

School of Graduate Studies in the Health Sciences



Graduate Student Handbook Academic Year 2021-2022

Student Handbook
University of Mississippi Medical Center
School of Graduate Studies in the Health Sciences
2021-2022

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I. Introduction

The Student Handbook is a source of information on the University of Mississippi Medical Center's School of Graduate Studies in the Health Sciences (SGSHS), and related to policies, procedures, available resources and issues that are of concern to the student academic life. It acts as a companion to the University of Mississippi Medical Center (UMMC) Bulletin.

This SGSHS Student Handbook is reviewed each year and an electronic copy is available to all students via the UMMC SGSHS website. Students are responsible for using the Student Handbook as a resource when questions arise, and as a guide to academic/non-academic policies and procedures. These policies are subject to change during the academic year. Any such changes will be distributed to all students. Each student must sign a Student Handbook Acknowledgment form (see Appendix) verifying that he/she has read and understands the SGSHS policies and procedures.

II. Mission and History

A. Mission

The mission of the School of Graduate Studies in the Health Sciences is to:

- Train highly qualified researchers who will make significant contributions to scientific literature;
- Train the next generation of biomedical scientists and health care professionals, and educators;
- Foster the spirit of scientific inquiry;
- And 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 (IHL). The graduate programs in the health sciences previously operated under the auspices of the graduate school at the University of Mississippi.

III. Administration

The Graduate School Office is located in N146.

Deans

Joey Granger, PhD	Dean	601-815-1436
Sydney R. Murphy, PhD	Associate Dean for Academic Affairs	601-984-1206
Hanna J. Broome, PhD	Assistant Dean for Student Affairs and Recruitment	601-984-1204

Administrative Personnel

Shanna Moulds	Director of Operations	601-984-1632
Jessica Bowman	Project Manager	601-984-1199

IV. Graduate Programs and Program Requirements

The SGSHS offers degree programs leading to a Master of Science (MS) and Doctor of Philosophy (PhD). In addition, the SGSHS offers a Post-Baccalaureate Certificate in Biochemistry. A listing of the specific graduate programs are as follows:

A. Master of Science

1. Programs

Biomedical Sciences

Clinical Investigation

- (a) Population Outcomes Track
- (b) Translational Human Research Track
- (c) Clinical Trials Track

(d) Maternal Fetal Medicine Track (only fellows accepted into the Maternal Fetal Medicine residency program)

2. Student Learning Outcomes (SLOs)

A student who completes a MS degree should be able to:

- Demonstrate mastery of a body of knowledge in the discipline above that of a baccalaureate degree;
- Apply and 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;
- Conduct research or produce creative work (for thesis MS);
- Apply the professional practices in the discipline (for non-thesis MS).

3. Course Work

A minimum of 30 credit hours and a minimum grade point average (GPA) of 2.8 (on a 4.0 point scale) or higher, or a 75% weighted numerical average, are required for completion of the degree.

4. Time Limit

The time limit for completing all requirements for a MS degree is six years from the date of first registration.

5. Thesis or Capstone Project Requirements

a. Thesis Advisory Committee

(a) The thesis advisory committee is prepared under the direction of the program director and must be approved by the Dean of the SGSHS through the [Nomination of Advisory Committee \(Master of Science\) form](#). The committee must consist of a minimum of three individuals. Committee members must be full or associate members of the SGSHS Graduate Faculty. The chair of the committee and one other member must be from the student's major program area. One member can be from outside the University of Mississippi Medical Center.

b. Thesis/ Capstone Project Defense

(a) Thesis

The Maternal Fetal Medicine track within the MS of Clinical Investigation requires successful completion of an oral examination and thesis defense for graduation. The candidate's advisory committee will conduct the examination, and the thesis should show evidence of original investigation. Students should complete and submit a signed [Thesis Defense form](#) to the SGSHS Office of the Dean.

(b) Capstone Project

The Population Outcomes, Human Translational, and Clinical Trials tracks require successful completion of a capstone project. The project may be a grant proposal, published manuscript, approved clinical, etc. Specific details regarding a student's capstone project can be obtained from the graduate program director. Following completion of the project and approval by the

advisory committee, students should complete and submit a [Capstone Project Approval form](#) to the SGSHS Office of the Dean.

