

School of Graduate Studies in the Health Sciences



Graduate Student Handbook

Academic Year 2018-2019

Contents

I. INTRODUCTION	3
<i>Master of Science Degree Programs</i>	<i>3</i>
<i>Doctor of Philosophy Degree Programs</i>	<i>3</i>
II. ADMINISTRATION	4
GRADUATE SCHOOL DEANS AND ADMINISTRATIVE STAFF	4
III. ADMISSIONS	4
IV. GRADUATE PROGRAMS AND PROGRAM REQUIREMENTS	5
A. ACADEMIC EXPECTATIONS	5
1. <i>Good Academic Standing</i>	<i>5</i>
2. <i>Satisfactory Academic Progress (SAP) Criteria for Federal Financial Aid and Institutional Scholarship Eligibility</i>	<i>5</i>
B. GRADUATE PROGRAMS AND DEGREE REQUIREMENTS	5
1. <i>Master of Science (MS) Degree</i>	<i>6</i>
2. <i>Doctorate of Philosophy (PhD) Degree</i>	<i>6</i>
3. <i>MD/PHD Program</i>	<i>10</i>
V. ACADEMIC POLICIES AND PROCEDURES	11
A. GRADING POLICY	11
B. GRADE FORGIVENESS POLICY (REPEATING A COURSE)	11
C. ACADEMIC PROBATION	12
D. ADDING OR DROPPING A COURSE	12
E. TRANSFER OF GRADUATE CREDIT	12
F. GRADUATION AND COMMENCEMENT	12
G. DISMISSAL	12
H. HONOR CODE	12
I. LEAVE OF ABSENCE	13
J. WITHDRAWAL	13
1. <i>Administrative Withdrawal</i>	<i>13</i>
2. <i>Program Withdrawal Policy</i>	<i>13</i>
K. NON-DEGREE SEEKING STUDENTS	13
L. OFF-CAMPUS GRADUATE COURSES AND TUITION PAYMENT POLICY	13
M. INDIVIDUAL DEVELOPMENT PLAN POLICY	13
N. OUTSIDE EMPLOYMENT	13
O. DRESS CODE	14
P. COMPLIANCE TRAINING	14
Q. HUMAN RESEARCH SUBJECTS	14
R. MANDATORY IMMUNIZATIONS	14
S. INTERNATIONAL TRAVEL FOR NON-CITIZEN ALIEN STUDENTS	14
VI. FINANCIAL SUPPORT	14
A. GRADUATE ASSISTANT (STIPEND) AND GRADUATE ASSISTANT	14
B. SCHOLARSHIPS	14
C. LOANS	15
VII. INFORMATION POLICIES	15

A.	INFORMATION POLICY	15
B.	SOCIAL MEDIA	15
C.	CANVAS.....	16
D.	E-MAIL	16
VIII.	GRADUATE STUDENT GOVERNMENT AND ACTIVITIES.....	16
A.	GRADUATE STUDENT GOVERNMENT	16
B.	ASSOCIATED STUDENT BODY (ASB)	16
C.	STUDENT ACTIVITIES/ SOCIAL EVENTS	16
IX.	STUDENT RIGHTS AND RESPONSIBILITIES.....	16
A.	DISMISSAL APPEAL PROCESS.....	16
B.	STUDENT COMPLAINT POLICY	17
C.	FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)	17
D.	PROFESSIONAL CONDUCT POLICY FOR GRADUATE STUDENTS AND THEIR MENTORS	17
X.	ANNUAL EVENTS	17
A.	COMMENCEMENT.....	17
B.	SGSHS HONORS DAY	17
C.	SGSHS RESEARCH DAY	18
XI.	ACKNOWLEDGEMENT OF RECEIPT AND READING OF HANDBOOK	19

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 UMMC, which contains information applicable to all UMMC students as well as School of Graduate Studies in the Health Sciences (SGSHS)-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 (SGSHS) 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 SGSHS at UMMC 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 SGSHS 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 Sciences
Master of Science in Clinical Investigation

