



THE CENTERSCOPE

Student Handbook

2012-2013

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University Observed Holidays

Summer/Fall Term: June 2012 – December 2012

Independence Day July 4
Labor Day September 3
Thanksgiving November 22-23
Winter Break December 24-28

Spring Term: January 2013 – June 2013

New Year's Day January 1
Martin Luther King, Jr. Holiday January 21
Spring Holiday March 29

BOARD OF TRUSTEES

His Excellency, The Governor of Tennessee: **The Honorable Bill Haslam, Ex Officio**

The President of The University of Tennessee: **Dr. Joe DiPietro, Ex Officio**

The Commissioner of Education: **The Honorable Kevin Huffman, Ex Officio**

The Commissioner of Agriculture for the State of Tennessee: **The Honorable Julius Johnson, Ex Officio**

The Executive Director, THEC: **The Honorable Richard G. Rhoda, Ex Officio**

DISTRICTS	TRUSTEES	TERM EXPIRES
First	J. Brian Ferguson	June 1, 2017
Second	Robert Talbott, Knoxville	May 31, 2013
Third	James E. Hall, Chattanooga	June 2012
Fourth	Don C. Stansberry, Jr., Huntsville	June 2014
Fifth	James L. Murphy, III, Nashville	June 1, 2015
Sixth	Tommy G Whittaker	June 2017
Seventh	Anne Holt Blackburn, Brentwood	June 2012
Eighth	Betty Ann Tanner, Dyersburg	June 2014
Ninth	George Cates, Memphis	May 31, 2013

ANDERSON, BEDFORD, COFFEE, FRANKLIN, LINCOLN, MOORE AND WARREN COUNTIES

Charles Wharton June 1, 2012

DAVIDSON COUNTY

Spruell Driver June 1, 2017

HAMILTON COUNTY

John Foy June 1, 2014

KNOX COUNTY

Douglas Horne May 31, 2013

Charles Anderson, Jr. May 31, 2013

SHELBY COUNTY

Karl Schledwitz June 1, 2014

Monice Moore Hagler June 2014

WEAKLEY COUNTY

Crawford Gallimore June 2014

FACULTY MEMBERS

Dr. J.A.M. "Toby" Boulet May 31, 2012

Dr. Janet M. Wilbert May 31, 2013

STUDENT MEMBERS

Ms. Teresa K. Fowler
Ms. Carey Smith

June 1, 2013
June 1, 2012

OFFICERS OF THE BOARD

Governor Bill Haslam, Chairman
Don Stansberry, Vice Chairman
Catherine Mizell, Secretary
Charles M. Peccolo, Jr., Treasurer
Rachel Leblanc, Assistant Secretary

THE ADMINISTRATIVE PROCEDURES ACT

Rule: 1720-1-3

INTRODUCTION

Rule: 1720-1-3-.01

A. The University, with the assistance and advice of students, employees and other members of the University community, has developed procedures for handling a variety of situations involving student and employee rights and privileges. Examples of these procedures, including opportunities for a hearing, are included in the student handbook, faculty handbook and personnel policy and procedure manual. The University believes that these procedures serve well the interests of student and employees in obtaining full and fair hearings, with a minimum of expense, complexity, and inconvenience.

B. An alternative to these procedures is described in the "Contested Cases" provisions of the "Uniform Administrative Procedures Act", T.C.A. §4-5-301, et seq. The Act provides that any party whose legal rights, duties or privileges are required by any statute or constitutional provision to be determined after an opportunity for a hearing shall be afforded that opportunity for hearing in accordance with the "Contested Cases" provisions of the Act. The University of Tennessee Board of Trustees at its June 1976 meeting, took action which requires students to choose either to have a hearing according to University procedures or according to the "contested cases" section of the Uniform Administrative Procedures Act (APA) and to execute a waiver of rights to a hearing under the other. Complete information on the APA system is available in the Office of Equity and Diversity and in the Office of Academic, Faculty and Student Affairs.

THE UNIVERSITY OF TENNESSEE ADMINISTRATION

Present, JOSEPH DIPIETRO, DVM

Executive Vice President, DAVID MILLHORN, Ph.D

Vice President for Public and Government Relations, HANK C. DYE

Interim Vice President for Academic Affairs and Student Success, KATIE HIGH, Ph.D

Vice President for Development and Alumni Affairs, JOHNNIE RAY

Vice President for Public Service, MARY JINKS, Ed. D

Vice President for Equity and Diversity, THEOTIS ROBINSON, JR.

General Counsel, CATHERINE S. MIZELL, J.D.

Treasurer and Chief Investment Officer/Acting CFO, CHARLES M. PECCOLO, JR.

Chief Human Resources Officer, Linda Hendricks

Executive Assistant to the President. KEITH S. CARVER JR.

Executive Director of UT Alumni Association, LOFTON K. STUART, JR.

Executive Director, Audit and Consulting Services, SANDY JANSEN

Chancellor, University of Tennessee Health Science Center, STEVE J. SCHWAB, M.D.

Chancellor, University of Tennessee; Knoxville, JIMMY G. CHEEK, Ph.D

Chancellor, Chattanooga, ROGER G. BROWN, Ph.D

Chancellor, Martin, THOMAS A. RAKES, Ed.D

Chancellor, Institute of Agriculture, LARRY ARRINGTON, Ph.D

THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER

Chancellor, STEVE J. SCHWAB, M.D.

Executive Vice Chancellor and Chief of Staff, KEN BROWN, J.D., M.P.A., Ph.D.

Vice Chancellor, Academic, Faculty and Student Affairs, CHERYL SCHEID, Ph.D.

Vice Chancellor, Finance and Operations, ANTHONY FERRARA, CPA, MAS

Interim Vice Chancellor, Development and Alumni Affairs, BETHANY GOOLSBY, J.D.

Interim Vice Chancellor, Research, DAVID STERN, M.D.

Director, Human Resources, JERRY HALL

Interim Chief Information Officer, KEN BROWN, J.D., M.P.A., Ph.D.

COLLEGES & SCHOOLS

College of Allied Health Sciences, NOMA ANDERSON, Ph.D. Dean

College of Dentistry, TIMOTHY HOTTEL, D.D.S., M.S., M.B.A., Dean

College of Graduate Health Sciences, DON THOMASON, Ph.D., Dean

College of Nursing, LAURA TALBOT, Ph.D., Dean

College of Medicine, DAVID M STERN, M.D., Executive Dean

College of Medicine, Knoxville Campus, JIM NEUTENS, Ph.D., Dean

College of Medicine, Chattanooga Campus, DAVID C. SEABERG, M.D., CPE, FACEP, Dean

College of Pharmacy, MARIE CHISHOLM-BURNS, Pharm. D., M.P.H., Dean

GENERAL INFORMATION

The University of Tennessee Health Science Center is part of the statewide, multicampus University of Tennessee. As a public, land grant university, the University of Tennessee provides a comprehensive postsecondary educational experience of the highest quality to a wide and varied constituency. As the University's academic health science center, The University of Tennessee Health Science Center strives to improve human health through education, research and public service.

Located in Memphis are the Colleges of Allied Health Sciences, Dentistry, Graduate Health Sciences, Medicine, Nursing and Pharmacy. The UT Health Science Center also has off campus instructional sites in Knoxville (for programs in Medicine, Dentistry and Allied Health Sciences) and in Chattanooga (Medicine) as well clinical training sites across the state. Methodist Healthcare-University Hospital, The Regional Medical Center, the V.A. Medical Center, The Le Bonheur Children's Medical Center, and the St. Jude Children's Research Hospital are the principal teaching hospitals for UT in the Shelby County area.

Because of its size and scope of activities, the UT Health Science Center has a \$2.3 billion economic impact on Memphis and the state of Tennessee. It is one of the largest academic health science centers in the United States. The UT Health Science Center is the ninth largest employer in Memphis with approximately 4,000 faculty and staff employees, and is the largest provider of health care professionals in the state.

Approximately 3,000 students are enrolled in degree programs at the UT Health Science Center and admission is highly competitive. A broad range of post-graduate training opportunities are available for approximately 1,000 clinical residents and other postdoctoral trainees. The UT Health Science Center has formal affiliations with seven teaching hospitals in Memphis and nearly a score of other hospitals or clinical facilities across the state.

A twenty-four member Board of Trustees governs the University of Tennessee. The Board has delegated administrative authority to the president, who exercises this authority through a staff of chancellors and vice presidents. The Chancellor at the University of Tennessee Health Science Center serves in a dual role as chief executive officer for the Memphis campus and its statewide programs and is responsible, as vice president for health affairs, for the university-wide coordination of education, training, research, and service in the health fields.

The University of Tennessee Health Science Center Mission

The mission of The University of Tennessee Health Science Center is to improve human health through education, research and public service, with an emphasis on improving the health of Tennesseans. The University of Tennessee Health Science Center is committed to maintaining an environment that encourages honesty, trust and fairness and promotes personal growth, development, satisfaction and achievement for all students, faculty and staff. The University of Tennessee Health Science Center carries out its mission based upon this philosophy and several values and principles which include excellence in teaching, mentoring and advising students; a high quality educational experience for all students; excellence in research and scholarly accomplishment; health improvement; recruitment of high achievement students; and an attractive, functional and safe campus environment.

Instruction

The University of Tennessee is authorized by the state of Tennessee to provide an education primarily to the youth and citizens of the State of Tennessee and also to be a leading research institution. As the university's flag ship for health sciences education, the University of Tennessee Health Science Center

offers a wide range of academic programs in the health sciences leading to the baccalaureate, master and doctoral degree. These programs are offered with the approval of the University Board of Trustees and the Tennessee Higher Education Commission. UTHSC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools; and each of the professional colleges and programs is also accredited by an appropriate accrediting agency for the profession. Specific additional information on accreditation is listed below and an on the Academic Affairs web site <https://academic.uthsc.edu/accreditagency.php>. Details as to the requirements for the academic programs and degrees offered by The University of Tennessee Health Science Center can be found in the UTHSC catalog.

Research

Research is a vital component of the University's programs and The University of Tennessee Health Science Center is committed to promoting its health science and biomedical research mission. Students have an opportunity to work in laboratories with faculty who are at the forefront of their disciplines.

The faculties of the colleges at The University of Tennessee Health Science Center work together to achieve common research objectives. The research effort provides the basis for solutions to health problems facing the community today and tomorrow, and, through proper direction, seeks to delineate approaches for the maintenance of health and prevention and treatment of disease. These broad objectives are being realized through the collaboration of scientists working in many disciplines encompassing various departments and research centers. These include the Neuroscience Center of Excellence, the Molecular Resource Center of Excellence, the Pediatric Pharmacokinetics and Therapeutics Center of Excellence, the Clinical Research Center, the Memphis Research Consortium, the Newborn Center and the Cancer Center. Well established research programs in collagen diseases, geriatrics, and drug and alcohol abuse provide additional opportunities for the qualified student to gain experience in biomedical research, as do research programs at St. Jude Children's Research Hospital and the University of Memphis. The multidisciplinary approach utilized by The University of Tennessee Health Science Center provides research training rarely duplicated in comprehensive universities.

Public Service

The University of Tennessee Health Science Center is actively helping to meet community and statewide needs with a number of programs that serve the dual purpose of furthering the education of students and providing valuable services. These programs include; UTHSC Boling Center for Developmental Disabilities; UTHSC Genetics Center, Hearing and Speech Center, the Drug Information Center; the Hamilton Eye Institute, the Medical Simulation Center and the Southern Poison Center. Our students also participate in a variety of outreach activities, serving as tutors and mentors at area schools, participating in health care fairs and immunization programs, providing clinical care at Clinica Esperanza and the Church Health Center, and providing dental services through our Dental Smiles programs. Students also participate in food drives, charity fundraisers, etc.

Chairs and Centers of Excellence

The University of Tennessee Health Science Center has established 61 endowed Professorships and chairs, including 18 designated as Chairs of Excellence. Chairs of Excellence are established with an endowment derived from both state and private funding. Endowed Professorships are usually established with private gifts. The accompanying table shows current endowed Professorships and Chairs of Excellence.

The endowed Professorships and Chairs of Excellence are of fundamental importance in attracting world-renowned scientists and clinicians to The University of Tennessee Health Science Center. Thus, students

have a unique opportunity to learn from individuals who are at the frontier of research in the biomedical and clinical sciences.

Serving a similar role are seven Centers of Excellence established at The University of Tennessee Health Science Center and funded by the State of Tennessee. These research centers aid in attracting outstanding faculty and offer a superior research environment. The Centers of Excellence contain the most sophisticated research instruments and staff and serve as a vital hub for scientists from both Tennessee and the nation. Centers of Excellence are established in Neurosciences, Molecular Resources, and Pediatric Pharmacokinetics and Therapeutics, Genomics and Bioinformatics, Neurobiology and Brain Disease Imaging, Diseases of Connective Tissues, and Vascular Biology.

At the forefront of these programs are the University of Tennessee Centers of Excellence in Genomics and Bioinformatics, Vascular Biology, Neurobiology of Brain Diseases and Connective Tissue Diseases. The newly established University of Tennessee Cancer Institute was recently accepted as a member of National Comprehensive Cancer Network. The Neuroscience Institute is one of the largest concentrated neuroscience programs in the country and has achieved an international reputation as a preeminent center for neuroscience in the United States. Faculty at the UTHSC are leaders in the field of mouse genetics and are responsible for the establishment of research consortia such as the Tennessee Mouse Genome Consortium and the Complex Trait Consortium. In addition, they have also pioneered the development of the iScope project.

Chairs of Excellence

Harriet S. Van Vleet	
Chair of Excellence in Pharmacology.....	Burt M. Sharp, M.D.
Harriet S. Van Vleet	
Chair of Excellence in Biochemistry	John N. Fain, Ph.D.
Harriet S. Van Vleet Chair of Excellence in Virology	Martha M. Howe, Ph.D.
E. Eric Muirhead Chair of Excellence in Pathology	Lawrence Pfeffer, Ph.D.
Crippled Children's Hospital Foundation	
Chair of Excellence in Biomedical Engineering.....	(Vacant)
UTMG Chair of Excellence in	
Obstetrics and Gynecology	Giancarlo Mair, M.D.
Le Bonheur Chair of Excellence in Pediatrics	James W. Wheless, M.D.
Plough Foundation Chair of Excellence in Pediatrics...	vacant.
J.R. Hyde Chair of Excellence in	
Rehabilitation Engineering	William M Mihalko, M.D., PhD
Thomas A. Gerwin	
Chair of Excellence in Physiology	Leonard R. Johnson, Ph.D.
First Tennessee	
Chair of Excellence in Clinical Pharmacy.....	P. David Rogers, Pharm.D., Ph.D.
William and Dorothy Dunavant Chair of	
Excellence in Pediatrics	Jonathan McCullers, M.D.
Federal Express Chair of Excellence in Pediatrics.....	Mary Ellen Conley, M.D.
Semmes-Murphey Chair of Excellence in Neurology...	William A. Pulsinelli, M.D., Ph.D.
Maury W. Bronstein Chair of Excellence in	
Cardiovascular Physiology.....	Jonathan H. Jaggar, Ph.D.
Goodman Chair of Excellence in Medicine	Arnold E. Postlewaite, M.d.
Second Le Bonheur Chair of Excellence in Pediatrics .	Russell W. Chesney, M.D.
Mark S. Soloway Chair of Excellence in Urology	Mitchell S. Steiner, M.D.

Endowed Professorships

St. Jude Professorship in Pediatrics.....	William E. Evans, Pharm. D.
Herbert A. Shainberg Professorship in	
Developmental Pediatrics	Frederick B. Palmer, M. D.
Simon R. Bruesch Alumni Professorship in Anatomy...	Matthew Ennis, Ph.D.
Harriet S. Van Vleet Professorship in Pharmacy.....	Duane D. Miller, Ph.D.
Methodist Hospitals Foundation Professorship in	
Neuroscience	Anton Reiner, Ph.D.
Lemuel W. Diggs Alumni Professorship in Medicine	Guy L. Reed, M.D.

Harwell W. Wilson Alumni Professorship in Surgery	Timothy Fabian, M.D.
John Dustin Buckman Professorship in Pediatrics	Dennis D. Black, M.D.
George Thomas Wilhelm Professorship in Orthopaedics	Karen A. Hasty, Ph.D.
Baptist Memorial Health Care Foundation Professorship in Transplantation Surgery	(Vacant)
Sheldon Barnarr Korones Professorship in Neonatology	Ramasubbareddy Dhanireddy, M.D.
Rex A. Amonette Professorship in Dermatology	(Vacant)
Robert H. Cole Professorship in Neurosciences (Graduate School of Medicine)	George W. Kabalka, Ph.D.
Harold B. Boyd Professorship in Orthopaedic Surgery	S. Terry Canale, M.D.
Neuton S. Stern Professorship in Cardiovascular Diseases	Karl T. Weber, M.D.
Hamilton Professorship in Ophthalmology	Barrett G. Haik, M.D.
Thomas K. Ballard-Oscar M. McCallum Professorship in Family Medicine	Gregg Mitchell, M.D.
James T. Robertson Professorship in Neurosurgery	Frederick A. Boop, M.D.
Charles E. Eastridge Professorship in Cardio-Thoracic Surgery	(Vacant)
Paul Nemir, Jr. Professorship in International Child Health	William Novik, M.D.
Plough Foundation Professorship in Retinal Diseases	Edward Chaum, M.D.
Roger L. Hiatt Professorship in Ophthalmology	Natalie C. Kerr, M.D., FACS
Matson K. Callison Professorship in Medicine	Abbas E. Kitabchi, M.D., Ph.D.
UTMG Professorship in Nephrology	L. Darryl Quarles, M.D.
Gale S. and Richard D. Siegal Professorship in Ophthalmology	(Vacant)
Methodist Healthcare	(Vacant)
Professorship in Women's Health	(Vacant)
Harriet S. Van Vleet Professorship in Medical Oncology	(Vacant)
Harriet S. Van Vleet Professorship in Research Oncology	Gabor J. Tigyi, M.D., Ph.D.
A.C. Mullins Professorship in Research	Samuel E. Dagogo-Jack, M.D.
Gene H. Stollerman Endowed Professorship in Internal Medicine	James B. Dale, M.D.
Andrew Kang Professorship in Rheumatology	(Vacant)
David Stevens Professorship in Pediatric Clinical Pharmacy	(Vacant)
Philip M. Lewis Professorship in Ophthalmology	James C. Fleming, M.D., FACS
Baptist Memorial Healthcare Clinical Professorship in Maternal/Fetal Medicine	Thomas K Chin, M.D.
Governor's Chair in Computational Genomics	Robert W. Williams, Ph.D.
Ruth Neil Murry Chair in Nursing	Laura Talbot, Ph.D., Ed.D., RN, GCNS-BC
St. Jude Chair in Pediatric Cardiology	Thomas K. Chin, M.D.
St. Jude Chair in Pediatric Critical Care	Kanwaljeet S. Anand, MBBS, DPhil
St. Jude Chair in Neurosurgery	Frederick A. Boop, M.D.
St. Jude Chair in Ophthalmology	Matthew W. Wilson, M.D.
St. Jude Chair in Pediatric Pulmonary Medicine	Dennis C. Stokes, M.D.
St. Jude Chair in Pediatric General Surgery	Max R. Langham, Jr., M.D.
Baptists Memorial Health Care Clinical	

Continuing Education

It is well established that lifelong study is a fundamental responsibility of all health professionals. Because of the rapid rate of technological change resulting from research, innovation in the methods of health care delivery, and new clinical procedures and materials, the need to remain current in the health professions is acute. The colleges at The University of Tennessee Health Science Center respond to these needs by presenting a full range of courses yearly for practicing health professionals. Students at The University of Tennessee Health Science Center may also attend these courses, as their time permits. It is expected that all students, as they embark upon a career of service, will realize an obligation to continue their education, with that obligation becoming increasingly important the longer they practice.

Alumni Affairs

Alumni programs cultivate the interest and involvement of more than 35,000 graduates of The University of Tennessee Health Science Center.

The Office of Alumni Affairs and Annual Giving at The University of Tennessee Health Science Center coordinates alumni programs for the individual colleges, sponsoring alumni weekends, class reunions, and alumni gatherings at local, state and national professional meetings. The office also coordinates meetings of alumni volunteer boards that serve as advisers to the deans in the Colleges of Dentistry, Medicine, Nursing and Pharmacy.

Within the Office of Development and Alumni Affairs, current address records for all University of Tennessee Health Science Center alumni are maintained. A variety of university and collegiate magazines, newsletters and tabloids are published and mailed to alumni on a regular basis.

Each year, the UT National Alumni Association, through the campus alumni office, supports a number of scholarships, an alumni public service award, alumni distinguished service Professorship awards, and outstanding teacher awards. A student from each campus serves as a representative to the National Alumni Association's Board of Governors.

Following graduation, The University of Tennessee Health Science Center students receive miniature diplomas from the UTNAA and become part of the 200,000 plus membership of the UT National Alumni Association, which has active alumni chapters across the U.S. The Office of Alumni Affairs can be reached by dialing 1-800-733-0482 (toll free), 901-448-5516 or via email at the following address: utalumni@uthsc.edu.

The Memphis Community

Memphis and Shelby County have over 835,000 residents, with a trade area that encompasses west Tennessee, eastern Arkansas, and northern Mississippi, and contains more than 2.5 million residents. Memphis has rich cultural traditions — life along the Mississippi River; music, especially the blues; and cotton growing and shipping. However, modern Memphis is also a center for health science education and research, agriculture and associated businesses, a burgeoning tourist industry, an internationally renowned music and recording center, and an important distribution and transportation hub. The area also offers a wide variety of cultural attractions: a major symphony orchestra, two ballet companies, three theater companies, two major art museums, and a regionally renowned nature center. In the tri-state region of Tennessee, Mississippi, and Arkansas, there are recreational opportunities to suit the most varied tastes — boating, swimming, fishing, hot air ballooning and team sports that include football, indoor soccer, basketball and baseball.

In addition to The University of Tennessee Health Science Center, several other institutions of higher education are located in Shelby County: these include one public four year comprehensive university, a

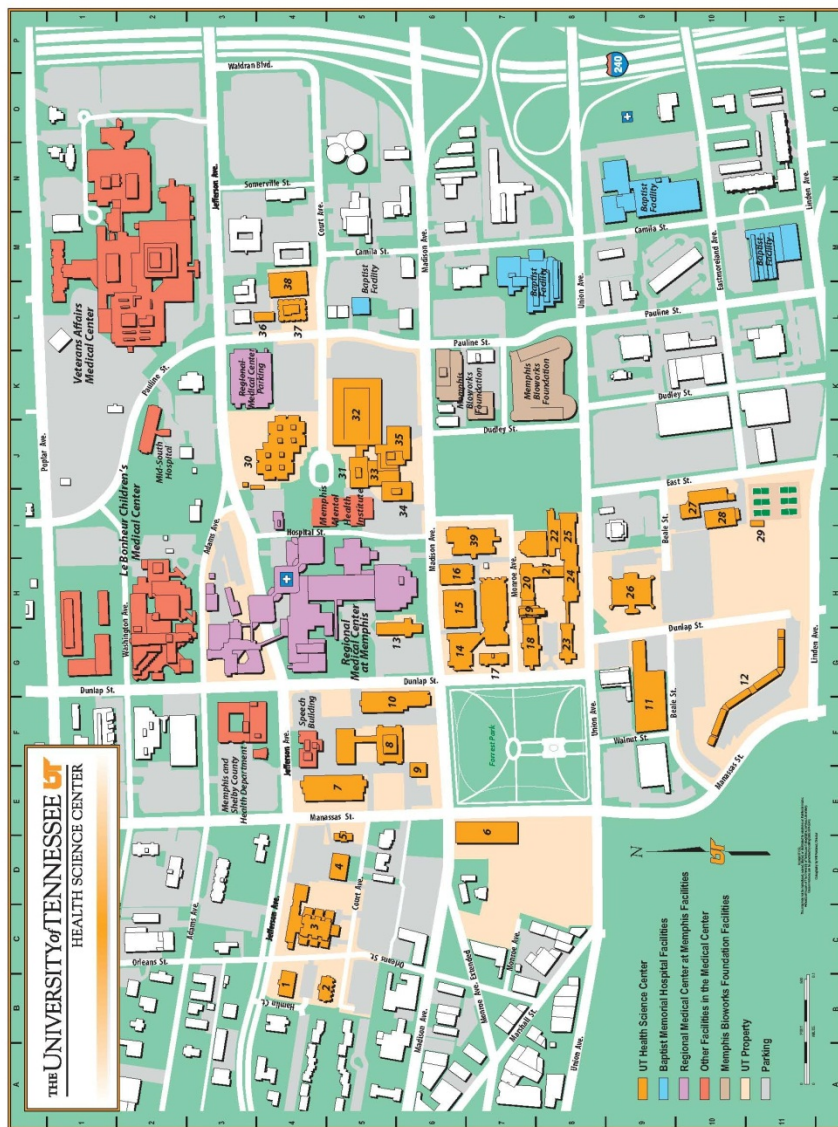
four year college of art, two public technical and community colleges, and three private four year universities and colleges.

