



2016-2017 Student Handbook

School of Graduate Studies in the Health Sciences

University of Mississippi Medical Center
Jackson, MS 39216

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I. INTRODUCTION

This handbook is a guide to the procedural aspects of obtaining a graduate degree at the University of Mississippi Medical Center (UMMC). However, it is not to be considered a complete reference. In addition to this Handbook, the student should become familiar with the [Bulletin](#) of the University of Mississippi Medical Center, which contains information applicable to all UMMC students as well as Graduate School-specific information. Policies, regulations, and guidelines related to the specific program in which he/she is enrolled can be found in the Bulletin and may be obtained from the Director of Graduate Studies of that program. This information is typically available on-line or in printed form as a Policy Statement describing the specific requirements of that program. Collectively, these publications and policies outline the steps required to apply, gain admission, and successfully earn a degree at UMMC. All statements in this publication are announcements of present policies and are subject to change at any time. Changing any provision, offering, or requirement may occur within a student's period of study at the Medical Center.

A. Mission

The mission of the School of Graduate Studies in the Health Sciences is to (1) train qualified researchers who will make significant contributions to the scientific literature; (2) educate those who will train the next generation of biomedical scientists and health care professionals; (3) foster the spirit of scientific inquiry; and (4) promote an environment that embraces diversity and cultural differences.

B. History

The School of Graduate Studies in the Health Sciences at the University of Mississippi Medical Center in Jackson was established in 2001 by the Board of Trustees of State Institutions of Higher Learning. The Graduate Programs in the Health Sciences previously operated under the auspices of the Graduate School of the University of Mississippi.

C. Programs

The School of Graduate Studies in the Health Sciences offers programs leading to Master of Science (MS) and Doctor of Philosophy (PhD) degrees. A listing of graduate degree programs offered at the Medical Center follows.

Master of Science Degree Programs

- Master of Science in Biomedical Materials Science
- Master of Science in Biomedical Sciences
- Master of Science in Clinical Anatomy
- Master of Science in Clinical Health Sciences (program no longer accepting new graduate students)
- Master of Science in Clinical Investigation
- Master of Science in Pathology

Doctor of Philosophy Degree Programs

- Doctor of Philosophy in Clinical Anatomy
- Doctor of Philosophy in Biochemistry
- Doctor of Philosophy in Biomedical Materials Science
- Doctor of Philosophy in Clinical Health Science (program no longer accepting new graduate students)
- Doctor of Philosophy in Medical Pharmacology
- Doctor of Philosophy in Microbiology and Immunology

Doctor of Philosophy in Neuroscience
Doctor of Philosophy in Nursing
Doctor of Philosophy in Pathology
Doctor of Philosophy in Physiology and Biophysics

II. ADMINISTRATION

A. Graduate School Deans and Administrative Staff

Graduate School Office, N146 601-984-1195

Joey Granger, PhD , Dean	601-815-1436
Michael Ryan, PhD , Associate Dean of Student Affairs	601-984-1842
Lique Coolen, PhD , Associate Dean of Postdoctoral Studies	601-815-8761
Sydney Murphy, PhD , Assistant Dean of Academic Affairs	601-984-1206
Mary Canterbury , Director of Business Operations	601-984-1199
Shanna Moulds , Executive Assistant	601-984-1632

B. Registrar and Student Accounting

Registrar	U013	601-984-1080
Student Accounting	U017	601-984-1060

III. ADMISSIONS

A. Admissions Procedures

1. General Requirements

Admission to the University of Mississippi Medical Center is administered under policies established by state law, the Board of Trustees of State Institutions of Higher Learning and the Medical Center's faculty. Admission requirements are subject to change without notice at the direction of the Board of Trustees.

Selection of applicants is made on a competitive basis, without regard to race, creed, sex, color, religion, marital status, sexual orientation, age, national origin, disability or veteran status. A student with a baccalaureate degree from an accredited institution may apply for study in areas in which competence has been demonstrated by scholastic performance.

Prospective students must submit an [online application for admission \(https://myu.umc.edu/irj/portal/anonymouse?NavigationTarget=ROLES%3A//portal_content/Guest/GuestViews/GuestHowToApply\)](https://myu.umc.edu/irj/portal/anonymouse?NavigationTarget=ROLES%3A//portal_content/Guest/GuestViews/GuestHowToApply) to the Office of Student Records and Registrar, an official transcript of undergraduate and graduate (if applicable) grades, and an official statement of scores (verbal, quantitative and analytical) received on the Graduate Record Examination (GRE). In addition, applicants must submit three letters of recommendation for PhD programs, and a personal statement. With the exception of those students applying for admission directly from a Master's Degree program, the GRE examination must be taken within five years of application. Information regarding the GRE may be obtained from the Educational Testing Service, Princeton,

NJ 08540 (<http://www.ets.org>). **International applicants** must have transcripts evaluated in a course-by-course report from World Education Services (WES) (<http://www.wes.org/index.asp>) or Educational Credential Evaluators (ECE) (<https://www.ece.org/>).

Prerequisites are required by certain programs, and these may be determined by contacting the specific program to which the applicant desires admission.

Initial evaluation of applicants for admission to graduate programs is made on the basis of undergraduate (and graduate, if applicable) scholastic performance, letters of recommendation and scores received on the GRE. Those applicants for whom the initial evaluation indicates the scholastic competence necessary to successfully pursue a graduate degree may be further evaluated by personal interview.

Ph.D. applicants will be evaluated based on the following:

- Baccalaureate Degree in a relevant scientific discipline
- GPA ≥ 3.0
- Three letters of recommendation
- A GRE score ≥ 300 (or ≥ 1000 for tests taken before 8/1/11) on the combined verbal and quantitative sections is preferred
- Students whose combined verbal and quantitative scores meet the above standards will be granted full admission to the School of Graduate Studies. Students whose combined verbal and quantitative scores are < 300 (new GRE) or < 1000 (old GRE) will be considered for conditional admission based on the recommendation of the program director. To obtain full admission the student must, within three academic semesters of admission, attain a GPA of ≥ 3.0 , or retake the GRE and score ≥ 300 . Conditional students who fail to meet the criteria listed above will be dismissed from the program.

MS Applicants: Requirements for MS applicants are similar to those seeking the PhD degree with the listed exceptions:

- A GRE score ≥ 295 on the combined verbal and quantitative scores
- Or a DAT score ≥ 15
- Or an MCAT score ≥ 20

For both MS and PhD program, individual programs may set higher minimum standards than those required by the School of Graduate Studies. In view of that, students are requested to consult the director of their intended program of study and ascertain program-specific requirements.

As stated in the School of Graduate Studies [Grade Forgiveness Policy](#), applicants who have earned a grade of D or F in a course and who have successfully repeated the course at the same institution will have the higher grade used in calculating the overall GPA for admission.

English language proficiency

Applicants whose native language is not English and/or who have completed their tertiary education primarily outside of the USA must submit official scores from one of the following testing

services Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or Pearson Test of English-Academic (PTE-A) and meet the minimum standards set below

- TOEFL-Internet Based Test (IBT): 79 or higher
- TOEFL-Paper Based Test (PBT): 550 or higher
- IELTS: 6.5 overall band score or higher
- PTE-A: 53 or higher

This requirement may be waived for students who are currently enrolled at a college or university in the United States and/or who demonstrate a proficiency in written and spoken English following a personal interview. Admission of a student to a graduate program must be approved by the program director and by the dean or designee of the Graduate School. No individual may enroll in graduate level courses without proper approval and notification from the School of Graduate Studies in the Health Sciences.

a) Conditional Acceptance

Acceptance to the School of Graduate Studies is conditional; the Admission Committee may rescind an offer of acceptance at any time before matriculations if an applicant fails to maintain expectations upon which the acceptance was based. Examples include, but are not limited to, a significant decline in academic performance, failure to complete prerequisites or other course work and degrees in progress, patterns of unprofessional behavior and incidents discovered in a criminal background check.

b) Criminal Background Checks (CBCs)

Any preadmissions agreement executed by the health care program with a student shall be void if there is a disqualifying incident or pattern of unprofessional behavior in the CBC prior to enrollment.

c) Fingerprint-Based CBC

Effective July 1, 2004, Section 37-29-232 of the Mississippi Code requires that students enrolled in a health care professional academic program undergo fingerprinting and CBC. All accepted applicants must call the School of Graduate Studies to schedule an appointment with UMMC Human Resources prior to enrollment so that a set of digital fingerprints and photograph can be required. Fingerprints will be submitted to the Mississippi Public Safety Commission and Department of Justice Federal Bureau of Investigation for criminal background check. If any potentially disqualifying event is reported, Human Resources will mail to the Graduate School applicant a letter (such as Determination of Non-suitability for Employment in a Healthcare Facility) indicating that a potentially disqualifying event(s) has been reported and a copy of the criminal history report record. Copies will be sent to the Dean of the School of Graduate Studies. Currently, there is no charge to the applicant for this service.

2. Technical Standards

Technical Standards are non-academic requirements essential for meeting the academic requirements of the programs in the School of Graduate Studies in the Health Sciences. Within any area of specialization, students must demonstrate competence in those intellectual and physical tasks that together represent the fundamentals of research in their chosen discipline.

The PhD degree programs and some MS degree programs at the University of Mississippi Medical Center School of Graduate Studies in the Health Sciences require a dissertation or thesis based on independent research. Granting of those degrees implies the recipient has demonstrated a base of knowledge in their chosen field of study and possesses the ability to independently apply that knowledge to form hypotheses, design and conduct experiments, interpret experimental results, and communicate these findings to the scientific community. Thus, a candidate for the PhD or MS degree in the health sciences must possess abilities and skills that allow for observation, intellectual and conceptual reasoning, motor coordination, and communication. The use of a trained intermediary is not acceptable.