Doctor of Philosophy Degree Programs

Doctor of Philosophy in Biomedical Materials Science (program no longer accepting new graduate students)
Doctor of Philosophy in Biomedical Sciences
Doctor of Philosophy in Cell and Molecular Biology
Doctor of Philosophy in Clinical Anatomy
Doctor of Philosophy in Experimental Therapeutics and Pharmacology
Doctor of Philosophy in Microbiology and Immunology
Doctor of Philosophy in Neuroscience
Doctor of Philosophy in Nursing
Doctor of Philosophy in Pathology (program no longer accepting new graduate students)
Doctor of Philosophy in Physiology and Biophysics

II. ADMINISTRATION

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 , Associate Dean of Academic Affairs	601-984-1206
Hanna Broome, PhD , Assistant Dean of Graduate Education	601-984-1204
Shanna Moulds , Director of Operations	601-984-1632
Jessie Bowman , Project Manager	601-984-1195
Mary Canterbury , PT Director of Business Operations	601-984-1199

III. ADMISSIONS

A. Admissions Policy and Procedure

Admission to UMMC 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, color, religion, sex, age, disability, marital status, national origin, sexual orientation, genetic information or veteran's 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. More information regarding the SGSHS admissions policies and procedures may be found in the [SGSHS Admissions Policy](#).

B. Orientation

General orientation is held at the beginning of the fall semester via Canvas, the UMMC online student platform and must be completed prior to the start of the fall term. A specific SGSHS orientation session is also held during the first week of the fall term. Students should plan to attend the SGSHS orientation, as this will familiarize them with UMMC and SGSHS 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 as outlined in the [SGSHS Enrollment Policy](#).

D. Registration

Registration for classes is not permitted unless the applicant has received notification of acceptance to a specific graduate program from the SGSHS. The program director and academic advisor must approve registration for courses. No credit is given for any course for which a student is not officially registered. Student and academic advisor must complete the required [registration approval form](#).

E. Course Load and Fees

[Current tuition and fees](#) for the current academic year can be found on the UMMC Tuition Table. Non-resident PhD 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 SGSHS is outlined in the [SGSHS Course Load Policy](#).

F. Required Laptops

Entering students are required to have a laptop computer that meets the minimum requirements for both PC and Mac 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 orientation.

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, SGSHS.

A. Academic Expectations

Success in graduate school requires curious, dedicated, hard-working students. Successful students will work a minimum of 40 hours per week at UMMC, and take work (reading, manuscript preparation) home in the evenings. It is the responsibility of each student and his/her advisor to be fully aware of all regulations governing each step of progression through the MS and PhD programs as outlined below. Each PhD student's academic progress must be evaluated at least semi-annually by the program director, once at the end of the fall semester and again at the end of the spring semester as outlined in the [SGSHS Student Progression and Annual Review Policy](#).

1. 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.

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

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

B. Graduate Programs and Degree Requirements

The following is a synopsis of the basic requirements for the degrees of Master of Science (MS) and Doctorate 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 or the Office of the Dean of the SGSHS.

1. **Master of Science (MS) Degree**

The SGSHS offers Master of Science degrees in Biomedical Sciences and Clinical Investigation. Information about each program can be obtained from the program director.

Master of Science Student Learning Outcomes (SLOs)

A student who completes a MS 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 MS) conduct research or produce creative work
- (for non-thesis MS) function as a professional in the discipline

Course Work: A minimum of 30 credit hours and a minimum GPA of ≥ 2.8 (on a 4 point scale) are required.

Time Limit: The time limit for completing all requirements for a MS 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. The thesis must be approved by the student's advisory committee and the Dean of the SGSHS prior to graduation.

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. The [nomination of advisory committee form](#) should be submitted to the SGSHS 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.

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: All students must complete an anonymous online exit survey prior to graduation. The collated results will be used to assess program effectiveness.

2. **Doctorate of Philosophy (PhD) Degree**

The SGSHS offers PhD degrees in Biomedical Materials Science, Biomedical Sciences, Cell and Molecular Biology, Clinical Anatomy, Experimental Therapeutics and Pharmacology, Microbiology and Immunology, Neuroscience, Nursing, Pathology, and Physiology and Biophysics, Information about the programs can be obtained from the program directors.