Physical Resources

The University of Tennessee Health Science Center operates physical facilities that total over 3.5 million of gross sq. ft. and 2.1 million sq. ft. of assignable areas. The Facilities Inventory encompasses 42 buildings on approximately 60 acres of densely developed urban property. There are over 12,000 separate rooms listed on the official inventory.

Memphis Campus Map Buildings Legend

Building		Street Address
4	740 Court Building (Campus Police)	740 Court Ave. D5
34	910 Madison Building	910 Madison Ave. J6
31	920 Madison Building	920 Madison Ave. J5
35	930 Madison Building	930 Madison Ave. J6
11	Alexander Building	877 Madison Ave. H9
16	Beale Building	822 Beale St. H9
3	Boling Center for Developmental Disabilities	711 Jefferson Ave. C4
6	Cancer Research Building	19 S. Manassas St. D7
30	Coleman College of Medicine Building	956 Court Ave. J4
24	Crowe Research Building	874 Union Ave. H1
29	Doer Field Pavilion	201 East St. H8
37	Duons Office Building	66 N. Pauline St. L4
26	Dunn Dental Building	875 Union Ave. H9
15	Ferb Pharmacy Research Building	26 S. Dunlap St. H7
17	FEF Garage	869 Madison Ave. G6
12	General Education Building	8 S. Dunlap St. G6
14	Goodman Family Residence Hall	255 S. Dunlap St. G11
2	Hyd Engineering Building	682 Court Ave. B5
23	Human Administration Building	62 S. Dunlap St. G8
18	Johnson Building	847 Monroe Ave. G7
32	Link Building	853 Monroe Ave. H7
19	Madison Garage	940 Madison Ave. K5
33	Madison Plaza Building	910 Madison Ave. J5
13	Molecular Sciences Building	858 Madison Ave. G6
21	Money Building	873 Monroe Ave. H8
22	Nash Building	894 Union Ave. H8
25	Nash Research Building	894 Union Ave. I8
36	Pauline Annex	70 N. Pauline St. L4
38	Pauline Garage	66 N. Pauline St. L4
39	Pharmacy Building	881 Madison Ave. B7
1	Phi Chi Fraternity House	687 Jefferson Ave. I4
28	Physical Plant Shops	201 East St. I10
27	Purchasing and Physical Plant Building	201 East St. I10
9	Randolph Hall	790 Madison Ave. E6
7	Student Center Garage	778 Court Ave. E5
8	Student-Alumni Center	800 Madison Ave. F5
10	Van Vleet Cancer Center	3 N. Dunlap St. F5
5	Viet Variety Building	45 N. Manassas St. D7
20	Wittenburg Anatomy Building	875 Monroe Ave. H7



Prepared by the UT Health Science Center Communications and Marketing Department 5/12

PURPOSE OF THE CENTERSCOPE

This Student Handbook provides students and the UTHSC campus community with information about the opportunities, rights, and responsibilities of students at this institution. UTHSC academic issues/policies are covered in a second publication, the UTHSC catalog http://www.uthsc.edu/registrar/documents/2011-2012_UT_Catalog.pdf. Students are encouraged to read both the Centerscope and the UTHSC Catalog in order to find information regarding our campus and its programs. The information in both documents should be used as a directory and explanation of services and agencies, and as a resource for obtaining answers to dilemmas and questions. These documents are not contracts and the administration reserves the right to amend and correct the contents whenever necessary and appropriate. Students will be advised when changes are made to the posted documents. Copies are always at the Office of Student Life, the various Student Affairs Offices of each college, and the UTHSC Office of Student Affairs. Digital copies can be found on the university web site at <http://www.uthsc.edu/centerscope/>.

QUICK REFERENCES

Bookstore, UTHSC
930 Madison Avenue, Plaza Level
448-5623

Bursar
62 S Dunlap, Suite 103
448-5550

Campus Recreation & Fitness Center
SAC (312)
448-5069

Computer Center HELP Desk
448-2222

Dental Care
Dunn Bldg. (Ground Floor)
448-6221

Enrollment Services
910 Madison Ave, 5th Floor, Ste 520
901-448-5568 or 901-448-5560

Equity & Diversity
920 Building, 4th Floor, Ste #420
448-2112

Food Services
Catering
448-5626

GEB Information
GEB (CB17)
448-6960

Health Career Programs
920 Bldg. (407)
448-8418

Library & Biocommunications Center
Alexander Bldg. (225)
448-5634

Parking
40 Court Avenue
448-5546

Police
740 Court Avenue
448-4444

Registrar
910 Building, 5th Floor, Suite #520
448-5560

Services for Students with Disabilities
GEB (BB9)
448-5056

Student Academic Support Services
GEB (BB9)
448-5056

Student Affairs
910 Madison Avenue, Suite 520
448-5568 or 448-5560

Student Life
SAC (300)
448-4860

Student Alumni Center
SAC (200)
448-5614

Student Assistance Program
(Mental Health Counseling/Crisis Intervention)
1-800-327-2255

Student Mental Health
910 Building (922)
448-5064

University Health Services
910 Building (922)
448-5630

STUDENT SERVICES

BOOKSTORE

Charles Burk, Store Manager
930 Madison Avenue, Plaza Level
(901) 448-5623 (phone)
(901) 448-7259 (fax)
www.uthsc.bncollege.com

The UTHSC Bookstore is located on the plaza level of the 930 Madison Building and is open Monday-Friday, 8:00AM to 5:00PM. The bookstore carries all required / recommended **textbooks** requested by the faculty. You can visit our location to make your textbook purchases or order online at www.uthsc.bncollege.com. You can choose to pick up your order in the store or have it shipped directly to you. The store carries a wide selection of health related books for most health disciplines in the Reference department. Titles not in stock may be special ordered at no additional charge. We also handle **regalia rentals** for students graduating in December or May. In addition to textbooks and health related books, the bookstore offers a selection of general reading and National Campus Bestsellers. The store offers a wide array of UT gift items and clothing as well as a variety of snacks, candy, beverages and health & beauty items. The bookstore also stocks **dental supplies** and **medical supplies**. The bookstore accepts cash, check (with state ID), credit cards (American Express, Discover, Master Card, and Visa), Barnes & Noble Gift Cards, and approved department charge accounts.

Return/Refund Policy Textbooks

- A. A full refund will be given in your original form of payment if textbooks are returned with a receipt during the first week of class.
- B. With proof of a schedule change and a receipt, a full refund will be given in your original form of payment during the first 30 days of classes.
- C. All medical and specialty reference book refunds will be given in your original form of payment with a receipt within fourteen days of purchase
- D. No refunds on textbooks without a receipt.
- E. Textbooks must be in original condition.
- F. Shipping and handling charges are not refundable.

All Other Merchandise

- A. A full refund will be given in your original form of payment with a receipt.
- B. With a receipt, unopened software, CDs, cassettes, VHS tapes, and DVDs may be exchanged or refunded. (Opened software, CDs, cassettes, VHS tapes, and DVDs may be exchanged for the identical item only.)
- C. Without a receipt, a merchandise credit will be issued at the current selling price.
- D. Cash back on merchandise credits or gift cards will not exceed \$5.
- E. No refunds on gift cards, prepaid phone cards, or magazines.
- F. All merchandise must be in original condition.
- G. We gladly accept returns/exchanges for online purchases at the bookstore. Make sure you have your customer invoice/receipt when returning or exchanging your items. Returns and exchanges made in your on-campus bookstore must adhere to the same timeframes as returns or exchanges processed through the mail.

CAMPUS & COLLEGE ACCREDITATION

Currently UTHSC is accredited by the Southern Association of Colleges and Schools (SACS) as part of the University of Tennessee ("Big Orange"). This entity currently includes UTK, UTHSC, UT School of Agriculture and the UT Space Institute. It is anticipated that the campus will return to independent accreditation in 2015. All of the professional programs undergo regular accreditation by their professional societies. The list of accrediting bodies and the dates of their next review is shown below.

Accreditation Agencies

Program	Agency	Next Site Visit
UT Big Orange (10 years)	Southern Association of Colleges Schools (SACS)	2015
Graduate Medical Education (5 years)	Accreditation Council for Graduate Medical Education (ACGME)	2012
Physical Therapy	Commission on Accreditation of Physical Therapy Education	2013
Occupational Therapy (7 years)	The American Occupational Therapy Association	2013
Animal Facilities	Association for the Accreditation of Laboratory Animal Care (AAALAC)	2013
Audiology & Speech Language Pathology	Council on Academic Accreditation in Audiology & Speech Language Pathology	2014
Medicine (7 years)	Liaison Committee on Medical Education	2014
Medical Technology (7 years)	National Accrediting Agency for Clinical Laboratory Sciences	2014
Pharmacy (6 years)	American Council on Pharmaceutical Education	2015
Cytotechnology	Commission on Accreditation of Allied Health Education Programs (CAAHEP)	2016
Histotechnology	National Accrediting Agency for Clinical Laboratory Sciences	2016
Dentistry (7 years)	Council on Dental Accreditation	2017
Dental Hygiene (7 years)	Council on Dental Accreditation	2017
Doctor of Nursing Practice in Anesthesia	Council on Accreditation of Nurse Anesthesia Educational Programs (COA)	2019
Nursing (10 years)	Commission on Collegiate Nursing Education (MS)	2019
Health Informatics and Information Management	Commission on Accreditation of Health Informatics and Information Management Education	Annually

CAMPUS POLICE

Chief Lue Ida Walls-Upchurch
740 Court Avenue
(901) 448-4444
www.uthsc.edu/campuspolice

The UTHSC Campus Police Department maintains a staff of uniformed campus police officers on duty 24 hours daily, seven days a week. Their mission is to help maintain a safe, orderly and secure environment in which members of the UTHSC community may pursue their various activities unimpeded by criminal or disruptive acts. To accomplish this mission, the Campus Police provide security and police services including crime prevention activities, investigation of incidents and accidents, traffic control, parking on campus, and general patrol activities.

In accordance with the Tennessee College and University Act of 1989, the University of Tennessee Health

Science Center prepares an annual report detailing campus police/security policies and their effectiveness in protecting the campus community. A free copy of this report may be obtained by any student, employee, or applicant for admission or employment from the Office of Campus Police or on line at the Campus Police home page.

Additionally, the Campus Police Department offers safety escort services on campus and within the immediate area from dusk to dawn, and issues identification cards and keys to students and other authorized personnel.

Please notify Campus Police at (901) 448-4444 if you need an after-hours safety escort.

In the event of an accident, crime or other emergency on campus, dial extension 8-4444 – dialing 911 (Memphis City Police) may slow response time in that city police are not familiar with all of the buildings on campus. Once contacted, campus police will respond and contact the appropriate personnel, including Memphis police, if necessary. "Blue Light" emergency telephones have been strategically located throughout the campus and students are urged to use these phones to report suspicious or unusual behavior. Note the location of these phones and make a test call to assure yourself that the system works - if you place such a call, however, please inform the dispatcher at the onset that your call is a "test". If you have any questions or problems we can help you with during your experience at UTHSC, please feel free to stop by our office at 740 Court Avenue.

Emergency Response

The University of Tennessee Health Science Center has implemented an Emergency Response Plan which outlines procedures to follow in case of various emergencies, including adverse weather, earthquakes, and civil disturbances.

The University has designated at least one manager for each building. In some of the multi-story buildings, there is a manager for each floor. Building managers are responsible for clearing the building at times of emergencies and getting medical help to those needing it.

Students are strongly encouraged to sign up for [e2Campus](#), an opt-in emergency alert system that allows UTHSC to send important campus information to you via Mobile Phone (via SMS), Web Page, RSS, PDA, Email, Text Pager Google, AOL or My Yahoo Page. Students are also strongly urged to provide emergency contact information through Banner Self-Service.

In addition to the e2Campus Alert System the UTHSC Campus utilizes the following mechanisms for alert notification: Phone messaging system, E-mail alerts to all faculty, staff, and students, UTHSC home web page, campus police web page, Media alerts to local TV and radio outlets, Campus Plasma Monitors

By Law, fire drills are required for all campus buildings and are held once every 6 months.

Additional guidance regarding recommended actions during emergencies can be found in the UTHSC Emergency Preparedness Guide, available from the Safety Affairs Office, as well as through the Internet at:

<http://www.uthsc.edu/safety/>

Evacuation areas/Assembly Points

In case of a campus-wide evacuation, if you are:

- A. South of Union, go to Docs Field
- B. North of Union - West of Manassas, go to parking lot "F"
- C. North of Union - near the Med, go to Forrest Park
- D. In the Coleman Building or the 66 North Pauline Building, go to parking lot "#9" (next to the Coleman Building).

What to do in an Earthquake

When you feel an earthquake, **DUCK** under a desk or sturdy table. Stay away from windows, bookcases, file cabinets, and other heavy objects that could fall. Stay under **COVER** until the shaking stops. **HOLD** onto the desk or table. If it moves, move with it. If you are in a HIGH-RISE BUILDING, and you are not near a desk or table, move against an interior wall, and protect your head with your arms. Do NOT use the elevators. Do not be surprised if the fire alarm or sprinkler systems come on. If you are OUTDOORS, move to a clear area, away from trees, signs, buildings, or downed electrical wires and poles. If you are on a SIDEWALK NEAR BUILDINGS, duck into a doorway to protect yourself from falling bricks, glass, plaster, and other debris. If you are DRIVING, pull over to the side of the road, stop the car, and stay there until the shaking is over. Do not park under overpasses, power lines or other hazards.

Evacuation for Earthquakes

When the shaking has stopped, count to sixty to compose yourself and to allow for the possibility of an immediate aftershock. Know where you will take cover should an aftershock occur. Check for injuries to yourself and those around you. Administer first-aid to the extent of your capability. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury. Know where flashlights, first-aid kits and portable radios are kept in your building. Find these items, or someone who has them, if needed. Do NOT use matches or cigarette lighters because of the possibility of ruptured gas lines or other flammable materials being present. If you are indoors, leave the building via corridors and stairways designated in the building's emergency exit system.

Building Emergency Exit Routes are posted at all elevators. Be aware that power outages and building damage may have eliminated all lighting. Be familiar with the location of exit stairs and other means of egress. Do NOT use elevators. Avoid exposed electrical wiring and fixtures. DO NOT LEAN OR HOLD ONTO anything that may not be able to support you. Protect your head as you exit the building. DO NOT attempt to shut off main building electrical, natural gas, or water supply sources. MOVE AWAY from buildings quickly to avoid or reduce the risk of injury from falling building materials. DO NOT attempt to reenter buildings. DO NOT attempt to drive your car. Streets must be clear for emergency vehicles. Also, bridges and overpasses may be damaged and should not be utilized until their safety and structural integrity has been verified.

What to do in a Tornado

Tornadoes occur with little or no warning; thus, little or no advance planning can be accomplished. If in a building, one should move away from outside rooms and go to a center hallway. An interior area at the bottom level of the building is preferable. One should avoid auditoriums or gymnasiums or other areas with wide, free-span roofs. If caught outside, and there is no time to reach an inside shelter, lie flat in the nearest ditch, ravine, or culvert, with hands and arms shielding one's head. Be sure to leave the ditch, ravine, or culvert immediately after the tornado has passed to avoid the possibility of flash flooding. If in an automobile, follow the same rules as outlined above.

What to do if you are a Victim of Sexual Assault or Sexual Misconduct

- A. Get to a safe place.
- B. Talk to someone you trust. As soon as you are in a safe place, tell someone you can trust about the incident - a roommate, friend, resident advisor or resident director, minister, or counselor - someone who can provide emotional support and objectively help you to make a plan.
- C. Preserve all physical evidence. Do not change your clothing, bathe, shower, use the bathroom, brush your teeth, wash your hands, or comb your hair. If you change clothes, you should place all of your clothing that was worn at the time of the incident in a paper (not plastic) bag.
- D. Seek medical attention. You may seek medical care at any time after unwanted sexual activity without reporting a crime or notifying the police. If you think you might want to prosecute, you are strongly encouraged to have a rape examination for the collection of evidence. A medical professional will examine you, provide appropriate medical treatment, and talk with you about prevention of venereal disease and pregnancy. UTHSC Police are available to take you to the hospital or the YWCA, safe haven location, for a medical examination. A description of the YWCA's services can be found at <http://www.memphisywca.org/>. Receiving a medical examination does not mean that you must make a formal report to the University or law enforcement.
- E. Seek counseling. Victims who wish to speak confidentially with someone about the incident may call a licensed practitioner in the Student Counseling Center (974-2196 - any time during a weekday) or the Crisis Center (901-274-7477) at any time. A counselor or specially trained staff member can help a victim explore options, provide information, and provide emotional support. Whether you seek immediate assistance or choose to wait for a period of time after the assault, counseling can help you deal with the psychological residue and begin the healing process.
- F. Report the incident. The University strongly encourages individuals to report sexual assault to appropriate officials because it is the only way that action can be taken against an alleged violator of University policy. Timely reporting and a medical examination within 72 hours are critical in preserving evidence and responding effectively, but an individual may report an incident at any time. Reporting an incident to the University allows the University to take steps to prevent the recurrence of harassment and correct its discriminatory effects, if appropriate. You may report the incident to the University regardless of whether you choose to press formal criminal charges.
 1. *To the Victim's Advocate.* You may report the incident to the University's Victim's Advocate in University Health Services at 901-448-5630. The Victim's Advocate can assist you in:
 - Obtaining medical and/or psychological care;
 - Reporting the incident to the police;
 - Reporting the incident to the University's Student Conduct Officer or the Title IX Coordinator;
 - Contacting off-campus resources such as rape crisis centers or support groups;
 - Addressing academic concerns; and
 - Exploring interim and remedial measures, such as obtaining a no-contact directive, making alternative housing arrangements, modifying academic schedules, and addressing other academic concerns such as absences, missed assignments, grades, incompletes, and withdrawals.
 2. *To the University's Title IX Coordinator* [<http://www.uthsc.edu/oed/titleix.php>]. You may report the incident to the University's Title IX Coordinator, Dr. Michael Alston, Office of Equity and Diversity, 920 Madison, Suite 420, Memphis, TN 38163, Phone: 901-448-2112, Fax: 901-448-1120, E-mail: mialston@uthsc.edu.

3. *To Law Enforcement.* You are encouraged to report the incident to the University of Tennessee Police Department by calling 448-4444. If the incident occurred off campus, then call 911.

Why should you report the incident to UT Police? Reporting an incident to UT Police helps:

- apprehend the alleged assailant;
- preserve future options regarding criminal prosecution, University disciplinary action, and/or civil action against the perpetrator; and
- protect you and others from future sexual assaults or misconduct by the same person.

- G. UT Police and the Memphis Police Department are available to take you to the hospital or to the local Sexual Assault Crisis Center for a medical examination.

What happens when you report the incident to UT Police? When an incident is reported, a UT Police officer will inform you about University and external resources that are available to you, including information concerning the preservation of evidence, obtaining medical care, and contacting the University's Victim's Advocate. The officer will also complete an Incident Report. Primary responsibility for the investigation of sexual offense cases rests with the Memphis Police Department. UT Police will make arrangements for a victim to meet with an officer for the City of Memphis, who will prepare a written report. The report will be important to you in case you wish to bring charges, immediately or at a later date. You may be asked questions about the scene of the crime, witnesses, and what happened before and after the incident. You should be aware that the Incident Report registered with UT Police and the report made to the Memphis Police Department are considered part of the public record, which means they would be made available to any Tennessee citizen upon request. It is always your option whether to notify the UT or Memphis police (901-448-4444).

Sexual Assault Response Team (SART)

The Sexual Assault Response Team is a team of health care and campus professionals—e.g., ER physician, forensic nurse, social worker, campus and local police, victim advocate, and Title IX coordinator, who are all specifically trained in responding to victims of sexual assault. This team provides both for sexual assault victims who report, and who do not report the crime to law enforcement. The UTHSC Sexual Assault Response Team is comprised of

- Title IX Coordinator Dr. Michael Alston
- University Health Services 901 448 5630
 - Student Assistant Program 1-800-327-2255

OR

- After Hours - University Health Services
901-541-5654
- Memphis Shelby County Sexual Assault Center (MSAR) Anna Whalley
 - UTHSC Police Chief Upchurch
 - Local Law Enforcement

Training Programs on Safety and Prevention

The University is committed to the prevention of sexual assault and sexual misconduct through education. The University provides a variety of programs that are intended to promote awareness

among students regarding the prevalence of rape and other sex offenses on the campus and in the UTHSC community. These programs include:

- **Sexual Assault Awareness.** This one-hour course offers videos on rape awareness and prevention and provides students with information regarding counseling availability.
- **Personal Safety Seminar.** This general seminar covers many safety topics including rape and sexual assault.
- **Aerosol Defense Option.** This four-hour course provides information about the various aerosol defense products available and their effects. The course does not endorse particular products.
- **Additional programs.** UT Police and the office of Preventive Medicine staff provide a variety of other programs dealing with sexual assault as a result of specific staff member interest and requests by students. Any person who desires to have such programs may request them by contacting the UT Police Administrative Coordinator (901) 448-1623.
- **Improving Campus Safety (ISOC)** This 15 minute online course is designed to provide salient information on domestic violence, dating violence, sexual assault, and stalking. Topics include basic tips on recognizing, responding to, referring, and reporting these crimes within the UT system.

Campus Crime Statistics

The University of Tennessee Police Department prepares an annual report of crime statistics and campus safety and security policies to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report can be found at <http://uthsc.edu/campuspolice/>.

COMPUTERS & TECHNOLOGY RESOURCES

Information Technology Services (ITS) is the primary resource for information technology on the UTHSC campus and is responsible for providing modern and user friendly technology services to the UTHSC campus community and visitors through its seven functional divisions: [Application Development](#), [Audiovisual Services](#), [Computing Systems](#), [Customer Technical Support](#), [Infrastructure \(Networking/Telecommunications\)](#), [IT Security](#), and [Web Services](#).

Students applying to UTHSC programs receive a Net ID and password that provides access to the UTHSC network; and once matriculated, students have access to other ITS services including the HELP desk, access to anti-virus and other software products, wireless access across the campus, audiovisual support in the classrooms, computer training, etc. The ITS department is also responsible for computer security and for compliance with computer use policies.

Open Access Labs

The campus provides open access computer labs within the General Education Building in Room B110 and on the third floor of the Student Alumni Center (SAC 314). Each computer allows internet access and provides additional programs ranging from word processing to college specific applications. The GEB lab also has a scanner for student user as well as a number of high speed printers. Each student is provided with a quota for free printing each semester (see <http://www.uthsc.edu/computerlab/> for more details). Students can also check out lap tops for use while studying in SASS (Student Academic Support Services), located in the basement of the GEB. A bank of computers is also available within the library.

Computer Testing Labs

The campus provides several facilities for computerized testing including two facilities in the GEB (C109 and B107), as well as facilities in the Pharmacy Building (Room 201) and in the Kaplan Clinical Skills facility (Madison 920, 7th floor). These facilities are scheduled for testing by the colleges and are generally not available for other purposes.

DENTAL CARE

Dunn Dental Clinic
875 Union Avenue
C-209 Dunn Building
Memphis, Tennessee 38163
Phone: 901-448-6468
Fax: 901-448-2671

UTHSC students may receive dental care in the Dunn Dental Clinic, receiving a twenty percent (20%) discount off fees for most procedures.

For General Information regarding dental care please call 901 448 6468.

For Dental Emergencies call (901) 448-6241

DINING SERVICES AND DINING CARDS

Eric Funk
Director of Dining Services
Chartwells
UTHSC
901-448-5836 Office
901-448-7806 Fax

UT Plaza Dining ~ 920 Madison Avenue

Einstein Brothers Bagels - Features delicious breakfast options and hearty bagel sandwiches as well as an extensive selection of coffee and other beverages. Salads and other snacks are also available.

Hours Monday - Thursday 7:30am-3:30pm, Friday 7:30am-2:30pm

Smashed Burgers- Features hand-pressed beef burgers, hand-breaded chicken tenders and more.

Hours 11:00am-2:00pm

HearthStone Ovens – Offers homemade comfort food including a variety of hot entrees, piping hot pizzas, and vegetable options. Lunch 11:00am-1:30pm

Fresh Fusions – Specializes in fresh made-to-order salads, baked potatoes, and homemade soups.

Lunch 11:00am-1:30pm

Mondo Subs - Choose from either hot or cold subs, homemade condiments, and seasoned warm chips.