6. Program Completion Application

The Program Completion application and the Cap and Gown order form must be completed through Workday at the beginning of the semester in which the student expects to graduate and as outlined on the SGSHS academic calendar. The application must be approved by the SGSHS Academic Dean.

7. Exit Survey

All students must complete an anonymous online exit survey prior to graduation. The collated results will be used to assess program effectiveness. Students will be sent a link to complete the online survey.

B. Doctor of Philosophy

1. Programs

- a. Biomedical Sciences
 - (a) Biomedical Materials Science Track
 - (b) Biomedical Imaging
 - (c) Pathology
- b. Cell and Molecular Biology
- c. Clinical Anatomy
- d. Experimental Therapeutics and Pharmacology
- e. Microbiology and Immunology
- f. Neuroscience
- g. Nursing
- h. Physiology and Biophysics

2. Student Learning Outcomes (SLOs)

A student who completes a Doctor of Philosophy degree should:

- Demonstrate broad and advanced knowledge within the discipline;
- Utilize a range of methodologies for the discipline;
- Independently perform original research;
- Communicate effectively;
- Function as a professional in the discipline.

3. Required Course Work

- a. A Doctor of Philosophy degree requires a minimum of 60 credit hours beyond a baccalaureate degree, or 30 credit hours beyond a Master of Science degree within the same field, and a minimum grade point average of 3.0 or higher (on a 4.0 point scale), or an 80% weighted numerical average.
- b. All students, with the exception of students enrolled in PhD in Nursing, must satisfactorily complete Responsible Conduct in Research (ID 709) and Professional Skills (ID 714). PhD in Nursing students may take Ethics in Research (ID 700), and are exempt from enrolling in Professional Skills.
- c. The program-specific curriculum and suggested plans of study can be found in the [UMMC Bulletin](#) and/or obtained from the program director.

4. Time Limit

The time limit for completing all requirements for a doctor of philosophy degree is five years from admission to candidacy.

5. Qualifying Examination and Admission to Doctoral Candidacy

All students must successfully pass a qualifying examination to be admitted into candidacy for the doctor of philosophy degree. The qualifying examination is given to graduate students in good academic standing upon completion of coursework and as outlined in the suggested plan of study. The composition of the examination (oral, written, comprehensive, or research based) varies by program, and information on the format may be obtained from the relevant program director. Following successful completion of the qualifying exam, the student is required to submit the [Qualifying Exam Approval form](#) to the SGSHS Office of the Dean. Two weeks after satisfactory completion of the qualifying examination, the student must submit an [Application for Admission to Candidacy](#) to the SGSHS Office of the Dean.

6. Dissertation

a. Dissertation Advisory Committee

The dissertation advisory committee is prepared under the direction of the program director and must be approved by the Dean of the SGSHS through the [Nomination of Advisory Committee form](#). The PhD Advisory Committee will consist of a minimum of five members. Four of the members must be members of the Graduate Faculty. Three of the members must be from the student's major program and at least one from outside the major program. In addition to the four Graduate Faculty members mentioned above, the fifth committee member can be from inside or outside of UMMC. If the fifth member is not a member of the Graduate Faculty, a CV must be attached to this document. These members will need to be approved by the Dean of the Graduate School. The Nomination of Advisory Committee form should be submitted to the SGSHS Office of the Dean within six weeks of admission to doctoral candidacy. All students are required to meet with their advisory committee twice per academic year in order to provide progression updates and to allow for early intervention of any problems that may arise.

b. Dissertation Proposal

All students must present a proposed dissertation topic to their committee within one year of admission into doctoral candidacy. Upon approval of the committee, the student is required to submit the [Dissertation Proposal Approval form](#) to the SGSHS.

c. Written Dissertation

(a) The Doctor of Philosophy degree requires successful completion of a written dissertation. The dissertation is prepared under the direction of the student's advisor and must be approved by the candidate's advisory committee and the Dean of the SGSHS. 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.