Doctorate of Philosophy Student Learning Outcomes (SLOs)

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

Course Work: A doctorate degree requires a minimum of 60 credit hours beyond a baccalaureate degree (or 30 credit hours beyond a master's degree) and a minimum GPA of ≥ 3.0 (on a 4.0 point scale) are required.

All PhD students 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.

Time Limits: The time limit for completing all requirements for a PhD degree is five years after passing the qualifying exam.

Qualifying Examination and Admission to Candidacy: All students enrolled in a PhD program within the SGSHS must successfully pass a qualifying examination to be admitted into candidacy for the PhD degree. 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 format required by each program may be obtained from the relevant program director or from the program's policy manual. Following successful completion of the qualifying exam, the [qualifying exam](#) form must be submitted to the SGSHS Office of the Dean. 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 SGSHS Office of the Dean.

Dissertation: A written dissertation and oral defense are mandatory in all PhD programs and may be prepared in either [traditional](#) or [manuscript](#) styles. 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.

Dissertation Advisory Committee: 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 [nomination of advisory committee form](#) should be submitted to the SGSHS Office of the Dean for

approval. It is the responsibility of the student to prepare and deliver the completed forms to the appropriate office or individual.

Dissertation Defense: The dissertation defense is conducted by the candidate's advisory committee and consists of a public presentation and defense of the dissertation in accordance with the [SGSHS notice of public defense policy](#). 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](#). Upon successful completion of the oral defense and following approval of the written dissertation, the student must submit the following to the SGSHS Office of the Dean within two weeks.

- 2 copies of dissertation on CD or jump drive
- Signed abstract, finalized title page, and copyright page
- Receipt for Binding
- [Copyright](#) Form Pages 4, 5 and 6

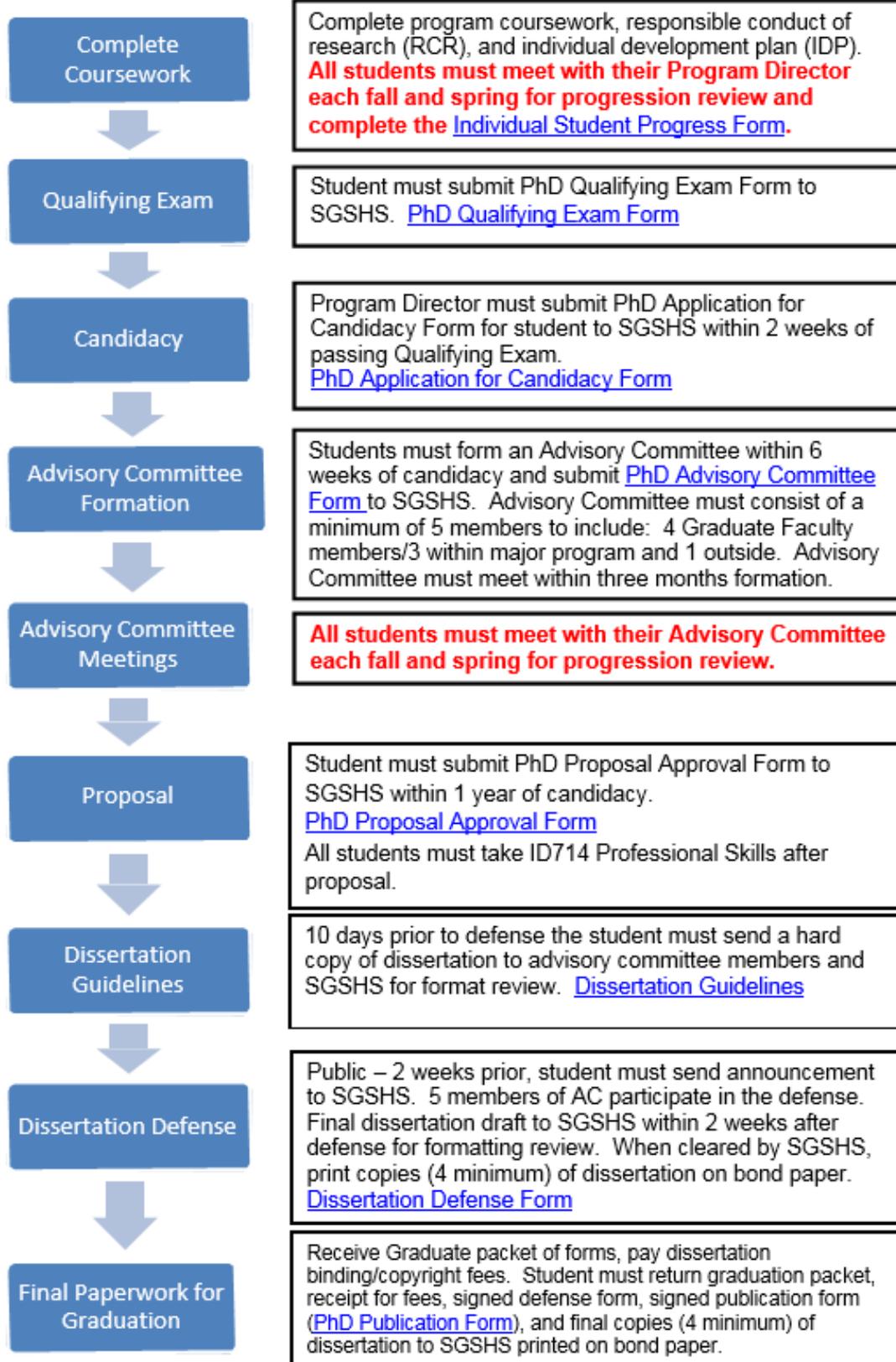
Publication Requirement: All PhD students must be listed as the sole first author on at least one publication in a national or international, peer-reviewed journal. Verification of the publication requirement requires submission of the signed [publication requirement form](#) to the SGSHS Office of the Dean.