Hours 10:30am-2:00pm

GEB CAFÉ

Outtakes - Proudly serves Seattle's Best coffee, Tazo tea, breakfast pastries, freshly prepared salads, sandwiches and more. Lifewater, Propel, G2 and Energy Drinks are also available.

Hours 7:30am-3:00pm Monday-Thursday 7:30am-2pm Friday

All locations gladly accept cash, Visa, MasterCard, American Express, Discover, and Dining Dollars.

Meal Plans/Dining Dollars

Students can purchase a Standing Reservations Declining Balance Card that can be used to purchase food on campus at Einstein Bros Bagels, Madison Cafe, Mondo Subs, and Outtakes. Meal plans can be

purchased on line at <http://www.dineoncampus.com/uthsc/show.cfm?cmd=MealPlans> or by stopping by UT Plaza Dining at 920 Madison.

Catering services are also available for campus events. Chartwells offers a variety of menu options any day of the week and anywhere on campus. Call (901) 448-5626 or email catering@uthsc.edu to learn more. Plan ahead - 5 business days if possible.

DISABILITY SERVICES FOR STUDENTS – SEE STUDENT ACADEMIC SUPPORT SERVICES AND OFFICE OF EQUITY AND DIVERSITY BELOW

EDUCATION TECHNOLOGY

The Educational Technology team in Academic Affairs in partnership with IT provides support for a variety of the technology products that are used on campus including Blackboard, CourseEval, Examsoft, Clickers (Turning Point), Partest, etc. Please see our website for contact information for the individuals who can best assist you <https://academic.uthsc.edu/edtech/matrix.php>.

GENERAL EDUCATION BUILDING

Cecil C. Humphreys
General Education Building (GEB)
Julie Sutch, Director
8 South Dunlap
(901) 448-6960

General Education Building

The Cecil C. Humphreys General Education Building is the primary instructional facility on campus. The building consists of three floors of classroom and laboratory space and is used for instructional activities by all colleges and programs as well as ad hoc events and programs. The building is secured twenty-four (24) hours a day, seven (7) days a week and is accessible to the University community through the ID card reader system located at the major entrances of the building. There are two floors in the “C” wing for independent study; conference rooms around the perimeter of the lecture halls on the 2nd floor may also be used for individual or small group study. Study space is also available in the SASS located in the basement of the GEB. Bulletin boards are provided throughout the building for posting announcements, posters, flyers or advertisements. Students are asked to refrain from posting any materials on the painted surfaces in the building.

Classes and laboratory sessions are scheduled by the Academic Affairs office in each college. Changes in the class schedule must be coordinated with the academic affairs office in each college and are also dependent on available space. Details on room and course schedules can be found at <http://www.uthsc.edu/GEB/scheduling.php>; daily information can be found on the electronic scheduling panels in the lobby of the GEB.

Study Room Scheduling

Small Group Study Room Reservation Procedure

Students may reserve a 2nd floor conference room for a 24-hour period at the Scheduling Office in the GEB, room CB17. Generally, rooms will be scheduled for the same day and/or next day use. Weekend reservations will be taken beginning on Thursdays. One member of the study group must present an ID badge for inspection at the time of reservation. Telephone reservations WILL NOT be accepted. Conference rooms used as study rooms must be left in ‘classroom ready’ status. Therefore, do not leave any materials in the rooms; if you bring anything in during the time of your reservation, take it out when you leave. Anything left will be removed. Rooms will be reserved on a first come, first served basis under the following priority system:

- A. Lecture/seminar as part of curriculum
- B. Lecture/seminar as enrichment/continuing education
- C. Small group/seminars associated with conferences
- D. Alumni activity
- E. Faculty/administration meetings
- F. Administrative sequestering for repair/cleaning/setup
- G. Student group study

Open Access Study Areas

Study space is located on the 2nd and 3rd floor "C" wing of the General Education Building and is for the use of all students. The rules set forth are based on common courtesy and to the extent possible, will be enforced through the citizenship of all students. Therefore, please observe the following Rules of Conduct:

- A. Study space is available on a first come basis and is limited to one table or one carrel per student. You are welcome to use this study space as long as you like, but this space is only yours while you are physically present.
- B. If you leave the study area to attend classes, eat lunch or pursue other activities, please remove all of your study materials and personal effects so that the area can be used by others.
- C. Bookshelves are available within the study area and these should be used to store your materials when you leave. If you return and find someone using the space that you vacated please find another open space to study.
- D. With the exception of items left on bookshelves along the wall, all unattended materials will be removed by the custodial staff between 3 AM and 5 AM each week day. The material in each carrel area will be collected, photographed and placed in a secure container in a locker. Please print your name on all of your materials to aid in identification and note the carrel number that you were using.
- E. Study areas will be closed for cleaning each week night. The second floor study area will close from 3 AM to 4 AM and the 3rd floor study area will close from 4 AM to 5 AM. Please use alternative areas during these time periods.
- F. The first 'retrieval' of your materials is free, but all subsequent retrievals will cost you \$5.00. This fee must be paid in cash before materials can be released. Fees will be collected in Student Life in SAC room 300. Once you have paid your fee, bring your receipt to SASS (Mon - Thurs from 5-6) or to the Scheduling Office on B level of the GEB (Fridays 4-5). You will need your UTHSC ID.
- G. To retrieve materials that were removed from the study area, please present your UTHSC ID to the work-study student in SASS between 5 and 6 PM Mon-Thurs. He/she will photocopy your ID and provide you with access to your materials. For retrieval on Fridays, present your UTHSC ID at the Scheduling Office (room CB17 - B level GEB across from elevator) between 4 and 5 PM. This office will have keys to the storage area on Fridays.
- H. Although cameras have been installed in the study areas, the university assumes no responsibility for safeguarding materials that are left unattended; students assume all liability for the potential loss of, or damage to, unattended books/notes and personal effects.
- I. The arrangement of tables and carrels was designed to optimize study space. Do not disassemble, move, or otherwise rearrange the furniture in the study area.
- J. Do not deface/damage the new furniture or the walls of the study area. Posters/notices are not allowed in these areas.
- K. Electrical appliances (toasters, heaters, coffee pots, etc.) are not allowed in the study area.

- L. A refrigerator has been provided on each floor for student use. Students are responsible through their class organizations to clean and maintain these refrigerators.
- M. Students should dispose of trash in proper waste receptacles.
- N. Students using these study areas are expected to show courtesy and respect to other students and to university employees.

Student Lockers

All-purpose lockers are located in the General Education Building around the perimeter of the laboratory wing. Several colleges arrange for locker assignment for their students during orientation and locker regulations vary from college to college. If not provided during orientation, students may request a locker at the GEB Scheduling Office, between the hours of 8:00AM and 5:00PM, Monday through Friday. No deposits are required; however, a fee is assessed for lost keys. All students are required to return locker keys prior to graduation and/or upon request by the GEB staff in the Scheduling Office.

Student Lost & Found

Please contact Campus Police. (901) 448-4444. Note, however, if you cannot find items that you left in the open access study area, these items may have been moved to SASS – see procedure above (open area stud space) to retrieve any items that were left in study carrels.

Student Microscopes

Rules for Microscope Usage and Checkout

The University of Tennessee does not require students to come to campus with personal microscopes. Instruments are provided for classroom instruction in the GEB.

- A. Microscopes are placed in the laboratory rooms for your convenience and to expedite the lab sessions. No microscope should be removed from the laboratory rooms without approval from the lab manager.
- B. Help maintain the microscopes by protecting them from dust and using lens paper to wipe off any immersion oil on the objectives. In the case of oil, less is better.
- C. There are two ways to utilize microscopes after hours:
 - 1. If a student wishes to stay in the laboratory room when the lab staff leaves at 5:00PM, they may continue to use microscopes in the room. The staff will get the student's name and the student will be responsible for closing the outer lab doors when they leave and insuring the doors are secured.
 - 2. If overnight checkout is desired, students should come to room B238 and present their UT identification card. Microscopes are due back from overnight checkout no later than 8:00AM the next school day. If a microscope is checked out, students should not trust someone else to return the instrument that has been checked out in their name as the microscope is still their legal responsibility. A student may be charged with the cost of replacing the microscope if lost.

Classroom support

Classroom support services are provided by engineering and scheduling staff to assist faculty, staff and students as necessary. Assistance is provided in the use of the campus instructional facilities and operation of the sophisticated technology located in the rooms, as well as distribution of classroom materials and a variety of other activities needed to insure smooth operation of the curricular and ad hoc activities that take place within the building.

Lecture halls and small classrooms are unlocked each morning and are locked at the end of scheduled activities. In addition to providing videoconference and distance education support, the engineering staff

will monitor the classrooms on an hourly/daily basis and resolve any complaints or problems to insure that classroom equipment is in proper working order. If any urgent classroom problems arise during a class, the phone located in the front of the lecture halls is a direct line to the Scheduling Center which is staffed Monday - Friday from 8:00AM to 5:00PM. To schedule space, request services, report problems or to check out equipment, please contact (901) 448-6960.

HEALTH CAREER PROGRAMS

Isaac O. Donkor, PhD

Professor and Associate Dean for Health Career Programs

<http://www.uthsc.edu/HCP/>

The mission of the Office of Health Career Programs (HCP) is to increase the enrollment and graduation of students from underrepresented groups in the academic and professional programs at UTHSC. The office serves as an important resource to these students via the provision of counseling on matters of concern to underrepresented students in the health science center environment. A targeted recruitment plan, information dissemination, skill building activities, academic and personal development enrichment programs, and retention strategies are in place to accomplish the mission of the department. A variety of summer enrichment programs are available for undergraduate students. These programs are described below, but students are strongly encouraged to visit the department's website: <http://www.uthsc.edu/HCP/>

Tennessee Institutes for Pre-Professionals (TIP)

UTHSC recognizes the need to diversify its student population by increasing the pool of underrepresented groups in its health profession programs. The Tennessee Institutes for Pre-Professionals (TIP) is a response to this need. TIP provides a unique structured opportunity for underrepresented Tennesseans to be equipped for successful matriculation into one of the health profession programs at UTHSC. TIP offers year-round advice, support, and activities designed to assist students to realize their career goals. Three tracks have been implemented to prepare underrepresented Tennesseans for successful matriculation into UTHSC programs.

Track I provides students with an internship exposure to shadow healthcare practitioners.

Track II provides a standardized test preparation experience for students attempting the following professional school examinations: MCAT, DAT, and PCAT.

Track III provides pre-matriculation experience which simulates the professional curriculum with courses taught by professional school faculty.

For further information call (901) 448-6399. Deadline for application is February 28.

Summer Research Scholar Program

The goal of the program is to expose undergraduate students to the relevant technical language, and the scientific method germane to biomedical research with the hope of attracting them into UTHSC graduate programs. It is an eight week summer internship program that offers hands-on research experience in a laboratory setting for undergraduate students interested in biomedical research, which also pays interns a competitive stipend. Each student is matched with a faculty member and participates in an ongoing research project in the mentor's laboratory.

Requirements for participation in the program include a minimum GPA of 3.0 and two letters of recommendation from college faculty members.

For additional information contact Dr. Donald Thomason, (901) 448-7224 or Dr. Eldridge F. Johnson, Ph.D. (901) 448-5992. Deadline for application is February 28.

School of Biomedical Engineering Summer Internship Program

The purpose of this internship is to introduce students to biomedical engineering, which is the application of engineering and physical science to medical problems, including research and development of new technologies. The specific research areas will be in biomechanics, cell and tissue engineering, electrophysiology and medical imaging.

Preferences will be given to those who are Tennessee residents or attend Tennessee schools, maintain a GPA of 3.0 or better, have at least two years of college and belong to a minority group; however, others may apply.

For further information, call (901) 448-7099. Deadline for application is February 28.

Summer Science Institute

The Health Careers Program (HCP) Office is offering an un-paid two week Summer Science Institute (SSI) for incoming junior and senior high school students. Outstanding high school students with strong academics, citizenship, community involvement, and commitment to pursuing a career in the sciences are invited to apply. Classroom lectures, experiential learning activities and exposure to the academic programs at The University of Tennessee Health Sciences Center (UTHSC) will be provided. Students will participate in a variety of activities such as: fetal pig dissection, medical tours of local centers, career development workshops, a community service project, and an introduction to research. This highly competitive program will allow students to demonstrate an understanding of comportment, attire, and communication skills, verbal and written, that contribute to academic and career success. Space is available on a first come, first served basis until all seats are filled for both sessions. Session 1: June 15-June 26th, 2009 and Session 2: June 26-July 10th, 2009

Community Partners

The Office of Health Career Programs has teamed up with area organizations such as Memphis Challenge and Health Disparities International Research Training to disseminate UHTSC summer programs to underrepresented minority students. These organizations are described below.

Memphis Challenge Program (MC)

Created under the auspices of the Hyde Family Foundation, the Memphis Challenge program seeks to inspire and develop future community leaders from among Memphis' brightest graduating high school seniors. As a corporate sponsor for this program, The University of Tennessee Health Science Center provides eight-week summer internships in its clinical and research laboratories for undergraduate students interested in a health profession career. A college GPA of 3.0 is required.

For more information contact (901) 312-9621. Deadline for application is February 28.

Health Disparities International Research Training (HDIRT)

HDIRT provides international research training opportunities to qualified undergraduate and graduate students underrepresented in biomedical and behavioral research. Through academic programs in their home institutions, students acquire the basic skills needed to conduct research and become eligible to participate in a research project in Brazil or Uganda. Projects include basic science (neuroanatomy, development, biochemistry) and clinical pediatric oncology (for qualified graduate students) as well as field biology and public health qualitative assessment. Participating students must be a US citizens or permanent residents. Students must have completed at least two years of course work in a major related to biomedical or behavioral science and have a minimum GPA of 3.0.

For more information call Dr. Malinda Fitzgerald at (901)321-3445 or malinda@cbu.edu.

For additional information on any of these Health Career Programs contact:

Phone: 901-448-6399

800-998-8654

Fax: 901-448-7291

www.uthsc.edu/HCP/

HEALTH SERVICES (UNIVERSITY HEALTH SERVICES, UHS)

910 Madison Avenue, Suite 922

(901) 448-5630

www.uthsc.edu/univheal

Clinic Hours

Monday – Friday: 8:00AM-5:00PM*

Urgent Care Hours for UTHSC students:

Monday – Friday: 8:00AM-10:00AM*

*Hours may vary during the summer and holidays.

Nights, Weekends & Holidays

If you need non-emergency medical care that cannot wait until UHS is open, call (901) 448-5630 and the answering service will assist you. A healthcare provider will answer your call as soon as possible. A UHS provider is available for consultation at all times.

Appointment System

During urgent care hours (8:00AM –10:00AM), the UHS staff is available to see UTHSC students with urgent care problems who do not have appointments. After these hours, patients are seen by appointment. Making an appointment saves you waiting time and gives the staff a chance to schedule the amount of time you will need for your particular health concern. Appointments can be usually made for the same day if you call early in the day.

If you are a UTHSC student or employee (coming soon for BCHS students), you may now schedule through a secure online web-based portal!

Login directly by going to:

<http://pnc-portal.uthsc.edu>

Use your UTHSC net ID and password to login.

This allows you to:

- Schedule, reschedule, or cancel appointments 24/7
- Exchange secure messages with the UHS staff
- Complete pre-appointment required forms
- Complete surveys
- Check your financial account summary
- Review and print immunizations

If possible, plan to schedule preventive health care, such as a periodic checkup, a week or two in advance.

If you are a UTHSC employee or student, please bring your ID card when you come. It will help us give you service that is more efficient.

Who May Use the Health Services?

Students who are currently enrolled in UTHSC and their spouses and dependents over the age of 18 are eligible to use the Health Services. Student care visits are generally covered by the student health fee and insurance can be filed for all others. Faculty and staff and all UTHSC employees, their spouses and their dependents over the age of 18 are also eligible to use the University Health Services. UHS is able to file with BlueCross BlueShield and Cigna insurance companies or can be given a fee-for-service cash discount. UHS is able to file insurance for any charges not covered under the person's student health fee.

What Services are Paid by the Student Health Fee?

A. Primary Care

University Health Services provides a full-time primary care clinic. Primary care includes the complete range of first-level health care services: acute illness care, health maintenance, prevention, and wellness care. Specific services are listed in this section. Confidential, prompt, accurate, and thorough care is the standard by which care is provided at University Health Services.

B. Wellness Care

If you have specific risk factors, you are encouraged to seek health counseling. UHS staff will assist you to alter health maintenance behaviors to reduce identified risks. Examples of wellness care include improving dietary patterns, smoking cessation, managing Type A behaviors and stress, controlling alcohol and drug use, improving physical fitness.

1. IMMUNIZATION PROGRAM

An immunization program is determined by the UTHSC Committee on Infection Control and enforced through University Health Services. The policy requires that all entering students complete a record of immunization to be filed with UHS prior to enrollment. Tuberculin (TB) screening is provided to all students at orientation and annually thereafter. Hepatitis B immunization and proof of immunity is required for ALL new students. A Hepatitis titer is required for follow-up two months after the last injection. A Hepatitis titer is also required for those students showing proof of past Hepatitis B series. A Varicella titer is required for proof of chickenpox immunity.

Prescribed vaccines which may be purchased by the student and administered at UHS include: Hepatitis B, Hepatitis A, Varicella, meningococcal, typhoid, Yellow Fever, Polio, influenza, tetanus /diphtheria (Td or Tdap) and MMR (measles, mumps and rubella). Clinical Laboratory Sciences students are REQUIRED to get a meningitis vaccination.

2. STRESS MANAGEMENT COUNSELING

Stress management counseling is available on an individual and/or couples basis to the student or spouse through the Student Assistance Program (SAP) at 1-800-327-2255. Stress management is an essential component in an overall wellness program with counseling designed to help you manage in healthier ways the intrapersonal/interpersonal stresses of everyday living as experienced emotionally (burn-out) or physiologically (somatic symptoms).

3. WOMEN'S HEALTH CLINICS

Women's health clinics are scheduled for women seeking annual wellness examinations or contraception. A complete health history is taken. Annual examinations include pap smear, breast exam, measurement of weight, height, blood pressure, and appropriate lab work. Instructions are provided on self-breast examination, contraception, and other self-care measures.

4. ALLERGY INJECTIONS

Allergy injections are given by appointment only for a prescribed series and only when the physician is in the clinic. New allergy patients must be at their maintenance dose. **FOR ALL INJECTIONS, PLAN TO WAIT 20 MINUTES AFTER THE INJECTION FOR OBSERVATION BY THE STAFF.**

5. INTERNATIONAL STUDENTS

International students are of a special interest to UHS. We offer special services to assist the students and their families with access to health care and referral for other community services.

6. CONDOM SENSE

Free condoms are available for students. They can be obtained during your visit to University Health Services.

C. Laboratory Tests

Lab tests are available through UHS on site lab. The student health fee will pay for the following laboratory tests if ordered by Health Service staff: urine analysis; throat culture; wet prep specimen. One of the following is included per year:

1. general health panel that includes CBC, comprehensive metabolic panel, fasting lipid profile, thyroid profile;
2. GC/Chlamydia test;
3. Pap Smear.

YOU ARE RESPONSIBLE FOR THE COSTS OF ALL OTHER LABORATORY TESTS ORDERED. You are expected to pay these costs at the time service is rendered or make appropriate arrangements for payment.

D. X-rays

General X-rays are available through the MedPlex outpatient X-ray Department. The radiologist reads all Xrays and there is a separate charge for interpretation. The student health fee will pay for the following X-rays if ordered by UHS staff: PA and lateral chest films; flat plate of the abdomen; standard bone films including long bones, ankles, hands, neck, back.

YOU ARE RESPONSIBLE FOR THE COSTS OF ALL OTHER X-RAYS ORDERED. You are expected to pay these costs at the time service is rendered or make appropriate arrangements for payment.

E. Pharmacy

Clients may have their prescriptions filled at the pharmacy of their choice. UHS has a selection of oral contraceptives available for a discounted price.

F. Referrals

Specialized illness care is available by referral. Clients may be seen by the UHS provider first to determine need. The cost of specialized care is your responsibility. It is best to determine the expected cost of services and insurance claim procedures in advance of care. Consult with your University Health staff for referral information.

G. Student Assistance Program (SAP) Counseling Services (for UTHSC students and UTHSC residents only)

The Student Assistance Program provides free and confidential support day or night, year round. It can help resolve personal concerns and situations that can affect your well-being or academic performance. The SAP offers an immediate assessment of your needs by a licensed professional, personal support, referral (if needed) to the appropriate level of treatment, interface with college or external resources and appropriate follow up. It is a program you can trust that is

totally private. You may contact the Student Assistance Program at (800) 327-2255, toll free, 24-hour service or call Christa Deiss at (901) 448-5064 (cdeiss@uthsc.edu) at University Health Services for other behavioral health options. Also, see the UHS website at www.uthsc.edu/univheal/smh.html.

Emergency Health Care

If you have a medical emergency, go to a hospital emergency room. You are responsible for the cost of health care outside of University Health Services. Methodist University Hospital Emergency Department or the Regional Medical Center are available for general emergency care. Please identify yourself to the ER staff as a UT student and have the ER staff notify University Health of your visit. If you have a medical emergency **on campus**, contact Campus Police **(901) 448-4444**. Tell them you need to go to the emergency room and give your name, your telephone number, and your location. The campus police will provide emergency transportation to the hospital campus. If you have a medical emergency **off campus** call **(901) 458-3311** for City Ambulance Service or dial **911**. You will be responsible for the cost of ambulance transport to the hospital.

NOTE: If you suffer a needle stick or pathogen exposure at an **offsite location**, consult with the site coordinator for immediate care and then schedule an immediate appointment with UHS for follow-up care.

Emergency Numbers & Crisis Intervention

Mental Health Crisis Counseling (days & nights) (SAP Program): (800)-327-2255

Dental Emergencies: (901) 448-6241

Campus Police-UTHSC: (901) 448-4444

Ambulance (City ambulance service): (901) 458-3311, or 911

Hospitalization

The Health Service is an outpatient facility. If you need to be hospitalized, the UHS staff will arrange for appropriate physician services and hospitalization. You are responsible for payment of hospital services.

Immunization Requirements

The University of Tennessee Health Science Center is obligated to provide an environment for the safe conduct of its mission in education, research, community service, and patient care. The Infection Control Policy is intended to provide reasonable protection for students and employees against the transmission of infectious diseases within the environment of an academic medical center. University Health Services is responsible for the enforcement of this policy. You may reach University Health Services at 448-5630, Monday through Friday, 8:00AM to 5:00PM. The populations in this setting, particularly students, are vulnerable to easily communicable diseases such as measles, mumps, rubella, diphtheria, polio, and hepatitis B, varicella and meningitis. These diseases are susceptible to control by appropriate immunization. Certain infectious diseases may present a potentially greater risk to those in the health care setting than in the wider community. The potential for the spread of Human Immunodeficiency Virus (HIV), Hepatitis B and C (HBV/HCV) by infective blood and blood products is recognized by health care professionals, and appropriate safety precautions must be practiced. The University's Exposure Control Plan, Infection Control Policy and Tennessee Occupational Safety and Health Administration (TOSHA) requirements address the protection of students and employees from blood-borne pathogens. These documents can be found on the web at www.uthsc.edu/policies.

Student Health Insurance

www.uthsc.edu/univheal/health_insurance.html

All students at UTHSC are required to have an insurance plan for health and accident care (1720-3-3-.10). **You will be enrolled in and charged for the campus student health plan automatically unless you are able to document that you have alternative coverage** through your parents, spouse, employer, or individual plan. If you have alternative coverage and wish to waive the campus health care plan, you **must** present a copy of your health insurance card in person during your orientation **or** by

registering with our local health insurance provider. The link for contacting this agency and information as to the information needed to obtain a waiver will be provided in the orientation materials from your college. Please note that the campus health care plan was developed by the student UTHSC Student Health Advisory Committee (SHAC) in partnership with an insurance provider. This campus policy with its major medical provision, will provide adequate insurance coverage for most student accident and illness expenses, so long as it is used in conjunction with University Health Services and with preferred health care providers. Brochures explaining the provisions and the cost for this UTHSC Student Health Insurance Policy are available at UHS (910 Madison Avenue, Suite 922) and at the Office of Student Life (Student Alumni Center, Suite 300) and on the website listed above. You are encouraged to read this policy and other policies to become fully aware of all the provisions and exclusions included. Special attention and understanding are needed for any pre-existing illness exclusions and deductible amounts. Payments for all health care services away from UHS are your responsibility. It is necessary that you follow the correct procedure for filing claims for insurance payment. Information and assistance for filing claims under the

UTHSC Student Health Policy are available through:

Mr. Gerald Holland, Agent
6820 Cobblestone Blvd.
PO Box 328
Southaven, MS, 38671
(662) 895-5528 or Toll free at (888) 393-9500.
gholland@geraldhollandinsurance.com

Student Health Advisory Committee (SHAC)

The Student Health Advisory Committee participates in the development and management of UHS. Members of the committee are a student and faculty representative from each college, UHS Director, and other administrative staff. Meetings are held quarterly or as called by the Director. Other consumers are welcome to become involved in this committee. The Student Health Advisory Committee negotiates budget allocations, reviews the student insurance policy, and other matters pertaining to University Health that affect the student body.