- (b) The written dissertation may be prepared in either a traditional or a manuscript style format. Guidelines for preparation of the written dissertation may be found on the [SGSHS website](#).
- (c) Ten business days before the student's oral defense, the student must submit a copy of the written dissertation to each advisory committee member for review. In addition, the student must submit a copy to the SGSHS Office of the Dean for formatting review.
- d. Oral Dissertation Defense**

The dissertation defense is conducted by the candidate's advisory committee and consists of a public presentation and oral defense. As stated in the [Notice of Public Defense policy](#), the oral defense shall be publicly announced two weeks before the intended date. Five members of the advisory committee must be present at the final oral examination. A private deliberation by 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. Upon successful completion of the oral defense, all present members of the advisory committee must sign [Dissertation Defense form](#). The signed form must be submitted to the SGSHS Office of the Dean two days after the defense.

7. Publication Requirement

All PhD students must 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 signed [Publication Requirement form](#) to the SGSHS Office of the Dean.

8. Program Completion Application

The Program Completion application and the cap and gown order form must be completed through Workday at the beginning of each semester in which the student expects to graduate and as outlined on the SGSHS academic calendar. The application must be approved by the graduate program director and SGSHS Academic Dean.

9. Exit Surveys

a. SGSHS Exit Survey

All students must complete an anonymous online exit survey prior to graduation. The collated results will be used to assess program effectiveness. Students will be sent a link to complete the online survey. A notification of completion will be mailed to the graduate upon completion.

b. Survey of Earned Doctorates

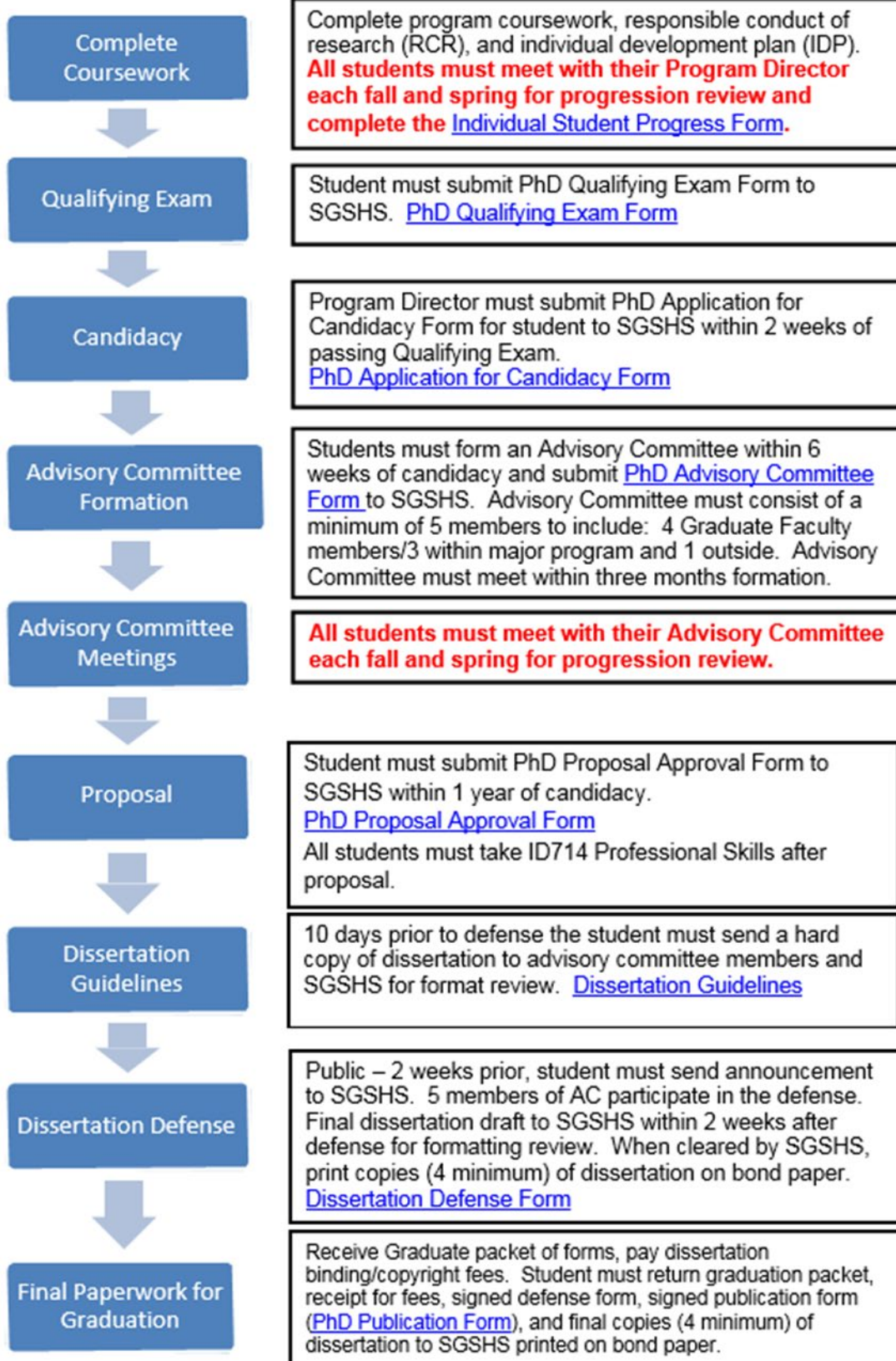
All students must complete the online survey. All responses will remain anonymous.

