Dear Students,

Welcome to the University of Mississippi School of Health Related Professions. We are here to assist you in achieving your noble goal of becoming a practicing health care professional. This handbook has been compiled to aid and assist you in your orientation to the School of Health Related Professions and to serve as a reference.

This handbook is revised and issued each year and is your guide during the academic year as a student. Read it carefully and keep it handy as a ready reference. It identifies key personnel at the University of Mississippi Medical Center and contains important academic information, policies, and other campus information.

Should you have any questions – please remember we are all here to assist you.

Sincerely,

Jessica H. Bailey, Ph.D., Dean

Faye Johnson, MS, Assistant Dean for Multicultural Affairs

Steve Watson, Ph.D., Associate Dean for Student Services

Dennis Watts, Ph.D., Associate Dean for Academic Affairs
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All information is current at time of print.

Please note: University Departments and Organizations outside of SHRP may change policies and procedures with little or no notice. Please check specific website for the most current information.
INTRODUCTION AND PURPOSE OF HANDBOOK

This Student Handbook and the University of Mississippi Medical Center (UMMC) Bulletin are the primary sources of information about the University of Mississippi Medical Center and the School of Health Related Professions (SHRP). It is the responsibility of each SHRP student to read and become familiar with each document.

Rules, regulations, and responsibilities are included in this handbook. However, the UMMC Bulletin is the official document which delineates policies and procedures and will rule in the event of contradiction between the two documents. The University may revise the policies and procedures at any time without prior notice.

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

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

HISTORY. The School of Health Related Professions was authorized in 1971 and established in 1972. The first baccalaureate degrees were awarded in 1975. It now includes eleven degree programs and one post bachelor certificate program: Bachelor of Science in Cytotechnology; Bachelor of Science in Dental Hygiene; Bachelor of Science in Health Informatics and Information Management; Bachelor of Science in Health Sciences; Bachelor of Science in Medical Laboratory Science; Bachelor of Science in Radiologic Sciences; Post Baccalaureate Certificate in Nuclear Medicine Technology; Master of Health Sciences; Master of Health Informatics and Information Management; Master of Occupational Therapy; Doctor of Health Administration; Doctor of Physical Therapy. Additionally, the School of Health Related Professions partners with the School of Business Administration on the Oxford campus to offer the Master of Health Care Administration.

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

In 1977, graduates of all programs formed a Health Related Professions Alumni Chapter of the University of Mississippi Alumni Association. The chapter supports school activities and hosts such events as the exam week breakfast during fall semester.
UNIVERSITY GOVERNANCE. The governing authority for the university is vested in the Board of Trustees of State Institutions of Higher Learning. The chancellor of the University of Mississippi is appointed by the Board of Trustees. The vice chancellor, deans, administrative officers, and faculty undergo selection with final appointment approval resting in the Board of Trustees. In the School of Health Related Professions, the dean has final administrative authority. Thus, the chain of command links upward from student to faculty member to chair to dean.

UNIVERSITY OF MISSISSIPPI MEDICAL CENTER MISSION, VISION, AND GOALS
The University of Mississippi Medical Center unites the interrelated activities of education in the health sciences and accepts responsibility for teaching, research, service and leadership in this field. Its programs embrace training for physicians, dentists, nurses, and allied health professionals; graduate medical education, graduate dental education, and graduate study in the health sciences; and the delivery of health care in the teaching hospitals and clinics. The Medical Center offers equal opportunity in all its programs and services regardless of race, creed, sex, color, religion, marital status, sexual orientation, age, national origin, disability, or veteran status.

The University of Mississippi exists to enhance the educational, economic, health care, social, and cultural foundations of the state, region, and nation. Within this framework, the Medical Center’s principal and continuing mission is to train health care professionals at the first professional, graduate, and postgraduate levels for Mississippi. The Medical Center fosters and protects a learning environment conducive to educational excellence in the health sciences, cutting-edge biomedical research to expand the body of basic and applied knowledge, and exemplary patient care that moves toward the ultimate goals of elimination of health disparities and improved health and well-being for the citizens of Mississippi, the region, the nation, and the world.

As Mississippi’s population is culturally diverse, the institution encourages and actively recruits applicants from all segments of the state’s population. The Medical Center is committed to maintaining an educational environment that fosters respect for and sensitivity to individual differences; promotes personal and professional development; and gives all students the opportunity to succeed.

Medical Center graduates at all levels are expected to possess and to demonstrate the skills and knowledge necessary to practice their disciplines as competent health professionals. The Medical Center regularly uses appropriate external and internal measurement tools to assess the institution’s effectiveness in training health professionals for Mississippi and to evaluate its programs for patient care, research, continuing education, and outreach.

The expeditious growth of the Medical Center into a major academic health sciences center reflects the deep commitment of the State of Mississippi, the Board of Trustees of State Institutions of Higher Learning, and the administration and faculty of the University of Mississippi Medical Center to the continuing fulfillment of this mission.
The vision of the University of Mississippi Medical Center is to be a great academic health sciences center dedicated to improving lives. UMMC goals include the following:

- Exhibiting steadfast dedication to achieving the highest standards of performance in all of our missions: education, research, and healthcare;
- Educating outstanding health care professionals;
- Being a leading health sciences research center that improves human health through discovery, leadership, and innovations;
- Being the preferred hospitals and clinicians in the Southeast and recognized nationally;
- Being the employer of choice, committed to recruiting and retaining high-performing individuals;
- Embracing diversity in all of our missions;
- Finding solutions to the challenges of health disparities in Mississippi and the nation;
- Promoting the value of professionalism and lifelong learning in all employees, faculty, and students; and
- Enhancing the economic development of the state.

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

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

**Education.** The school will provide superior quality instructional programs that are both responsive to societal and student needs and prepare students to obtain the appropriate degree or certificate and professional licensure, registration, or certification. These programs are designed to enable students to reach their potential through the acquisition of broad theoretical knowledge and clinical competency in their specialty areas, attitudes conducive to the utilization of knowledge and clinical skills in the delivery of health care, and habits of continuous inquiry and education that maintain and improve knowledge and clinical skills. All programs are structured to qualify students for gainful employment and for admission to additional education. All programs are periodically evaluated internally and externally and the findings applied to improve the programs and plan for future programs.

The faculty strives to identify student characteristics that are predictive of success and to admit those students believed most likely to succeed. The school will maintain an intellectual and
physical environment which is favorable to the educational function of an academic health sciences center and through affiliations with the health care facilities offering clinical education opportunities. The school will recruit and retain a faculty and staff which recognizes as its first obligation the purposeful intellectual exchange between faculty and students.

**Research.** The school will support and encourage faculty research that may reasonably result in public benefit. Faculty research considered valid and productive by professional peers is held to result in public benefit. Moreover, the school recognizes student research efforts as an integral part of the student’s program of study.

**Service.** The school will utilize its resources, including the services of its faculty and staff, to remedy health care problems within the State of Mississippi, in cooperation with other agencies and institutions in joint endeavors of potential mutual benefit, to provide consultation to health care facilities and other appropriate institutions and agencies for allied health personnel continuing education, and to provide professional assistance to the University Hospital or other health care facilities in times of emergency or crisis.

**EQUAL OPPORTUNITY STATEMENT.** The University of Mississippi Medical Center adheres to the principle of equal educational and employment opportunity without regard to race, creed, sex, color, religion, marital status, sexual orientation, age, national origin, disability, or veteran status. This policy extends to all programs and activities supported by the Medical Center. Under the provisions of Title IX of the Educational Amendments of 1972, the University of Mississippi Medical Center does not discriminate on the basis of sex in its educational programs or activities with respect to admissions or employment. (*Bulletin*, back of cover page)
ACADEMIC POLICIES AND PROCEDURES

The student is responsible for knowing the academic regulations for the School of Health Related Professions as stated in the UMMC Bulletin. Although we strive to avoid discrepancies, if there are differences in the regulations as stated in this document and the UMMC Bulletin, the Bulletin is the ruling document. Please see pages 203-205 in the 2013-2014 UMMC Bulletin for academic policies http://www.umc.edu/uploadedFiles/UMCedu/Content/TitleTOC.pdf

GRADE CHALLENGE/ACADEMIC APPEAL. Please refer to pages 204-205 in the 2013-2014 UMMC Bulletin for specific information.

ACADEMIC CALENDAR. The School of Health Related Professions uses three academic calendars. The first calendar is for all programs except the bachelor of science in radiologic sciences (referenced in the second calendar), and the bachelor of science in health sciences and the master of health sciences (referenced in the third calendar). Academic calendars can be found on page 194-196 on the 2013-2014 UMMC Bulletin and online at http://www.umc.edu/shrp/.