Patient's Bill of Rights

- You have the right to considerate and respectful care that includes consideration of the psychosocial, spiritual, and cultural variables that influence the perceptions of illness.
- You or your legally designated representative has the right to be informed about your illness, possible treatment, and likely outcome(s) and to discuss this information with your providers. You have the right to know the names and roles of people treating you.
- You have the right to have an advance directive, such as a living will or health care proxy. These documents express your choices about your future care or name someone to decide if you cannot speak for yourself. If you have a written advance directive, you should provide a copy to your family and your provider.
- You have the right to privacy. The University, your provider, and others caring for you will protect your privacy.
- You have the right to expect that treatment records are confidential unless you have given permission to release information, or reporting is required or permitted by law. When UHS releases records to others, such as insurers, it emphasizes that the records are confidential. You have the right to review your medical records in the company of a professional, but they remain the property of University Health Services.
- You or your legally designated representative has the right to review your medical records and to have the information explained, except when restricted by law.
- You have the right to expect that UHS will give you necessary health services to the best of its ability. You have the right to be informed of the effectiveness of treatment, and to know of possible risks, side effects or alternate methods of treatment. You have the right to have the choice of a clinician and

to change clinicians if desired. You have the right to refuse treatment, or to ask for a second opinion, or an alternative course of treatment, and to be informed of the medical consequences of your actions. No patient is assigned a clinician. All appointments are made by convenience of the patient.

- You have the right to consent or decline to take part in research affecting your care. If you choose not to take part in research or investigational treatments and procedures, you will receive the most effective care UHS otherwise provides.
- You have the right to express a complaint concerning your care and receive a response without your care being compromised. You have the right to access in internal grievance process and also to appeal to an external agency. You are able to express your comments or concerns through the Zoomerang Patient Satisfaction Survey or through the UHS website.
- You have the right to receive care in a safe setting, free from abuse or harassment including access to protective services.

Patient Responsibilities

- To complete and accurate information to the best of his/her ability about his/her health, any medications, including over-the-counter products and dietary supplements and any allergies or sensitivities.
- To present details of illness or complaint in a direct and straightforward manner.
- To cooperate responsibly with all persons involved in the health care process.
- To keep appointments on time.
- To cancel appointments only when absolutely necessary, and far enough in advance so that other patients might utilize that time.
- To comply with the treatment plan provided by the health professional.
- To ask for clarification whenever information or instructions are not understood.
- To provide both positive and negative feedback to the health professional responsible for care.
- Provide a responsible adult to transport him/her home from the facility and remain with him/her for 24 hours, if required by his/her provider.
- Inform his/her provider about any living will, medical power of attorney, or other directive that could affect his/her care.
- Accept personal financial responsibility for any charges not covered by his/her insurance.
- Be respectful of all the health care providers and staff, as well as other patients.

UHS Personnel

Diane Pace, PhD, FNP
Assistant Dean for Faculty Practice
Chair of the Student Health Advisory Committee
dpace@uthsc.edu

Sharon Martin
Laboratory Chief

Lawrence Madlock, MD
Medical Director

Julia Watson
Patient Account Specialist

Iverson Bell, MD
Psychiatrist

Vada Singleton
Medical Administrative Specialist

DR J Jaramillo, MD
Psychiatrist

Mindy Rogers, LPN

Susan Andrews, Psych-Mental Health NP

Evelyn Lewis, RN
Occupational Health Coordinator

Marie Bredy, FNP
Nurse Practitioner

Traci Thompson
Patient Account Specialist

Judith Ammons, FNP
Nurse Practitioner

Tom Crouse, RN

Christa Deiss
Coordinator

Steven Foster, Pharm D
Pharmacy consultant

Service Directory

University Health Services: (901) 448-5630
After hours and holidays answering service (UHS): (901) 541-5654
Student Behavioral Health: (901) 448-5064
Ambulance (City Ambulance Service): (901) 458-3311 or 911
Dental Clinic: (901) 448-6220
Dental Emergency Clinic: (901) 448-6241
Insurance claims representative: (800) 452-5772
Insurance agent (Mr. Gerald Holland): (662) 895-5528
Medical Director (Dr. Lawrence Madlock): (901) 448-5630
Director (Dr. Peggy Veaser): (901) 448-5630
Student Health Advisory Committee
Student Health: (901) 448-5630
Student Life: (901) 448-4860
Student Assistance Program (SAP) - Counseling (day/night): (800) 327-2255
Suggestions, complaints, problems (Dr. Peggy Veaser): (901) 448-5630
Campus transportation for students too ill to walk (Campus Police): (901) 448-4444
UHS Website: www.uthsc.edu/univheal

Community Health Services

Emergency Mental Health Services: (800) 327-2255

Rape Crisis: (901) 448-2161

Suicide and Crisis Intervention: (901) 274-7477

Telephone answered 24 hours a day.

TB Testing Requirements

All students enrolled on the Health Sciences Campus are required to have annual TB skin testing. TB skin testing will be given to all entering new students at orientation. Persons who have documented a negative TB skin test within 3 months of the day of registration will be exempt from the TB skin test. Those who have no record of a negative TB skin test within the past year will be given the 2-step TB skin test. One test will be applied at registration and a repeat within one month of school entry. This includes those who have been vaccinated with Bacillus Calmette-Guerin (BCG). Persons who previously tested positive will not have further skin tests, but will be asked to immediately notify University Health Services should they develop any signs or symptoms or have a direct exposure.

HOUSING

The University of Tennessee Health Science Center no longer offers on-campus student housing. Information about **off campus** housing and roommate finder can be found at: <http://www.uthscoffcampus.com/>

Housing in Fraternities

Phi Chi, 687 Jefferson Avenue, Memphis, Tennessee 38105

The Phi Chi Medical Fraternity House houses 28 persons and is two blocks from the Wassell Randolph Student-Alumni Center. The house is completely furnished with central heat and air, washer, dryer, color TV, table tennis, and a kitchen where students may prepare meals and snacks. For additional information visit www.uthsc.edu/phichi.

Since the fraternity house is built on property owned by UTHSC, occupants are advised that they are subject to the same regulations that govern other university property. The University does not undertake to prescribe in detail either requirements or prohibitions concerning conduct and living habits of persons in its housing. However, the community life in this facility necessitates a mutual respect for the rights and privileges of neighboring residents. Thus it is expected that residents will conduct themselves in such a manner as to maintain neighborly, professional relationships with their fellow residents and the University, mindful of safety and privacy concerns.

LIBRARY AND BIOCOMMUNICATIONS CENTER

Thomas A. Singarella, Ph.D.

Professor and Director

Lamar Alexander Building, 2nd Floor

877 Madison Avenue

448-5634

Toll-free (877) 747-0004

<http://library.uthsc.edu>

The mission of the Health Sciences Library and Biocommunications Center is to provide an environment conducive to student learning and the biomedical information resources necessary for teaching, research, service, and patient care and to support efforts to improve the health of Tennesseans.

Consisting of the Health Sciences Library, Health Sciences Historical Collections, Library Media Lab, Scientific Editing, and Computerized Test Scoring, the Center serves as a resource library for the National Network of Libraries of Medicine and as a major health sciences resource library within local, state, and regional consortia and networks. All units are located in the Lamar Alexander Building.

The Health Sciences Library supports the instructional and research programs of The University of Tennessee Health Science Center through a collection of journals, monographs, audiovisuals, online and CD-ROM databases, and multimedia. The library holds approximately 150 current print-only periodical titles, 2800 e-journal titles, 44,000 monograph titles, and 260,000 volumes.

Library Hours

Regular Hours

Monday – Thursday: 8:00AM –12:00AM

Friday: 8:00AM–11:00PM

Saturday: 8:00AM–5:00PM

Sunday: 2:00PM –12:00AM

Summer Hours (June and July)

Monday – Friday: 8:00AM–10PM

Saturday: 9AM–5PM

Sunday: 2PM–10PM

The library is closed on major holidays. Notices announcing upcoming changes in hours are posted.

Collection

The Health Sciences Library supports the instructional, research, and clinical care programs of UTHSC through a collection of journals, monographs, audiovisuals, online and CD-ROM databases, and multimedia. The library holds approximately 3100 current print and electronic periodical titles, 200 e-book titles, 43,000 monograph titles, and 198,000 volumes. The reserve collection includes print and nonprint resources. Leisure reading areas and historical materials are also available.

Circulation of Materials

- A. Books: 4 weeks
- B. Journals:
 - 1. Bound volumes: 1 week
 - 2. Unbound issues: 1 day
- C. Audiovisual materials: 1 week
- D. Examinations and instructor study guides: noncirculating
- E. Reference materials and audiovisual equipment: noncirculating

Two renewals are allowed for books and bound journals. Renewals may be made in the library, online, or by calling 448- 5634. Items that are on hold or are overdue may not be renewed.

Library Fines

For items not returned on the date due, fines accrue as follows:

- A. Books and bound journals: \$0.50 per day
- B. Reserve books: \$1 for the first hour after they are due (10:00AM), \$0.50 for each successive hour
- C. Unbound journals: \$1 per day
- D. Study carrel keys: \$5 per day

All damage to books beyond reasonable wear and all losses should be reported to the library by the borrower.

Arrangements will then be made for the borrower to pay for the repair or replacement of the material. When fines have accumulated to \$10, borrowing privileges are suspended until fines are paid.

Photocopying and Interlibrary Loans

Self-service photocopiers (10 cents per page) are available on the 2nd and 4th floors. Photocopiers accept coins and Copicards (an electronic debit card), which can be purchased in the library. A dollar bill changer is also available.

Library staff will pull and photocopy articles or request interlibrary loans for UTHSC students and employees at \$6 per request. Photocopy services are provided in conformance with the US Copyright Statute. Many journals now provide online access to full-text printing of articles directly from the library's website (<http://library.uthsc.edu>) for UTHSC faculty, staff, and students. A request form, which is available on the library's website, must be completed for every article, book, or book chapter to be photocopied by library staff or borrowed from another library. Lists from literature searches or bibliographies cannot be accepted. If you use PubMed MEDLINE for your searches and would like to request documents through Loansome Doc, please call the library at 448-5404. For information on interlibrary loan requests already submitted, call (901) 448-5168. For toll-free access to either office, call (877) 747-0004. Rush delivery of photocopied articles from other libraries is also available for an additional charge.

Computer Searches

The library has access to online databases through the National Library of Medicine, NCBI, EBSCO, IEEE, Ovid Technologies, Elsevier Science, Tennessee Electronic Library, MDL, and CAS. Most of our electronic resources can be accessed free of charge by UTHSC faculty, staff, and students from any computer with Internet access, after registration with the library. Access is through the library's website (<http://library.uthsc.edu>). Databases such as MEDLINE, EMBASE, International Pharmaceutical Abstracts, PsycINFO, and the Cochrane Evidence-Based Medicine files are all Ovid databases, available from our Most Popular Resources link on the webpage. Scopus, a citation database, and CINAHL, a nursing and allied health database, are also available via the library's website. The NCBI Entrez databases (including PubMed/MEDLINE) provide genome sequence searches. Micromedex accesses pharmaceutical information. The library subscribes to five collections of full-text electronic books – MD Consult, STAT!Ref, Books@Ovid, Forensic NetBase, and NetLibrary – as well as single titles such as *Hurst's the Heart Online* and *Harrison's Online*. All e-books are listed in the catalog. Online journal collections include ScienceDirect, MD Consult, EBSCOhost Nursing & Allied Health Comprehensive, Ovid, and PubMed Central. An A-Z e-journal list provides access to over 3100 titles now available online, while the Journal Search feature in the online catalog continues to provide access to all titles with their print and online holdings easily identified. Special software is required to search the library's chemical database, SciFinder Scholar. Download and installation instructions can be found on the library's website. In addition to these databases readily available to the campus, the library's reference librarians can also assist with searching additional databases. Request help with searches at the Reference Desk, by calling (901) 448-5404 or (877) 747-0004 (toll-free), or through the Ask a Librarian link on our website: <http://library.uthsc.edu>.

Computers for Use in the Library

The library maintains 19 Macintosh and 16 Windows computers for student, faculty, staff, and public use along with 13 laptops that can be checked out by students for use in the library.

Study Rooms and Carrels

Student study rooms are located on the third floor. These rooms are available on a first-come, first-served basis and can be reserved by groups of three or more. Locked individual student study carrels are available on the 4th and 5th floors and may be reserved for one month at a time with renewals allowed if there is no waiting list. Carrels are assigned at the Circulation Desk.

Student Break Room

The student break room on the 3rd floor provides leisure seating and has facilities for storing and warming food and drinks.

Instructional and Special Services

Instruction is provided for library patrons on request. Classes are offered in the use of print and nonprint resources, database searching, management of resource material, the research process, and scientific writing.

Organized tours and orientations of the library (including a brief demonstration of the online catalog, INNOPAC) are offered to new students, staff, and faculty. The library's website describes the workshops and provides registration information. Instruction is available for faculty, students, and staff on databases and other library resources in specific subject areas.

Electronic Classroom

The Electronic Classroom is used by library faculty to teach students and others to search electronic information resources. When the classroom is not being used for library instruction, other faculty may schedule the room for instruction, or students may use it on an individual basis. It is equipped with Macintosh hardware (Windows XP can be run with VirtualBox); graphics, word processing, and multiple web browsers (Firefox, Chrome, Safari). For testing purposes, the Respondus lockdown browser is installed on the 10 workstations.

Library Media Lab

The self-service Media Lab is a computer-based, media resources room designed to provide academic information and instructional technology to support student learning. This lab houses the library's audiovisual reserve materials, including anatomical models, computer-based instruction, videotapes, CDs, DVDs, and 35mm slide sets, in a suite adjacent to the main reading room. The Media Lab offers six Macintosh and six Windows PC workstations and two flatbed scanners, one on each computer platform. Students may use audiovisual material in the Media Lab or in the audiovisual study rooms on the 3rd floor of the library. The Media Lab also provides facilities for digitally scanning 35mm slides, film negatives, photographs, and printed materials. The lab is open during regular library hours with card reader access.

Scientific Editing

Scientific Editing provides editorial services to faculty and researchers at UTHSC. The goal is to assist in publishing well-written, appropriately organized scientific manuscripts in the format and style required by the publisher. In addition, consultations on publication strategies are offered, and courses, seminars, and workshops on topics related to scientific communication are presented periodically.

Library Service Numbers

Administration: (901) 448-5638
Business Office: (901) 448-6312
Circulation Desk: (901) 448-5634
Director's Office: (901) 448-5694
Electronic and Collection Services: (901) 448-7599
Historical Collections: (901) 448-6053
Instructional Services: (901) 448-4759
Interlibrary Loan/Photocopy: (901) 448-5168
Reference and Outreach Services: (901) 448-5404
Scientific Editing: (901) 448-5051

PARKING SERVICES

Marilyn Knolls
Parking Services Supervisor
(901) 448-5414
mknolls@uthsc.edu

The Parking Services Office is located at 740 Court Avenue. The office is open from 8:00AM to 12:00PM and 1:00PM to 4:15PM, Monday through Friday. If you have any questions or concerns about parking, please call us at (901) 448-5546 or come by the office; we will be glad to help you. Details regarding regulations and appeals can be found below (See Student Policies and Guidelines)

Vehicle Registration

All UTHSC students, faculty and staff are required to register any/all vehicle(s) operated or parked on campus.

Vehicles must be registered whether or not subscribed parking is being requested. Unregistered vehicles observed in UTHSC parking areas are subject to being ticketed at any time.

Hanging Tags

All vehicles must be identified by a transferable hanging permit, to be displayed from the rear view mirror. Each subscriber is allowed only one vehicle in a subscribed lot at a time. Vehicles may park only in the area designated on the hanging permit during normal working hours, except as otherwise specifically authorized.

Fees

All persons subscribing to UTHSC parking must pay the current fees set out by the Parking Authority Board. Faculty and staff pay by monthly payroll deductions. Students pay fees at registration or in the Parking Office, as needed.

Parking fees are charged from the date the permit is picked up, or fee payment day, whichever occurs first.

Cancellation of Fees during Extended Absences from Campus

In order to cancel parking, the parking permit and the gate card (if applicable) **must** be turned in to the Parking

Services Office prior to the 7th of the month to obtain a refund for that month. Refunds, based on the number of whole months remaining in the term are payable to students upon cancellation. The charge for a lost, stolen, or non-returned hang tag is \$12.00 and gatecard is \$15.00.

Those students who will be on lay out, rotation, etc. need to cancel their parking or make arrangements with the Parking Services office to sublease the space to avoid being charged for the time they are off campus.

Faculty and staff members must arrange with the Parking Office to stop payroll deductions prior to the beginning of the month in order to avoid being deducted for that month.

Carpools

UTHSC encourages carpools in order to conserve energy and parking spaces. Each member of the group wishing to form a carpool must register their vehicles and obtain a parking permit. Only one registered vehicle per carpool is allowed to park in the designated lot during regular hours. If two or more vehicles from the same carpool are on the parking lot at the same time, each will receive a citation, even if one is properly parked in the carpool space.

If two vehicles in the same carpool must park on campus the same day, one must obtain a \$.50 "spillover" pass from the Parking Services Office to park in the same lot as the carpool is assigned or a lot with spaces available.

Motorcycles

Motorcycles parked on campus must display a motorcycle decal. They must be turned in upon cancellation of parking. Motorcycle permits provide parking in all unmarked areas (not defined as sidewalks, grounds or buildings).

Bicycles

The Parking Services Office provides a secured area for bicycle parking. To obtain a key to this area, which is located next to the GEB, please come by the Parking Services Office. A refundable key deposit of \$3.00 will be required.

Individuals with Disabilities

UTHSC desires to provide appropriate parking accommodations for employees and students with disabilities.

In order to assure such parking, effective January 1, 1996, it will be necessary for each student with a special need related to parking and/or access to their work or study site to register that need with the office handling ADA (Americans With Disabilities Act) accommodations. The University is in the process of placing gates on all UT parking lots. Gate Cards will be provided to regularly-assigned parkers. Students with disabilities requiring special accommodations must complete a *Request for Special Parking Form* to qualify for special parking assignment. The completed form can be left with Parking Services at the time of orientation or returned to the Office of Equity and Diversity.

Please contact the Office of Equity and Diversity (extension 8-2112 or TDD 8-7382) if you have any questions concerning this process. The Parking Office will handle temporary disabilities on an individual basis and require a doctor's statement. Every effort will be made to park the individual's vehicle as close as possible to their classroom work site. The parking fee will be charged at the regular rate of the lot to which you are assigned.

Towing

A vehicle may be towed, if it has six (6) or more outstanding traffic citations which have not been paid or appealed, after being notified in writing. A vehicle may also be towed immediately if it is blocking access to university garages, lots, buildings, campus thoroughfares, or other cars, as well as fire lanes, dumpsters or mail at time of pick-up, and impeding the flow of traffic. If a vehicle is towed and impounded, release will be directed by the Parking Services Office only after payment of the appropriate charges has been made. No checks will be accepted.

RECREATION AND FITNESS CENTER

Office of Recreation and Fitness
312 Student Alumni Center
Campus Rec Main Line: (901) 448-5069
www.uthsc.edu/campusrec

Franklin Harrison, Director
(901) 448-2360

Fonda Fracchia, Fitness & Wellness Coordinator
(901) 448-5416

Colin Ramsey, Intramural Coordinator
(901) 448-2744

Regina Sims, Membership Services
(901) 448-5069

Front Desk & Racquetball Reservations
(901) 448-5973

Fitness & Wellness

The Fitness and Wellness Program offers a wide selection of activities to promote interest in physical activity, lifetime fitness, improve self-esteem, and to provide guidance in exercise related matters. A fitness assessment service, which provides guidance and direction for those who wish to monitor their fitness-related goals and workouts, is available to all students, faculty, and staff of the University. Fitness Assessments include testing of flexibility, body fat, cardiorespiratory fitness, muscular strength and endurance and includes an aerobic prescription, weight training program, and dietary analysis. Goals are set. Monitoring and re-evaluation are provided. Assessments are by appointment only. Payment is required prior to making an appointment. Interested persons should call (901) 448-5416 for more information. Theme Incentive Games encourage and motivate people to incorporate cardiovascular training in their lives, and gives one fitness goals to work towards. Students and members may check out aerobic videos and steps by calling (901) 448-5416.

Intramural Sports

The Intramural Sports Program provides a variety of recreational opportunities in team, dual, and individual activities. The program helps to relieve stress, increase interaction among students, exercise, and to introduce lifelong recreational activities. Intramural Sports provides an avenue for athletes to continue sporting activities in a recreational setting and introduces the fun of sports to those who have not had the opportunity to participate previously.

Instructional Programs

Instructional Program offerings are often times referred to as Continuing Education or Lifetime Sports. Instructional Programs are a wonderful chance for students to release stress while learning a skill or activity that can be carried through life and help keep one healthy. Students, faculty, and staff view this as an important service and a constructive way to reduce stress. Class fees continue to remain nominal to accommodate the health science student's already-stretched budget. Check with the Student Recreation Center staff for classes and schedules or call (901) 448-5069. Instructional Program classes are open to the entire UT campus. We are constantly seeking to provide opportunities that will satisfy diverse interests. If you are proficient in an area and would like to instruct a program in that field, stop by the Student Recreation Center and let us know.

Outdoor adventures & Equipment Rental

The Mid-south area and bordering states offer a wide range of outdoor opportunities to meet the needs of any enthusiast. Trips are usually short and within 3-5 hours driving time. Outdoor equipment can be rented for personal use. You are encouraged to reserve your equipment at least one week in advance. Call Margie Rodgers at (901) 448-1811 for equipment rental information and reservations. Items should be inspected prior to leaving the Student Recreation Center to ensure the desired gear is being checked out. The cost for damaged or lost equipment will equal the resale value for that item. The Outdoor Adventures program also has an information resource center for camping around the mid-south and beyond. All items must be returned in the same condition as they were at check-out.

Student Recreation and Fitness Center Facilities

Indoor Facilities

The Student Recreation Center houses a 2-court gymnasium, two locker rooms, an indoor lap pool, a whirlpool, three racquetball courts, two aerobics/instructional exercise studios, a climbing wall, a weight and cardiovascular room with circuit machines and free weights, elliptical trainers, stair climbers, treadmills, rowers, stationary bikes, Jacob's Ladder, and an exercise testing center. Hours for each semester vary and are posted at the main entrance.

Racquetball Courts and Reservation System

The three racquetball courts are located on the main level of the Student Recreation Center. Racquetball courts are reserved on the day of play only. Reservations can be made in person or by calling (901) 448-5973. Reservations can be made any time the Recreation Center is open. Reservations expire 15 minutes after the reserved time, after which the court may be claimed by another player. Protective eye guards are recommended and only court shoes are to be worn (no black soled-marking shoes).

Climbing Wall

A 20x20 climbing and 12x40 bouldering wall has been built in RB court 1 and opened in April 2000. Instruction and equipment are provided.

Gym

The gymnasium is available for use most of the day for basketball, volleyball, walking/jogging, stretching, etc. It is closed to free play during intramural activities. Equipment is available during open hours at the front desk. Equipment may be checked out for use outside the facility as well (footballs, soccer balls, softballs and bats, volleyball and net, badminton racquets, birdies, and net). An ID is required for checking out all equipment. The rental fee may be required at the time of check out. All lost or damaged equipment is the renter's responsibility.

Pool

The indoor pool is 25 yards in length with five lanes. All individuals are **required to shower** prior to using the pool.

Canoes, kayaks, and scuba tanks are not allowed in the pool, except during scheduled classes. Locker rooms for both men and women are located adjacent to the pool.

Workout Area and Fitness Center

Plate loaded weights, machine weights and cardiovascular workout equipment including treadmills, elliptical trainers, stair climbers, rowers, stationary bikes, Jacob's Ladder and Stepmills.