c. Employer Permission form

d. Student Information form

10. Student Progression Flowchart

School of Graduate Studies in the Health Sciences – PhD Progression



C. Post-baccalaureate Certificate

1. Biochemistry

The graduate certificate program in Biochemistry is a distance education program aimed at working professionals or graduates whose professions are impacted by the field of medical biochemistry with an understanding of medical biotechnology and underlying genetic deficiencies of common metabolic disorders.

a. Student Progression:

Students are required to complete CMB 705 Biochemistry I: Molecular, Structural, and Cellular Function and CMB 706 Biochemistry II: Enzymology and Cellular Metabolism. Students are also required to take one of the remaining two components to fulfill the certificate program. Students who successfully complete 11 credit hours will be able to demonstrate knowledge in the areas of biochemistry, enzymology, cellular metabolism, biotechnology, forensics, and genetic deficiencies of human disease.

b. Application for Certificate

The application for certificate must be completed through Workday at the beginning of each semester in which the student expects to complete all certificate requirements, and as outlined on the SGSHS academic calendar. The application must be approved by the graduate program director and SGSHS Academic Dean.

c. SGSHS Exit Survey

All students must complete an anonymous online exit survey prior to the award of certification. The collated results will be used to assess program effectiveness. Students will be sent a link to complete the online survey. A notification of completion will be mailed to the graduate upon completion.

D. MD/ PhD Program

The MD/PhD Program is a seven-year program in which the student will complete three years of medical school (M1-M3), three years of graduate study (G1-G3), and a final year of medicine (M4). The goal of the MD/PhD program is to train physician-scientists by preparing them for careers in academic medicine. Graduates of the combined MD/PhD degree program will have a broad understanding of contemporary medical knowledge and an ability to productively investigate issues related to human disease.

1. Admission Requirements

- a.** Admission to the School of Medicine at UMMC;
- b.** A complete application to the SGSHS which includes submission of GRE scores;
- c.** A personal statement indicating the reasons for choosing the MD/PhD program (see options on the School of Medicine's Secondary Application);
- d.** A list of relevant research experiences and presentations (under "Experiences" in his/her American Medical College Application Service (AMCAS) application);
- e.** A 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 SGSHS, the student must complete the Graduate School application for the PhD Program.