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

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

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

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

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

Academic dishonesty includes but is not limited to the actions listed below:

1. To present as your own work material copied from tests, reports, or assignments of another student.
2. Obtaining, providing, or sharing unauthorized answers or information on tests or examinations by any manual, verbal, visual, or electronic means.
3. Misuse of identification for the purpose of taking an examination or completing other assignments.
4. Unauthorized access, possession, theft, distribution, or duplication of test or examination materials, patient records, computer programs or data, school or university records, including attempts to gain unauthorized access to school or university computer systems (see section on UMMC Information Security Policies, Standards, and Procedures).
5. Plagiarism, copying the work of another person without appropriate attribution, substantial use of the ideas or concepts of another person without appropriate attribution, including the unauthorized use of products such as computer programs, clinical material, audio and video tapes, graphs, charts, artwork, and photographs.
6. Misrepresentation of professional credentials or practice of a clinical skill beyond the level authorized.
7. Misrepresentation, forgery, unauthorized modification or falsification of data, research, information, or signatures on academic or clinical records, logs, or reports.
8. Failure to report known academic dishonesty.

In all instances of academic dishonesty, the faculty member or administrator who observes or determines the event of dishonesty will document the incident in writing and will report the incident and submit the written documentation to the appropriate departmental chair. In the case of shared courses or interdisciplinary courses, all appropriate departmental chairs will be notified. A report and recommendations for action will be submitted by the department chair to the dean. The dean will notify the student of any actions that are taken as a result of the incident.

For an incident of academic dishonesty, any appropriate action or actions up to and including dismissal may be taken. The severity of the action taken will depend upon the severity of the academic dishonesty and the potential for harm to other students, the academic program, or patients.
It is expected that students will not practice academic dishonesty or tolerate it in other students and that all acts of dishonesty will be promptly reported to the appropriate school and administrative officials.
NON-ACADEMIC POLICIES AND PROCEDURES

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

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

1. Maintain professional conduct;
2. Adhere to the professional responsibilities required by the department;
3. Refrain from the use, influence or possession of alcoholic beverages, illicit drugs, fireworks, firearms, or other weapons on the UMMC campus, at clinical affiliation sites, or at any educational activity;
4. Treat patients, other students, staff, and faculty fairly and respectfully, regardless of their sex or their physical, mental emotional, political, economic, racial, or religious characteristics;
5. Maintain and arrange teaching materials and property in a form that will be usable in the future as a professional reference;
6. Be cognizant of and adhere to the channels of authority;
7. Accept responsibility for reporting incompetence and unethical conduct to the proper authorities;
8. Identify truthfully and accurately your credentials and professional status;
9. Be responsible for the condition of the instructional area during and at the completion of a class session;
10. Maintain all conduct within HIPAA guidelines and regard as strictly confidential all information concerning patients and refrain from discussing this information with any unauthorized individual;
11. Refrain from sexual harassment in any form (see section on Sexual Harassment);
12. Refrain from eating, drinking, or smoking in prohibited areas in the SHRP instructional areas;
13. Check email for official notices.
ELECTRONIC COMMUNICATIONS. SHRP is committed to utilizing the most advanced technology available to communicate with students. Therefore, the university will employ electronic means, when appropriate, to effect such communication, and students are expected to monitor appropriately these electronic communications. To facilitate this goal, all students will be assigned an electronic mail address in “Outlook” when they are accepted for admission.

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

Guidelines

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

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

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

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

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

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

COMPLAINTS. Students who have complaints about an educational program, school policies, incidents in the classroom or other academic or non-academic matters are asked to notify a faculty member or their departmental chair, the student services office, or a member of the administration in the office of the dean. The complaint can be made verbally followed by written comments describing the issue or concern, or the complaint can be made in writing in any form comfortable for the student. A complaint can also be made anonymously using the suggestion box located adjacent to the student mailboxes.

At a minimum, the complaint should give a complete description of the situation or incident, the date of occurrence and the person or persons involved. A response to the student who makes the complaint will be made within five business days by scheduling a meeting to obtain additional
information, by advising the student of the time schedule for resolution of the complaint or by
advising the student of the resolution of the complaint. The student may be asked to provide
additional information and will be notified of the resolution of the complaint.

Additionally, the Office of Student Affairs provides a web-based version of a student comment
box, http://studentservices.umc.edu/comments.html. This email account is used to collect and
track student issues and concerns. Students are promised a response within 48 hours unless the
student wishes to remain anonymous.

Students who have concerns related to academic performance are asked to review the appeals
policies included on pages 204-205 of the 2013-2014 UMMC Bulletin for appeal procedures.

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

HARASSMENT POLICY. All harassment is of serious concern to this institution and is strictly
prohibited. It is the policy of UMMC to maintain a workplace and an educational environment free
from any type of harassment, including sexual, ethnic, or racial harassment or creating a hostile work
or educational environment, racial slurs, or demanding sexual favors for work-related or student-
related benefits.

**Sexual Harassment** is defined as: unwelcome sexual advances; job or educational advancement or
lack thereof based on sexual favors or lack of such favors; nonconsensual touching or sexual jokes;
requests for sexual favors; verbal or physical conduct of a sexually harassing nature or an act of
physical aggression creating a hostile work or educational environment; non-verbal conduct, such as
a display of sexually suggestive objects or pictures or obscene gestures; or failure to cease any such
act upon request of any other person.

Any supervisor, employee, faculty member, or student who engages in such conduct is subject to
discipline, up to and including immediate discharge or dismissal. This policy applies equally to men
and women.

Any complaint by a student against a UMMC employee, faculty member, visitor, patient, vendor,
contractor, or any other person on campus (other than another student - see below) of sexual
harassment must be reported immediately through the dean or associate dean to the Director of
Human Resources or the Assistant Director for Equal Employment Opportunity. All complaints must
be in writing and will be investigated by Campus Police.

**Peer Sexual Harassment.** Under Title IX of the Education Amendments of 1972 (Title IX) and its
implementing regulations, no individual may be discriminated against on the basis of sex in
education programs or activities with respect to admissions or employment receiving Federal
financial assistance. Peer sexual harassment (student-to-student) is a form of prohibited sex
discrimination when the harassing conduct creates a hostile environment.

Thus, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct
of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe,
persistent, or pervasive to limit a student’s ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.

For an alleged harassment, the student who believes the harassment is occurring should report the incident(s) to the appropriate departmental chair, the associate dean, or the dean. If the student discusses possible incident(s) of harassment with a faculty member, the faculty member will refer the student to the appropriate departmental chair, the associate dean, or the dean. The associate dean, with the assistance of the appropriate Medical Center officials, will investigate the incident(s) including (a) statements by witnesses to the alleged incident(s) and (b) evidence about the relative credibility of the allegedly harassed student and the alleged harasser. If the associate dean determines that there is sufficient cause to believe that incident(s) of peer sexual harassment have occurred, he/she will prepare a written report to the dean with recommendations for appropriate steps to be taken to end the harassment according to Federal guidelines. If there is insufficient evidence of the alleged harassment, the associate dean will take steps to ensure that there are no negative consequences to the student or the person believed to have been harassing the student.

CRIMINAL HISTORY/ BACKGROUND CHECK. Mississippi Law requires all health care workers, including students, to have completed criminal history background checks. All UMMC students will be required to successfully complete a criminal history background check, including fingerprinting during the Orientation process. This initial background check is conducted by UMMC Human Resources. Some departments and/or clinical sites may require an additional background check prior to field work and/or rotations. SHRP utilizes Pre-Check (http://www.precheck.com/students) for the additional background checks when needed. There is a small cost to the student to use Pre-Check services. Departments will provide more information if Pre-Check is required for their students.

Be advised that a felony conviction may affect a graduate’s eligibility to sit for certification, registration, or licensure examinations. Affected students must contact the appropriate certification, registry, or licensure agency. All students should keep their letter of clearance in a personal file for later use.

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

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

Policy

1. You are prohibited from being under the influence of alcohol or illegal drugs while on campus, in other training sites such as affiliated hospitals and clinics, and in extramural settings for elective courses.

2. The possession, transfer, purchase, or sale of illegal drugs is a violation of the law and is strictly prohibited; such actions will be reported to law enforcement officials and to licensing agencies when appropriate.

3. The use, sale, or possession of an illegal drug in your capacity as a SHRP student is cause for your dismissal from school.

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

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

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

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

Note: Be advised that a felony conviction may affect a graduate’s eligibility to sit for certification, registration, or licensure examinations. Affected students should contact the appropriate certification, registry, or licensure agency or organization.

Counseling/Rehabilitation. The Medical Center maintains an Employee/Student Assistance Program that is administered by Employee and Student Health. Any SHRP student who uses alcohol or illegal drugs, who misuses prescription drugs, or who may be dependent on or addicted to alcohol or drugs is encouraged to seek confidential counseling and assistance from the director of Employee and Student Health. When recommended by the director of Employee and Student Health, the student may be granted a leave of absence from the SHRP program in order to undergo treatment in an approved program. A student seeking medical attention for alcohol or drug addiction is entitled to the University of Mississippi Medical Center’s student group health insurance plan, subject to restrictions and limits of this plan. Rehabilitation itself remains the responsibility of the student.
Health risks associated with use of alcohol and drugs. A drug is defined in the Drug Awareness Program as any chemical substance that produces physical, mental, emotional, or behavioral changes in the user. Drug abuse signifies use of any substance in a manner that deviates from the accepted medical, social, or legal patterns within a given society. Examples of common drugs of abuse include alcohol (ethyl alcohol), amphetamines, benzodiazepines, barbiturates, cannabis, cocaine, opioids, etc. The use of alcohol and drugs is associated with a variety of significant health risks; a few examples follow.