Outdoor Facilities – Doc's Field

The outdoor facility, "Doc's Field", is located south of the Dunn Dental Building. This area provides a lighted multipurpose intramural playing field, jogging track, sand volleyball court, tennis courts, a grill and pavilion. The Doc's Field archway at the northeast corner of the field is the main entrance. The Student Recreation Center staff and Campus Police reserve the right to ask participants for proper identification at any time while using the facility. The outdoor facility can be reserved for individual team or group usage with approval by the Student Recreation Center Director. This area is set up on a first come, first served basis. Special programs and scheduled intramural games will take priority. To maintain the quality of the intramural fields and for the safety of participants, steel cleated shoes may not be worn. **No golf practicing on the fields**, please as divots make the ground unsafe for the other recreational activities that take place on the field and the lost balls present a safety hazard. The Doc's Field Pavilion houses rest rooms, water fountain, phone, and picnic tables. If your group wishes to reserve the Pavilion for a

cook out, contact the Student Recreation Center Office at 448-5973. No vehicles are allowed on the field, No alcoholic beverages are allowed at any time. **NO PETS are allowed!**

Hours

The Student Recreation Center hours are posted in the glass bulletin case at the entrance to the indoor facility. The

Student Recreation Center is open 7 days a week with the exception of University holidays.

Fall and Spring Hours:

Monday-Thursday: 6:00AM-9:00PM

Friday: 6:00AM-8:00PM

Saturday: 9:00AM-1:00PM

Sunday: 4:00PM-8:00PM

Summer Hours:

Monday-Friday: 6:00AM-8:00PM

Saturday: 9:00AM-1:00PM

Sunday: 4:00PM-8:00PM

PLACEMENT ASSISTANCE

Student placement assistance is available in each college to aid with career advisement, information regarding licensure and board certification, internships, residency, specialties, and related professional opportunities. Students should contact the Assistant Dean for Student Affairs or Student Affairs Officer in the respective colleges for information on placement programming and career advice.

STUDENT ACADEMIC SUPPORT SERVICES

Kathy Gibbs, Director

Cecil C. Humphreys

General Education Building, Room BB9

www.uthsc.edu/sass

(901) 448-5056

Student Academic Support Services (SASS) has a primary goal of promoting student progress in the various programs offered by the University of Tennessee Health Science Center. To that end, it offers a variety of services designed to facilitate learning and to enhance student performance. All student conferences with SASS staff are confidential. Services are provided on an individual or group basis without charge to students. The focus is not on remediation but rather on adjusting study habits to the density of the health science curricula and the time constraints of daily schedules. Efforts are devoted to helping students adjust to the problems and pressures of the health science learning environment.

Services of Student Academic Support Services include assistance in the areas of time management, test taking, reading efficiency, note taking and note using, information retention, organization for learning, and board preparation.

SASS also maintains a library of review and board preparation books for student check-out, a twenty-station computer lab, study area and lounge, and an audio/visual room as well as materials on learning strategies for student use. Equipment and strategies to accommodate different student learning styles through various approaches and media are available in the SASS. The equipment includes variable speed tape recorders, a computer screen enlarger, a controlled reader, a Kurtzweil reading machine, a scanner, and a hearing enhancement system. Support services for students with disabilities are also facilitated and accommodated through the SASS.

The SASS is located in the basement of the General Education Building.

SASS Operating Hours:

Monday-Thursday: 8:00AM-7:00 PM

Friday: 8:00AM-5:00PM

Saturday: 10:00AM-5:00PM

Sunday: 2:00PM-6:00PM

SASS offices are closed for lunch each day from 1:00 to 2:00 p.m.

Accommodations for Students with Disabilities

Students with physical, learning, psychological, and other disabilities who need special accommodations for test-taking must provide documentation of their disability(ies) to staff in SASS. Information as to the type of documentation needed can be obtained in Student Academic Support Services offices, or on the SASS webpage, www.uthsc.edu/sass. Students should make an appointment to discuss accommodation needs as early as possible in order to facilitate the timely approval of the requested services.

Guidelines for Handling excused Absences from Exams/Quizzes for Disability Based Issues

The following guidelines describe the process whereby students currently registered with the SASS for a documented disability can arrange to make up an absence from an exam and/or quiz when such absence is directly related to a previously-disclosed, documented disability and approved accommodations through the SASS.

- A. Students aware that they will miss the exam and/or quiz prior to its administration must notify the SASS in writing (email is acceptable) as soon as possible prior to the exam. If the student is not able to notify the SASS due to an unexpected absence, it is expected that the student notify the SASS in writing within 12 hours of the original exam administration time.
- B. Students must follow the professor's policy regarding notification of an absence from an exam. The reason/diagnosis for which the absence is based need only be shared with the SASS staff.
- C. Within five (5) working days, the student must provide the SASS with a written explanation from their present health care provider. Once written notification is received, the SASS can verify the absence, if needed, for the professor. The notification must include information that directly supports the need for the absence from an exam based on a documented disability on file with the SASS. This explanation must be from a professional on letterhead and include a projected date for return to campus.
- D. Students must follow the professor's policy regarding make-up exams.
- E. If taking the makeup exam in the SASS, students must follow SASS procedures for regular exam administration.
- F. Faculty members should contact the SASS if they desire verification of the disability-related absence from an exam and/or quiz. Faculty members must refrain from asking the student for specific and detailed documentation of the excused absence since such explanations/documentations constitute a violation of the student's privacy rights.
- G. When providing a make-up exam for a student with a disability-related excused absence, faculty members must administer the same make-up exam and/or quiz given to all other students, provided that the make-up is given at the same time for all students. Should it be necessary to prepare a separate make-up exam and/or quiz for any student (disability or not), the faculty member must provide an exam that is comparable to the original with respect to the types of questions, length of exam, and complexity of the questions.

NOTE: The SASS should not be contacted for test-taking accommodations unless the excuse is directly related to a disability that has been documented by the SASS. Absences that are not

attributable to a documented disability must be handled according to the professor's written policy regarding missed exams.

STUDENT ALUMNI CENTER

Lynn Ivy, Manager
800 Madison Avenue
(901) 448-5525

The Wassell Randolph Student Alumni Center, commonly called the SAC, is located between the Fitness Center Building and the old Randolph Residence Hall building. The SAC provides meeting spaces for departments and student groups along with limited audio/visual support. A comfortable student lounge is available on the second floor of the SAC and a student game room is located opposite the Fitness Center on the ground floor. Students can also use meeting rooms after hours to study.

Rooms are also available for rental to external organizations and individuals with the appropriate liability insurance. Reservation for rooms is required and can be arranged by calling 448-5614. Table and chair rental is also available for campus events only.

Louis Patterson, Conference Specialist,
Manages table/chair rental and audio/visual support.

Contact Mr. Patterson at lpatter2@uthsc.edu or by calling 448-8767. Contact Mr. Ivy at livy@uthsc.edu or by calling 448- 5525. The hours of operation of the SAC are 8:00AM to 5:00PM, Monday through Friday. 24 hour access to the SAC building is available by card access for those with valid UT ID badges.

STUDENT LIFE

Liz Roemer
800 Madison Ave., Suite 300
448-4860

The Office of Student Life is the central administrative unit responsible for student activities which provide co-curricular growth opportunities for students.

The responsibilities of this office include:

- A. Student government
- B. Student Yearbook (Asklepieion)
- C. Scheduling of composite pictures
- D. Verification of health insurance coverage
- E. Student activities
- F. Student leadership development
- G. Maintaining the Office of Student Life and student government website (www.uthsc.edu/studentlife/).

In addition, this office directs students to the student conduct officer, Dr. Michael Alston, in the Office of Equity and Diversity for matters relating to the student judicial system and for questions dealing with student rights and responsibilities.

For Assistance Contact:
Emily Barnes, 448-5610
Dr. Michael Alston, 448 -2133

Academic Process

Academic Calendar

Registration

Fall Semester	2012
Fall Teaching Lists Due	Mon. March 19
Fall Registration Begins (All)	Mon. April 9
Last Day to Register Fall 1	Sun. July 1
Classes Begin Fall 1	Mon. July 2
Class attendance is due in the Registrar's Office by 12 noon	Fri. July 6
Last Day to Register Fall 2	Wed. Aug 1
Classes Begin Fall 2	Wed. Aug 1
Class attendance is due in the Registrar's Office by 12 noon	Fri. Aug 3
Last Day to Register Fall 3	Mon. Aug 13
Classes Begin Fall 3	Mon. Aug 13
Class attendance is due in the Registrar's Office by 12 noon	Fri. Aug 17

Tuition, Fees, Financial Aid

Fall Semester	2012
Tuition and Fees Due Fall 1	Mon. July 2
Late Fee Begins \$100.00 Fall 1	Wed. July 11
Excess Financial Aid Refund Fall 1	Wed. July 11
Re-enrollment Fee Begins \$500 Fall 1	Mon. July 23
Tuition and Fees Due Fall 2	Wed. Aug 1
Late Fee Begins \$100.00 Fall 2	Thu. Aug 2
Excess Financial Aid Refund Fall 2	Wed. Aug 8
Re-enrollment Fee Begins \$500. Fall 2	Tue. Aug 21
Tuition and Fees Due Fall 3	Mon. Aug 13
Late Fee Begins \$100.00 Fall 3	Tue. Aug 14
Excess Financial Aid Refund Fall 3	Wed. Aug 22
Re-enrollment Fee Begins \$500. Fall 3	Fri. Aug 31

Term Calendar

Fall Semester	2012
Classes Begin Fall 1	Sun. July 1
Classes Begin Fall 2	Wed. Aug 1
Classes Begin Fall 3	Mon. Aug 13
Last Day of Classes (All)	Fri. Dec 21

Graduation	Fri. Dec 7
Grades Due in Registrar's Office	Fri. Nov. 30 by 12 noon for Graduates
	Fri. Dec. 21 by 12 noon for All students
Grades Available to Students (All)	Fri. Dec. 21

Registration

Spring Semester	2012
Spring Teaching Lists Due	Fri. Oct 12
Spring Registration Begins (All)	Thu. Nov 1
Last Day to Register Spring 1 & Spring 2	Thu. Jan 3
Classes Begin Spring 1 & Spring 2	Thu. Jan 3
Class attendance is due in the Registrar's Office by 12 noon	Wed. Jan 9

Tuition, Fees, Financial Aid

Spring Semester	2012
Tuition and Fees Due Spring 1 & Spring 2	Thu. Jan 3
Late Fee Begins \$100.00 Spring 1&2	Fri. Jan 4
Excess Financial Aid Refund Spring 1&2	Mon. Jan 14
Re-enrollment Fee Begins \$500 Spring 1&2	Mon. Jan 23

Term Calendar

Spring Semester	2013
Classes Begin Spring 1 & Spring 2	Thu. Jan 3
Last Day of Classes Spring 2	Fri. May 31
Spring Commencement Ceremony	
Grades Due in Registrar's Office Spring 2	Fri. May 24 by 12 noon for Graduates
	Fri. May 31 by 12 noon for All students
Spring 2 Grades Available to Students	Fri. May 31
Last Day of Classes Spring 1	Fri. Jun 28
Grades Due in Registrar's Office Spring 1	Fri. Jun 28
Spring 1 Grades Available to Students	Fri. Jun 28

Registration

Summer Semester	2013
Summer Teaching Lists Due	Mon. March 11
Summer Registration Begins (All)	Mon. April 1
Last Day to Register Summer 1 & Summer 2	Mon. Jun 3
Classes Begin Summer 1 & Summer 2	Mon. Jun 3
Class attendance is due in the Registrar's Office by 12 noon	Wed. Jun 5
Last Day to Register Summer 3	Mon. Jul 8

Classes Begin Summer 3	Mon. Jul 8
Class attendance is due in the Registrar's Office by 12 noon	Wed. Jul 10

Tuition, Fees, Financial Aid

Summer Semester	2013
Tuition and Fees Due Summer 1 & 2	Mon. Jun 3
Late Fee Begins \$100.00 Summer 1	Tue. Jun 4
Excess Financial Aid Refund Summer 1 & 2	Fri. Jun 7
Re-enrollment Fee Begins \$500 Summer 1 & 2	Tue Jun. 7

Term Calendar

Summer Semester	2013
Classes Begin Summer 1 & Summer 2	Mon. Jun 3
Classes Begin Summer 3	Mon. Jul 8
Last Day of Classes Summer 2	Fri. Jul 26
Last Day of Classes Summer 1 & Summer 3	Fri. Aug 9
Grades Due in Registrar's Office	Fri. Aug 9
Grades Available to Students (All)	Fri. Aug 9

Detailed Calendars for each college and their respective programs can be found in the UTHSC Course Catalog

ADMISSIONS OFFICE

910 Madison Avenue, Suite 520
(901) 448-5560 or toll free (877) 843-4461
admituthsc@uthsc.edu

The Office of Admissions actively processes applications for admissions from sophomore, juniors, seniors, and transfer students, processes applicant supporting materials, such as, transcripts, recommendation forms, propose plan of study forms; scan applicants supporting materials; conducts campus tours for prospective students and their families.

For additional information, please visit our website at: <http://uthsc.edu/admissions/>

FINANCIAL AID OFFICE

910 Madison Avenue, Suite 520
Memphis, TN 38163
(901) 448-5568
www.uthsc.edu/finaid

Goals & Services

The primary purpose of the Financial Aid Office is to provide financial resources to students who would otherwise be unable to pursue their college education. The University of Tennessee Health Science Center believes that the cost of education is primarily the responsibility of the student and/or the student's

family. The purpose of financial aid is to help fill the gap between family resources and the student's cost of attendance. Financial aid is awarded on the basis of demonstrated need except where funds are specified for recognition of special talents or abilities. Practices and procedures followed by the Financial Aid staff ensure fair and equitable treatment for all applicants.

The director and the staff of the office compile composite financial aid packages for individual students, provide students with information on the financial aid opportunities available to them and caution them to keep loans at a minimum. The process for obtaining aid is shown below. By following this process, a student will be fully considered for most federal, state and institutional aid. However, the student are also encouraged to explore additional resources in their communities. These include civic organizations, churches, professional associations and employers of either parent or the student. In addition, some communities, hospitals and health care providers offer student aid in return for service. Most of the sources of financial assistance available to students require that eligibility (need) be established to qualify for the funds. Eligibility (need) is determined through a calculation using information submitted on the Free Application for Federal Student Aid (FAFSA). It takes into account the cost of education and the family's financial situation. Following is a detailed description of the application process and how each piece of the calculation is derived.

Application for Aid

The Free Application for Federal Student Aid (FAFSA) is the main application required to apply for financial aid at The University of Tennessee Health Science Center. To apply, you may follow the instructions provided at www.fafsa.ed.gov, bearing in mind the following:

- A. Students who complete the FAFSA prior to the last day of February preceding that same calendar year's fall semester will be considered for priority funding; this deadline applies to both first year and returning students. Applications received March 1 or later will receive financial aid based on the availability of funding.
- B. To be sure that the Financial Aid Office receives your application, list the University of Tennessee Health Science Center as one of the colleges to receive the information by providing the federal school code for the of 006725 on the FAFSA application.
- C. Provide your parent information regardless of whether you meet the U.S. Department of Education definition of an independent student. There are several financial aid funds that require parent information and the FAFSA is your best opportunity to provide it. For independent students, none of the parent information will be considered in determining your eligibility for Federal Stafford Direct Loans, therefore it does not penalize you in any way to provide this information, it only increases the possibility of being considered for more financially attractive funds.
- D. A FAFSA must be completed each academic year for which one wants to receive federal financial aid.
- E. The FAFSA is all that is required to initiate the financial aid process; you do not need to send any other information to the U.S. Department of Education or to the Financial Aid Office unless you are notified to do so.

Once your application has been processed, you will receive a Student Aid Report (SAR) from the U.S. Department of Education. Read it carefully, and confirm that all of the information is correct. If you need to make any changes, please contact the Financial Aid Office. Once you complete the FAFSA, you will receive a financial aid award letter, or a request for additional information. Respond to each of these as soon as possible to ensure that your funds are promptly applied and expected refunds are processed.

Calculating Eligibility

Using the information submitted on the FAFSA, the federal processor performs a calculation called a "need analysis". The need analysis is based on a formula developed by Congress. It is used to assess the family's ability to contribute to the cost of the student's education, and thus, their need for financial assistance. The result of the calculation is a figure called the Expected Family Contribution (EFC). It represents the amount that the federal government feels the family should be able to contribute towards the cost of education. Eligibility (need) for financial aid is the difference between budget (cost of education) and resources (EFC).

Financial Aid Budget

A student's Cost of Attendance (COA) is determined using several categories. We have attempted to include estimates of all reasonable expenses students are likely to incur during the academic year. Some expenses, such as tuition and fees, are actual costs and others are estimates, such as the living expenses.

Tuition & Fees

The tuition and fees are specific to your program of study and year of enrollment. The amounts are determined annually by the University of Tennessee Board of Trustees and can be found at the bursar's web site http://www.uthsc.edu/finance/bursar/colleges_fee_information.php. Students should be aware that annual tuition rates are not finalized until June of each year.

Books & Supplies

The books and supplies category is also specific to your program and year. It includes all required textbooks, instruments, and supplies. Cost estimates are reviewed by each college and/or department annually.

Living Expenses

The allowance for living expenses includes room and board, transportation, and miscellaneous expenses. These are estimates of what it may cost a student to live in Memphis while enrolled. The living expenses are the maximum allowed for financial aid eligibility, and cannot be adjusted for personal consumer choices. Each student's own actual costs may vary greatly depending on their decisions regarding living arrangements and personal budgeting. The Financial Aid Office suggests that each student sit down and review their expected living expenses to ensure that they will fit into the budget designed for them. When reviewing personal budgets, students should leave some margin to cover small unexpected expenses. Living expenses are based on the length of enrollment for the upcoming academic year. Costs for periods of non-enrollment cannot be included.

Financial Aid Award

Once a student's eligibility is established, financial aid awards are made for the academic year in accordance with federal regulations and University policies, relative to eligibility and to the availability of funds. Students are notified of their financial aid award by email, usually during the spring. It is important to accept or decline the award as soon as possible by indicating your choice regarding your aid package.

TYPES OF FINANCIAL AID

Scholarships & Grants

Outside scholarship assistance is a good source of potential funding for students. Each scholarship program is administered differently and has different criteria and application procedures. There are a number of web sites that can assist you in finding outside scholarship assistance. The Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (SEOG) are both federal need based funds

programs that are for undergraduate students only. All institutional scholarships are awarded by the specific college under which a student is enrolled. The financial aid office is notified of these awards by the colleges and makes them part of the student's total financial aid award package.

Loans

Federal loan programs common to all disciplines at the University include the Stafford and Perkins Loans. Stafford

Loan limits vary depending on program and dependency status and have a fixed interest rate of 6.8%. Perkins Loan limits are \$8000 for graduate students and \$5500 for undergraduates. Perkins Loans have a fixed interest rate of 5.0%. Each of these loans offers a standard ten year repayment term along with multiple extended repayment terms as an option. If you accept a Stafford Loan, you will be directed online to complete a master promissory note and an entrance counseling interview, which you will need to complete and submit to the U.S. Department of Education in order for your loan funds to be disbursed.

Emergency Loans

Students faced with a fiscal emergency may request an emergency loan through their college Dean's office or through the Financial Aid Office. For details on the process for obtaining an emergency loan, please consult the Bursar's web site at http://www.uthsc.edu/financeoper/cashier/loan_information.html

Work Study

Work Study is a federal need based financial aid program providing opportunities for students to work part-time while enrolled at the University. Students in all disciplines are eligible. Students who are interested in Work Study must complete a Free Application for Federal Student Aid (FAFSA).

Disbursement of Aid

Aid is divided between terms to correspond to student program enrollment. Federal aid is generally applied as a credit towards the student's cost of tuition and fees owed. If the student is due a refund because the aid applied exceeds the amount of tuition and fees due, a refund check or direct deposit will be generated by the Bursar's Office to the student generally within the first week of classes.

Satisfactory Academic Progress

Students must achieve satisfactory academic progress in order to receive federal financial aid. The Financial Aid Department's satisfactory academic progress standards mirror the academic progress policies of each individual college. A student who is found to not be making academic progress by their college is not eligible for federal financial aid. This rule may also apply to state, institutional, and private funds.

A. All Students

In general, the satisfactory academic progress policy above and at the college level covers the qualitative measurements (G.P.A, courses completed, etc.) of a student's progress. There is also a quantitative measurement (time limit) for federal financial aid eligibility. Students are allowed to receive aid for one and one-half times the normal length of their program. For example, if a full time student's degree program takes four semesters to complete, the maximum number of semesters a student can receive aid is for six semesters.

B. Incompletes, Withdrawals & Repeats

Incomplete grades must be removed by the end of the semester following that in which it was received. Failure of a student to remove the incomplete within the time allowed will result in the grade of F as a permanent grade. Aid will not be provided to a student who is only completing an incomplete grade or has already passed a course. If a student's enrollment includes both new courses and incompletes or retakes, enrollment status will be determined using the college's academic progression policy and the Federal Student Aid Handbook on repeat coursework.

C. Appeal Procedure

Since the Financial Aid Office's satisfactory academic progress policies mirror the academic progression policies of the individual colleges, the Financial Aid appeal process is embedded into the college's appeal process. Meaning, a student who successfully appeals their academic progress at their individual college will automatically have their financial aid eligibility reinstated.

BURSAR'S OFFICE

**62 S. Dunlap St
(901) 448-4847
cashier@uthsc.edu**

The bursar's office is responsible for generating student bills and collecting student fees. Fees at The University of Tennessee Health Science Center are established by the Board of Trustees and vary according to college program and state residency status. A listing of the current fees by program is available at http://www.uthsc.edu/finance/bursar/colleges_fee_information.php. Waivers and discounts are available in special instances http://www.uthsc.edu/finance/bursar/discount_waivers.php. Fees may be changed at any time without prior notification to the student and must be paid at the time of registration in order to enroll for the next term.

Students can view their current bills through Banner Self-Service – see <http://www.uthsc.edu/banner/info/faqs.php> for answers to frequently asked questions. Students are encouraged to sign up for electronic fee payments.

Refunds of Fees, Adjustments and Repayments

Refund Policy

The University of Tennessee Health Science Center refunds are based on the tuition and fees determined by the Board of Trustees. If a student is receiving financial aid, refunds will be returned to the financial aid accounts, including lenders of student loans, before any money is returned to the student. Credit balances from all sources of the University of Tennessee Health Science Center, with the possible exception of Title IV funds, will be applied to outstanding charges before a refund is issued.

Students who withdraw or are dismissed from the University of Tennessee Health Science Center may be entitled to a refund of tuition and fees. Refund percentages are based on total fees owed for the term enrolled, not the amount paid.

If a student withdraws (completely withdraw from all classes) or is dismissed before the first day of classes for the period of enrollment for which the student was charged, the university will refund 100% of the student's tuition and fees. Refunds are based solely on the official start date of the academic calendar and not the first day that a particular course meets. Failure to attend class does not automatically withdraw or drop a student for the term. The effective date of the withdrawal is the date the appropriate office is notified.

When a student drops one or more classes but not all classes, a percentage charge may be applicable for the hours the student drops. However, if the student is still considered full-time after the drop, no refund is due. The percentage is based on the number of days between the first official day of class and the day the student officially drops hours. The following percentage assessment for dropped classes is based on the applicable semester hourly rate.

Amount of Refund by calendar days for the fall and spring terms.

- Prior to beginning of academic term 100%
- Day 1-7 90%
- Day 8-14 80%
- Day 15-21 60%
- Day 22-28 40%
- Day 29-end of term 0%

Summer school term is shorter than fall and spring. Therefore, refunding percentages will be as follows for summer term.

- Prior to beginning of academic term 100%
- Day 1-5 90%
- Day 6-10 80%
- Day 11-15 60%
- Day 16-20 40%
- Day 21-end of term 0%

A full (100%) refund of tuition and mandatory fees paid will be provided:

1. To students called to active military or National Guard service during the period of enrollment.
2. In the event of a death of a student during the period of enrollment.
3. For course canceled by the University of Tennessee Health Science Center.
4. To students who are compelled by the University of Tennessee Health Science Center to withdraw when it is determined that through the university error they were academically ineligible for enrollment or were not properly admitted to enroll for the course(s) being dropped. An appropriate official must certify in writing that this provision is applicable in each case.

Repayments

Repayments are defined as the portion of aid, received by a student after university direct charges have been paid by that aid, which must be repaid when a student withdraws or is dismissed.

Refund and repayments to the Title IV programs are determined according to the formula published in the current "Federal Student Financial Aid Handbook. The Financial Aid Office is responsible for calculating the amount of the refund and/or repayment and for distribution of the correct amount back to the financial aid program(s) according to the Refund/Repayment Allocation Policy when a student withdraws from the university.

Failure of a student to repay the aid shall result in a "hold" being placed on his or her record. Thus, until a repayment is made, the student cannot re-enroll nor obtain an official academic transcript.

REGISTRAR'S OFFICE

Director for Academic Records and Registrar
910 Madison Avenue, Suite 520
(901) 448-4985

The office of the registrar is responsible for maintaining all official student academic records and for providing timely and accurate information on course offerings and registration. This office is the official source of information related to student status, for verification of student enrollment and degree completion and for transcript requests.