The following technical skills are required of a successful PhD student:

Observation: The candidate must be able to acquire knowledge by direct observation of demonstrations, experiments, and experiences within the research and instructional setting.

Intellectual/Conceptual Abilities: The candidate must be able to measure, calculate, analyze, reason, integrate and synthesize information to solve problems.

Motor Skills: The candidate must possess motor skills necessary to perform procedures required for experimentation within the chosen discipline. Those individuals with physical challenges are encouraged to contact the appropriate administration to determine their educational options within the chosen discipline.

Communication: The candidate must be able to communicate and discuss his or her experimental hypotheses and results to the scientific community.

Behavioral and Social Attributes: The candidate must possess the emotional and mental health required for full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of responsibilities inherent in managing a scientific setting, the ability to function under the stress inherent in research, and the ability to understand and comply with ethical standards for the conduct of research.

3. Application procedure

Applications are to be submitted on-line from the [School of Graduate Studies website](#). If problems are encountered please contact the graduate school office for assistance (601-984-1195).

All transcripts and documents submitted to the Office of Student Records and Registrar in support of an application become the property of The University of Mississippi Medical Center and will not be returned to an applicant or forwarded to another academic institution or individual. Contact information: Office of Student Records and Registrar, University of Mississippi Medical Center, 2500 North State Street, Jackson, Mississippi 39216, 601-984-1080, 601-984-1079 (Fax).

Deadlines for Applications: The SGSHS accepts applications throughout the calendar year. However, applications for a specific academic term must be received by the Office of Student Records and Registrar by the deadlines below:

- Summer Term: April 1
- Fall Semester: June 1
- Spring Semester: October 1
- Prospective PhD students who wish to attend the Graduate School Spring Recruitment Day must have applications submitted by December 15.
- MS in Clinical Investigations: May 1
- MS Programs: June 1

Students wishing to be considered for a graduate stipend for the upcoming Fall semester should apply for admission prior to April 1. Stipends are assigned on a competitive basis. An applicant is considered for the enrollment period designated on the application. If the applicant is accepted and fails to enroll, or is not accepted, a new application must be submitted if consideration for a subsequent enrollment date is desired.

A range of circumstances and conditions determines the number of admissions to the various graduate programs. Therefore, students interested in a particular program of study are strongly urged to contact the director of that program prior to completing an application to determine whether openings exist for the current academic year and to ascertain specific program requirements.

Application Fee: A nonrefundable fee of \$25 must accompany the initial application.

Registration for classes: Registration for classes is not permitted unless the applicant has received notification of acceptance to a specific graduate program from the School of Graduate Studies in the Health Sciences. Registration for courses must be approved by the graduate program director and advisor. No credit is given for any course for which a student is not officially registered. Student and advisor must complete required [Registration Approval Form](#).

Non-degree seeking students- UMMC employees who wish to take graduate courses but are not members of a University of Mississippi Medical Center graduate program may apply as non-degree seeking students. Applicants must first complete an [Approval to Register Form](#). The form and [instructions for the Non-Degree Student](#) are located on the [Graduate School website](#). Non-degree students may not earn more than 9 semester hours. Furthermore, successful completion of courses taken does not in itself qualify the individual for subsequent admission to a graduate program.

B. Orientation

General orientation applicable to students from all schools on the UMMC campus is held at the beginning of the Fall semester. Furthermore, a specific orientation session for graduate students is also held. Students should plan on attending both general orientation and the Graduate School orientation as this will familiarize them with UMMC policies and services.

C. Enrollment

Once students are accepted into a program, they must be continuously enrolled in classes until the degree is completed or they have been granted a leave of absence. [Leave of Absence Forms](#) can be obtained from the SGSHS website. Furthermore students who are not currently enrolled (i.e., “booked”) in any classes for a given semester will be placed on an Administrative

Leave of Absence. For additional information see "[Leave of Absence Status for Non-Booked Students.](#)"

D. Course Load and Fees

[Current tuition and fees](#) for the 2015 – 2016 academic year can be found on the institutional website. Non-resident Ph.D. students will pay in-state tuition. Tuition is subject to change pending information from the Institutions of Higher Learning (IHL). A full time course load in the School of Graduate Studies is 9 credit hours per semester, including the summer term.

E. Required Laptops

Entering students are required to have a laptop computer that meets the minimum requirements for both PC (<http://support.examsoft.com/h/i/258193614-minimum-system-requirements-for-pc-devices>) and Mac (<http://support.examsoft.com/h/i/258195339-minimum-system-requirements-for-mac-device>) computers. Students should purchase a laptop meeting or exceeding these requirements from regular retail channels. Students will be personally responsible for maintenance/repair of their laptop. All students are required to maintain up to date virus and spyware detection software to allow access to the UMMC public wireless network. Students should acquire their laptop prior to the first week of August.

IV. GRADUATE PROGRAMS AND PROGRAM REQUIREMENTS

It is the responsibility of the student to ascertain the requirements for the degree program in which they are enrolled. Students can obtain this information from the program director, their advisor, or the Office of the Dean, School of Graduate Studies in the Health Sciences.

A. Academic Expectations

Success in graduate school requires curious, dedicated, hard-working students. Aside from the obvious pressures imposed by classes and examinations, many of the pressures you will face as a graduate student are internal and self-imposed. Successful students will work a minimum of 40 hours per week at UMMC, and take work (reading, manuscript preparation) home in the evenings, or come back to finish up experiments. Hard/smart work will pay off in the form of multiple publications, and while only a single, first-authored research paper (see below) is required for graduation, the successful graduate will strive to produce and publish multiple quality works. Simply put, moving on to the next level, a quality post-doctoral position and then onto a productive career in academia, industry or government requires a proven research track record that is reflected in your publication record.

1. Student Progression

It is the responsibility of each student and his/her advisor to be fully aware of all regulations governing each step of the progression through the MS and PhD programs as outlined below:

Student Progression Policy: For full-time PhD students the progression toward the PhD degree follows this general path:

1. Graduate (G) Years 1 and 2: Complete course work, perform laboratory rotations, and choose a mentor.
2. Successfully pass the Qualifying Examination and obtain PhD Candidacy (end of the G2 year/first term of the G3 year).
3. Defend the Research Proposal (by the end of the G3 year)
4. Devote G4 and G5 years to dissertation and dissertation research.

5. G1 – G5 years: All students are expected to complete and review yearly an [Individual Development Plan](#) with their advisor and program director. [SGSHS Policy on Individual Development Plan for Graduate Students](#).

Ordinarily, students are eligible to take their qualifying examination during the summer of their second year/fall of their third year. After a student has passed the qualifying exam and been admitted to candidacy. Dissertation proposals are expected to take place within one year following advancement to candidacy. Each student's progress is monitored annually by his/her advisory committee or advisor to facilitate timely completion of the degree. After the dissertation is written, a notice is sent to announce the public defense of the dissertation.

2. Good Academic Standing

The Graduate School defines a student in "good academic standing" as one who is making acceptable progress toward a graduate degree and who is eligible to register for and pursue academic coursework at UMMC for the current semester. All graduate students are expected to remain in good academic standing throughout the entire course of their study.

The minimum academic requirements for Good Academic Standing established by the Graduate School are as follows. However, please note, individual programs may establish stricter academic standards.

1. A PhD student must maintain a grade point average (GPA) of 3.0 or higher based on a four point grading scale or an 80% weighted numerical average.
2. A MS student must maintain a grade point average (GPA) of 2.8 or higher based on a four point grading scale or a 75% weighted numerical average.

Academic requirements other than those imposed by SGSHS are determined by the individual graduate programs with the approval of the Dean of the Graduate School.

3. Satisfactory Academic Progress (SAP) Criteria for Federal Financial Aid and Institutional Scholarship Eligibility

In order to be in [Good Academic Standing](#), a Ph.D. student must maintain a grade point average (GPA) of 3.0 or higher based on a 4 point grading scale or an 80% or higher weighted numerical average. A MS student must maintain a grade point average of 2.8 or a 75% or higher weight numerical average. All students must meet these academic standards for purposes of continued financial support, i.e. Dean's scholarship and federal and state loans. These standards are reviewed at the end of each spring term and any student failing to meet these requirements will be placed on financial aid suspension. Students on financial aid suspension are ineligible to receive federal student aid or institutional scholarships (i.e. Deans' Scholarship).

Once a student is placed on financial aid suspension, a review of academic progress will be assessed after each graded term for the following academic year. If a student is deemed to be in academic good standing within the academic year, the student will be removed from financial aid suspension and will once again be eligible to receive aid, loans, and institutional scholarships. Any student that does not meet the requirements for good academic standing within one academic year, will no longer be eligible for institutional scholarship, aids, or loans.

In addition, requirements of Satisfactory Academic Progress set forth by the Office of Student Financial Aid must also be met to receive federal financial aid. For more information on these requirements, please visit the [Office of Student Financial Aid](#) website.

B. Graduate Programs and Degree Requirements

The following is a synopsis of the basic requirements for the degrees of Master of Science (MS) and Doctor of Philosophy (PhD). Specific questions pertaining to these requirements can be answered by the Director of the Graduate Program in which the student is enrolled and the Office of the Dean.

1. Master of Science (MS) Degree

The School of Graduate Studies in the Health Sciences offers Master of Science degrees in Biomedical Sciences, Clinical Anatomy, Clinical Investigation, Biomedical Materials Science, and Pathology. Within the Biomedical Sciences program there are two tracks: Biomedical Sciences and Maternal-Fetal Medicine (MD degree required). Information about each of these two tracks can be obtained from the program director or from the relevant section of the [Bulletin](#).