Cognitive, judgmental, memory, and perceptual/motor functions may be highly impaired in individuals who use alcohol; in high doses, alcohol induces stupor or coma, and possibly death. Chronic use of alcohol is associated with liver disorders such as fatty liver, alcoholic hepatitis, and cirrhosis. Use of amphetamines may cause depression, paranoia, angina pain, coma, cerebral hemorrhage, and death. Impairment of thought processes and perceptual/motor functions is associated with the use of benzodiazepines or barbiturates; barbiturates may also cause unconsciousness, coma, or death. The use of cannabis (marijuana) impairs judgment and performance of simple motor tasks and may cause significant psychological problems; in addition, it is well known that chronic smoking is associated with an increased risk for lung cancer. Cocaine produces adverse effects on the heart and respiratory rates and on blood pressure and, in relatively small amounts, can cause death. Cocaine destroys nasal tissues, leading to the perforation of the nasal septum in individuals who "snort" this drug. Opioids can cause stupor, coma, and death.

The few examples of drugs and health risks described above do not by any means represent an exhaustive list of either (1) the drugs of abuse or (2) the risks associated with these or other drugs. Detailed lists of drugs controlled under Federal and/or State Law are included as part of the University of Mississippi Medical Center's Drug Awareness Program and are available to SHRP students through the department chair, the Office of the Associate Dean, or from the director of Employee and Student Health.

Legal sanctions under Local, State, and Federal law. The use, sale, purchase, transfer, theft, or possession of an illegal drug is a violation of the law for which considerable legal sanctions may be imposed. A violation involving Schedule I or II drugs (e.g. opioids, marijuana, cocaine, amphetamine, etc.) may result, for example, in your imprisonment upon conviction for up to 30 years and being fined up to $1,000,000. A violation involving Schedule III or IV drugs (e.g., barbiturates, diazepam, etc.) may result in your imprisonment for up to 20 years and being fined up to $250,000. A violation involving Schedule V drugs (e.g., relatively small amounts or low concentrations of codeine, ethylmorphine, opium, etc.) may result in your imprisonment, upon conviction, for up to 10 years and being fined up to $50,000.

Additional information/questions. Copies of the University of Mississippi Medical Center's Drug Awareness Program for employees and students are available in the Office of Student Affairs. Should there be any questions regarding the above, SHRP students should feel free to contact the director of Employee and Student Health, the department chair, or the Office of Student Services for further information.
VERNER S. HOLMES LEARNING RESOURCE CENTER

Biomedical Illustration Service. This department provides various art production services for publication, presentation, and exhibition. Innumerable photographic services are available from the biomedical photography and computer graphics areas. These include film processing, slide making, passport/application photos, computerized presentations with PowerPoint, video screen grabs, scans, computer and custom illustrations and graphs, computer generated slides, media production, photographic retouching, photo compositing, CD recording, and many others. These services are available for use by students for class related projects with proper authorization from the particular professional school or department. Rates for these various services are available from the Biomedical Illustration Services department on the 2nd floor of the Learning Resource Center or by calling 601-984-1215.

Audiovisual Services. This department provides services for video and audio recording, duplicating, and production with editing services, all types of classroom support with various types of equipment which can be checked out for use, and distance learning via satellite and downlink mediums. These services are available for use by students for class related projects with proper authorization from the particular professional school or department. Rates of these various services are available from the Audiovisual Services Department on the 2nd floor of the Learning Resource Center or by calling 601-984-1220.

ROWLAND MEDICAL LIBRARY. The Rowland Medical Library (RML) is operated by the Department of Academic Information Services and is located on the second floor of the Verner S. Holmes Learning Resource Center. The Rowland Medical Library provides resources and services to students officially enrolled in UMMC programs, faculty and employees directly involved in health education, research, and patient care. All other individuals who need access to the library collection may use the materials, but may not check-out materials. **All users must present a valid UMMC ID in order to check out library materials!**

Library standard academic hours* are Monday through Thursday, 7:00 AM until 12:00 midnight; Friday, 7:00 AM until 9:00 PM; Saturday, 8:00 AM until 7:00 PM; and Sunday, 12:00 noon until 12:00 midnight. (* please note that the hours are subject to change during summer semester) After 8:00 PM, a UMMC ID must be presented to enter the library. The library is closed on designated UMMC holidays. Please visit the RML website at [http://www.umc.edu/library/](http://www.umc.edu/library/) for more information about resources and services available at the library.

OFFICE OF STUDENT RECORDS AND REGISTRAR. This office maintains the official academic records of all matriculated students and provides a wide range of services to those students. The office also works closely with each school in the admissions process of students. The office is located on the second floor of the Verner S. Holmes Learning Resources Center, Room U-121.
The mailing address and telephone number are as follows:

Office of Student Records and Registrar  
University of Mississippi Medical Center  
2500 North State Street  
Jackson, MS 39216-4505  
601-984-1080

Official copies of transcripts are available from this office at a cost of $5.00 per transcript. All requests must be made in writing and must bear the signature of the student whose transcript is being requested. Signed transcripts requests may also be faxed. All faxed requests must include a Visa or Master Card account number, expiration date, and the 3 digit security code on the back of the card. A transcript request form may be printed off the UMMC web page. Transcripts may be requested by fax, but transcripts will not be faxed. The office must receive the signed request and the fee before the request can be processed. Transcripts are not available on demand. They are stored electronically and require 24 hours for processing.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA).** The Family Educational Rights and Privacy Act (FERPA) allows The Medical Center to disclose the following “directory information” without consent. The Medical Center regards the following information as “directory information,” that is, information that may be made available to the general public: full name, reported date of birth, dates of attendance, digitized image, local address and telephone number, e-mail address, undergraduate college, home town or city at time of application for admission, and dates of degrees received or expected with field and department of study, Medical Center prizes, residencies, fellowships, and similar honors awarded. A student may choose not to allow the above information as it applies to him or herself to be designated "directory information," in which case the Office of Student Records and the Registrar will omit all the information listed above from records containing "directory information." However, students must inform the director of student records and registrar in person and sign a form requesting the information to be blocked. In the case of incoming, first-time students, students must notify the director of student records and registrar prior to matriculation. Students should be aware of the possible consequences of withholding "directory information," such as missed mailings, messages, and announcements, non-verification of enrollment or degree status, and non-inclusion in the Medical Center Commencement booklet.

**STUDENT FINANCIAL AID.** The Financial Aid office helps students meet their educational expenses while attending UMMC. Assistance is provided through grants, scholarships, student employment, and /or loans. The office is located on the second floor of the Verner S. Holmes Learning Resources Center, Room U124. Appointments may be made with financial aid counselors by calling 601-984-1117 or emailing acct-financial-aid@umc.edu
Student Financial Aid Eligibility Policies. UMMC subscribes to the principle that the amount of financial aid granted to a student should as a rule be based on financial need. Therefore, all students wanting to receive student financial aid at UMMC must complete the following information. A packet will be sent to each student after the student has been awarded student financial aid.

- Apply for a Personal Identification Number (PIN) online at www.pin.ed.gov
- Complete the FAFSA (Free Application for Federal Student Aid) online at www.fafsa.ed.gov, using UMMC’S Federal School Code number 004688
- Complete Entrance Counseling online at http://financialaid.UMC.edu

Each recipient of student financial aid must meet Satisfactory Academic Progress (SAP) requirements in order to maintain his/her eligibility for financial aid. At UMMC, SAP requirements correspond with the Academic Regulations and Scholastic Performance Standards as stipulated by each school within UMMC, as well as federal guidelines. Therefore, each student must consult the academic/scholastic requirements pertaining to her/her school and the Office of Student Financial Aid to ensure compliance with SAP. SAP will be reviewed at the end of each spring term or when a student withdraws or when a student goes on leave of absence. Students failing to meet SAP will be placed on financial aid suspension beginning with the next term. Students placed on financial aid suspension are ineligible to receive any federal student aid funds, as well as some institutional funds. Students who did not maintain SAP may submit an appeal to the Office of Student Financial Aid. A student’s appeal that is successful will be placed on financial aid probation and will be allowed to receive federal student aid for one semester. Each successful appeal will include various academic requirements that must be met to be eligible to receive aid beyond the one semester probation. Students denied aid for failure to meet these SAP requirements may reestablish eligibility once they meet the requirements.

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

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

Students are expected to:

a. Exhibit the highest standard of personal, academic professional and ethical behavior.

b. Treat faculty, staff, peers, clients, patients, and others with dignity and respect.

c. Abide by the Code of Conduct that applies to their specific professional discipline.

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

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

SHRP STUDENT SERVICES. The SHRP Office of Student Services is located in Room SH133. The Office of Student Services is responsible for student programs, academic support services, student judicial affairs and counseling. The primary focus in student services is to coordinate the delivery of services to students; assist in successful student experiences and retention toward degree completion.
**SERVICES AVAILABLE:**

- Orientation
- Personal Counseling & Referrals
- Academic Support Services
- Study Skills, Time Management, and Communication Skills Workshops
- Test Taking Skills Workshops
- Tutor Referral Service
- Leadership Development Programs
- Address student concerns

The office is staffed by Dr. Steve Watson - Associate Dean for Student Services, Ms. Molly Ratcliff and Ms. Farrah Banks. They can be contacted at 601-815-4029 or through campus e-mail.