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: All students must complete an anonymous online exit survey prior to graduation. The collated results will be used to assess program effectiveness. All students must complete and submit either the following items or proof of completion of the following items to the SGSHS Office of the Dean:

- Survey of Earned Doctorates- Must be completed online and certificate submitted to the Office of the Dean.
- SGSHS Student exit survey- Must be completed online and certificate submitted to the Office of the Dean. The collated results will be used to assess program effectiveness.
- Employer permission form
- Student information sheet

School of Graduate Studies in the Health Sciences – PhD Progression



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 UMMC 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 SGSHS, 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 involves the use of vertebrate animals, the 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 SGSHS 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 SGSHS, an MD/PhD student will receive graduate credit for relevant courses taken during the M1/M2 years. However, 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, no 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, 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's 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 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.

V. ACADEMIC POLICIES AND PROCEDURES

A. Grading Policy

Grades for academic credit will be awarded based on a 4 point grading scale per the [SGSHS Grading Policy](#).

B. Grade Forgiveness Policy (Repeating a course)

Students who have earned a grade of C or below may retake the course once, according to the [SGSHS Grade Forgiveness Policy](#).

- C. **Academic Probation**
The SGSHS will monitor student progression and any student who has fallen below the benchmarks as indicated in the good academic standing policy, can be placed on academic probation per the SGSHS Academic Probation Policy.
- D. **Adding or Dropping a Course**
Classes may be added or dropped for a specific term until the day specified by the academic calendar and in accordance with the [SGSHS Add/Drop Course Policy](#). The [Add/Drop request form](#) may be found on the SGSHS website.
- E. **Transfer of Graduate Credit**
With the approval of the program director and the Dean of the SGSHS, a limited amount of graduate credit earned at another recognized institution may be accepted toward degree requirements at UMMC per the [SGSHS Transfer of Credit Policy](#). The [transfer of credit approval form](#) can be found on the SGSHS website.
- F. **Academic Accommodations**
The [Office of Academic Support](#) manages academic accommodations at UMMC. UMMC is committed to ensuring equal access to a quality education for qualified students through the provision of reasonable academic accommodations, which support UMMC standards and academic integrity. UMMC policy provides for reasonable academic accommodations to be made for students with verified disabilities on an individualized and flexible basis as specified under Section 504 for the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). A complete outline on how to apply for academic accommodations can be found at the Office of Academic Support on the [Academic Accommodations website](#).
- F. **Graduation 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). If able, all graduates are encouraged to participate in spring commencement exercises.
- G. **Dismissal**
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 per the [SGSHS Dismissal Policy](#).
- H. **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 according to the [SGSHS Honor Code](#).