A minimum of 30 (semester) credit hours is required for the MS degree. The minimum GPA for a MS degree is 2.8 (on the 4 point scale) or a weighted numerical average (WNA) of 75%. These requirements notwithstanding, individual MS programs can establish more stringent criteria for graduation.

Graduate School Student Learning Outcomes (SLOs) Masters Students

A student who completes a master's degree should:

- demonstrate mastery of a body of knowledge in the discipline; the level of the material and/or the extent of mastery must be above that for the baccalaureate degree,
- use and/or understand the basic methodologies of the discipline
- retrieve, evaluate, and utilize information relevant to the discipline
- communicate, both orally and in writing, in a manner and level of proficiency that is standard for the discipline
- (for thesis master's) conduct research or produce creative work
- (for non-thesis master's) function as a professional in the discipline

Residence Requirements: A minimum of one academic year must be spent in continuous residence as a full-time student at The University of Mississippi Medical Center to qualify for a Master's degree.

Course Work: A minimum of 30 (semester) credit hours is required for the MS degree.

Time Limit: The time limit for completing all requirements for a Master of Science degree is six years from the date of first registration.

Thesis: Some programs may require a thesis as a requirement for graduation. The thesis should show evidence of original investigation. Thesis must be approved by the advisory committee and the SGSHS dean.

Thesis Advisory Committee: An oral examination and thesis defense is mandatory in programs requiring a thesis. The candidate's Advisory Committee will conduct the examination. MS Advisory Committee members must be members of the graduate faculty or approved by the Dean of the Graduate School. This Advisory Committee consists of the chair and a minimum of two additional members. The student's advisor serves as chair of the committee. The other members

of the committee are nominated by the chair of the Advisory Committee with the approval of the graduate program director and the Dean of the Graduate School. The chair and one other member of the committee must be from the student's program. One member can be from outside the University of Mississippi Medical Center. The [Nomination of Advisory Committee Form](#) should be submitted to the Office of the Graduate School for the Dean's written approval. It is the responsibility of the student to prepare and deliver the completed forms to the appropriate office or individual.

Graduation Requirements: To earn the MS degree a student must

- Successfully earn a minimum of 30 credit hours and maintain a GPA of ≥ 2.8 (on a 4 point scale) or a weighted numerical average (WNA) $\geq 75\%$. These requirements notwithstanding, individual MS programs can establish more stringent criteria for graduation.

Application for Diploma: The Application for Diploma and the Cap and Gown Order form must be completed through the student [MyU portal](#) at the beginning of the semester in which the student expects to graduate.

Exit Survey: The student must submit an online Exit Survey, which may be obtained from the Graduate School office after the binding, publishing and copyright fees have been paid. The responses are submitted to the Office of Institutional Research and the anonymity of the student and faculty members is maintained. The collated results are used to assess program effectiveness.

2. Doctorate of Philosophy (PhD) Degree

The degree of Doctor of Philosophy is offered by The University of Mississippi Medical Center in Clinical Anatomy, Biochemistry, Microbiology and Immunology, Neuroscience, Pathology, Medical Pharmacology, Physiology and Biophysics, Biomedical Materials Science, and Nursing. In addition, a combined MD/PhD program is offered to highly qualified students who wish to pursue a career as physician-scientist (see below). Prospective students are invited to contact the specific program in which they wish to study or the [School of Graduate Studies in the Health Sciences](#), The University of Mississippi Medical Center, Jackson, Mississippi 39216-4505.

The Doctor of Philosophy degree is a research degree and is not conferred solely as a result of formal course work, no matter how superior and extensive. The program leading to the PhD degree represents more than the sum of time in residence, and the study plans are only a minimum. To receive the doctoral degree, the candidate must demonstrate evidence of proficiency and distinctive attainment in a special field, and a recognized ability for independent investigation as presented in a dissertation based upon original research. The following requirements for the PhD degree are the minimal requirements and apply to all students seeking the doctoral degree. Because individual programs may have additional specific requirements, the student is urged to clearly identify them before beginning a course of study. A description of program-specific policies is available from the relevant program director.

Students are required to complete a minimum of 60 credit hours beyond a baccalaureate degree (or 30 credit hours beyond a masters degree). Credits representing research and preparation for the dissertation are to be earned as directed by the student's Advisory Committee. Credit hour requirements may differ from other programs so that student should consult the relevant program director for specific details.

Academic performance and progress toward completion of all degree requirements will be monitored and documented by the program directors and deans of the SGSHS. Progression in the program requires a minimum cumulative GPA of 3.0 or $\geq 80\%$ weighted numerical average. Students who do not meet the established criteria will be notified. A student may be allowed to repeat a course with the recommendation of their advisor. The repeat grade will be used for GPA calculation, however the original grade will remain on the transcript. If at any time during the academic year the progress of a student is considered unsatisfactory, the student may be placed on academic probation or dismissed from the program.

Ordinarily, students are eligible to take their qualifying examination during the summer of their second year/fall of their third year. After a student has passed the qualifying exam and been admitted to candidacy. Dissertation proposals are expected to take place within one year following advancement to candidacy. Each student's progress is monitored annually by his/her advisory committee or advisor to facilitate timely completion of the degree. After the dissertation is written, a notice is sent to announce the public defense of the dissertation.

Graduate School Student Learning Outcomes for PhD students

A student who completes a doctoral degree should:

- demonstrate broad and advanced knowledge within the discipline
- successfully use a range of methodologies of the discipline
- independently perform original research
- communicate effectively
- function as a professional in the discipline

Time Limits: Completion of a PhD degree generally requires five to six years, but must take no more than five years following admission to candidacy. University standards mandate that PhD students complete all course requirements and examinations within a period of five years after passing the Qualifying Exam.

Full-time Student: The University of Mississippi Medical Center graduate student is considered a full-time student if he/she is enrolled in 9 credit hours/semester.

Course Work: A major objective of a productive graduate education program is providing the most appropriate program of study for the individual student. The student's research area is of major consideration in designing and developing all aspects of the program, including course work. Specific course requirements vary considerably among programs. Although a well-defined program of course work is required in each program, satisfactory completion of such studies is secondary to a demonstrated ability to complete an original research project and an acceptable dissertation. All doctorate degrees require a minimum of 60 credit hours beyond a baccalaureate degree (or 30 credit hours beyond a master's degree). Credits representing research and preparation of the dissertation are to be earned as directed by the student's Advisory Committee. Credit hour requirements may differ for other programs so the student should consult the relevant program director for specific details.

Qualifying Examination and Admission to Candidacy: An examination to qualify students for admission to Candidacy for the PhD degree is administered by each program within the School of Graduate Studies. The Qualifying Examination is given to graduate students in Good Academic Standing upon completion of coursework. The composition of the examination (oral, written, comprehensive, or research based) varies from program to program. Information on the specific format used within a program may be obtained from the relevant Program Director or from the program's policy manual. Following completion of the Qualifying Exam with a passing score, the

[Qualifying Exam form](#) must be submitted to the Office of Graduate Studies. Two weeks after satisfactory completion of the qualifying examination and any additional prerequisites, the student must submit an [Application for Admission to Candidacy](#) form to the Dean of the School of Graduate Studies. In addition to the examination, students will be evaluated by their committee to assess their level of professionalism at this stage of their career as stated in the [Professional Assessment Tool Policy](#) and using the [Professionalism Assessment Tool](#).

Dissertation Advisory Committee: PhD Advisory Committee members **must** be members of the graduate faculty or approved by the Dean of the Graduate School. The committee will consist of a minimum of five members – four of whom must be members of the Graduate Faculty. Three of the graduate faculty members must be from the student's major program and at least one from outside the major program. The student's advisor serves as chairman of the committee. The other members of the committee are nominated by the chairman of the Advisory Committee with the approval of the graduate program director of the major program and the dean of the Graduate School. The [Nomination of Advisory Committee Form](#) should be submitted to the Office of the Graduate School. It is the responsibility of the student to prepare and deliver the completed forms to the appropriate office or individual.

Dissertation: The dissertation must show originality of thought and demonstrate the results of independent investigation. It should contribute to the advancement of knowledge, exhibit mastery of the subject literature, and be written with an acceptable degree of literary skill. The dissertation is prepared under the direction of the candidate's advisor and must be approved by the candidate's Dissertation Advisory Committee and the Dean of the Graduate School. This approval must be obtained and all other requirements completed by the date given in the official [academic calendar](#). Generally, all degree requirements must be completed 6 – 8 weeks before the end of the term in which the student wishes to graduate.

Dissertation Defense: The dissertation defense is conducted by the candidate's Advisory Committee and consists of a public presentation and defense of the dissertation. Two weeks prior to a student's public defense, an administrative staff member from that particular program sends announcement information to the Graduate School office. The following information should be included in the announcement: Student Name, Program, Dissertation or Thesis, Title of Dissertation/Thesis, Date of Defense, Time of Defense, and Place of Defense. In private deliberation, the Advisory Committee will determine the acceptability of the defense and dissertation. Further questioning of the candidate may be included in the committee's deliberations. The dissertation must be submitted to the Advisory Committee at least 10 days before the examination. Five members of the Advisory Committee must be present at the final oral examination at which time they will sign the [Dissertation Defense Approval form](#). Likewise, the School of Graduate Studies must be informed of the proposed date of the oral defense at least 2 weeks in advance.

Graduation Requirements: To earn the PhD degree a student must

- successfully earn a minimum of 60 credit hr (30 hr beyond a MS degree) and maintain a GPA of ≥ 3.0 or a weighted numerical average (WNA) $\geq 80\%$.
- successfully write and defend a PhD dissertation describing a body of original scientific research.
- be listed as the sole first author on at least one publication in a national or international, peer-reviewed journal. Verification of the publication requirement requires submission of the [Publication Requirement Form](#).
- must enroll in and pass ID709 (Responsible Conduct of Research/Research Ethics) and ID714 (Professional Skills for Graduate Students and Postdoctoral Fellows).