**SHRP MULTICULTURAL AFFAIRS.** The SHRP Office of Multicultural Affairs is available to all students, especially those students from a diverse social, economic, ethnic, or cultural background. This office will provide assistance and guidance to students as needed in areas such as skills development and counseling. The office of Ms. Faye Johnson, Assistant Dean for Multicultural Affairs is located in Room SH 151. Ms. Johnson can be contacted by campus e-mail or at 601-984-6300.

**DIVISION OF MULTICULTURAL AFFAIRS, UMMC.** Multicultural Affairs offers the following services for students enrolled at the University of Mississippi Medical Center: academic and peer counseling, board preparation, and student organizations such as the Student National Medical Association (SNMA), the Student National Dental Association (SNDA) and the Minority Student Health Care Association (MSHCA). Minority students are encouraged to join these organizations.

The University of Mississippi Medical Center’s Division of Multicultural Affairs is committed to increasing the number of underrepresented minorities in the fields of medicine, dentistry, nursing and health related professions. The Division of Multicultural Affairs sponsors summer programs designed to strengthen prerequisite knowledge in the basic sciences and provide students with the necessary clinical experience to enhance their probability of entering a medical, dental, nursing, or health related professional school.

Students may call the Division of Multicultural Affairs at 601-984-1340. The office is located in the Office Annex Building, Room WW102.
STUDENT HEALTH SERVICES (HEALTH CLINIC). The Student/Employee Health Clinic provides ambulatory medical care and is located on the first floor of the University Hospital, Room N136. The clinic telephone phone number is 601-984-1185. Nursing care is available in the clinic Monday through Friday from 7:00 AM until 4:00 PM. A physician is present at scheduled hours. Should the clinic hours be inconvenient, call or go to the clinic to make other arrangements. Special referrals that are indicated (such as gynecological or surgical consultation) will be made upon the recommendation of the student health service physician. The student health service physician and the student will make the selection of a consultant. The Student Health Service does not provide medical care for dependents of students, nor can it reimburse students for treatment received elsewhere. Students who need medical attention when the clinic is not open should contact the University Hospital Emergency Room and follow instructions (A fee may be incurred).

Students are responsible for notifying the appropriate instructor or department when they are going to be absent due to illness. Students may not be allowed to participate in laboratory or clinic activities while manifestation of disease exists or symptoms of contagious disease exist. Students must have clearance from Student/Employee Health to return to class.

HEALTH INSURANCE. All students are required to carry hospitalization insurance while enrolled at the University of Mississippi Medical Center. The University of Mississippi Medical Center offers a group health insurance policy. It is mandatory for students to participate in this insurance program unless, at the time of registration, they can demonstrate adequate or equivalent hospital insurance through a sponsor or with another carrier. Both individual and family coverage is available. Information is available at the Office of Student Accounting; contact them at 601-984-1060.

PROFESSIONAL INSURANCE. SHRP students in disciplines providing direct patient services are required to obtain insurance coverage for malpractice. Students are assessed fees each year at registration for malpractice insurance for $1 million per incident and $5 million aggregate from American Casualty Company of Reading, PA. The insurance covers students only while enrolled and while engaged in authorized educational activities.

MENTAL HEALTH SERVICES. UMMC contracts with LifeSynch (a Humana Company), which is our Student Assistance Program. Services are provided for all students and household members. Services are available 24 hours a day and 7 days a week at NO COST to you. If you choose to call, you will talk with a trained professional who will ask you about your situation and connect you with experts who can help. When appropriate, you will be referred to a local professional for up to three face-to-face sessions at no cost to you. Your personal information will be kept confidential. Student Assistance Program confidentiality complies with state and federal requirements. For more information: 866-219-1232 or Website: Lifesynch.com/eap (username: ummc, password: ummc)

ACADEMIC SUPPORT SERVICES

Revised: 9/16/13
**Academic Consulting Services.** The Office of Academic Support provides Academic Consulting Services to students, residents and fellows currently enrolled at the University of Mississippi Medical Center. Academic consultants meet individually with learners and provide assistance with developing the skills and behaviors that are essential to academic success and professional development. Services are available at no charge to the learner and may address a wide range of issues. These include transition to professional school, time management, study skills, stress management, testing strategies, interpersonal and communication skills, clarifying career goals, and coping strategies.

Individuals may initiate contact with the office or be referred by faculty. To make an appointment, individuals should go to the Office of Academic Support webpage and request Academic Consulting Services. ([http://www.umc.edu/academic_support/](http://www.umc.edu/academic_support/))

**University Tutoring Services.** The Office of Academic Support manages University Tutoring Services, the peer tutoring program available at no cost to all students currently enrolled in any of the six schools of the University of Mississippi Medical Center. This program is designed to promote academic excellence through supportive instruction by peers with similar educational experiences and backgrounds. Tutoring occurs on UMMC’s campus and scheduling is negotiated by the student and assigned tutor. You must be registered in the course for which you request tutoring to be eligible for the services. Tutors are not available for all courses at the institution. Once you have submitted the Request for Tutoring Services, you will be notified if tutoring is available for the requested course and provided further information about the program.

To request tutoring or receive more information about available courses, individuals should go to the Office of Academic Support webpage and complete a Request for Tutoring online form. ([http://www.umc.edu/academic_support/](http://www.umc.edu/academic_support/))

Office of Academic Support
University of Mississippi Medical Center
Verner S. Holmes Learning Resource Center, U155-A
Direct: 601-815-4233
Fax: 601-984-2970
[http://www.umc.edu/academic_support/](http://www.umc.edu/academic_support/)

**SHRP Student Development.** The School of Health Related Professions targets and sponsors activities that are intended to assist students in the transition from pre-professional programs and in the transition from its educational programs to the workplace. The school has developed a job bank-other links web page to assist students and alumni in obtaining information about potential employment.
**SHRP PROFESSIONAL ACTIVITIES.** Students who want to take time to become involved may find useful avenues of expression in membership in professional organizations. Membership is open to students in the various professional organizations. Each department will advise students of appropriate professional organizations and opportunities for membership. As student members, there is an opportunity to increase knowledge of the discipline and to begin to establish collegial relationships within the profession with other students and practitioners. Other benefits available to the students include professional publications, group insurance, scholarships, educational workshops, and professional meetings.

**SHRP STUDENT GOVERNMENT.** The School of Health Related Professions Student Government Council was formed in 1978 and is responsible for all official student activities of the school; serves as liaison between faculty, students, and alumni; and strives to establish relationships between disciplines. The Council is composed of three student representatives elected from each discipline's first, second, and third year students. Seven student members represent SHRP on the Associated Student Body (ASB) Council. The ASB is the student organization on the University of Mississippi Medical Center campus with representatives from each school (Dentistry, Health Related Professions, Medicine, Nursing, and Graduate Programs) that plans all campus-wide student activities. The SHRP Council has a SHRP faculty advisor appointed by the dean from SHRP Student and Alumni Affairs Committee. Elected officers must maintain good academic standing. If a student is on probation, he/she is not eligible to serve as a student government officer.

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

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

The Office of the Associate Dean for Student Affairs in the School of Medicine assists with and supervises ASB activities on a daily basis. Activities of the individual schools that are sponsored by the respective student council in a school are generally funded through subscription. These activities are supervised by a faculty advisor in the case of the School of Nursing - and by an associate dean in the Schools of Medicine, Dentistry, and Health Related Professions.

The Medical Center has two student publications - the *Murmur*, a campus-wide newspaper that comes out several times during the academic session, and the *Medic*, the campus yearbook. Both are independent of institutional review and are considered “the voice of the student body.”

The Medical Center does sponsor a program of intramural athletics. Competitive sports played on campus are generally organized on a volunteer basis by classes in the individual schools.
DENTAL HYGIENE CLINIC. The Dental Hygiene Clinic is located on the fourth floor of the School of Dentistry building. Appointments are required and treatment is rendered by dental hygiene students under the direct supervision and guidance of licensed dentists and dental hygienists. Services rendered in the clinic include oral examinations, scaling and polishing teeth, oral hygiene instructions, and topical fluoride applications, and when recommended, sealants. If needed, radiographs (x-rays) will be taken and a copy forwarded to the patient’s dentist, upon the dentist’s request. Appointments can be made at the Dental Hygiene Clinic receptionist’s desk or by telephoning 601-984-6340. Current UMMC students receive a discount for services.

OFFICIAL COMMUNICATION. The School of Health Related Professions considers postal/US mail and electronic mail official forms of communications.

CLASS PARTIES. Any party that will be held (both on and/or off campus) that includes our students, whether sponsored by a class or sponsored in name by a class and where class members will be present should be coordinated with the Student Services Office.

FUNDRAISING. All fundraising must be approved by the Student Services Office. As a guideline, any sales of clothing apparel which names a particular program or department must also include the School of Health Related Professions with the identified department. All fundraising must be aimed at supporting departmental or class projects.
PARKING SERVICES AND SECURITY

Motor Vehicles. Free parking for students is available at the Mississippi Veterans Memorial Stadium across North State Street, west of the Medical Center as all automobiles parked on campus must have a University of Mississippi Medical Center parking decal. Arrangements for handicapped students are made on an individual basis through UMMC Parking. Parking rules and regulations must be strictly obeyed campus wide. Violators will be ticketed or towed at the owner's expense and the dean of the School of Health Related Professions will be notified. Any student who violates UMMC parking policies is subject to disciplinary action.