Program Enrollment

Once a student is accepted by her/his respective college, and after the student has been advised by the college and thereby has agreed to a program of study (degree plan), Admissions will verify that the student has submitted all the necessary documentation. If the student has failed to supply the university with adequate documentation as required by the office of admissions, the student will be required to submit all documentation prior to being accepted into the university. Once the student is admitted (all documentation has been provided to the institution), each student will be directed to login to BANNER SELF SERVICE to enroll in the courses agreed upon by the student and his/her advisor for that specific semester/enrollment period. This process will take place each semester.

Transfer Credit Policy

POLICY STATEMENT

The University of Tennessee Health Science Center (UTHSC) will award transfer credits based on defined and published policies for evaluating, awarding, and accepting credits from another academic institution and/or based on established practices for recognizing relevant prior life experiences. These policies must be consistent with the UTHSC mission, allowing UTHSC to meet the diverse needs of students in the region. The policies must also ensure that accepted credit is appropriate for its degree programs.

The evaluation of credit for transfer is based on an assessment of course equivalency, evaluation of transcripts, articulation agreements (where in place), and the accreditation status of the awarding institution. UTHSC also agrees to recognize, accept and award credit where appropriate, from the Army/ACE Registry Transcript System, the Sailor/Marine ACE registry Transcript System, the Community College of the Air Force (CCAF) and the Coast Guard Institute Transcript as the official sources of military training and experience documentation with corresponding college credit recommendations, when processing an individual's documented educational plan. Each college, as well as the UTHSC Admissions Office, provides information on its web site regarding coursework that is accepted for transfer credit. Most of the programs at UTHSC are at the post-baccalaureate level and the number of credits that can be transferred at the graduate level is limited. In general, options for admission with advanced standing into postgraduate professional programs are limited and dependent on the availability of positions in the class; thus students may not be offered admission even though they meet minimum requirements. Details by program are available on the college web sites.

Undergraduate programs in the health professions are generally two year programs, equivalent to the third and fourth year of an undergraduate degree program. These programs generally require students to complete a minimum of 60 credit hours of general education credits from another accredited institution prior to admission. Students who transfer from a public institution in Tennessee, whether UT or Tennessee Board of Regents, and who have completed the general education requirements at that

institution, will be considered to have completed the general education requirements at UTHSC. Students should review the requirements of each program as many are prescriptive as to specific general education courses that students must complete prior to for acceptance.

Transfer credits toward a bachelor's degree are granted only for courses in which a grade of "C" or better was earned. For graduate degrees, transfer credits may only be granted for courses in which a grade of "B" or better was earned. In addition, transfer credits are only awarded for coursework that is at the appropriate level for the program. Upper level credit will not be awarded for coursework completed at a community college. The program director for each academic program, in consultation with the faculty in that program, determines whether or not the level of the transferring coursework meets necessary standards. Students may submit a written appeal of the evaluation of their transfer credits to the Office of the Registrar.

Comparable Quality

Because different programs or experiences do not have automatic equivalencies within a degree program, each case must be handled individually. This individual attention guarantees that scrutiny is applied to each proposal for credit by the appropriate discipline or office. Thus, transfer credits as well as credits for relevant life experiences are held to high standards and are ensured to be of a quality comparable to the UTHSC coursework they seek to replace.

Transcript Policy & Evaluation of Transfer Credit

Transcripts of college coursework completed outside of the US must be submitted for evaluation by one of the following organizations: Educational Credit Evaluators (ECE who can be contacted by email at eval@ece.org or through the web at www.ets.org); or World Education Services (WES who can be contacted by email at support@wes.org or through the web at www.wes.org

The UTHSC Office of Admissions will also accept credentials evaluated by National Association of Credential Evaluation Services (NACES) members. For more information about current members of NACES, visit www.naces.org.

The official UTHSC grade point average is based only on coursework completed at UTHSC and does not include transfer grades.

Veterans' Affairs

Students entitled to Veterans Educational Assistance (G.I. Bill benefits) should contact the Registrar's Office for assistance. Students enrolled under VA programs are subject to all rules and regulations set forth by the [Department of Veterans Affairs](#), as well as university regulations.

Registration

Students at the University of Tennessee Health Science Center utilize Banner Self Service to enroll in their courses. For many of the professional programs, enrollment is limited to a specific series of courses each semester and students are advised to check with their colleges for the course registration numbers (CRNs) that need to be entered. In other programs courses may be offered in alternate years and students should consult with the college as to course offerings that are available for their academic program.

Registration is a two-step process that requires: 1) signing up for specific classes, and 2) payment of tuition and fees. The latter must be completed in a timely manner to avoid late fees as noted below.

Late Registration

Once the official registration period has closed, students seeking to register for classes must contact the Registrar's office. Late registration requires approval, with the level of approval dependent on the time of the request. If the request is made within three (3) working days following the close of the formal registration period (Designated as the Final Day of Program Enrollment), the Office of Enrollment

Services can approve the request. After this time, the student must have the approval of the college to enroll.

Late Registration Fee

A one hundred (\$100) dollar fee will be assessed to any student enrolling after the Final Day of Program Enrollment.

Appeal of Late Registration Fee:

A student may appeal a Late Registration Fee to the Vice Chancellor of Finance and Operations.

Re-enrollment Fee

If the student fails to pay his/her fees by the 14th day of classes, he/she will be deemed to have withdrawn from the university. To complete registration after this date has passed, the student must pay a five hundred (\$500) re-enrollment fee.

Dropping & Adding Courses

If applicable to the curriculum, courses may be dropped or added, changed from credit to audit (or vice versa) during the first three weeks (14 business days) of the semester with the permission of the student's advisor. Changes in courses after this period require special procedures. Drop/Add forms are available in Suite 520, 910 Madison Building or at:

<http://www.uthsc.edu/registrar/policies.php>

All forms must be forwarded to the Registrar's Office to accomplish the changes in the student's program in order to comply with automatic program enrollment.

Student Obligation

Students who do not pay their fees by the last day of official program enrollment may be subject to dismissal from attending classes or clinic. Any student account that remains unpaid at the end of the term and not paid within thirty (30) days of the end of the term, may be turned over to an outside collections agency for assistance in collecting. A collection cost will be added to the amount owed by the student to cover the collection agency cost. In the event the services of an attorney are required in order to collect an unpaid balance, the student shall be responsible for payment of attorney's fee, plus all court and other collection costs incurred.

Class Attendance

While each college develops its own requirements for class attendance and the process for obtaining excused absences, UTHSC adheres to federal regulations that require verification of class attendance for all students receiving federal financial aid. These regulations dictate that a student MUST attend the classes for he/she is awarded financial aid. During the first week of classes you will be asked to verify your attendance in each of your classes using a process that will be identified by your college. **Disbursement of financial aid cannot occur until attendance is verified for all courses for which you are registered each semester.** If you are NOT verified in attendance by faculty, your aid may be reduced or cancelled. Attendance will also be verified at least one additional time for each class for which you are registered. This second verification may include completion of assignments or exams, participation in on-line class discussions, etc. If your attendance is not verified, your aid may be reduced or cancelled and returned, and you may be responsible for payment of an account balance. [For those courses such as clerkships that begin and end at times other than the start of the semester, attendance will also be verified, but aid checks will not be delayed until after these start, so long as you are carrying a full time load of other courses for which attendance is verified at the beginning of the semester (see

section on enrollment status below)). Please check with your course instructors to determine when and how your attendance will be verified each semester.

Enrollment Status

Undergraduate Programs

Undergraduate students who are enrolled in 12 hours or more are classified as full-time. Students who are enrolled in less than 12 hours are classified as part-time. For financial aid purposes and for enrollment reporting to the National Clearinghouse students who are enrolled in 12 hours or more are reported as full-time. Students who are enrolled in 9, 10, or 11 hours are reported as three-quarter time. Students who are enrolled in 6, 7, or 8 hours are reported as half-time. Students who are enrolled in less than 6 hours are reported as having less-than half-time enrollment.

Graduate Programs

Graduate students who are enrolled in 9 hours or more are classified as full-time. Students who are enrolled in less than 9 hours are classified as part-time. For financial aid purposes and for enrollment reporting to the National Clearinghouse, students who are enrolled in 9 hours or more are reported as full-time. Students who are enrolled in 5, 6, 7, or 8 hours are reported as half-time. Students who are enrolled in 4 hours or less are reported as having less-than-half-time enrollment

Dismissal

A student who has been formally dismissed from his/her academic program must be reported to the National Clearinghouse, the entity that is responsible for monitoring eligibility of students for federal student aid. The university will file this report after the college appeal process has concluded and will list the date of the dean's decision to uphold dismissal as the date of last attendance. Thereafter, the student may continue to appeal at higher levels, but he/she will no longer be eligible for financial assistance, until and unless the dismissal is overturned. If a reversal occurs, the student may reapply for financial aid, but he/she is not guaranteed retroactive financial assistance for the period when he or she was ineligible for aid.

Official Withdrawal

Students wishing to withdraw from their academic program must provide written notice to the dean of the college in which they are enrolled. The college of record then completes and electronic -'student status change form', indicating whether the withdrawing student is leaving in good standing. On receipt of this form, the bursar's office determines whether the student is eligible for refund of some or all of their tuition and fees (see Bursar's office above as to the timelines for refunds). Given the tight timelines relating to these refunds, students and their colleges are advised that withdrawals must be processed in a timely manner. Otherwise, the student and/or the respective college will stand accountable for any fees/tuition charged.

Unofficial Withdrawal

A student who ceases to attend classes without formal approval from his/her college will be considered to have withdrawn. Colleges must notify the Registrar's office as soon as such students are identified, and initiate an electronic -'student status change form' that triggers notification of all supporting offices. If the person has received Title IV Aid, the Financial Aid Office will report the change in status of the student to the federal funding agency; the grade point average for this individual will be reported as zero during this period of enrollment. The date recorded for the change in status will be used to determine whether the student is eligible for repayment of a portion of their refunds in tuition and fees. It is the responsibility of the student to repay all loans in accordance with his/her loan agreements.

Student Records

The official academic record, including active programs of study (degree plans), of all students enrolled at UTHSC is maintained in the Office of the Registrar. Request by a student to review his/her academic record should be directed to the Registrar. Transcripts of the permanent academic record are made and released only upon written authorization of the student. Each student can obtain up to 10 transcripts from the Registrar's office at no charge; each additional transcript will cost \$5.00. Alternatively, students can order transcripts through the National Clearinghouse - see details on the Registrar's web site for details. No official transcripts or diplomas will be provided for a student who has any outstanding obligations to the university.

A VALID UTHSC STUDENT I.D. OR DRIVERS LICENSE IS REQUIRED TO VIEW YOUR RECORDS.

Family Educational Rights & Privacy Act

The Family Educational Rights and Privacy Act ("FERPA") is a federal law that protects the privacy of information contained in students' education records. FERPA restricts the release of information contained in a students' education records and access to those records. Unauthorized disclosure of information from students' education records or unauthorized access to that information is a form of misconduct.

Definitions

An "education record" is a record that is directly related to a student and is maintained by the University of Tennessee (or a party acting on the University's behalf). An education record can exist in any medium (e.g., e-mail, typewritten, handwritten, audiotape). Education records do not include "sole possession records," which are records kept in the sole possession of the maker, used as a personal memory aid, and not revealed to others (e.g., a faculty member's notes). Education records also do not include employment records, unless employment is conditional upon the individual being a student (e.g., graduate assistants' employment records are education records protected by FERPA).

A "student" is any person who is or has been in attendance at the University. For purposes of FERPA, a person becomes a student when the student has been admitted to the University and attends classes (either on-campus or distance learning). FERPA does not apply to records containing information created after the person is no longer a student if the information is not directly related to the individual's attendance as a student.

"Written consent" means a printed document, voluntarily signed and dated by the student, that specifies the records to be disclosed, the purpose of the disclosure, and the party to whom the disclosure may be made.

"Directory information" is limited to a student's name, e-mail address (university-supplied), college, major field of study, graduate or undergraduate level, full-time or part-time status, dates of attendance, classification, degrees and awards received, and most recent previous educational institution attended. Neither a student's social security number nor a student identification number is directory information.

Release of Student Information

The University of Tennessee shall not disclose information contained in a student's education records to a third party without the student's written consent, except under certain limited conditions. Highly sensitive information includes students' social security numbers, race, ethnicity, gender, nationality, academic performance, disciplinary records, and grades.

When a student reaches the age of 18 or begins attending the University (regardless of age), FERPA rights transfer from the parent to the student. Accordingly, parents, spouses, and other family members do not have a right to receive information from a student's education records without the student's written

consent. Faculty members should refer all inquiries from parents or other family members to the Office of the Registrar, who will obtain or confirm the existence of a valid written consent from the student to release information to the parent or other family member. Faculty members should also encourage family members to speak with the student directly.

The University may disclose information contained in a student's education records without the student's consent to University officials with "legitimate educational interests." A University official has a legitimate educational interest if the official needs to review a student's education record in order to fulfill his or her professional responsibilities to the University. Faculty members who request another University employee to release information from a student's education records shall demonstrate a legitimate educational interest in accessing the information (e.g., to fulfill the duties of an academic advisor). Access to education records shall not be used for any other purpose (e.g., casual conversations among faculty members about students' grades or other information in students' education records).

The University may disclose a student's "directory information" to a third party unless the student has chosen to restrict the disclosure of directory information by completing a form in the Office of the Registrar.

Requests for information from a student's education records from anyone other than the student or a University official with a legitimate educational interest should be directed to the Office of the Registrar.

FERPA and Grades

FERPA prohibits faculty members from publicly posting grades by a student's name, a student's ID number, a student's social security number (even the last 4 digits), or any other information that would personally identify the student, without a student's written consent. This includes posting on websites, bulletin boards, or office doors. A faculty member may post grades by using randomly assigned numbers known only by the faculty member and the individual student as long as the grades are not listed in alphabetical order.

Mailing grades to students is only acceptable if the grades are enclosed in a sealed envelope. Grades shall not be mailed via postcards.

When returning students' tests or papers, faculty members shall use a system designed to prevent the release of a student's information to another student. Faculty members shall not leave students' tests or papers where third parties can view the tests or papers (e.g., leaving tests in a stack for students to sort through).

E-Mail

E-mail is an official means of University communication. FERPA does not prohibit the use of e-mail for transmitting FERPA-protected information to a student or authorized third-party. However, like information disclosed over the telephone or via U.S. mail, information disclosed via e-mail can inadvertently be disclosed to someone other than the intended recipient. The University would be held responsible for an inadvertent disclosure.

Faculty members should use e-mail with the amount of caution appropriate to (1) the level of sensitivity of the information being disclosed, (2) the likelihood of inadvertent disclosure to someone other than the intended recipient, and (3) the consequences of inadvertent disclosure to someone other than intended recipient.

As a general rule, e-mail should contain the least amount of FERPA-protected information as possible. The subject line of an e-mail should not include FERPA-protected information. The body of an e-mail should not contain highly sensitive FERPA-protected information, such as a student's social security number.

When using e-mail, faculty members should use their official University e-mail account to transmit FERPA-protected information to students. When sending e-mails, faculty members should send e-mails to students' official University e-mail addresses.

Letters of Recommendation

Written consent of the student is required before a faculty member writes a letter of recommendation for the student if any information included in the letter comes from the student's education records (grades, GPA, etc.).

Letters of recommendation that are based solely on a faculty member's personal knowledge or observation do not require the written consent of the student.

If a letter of recommendation is kept on file by the person writing the recommendation, then it becomes a part of the student's education record, and the student has the right under FERPA to read the letter unless the student specifically waived that right.

Emergencies

If the university determines that there is an articulable and significant threat to the health and safety of an individual, the institution may disclose information from educational record "to any person whose knowledge of the information is necessary to protect the health or safety" of the individual. The Vice Chancellor for Academic, Faculty and Student Affairs shall make this determination.

For questions about FERPA, please contact the Office of the Registrar or the Office of the General Counsel.

Annual Notice to Students

The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day The University of Tennessee Health Science Center ("University") receives the student's request for access. To exercise this right, a student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; or a contractor, consultant, volunteer, or other outside party to whom the University has outsourced University services or functions that would otherwise be performed by University employees, the party is under the direct control of the University with respect to the use and maintenance of education records, and the party is subject to the same conditions governing the use and redisclosure of education records that apply to other school officials.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities to the University.

Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

As of January 2012:

- **FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use**
As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Tennessee Health Science Center to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

**U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

- The right to refuse to permit the disclosure of directory information except to the extent that FERPA authorizes disclosure without consent. Directory information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The University has designated the following as directory information: name, local address, local telephone number, major, class, college, dates of attendance, and degrees awarded.

FERPA permits the University to disclose directory information without a student's consent unless a student, prior to the second Friday after the first day of classes of the term in which the student is enrolled, notifies the Office of Enrollment Services in writing of his or her desire to restrict directory information from being published.

Partners in Education (PIE)

Partners In Education was designed to strengthen the relationship between the student, the family, and The University of Tennessee Health Science Center, with the goal of improving the academic success and retention of students.

Through the Partners in Education program, families can seek answers to questions that arise throughout the year, receiving information and suggestions that will allow them to provide effective support for their student. Since the information to be shared is protected by FERPA, this information can only be shared if the student signs a release waiver. Once this is signed, families have access to the following:

A. Academic Records

As a member of the PIE program, you as a designated family member will have unrestricted access to your student's academic records. Additionally, you will be contacted by the university if your student reports to the university that s/he is the victim of a crime of violence or a non-forcible sex offense, and/or if your student is under the age of 21 and is found responsible for alcohol- and/or drug-related offenses. For specific questions regarding your student's academic records contact the Office of the Registrar at 901.448.5560.

B. Telephone Assistance

When questions, concerns, or problems arise, members may call the Office of the Registrar, at 901.448.2495, Monday through Friday, during the hours of 8:00AM to 5:00PM.

C. Joining Partners In Education

To become a member of Partners In Education, a student must sign and return the Student Release/Withdrawal of Confidential Information form. The release does not apply to personal counseling, health, or financial information protected by FERPA; however, if students are experiencing problems in these areas, UTHSC staff will be happy to assist in identifying available resources. The student has the right to withdraw the release at any time.

Certification of Enrollment

The Office of the Registrar certifies student enrollment for VA benefits, Social Security benefits, loan deferments, insurance, board applications, etc. through the National Student Clearinghouse. The BANNER information system will communicate with the National Student Clearinghouse and students may contact the clearinghouse at www.studentclearinghouse.org.

Name & Address Changes

Students should utilize Banner Self-Service to complete any name and/or address changes. Once a student has utilized Self-Service, an automated workflow is initiated to alert the office of Enrollment Services, Bursar, as well as the Dean's office of the student's respective college. Prompt notification of change of address will help to assure prompt receipt of grades, program enrollment materials, changes in enrollment status, commencement information, etc. Name changes will be recorded within the Office of the registrar but name changes will not be made to official class rosters until the beginning of the next semester. Students who change their names during the spring semester must notify the registrar by mid-March to assure that their diploma reflects their name change. Students graduating at other times should consult with the Registrar's office prior to award of their degree to assure timely name changes for their diplomas.

Changes in permanent address cannot be made without formal review and approval from the Registrar's Office. Such changes if approved, require documentation as to where the student has established permanent domicile (consult with the Registrar regarding the process and documentation requirements).

Residency Classification Information

Rule: 1720-1-1

RESIDENCY GUIDELINES

GENERAL PRINCIPLES

Applicants to the University of Tennessee Health Science Center are classified as "in-state" or "out-of-state" for the purpose of admission and payment of fees based upon the address provided as the permanent address on the student's application for admission. As a state-assisted institution, UTHSC gives priority consideration in its professional programs to residents of the State of Tennessee. In many programs, restrictions apply to applications from out-of-state.

Definitions

- A. *Public higher educational institution*² means a university or community college supported by appropriations made by the Legislature of this State.
- B. *Residence* means continuous physical presence and maintenance of a dwelling within this State; absence from the State for short periods of time doesn't affect the establishment of residence.
- C. *Domicile* means a person's true, fixed, and *permanent* home and place of habitation; it is the place where you intend to remain and to which you expect to return when you leave without intending to establish a new domicile elsewhere (Tennessee Rule 1720-1-1-.02).
- D. You are an *emancipated person* if you are no longer in the care, custody, and control of your parent. If you are living independently, paying your own bills, and not listed as a dependent on your parents' taxes.
- E. *Parent* is your father or mother. If you are not emancipated, then the residency status of each of your parents will be considered when determining your residency status, regardless of which parent has legal custody. Alternatively, if you are not emancipated and have a legal guardian, then the residency of your guardian will be considered when determining residency status, unless there is reason to believe that the guardianship was created primarily for the purpose of conferring in-state status to you.
- F. *Continuous enrollment* means enrollment at a public higher educational institution or institutions of this State as a full-time student for a normal academic year or years since the beginning of the period for which continuous enrollment is claimed. You do not need to enroll in summer sessions or other such intersessions beyond the normal academic year to have continuous enrollment. In addition, your enrollment is deemed continuous even if there are gaps in enrollment caused solely by the scheduling of the commencement and/or termination of the academic years in which you enroll.

Rules for Determination of Status

- A. If your domicile is in this State at the time of your application and subsequently, you are classified *in-state* for fee and tuition purposes and for admission purposes.
- B. If your domicile is *not* in this State at the time of your application and subsequently, you are classified *out-of-state* for said purposes (Tennessee Rule 1720-1-1-03).
- C. If your parents are paying your bills and claiming you as a dependent on their taxes, you are considered un-emancipated, and residency is determined by the home address of your parent(s). However, if one of your parents' lives in Tennessee, you can be considered as an in-state student, whether that person is listed as your legal guardian or not.

Out-of-state Students who are NOT Required to Pay Out-Of-State Tuition

- A. If you are currently an enrolled, un-emancipated student and your parents move out of state, you will be reclassified as out-of-state. However, you will not be required to pay out-of-state tuition or treated as an out-of-state student for admission purposes so long as you maintain continuous enrollment at a Tennessee public higher education institution(s).
- B. If you are an un-emancipated student whose parents are in the military and stationed in Tennessee or at Fort Campbell, you will qualify for in-state tuition even if your parents are not considered to be domiciled in Tennessee. Your classification in this case would be listed as out-of-state for residency purposes but in-state for tuition purposes. This classification will continue even if your parents are transferred on military orders, so long as you are in continuous attendance in your degree program.
- C. If you are a part-time student who lives out of state but who is employed full-time in the State, or if you are a part-time student stationed at Fort Campbell pursuant to military orders, you will be classified out-of-state but not be required to pay out-of-state tuition. Note: If you are a part-time student employed in the State by more than one employer resulting in the equivalent of full-time employment, you would also be classified out-of-state but not required to pay out-of-state tuition.
- D. Military personnel and their spouses stationed in Tennessee who should be classified out-of-state in accordance with other provisions of these regulations will be classified out-of-state but shall not be required to pay out-of-state tuition.
- E. If you are a dependent child not domiciled in Tennessee but who qualifies and is selected to receive a scholarship under the Dependent Children Scholarship Act (T.C.A. 49-4-704) because your parent is a law enforcement officer, firefighter, or emergency medical service technician who was killed or totally and permanently disabled while performing duties within the scope of their employment, you will be classified out-of-state but shall not be required to pay out-of-state tuition.
- F. If you are classified as *in-state*, your spouse will also be classified *in-state*.

Presumption

Establishing domicile (i.e., in-state residency classification) is difficult for full-time students whose initial residency classification was out of state. The legislated rules state: "Unless there is clear and convincing evidence to the contrary, it shall be presumed that an emancipated person does not acquire domicile in this State while enrolled as a full-time student at any public or private higher educational institution in this State."

Evidence Considered for Establishment of Domicile

The burden of proof regarding domicile is borne by you. If you request reclassification as an in-state student, you will be asked to provide compelling evidence that you have established permanent domicile in Tennessee. Although there is currently no accepted list of appropriate documentation to this effect, providing evidence of several items on the following list may prove helpful. However, please be aware that having such evidence does not guarantee that you will be granted a change in status.

- A. Proof of current Tennessee domicile, such as copy of Leasing Agreement or Mortgage
- B. Copy of applicant/student's Tennessee Voter Registration Card
- C. Copy of Tennessee Driver's License, or official Tennessee Identification Card
- D. Letter from Tennessee employer on employer's official letterhead (if applicable)
- E. Up-to-date work history (if applicable)
- F. Copy of Tennessee Vehicle Registration (if applicable)
- G. Copy of applicant/student's Federal Income Tax Return (from previous year)
- H. Copy of parents'/guardians' Federal Income Tax Return (if applicable)

Residency Information for Foreign Students

- A. In general, if you are an international student, you cannot qualify for in-state status, because most visas include a clause defining conditions that may require return to your country of origin. In such cases, you cannot establish permanent domicile in Tennessee and cannot be granted in-state status. This situation changes if you become a permanent resident (e.g., obtain a green card).
- B. If you are a non-citizen and you satisfy the conditions of your visa or if you obtain permanent residency, you can request review for reclassification as an in-state student. However, you would then have to meet the same residency requirements that are expected of other applicants to UTHSC.
- C. Unless your spouse is an in-state student, your residency will not be affected by the residency of your spouse. Rather the University will examine accumulated evidence related to your own individual situation.