However, PHN students may take ID 700 (Ethics in Research) in place of ID709 and are exempt from the ID714 requirement.

Application for Diploma: The Application for Diploma and the Cap and Gown Order form must be completed through the student [MyU portal](#) at the beginning of the semester in which the student expects to graduate.

Exit Survey: The student must submit an Exit Survey form, which may be obtained from the Graduate School office after the binding, publishing and copyright fees have been paid. The responses are submitted to the Office of Institutional Research and the anonymity of the student and faculty members is maintained. The collated results are used to assess program effectiveness.

3. [MD/PHD Program](#)

The goal of the MD/PhD program is to train physician-scientists. To prepare students for careers in academic medicine, the program will provide them with a broad understanding of contemporary medical knowledge and the ability to productively investigate issues related to human disease. The MD/PhD Program is a seven year program consisting of the first three years of medical school (M1-M3), three years of graduate study (G1-G3), and a final year of medicine (M4). To closely align clinical and research interests, students typically select an area for graduate study during their M3 year and maintain association with their clinical interests through interaction with clinical faculty mentors during their G1-G3 years.

Acceptance into the MD/PhD program at The University of Mississippi Medical Center requires prior admission into medical school. Moreover, in addition to completion of all medical school application materials, the applicant must also submit their GRE scores and a written personal statement indicating the reasons for choosing the MD/PhD program (see options on the School of Medicine's Secondary Application). Since the purpose of the MD/PhD program is to train clinical researchers, each applicant should list under "Experiences" in his/her American Medical College Application Service (AMCAS) application all relevant research experience and research presentations and provide at least one letter of recommendation from an individual capable of evaluating the applicant's research potential. All application materials should be sent to the Associate Dean for Medical School Admissions. MD/PhD applicants who are invited to interview with the Medical School Admissions Committee will, at the completion of these interviews, also meet with one or more members of the graduate school's MD/PhD Admissions Committee. Prior to the interview with the Graduate School, the student must complete the [Graduate School application](#) for the PhD Program.

The MD/PhD program is a 3/3/1 pathway (3 years Medical School, 3 years Graduate School, 1 year Medical School). During the M1 or M2 year, students may take the graduate school's Responsible Conduct in Research course (research ethics) (ID 709). If a student's research interest involve the use of vertebrate animals, MD/PhD student may also take "An introduction to Animal Research" (ID 704). In addition, courses taken for graduate credit during the M1 and M2 years may have additional departmental requirements. After identification of a specific department in which to pursue a PhD degree and with the Program Director's recommendation to the Dean of the Graduate School, an MD/PhD student will receive graduate credit for relevant courses taken during the M1/M2 year.

After identification of a specific department in which to pursue a PhD degree and with the program director's recommendation to the dean of the Graduate School, an MD/PhD student will receive graduate credit for relevant courses taken during the M1/M2 years. However, in In

addition to courses taken for graduate credit during the M1 and M2 years, additional graduate level courses may be required.

Prior to choosing a department in which to major, MD/PhD students will be required to attend specific departmental seminars in research areas of interest. When a major department has been identified, not later than April 1 of the M3 year, the MD/PhD student will select an advisor and begin to fulfill specific requirements of that PhD program.

Years G1 through G3 are devoted to research and writing and fulfilling all program requirements for the PhD. It is anticipated that some candidates may wish to continue research during the M4 year, which would be permitted, even encouraged.

Laboratory Rotations: MD/PhD students are required to complete lab rotations in a minimum of three mentors' labs in two different departments during the summer terms prior to their M1 and M2 years. The summer prior to their M1 year, the student will complete a five-week rotation in two different biomedical science programs. For the summer prior to the M2 year, the student may opt to complete the entire 10-week lab rotation in only one program or choose a new one.

A. Wallace Conerly, M.D. Scholarship: Honors Dr. Conerly service as Vice Chancellor for Health Affairs and Dean of the School of Medicine from 1994-2003, provides both medical and graduate tuition for outstanding MD/PhD students. In order to be eligible for renewal of MD/PhD scholarship support, students must be enrolled as full-time students in either the School of Medicine or School of Graduate Studies at UMMC. In addition, students are expected to maintain a cumulative grade point average of at least 3.2 at the end of every semester. Students must also maintain satisfactory academic progress, as determined by their respective graduate program. As each graduate program has specific requirements, students are highly encouraged to discuss the expectations of their specific graduate program with the respective graduate Program Director and/or the MD/PhD Director. In order for a scholarship to be reinstated, a student must maintain a cumulative grade point average of at least 3.2 for one (1) full semester before being reconsidered for scholarship support.

C. [Checklist:](#) Items to be completed prior to awarding the PhD degree:

- Residence Requirement
 - One academic year in continuous residence as a fulltime student
- Time Limit
 - No more than 5 years following admission to candidacy
- Complete Coursework
 - 60 hours minimum or 30 hours beyond Masters
 - ID 709 - Research Ethics (All programs except CHS and PHN)
 - ID 700 - Ethics in Research (CHS and PHN)
 - ID 714 - Professional Skills (All programs except CHS and PHN)
- [Qualifying Exam Form](#)
- [PhD Application for Candidacy](#)
 - Complete and submit within 2 weeks of passing Qualifying Exam
- [Nomination of Advisory Committee](#)
 - Committee to consist of 5 members to include: 4 Graduate Faculty members/3 within major program and 1 outside
- [Proposal Approval Form](#)

- Within 1 year of candidacy
- [1st Authored Publication](#)
 - The student must be listed as the SOLE first author on at least one publication in a national or international peer-reviewed journal
- [Application for Diploma /Cap and Gown Forms](#)
- [PhD Dissertation Defense Form](#)
 - Public – 2 weeks prior, send announcement to SGSHS/10 days prior written copy of thesis/dissertation to advisory committee members. 5 members of AC participate in the defense.

Other Requirements at Completion of Dissertation

- Dissertation finalized final draft in either [Manuscript Style](#) or [Traditional Style](#) must be submitted to SGSHS within 2 weeks after defense for formatting review.
- 2 copies of Dissertation on CD
- Signed Abstract Finalized Title Page, Copyright Page and Signed Abstract
- Receipt for Binding
- [Copyright](#) Form Pages 4, 5 and 6
- Survey of Earned Doctorates Certificate Completed online
- Student Exit Survey Completion Certificate Completed online
- Employer Permission Form
- Student Information Sheet
- Alumni Affairs Form

D. Annual Academic Review of PhD and MD/PhD Students:

Each PhD or MD/PhD PhD student's academic progress will be evaluated each fall and spring for progression review and completion of the [Individual Student Progress Form](#). All PhD students are required to meet twice a year (Fall and Spring) with the Program Director and Research Mentor during the student's G1 and G2 years. Following establishment of the student's advisory committee, the student will meet twice a year with their advisory committee. Additionally, each Ph.D. student's academic progress must be reviewed after their first semester of enrollment, in order to identify any academic problems early in the program. Annual reviews are to be submitted by June 1 to the SGSHS.

These elements must be included in the PhD student annual evaluation:

- Review of the student's academic record including
 - Evaluation of grade point average;
 - Addressing any incomplete and/or IP courses;
 - Monitoring overall progress toward coursework completion.
- Planning for a timely qualifying examination and defense of the dissertation research proposal.
- Monitoring adequate progress in research, including timeliness of degree completion i.e. manuscripts, and preliminary or qualifying exams. At the end of an academic year, the SGSHS will check GPAs of all enrolled students. If any PhD student is below 3.0, or an 80% weighted numerical average, a letter will be sent informing the student and program director of academic probation.
- Documentation of compliance with the [Individual Development Plan Policy](#).

E. Annual Academic Review of Master's Students

Each MS student's academic progress will be evaluated each fall and spring for progression review and completion of the [Individual Student Progress Form](#). Additionally, each MS student's academic progress must be reviewed after their first semester of enrollment, in order to identify any academic problems early in the program. Program Directors are required to communicate the annual academic evaluation to the student in writing. Annual reviews are submitted by June 1 to the SGSHS.

These elements must be included in Master's student annual evaluation.

- Review of the student's academic record including
 - Evaluation of grade point average;
 - Addressing any incomplete and/or IP courses;
 - Monitoring overall progress toward completing the coursework phase of the program.
- If a thesis is required, planning for a timely defense of the thesis research proposal or prospectus.
- Monitoring adequate progress in research, including timeliness of degree completion.
- Documentation of compliance with the [Individual Development Plan Policy](#).

At the end of an academic year, the SGSHS will check GPAs of all enrolled students. If any MS student is below 2.8, or a 75% weighted numerical average, a letter will be sent informing the student and program director of academic probation.

V. ACADEMIC POLICIES AND PROCEDURES

A. [Grading Policy](#)

Grades are reported as a percentage which are converted into a letter grade and reported on the transcript according to the following rubric: A, 90-100; B, 80-89; C, 70-79; F, 0-69.

1. Good Academic Standing

In order to be in Good Academic Standing, a PhD student must maintain a grade point average (GPA) of ≥ 3.0 based on a four point grading scale. Under such a scale a grade of A is assessed 4 points, a B 3 points, a C 2 points, and an F 0 points. A grade of F is not acceptable for graduate credit but is included in the calculation of the student's GPA. A grade of C is acceptable for graduate credit, but an overall GPA greater than or equal to 3.0 must be maintained. Alternatively, a PhD student must maintain a weighted numerical average (WNA) $\geq 80\%$ to be in Good Academic Standing. Students whose GPA falls below 3.0 or an 80% WNA after the first year, will be placed on academic probation and have 3 continuous semesters to raise their GPA to an acceptable level. For MS students the minimum GPA/WNA required to maintain Good Academic Standing is a GPA of ≥ 2.8 or a WNA $\geq 75\%$.