- I. **Leave of Absence**
Leave of absence from graduate school for students currently booked may be granted by the Dean or his/her administrative designee per the [SGSHS Leave of Absence Policy](#).
- J. **Withdrawal**
Registration in an academic program makes the student responsible for completion of the course of study or until, with the permission of the dean or designee, the student withdraws from the curriculum.
1. [Administrative Withdrawal](#)
 2. [Program Withdrawal Policy](#)
- K. **Non-Degree Seeking Students**
Before registering for classes, individuals who are not currently enrolled at UMMC but who wish to take a course offered within the SGSHS must be admitted as non-degree seeking per the [SGSHS Non-Degree Seeking Student Policy](#). Additional instructions and information can be found on the SGSHS website.
- L. **Off-Campus Graduate Courses and Tuition Payment Policy**
Although graduate courses necessary to meet the requirements to graduate are available in the SGSHS 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 SGSHS before including such a course in the degree plan. UMMC 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](#)
- M. **Individual Development Plan Policy**
All PhD students will prepare, complete, and/or revise an Individual Development Plan per the [SGSHS Individual Development Plan policy](#).
- N. **Outside Employment**
Stipends are provided to graduate students to assist with living expenses. 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](#).

O. **Dress Code**

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

P. **Compliance Training**

All students and student/employees (i.e. Graduate Assistants and Graduate Assistant-Stipend) must receive institutional compliance training in accordance with the institutional compliance training policy and procedure. The [SGSHS Student Compliance Training Policy](#) is available for more information.

Q. **Human Research Subjects**

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

R. **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 [UMMC Student Immunization Policy](#).

S. **International Travel for Non-Citizen Alien Students**

Non-citizen alien students receiving a SGSHS stipend will be given a maximum of 3 weeks leave time for international travel per the [SGSHS International Travel for Non-Citizen Alien Students Policy](#). For additional information regarding this policy and SGSHS stipends, please contact the Office of the Dean.

VI. FINANCIAL SUPPORT

A. **Graduate Assistant (Stipend) and Graduate Assistant**

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](#) and provided by the Office of the Dean. 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.

B. **Scholarships**

- **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 SGSHS.
- 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 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 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.
- Wallace Conerly, M.D. Scholarship: Honors Dr. Conerly's 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**

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

VII. INFORMATION POLICIES

A. **Information Policy**

The purpose of the [UMMC Information Policy](#) is to establish management direction and requirements to ensure the accomplishment of the UMMC mission through the appropriate protection of all UMMC information from accidental or intentional misuse or unauthorized access, modification, destruction, or disclosure.

B. **Social Media**

All students in UMMC schools and programs will comply with the [UMMC Policy and Guidelines for Personal Use of Social Media](#).

C. **Canvas**

Each school's course syllabi and schedules are available to students electronically on the internet via Canvas, UMMC's e-learning management system. For courses that are taught face-to-face, UMMC faculty may use Canvas to post lecture notes and slide presentations for students to review outside of class.

D. **E-mail**

Electronic mail (email) services are provided to the UMMC 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.

Students will receive information from the SGSHS via email and their UMMC e-mail account. Therefore, students are expected to check their UMMC e-mail accounts regularly.

VIII. GRADUATE STUDENT GOVERNMENT AND ACTIVITIES

A. **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.

B. **Associated Student Body (ASB)**

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.

C. **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 take part in philanthropic events and community outreach activities.

IX. STUDENT RIGHTS AND RESPONSIBILITIES

A. **Dismissal Appeal Process**

Following recommendation for dismissal by the Dean of the SGSHS and after formal notification, the student has the right to appeal. Information regarding this process can be found in the [SGSHS Appeal of Dismissal Policy](#).

B. Student Complaint Policy

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. More information is available in the [SGSHS Grievance/Complaint Policy](#).

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.

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. 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.

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: The award and cash prize are 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 UMMC and Jackson communities.

C. **SGSHS 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 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.

XI. 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/Documents-Overview.html>

Student Name (Printed): _____

Student Signature: _____

Department: _____

Date: _____