Shuttle Bus. UMMC's shuttle service provides daily transportation to and from designated shuttle stops throughout the main campus and the stadium parking lots for patients, visitors, students and staff. The shuttle service operates continuously from 5:30 AM to midnight, Monday through Friday. The shuttle service does not operate on UMMC holidays.

The Medical Mall shuttle operates continuously from 8:00 AM to 6:00 PM Monday through Friday (excluding UMMC holidays). The shuttle service starts from the Pavilion at 8:00 AM and makes stops at the Batson Hospital, Wiser Women’s Hospital, and the New Hospital Circle before arriving at the Jackson Medical Mall. On the return trip the shuttle will make stops at the Blake Clinic and Medical Towers on Stadium Drive before proceeding to the Pavilion. The Medical Mall shuttle is handicap accessible.

Roundtrip service times are approximately 15 to 20 minutes on each route for the shuttles serving the main campus, and 40 to 50 minutes for the Medical Mall shuttle. Service times may be impacted by passenger volume, traffic, inclement weather conditions, and construction activity along the individual routes.

The shuttle service is free and available to all members of the UMMC community.

In order to provide timely and efficient service for the greatest number of passengers, we operate the highest number of shuttles during the morning and evening peak times. The shuttles enter into service each day on the following schedule:

5:30 AM - Main Campus (Blue Line)
6 AM-8 AM - School of Nursing (Red Line) - Converts to Medical Mall (Green Line) at 8 AM
6:30 AM - School of Nursing (Red Line)
6:45 AM - School of Health Related Professions (SHRP - Gold Line)
7:00 AM - Main Campus (Blue Line)
7:15 AM - School of Health Related Professions (SHRP - Gold Line)

10 AM - One Blue Line and one Gold Line shuttle are removed from service leaving one shuttle operating on each route. These shuttles return to service at 2:30 PM and all shuttles operate until 6 PM. From 6 PM to 12 AM midnight one shuttle will serve the main campus, operating on the blue line.
If you have questions or comments please email the Department of Parking and Transportation in the Division of Physical Facilities at: physcialfacilities-parking@umc.edu (in the UMMC Address Book for Outlook).

This information is also located online: http://physfac.umc.edu/shuttle_service.html

**Evening Student Parking.** Medical Center faculty, staff and students who wish to park on campus surface lots between the hours of 4:45 PM and 8:30 AM Mondays-Fridays and all day on Saturdays, Sundays and holidays may do so by registering their vehicles at the parking desk in Physical Facilities. Individuals should bring their vehicles to Trailer No. 1, Physical Facilities, between 8 AM and 4:15 PM when it is not raining or misting. A decal will be placed on their vehicles and their badges will be activated. Individuals will need to provide their vehicle information, including the license plate number. Individuals must present their current UMMC ID badges as well. For more information, e-mail physcialfacilities-parking@umc.edu or parking@umc.edu.

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

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

**Violations.** Campus police will issue tickets for such offenses as illegal parking, reckless driving, speeding, failure to report accidents, and to observe traffic signs. Tickets are sent to the Hinds County Justice Court for adjudication. Cars parked in yellow, blue or red tow-away zones, double parked or illegally parked in pay or gated lots will be towed away. The owner must pay the towing charge to reclaim the vehicle.

**BUILDING SECURITY.** The School of Health Related Professions Building is locked from 7:30 PM-7:30 AM Monday through Thursday, from 5 PM Friday until 7:30 AM Monday and on holidays. The Annex and 802 Lakeland buildings are locked at all times when classes or laboratories are not in session. No student is permitted in the SHRP building, the Annex buildings, or the 802 Lakeland building after hours unless a supervising faculty member is also present. All SHRP buildings are also monitored by cameras 24 hours per day.

Doors to university buildings and the University Hospital are locked from 9 PM-6 AM Monday through Friday and from 12 noon Saturday until 6 AM Monday. Students may enter the building after hours at the University Hospital front entrance, at the Outpatient Surgery entrance adjacent to the Emergency Room, and at the Basic Sciences Research Building entrance.
CAMPUS POLICE. Campus Police use advanced equipment and techniques for crime prevention and to carry out a number of programs and services to promote safety and security. State law grants UMMC police the power to enforce all state and federal criminal statutes. Officers are certified in compliance with state law to assist them in providing effective campus security. The department works in conjunction with local law enforcement authorities. All reports of criminal activity will be handled and investigated in an appropriate and professional manner. Headquarters for Campus Police is in trailer #14, in front of the Hardy Building.

Campus Police officers provide 24-hour assistance to students, employees and the public. An escort service is available at night and on weekends. The Campus Police will escort a student to campus destinations or to the Mississippi Veterans Memorial Stadium Parking lot by calling 601-984-1360 or contacting one of the Campus Police Officers on duty.

Police Officers may request to check a package, purse or briefcase of an employee or student leaving the Medical Center. Signs are posted at entrances to the University of Mississippi Medical Center Hospital and other buildings, advising that routine package checks are conducted. Employees and students must comply with a Police Officer's request to check a package.

CAMPUS SECURITY ACT OF 1992. The Campus Security Act of 1992 requires that the University of Mississippi Medical Center have in place procedures for disciplinary action in case of alleged sexual assault or rape. The University of Mississippi Medical Center already had procedures in place for an alleged sexual assault committed on campus by a faculty or staff member. Students who may be the subject of a sexual assault on campus should contact the campus police at 601-984-1360 for assistance, reporting, and help in contacting other authorities as necessary. If a SHRP student is suspected of committing a sexual assault/offense on campus, the campus police will notify the dean who will appoint a committee, on a case-by-case basis, to look into the allegations and to make recommendations for disciplinary action, if appropriate.

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

UMMC PROPERTY. Students are not permitted to remove UMMC property from the premises. Any UMMC property used by a student must be properly assigned to or checked out by a faculty member. Any faculty member who possesses and uses and/or removes Medical Center property from the premises for any reason must have an authorization form in hand. The department head or his/her designee must complete the property authorization form. **Personal use of UMMC property is prohibited. All UMMC employees or students using or possessing UMMC property can be held financially responsible for the damage or loss of the property due to negligence. Any damage, loss, or theft of the property should be promptly reported to the designated departmental representative.**
HANDLING CONFIDENTIAL INFORMATION (HIPAA). While working at the university, students and employees may come in contact with information that is of a confidential nature. Treat it as such. If you are given such information, it is expected that you will keep the confidence placed in you and not give this information to persons not authorized to receive it. For more information please see websites: http://www.hhs.gov/ocr/privacysummary.pdf and http://aspe.hhs.gov/admnsimp/pL104191.htm

CAMPUS EMERGENCY PHONES. There are a total of 16 emergency phones located on campus and in the Mississippi Veterans Memorial Stadium parking area. These phones enable the caller to speak directly with the Campus Police dispatcher when activated. They operate on a “push to talk” whereas the caller presses the red button to talk and releases to listen. When activated they automatically give the dispatcher the location of the caller. In addition, the officers on campus will be able to monitor and if needed, talk directly with the caller. These should be utilized to report emergencies just as you would call 911.
POLICY FOR EATING AND DRINKING IN SHRP CLASSROOMS AND LABORATORIES

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

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

Eating and Drinking in Departmental Laboratories. Policies regarding eating and drinking in departmental laboratories is at the discretion of the department. Students will be advised of the policy during departmental orientation.
GENERAL INFORMATION

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

PLACES TO EAT. There are several food service centers, as well as vending machines, in various buildings on campus. The Norman C. Nelson Student Union offers breakfast and lunch from 7 AM to 2 PM, Monday through Friday. The hospital cafeteria is located on the first floor of the main complex near the hospital elevators. The cafeteria (for students, employees and visitors) provides three meals a day. The main cafeteria is open for Breakfast - 6:30 AM; Snack - 9:30-10:30 AM; Lunch - 11 AM-2 PM; Snack - 2-4:30 PM; Supper - 5-8 PM; Snack - 8-10:30 PM; Night meal - 11 PM-3 AM. The Wiser Hospital dining room on the ground floor of the Wiser Hospital is open for breakfast and lunch. Hours are 7 AM to 2 PM, Monday through Friday. A Subway is located on the first floor of the Addie McBryde building (down the hall from the hospital main cafeteria) and is open 7 AM–2 AM Monday – Friday, 8 AM–11 PM on Saturday, and 9 AM–11 PM on Sunday. The Methodist Rehabilitation Center lunch hours are 11 AM-2 PM daily. A McDonald’s restaurant is located in the Methodist Rehabilitation Center and is open from 6 AM–11 PM daily. For more dining information, please visit http://www.ummchealth.com/whatsforlunch/

NORMAN C. NELSON STUDENT UNION. The Norman C. Nelson Student Union houses the bookstore, continuing education and convention facilities, and student facilities. The student facilities include the ASB offices, an ASB/student conference room, study rooms, TV/recreational areas, a gymnasium, a running track, an aerobics room, exercise facilities, and an equipment check-out and locker room. The hours of operation for the various union functions may vary, therefore students should consult with personnel in these areas for further information.