2. Calculation of GPA and Weighted Numerical Average (WNA)

Note, both the GPA and the WNA are "weighted" to reflect the number of credit hours obtained. Thus, if a PhD student's grade in a 3 hr Biochemistry course is 85%, and her grade in

a 2 hour Molecular Tools course is 79, her GPA will be reported as 2.6 ($3 \times 3 + 2 \times 2/5$) , whereas her WNA is 82.6 ($85 \times 3 + 79 \times 2/5$). In the example above, because the student's WNA >80%, she remains in Good Academic Standing even though her GPA is <3.0.

3. Pass/Fail courses

In certain courses a mark of P is given to indicate that a student has received graduate credit but has been assigned no point grade in the course. For example, official credit for satisfactory scholastic performance in seminars, journal clubs, research, and preparation of the dissertation or thesis will be recorded as P. However, in courses approved for the P mark, course directors may also assign the grade of F.

4. Incomplete coursework

An Incomplete (I) may be assigned with the approval of the dean when the student has not completed a course within the enrollment period. Graduate students receiving the mark of I must complete the course work within 12 months from the time the grade was assigned, unless the course director requires an earlier completion date.

5. [Grade Forgiveness Policy \(Repeating a course\)](#)

Repeating a course must be recommended by the student's program director or advisor and approved by the former and the course director. Students who have earned a grade of C or less in a course in the School of Graduate Studies in the Health Sciences may retake the course once, and the grade earned in the repeated course will be used in calculating the student's overall University of Mississippi Medical Center GPA. Although the original grade will not be calculated into the student's GPA, it will remain on the transcript.

6. Change of Grade

A course instructor may change a reported grade only if the original grade was incorrectly assigned due to clerical or computational error, or if a student meets the requirements for the removal of an "I" grade.

B. [Academic Probation](#)

If at any time during an academic year the progress of a student is considered unsatisfactory, the student may be placed on academic probation and enrolled in the [Academic Achievement Program](#) or dismissed from the program. Students who are placed on academic probation because their GPA has fallen below the benchmarks as indicated in [Good Academic Standing](#), have 3 semesters to raise their GPA to an acceptable level. Failure to do so will result in dismissal.

C. [Adding or Dropping a Course](#)

Classes may be added or dropped for a specific term until the day specified by the [academic calendar](#). Registration for a course makes the student responsible for attending that class until the course is completed or until the Program Director and Dean or designee of the Graduate School authorizes withdrawal from that course. Approved withdrawal from a course, if completed on or before the day specified by the academic calendar, will not be recorded on the student's record. A withdrawal authorized after that date will be recorded as W. A student can

withdraw from a course and receive a *W* at any time until the submission of the final grade. Once the final grade has been submitted, withdrawal is not permitted. Students may challenge grades within 30 days of issuance of final grades by the Office of Student Records and Registrar; otherwise, grades will stand as recorded.

The [request form](#) to add or drop a class may be found on the School of Graduate Studies website under the [Forms](#) tab.

D. [Transfer of Graduate Credit](#)

With the approval of the Program Director and the Dean of the Graduate School, a limited amount of graduate credit earned at another recognized institution may be accepted toward degree requirements at UMMC. For institutions in the United States, transfer credit will only be accepted from accredited universities. From institutions outside the United States, such assurance is provided by a credential evaluation at University of Mississippi, Oxford, MS. Academic credit equal to no more than half the number of hours required for graduation may be transferred from a previous graduate program. Graduate credit from another institution will only be accepted for grades of “B” or higher and only when it is clearly relevant to the student’s current program. Acceptance of transfer credit does not reduce the residency requirement. There is no credit given for experiential learning. Grades received in transfer courses are not used to calculate the student’s GPA, but are counted toward the hours required for a given graduate degree. Transfer courses are indicated on the student’s transcript by the designation T, to indicate credit has been given.

The [Transform of Credit Approval Form](#) can be found on the School of Graduate Studies website under the [Forms](#) tab.

E. [Academic Accommodations](#)

The Office of Academic Support manages academic accommodations at the University of Mississippi Medical Center. Students seeking accommodation for physical or other disabilities should review the [Documentation Guidelines for Academic Accommodations](#) and complete the [Request for Academic Accommodations](#) form. A complete outline on how to apply for academic accommodations can be found at the Office of Academic Support- [Academic Accommodations website](#).

F. [Academic Counseling and Support](#)

If a student is experiencing academic difficulties, the Graduate School offers the student the opportunity to participate in the [Academic Achievement Program](#) provided by the [Office of Academic Support](#). This program is designed to assist the student in developing good study habits and to provide, if needed, tutorial help.

During the first year of graduate school, a student who scores less than 70.0 (MS) or 75.0 (PhD) on any test in selected benchmark courses (ANAT-700, ANAT-711, BIOCH-704, BIOCH-710, MICRO-741, MICRO-701, PHYSIO-725, and PHYSIO-701), or who maintains an overall weighted numerical average grade of less than 75.0 (MS) or 80.0 (PhD) in a given semester, will be referred to their Program Director for inclusion in the Academic Achievement Program. Once referred to the program, the student must, within two weeks of receiving notification from the Associate Dean for Academic Affairs, make an appointment with the Director of Academic

Counseling to discuss the appropriate academic assistance. After the initial meeting with an academic counselor, students will plan with their Program Director the conditions for continuation as indicated in their program's Academic Achievement Program.

G. Graduation and Commencement

Degrees earned in a graduate program are awarded at the end of each semester. To be awarded a degree at the end of an academic term, a student must complete all degree requirements and complete the [Application for Graduation](#) through the [MyU Portal](#) by the dates designated in the [Academic Calendar](#). Formal commencement ceremonies are held once a year at the end of the academic year (May). If able, all graduates are encouraged to participate in spring commencement exercises.

H. [Dismissal from The School of Graduate Studies](#)

Graduate students may be dismissed from the graduate program for cause. This may include unsatisfactory academic performance, failure to pass qualifying examinations, poor research performance, breaches of scientific integrity, i.e., plagiarism, falsification of data, etc., or personnel issues, i.e. harassment.

Dismissal of a student from graduate school is initiated by the Program Director of the student's program, and approved according to the guidelines of that program. This may be a vote of the graduate faculty within that program or an executive committee overseeing the graduate program. A recommendation for dismissal is then submitted in writing to the Dean of the Graduate School. Following his approval, the Dean of the Graduate School will notify the student in writing of the intention to dismiss.

Dismissal of a graduate student can only occur after review by the Dean of the Graduate School and, if necessary, by a hearing before the Graduate Council at which the student has the opportunity to explain any unsatisfactory performance. Students have the right to appeal any disciplinary action as outlined in the [Appeals Process](#).

I. Honor Code

Because integrity is the foundation of scientific endeavors, a graduate student pledges to be honest and trustworthy both in class and the laboratory, i.e., the student will not cheat on examinations, plagiarize the work of others, or falsify laboratory results. Furthermore, the student will report such behavior to the responsible authority, i.e., Course Director, Program Director, or laboratory supervisor.

J. [Distance Learning](#)

In order to facilitate academic integrity within distance learning courses, the School of Graduate Studies in the Health Sciences requires that all coursework materials must be accessed by students through a secure login using <https://myu.umc.edu/irj/portal> username and password.

All current policies that apply to traditional face-to-face delivery of academic coursework also apply to coursework that is delivered electronically.

K. [Residence Requirement](#)

The University of Mississippi Medical Center applies the definitions and conditions of residency as stated in the [Bulletin](#) as required by state law in the classification of students as residents or nonresidents for the assessment of fees. Requests for a review of residency classification should be submitted to the [Office of Student Records and Registrar](#). A minimum of one academic year must be spent in continuous residence as a full-time student at The University of Mississippi Medical Center.

L. [Leave of Absence](#)

Leave of absence from graduate school for students currently booked may be granted by the Dean or his/her administrative designee under the following conditions:

1. To students in [Good Academic Standing](#), a leave of absence will be granted for periods for up to 12 months to pursue training at another institution,
2. To students in [Good Academic Standing](#), a leave of absence for generally no more than one academic semester will be allowed for personal, financial, or medical reasons, and
3. To students not in good academic standing, i.e., those whose GPA is less than 3.0 or an 80% weighted numerical average or whose research efforts/results are not satisfactory, a leave of absence will be given at the discretion of the Program Director and Dean of the School. Such students will be permitted the option of withdrawal from the program.

Non-booked Students: Students who are enrolled in an academic program but who are not actively booked in any given semester/term may be placed on an administrative Leave of Absence by the Dean through the SAP student system. This will prevent financial aid, for which a student is not eligible and which may result in inappropriate financial aid refund to the student, from transferring to his/her account.

An [administrative leave of absence for non-booked students](#) will also alert the student accounting manager to review that student's eligibility for continuation into the student health insurance plan. Only students who are actively enrolled (booked) or who are on an approved leave of absence are eligible for continuation of coverage in the student health plan.

M. [Withdrawal from Graduate School](#)

A student who withdraws from the Graduate School must submit a [Request to Withdraw Form](#) to the SGSHS office. Failure to officially withdraw will result in a grade of F for each course in which the student is registered.

N. [Non-Degree Seeking Students](#)

Before registering for classes, individuals who are not currently enrolled at The University of Mississippi Medical Center but who wish to take a course offered within the School of Graduate Studies must be admitted as Non-degree Seeking.