2. Student Progression

- a. **Pre-M1 Summer:** Once a student is accepted into the degree programs, he/she is expected to enter at the start of the summer semester before entrance into the School of Medicine. Students will register for 1 credit hour of Research in Biomedical Sciences (ID 737), and will be required to select a minimum of three graduate faculty in two different basic science departments for laboratory rotations.
- b. **M1 Year:** Students will be expected to follow the SOM plan of study and are required to attend the departmental journal club and seminar series in the basic science department of their interest.
- c. **Pre-M2 Summer:** Students will register for 1 credit hour of Research in Biomedical Sciences (ID 737), and are required to select one or two graduate faculty for laboratory rotations.
- d. **M2-M3 Years:** Students will be expected to follow the SOM plan of study, and are required to attend the departmental journal club and seminar series in the basic science department of their interest. In addition, students are expected to prepare a NIH F30 application for submission. The student's major advisor must be identified no later than April 1st.
- e. **G1 Year:** Students will follow the suggested plan of study for their specific degree programs, in addition to completing Responsible Conduct in Research (ID 709) and Professional Skills (ID 714). Students will be required to present their research finding at the SGSHS Graduate Research Day and submit a NIH F30 application.
- f. **G2 Year:** Students will follow the suggested plan of study for their specific degree program in addition to completing longitudinal clinical training (1-4 hours/month).
- g. **G3 Year:** Students will follow the suggested plan of study for their specific degree program in addition to completing longitudinal clinical training (1-3 days/month). Students must have met all PhD graduation requirements at the end of the G3 year.
- h. **M4 Year:** Students are expected to follow the SOM plan of study.

V. SGSHS Policies and Procedures

A. Academic Achievement Program

The SGSHS will monitor individual exam grades throughout the year. Any student who fails to meet the minimum test or aggregate scores will be recommended for the [Academic Achievement Program](#) offered through the [Office of Academic Support](#) per the [Academic Achievement Policy](#).

B. Academic Probation

The SGSHS monitors student progression and if any time during an academic year a student is not in good academic standing, the student will be placed on academic probation per the [SGSHS Academic Probation Policy](#).

C. Administrative Withdrawal

Any student who fails to remain continuously enrolled in their degree program, and has not requested an official leave of absence by the last day to register for the semester as indicated on the academic calendar, will be administratively withdrawn from the School of Graduate Studies in the Health Sciences per the [Administrative Withdrawal Policy](#).

D. Admission Requirements

The SGSHS defines the minimum requirements for admission into the SGSHS per the [Admission Requirements Policy](#).

E. Appeal of Dismissal

Students have the right to appeal a dismissal from the SGSHS per the [SGSHS Appeal of Dismissal Policy](#).

F. Adding or Dropping a Course

Classes may be added or dropped until the day specified by the academic calendar and in accordance with the [SGSHS Add/Drop Course Policy](#). The [Add/Drop Form](#) can be found on the SGSHS website.

G. Course Load

1. Full-time course load in the SGSHS is nine credit hours per semester except for the summer term when one credit hour is sufficient, per the [SGSHS Course Load Policy](#). A student who is admitted to candidacy and is working on a thesis or dissertation may be classified as a full-time student while registering for one credit hour, following a request by the student's advisor and program director. Student and advisor must complete the required [Registration Approval Form](#), which may be found on the School of Graduate Studies in the Health Sciences [website](#).
2. A part-time student is one who is enrolled for less than nine credit hours for the fall and spring semesters. Since some programs within the SGSHS allow for both full-time and part-time study, students should consult their program director to determine the criteria for maintaining full or part-time status within their program.

H. Degrees and Commencement

Degrees earned in a graduate program are awarded at the end of each semester. Formal commencement ceremonies are held once a year at the end of the academic year (May). All graduates are encouraged to participate in commencement exercises. To be eligible for graduation and commencement, a student must complete all degree requirements and complete a Program Completion application through Workday at the beginning of semester in which the student expects to graduate per the [SGSHS Degrees and Commencement Policy](#).

I. Dismissal

Students may be dismissed from the SGSHS for cause. This may include unsatisfactory academic performance, and/or lack of progress, failure to pass qualifying examinations, poor research performance, breaches of scientific integrity, i.e., plagiarism, falsification

of data, etc. or behavioral issues, i.e. harassment, per the [SGSHS Student Dismissal Policy](#).

J. Distance Education

Students receiving instruction through distance education shall be provided comparable access to student support services per the [SGSHS Distance Education Policy](#). Policies that apply to traditional face-to-face courses also apply to distance education courses, unless an exception is explicitly noted.

K. Dress Code

Students are expected to dress in good taste and to present themselves in a manner appropriate to their profession per the [SGSHS Dress Code Policy](#).