LOST AND FOUND. Contact the Office of Student Services in the School of Health Related Professions or the Campus Security Office for information on articles lost or found.

STUDENT LOUNGE. The student lounge in the SHRP building is located on the first floor, Room SH190. Adjacent vending machines, a microwave oven, and a refrigerator are available. Additional student facilities are available across the street in the Norman C. Nelson Student Union.
**SHRP COMPUTER LABORATORY.** Computer laboratories for SHRP students are located in rooms SH195, SH196, and SH234. The laboratory is normally open during regular academic hours (8 AM–4:30 PM) during the regular academic terms. The laboratory will be closed during Medical Center holidays. Automatic password assignment may be made for classroom exercises. The computer laboratory may be closed for scheduled classes or for special events. Notices of such closure will be posted outside the laboratory. Unauthorized use of the laboratory or any of the equipment or software is prohibited. Reasonable fees may be established for printing and will be posted outside the laboratory. There is no eating or drinking in the computer laboratory. Students who violate this policy will be asked to leave the computer lab.

**PHOTOCOPYING.** Photocopy services are available in the Rowland Medical Library, in the University Print Shop, and in the SHRP Student Services Office - Room SH133. A fee for photocopying may occur. All copyright regulations must be observed in the use of the photocopy services. Photocopying in the SHRP Student Services Office is available with the use of a copy card that may be purchased in the library.

**POSTAL SERVICES.** The Post Office, located in Room N019 in the basement near the medical school elevators, operates as a contract station of the U.S. Post Office and offers most standard services including registered, insured, and certified mail. The Post Office does not accept debit or credit cards. It is open to students from 10 AM until 4 PM Monday through Friday. A U.S. Post Office drop box is located near the Post Office and may be used for Monday through Saturday morning mailings. The Post Office has stamps for sale during regular hours.

**POSTING OF NOTICES.** Medical Center policy prohibits the posting of notices on painted walls or any other painted surfaces - and on the entrance doors to any building. All departments have bulletin boards for the posting of authorized notices.

**STUDENT BULLETIN BOARDS.** Student bulletin boards in the School of Health Related Professions building are located in the Student Services Office - Room SH133. Student Services should be consulted about the notices to be posted.

**STUDENT MAILBOXES.** Each SHRP student is assigned a mailbox for school and on-campus communication. These are currently located in the first floor east hallway in the new building adjacent to the vending area.
GRADUATION. Graduating students are expected to participate in commencement regardless of the semester of graduation. Exceptions may be considered if a request is made in writing to the dean. At fall registration in the year of graduation, each student is measured for and pays a fee for rental of regalia (caps and gowns). A diploma fee must also be paid at that time. Students may order commencement invitations from the UMMC Bookstore during February or March of the graduation year. During the latter part of the week prior to commencement, students are expected to obtain caps and gowns from the bookstore and commencement instructions from the Division of Public Affairs. Special graduation events are as follows:

- **Graduation Exercises.** Commencement is generally scheduled for late May, at 10 AM on Friday, and usually lasts approximately 2 hours. The Coliseum is the traditional location for commencement.
- **Commencement Awards.** The Virginia Stansel Tolbert Award, sponsored by the Mississippi State Medical Association, is given at each commencement to the senior undergraduate SHRP student who is graduating with the highest grade point average.

Requirements for Graduation:

1. Satisfactory completion of all course work and requirements specified in the curriculum.
2. Approval by departmental promotions committee and recommendation by the faculty of your program of study for conferring of the degree pursued.
3. Satisfactory status concerning financial obligations to The University of Mississippi Medical Center as affirmed by Student Accounting.
4. Documentation that any type of, School of Health Related Professions, emergency student loan has been paid in full.
5. Certification that all materials issued as returnable items have been accounted for in an acceptable manner.
6. Attend Commencement, unless excused in writing, by the dean.

DRESS CODE. The individual departments, as necessary, may provide professional dress codes or uniform guidelines. The student represents the school, the university and the profession and must always maintain appropriate attire in clinics and classrooms and elsewhere on the University of Mississippi Medical Center campus and hospital. Under special circumstances such as a laboratory setting where health and safety require a laboratory coat, the instructor will advise students of the proper dress code. Please review the Standards Guide for the UMMC Hospital dress code when required to perform educational activities in the Hospital. The Standards Guide may be found at the following web link:

ACADEMIC ACCOMMODATIONS. The University of Mississippi Medical Center (UMMC) is committed to ensuring equal access to a quality education for qualified students through the provision of reasonable academic accommodations which support UMMC standards and academic integrity. UMMC policy provides for reasonable academic accommodations to be made for students with verified disabilities on an individualized and flexible basis as specified under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA).

The Office of Academic Support manages academic accommodations at UMMC. For more information or to request academic accommodations, individuals should go to the Office of Academic Support webpage and complete a Request for Academic Accommodations. (http://www.umc.edu/academic_support/)

TOBACCO-FREE CAMPUS.

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

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

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

- First offense will result in a verbal warning, with date and time of warning documented.
- Second offense will result in a written warning which shall be considered as a final warning.
- Third offense will result in a final written warning.
- The fourth offense will result in further disciplinary action up to and including dismissal from program. Please note that the length of time between warnings will be disregarded.
- Suspension and/or immediate dismissal will be recommended for the first violation in areas where combustible supplies, flammable liquids, or oxygen are used or stored.
PUBLIC RELATIONS AND INFORMATION SERVICES. The Division of Public Affairs a center-wide service area located in the Learning Resource Center, Room U015, and is the only authorized channel for the release of University of Mississippi Medical Center information to the news media. The department welcomes suggestions from students for media stories or ideas for the University of Mississippi Medical Center's own publications.

SHRP ALUMNI CHAPTER. The School of Health Related Professions Alumni chapter plays a vital part in various programs and events conducted at the School of Health Related Professions. The SHRP alumni chapter serves as a key link between students, the school, faculty, alumni, and health related professional businesses.

Gifts from alumni have made it possible to establish the Russ-Russell Memorial Emergency Loan, the Groat-Moore Emergency Loan Fund, and the establishment of the Physical Therapy Award of Excellence which is presented yearly. Additionally, the Alumni Office supports forums for health professional education via special programs developed by the School of Health Related Professions.
INFORMATION SECURITY POLICIES, STANDARDS, AND PROCEDURES UNIVERSITY OF MISSISSIPPI MEDICAL CENTER

The complete and current version of the Information Security Policies, Standards, and Procedures is available from the Division of Information Services, the Division of Human Resources, and the Division of Public Information and University Hospital administration. The complete document is also available in the Faculty and Staff Handbook and Personnel Procedures and the medical center Intranet Website (http://www.dis.umsmed.edu). All students and personnel are responsible for knowledge of and compliance with the complete and current version of the Information Security Policies, Standards, and Procedures.

The University of Mississippi Medical Center through advances in technology has increased its dependence upon computer systems for storage, processing, and transmission of information. It is the policy of the University of Mississippi Medical Center that information, in all its forms, written, spoken, recorded electronically, or printed, will be protected from accidental or intentional unauthorized modification, destruction, or disclosure. All computer equipment must be protected from misuse, unauthorized manipulation, and destruction. Protection measures may be physical and/or software oriented. All persons using Medical Center computer resources should take precautions against the introduction of computer viruses into individual machines or computer networks.

The policy applies to all clinical information generated in the context of patient care, all student data, all medical business enterprise and support functions such as accounting, payroll, personnel, purchasing, and other activities related to the management of the institution are included in the policy. Password security and verification of access are major keys to the success of computer security. Access to applications must be verified at least every 180 days, usually during the months of January and July. The verification notice and the nondisclosure statement must be signed by the user. These computer systems and networks must also require that all users change their passwords at least every 90 days and verify that the change has taken place. Users are allowed and encouraged by the medical center to change their passwords at more frequent intervals than the 90 day mandatory period. Users who do not change their passwords must have their access denied until such time as the password is changed. All covered computer systems and networks must suspend the access of a user when the user has not used the account for 180 days. Passwords must be strictly controlled to prevent their disclosure or misuse.

Additionally, the policy also applies to library information, to research information generated through scholarly inquiry, and to external and user-specific data files related to Medical Center work. For these systems, where possible, password expiration will be used to enforce an annual change of password. Annual verification of eligibility will take place as follows: students, at registration for the fall quarter; faculty, at the signing of contracts; staff, at the time of annual evaluation. The Medical Center nondisclosure statement will be incorporated into the application forms for access to these systems. Access to confidential information will be granted on a "need to know" basis. Approved access to confidential information does not give a person general license to access the information unless there is a specific and legitimate need to access the information.
The disposal of information must ensure the continued protection of confidential information. Sensitive information in hard copy (i.e., paper and microfilm/fiche) must be shredded before disposal or confidentially recycled. Electronic media must be overwritten before being discarded or reused. Information in hard copy format essential to the continued operation of the Medical Center should be backed up.