Non-degree Seeking Students: University of Mississippi Medical Center employees who wish to take graduate courses, but are not members of the University of Mississippi Medical Center graduate program may apply as non-degree seeking students. Applicants must first complete an [Approval to Register](#) form. The form and instructions are located on this website under the

heading "[Non-Degree Seeking Students](#)". Non-degree seeking students may not earn more than 9 semester hours without permission of the appropriate Program Director and the Dean of the Graduate School. Furthermore, successful completing of courses taken does not in itself qualify the individual for subsequent admission to a graduate program.

Visiting Students: A student who wishes to enroll in graduate course work for transfer toward a degree at another institution may be admitted in a visiting status. A visiting student must have written approval from the school to which the credit will be transferred and a letter of good standing. In addition, applicants must first complete an [Approval to Register](#) form. The form and instructions are located on this website under the heading "[Non-Degree Seeking Students](#)". Non-degree seeking students may not earn more than 9 semester hours without permission of the appropriate Program Director and the Dean of the Graduate School. Credit earned as a visiting student may not be applied toward a degree at this institution.

O. [Off-Campus Graduate Courses and Tuition Payment Policy](#)

Although graduate courses necessary to meet the requirements to graduate are available in the School of Graduate Studies curriculum, there may be circumstances where a program requires a graduate student to enroll in a course at another institution. If a student's graduate advisory committee requires a graduate student to enroll in a course at another institution, then it is the responsibility of the mentor/graduate program to pay tuition and fees associated with that course. The graduate student must obtain approval from the Program Director and Dean of the Graduate School before including such a course in the degree plan. The University of Mississippi Medical Center accounts or other funding sources may be used to pay the required tuition and fees, provided such use complies with the policies of the sponsoring agency. When searching for an institution that offers the necessary course, the following types of institution should be considered in decreasing order of preference: University of Mississippi-Oxford, other Mississippi colleges and universities, and colleges and universities outside of Mississippi. [Off-Campus Approval Form](#).

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

P. [Outside Employment](#)

Stipends are provided to graduate students to assist with living expenses and to ensure that they will not accumulate a large debt in pursuit of a PhD degree. Because the stipend allows the student to pursue his/her graduate work without the need to seek outside employment, graduate students supported by stipends from either the University of Mississippi Medical Center or research grants are expected to devote their full efforts to their academic classes and research projects. Specifically, this implies that a minimum of 40 hour/week is spent at UMMC, with additional time at home for study and writing. Although outside employment is generally discouraged, permission may be granted to senior graduate students for the purpose of teaching a course related to their field of study as this may be considered appropriate training for an academic career. In view of this, and consistent with the University of Mississippi Medical Center policy, outside employment is permitted by the completion of the [Outside Employment Request Form](#) and with the written consent of the chairman of the advisory committee, the Director of the Graduate Program, and the Dean of the Graduate School. An application for Permission to

Engage in Outside Employment, available from the [Office of Human Resources](#), must be completed and approved prior to seeking such employment. Failure to adhere to these guidelines will result in disciplinary action, up to and including loss of stipend and dismissal from the graduate program. Additional information about outside employment may be found in the [Employment Policy for Students Receiving Stipends](#).

Q. [Dress Code](#)

Graduate students are expected to dress in good taste and to present themselves in a manner appropriate to their profession. University of Mississippi Medical Center policy requires that all employees and students wear their identification badges at all times while on campus and in any other facilities which are operated by UMMC, or in which the student is engaged in research experience. The badge should be worn with the name and photo clearly visible on the front, upper torso affixed to the collar, pocket, lapel, or displayed on a short break-away neck strap close to the face.

When in the laboratory, students need to wear protective clothing, including lab coat and gloves. Open toed shoes or skirts are strictly prohibited in the laboratory. Long hair should be secured with a tie (rubber band) or pins. Clothing such as ties, or long jewelry should be removed or tied back and wearing rings, bracelets, watches (especially those with absorbent bands) is discouraged in the laboratory. For more information on laboratory safety, refer to: [UMMC Biological Safety Manual](#).

These recommendations for dress are expected to be adhered to any time the students are in educational/research or clinical settings or at any time they interact with others at UMMC.

R. [Safety Training](#)

Inherent in working in any biomedical research laboratory is exposure to a variety of risks. The University of Mississippi Medical Center offers training through the [Division of Environmental Health and Safety](#) in Radiochemical Safety, Chemical Hazards and Safety, Research Animals, and Biological Hazards including Blood-borne pathogens and BSL-2/BSL-3 agents. All students are required to complete annual Safety Training through Canvas.

S. [Compliance Training](#)

In addition to the above safety training, the University of Mississippi Medical Center requires various forms of compliance training. These include both CITI Training modules and training mandated by the UMMC Division of Compliance. All students are required to complete annual Compliance Training.

T. [Human Research Subjects](#)

Individuals working with human subjects must also undergo training to ensure confidentiality of human subjects and appropriate treatment of human subjects.

U. [Mandatory Immunizations](#)

As mandated by the Office of the Associate Vice Chancellor for Academic Affairs, all entering students, including those online or distance education programs, regardless of physical presence on the UMMC campus, are required to be compliant with the [Student Immunization Policy](#). Required immunizations are listed below.

Influenza: It is the policy that all employees and students, volunteers, observers and shadowers must be vaccinated annually against influenza in advance of the flu season unless they are eligible for and have an approved medical contraindication or an approved religious restriction. All persons covered under this policy must show proof of influenza vaccination or be granted an exemption as outlined below by the date of the Designated Vaccination Period established annually by the Student Employee and the Department of Infection Prevention. The vaccine will be offered free of charge to UMMC employees, students, and volunteers through the Student Employee Health Department during usual business hours or during Flu Blitzes. One may also receive the vaccine from an outside provider, but written documentation on letterhead of one's personal physician or pharmacy must be provided. Failure to comply with vaccination will result in disciplinary action up to dismissal from school. For more information on medical or religious exemptions, please see the institutional [Mandatory Flu Vaccine Policy](#).

Varicella: 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 infections is required.

Tetanus/Diphtheria/Pertussis (Tdap): Proof of up-to-date Tdap vaccine. The last dose must have been given within 10 years. If only tetanus/diphtheria vaccine (Td) was administered, a single booster of Tdap is required. International students must provide documentation of three previous doses of Tetanus/diphtheria. One of which must include the Tdap vaccine.

Meningococcal vaccine: See Student Immunization Policy (optional)

Hepatitis B: Proof of completion of three dose series is required. If you have not completed the series before school entry, the 2nd and/or 3rd may be obtained at Student Employee health for a fee. This series MUST be completed by the end of the first semester.

TB Skin test: 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. Students residing in the United States who have been undergoing annual TB skin test screening prior to enrollment may submit two consecutive annual reports of negative TB skin tests, one of which must have been done within the past three 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 with three months prior to school entry. Additional details regarding annual TB testing can be found in the UMMC policy on [Student TB Testing](#).

The University of Mississippi Medical Center 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, required vaccination status and the best interests of the Medical Center.

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

Questions regarding level of immunity and other interpretation of testing results are resolved by the Office of Student and Employee Health.

V. International Travel for Non-Citizen Alien Students

Non-citizen alien students receiving a graduate school stipend will be given a maximum of 3 weeks leave time for international travel. Travel that extends beyond 3 weeks will require the student to take a leave of absence and financial support will be immediately suspended. Financial support will resume at the beginning of a new pay period once the student returns to school. Any exceptions to this policy will be handled on an individual basis. For additional information regarding this policy and graduate school stipends, please contact Mary Canterbury at 601-984-1199 or mcanterbury@umc.edu.

W. Financial Aid Good Academic Standing Policy

In order to be in Good Academic Standing, a Ph.D. student must maintain a grade point average (GPA) of 3.0 or higher based on a 4 point grading scale or an 80% or higher weighted numerical average. A MS student must maintain a grade point average of 2.8 or a 75% or higher weight numerical average. All students must meet these academic standards for purposes of continued financial support, i.e. Dean's scholarship and federal and state loans. These standards are reviewed at the end of each spring term and any student failing to meet these requirements will be placed on financial aid suspension. Students on financial aid suspension are ineligible to receive state/federal student aid or institutional scholarships (i.e. Deans' Scholarship).

Once a student is placed on financial aid suspension, a review of academic progress will be assessed after each graded term. If a student is deemed to be in academic good standing, the student will be removed from financial aid suspension and will once again be eligible to receive aid, loans, and institutional scholarships. Any student that does not meet the requirements for good academic standing within one academic year, will no longer be eligible for institutional scholarship, aids, or loans.

In addition, requirements of Satisfactory Academic Progress set forth by the Office of Student Financial Aid must also be met to receive federal financial aid. For more information on these requirements, please visit the [Office of Student Financial Aid](#) website.

VI. FINANCIAL SUPPORT- Stipends, Scholarships, and Tuition

Financial support in the form of scholarships and stipends may be available in some programs. Academic excellence, maturity, and research experience are the main qualifications considered in the appointment of trainees and assistants. Inquiries should be addressed to the Director of the graduate program in which the applicant wishes to undertake study. Students receiving a stipend are assessed in-state fees. In addition to the above, information concerning loans to cover tuition and personal expenses may be obtained from the [Office of Student Financial Aid](#). All students must maintain Good Academic Standing in order to be eligible for aid, loans, and institutional scholarships as stated in the [Financial Aid Good Academic Standing Policy](#).

A. Graduate Assistant (Stipend) and Graduate Assistant

Stipends are awarded to defray housing and living costs for full-time graduate students in some programs. Although awards have the same monetary value, they are split into two categories. Students during their G1 – G3 years are supported by funds awarded by the Graduate School and are designated “Graduate Assistant (Stipend),” whereas students in their subsequent graduate years are supported by funds provided by research grants, training grants, or departmental funds, etc. and are designated “Graduate Assistant.” Additional information may be found in the [Graduate School Stipend Policy](#).

