40 hours/week) for research are eligible.
 - Must be a current undergraduate student enrolled in 4-year degree program at an accredited college or university.
 - Selection criteria (with allotted weightage) are as follows:
 - o Current Undergraduate GPA (60%)
 - o One-page personal statement detailing (i) student's motivation in serving the citizens of Mississippi as judged by the description and rationale of his/her career aspirations and (ii) student's interest in research (20%)
 - o Two letters of recommendation in the prescribed format (10% for each letter)

HONORS IN RESEARCH PROGRAM **University of Mississippi School of Dentistry**

OBJECTIVE

The Honors in Research Program (HRP) is an educational plan that provides an opportunity for eligible dental students to choose advanced study in dental research or basic health science and recognizes their accomplishments.

GOALS

The goals of the HRP are to encourage critical thinking, support evidence-based approaches, and increase interest in academic and research careers as well as to recognize individual students who have acquired research skills and participated in research activities in addition to the required dental program.

ELIGIBILITY

Only students who are in good academic standing are eligible for the HRP. Participation in the HRP is on a voluntary basis. The selection of students to receive Honors in Research will be made by the Dean at the recommendation of the Research Advisory Council.

DESCRIPTION

Honors work consists of research in some aspect of dental or basic health science. Students are required to collect original research data. The work must be hypothesis driven. Library research papers (literature reviews) will not be accepted. A UMMC faculty member will directly supervise students. The HRP provides no stipends or fixed remuneration. However, students may receive payment for research assistance at the discretion of the sponsoring faculty member and/or department.

GUIDELINES

Each student is expected to abide by these guidelines:

- The student must be in good academic standing.
- The student must identify and obtain a faculty sponsor.
- The student must submit a written plan of study which clearly states the objectives to be accomplished to the Associate Dean for Research by the first day of October of his/her junior year. The plan of study must have the approval of the sponsoring faculty member. The requirement of submitting a plan of study may be waived in the case of a student who has already finished his/her junior year prior to the establishment of the HRP.
- The plan of study must contain:
 - Student Honors in Research Transmittal Form
 - Summary (abstract of no more than 200 words)
 - Background (a review of the work previously done by others in the same area)
 - Objective (statement of the hypotheses to be answered)
 - Methods (details of the study protocols including materials/test subjects to be used, the statistical design and analysis methods, techniques, and a tentative schedule)
 - Significance (a short paragraph describing the importance and/or novelty of the study)

- A list of all references cited
- Written permission of all pertinent compliance committees (Institutional Review Board, Institutional Animal Care and Use Committee, Institutional Biosafety Committee, Radiation/Laser Safety Committee)
- Before beginning a study involving human subjects, the student must complete the IRB-approved continuing education basic course (www.citiprogram.org) in Human Subjects Protection and the student must take the CITI re-fresher course every three years while completing his/her study. Before beginning a study involving live animals, the student must complete the corresponding CITI Laboratory Animal Welfare course.
- If the student fails to maintain good academic standing, he/she will be disqualified from the HRP.
- If a student's work in the HRP becomes unsatisfactory to the faculty sponsor member, the Associate Dean for Research will be so notified by the faculty sponsor. The Research Advisory Council will decide whether the student should be disqualified from the HRP or encouraged to choose work in another field of dental science with another faculty member.

REQUIREMENTS

Before a student will be given credit for completion of his/her HRP the following requirements must be met:

- The student must have the approval of the Research Advisory Council and the faculty sponsor.
- The student must disseminate his/her results outside of the UMMC SOD (e.g., abstract or poster at a national meeting, journal article).
- The student must present his/her results at the UMMC SOD Research Day. The student must submit a final report of his/her work to the Associate Dean for Research. To be acknowledged at commencement this report must be submitted by January 1 of his/her senior year.

The final report must contain:

- HRP transmittal form
- Summary (abstract of no more than 300 words)
- Background (a review of the work previously done by others in the same area)
- Objective (statement of the hypotheses answered)

- Methods (description of the study protocols including materials/test subjects used and their sources, the statistical design and analysis methods, and techniques described in such detail as to allow another researcher to reproduce the experiments)
- Results
- Discussion (description of important findings, a comparison of results to the previous results of others in the same area, an acknowledgement of the limitations of the study, and a list of unanswered questions)
- Conclusions (answers to the tested hypotheses based directly on observations made in the study)

When all requirements have been met, the Research Advisory Council will then recommend to the Dean that the student receive Honors in Research. If the honors are awarded, they will be included on the student's transcript upon completion of all requirements for graduation. Students who have met the January 1 deadline will be presented with a certificate at the appropriate school honors event, be listed in the graduation program at commencement, and be recognized by the student's graduation attire (e.g., honor cords in gold to indicate science).

STUDENT RESEARCH AWARDS **University of Mississippi School of Dentistry**

The Hinman Student Research Award, the Omicron Kappa Upsilon Research Award of Excellence, the American Association for Dental Research Award, and the AADR/DENTSPLY Sirona Student Clinician Research Award are presented each year at the School of Dentistry's Annual Research Day poster competition. All of these awards are competitive, given to the student researcher that faculty judges agree has the strongest poster and discussion.

Hinman Student Research Award

The Hinman Student Research Awardee will attend the Hinman Student Research Symposium, which is held every year at the Peabody Hotel in Memphis, TN. The purpose of this conference is "to help raise and maintain the quality of dental research and education in the U.S. by encouraging participation of dental students, graduate trainees, and dental school faculty in research to improve oral health care." As the awardee, the dental student will receive the Hinman's Travel Award. One student from each dental school across the U.S. receives the Hinman Travel Award, which covers the majority of travel expense to the symposium.

Those students who attend the Hinman Student Research Symposium gain valuable networking opportunities with other students and dental faculty and professionals, as well as exposure to the various areas of dental research and their importance in the promotion of dental education and dental care. For more information visit:

<http://www.uthsc.edu/dentistry/Hinman/>.

AADR/DENTSPLY Student Clinician Research Award

The AADR/DENTSPLY Sirona Student Clinician Awardee (SCADA) will attend the Annual AADR/DENTSPLY Sirona SCADA Award Program and Reception, which is held annually during the AADR Annual Session. Over 5,000 students participate in this program annually, including students from 36 countries.

“Students who present their research at their national research program become members of SCADA (Student Clinicians of the American Dental Association), an alumni association designed for former student clinicians. Members of SCADA serve as judges for future Student Clinician Research Programs held in conjunction with the AADR Annual Session and help mentor students. In addition to the student awards, SCADA grants fellowship funding to qualified members to help support their graduate education. SCADA also presents a faculty advisor award annually to honor the efforts of faculty in their mentoring of student research.” To learn more about SCADA, visit <http://www.scadaresearch.org/>.

Omicron Kappa Upsilon (OKU) Research Award of Excellence

The OKU Research Award of Excellence is presented to the dental student who makes the finest presentation at our annual SOD Research Day. This award comes with a \$250 cash prize that is sponsored by the Omicron Kappa Upsilon dental honor society.

American Association for Dental Research (AADR) Award

The AADR Award is presented to the D1-D3 student who makes the finest presentation at our annual SOD Research Day. The recipient will receive travel funding to attend the annual AADR conference and to represent our school in the student competition there.

Sponsored Projects

All externally sponsored projects must be coordinated through the School of Dentistry's Office of Research in Room D528-6A, 601-984-6010. This includes service projects as well as research projects.