Residency FAQs

For additional information, please visit our website at: <http://www.uthsc.edu/registrar/residency.php>

Appeal Process

To view the appeals process, please visit our website at <http://www.uthsc.edu/registrar/residency.php>

Residency Classification Scenarios

For residency classification scenarios, please visit our website at <http://www.uthsc.edu/registrar/residency.php>

Misconduct Records & Notifications

Confidential records of all misconduct reports, investigations, and disciplinary actions are maintained in the Office of Student Affairs/Enrollment Services. The University of Tennessee Health Science Center follows the guide for good practice in the recording of disciplinary actions recommended by the American Association of Collegiate Registrars and Admissions Officers, the American Personnel Association, National Association of Women Deans and Counselors, and National Association of Student Personnel Administrators. These agencies recommend: "That the official education record (permanent records) should contain all entries of disciplinary actions which suspend or dismiss the student or restrict, limit, or condition the student's eligibility to return or reregister in the college. In such cases the educational record should indicate clearly action taken as disciplinary in contrast with academic dismissal and suspension.

The records do not indicate the nature of the behavior which occasioned disciplinary action. Except in the case of error or injustice, no entry on the official records should be physically removed.”

Student

Policies and Guidelines

CAMPUS ENVIRONMENT

Access to University Property

Rule: 1720-1-2

Restrictions

Rule: 1720-1-2-.01

The University's campuses and facilities shall be restricted to students, faculty, staff, guests, and invitees except on such occasions when all or part of the campuses, buildings, stadia, and other facilities are open to the general public.

Alcohol, Drugs and Firearms

Possession or use of alcohol, drugs, explosives or firearms on campus is a violation of state law. Violators will be subject to penalties as prescribed by campus and local law enforcement officials. The University of Tennessee is a non-smoking campus. Designated areas are set aside for smoking.

Assembly

Rule: 1720-1-8

Introduction

Rule: 1720-1-8-.01

- A. The right of peaceable assembly is a guaranteed constitutional right and one which this institution does not intend to abrogate.
- B. The following regulations are intended to enumerate the essential provisions necessary to reconcile freedom of assembly with responsibility in any campus meeting conducted for the purpose of expressing opinions of the participants.

Peaceable Assembly: Description

Rule: 1720-1-8-.02

Student gatherings may be conducted in areas which are generally available to the public provided such gatherings:

- A. Are conducted in an orderly and peaceful manner;
- B. Do not obstruct in any way vehicular or pedestrian traffic;

- C. Do not interfere with classes, scheduled meetings, events, and ceremonies, or with other essential processes of the University;
- D. If inside a building, are held in an assigned meeting room.

Advanced Approval: Procedures

Rule: 1720-1-8-.03

- A. Only meetings which have been approved in advance through the proper Office may be held:
 - 1. Within University buildings;
 - 2. Within University stadia, or
 - 3. Adjacent to residential or academic facilities of the campus.
- B. Meetings which would impose an unusual demand upon staff or facilities must have approval regardless of where they are held on campus.

Disciplinary Action

Rule: 1720-1-8-.04

Violations of the above University policy will result in appropriate disciplinary action.

Pets & Other Animals

The University prohibits unauthorized animals from being brought into university buildings. Special provisions will be made for handicapped individuals upon request.

Raffles

Raffles are not permitted on UTHSC property. Student groups are not authorized to conduct raffles on or off campus.

Smoking

The University of Tennessee Health Science Center SMOKE FREE POLICY Effective Date: 3/14/2006 (Replaces campus policy dated January 1, 1987; revised September 2004)

A. BACKGROUND

As a matter of policy, the University of Tennessee Health Science Center endeavors to maintain a safe and healthful environment. The Surgeon General of the United States has determined that cigarette smoking is the leading preventable cause of illness and premature death in the nation. In addition to causing direct health hazards, smoking contributes to institutional costs in other ways, including cleaning and maintenance costs, and costs associated with employee absenteeism, health care, and medical insurance. Moreover, research indicates that nonsmokers who are regularly exposed to passive (secondhand) tobacco smoke are also at increased risk of illness. For these reasons, the Surgeon General has urged employers to implement broadly based health promotion programs with special emphasis on smoking cessation. The response to the Surgeon General's advice and the medical evidence has been an overwhelming trend toward protection of the health and safety of nonsmokers.

B. REFERENCE

T.C.A. 49-7-135(a), (b), Section 2(2), Section 3 UTHSC Administrative Policies, Smoking Policy, effective January 1, 1987, revised September 2004, revised March 2006.

The University of Tennessee Health Science Center has therefore set the following policy regarding tobacco smoking:

1. INTRODUCTION

It is important for the University of Tennessee Health Science Center (hereafter referred to as UTHSC) to provide the means for protecting the health of its faculty, staff, students, patients, and visitors from the hazards associated with inhaling smoke from tobacco products used within the confines of UTHSC buildings and facilities. As an institution dedicated to the preservation of health and the prevention of disease, and in compliance with Tennessee State Law, the UTHSC prohibits smoking in all facilities, except for those specially designated areas on campus.

2. POLICY STATEMENT

All buildings, facilities, and spaces (including covered walkways and covered parking) that are owned, rented, or leased by the UTHSC are nonsmoking areas with the exception of spaces leased by the UTHSC to third parties for uses not related to the UTHSC, subject to the provisions of a contract. The ban includes classrooms, laboratories, seminar/meeting rooms, housing or residence facilities owned or operated by the UTHSC, faculty/administrative/staff offices and HSC owned and operated passenger vehicles allotted to the Facilities Motor pool for open assignment. With approval of the Vice Chancellor for Research, an exception to this policy may be made for research involving smoking. Signs should be posted at all main building entrances and, as appropriate, should be located throughout buildings to advise occupants that smoking is prohibited. All employees and students are expected to be good stewards of the UTHSC's property and grounds, and individuals who choose to smoke in areas specially designated for smoking, are expected to place the remains of tobacco products in proper receptacles. Additionally, where outdoor seating is provided adjacent to indoor food service facilities, non-smoking sections must be designated and posted. Visitors also are expected to comply with this policy.

3. DESIGNATED SMOKING AREAS

A committee comprised of representatives from the Offices of Facilities Management and Campus Space Management & Utilization are responsible for identifying designated smoking areas on campus. The joint committee will ensure that clear signs are displayed at all entrances to campus buildings, as well as other conspicuous locations, and to notify the public that smoking is permitted only in officially designated areas and is otherwise prohibited on campus grounds or in campus buildings.

4. ENFORCEMENT

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of the UTHSC community. All share in the responsibility for adhering to and enforcing this policy. A violation of this policy by an employee, including faculty, shall result in disciplinary action according to established UTHSC disciplinary procedures up to, and including, termination of employment. A violation of this policy by a student constitutes nonacademic misconduct, and the student may be subject to established disciplinary action.

5. IMPLEMENTATION

The Chief of Staff is responsible for overall procedures to implement this policy, including procedures relative to visitors to the campus. The Vice Chancellor for Academic, Faculty

and Student Affairs is responsible for procedures to implement this policy as it relates to faculty, students, student organizations, and student facilities. The Vice Chancellor for Research is responsible for procedures to implement this policy as it relates to research protocols, and patients.

Solicitation on University Property

Rule: 1720-1-7

Solicitation in Non-public Areas of the University

Rule: 1720-1-7-.01

Both commercial and non-commercial solicitations are prohibited in non-public areas of the University.

Solicitation in Public Areas

Rule: 1720-1-7-.02

Solicitation and sales in public areas of the University are restricted to invitees and registered organizations, faculty, staff and students of the University and are subject to reasonable restrictions as to time, place and manner.

Solicitation of Funds by Student Organizations

Rule: 1720-1-7-.03

- A. As it pertains to student organizations, *solicitation* is defined as the seeking of funds or support by a registered student organization from sources other than its members including the procurement of supplies, and other forms of support, and the selling and distribution of items, materials or products and services.
- B. Registered student organizations may be authorized to solicit on campus as long as such solicitation is consistent with the aims of the organization and is not for the personal benefit of members. In interpreting the aims or purposes of the registered student organization, the statement in its constitution will be followed.
- C. Requests for approval of any form of solicitation must be made in writing to the Assistant Vice Chancellor for Student Affairs not later than seven (7) business days preceding the date of the proposed date of the activity. Special forms for making requests are provided in the Office of the Assistant Vice Chancellor for Student Affairs. Following content approval by the Assistant Vice Chancellor for Student Affairs, the requesting organization must make appropriate arrangements and scheduling with the administrative office of the facility to be used. Content approval for the project is not a guarantee of the availability of the space. The Assistant Vice Chancellor for Student Affairs will assist the organization in scheduling and coordinating outdoor space with the appropriate Facilities Management Office. Ordinarily, the academic buildings and the non-public areas of the Residence Halls will not be used for purposes of solicitation.

Use of Facilities and Grounds

Guidelines concerning the use of facilities and grounds shall include, but not be restricted to, the following:

- A. Signs bearing the following message, "Use of This Facility is Restricted to Students, University Employees and Guests," shall be placed at the entrances to all facilities used primarily for student activities.
- B. Campus service and recreational facilities shall be restricted to University personnel and bona fide guests, visitors and invitees. Persons in charge of these facilities shall make periodic checks for identification or qualification.
- C. Generally programs and activities of student organizations and groups shall be restricted to members, guest-visitors and University personnel. Student organizations and groups desiring to have programs and activities open to the public shall have such events approved in advance by the Office of Student Life.
- D. The Office of Student Life, or other authorized University official, shall require, if deemed advisable, acceptable identification for admission to University events and programs not open to the public. Implementation of this requirement shall be accomplished in cooperation with the sponsoring University organization or group.

Written reports of identification checks and incidences germane to these policies shall be submitted to the Vice Chancellor for Academic, Faculty and Student Affairs, or a designee.

COMPLAINT PROCEDURES

As part of the University of Tennessee's compliance with the US Department of Education Program Integrity Rules process, UTHSC provides several mechanisms whereby students can resolve complaints:

Complaints regarding Academic Issues

Each of the colleges at UTHSC has developed an appeal process for addressing student concerns regarding grades, assignments, progression, etc. These processes can be found on college web sites and in the Course Catalog. Normally, such processes allow for the resolution of the majority of complaints relating to academic matters. However, if satisfactory resolutions cannot be found and/or if the complaint involves a recommendation for dismissal or for repeating an entire academic year, students can appeal their issue to the Vice Chancellor for Academic, Faculty and Student Affairs and/or to the Chancellor. Written complaints stating the issue, the processes that were used to address the issue, the desired outcome and the reason(s) that you feel unfairly treated by the college's proposed resolution should be sent to:

Cheryl Scheid, PhD

Vice Chancellor for Academic Faculty and Student Affairs
Hyman Administrative Building, Suite 400
Email: cscheid@uthsc.edu

Discrimination Complaint Procedure

Any UT employee, student, applicant for admission or employment, or other participant in UT programs or activities, who believes that he or she has been discriminated against on the basis of race, color, sex (including sexual harassment), religion, national origin, age, disability or veteran status is encouraged to use the procedures outlined below for the resolution of his or her complaint.

Complaints of discrimination should be directed to the Office of Equity and Diversity (OED), 920 Madison Avenue, Memphis, Tennessee 38163 (telephone: 901-448-2112 [voice], 901-448-7382 [TTY]). The Office of Equity and Diversity (OED) website is available at <http://www.uthsc.edu/oed/eeoc.php>. The complaint procedure as well as the HSC Complaint Form can be obtained on this web site or by clicking on the following links:

UTHSC complaint procedure is available at "[Complaint Procedure](#)"
"HSC Complaint Form" is available at [Equal Employment Opportunity Compliance](#)

FERPA Complaint Procedure

If a student has questions regarding their privacy rights please locate the "**Registrar's Section**" of this handbook. You can also locate more information about your rights under the Family Educational Rights & Privacy Act from the annual FERPA policy notice published on the Registrar's office website (<http://uthsc.edu/registrar/students.php>).

Complaints, not resolved at the campus level, may utilize the [Complaint Resolution Process](#) for the University of Tennessee System. Students are requested to attempt to resolve complaints through campus channels prior to contacting the University of Tennessee System. If campus processes are unable to resolve the complaint, however, please direct your concern to the Vice President for Academic Affairs and Student Success at:

The University of Tennessee
Office of the Vice President for Academic Affairs and Student Success
821 Andy Holt Tower
Knoxville, TN 37996
utvpacademicaaffairs@tennessee.edu

Complaints regarding distance education offered by any University of Tennessee institution to students in other states may also be reported to the UT Vice President for Academic Affairs and Student Success identified above. Alternatively, complaints regarding distance education programs offered to students in other states may be reported through the applicable state's process, if a separate complaint process is listed at the following link: <http://wcet.wiche.edu/advance/state-approval-complaint>.

Complaints may also be reported to any accrediting agency which offers accreditation to the University, including:

Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, GA 30033
(404)-679-4500

Tennessee Higher Education Commission
404 James Robertson Parkway Suite 1900
Nashville, TN 37243
(615) 741-3605

COMPUTER AND INTERNET USE GUIDELINES

General Guidelines

After admission to an academic program at UTHSC, students are given a net ID, password and email account to use during their tenure at the University. At the time of graduation, all student email accounts are deleted after one year unless prior arrangements have been made with the department of Information Technology Services.

The Help Desk is available to answer computer questions, reset passwords for net ID, email and course info accounts. The **Help Desk** hours of operation are Monday – Friday from 8:00AM to 5:00PM. Technical Issues can also be addressed by logging on to **Footprints**, the new Issues Tracking system used by the Help Desk staff.

The Help Desk may be contacted by calling:
Tel: (901) 448-2222 or (800) 413-7830; Option 1
e-mail: helpdesk@uthsc.edu
web: <http://www.uthsc.edu/helpdesk/>.

Rules for using Computing Resources

Each student using computer resources must have a net ID account in his/her name. Each person is responsible for everything done using his/her account. Students are not to attempt to access resources other than those they are authorized to use and must not attempt to read, modify, print or otherwise manipulate files belonging to other users unless explicitly authorized to do so. All computer users must abide by the University System's Acceptable Use policy and other IT policies which may be found on the UTHSC website at <http://www.uthsc.edu/policies/>. **Failure to abide by these rules could result in denied access and disciplinary actions.**

Students are expected to be familiar with the acceptable use policy available at http://www.uthsc.edu/policies/w932_document_list.php?app=IT.

Computer Security

Be a smart and careful Internet and email user. You will receive emails that ask for personal information. Those emails are all fakes. UTHSC Information Technology Services NEVER emails you for personal information, your net ID and/or password. No bank, government or credit card will ask you for information they already know. Do your part to keep the campus computing environment secure. **Know your responsibilities under the Acceptable Use Policy.** Do not use the university network to download pirated copies of music, games, videos, etc. Complete your required HIPAA privacy and security training. Make a strong password for your computer and don't share it with anyone. Backup your data regularly. Run current anti-virus software and have current security patches applied. (You can download Microsoft security updates from <http://windowsupdate.microsoft.com> .) For questions or more information on computer security see the Information Technology Services Security Group on the web at <http://www.uthsc.edu/comp/ITSecurity> or call the ITS Security Group at (901) 448-2222, option 4.

Report computer abuse or security incidents to the ITS Security Group at (901) 448-2222, option 4 or by email at security@uthsc.edu . You can also use the confidential compliance hotline at (901) 448-4900.

COPYRIGHT INFRINGEMENT, PEER-TO-PEER, AND FILE-SHARING

What is Copyright Infringement?

Copyright infringement is the act of violating the exclusive rights of a copyright owner. Examples include copying or performing a work without the copyright owner's permission, or creating a work of one's own that derives from a copyrighted work.

What is file sharing?

File sharing is a general term for sharing digital files electronically. These files could be music or other audio recordings, movies, television shows, games or other computer software, or any other type of digital file.

Sharing any file of a work that you did not create yourself as an original work, that is not in the public domain, and for which you do not have permission to share, is a crime and can have serious consequences as detailed below. Sharing in this context includes everything from sharing a multitude of files over peer-to-peer networks to copying a single work for a friend.

What is peer-to-peer?

Peer-to-peer (P2P) is a method of file sharing that allows normal users ("peers") to connect directly to other users to share files. This can be contrasted with a server-based distribution method, where users connect to a server (such as a web server via their web browser) to download files.

P2P typically requires a "client" - a software program installed on their personal computer - to share files. Examples of clients are Kazaa, Limewire, BearShare, etc. and the various BitTorrent clients. These clients connect to other clients over the Internet and allow users to send files that they have marked as "shared" to other users, as well as to download copies of files that other users have shared.

Because of its decentralized and unregulated nature, peer-to-peer filesharing is often used to share copyrighted works that those sharing the works do not have the right to share. However, it is important to remember that *peer-to-peer is not anonymous, not secret, and can be unsafe.*

Blocking of Peer-to-Peer

In 2007 the University received several letters from the Recording Industry Association of America (RIAA) stating their intent to bring lawsuits against students they believe have potentially infringed copyright. In addition, on April 29, 2008 the Tennessee government passed a bill to amend Tennessee Code, Title 49, Chapter 7, relative to copyright infringement. See Tennessee Senate Bill 3974 for the text of the bill.

Part of this bill requires the University to "reasonably attempt to prevent the infringement of copyrighted works over the institution's computer and network resources, if such institution receives fifty (50) or more legally valid notices of infringement as prescribed by the Digital Millennium Copyright Act of 1998 within the preceding year."

Dangers of Peer-to-Peer

Using peer-to-peer software is a risky venture. Installing peer-to-peer software can expose your computer to attack, and using P2P software to share copyrighted works violates UTHSC's Acceptable Use Policy – see

https://my.tennessee.edu/portal/page?_pageid=34,140536&_dad=portal&_schema=PORTAL&p_policy=I_T0110 and addendum http://www.uthsc.edu/policies/w932_document_show.php?p=519 as well as various copyright laws, all of which have serious consequences as indicated below.

- **Personal** **Dangers**
Many peer-to-peer software applications are dangerous to simply install on your computer. They often come bundled with [spyware](#) and other programs that can compromise your computer. By installing these programs, you risk damaging your computer and the files on it (your pictures, your papers, etc.), identity theft, and the possibility that your computer could be used to send spam and attack other computers.
- **Disciplinary** **Dangers**
Sharing copyrighted works, as is easily done with P2P programs, is in violation of the UT Acceptable Use Policy. Violators are subject to disciplinary action. For more information, see [Consequences](#).

- **Legal** **Dangers**
Sharing copyrighted works without the copyright owner's permission is also against US laws and international treaties. Violators can be subject to lawsuits and in some cases, criminal prosecution. For more information, see [Consequences](#).

Consequences of Copyright Infringement

Copyright infringement, including sharing copyrighted works without permission, is both against UT policy and against the law. Before you consider sharing music, movies, software, etc., you should be aware of the consequences of your actions.

University of Tennessee Consequences

Sharing copyrighted works without permission is expressly prohibited in the University of Tennessee [Acceptable Use of Information Technology Resources Policy #IT0110](#).

The University of Tennessee does not police or monitor its users for copyright violations; however, under the provisions of the DMCA UT is a content-neutral internet service provider (ISP) and is required to take action when a DMCA complaint from a content owner is received.

In those situations in which UT receives information sufficient to track an alleged copyright offender (e.g. an IP address and date/time of incident), the following procedure applies:

- **1st** **Offense**
On the first offense, the Office of Information Technology (OIT) contacts the student and does the following:
 - Explains why the alleged behavior is illegal and against University policy.
 - Instructs the student to clean the illegal material from his/her computer system.
 - Advises the student of future consequences should the offense be repeated.
- **2nd Offense**
 - The student's network connection is disabled.
 - The student is required to take the system to the OIT Service Center to demonstrate that the copyrighted material(s) have been removed.
 - The student is advised of the seriousness of future consequences should the offense be repeated.
- **3rd Offense**
 - The network connection of the allegedly infringing computer is disabled immediately
 - The incident is reported to Student Judicial Affairs (SJA). SJA may impose sanctions in addition to those imposed by OIT.
 - The student is also required to take the system to the OIT Service Center to again prove the copyrighted material(s) have been removed.

Legal Consequences

Copyright violations are against US laws and international treaties, including but not limited to the [Digital Millennium Copyright Act of 1998](#) and other [US copyright laws](#).

How you get caught

The University of Tennessee does not police or monitor its users for copyright violations, nor is it UT's procedure to notify copyright holders of potentially infringing behavior should any potentially infringing activity be discovered during the course of normal operations.

Most copyright holders are represented by agencies such as the Recording Industry Association of America and the Motion Picture Association of America. These agencies employ technological means to track and monitor peer-to-peer networks, usually by connecting to the networks as another "peer" in the network. When they monitor a computer transferring potentially infringing material, the date, time, content, and address of the infringing computer is recorded. The Internet Service Provider (ISP) that manages the network to which the allegedly infringing computer belongs is served with a copyright notice, typically under the DMCA. Provided the information provided is sufficient, the ISP (e.g. UT) then takes immediate action to take down the offending material (see UT's procedures above).

Note that during these proceedings, the University of Tennessee does not disclose the identities of its users to copyright holders. However, should the copyright holders choose to do so, they can initiate a legal process that includes serving a subpoena to UT to discover the identity of an alleged infringer.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

The Copyright Act of 1976, as amended, extends copyright protection to original works of authorship and states that infringement occurs when unauthorized use is made of copyrighted materials. Infringement can result in civil or criminal liability. Faculty, staff and students may be held personally liable for any unauthorized use of copyrighted materials, including placing of such materials on electronic networks. The University of Tennessee Health Science Library and its employees assume no liability for its patrons' unauthorized use of reproducing equipment in violation of the copyright law. Likewise, no University entity or its employees will be responsible for copying software documentation or other copyrighted materials unless the request is accompanied by a written explanation of why the copying is not copyright infringement (e.g. UT contract with licensor allows one back-up copy, written permission from copyright owner has been secured). The UTHSC General Counsel's Office will assume responsibility for providing a summary of key provisions of the Copyright Act or Amendments which are applicable to UTHSC and for responding to specific questions related to the use of copyrighted material. The Copy Connection sites prominently display a copyright warning notice on all copy order forms and/or adjacent to all copying machines or the place at which orders for copies are accepted.

ELECTRONIC MAIL RULES

Email is the official means of communication among students, faculty, staff and campus administrators; thus students are expected to check their email accounts at least once daily for information regarding their programs.

EQUITY, DIVERSITY, and STUDENT CONDUCT

Dr. Michael Alston, Director
Office of Equity and Diversity
920 Madison, Suite 420
Memphis, TN 38163
(901) 448-2112

Sexual Harassment

The University of Tennessee Health Science Center recognizes that harassment on the basis of sex is a violation of the law. The University of Tennessee is committed to an environment free from explicit and/or implicit coercive sexual behavior used to affect the well-being of members of this academic community. Sexual harassment is unacceptable and grounds for disciplinary action. Students including residents who wish to file a complaint alleging Sexual Harassment should do so by contacting the Office of Equity and Diversity. Persons observing sexual harassment should report the matter to the Office of Equity and Diversity.

Laws relating to Sexual Harassment

Sexual advances toward a student that become a condition of employment (or academic success) or unwelcome physical or verbal behavior of a sexual nature which has the purpose or effect of creating an atmosphere of intimidation violate the law. **In the work environment**, sexual harassment is a violation of **Title VII** of the Civil Rights Acts of 1964. **In a classroom setting**, sexual harassment is a violation of **Title IX** of the Education Amendments of 1972. In addition, sexual harassment may also violate Tennessee state law.

Sexual harassment is defined as, "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- B. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual;
- C. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working or educational environment."

Fact-Finding

The question of whether a particular action or incident establishes a purely personal, nonacademic related relationship requires a factual determination. In making such a determination, the case record as a whole, as well as the totality of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred, will be examined. The determination of the legality of a particular action will be made from the facts, on a case by case basis, because the same behavior may constitute sexual harassment in one context but not in another.