B. Scholarships

In addition to the stipend, all students receiving a stipend from either the Graduate School or an outside source will also receive a scholarship to cover tuition.

- Dean's Scholarship: The Dean's Scholarship is a full-tuition recruitment scholarship which is awarded to students for outstanding academic achievement. All students on stipends or extramural support are eligible for the Dean's Scholarship.
- Dean's Service Award: Presented to the graduate student who exemplifies the outstanding attributes of leadership, community outreach and service.
- Dr. L. William Clem Endowed Memorial Award: This award, endowed by a generous gift from Dr. Wei Yu and wife Dr. Fei Lu, provides funds for student travel to scientific meetings and for other allowable student expenses. The award is available to Microbiology and Immunology students who are in good academic standing. Recipients will be selected by the Microbiology Graduate Faculty and approved by the Dean of the School of Graduate Studies in the Health Sciences.
- Helen Reeves Turner, MD, PhD Award: Established in 2013 and is awarded each year to a deserving student from one of the Medical Center Schools. The recipient of this award, selected by the dean or his designee, exemplifies Dr. Turner's outstanding attributes of leadership, education and service.
- Randall-Trustmark Graduate Research Award: This award is made in memory of Dr. Charles C Randall, the first chair of microbiology at UMMC and an early director of Graduate Studies at UMMC. Dr. Randall set a high standard for scholarship and directed graduate studies during its formative years at UMMC. The Randall-Trustmark Graduate Research Award and cash prize are presented in recognition of outstanding research accomplishments and scientific contributions by a Graduate Student.
- Regions Graduate Research Award: The Regions Graduate Research Award and cash prize are presented in recognition of outstanding research accomplishments by a Graduate Student.
- Robert A. Mahaffey Jr., Memorial Award: It was the first research award established at UMMC for the recognition, encouragement, and promotion of superior scientific capability of young investigators. Established in 1976 in memory of the late Robert Mahaffey Jr., a UMMC graduate student in immunopathology, this award consists of a cash prize and certificate, signed by the Vice-Chancellor, awarded to each recipient in recognition of exceptional research potential in basic or clinical biomedical science. In addition, the recipient's name is engraved on a permanent plaque displayed in the Medical Center.
- Wallace Conerly, M.D. Scholarship: Honors Dr. Conerly service as Vice Chancellor for Health Affairs and Dean of the School of Medicine from 1994-2003, provides both medical and graduate tuition for outstanding MD/PhD students.

C. Loans

Graduate Students may also apply for additional funding through various loan mechanisms. Students should contact the Office of [Student Accounting and Financial Aid](#) to determine if they qualify for these loan programs.

VII. COMMUNICATION AMONG GRADUATE STUDENTS AND BETWEEN STUDENTS AND THE FACULTY/ADMINISTRATION

A. Social Media

The University of Mississippi Medical Center recognizes that social networking websites are popular means of communication. Students who use these websites must be aware that posting certain information is illegal. Violations of existing statutes and administrative regulations may expose the offender to criminal and civil liability and the punishment for violations may include fines and imprisonment. Offenders also may be subject to adverse academic actions up to and including dismissal. Additional information may be found at [Policy and Guidelines for Personal Use of Social Media](#). Below is a brief summary of the UMMC policy highlighting the critical issues:

Please be advised that the following actions are forbidden:

- You may not present the personal health information of other individuals. Removal of an individual's name does not alone constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type 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.
- You may not report private (protected) academic information of another student or trainee.
- You may not present yourself as an official representative or spokesperson for the institution. 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 express on this (blog, website, etc.) are my own and do not reflect the views of UMMC.”
- 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 listed above and below.

In addition to the absolute prohibitions listed above, the actions listed below are strongly discouraged. Violations of these suggested guidelines are considered unprofessional behavior and may be the basis for disciplinary action:

- Display of vulgar language
- Display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, or sexual orientation.
- Presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
- Posting of potentially inflammatory or unflattering material on another individual's website.

Individuals should make every effort to present themselves in a mature, responsible, and professional manner. Discourse should always be civil and respectful. Please be aware that no privatization measure is perfect and that undesignated persons may still gain access to your networking site. Future employers (residency or fellowship program directors, department chairs, or private practice partners) often review these network sites when considering potential candidates for employment. Finally, although once-posted information can be removed from the original social networking site, exported information cannot be recovered. 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. Always be modest, respectful, and professional in your actions. This policy shall not be construed to impair any constitutionally protected activity, including speech, protest or assembly.

B. Canvas

Depending upon the course, class-related information will be posted on the UMMC Canvas system. For many courses, course assignments and in-class PowerPoint presentations are posted on Canvas.

C. Method of Dissemination of Graduate School Information

Information regarding Graduate School policies is typically disseminated by the Directors of the individual graduate programs or Graduate School office via e-mail. Communication directly from the Dean will be either by campus mail or via e-mail. As a result, students should check their UMMC e-mail accounts.

D. Proper Use of the UMMC Internet/E-mail Service

UMMC Policy regarding acceptable internet and e-mail use can be found at:

[Email Policy](#): Electronic mail (email) services are provided to the University of Mississippi Medical Center community in support of the missions and administrative functions of the university. Users of the email system are expected to comply with the [Email Policy](#), [Information Policy](#), and all other UMMC policies. The email system may not be used for illegal or unlawful activities. Email users are expected to use the services in a professional and respectful manner.

VIII. FACILITIES AND SERVICES AVAILABLE TO UMMC STUDENTS

A detailed list of facilities and services available to all UMMC students is presented on the School of Graduate Studies in the Health Sciences website under [Sites of Interest](#). Facilities and service available to students include cafeterias and on-campus eating establishments (Subway, McDonalds, Cups), Student–Employee Health, the Student Union including food services, gym, and bookstore, Roland Library, etc.

The School of Graduate Studies encourages students to become members of student chapters of appropriate scientific societies. This will provide networking opportunities and career options as well as exposure to current research in the field. Information about membership can be obtained from the student's major professor and/or the director of his/her graduate program.

IX. GRADUATE STUDENT GOVERNMENT AND ACTIVITIES

A. [Graduate Student Government](#)

The Graduate Student Body (GSB) council represents the students enrolled in the graduate programs at the UMMC. Elected officers and representatives serve in various student government capacities.

Graduate Students are represented on the [Associated Student Body](#) (ASB) by four officers: President, Vice President, Secretary-Treasurer, and Philanthropy Coordinator.

The ASB council serves as the students' voice to the administration and also hosts social and outreach activities for the UMMC student body. Monthly meetings are held at which the Vice Chancellor and representatives from each school meet to discuss issues of importance to UMMC students.

B. Student Activities/ Social Events

Social events include a number of annual parties hosted by the [ASB council](#). There are also [intramural leagues](#) including flag football, basketball, soccer, and volleyball. In addition,

graduate students have taken part in [philanthropic events](#) such as: Habitat for Humanity building projects, the Jackson Red Beans and Rice Festival, and other types of community outreach activities.

Each discipline has its own graduate student and professional organizations. See the Program Director or your faculty advisor for appropriate professional organizations in your field of study.

X. ANNUAL EVENTS

A. Commencement

Students receiving terminal degrees are encouraged to attend commencement. However, the SGSHS realizes that because students finish their course of study and leave for post-doctoral and other positions at various times throughout the year, attendance at commencement is not always possible.

B. School of Graduate Studies Honors Day

Honors Day is held during the spring semester and recognizes the efforts of those students who have graduated or are graduating with Masters and PhD degrees during the current academic year. In addition, the School of Graduate Studies recognizes those who have shown exceptional service and/or research productivity during their graduate careers. Students are nominated by their mentor or another member of graduate faculty and chosen by a committee representative of the various graduate programs. The following awards are presented during Honors Day.

The Helen Reeves Turner MD/PhD Award: This award rotates among the various schools at UMMC and is given to the student with outstanding attributes of leadership, education, and service.

The Dr. Charles Randall-Trustmark Bank Graduate Research Award: Named in honor of the first chair of microbiology and an early director of graduate studies at UMMC, the award is presented in recognition of outstanding research accomplishments.

The Regions Bank Graduate Research Award: This award is presented in recognition of outstanding research accomplishments by a graduate student.

The Robert A. Mahaffey, Jr. Memorial Award: This award is made in recognition of exceptional research potential in basic or clinical biomedical science.

Dean's Service Award: Recognizes the student who has made outstanding contributions to the large UMMC and Jackson communities.

C. School of Graduate Studies Research Day

Research Day is held during the fall semester and involves oral and poster presentations, and a seminar by a distinguished UMMC alumnus/alumna. The School of Graduate Studies views Research Day as a way to showcase the efforts of its various programs and strongly encourages all graduate students, particularly those who have passed their qualifying examinations, to participate through the presentation of a poster describing their current research. In addition, a subset of students, reflective of the different programs, may be selected to present their work in a series of 10 - 15 minute oral presentations.

XI. STUDENT RIGHTS AND RESPONSIBILITIES

A. [Dismissal Appeal Process](#)

Following approval of a recommendation for dismissal by the Dean of the Graduate School and after written notification, the student has the right to appeal. Course grades cannot be appealed.