L. Enrollment

Per the [SGSHS Enrollment Policy](#), once students are accepted into a program, they must be continuously enrolled in classes until the degree is completed or be placed on leave of absence. Failure to remain continuously enrolled will result in administrative withdrawal from the School of Graduate Studies in the Health Sciences.

M. Good Academic Standing

The [SGSHS Good Academic Standing Policy](#) 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.

N. Grade Forgiveness

Enrolled students who earn a grade of C or below in a course in the SGSHS may retake that course once, according to the [SGSHS Grade Forgiveness Policy](#).

O. Grading

Grades for academic credit are awarded based on a four-point grading scale per the [SGSHS Grading Policy](#).

P. Honor Code

Integrity is the foundation of scientific endeavors. Students must be honest and trustworthy in all academic environments, i.e., while participating in courses, while performing research, etc., per the [SGSHS Honor Code](#).

Q. Individual Development Plan Policy

All PhD Graduate Students (pre- and post-candidacy students) will prepare, complete, and/or revise an Individual Development Plan (using myIDP or equivalent tools) according to the [SGSHS Individual Development Plan Policy](#).

R. International Travel for Non-Citizen Alien Students

Non-citizen alien students receiving a stipend will be allowed a maximum of three weeks leave time for international travel per the [SGSHS International Travel for Non-Citizen Alien Students Policy](#).

S. Leave of Absence

Leave of absence from school for students currently booked may be granted by the Dean (or designee) per the [SGSHS Leave of Absence Policy](#).

T. [Non-degree Seeking Student](#)

Before registering for classes, individuals who wish to take graduate coursework but are not students in an UMMC academic degree program may apply as a non-degree seeking student per the [SOPH Non-Degree Seeking Student Policy](#). The [Non-Degree Seeking Student Request Form](#) must be submitted and approved by the Office of the Dean before a student can register for the course.

U. Notice of Public Defense

Per the [SGSHS Notice of Public Defense Policy](#), all student dissertation defenses shall be publicly announced two weeks prior to a student's public defense.

V. Program Review

The SGSHS will review each graduate program every five years per the [SGSHS Program Review Policy](#).

W. Program Withdrawal

Registration in an academic program makes the student responsible for completion of the course of study unless the student withdraws from the curriculum per the [SGSHS Program Withdrawal Policy](#). Any student who fails to remain continuously enrolled in their degree program and does not request an official leave of absence by the last day to register for the semester will be administratively withdrawn from the SGSHS per the SGSHS [Administrative Withdrawal Policy](#).

X. Prospective Student Grade Forgiveness

Applicants to the SGSHS at UMMC who have earned a grade of D or F in a course at any institution, and who have successfully repeated the course, may have the higher grade used in calculating the overall GPA for admission following approval of the Graduate School Academic Dean (or designee). [SGSHS Prospective Student Grade Forgiveness](#).

Y. Satisfactory Academic Progress Criteria for Federal Financial Aid and Institutional Scholarship Eligibility

All students must remain in good academic standing, as outlined in the [SGSHS Good Academic Standing Policy](#), for purposes of continued financial support, i.e. Dean's scholarship and federal and state loans. [SGSHS Financial Aid Good Academic Standing Policy](#)

Z. Graduate Stipends

1. SGSHS Stipend Policy

Financial support in the form of graduate stipends may be available in some programs and are awarded on a competitive basis. More information regarding student stipends may be found in the [SGSHS Stipend Policy](#).

a. Dean's Scholarship

In addition to the stipend, all students receiving a stipend from either the SGSHS or an outside source will also receive a scholarship to cover tuition. Stipends are provided to graduate students to assist with living expenses.

2. Outside Employment

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 UMMC or research grants are expected to devote their full efforts to their academic

classes and research projects. Although outside employment is generally discouraged, permission may be granted to senior graduate students for 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 UMMC 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 SGSHS. 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 [SGSHS Stipend Policy](#).

AA. Student Compliance Training

1. Student Compliance Training Policy

All students and student/employees must receive institutional compliance training in accordance with the institutional compliance training policy and procedure per the [SGSHS Student Compliance Training Policy](#).