Disciplinary or corrective action up to and including dismissal or termination may be instituted for, but not limited to, the following:

1. Accessing or soliciting information without the need-to-know.
2. Allowing others, such as family members and friends, to perform activities on the UMMC network or any secured system under your own logon ID.
3. Performing or requesting to perform any activities in a secured system under someone else’s logon ID.
4. Attempting to access a secured system without proper authorization.
5. Attempting to obtain proper authorization through fraudulent means.
6. Disclosing or compromising confidential access codes.
7. Discussing confidential information in public areas.
8. Leaving sensitive or confidential information, such as patient charts or secured systems, unattended.
9. Forwarding or distributing sensitive information to any party outside UMMC without the prior approval.
10. Making unauthorized changes (electronic or written) on a patient chart, student record or personnel file.
11. Impersonating someone else to obtain a grade, help others obtain a grade, or to provide falsely identified materials.
12. Conducting activities not sanctioned by UMMC, such as for profit, fundraising, gain-making, or political activities.
13. Creating or intentionally releasing a computer virus.
14. Copying or transmitting copyrighted material, such as electronic books, journals, graphics, and software, without the permission of the publisher.
15. Making any public representation about UMMC without the approval of the Division of Public Affairs, such as advertisements, Internet home pages, electronic bulletin board postings, e-mail, or voice mail.
16. Misrepresenting UMMC or perpetrating fraud.

All users have the responsibility to report any discovered or suspected unauthorized access attempts or other improper usage of medical center computers, networks, or other information processing equipment. If you observe, or have reported to you, a security or abuse problem with any Medical Center computer or network facilities, including violations of the policy, report the situation to at least one of the following: the network administrator, the Information Security Administrator in the Division of Information Services, the Information Systems Auditor in Internal Audit, or other Medical Center official. When there is an indication of a violation of state or federal law the appropriate agency will be contacted.
If a student or employee is contacted by a representative from an external organization conducting an investigation of an alleged violation involving information resources, immediately inform the Office of the Dean of the School of Health Related Professions who will in turn contact the Associate Vice Chancellor for Health Affairs and refer the requesting agency to the office of the Associate Vice Chancellor for Health Affairs. That office will provide guidance and coordination regarding the appropriate actions to be taken.

**VIRTUAL LEGALITY: YOUR RIGHTS AND RESPONSIBILITIES IN CYBERSPACE**

The Internet is a powerful and revolutionary tool for communication powerful in its ability to reach a global audience and revolutionary in its accessibility to those who formerly were only at the receiving end of mass communications. The Internet also has a powerful and revolutionary potential for misuse. Such misuse is particularly prevalent on college and university campuses, where free access to computing resources is often mistakenly thought to be the equivalent of free speech, and where free speech rights are in turn often mistakenly thought to include the right to do whatever is technically possible. The rights of academic freedom and freedom of expression do apply to the use of university computing resources. So, too, however, do the responsibilities and limitations associated with those rights. Thus, legitimate use of university computing resources does not extend to whatever is technically possible. In addition, while some restrictions are built into the university’s computer operating systems and networks, those restrictions are not the only restrictions on what is permissible. Users of university computing resources must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means. Moreover, it is not the responsibility of the university to prevent computer users from exceeding those restrictions; rather, it is the computer user’s responsibility to know and comply with them. When you’re pulled over to the side of the Information Superhighway, “I’m sorry officer - I didn’t realize I was over the speed limit” is not a valid defense.

So just what are the applicable restrictions? The same laws and policies that apply in every other context. “Cyberspace” is not a separate legal jurisdiction, and it is not exempt from the normal requirements of legal and ethical behavior within the university community. **A good rule of thumb to keep in mind is that conduct that would be illegal or a violation of university policy in the “offline” world will still be illegal or a violation of university policy when it occurs online.** Remember, too, that the online world is not limited to the University of Mississippi Medical Center, to the State of Mississippi, or even to the United States. **Computer users who engage in electronic communications with persons in other states or countries or on other systems or networks may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks.**

It is impossible to list and describe every law and policy that applies to the use of university computing resources and the Internet - since, by and large, they all do - but the following are some of the ones that most frequently cause problems:
Copyright. Copyright law generally gives authors, artists, composers, and other such creators the exclusive right to copy, distribute, modify, and display their works or to authorize other people to do so. Moreover, their works are protected by copyright law from the very moment that they are created regardless of whether they are registered with the Copyright Office and regardless of whether they are marked with a copyright notice or symbol (©). That means that virtually every e-mail message, Usenet posting, web page, or other computer work you have ever created - or seen - is copyrighted. That also means that, if you are not the copyright owner of a particular e-mail message, Usenet posting, web page, or other computer work, you may not copy, distribute, modify, or display it unless: its copyright owner has given you permission to do so; or it’s in the “public domain”; or doing so would constitute “fair use”; or you have an “implied license” to do so. If none of these exceptions apply, your use of the work constitutes copyright infringement, and you could be liable for as much as $100,000 in damages for each use.

Libel. Libel is “publication” of a false statement of fact that harms another person’s reputation for example, saying that “John beat up his roommate” or “Mary is a thief” if it isn’t true. If a statement doesn’t harm the other person’s reputation - for example, “Joe got an A” on the test” – it’s not libel even if it’s false. In addition, a statement of pure opinion cannot be libelous, for example, “I don’t like John” - but you can’t turn a statement of fact into an opinion simply by adding, “I think” or “in my opinion” to it. However, if you honestly believed that what you said was true, you might not be liable if it later turns out that you were wrong.

A libel is “published” whenever it is communicated to a third person. In other words, if you say “Mary is a thief” to anyone other than Mary, you have “published” that libel. That means that almost anything you post or send on the Internet, except an e-mail that you send only to the person about whom you are talking, is “published” for purposes of libel law. A person who has been libeled can sue for whatever damages are caused by the publication of the libel. Since a libel on the Internet could potentially reach millions of people, the damages could be quite large. A good rule of thumb to follow: If you would be upset if someone else made the same statement about you, think carefully before you send or post that statement to the Internet, because it might be libelous.

Invasion of Privacy. There are a number of different laws that protect the “right to privacy” in a number of different ways. For example, under the Electronic Communications Privacy Act (a federal statute), it generally is a crime to intercept someone else’s private e-mail message or to look into someone else’s private computer account without appropriate authorization. The fact that you may have the technical ability to do so, or that the other person may not have properly safeguarded his or her account, does not mean that you have authorization. If you don’t know for sure whether you have authorization, you probably don’t. Invasion of privacy, like libel, is also a “tort” which means that you can also be sued for monetary damages. In addition to the sorts of things prohibited by the Electronic Communications Privacy Act, it can be an invasion of privacy to disclose intensely personal information about another person that that person has chosen not to make public and that the public has no legitimate need or reason to know - for example, the fact that someone has AIDS, if he or she has not revealed that information publicly. Unlike libel, a statement can be an invasion of privacy even if it is true.
**Obscenity, Child Pornography and “Indecency.”** Under both state and federal law, it is a crime to publish, sell, distribute, display, or, in some cases, merely to possess obscene materials or child pornography. These laws also apply equally to the Internet, and a number of people have been prosecuted and convicted for violating them in that context.

The line between what is obscene and what is not is hard to draw with any precision – as Supreme Court justice, Potter Stewart, said, “I could never succeed in intelligibly” defining obscenity, “But I know it when I see it.” The term basically means hard-core pornography that has no literary, artistic, political, or other socially redeeming value. One reason that it is so hard to define obscenity is that it depends in part on local community standards; what is considered obscene in one community may not be considered obscene in another. That makes it particularly difficult to determine whether materials on the Internet are obscene, since such materials are, in a sense, everywhere, and it is therefore not enough that the materials are legal wherever you are. In one case, the operators of a bulletin board service in California posted materials that were not considered obscene there, but were convicted of violating the obscenity statutes in Tennessee when the materials were downloaded.

Child pornography is the visual depiction of minors engaged in sexually explicit activity. Unlike obscenity, child pornography is illegal regardless of whether it has any literary, artistic, political, or other socially redeeming value.

Sexually oriented materials that do not constitute either obscenity or child pornography generally are legal. Still, it is illegal in most cases to provide such materials to minors, and displaying or sending such materials to people who do not wish to see them may be a violation of the university’s Sexual Harassment Policy.

**“Hacking”, “Cracking” and Similar Activities.** Under the federal Computer Fraud and Abuse Act, and under a variety of similar other state and federal statutes, it can also be a crime to access or use a computer without authorization, to alter data in a computer without authorization, to transmit computer viruses and “worms” over computer networks, to conduct “e-mail bombing” and to engage in other such activities. Engaging in such activities can also make you liable for monetary damages to any person who is harmed by your activities. Again, the fact that you may have the technical ability to do any of these things, or that another computer owner may not have properly safeguarded his or her computer, does not mean that you have authorization. If you don’t know for sure whether you have authorization, you probably don’t.