- The Office of the Dean notifies the student by certified mail of the decision to dismiss and all necessary details related to the implementation of that decision. Copies of the notification are sent to the program director of the student's academic program.
- Written notification to the student includes a statement of the Appeals Process and the deadline for appeal.
- Appeal of the decision must be made by the student, in writing, to the Dean of the Graduate School within 14 days of receipt of the letter of notification.
- The Graduate Council shall act as the appeal body for all matters concerning dismissal. Upon receipt of a valid request for appeal, the Dean of the Graduate School shall call a meeting of the Graduate Council to hear information from both the student and the program. During an appeal before the Graduate Council, the student shall have the right to counsel and may present witnesses and other documentation as may seem pertinent. Graduate Council members who had direct input into the recommendation for dismissal shall be excused from this deliberation process. The decision of the members of the Graduate Council who have heard the appeal will be determined by written ballot.
- The Dean of the Graduate School shall inform the student and the director of graduate studies of the student's program in writing of the decision. This decision by the dean of SGSHS shall be final. The student shall have the right to file a procedural appeal in writing to the Associate Vice Chancellor for Academic Affairs within five (5) working days. In the case that a procedural violation is found to have occurred, the case will be returned to the point of procedural issue and readdressed.

B. **Student Compliant Policy**

A student seeking to resolve any academic or misconduct complaint, will seek resolution through the schools' published administrative channels, entering at the appropriate level and proceeding in the order stated. All decisions by the school dean or executive faculty concerning academic matters are final. Procedural appeals may be filed to the Associate Vice Chancellor for Academic Affairs. In the case of a procedural violation, the case would be returned to the point of the procedural issue and readdressed. Information on academic and conduct complaints are published in the [Bulletin](#) and included in the individual schools [handbook](#).

A student seeking to resolve a non-academic or non-misconduct complaint will seek resolution through the appropriate office on campus designated to address the particular student concern. Issues involving such matters as sexual harassment, discrimination, disability, employment, or mistreatment fall under institutional policies that are handled by specific offices, such as the Office of Human Resources or the Equal Employment Opportunity Office.

In the event that a student believes the non-academic or non-misconduct complaint has not been resolved satisfactorily, he/she should file a written grievance with the Chief Student Affairs Officer. In such cases, the Chief Student Affairs Officer will work to ensure a fair and

equitable process; soliciting a written response to the grievance from the appropriate institutional representative within ten working days. An ad hoc Grievance Review Committee will be convened to review the complaint. A recommendation will be made by the ad hoc Grievance Review Committee within fifteen working days.

The ad hoc Grievance Review Committee may:

- Recommend rejection of the grievance and deny the requested outcome.
- Support the grievance; recommend approval of the requested outcome.
- Support the grievance; recommend approval of a revised outcome.

The Chief Student Affairs Officer shall communicate in writing the recommendation of the ad hoc Grievance Review Committee to the Vice Chancellor for Health Affairs. The decision of the Vice Chancellor for Health Affairs is final and completes the Grievance Review Process. All parties will be notified in writing of the final decision within ten working days.

Additionally, the Office of Student Affairs provides a web-based version of a student comment/complaint box. This email account is used to collect and track student issues and concerns. Best efforts will be made to respond within 48 hours unless the student wishes to remain anonymous.

The Student Affairs Council will maintain a protected record of all non-academic and non-misconduct student complaints in a proactive effort to identify institutional opportunities for improvement. The Associate Dean/Director of Student Affairs from each school will report all non-academic and non-misconduct complaints that rise to the level of the individual school Dean's Office to the Student Affairs Council on a quarterly basis. The Chief Student Affairs Officer will report all student complaints that rise to the institutional level to the Student Affairs Council on a monthly basis.

C. Federal Family Educational Rights and Privacy Act of 1974 (FERPA)

The [Family Educational Rights and Privacy Act of 1974](#) gives matriculated students the right to view their academic records, mandates student consent for authorized persons to gain access to these records, and authorizes hearings to enable students to modify or supplement their records.

D. Professional Conduct Policy for Graduate Students and Their Mentors

The following guidelines for graduate students and their mentors are provided by the AAMC Group on Graduate Research, Education, and Training (GREAT) and can be accessed in full at www.aamc.org/gradcompact. It outlines the rights and responsibilities of students and mentors alike.

1. Commitments of Graduate Students

- **I acknowledge that I have the primary responsibility for the successful completion of my degree.** I will be committed to my graduate education and will demonstrate this by my efforts in the classroom and the research laboratory. I will maintain a high level of professionalism, self-motivation, engagement, scientific curiosity, and ethical standards.
- **I will meet regularly with my research advisor and provide him/her with updates on the progress and results of my activities and experiments.**

- **I will work with my research advisor to develop a thesis/dissertation project.** This will include establishing a timeline for each phase of my work. I will strive to meet the established deadlines.
- **I will work with my research advisor to select a thesis/dissertation committee.** I will commit to meeting with this committee at least annually (or more frequently, according to program guidelines). I will be responsive to the advice of and constructive criticism from my committee.
- **I will be knowledgeable of the policies and requirements of my graduate program, graduate school, and institution.** I will commit to meeting these requirements, including teaching responsibilities.
- **I will attend and participate in laboratory meetings, seminars and journal clubs that are part of my educational program.**
- **I will comply with all institutional policies, including academic program milestones.** I will comply with both the letter and spirit of all institutional safe laboratory practices and animal-use and human-research policies at my institution.
- **I will participate in my institution's Responsible Conduct of Research Training Program and practice those guidelines in conducting my thesis/dissertation research.**
- **I will be a good lab citizen.** I will agree to take part in shared laboratory responsibilities and will use laboratory resources carefully and frugally. I will maintain a safe and clean laboratory space. I will be respectful of, tolerant of, and work collegially with all laboratory personnel.
- **I will maintain a detailed, organized, and accurate laboratory notebook.** I am aware that my original notebooks and all tangible research data are the property of my institution but that I am able to take a copy of my notebooks with me after I complete my thesis/dissertation.
- **I will discuss policies on work hours, sick leave and vacation with my research advisor.** I will consult with my advisor and notify fellow lab members in advance of any planned absences.
- **I will discuss policies on authorship and attendance at professional meetings with my research advisor.** I will work with my advisor to submit all relevant research results that are ready for publication in a timely manner prior to my graduation.
- **I acknowledge that it is primarily my responsibility to develop my career following the completion of my doctoral degree.** I will seek guidance from my research advisor, career counseling services, thesis/dissertation committee, other mentors, and any other resources available for advice on career plans.

2. Commitments of Research Advisors

- **I will be committed to the life-long mentoring of the graduate student.** I will be committed to the education and training of the graduate student as a future member of the scientific community.
- **I will be committed to the research project of the graduate student.** I will help to plan and direct the graduate student's project, set reasonable and attainable goals, and establish a timeline for completion of the project. I recognize the possibility of conflicts between the interests of externally funded research programs and those of the graduate student, and will not let these interfere with the student's pursuit of his/her thesis/dissertation research.
- **I will be committed to meeting one-on-one** with the student on a regular basis.

- **I will be committed to providing financial resources** for the graduate student as appropriate or according to my institution's guidelines, in order for him or her to conduct thesis/dissertation research.
- **I will be knowledgeable of, and guide the graduate student** through, the requirements and deadlines of his/her graduate program as well as those of the institution, including teaching requirements and human resources guidelines.
- **I will help the graduate student select a thesis/dissertation committee.** I will assure that this committee meets at least annually (or more frequently, according to program guidelines) to review the graduate student's progress.
- **I will lead by example and facilitate the training** of the graduate student in complementary skills needed to be a successful scientist, such as oral and written communication skills, grant writing, lab management, animal and human research policies, the ethical conduct of research, and scientific professionalism. I will encourage the student to seek opportunities in teaching, if not required by the student's program.
- **I will expect the graduate student to share common laboratory responsibilities and utilize resources carefully and frugally.**
- **I will not require the graduate student to perform tasks that are unrelated to his/her training program and professional development.**
- **I will discuss authorship policies regarding papers with the graduate student.** I will acknowledge the graduate student's scientific contributions to the work in my laboratory, and I will work with the graduate student to publish his/her work in a timely manner prior to the student's graduation.
- **I will discuss intellectual policy issues with the student with regard to disclosure, patent rights and publishing research discoveries.**
- **I will encourage the graduate student to attend scientific professional meetings and make an effort to secure and facilitate funding for such activities.**
- **I will provide career advice and assist in finding a position for the graduate student following his/her graduation.** I will provide honest letters of recommendation for his/her next phase of professional development. I will also be accessible to give advice and feedback on career goals.
- **I will provide for every graduate student under my supervision an environment that is intellectually stimulating, emotionally supportive, safe, and free of harassment.**
- **Throughout the graduate student's time in my laboratory, I will be supportive, equitable, accessible, encouraging, and respectful.** I will foster the graduate student's professional confidence and encourage critical thinking, skepticism and creativity.

XII. Appendix

A. Websites of Importance

1. Graduate School Forms
http://www.umc.edu/Education/Schools/Graduate_Studies/Forms.aspx

2. Academic Support
http://www.umc.edu/academic_support
3. Student Accounting
http://www.umc.edu/student_accounting/
4. Financial Aid
<http://www.umc.edu/financialaid/>
5. Student Records and Registrar
<http://www.umc.edu/registrar/>

B. Acknowledgement of Receipt and Reading of Handbook

ACKNOWLEDGEMENT
STUDENT HANDBOOK ONLINE

I acknowledge that I have received the website address for the Student Handbook and accept responsibility for reviewing, understanding and complying with the policies and procedures of the School of Graduate Studies in the Health Sciences at the University of Mississippi Medical Center.

I also recognize that the policies and procedures may change from time to time and accept responsibility for maintaining current and accurate information.

The Student Handbook is located on the UMMC Intranet at the website listed below:

<http://graduate-school.umc.edu/docs/gradstudenthandbook.pdf>

Student Name (Printed): _____

Student Signature: _____

Department: _____

Date: _____