2. Mandatory Immunizations

All students are required to comply with the [Immunization Requirements for UMMC Students Policy](#).

BB. [Student Grievance and Compliance Policy](#)

CC. [Student Progression and Semi-Annual Review policy](#)

1. [Student Progression Form](#) (MS and PHD)

2. [Capstone Project form](#) (MSCI)

DD. Transfer of Credit Policy

With the approval of the program director and the Dean (or designee) of the SGSHS, a limited amount of graduate credit earned at another recognized school may be accepted toward degree requirements per the [SGSHS Transfer of Credit Policy](#). The [Transfer of Course Credit Approval Form](#) can be found on the [SGSHS website](#).

VI. UMMC Policies

A. Information Policy

All employees, students, contractors, and other credentialed individuals must comply with the [UMMC Information Asset Management Policy](#) to reduce risk by protecting and supporting confidentiality, availability, and integrity of information assets.

B. Social Media

The SGSHS utilizes social media. All students in UMMC schools and programs must comply with the [UMMC Social Media Procedure](#) and [UMMC Policy and Guidelines for Personal Use of Social Media](#).

C. Email

Email (electronic mail) services are provided to the UMMC community in support of the mission and administrative functions of the university. Users of the email system are expected to comply with the [UMMC Email Policy](#) and [UMMC Information Security Management Program Policy](#). 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. Email is the official mode of communications, and students receive information from the SGSHS via their UMMC email accounts. Therefore, students are expected to check their UMMC e-mail accounts regularly.

VII. Scholarships and Funding

A. Student Stipends

Students may receive stipends to cover living expenses per the [SGSHS Stipend Policy](#).

B. Institutional Scholarships

1. Wallace Conerly, MD Scholarship honors Dr. Conerly's service as Vice Chancellor for Health Affairs and Dean of the School of Medicine from 1994-2003 and 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 SGSHS 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.

2. Dean's Scholarship provides tuition for outstanding graduate students.

C. Loans and Financial Aid

Students may apply for additional funding through various loan mechanisms. Students should contact the [Office of Student Financial Aid](#) to determine their eligibility.

VIII. Student Awards

A. Dean's Service Award

Presented to the graduate student who exemplifies the outstanding attributes of leadership, community outreach and service.

B. 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 SGSHS.

C. 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.

D. Julius M. Cruse, M.D., Ph.D. Award

This award is given annually to an incoming Ph.D. student as a recruitment scholarship for educational costs in honor of the late Dr. Julius Cruse, one of UMMC's most eminent immunologists and contributor to research and education.

E. 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.

F. Regions Graduate Research Award

The award and cash prize are presented in recognition of outstanding research accomplishments by a graduate student.

G. Robert A. Mahaffey, Jr. Memorial Award

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 Dean of the Graduate School, 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.

H. Wallace Conerly, MD Scholarship

Honors Dr. Conerly's service as Vice Chancellor for Health Affairs and Dean of the School of Medicine from 1994-2003 and provides both medical and graduate tuition for outstanding MD/PhD students.

IX. Student Resources

A. Associated Student Body (ASB)

The Associated Student Body (ASB) of UMMC serves as the governing body of all students. The SGSHS is represented in the ASB by SGSHS students chosen annually. More information about the ASB can be found on the [ASB website](#).

1. Student Activities

There are also intramural leagues including flag football, basketball, soccer, and volleyball. In addition, graduate students take part in philanthropic events and community outreach activities.

2. Social Events

Social events include a number of annual parties hosted by the ASB council.

B. Graduate Student Government

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

C. Office of the Associate Vice Chancellor of Academic Affairs

The University of Mississippi Medical Center offers a comprehensive program of student support services through the [Division of Academic Affairs](#), the Office of the Chief Student Affairs Officer, the individual schools, the Office of Academic Support, Office of Student Financial Aid, the Office of Student Accounting, the Office of Student Records and Registrar, the Student and Employee Health Service and the University

Police. The Medical Center believes these services are an important adjunct to the total educational program and essential to the continuing fulfillment of the institution's purpose.