**University Policies.** Use of university computing resources is also subject to a variety of university policies, including the university’s Sexual Harassment Policy. In addition, the following prohibitions apply specifically to the use of university computing resources:

- University computer accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the university even family and friends. Users are responsible for all use of their accounts.
• Users must limit their use of university computing resources so as not to consume an unreasonable amount of those resources or to interfere with the activity of other users.
• University computing resources are intended for university-related use and therefore may not be used for personal, commercial or business purposes or for other personal gain. Personal use of university computing resources for other purposes will generally be permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other university responsibilities, and is otherwise in compliance with university policies.
• Users of university computing resources may not state or imply that they are speaking on behalf of the university and may not use university trademarks and logos in connection with their use of those resources without specific authorization to do so.

For Further Information. If you have questions about the legality of your use of university computing resources, it’s best to ask before proceeding. You should also refer to the preceding Information Security Policies, Standards, and Procedures section in this handbook and to specific rules and regulations posted in the various computer laboratories.

(Adapted from a paper by Steven J. McDonald. Associate Legal Counsel, The Ohio State University. Used by permission.)

UMMC STUDENT SOCIAL MEDIA POLICY

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

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 expressed 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.
INFECTIOUS DISEASE/ACQUIRED IMMUNE DEFICIENCY SYNDROME

Selection of applicants for Medical Center health professional programs is made on a competitive basis, without regard to race, sex, color, religion, marital status, age, national origin, disability or veteran status. Students with AIDS, and those with other manifestations of HIV infection, are deemed to have a handicapping condition as defined in the Vocational Rehabilitation Act of 1973.

Acquired Immune Deficiency Syndrome (AIDS) is a condition that destroys the body's immune (defense) system and allows life-threatening infections to develop. It has no known cure or vaccine for prevention, and an individual can transmit the virus even in the absence of symptoms. Current medical knowledge indicates that transmission is primarily through sexual contact or through the sharing of intravenous drug paraphernalia. According to the Centers for Disease Control, contracting the disease in most situations encountered in an individual’s daily activities is not known to occur. Terms associated with AIDS include:

- **AIDS-related Complex (ARC)** - a variety of chronic symptoms and physical findings that occur in some persons who are infected with human immunodeficiency virus but do not meet the Centers for Disease Control definition of AIDS
- **HIV** - human immunodeficiency virus (the causative agent of AIDS)
- **HIV antibody** - a protein in the body produced in response to exposure to the human immunodeficiency virus

The Medical Center does not routinely screen students, faculty or staff for antibodies to HIV or ask if they are HIV positive. Students who know they are HIV positive are encouraged to report their health status to the Director of Student/Employee Health Service so they can obtain appropriate medical care, consultation and counseling for their own protection and that of others. The information will remain confidential as a part of the student’s medical record.

The Educational Program. The school in which the student is enrolled will make every reasonable accommodation to enable a student who is HIV positive to successfully complete the requirements of his/her educational program. The school also will make available career counseling should the student wish to review his/her educational objectives in light of the realities of HIV infection.

HIV infected students may have their educational program modified by their school to limit any potential risk of disease transmission. Restrictions on any clinical assignments and/or off campus clinical rotations or externships will be made on a case-by-case basis.

There may be reasonable concerns for the health of students with immune deficiencies (of any origin) when those students might be exposed to certain contagious diseases, such as measles or chicken pox, in a common living environment. It is the student’s responsibility to make his/her HIV or immunodeficiency status known to the Director of Student/Employee Health.
Immunizations. Students who have HIV infection or have immunodeficiency are not exempted from UMMC requirements for non-live virus vaccinations. However, because of potentially serious consequences for HIV-infected persons or persons with immunodeficiency receiving live virus vaccines, HIV infected students or students with immunodeficiency who are required to receive such immunizations should consult Student/Employee Health or the Hinds County Department of Health for current recommendations.

Testing and care. Students who wish to get HIV antibody testing will be referred to the Hinds County Department of Health or Student/Employee Health. Students who become HIV positive during the course of their enrollment may get appropriate medical care, consultation and counseling through Student/Employee Health, which will be kept confidential.

Confidentiality. Under the HIPAA guidelines medical information cannot be released to any person, group, agency, insurer, employer or institution without specific written consent of the patient or legal guardian except as required by law. Every effort will be made to preserve the confidentiality of the medical records of a student who is HIV positive. Knowledge of a student's HIV status will be limited to those with an absolute necessity to know.

Public Health Reporting Requirements. The Medical Center complies with all public health reporting requirements of the Mississippi State Department of Public Health and the Centers for Disease Control. Students who are known to be HIV positive are reported to the State Department of Health.

Medical Center Safety Precautions Personnel. Since many people with HIV infections are not identified in advance, universal precautions as defined by the Centers for Disease Control and by OSHA guidelines for Medical Center procedures for the handling of blood and body fluids of any student, employee or patient. Questions regarding these safety guidelines should be directed to the Director of Student/Employee Health, or to the dean of the school in which the student's enrolled.

Equipment. Manuals and procedures already in use at the Medical Center cover the precautions that should be taken when handling infectious materials. Certain of these procedures are reemphasized here especially as they pertain to the possible transmission of HIV infection.

All UMMC personnel, including students, will use disposable, one-user needles and other equipment if the skin or mucous membranes of patients, employees, or students will be punctured. If disposable equipment is not available, needles or other implements that puncture the skin or mucous membranes should be steam sterilized by autoclave before re-use. Extreme caution should be exercised when handling sharp objects, particularly in disposing of needles. All used needles should be placed in a puncture-resistant container designated for this purpose. Needles should never be bent or recapped after use. Blood soiled articles should be placed in puncture-proof bags and labeled prominently before being sent for reprocessing or disposal in accordance with UMMC infection control guidelines.
Teaching Laboratories. Laboratory courses requiring exposure to blood, such as courses in which blood is obtained by finger prick for typing or examination, must use disposable equipment. No lancets or other blood-letting devices should be re-used or shared.

Behavior Risk. Medical Center students who are HIV positive and are aware of their condition and engage in behavior that threatens the safety and welfare of other students, patients or UMMC personnel, may be subject to disciplinary action.

Applicability of Other UMMC AIDS Policies. More specific, written guidelines and procedures are the responsibility of the individual schools and may be developed, as needed, by the deans and department heads. All unit policies must comply with these for the institution as a whole.
EMERGENCY

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

FIRE
In the event of a fire, you should use the fire pull boxes located in each hallway and call 911 or 601-984-6666 from a safe location. If the fire is small and can be contained, a fire extinguisher may be used to attempt to extinguish the fire. However, no faculty, staff, or student should endanger herself/himself in attempting to put out a fire.

When the fire alarm sounds, all faculty and staff should close any windows in the office or classroom in which they reside, turn the lights on, check the hallway for smoke or fire, exit the room closing the door behind, and then exit the building as quickly and safely as possible.

Faculty, staff, and students on the elevators should exit the elevators at the nearest elevator stop and proceed out of the building by the nearest exit. If any of these exits are blocked the nearest available exit should be used.

In no event should faculty, staff, or students in the building proceed up the stairs to the roof as the roof does not have an exit.

Primary and secondary fire marshals on each floor will seek to ensure that all persons have vacated the area.

Once faculty and staff have left the building, everyone, including any students and guests, are to proceed to lot 12 and wait for instructions from the dean, his or her designee, or security personnel.

SEVERE WEATHER

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

Time permitting, all faculty, staff, and students should proceed to ground floor of building.

If time does not permit, then faculty, staff, and students should proceed to the nearest location as defined below:

- In the faculty annex, proceed to the first floor east and west hallways.
- On the first floor, proceed to the closest protected area without exterior windows. These areas include the enclosed fire stairs, the hallways after the fire doors have been closed,
Lecture Rooms #1C and #1D, the ADL laboratory, and the occupational therapy wood and ceramics laboratories.

- On the second floor, proceed to the closest protected area without exterior windows. These areas include the enclosed fire stairs, the hallways after the fire doors have been closed, Lecture Rooms #2C and #2D, the radiologic sciences laboratory, and the clinical laboratory sciences laboratories.

Personnel should wait in these areas until instructed to leave.
## SHRP Telephone Numbers (601)

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Cytotechnology</td>
<td>984-6358</td>
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<tr>
<td>Clinical Health Sciences</td>
<td>984-6304</td>
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<tr>
<td>Dental Hygiene (office)</td>
<td>984-6310</td>
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<tr>
<td>Dental Hygiene (clinic)</td>
<td>984-6340</td>
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<tr>
<td>Health Informatics and Information Management</td>
<td>984-6305</td>
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<tr>
<td>Health Sciences</td>
<td>815-1150</td>
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<tr>
<td>Medical Laboratory Science</td>
<td>984-6309</td>
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<td>Occupational Therapy</td>
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<td>Physical Therapy</td>
<td>984-6330</td>
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<td>Radiologic Sciences</td>
<td>984-2605</td>
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<td>Nuclear Medicine Technology</td>
<td>984-6355</td>
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<td>Magnetic Resonance Imaging</td>
<td>984-4444</td>
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<td>SHRP Student Services</td>
<td>815-4029</td>
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<tr>
<td>DEAN</td>
<td>984-6301</td>
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<tr>
<td>Associate Dean for Student Services</td>
<td>984-6300</td>
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<tr>
<td>Associate Dean for Academic Affairs</td>
<td>984-6301</td>
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<tr>
<td>Assistant Dean for Multicultural Affairs</td>
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