D. Office of Academic Support

The [Office of Academic Support](#) provides the following support services:

- [Academic Consulting Services](#). Academic consultants meet individually with learners and provide assistance with developing the skills and behaviors that are essential to academic success and professional development (e.g., time management, study skills, and testing strategies).
- The [Academic Success Kiosk \(ASK\)](#). ASK is an online, self-paced resource. ASK addresses time management, study skills, and professionalism.
- [University Tutoring Services](#). University Tutoring Services is a peer tutoring program available to students experiencing academic difficulty. Supportive instruction is provided by peers with similar educational backgrounds.
- [Writing Support Services](#). Writing coaches are available to assist students with assigned coursework and papers. The goal is to add value to the educational experience through writing critique and support.
- [Academic Accommodations](#). UMMC policy provides for reasonable academic accommodations to be made for students with verified disabilities on an individualized and flexible basis as specified under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). Students in the School of Pharmacy should apply for academic accommodations through the University of Mississippi, Oxford Campus.

E. Division of Information Systems

The [DIS – Help Desk](#) provides a group of analysts who work to help UMMC users with on-campus computer issues, password resets, Canvas, and UMMC webmail support, and more. Students can contact the helpdesk at 1(877) 347-5041 (toll-free) or servicedesk@umc.edu.

F. Student Employee Health

The [Student Employee Health Department](#) is responsible for student health and on-the-job employee injuries. Services include nursing care, first aid, and over-the-counter medications. Standard sick call hours are staffed by a nurse practitioner and/or physician. The department manages TB screening, flu vaccinations, and other vaccinations. A Quick Care Clinic is also available to UMMC students and employees.

G. Student Assistance (Humana EAP and Work-Life Services)

UMMC coordinates opportunities for students to receive confidential counseling services for school-related, personal, and family matters through [Humana EAP and Work-Life Services](#). Dependents and household members may also receive services. Professionals are available to speak with you 24/7 to help address your issues and guide you to appropriate resources.

H. Student Counseling and Wellness Center

The [Student Counseling and Wellness Center](#) helps UMMC students manage the stresses and difficulties of daily life, inside and outside the classroom.

I. Campus Police and Security

UMMC [Campus Police and Security](#) can be reached at 601-815-3072 for emergencies and at 601-815-7777 for non-emergencies.

J. Student Orientation

Students will remain enrolled in the course throughout their tenure as students. The course serves as a resource for information, policies, instructions, resources, and contact information. Additional student resources are described in the course.

K. Annual Events

1. SGSHS Research Day

Research Day is held during the fall semester and involves oral and poster presentations as well as a seminar by a distinguished UMMC alumnus/alumna. The SGSHS 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/post-doctoral fellows reflective of the different programs may be selected to present their work in a series of 10 - 15 minute oral presentations.

2. SGSHS Honors Day

Honors Day is held during the spring semester and recognizes the efforts of those students who have graduated or are graduating with MS and PhD degrees during the current academic year. In addition, the SGSHS 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.

X. Student Rights and Responsibilities

A. Student Complaints

Students have the right to complain, whether verbally or in writing, regarding any area of academic or student life without fear of coercion, harassment, intimidation, or reprisal from the institution or its employees; [Student Comment and Complaints webpage](#) is a resource. More information is available in the [SGSHS Student Complaints Policy](#).

B. Mistreatment/Title IX Reporting and Policies

All mistreatment is of serious concern to this institution and is strictly prohibited. Title IX Coordinator: (601) 815-5150.

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

The [Family Educational Rights and Privacy Act \(FERPA\)](#) affords students certain rights with respect to their education records. More information is available in the UMMC Notification of Rights under FERPA Policy and Notification of Directory Information under FERPA.

D. Professional Conduct for Students and Their Mentors

The following guidelines for students and their mentors are provided by the AAMC Group on Graduate Research, Education, and Training (GREAT) and can be accessed in full at <https://www.umc.edu/graduateschool/files/AAMC%20Compact%202017.pdf> .

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:

<https://www.umc.edu/graduateschool/Forms-Documents-and-Procedures/SGSHS-Student-Handbook-2020-2021.pdf>

Student Name (Printed): _____

Student Signature: _____