Examples of Sexual Harassment

Behavior that is unwelcomed and is of a sexual nature may be considered harassment. Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to, the following:

- A. Offering or implying an employment-related reward (such as a promotion, raise, or different work assignment) or an education-related reward (such as a better grade, a letter of recommendation, favorable treatment in the classroom, assistance in obtaining employment, grants or fellowships, or admission to any educational program or activity) in exchange for sexual favors or submission to sexual conduct;
- B. Making threats or insinuations that a person's employment, wages, grade, promotional opportunities, classroom or work assignments or other conditions of employment or educational life may be adversely affected by not submitting to sexual advances;
- C. Engaging in unwelcome sexual propositions, invitations, solicitations, and flirtation;
- D. Leering, staring at someone, or looking at someone with "elevator eyes" (i.e. looking someone up and down);
- E. Using unwelcome sexually degrading language, sexual jokes, innuendos, or gestures;
- F. Displaying sexually suggestive objects, pictures, videotapes, graffiti and/or visuals that are not germane to any business or academic purpose;
- G. Displaying or transmitting sexually suggestive electronic content, including inappropriate e-mails;
- H. Making unnecessary and unwanted physical contact, such as hugging, rubbing, touching, patting, pinching, or massages;
- I. Engaging in sexual assault or pressure for sexual activity, including requesting sexual favors;
- J. Making unwelcome suggestive or insulting sounds, such as whistling and cat calls;
- K. Giving unwelcome personal gifts, such as flowers;
- L. Asking about a person's sexual fantasies, sexual preferences, or sexual activities;
- M. Commenting on a person's body, dress, appearance, gender, sexual relationships, activities, or experience; or
- N. Repeatedly asking someone for a date after the person has expressed disinterest.

Who Is Affected?

Both men and women can be sexually harassed. Sexual harassment may occur between fellow students. It may also come from supervisors, faculty, staff, vendors and visitors.

Preventing Sexual Harassment

- A. Be informed about the aspects of sexual harassment.
- B. Trust your instincts about possible danger.
- C. Communicate clearly to the offender how you feel about offensive behavior.
- D. Report inappropriate conduct- immediately.

Title IX

"No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." *Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)*. The University of Tennessee is a recipient of Federal financial assistance for education activities, and in accordance with the provisions of the Education Amendments Act of 1972, all of its education programs and activities are subject to the prohibition of Title IX of that act against discrimination on the basis of gender. University policy (www.uthsc.edu/oed/aa.php) prohibits discrimination on the basis of gender in any education program or activity. Additionally, in compliance with state law, the University develops a Title IX implementation plan annually and submits it to the state

Comptroller's office. This plan reflects the guidelines set forth in the document, "Without Regard to Gender," produced by the Office of Education Accountability. The Title IX plan produced for all UT System campuses can be found at <http://oed.utk.edu/titleix>.

The Title IX Coordinator monitors the University's compliance with Title IX. Individuals with questions or concerns about Title IX, and/or those who wish to file a complaint of non-compliance with Title IX, may contact the University's Title IX Coordinator: Dr. Michael Alston, Office of Equity and Diversity, Telephone: (901) 448-2112; Fax: (901) 448-1120 email: mialston@uthsc.edu

Any University employee to whom sexual harassment is reported should notify the Title IX Coordinator as soon as possible after initial contact with the person reporting sexual harassment.

More information about the University's policies and resources relating to sexual harassment, sexual assault, and sexual misconduct by students, including on- and off-campus resources for victims and the University's procedures for handling complaints against students, can be found at: <http://www.uthsc.edu/oed/studentconduct.php>.

More information about the University's policies against sex discrimination by employees, including the University's procedures for filing and handling complaints of sex discrimination against University employees, can be found by visiting: www.uthsc.edu/oed/EEOC/UNIVERSITY%20OF%20TENNESSEE%20DISCRIMINATION%20COMPLAINT%20PROCEDURE.pdf.

The University's policy on consenting romantic or sexual relationships can be found in Section 3 of the UTHSC Faculty Handbook, which can be found at https://academic.uthsc.edu/faculty/facultysenate.php?module_id=38&sid=1817&ctype=0.

The University's Code of Conduct for employees can be found here https://my.tennessee.edu/portal/page?_pageid=34,140536&_dad=portal&_schema=PORTAL&p_policy=HR0580.

The U.S. Department of Education's Office for Civil Rights (OCR) is the division of the federal government charged with enforcing compliance with Title IX. Information regarding OCR can be found at: www.ed.gov/about/offices/list/ocr/index.html.

Standards of Conduct for Students Relating to Sexual Harassment

The University's Standards of Conduct for students prohibit:

- A. **Physical abuse of any person, or other conduct which threatens or endangers the health or safety of any person**, whether such conduct occurs on or off university property. In no event shall this rule be construed to prevent speech protected by the First Amendment to the United States Constitution.
- B. **Violation of local, state, or federal law, including Tennessee criminal law relating to sexual offenses (T.C.A. § 39-13-501 et seq.) and Title IX, whether on or off campus**, when it appears that the student has acted in a way which adversely affects or seriously interferes with the university's normal educational function, or which injures or endangers the welfare of any member of the university community.
- C. **Violation of a University policy, such as the prohibition on sex discrimination.** Sexual harassment is a type of sex discrimination. Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) grades or educational progress are made contingent upon submission to such conduct; (2) when the conduct substantially interferes with the individual's academic performance or educational opportunities; or (3)

when the conduct is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment. Sexual assault is a type of sexual harassment.

How to File a University Complaint Against a Student

In addition to or in lieu of initiating criminal prosecution, students who feel they have been the victim of sexual harassment, including sexual assault, have the right to file a Title IX sex discrimination complaint with the University. Conduct may violate the University's Standards of Conduct or constitute unlawful sexual harassment under Title IX even if the police conclude they do not have sufficient evidence of a criminal violation. Students may be suspended or permanently dismissed as a penalty for sexual discrimination.

A complaint of sexual harassment against another student will be treated as a complaint of sex discrimination in violation of Title IX and may be filed with the [Office of Equity and Diversity](#), 920 Madison, Suite 420, 448-2112.

An employee in the Office of Equity and Diversity will meet with the complainant, explain the University's grievance procedures, listen to the complainant's allegations, provide the complainant with an opportunity to ask questions, and refer the complainant to the University's Victim's Advocate in University Health Services, who can assist the complainant with obtaining medical and/or psychological care, reporting the incident to the police, and exploring interim and remedial measures.

Following the initial meeting with the complainant, the Office of Equity and Diversity will investigate the complaint to determine if the University Standards of Conduct or the University's policy against sex discrimination has been violated. Investigations usually will include interviews of the complainant, the student against whom the complaint was filed, and other witnesses, as well as an analysis of documents and other relevant information. University investigations of sexual harassment complaints will be prompt, thorough, impartial, and independent of any criminal investigation or case that may be ongoing. The Office of Equity and Diversity uses a "preponderance of the evidence" standard in reaching its conclusions. If the Office of Equity and Diversity determines that a Standard of Conduct or University policy has been violated, then the case will be processed in accordance with the University's student disciplinary regulations and procedures, which can be found at <http://www.uthsc.edu/centerscope/>.

In a case involving a complaint against another student of sex discrimination, the alleged victim shall have the right to:

- A. notice concerning the process by which the university will handle the complaint and an opportunity to ask questions about the process;
- B. a prompt, thorough, and impartial investigation of the complaint;
- C. the same opportunity as the accused student to present his/her explanation of the facts during the university's investigation;
- D. have the investigation of the complaint concluded within sixty (60) days of the university's receipt of a complaint, unless circumstances make it impracticable for the university to complete its investigation within that timeframe;
- E. notice of the outcome of the university's investigation;
- F. have a disciplinary hearing conducted within thirty (30) days of a university disciplinary charge, unless circumstances make it impracticable for the university to conduct a hearing within that timeframe;

- G. notice of the date, time, and location of the disciplinary hearing, the right to have the disciplinary hearing closed to the public, and the right to request rescheduling of the hearing for good cause;
- H. the same access as the accused student to any information or documents that will be used by the university during the disciplinary hearing, unless prohibited by law;
- I. challenge the selection of any member of a hearing panel or a hearing examiner for good cause, which will be determined at the discretion of the Chancellor or his/her designee;
- J. be accompanied by an advisor of his/her choosing during the University's investigation or a disciplinary hearing, but the advisor shall not be permitted to speak for the victim during a disciplinary hearing;
- K. the same opportunity as the accused student to be present during the hearing, present witnesses and other evidence, challenge the admissibility of evidence, and cross-examine adverse witnesses during the disciplinary hearing;
- L. testify or remain silent in a hearing at his/her option; however, choosing to remain silent may result in the University dismissing the charges against the accused student or the hearing panel or examiner finding that there is insufficient evidence to find the accused student guilty of the charges against him/her;
- M. not to be questioned directly by the accused student during the disciplinary hearing;
- N. submit a written impact statement to the hearing panel or examiner for consideration during the sanctioning phase of the disciplinary hearing, if the student is found guilty of the charges against him/her;
- O. notice of the decision of the hearing panel or examiner within three (3) business days of the hearing; and
- P. appeal the decision of the hearing panel or examiner to the Chancellor and the President.

Mediation will not be used to resolve complaints of sexual harassment.

Standards of Conduct for University Employees

Federal regulations define sexual harassment in employment to include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. This is a summary of the University's sexual harassment policy relating to employment. For more information, please refer to the complete policy, HR 0280, which can be found (https://my.tennessee.edu/portal/page?_pageid=34,140536&_dad=portal&_schema=PORTAL&p_policy=HR0580).

How to File a University Complaint against a University Employee

A complaint of sexual harassment against a University employee, including a student employee, or a third party unaffiliated with the University should be filed with the University's Title IX Coordinator, Dr. Michael Alston, Office of Equity and Diversity, 920 Madison, Suite 420, Phone: 901-448-2133, Fax: 901-448-1120, malston1@uthsc.edu, and will be handled in accordance with the University's discrimination complaint procedures, which can be found [here](http://www.uthsc.edu/oed/titleix.php) (<http://www.uthsc.edu/oed/titleix.php>).

How to Initiate Criminal Prosecution Against a University Employee or Student

Victims of sexual assault or misconduct have the right to initiate criminal prosecution by contacting the [University of Tennessee Police Department](#), 740 Court, 974-448-4444, or the [Memphis Police Department](#), 545-2677. Victims may file a criminal complaint before, during, or after the university's investigation of sexual assault or misconduct.

Confidentiality

University employees other than licensed practitioners in University Health Services (901-448-5630) or the Student Assistance Program (1-800-327-2255 – After Hours) cannot guarantee confidentiality, although the University attempts to treat a victim's report of sexual harassment confidentially to the maximum extent possible under the circumstances. Information about the report may need to be disclosed to other University officials who have a need to know the information. An individual's request regarding the confidentiality of a report of sexual harassment will be considered in light of the university's legal obligation to the campus community to investigate complaints of sexual harassment and the due process rights of the accused to be informed of the allegations and their source. A request that the victim's identity not be disclosed to the alleged harasser may limit the University's ability to respond fully to a report of harassment.

The University is required by federal law to report the occurrence on campus of certain crimes, including sex offenses, in an annual report of crime statistics, but the report does not contain any personally identifiable information. The University also is required by federal law to issue a timely warning for certain crimes that represent a serious or continuing threat to the safety of students or employees, but such a warning would not contain any personally identifiable information.

Incident reports prepared by law enforcement for a law enforcement purpose generally are considered public records under the Tennessee Public Records Act and are not protected by the Family Educational Rights and Privacy Act of 1974, which means they would be made available to any Tennessee citizen upon request.

Retaliation

Retaliation against anyone who files a complaint of sex discrimination or participates in an investigation of sex discrimination is strictly prohibited by University policy and federal law. Anyone responsible for retaliation will be subject to disciplinary action by the University.

Students who are subject to retaliation should contact the University's Title IX Coordinator, Dr. Michael Alston, [Office of Equity and Diversity](#), 920 Madison, Suite 420, Phone: 901-448-2133, Fax: 901-448-1120, E-mail: malston1@uthsc.edu.

Complaint Procedure

Employees, students, applicants for admission or employment, or other participants in UTHSC programs or activities, who believe that they have been subjected to sexual harassment or to discrimination on the basis of race, color, sex, religion, national origin, age, disability or veteran status are entitled to seek relief through the following procedure.

University policy prohibits retaliatory action being taken against any complainant or any person assisting in the investigation of a complaint who is acting in good faith. Persons who knowingly bring false allegations may be subjected to disciplinary action.

In the event a complaint cannot be resolved by the parties on an informal basis, the complaint should be submitted in writing to:

Office of Equity and Diversity
920 Madison, Suite 420
Memphis, TN 38163.

A complaint may be submitted directly to the Office of Equity and Diversity without confronting the offender. Complaints must be submitted within 300 days of the alleged discriminatory action (including sexual harassment). In certain circumstances, at the discretion of the Office of Equity and Diversity, complaints that are not reduced to writing or that fall outside of the specified time limit may be investigated. The Office of Equity and Diversity will investigate complaints pursuant to the following guidelines:

- A. Whenever possible, the goal will be to resolve the matter informally. The complainant will be notified of the resolution.
- B. An investigation will be conducted, the nature and scope of which will be determined on a case-by-case basis. This investigation may include any or all of the following, as well as other action as is deemed appropriate:
 1. Interviewing the complainant, the respondent, and witnesses;
 2. submitting questions to or taking statements from parties or witnesses;
 3. reviewing documents, and appointing an investigative committee.
- C. If an investigative committee is formed, it will consist of at least three persons other than the Director or designee. The Director or designee will be the non-voting chair of the committee.
- D. Upon the conclusion of the investigation, the Office of Equity and Diversity, in the instance of complaints against faculty, residents or students, will present findings and recommendations to the appropriate Dean for a decision concerning disciplinary action. The employee's Department Chair or other appropriate person(s) may be consulted and may be a part of the decision-making process if desired by the Dean. The complainant will be informed of the decision by the Dean or designee.

Information regarding the University's procedure for investigating complaints of harassment is available from the Office of Equity and Diversity, (901) 448-2112, TDD (901) 448- 7382.

MISSING STUDENT PROTOCOL

Purpose

The University of Tennessee Health Science Center (UTHSC) has established a missing student notification policy in an effort to assist in ensuring the safety of our residential students, and as a requirement of the Higher Education Act of 2008 (20 U.S.C.S. §1092; 42 U.S.C.S. §5579).

Preamble

The safety of students at the University of Tennessee Health Science Center is of paramount concern to the University. Those with concerns about the immediate safety of a student should contact the University Campus Police Department ("UTHSCPD") at 901-448-4444. Those with comments or concerns regarding the University's Missing Student policy and efforts should contact the Assistant Vice Chancellor for Student Affairs at 901-448-5560.

Policy Statement

- This policy applies to all residential facilities located on the UTHSC campus. At the present time, Phi Chi Medical Fraternity is the only residential facility on the UTHSC campus.
- All students, including visiting students, who reside in Phi Chi Medical Fraternity campus facilities will have the opportunity to identify and provide confidential emergency contact information through one of the methods listed below:
 1. Upon checking into Phi Chi Medical Fraternity housing.
 2. Using BANNER Self-Service.

- The information provided is for use of the University when a student is missing.
- Unless there is evidence to the contrary, a student living in Phi Chi Medical Fraternity housing will not necessarily be considered missing if the student provided information about his/her intended whereabouts or if the student is absent during recognized University holidays or breaks.
- When a University official becomes aware that a residential student has been missing for more than twenty-four (24) hours, the official will immediately report his/her belief to the University of Tennessee Health Science Center Campus Police Department ("UTHSCPD") and the Assistant Vice Chancellor for Student Affairs (or his/her designee) or the Student Conduct Officer.

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<u>Assistant Vice Chancellor for Student Affairs</u>			<u>Student Conduct Officer</u>		
Dr. Sonya G. Smith, Assistant Student 910 Madison Building Suite Memphis, (901) 448-5568 Fax: E-mail: ssmit209@uthsc.edu	Vice Chancellor Affairs 520 38163 TN 901-448-1570	Phone:	Dr. Michael Alston, Office of Equity and 920 Madison Suite Memphis, Phone: Fax: 901-448-1120 E-mail: malston1@uthsc.edu	Director Diversity Avenue 420 38163 901-448-2112	

- The designated University official will contact other University officials who have a need to know about the missing student report. (Please note that University officials may report a student missing at any time; there is no requirement for the official to wait until they believe the student has been missing for more than twenty-four (24) hours.)
- The UTHSCPD will investigate a University official's report that a student is believed to be missing. If the UTHSCPD determines that the student has, in fact, been missing for more than twenty-four (24) hours and the UTHSCPD is unable to locate the student, the UTHSCPD will contact the following individuals within the next twenty-four (24) hours:

For a Student Who Is:	The UTHSCPD Will Contact:**
***Under 18 years old and not emancipated	Student's parent or guardian and the student's emergency contact (if the student has requested the University to contact someone in addition to his/her parent or guardian)
***Under 18 years old and emancipated	Student's emergency contact
18 years old or older	Student's emergency contact

- The Assistant Vice Chancellor for Business (or his/her designee) is responsible for making the provisions of this policy known to students who live in Phi Chi Medical Fraternity housing and advising these students of the option to designate an emergency contact in Banner Self-Service.

**The UTHSCPD will obtain the emergency contact information from the Assistant Vice Chancellor for Student Affairs (or his/her designee), Registrar, or Assistant Vice Chancellor for Business (or his/her designee). If the student has not provided the University with emergency contact information, then, if appropriate, the UTHSCPD will contact other law enforcement agencies.

***The determination as to whether a student is emancipated will be based upon the information available and the University official's knowledge at the time the contact is required.

NON-DISCRIMINATION STATEMENT

UTHSC is committed to providing environment in which individual students, faculty and staff are free to pursue their work and studies without fear of discrimination, harassment or recrimination.

Any UT employee, student, applicant for admission or employment, or other participant in UT programs or activities, who believes that he or she has been discriminated against on the basis of race, color, sex (including sexual harassment), religion, national origin, age, disability or veteran status is encouraged to use the procedures outlined below for the resolution of his or her complaint.

Complaints of discrimination should be directed to the Office of Equity and Diversity (OED), 920 Madison Avenue, Memphis, Tennessee 38163 (telephone: 901-448-2112 [voice], 901-448-7382 [TTY]). The Office of Equity and Diversity (OED) website is available at <http://www.uthsc.edu/oed/eeoc.php>. The complaint procedure as well as the HSC Complaint Form can be obtained on this web site or by clicking on the following links:

PARKING AND TRAFFIC REGULATIONS

Marilyn Knolls
Parking Office
740 Court Avenue
Memphis, TN 38163
Phone: (901) 448-5414
Email: mknolls@uthsc.edu

Vehicle Registration

All UTHSC students, faculty and staff are required to register any/all vehicle(s) operated or parked on campus. Questions relating to parking can be found at http://www.uthsc.edu/campuspolice/parking_services.php or by contacting Marilyn Knolls by phone (901) 448-5414 or by email mknolls@uthsc.edu

Vehicles must be registered whether or not subscribed parking is being requested. Unregistered vehicles observed in UTHSC parking areas are subject to being ticketed at any time.

Hanging Tags

All vehicles must be identified by a transferable hanging permit, to be displayed from the rear view mirror. Each subscriber is allowed only one vehicle in a subscribed lot at a time. Vehicles may park only in the area designated on the hanging permit during normal working hours, except as otherwise specifically authorized.

Student Parking Guidelines

- A. These student parking guidelines are in effect for the period from July 1 through June 30 of each school year.
- B. Once a student is assigned to a parking lot, that assignment shall remain his/hers until graduation from his/her current program, unless the student desires another lot or desires to cancel parking. Exceptions to this are guidelines relating to students with disabilities (#3).
- C. A student with disabilities shall have priority over all other students in the assignment of the parking lot of his/her choice.
- D. A student shall be responsible for paying his/her parking fee that is included on the fee assessment at orientation each payment period or in the Parking Office, as needed. Failure to pay the parking fee will result in forfeiture of parking assignment. (Note - Social Work students pay for parking in the Parking Office when the permit is issued.)

- E. In the spring each year a student already in school shall be reminded that his/her parking will continue as it currently exists for the following school year if he/she so requests. Hang tags will be distributed as part of orientation and be available for pick up in the Parking Office.
- F. Waiting list. Waiting lists will be established on a first-come-first-served basis. Note: students with disabilities retain priority (see C. above).
- G. A new student shall receive parking information as part of his/her registration/orientation material. Since new students have no priority (with the exception of those with disabilities), assignments will be made in order of the return of parking application.

Parking: Violations

An individual is responsible for citations issued to vehicles registered in his/her name or family name. If the driver is someone other than the registrant when a violation is committed, both the driver and the registrant may be cited.

Inability to locate a legal parking space in the assigned area is not justification for improper parking. In these cases, call Parking Services Office for alternative parking instructions. Receipt of six (6) or more citations paid or unpaid (but not including citations under appeal), may result in forfeiture of parking privileges for the remainder of the current academic year.

Parking: Tickets

Parking fines can be paid by either coming to the Parking Services Office or mailing a check or money order (made out to The University of Tennessee) to the Parking Services Office, 740 Court Ave., Memphis, TN 38163.

Be sure to enclose ticket or include name, ticket number and license number to ensure proper credit is made to your account.

Parking: Late Fees

Late fees are assessed on parking citations. The late fee is calculated from the date the ticket was issued or date of appeal board decision to the date payment is received in the Parking office. After 30 calendar days, the late fee is \$5.

Parking: Appeals

Students can submit appeals to the Student Life Office, Student Alumni Center, Suite 300, Memphis, TN 38163, within 15 calendar days from the date that the ticket was issued. Faculty, staff and others can submit appeals to the Parking Appeals Panel in the Parking Services Office at 740 Court Ave., within 15 calendar days from the date that the ticket was issued.

STUDENT IDENTIFICATION CARDS

Rule 1720-3-3-.09

- A. All currently registered students are required to have a UT Health Science Center Student Identification Card. Lost and found I.D. cards should be reported to the office of campus Safety and Security. Replacement for lost cards may be obtained from the office of Safety and Security. A replacement charge will be assessed.
- B. In order to determine the identity of students, all students are required to present their University identification cards promptly on request of a University police officer or member of the administration or faculty of the University. Identification cards will not ordinarily be retained; however, a card may be retained if an emergency situation exists or if the card may be needed as evidence. The retained card, if valid, will be returned to the student as soon as possible

SEXUAL HARASSMENT, SEXUAL ASSAULT & SEXUAL MISCONDUCT

The University of Tennessee Health Science Center is committed to providing an environment free of sexual harassment, including sexual assault and sexual misconduct. Sexual harassment by any member of the university community (faculty, staff, students, applicants) is a violation of law, including Title IX of the Education Amendments of 1972, and University policy. The University will not tolerate sexual harassment.

Standards of Conduct for Students Relating to Sexual Harassment

The University's Standards of Conduct for students prohibit:

- A. Physical abuse of any person, or other conduct which threatens or endangers the health or safety of any person**, whether such conduct occurs on or off university property. In no event shall this rule be construed to prevent speech protected by the First Amendment to the United States Constitution.
- B. Violation of local, state, or federal law, including Tennessee criminal law relating to sexual offenses (T.C.A. § 39-13-501 *et seq.*) and Title IX, whether on or off campus**, when it appears that the student has acted in a way which adversely affects or seriously interferes with the university's normal educational function, or which injures or endangers the welfare of any member of the university community.
- C. Violation of a University policy, such as the prohibition on sex discrimination.** Sexual harassment is a type of sex discrimination. Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) grades or educational progress are made contingent upon submission to such conduct; (2) when the conduct substantially interferes with the individual's academic performance or educational opportunities; or (3) when the conduct is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment. Sexual assault is a type of sexual harassment.

How to File a University Complaint Against a Student

In addition to or in lieu of initiating criminal prosecution, students who feel they have been the victim of sexual harassment, including sexual assault, have the right to file a Title IX sex discrimination complaint with the University. Conduct may violate the University's Standards of Conduct or constitute unlawful sexual harassment under Title IX even if the police conclude they do not have sufficient evidence of a criminal violation. Students may be suspended or permanently dismissed as a penalty for sexual discrimination.

A complaint of sexual harassment against another student will be treated as a complaint of sex discrimination in violation of Title IX and may be filed with the [Office of Equity and Diversity](#), 920 Madison, Suite 420, 448-2112.

An employee in the Office of Equity and Diversity will meet with the complainant, explain the University's grievance procedures, listen to the complainant's allegations, provide the complainant with an opportunity to ask questions, and refer the complainant to the University's Victim's Advocate in University Health Services, who can assist the complainant with obtaining medical and/or psychological care, reporting the incident to the police, and exploring interim and remedial measures.

Following the initial meeting with the complainant, the Office of Equity and Diversity will investigate the complaint to determine if the University Standards of Conduct or the University's policy against sex discrimination has been violated. Investigations usually will include interviews of the complainant, the student against whom the complaint was filed, and other witnesses, as well as an analysis of documents and other relevant information. University investigations of sexual harassment complaints will be prompt, thorough, impartial, and independent of any criminal investigation or case that may be ongoing. The

Office of Equity and Diversity uses a “preponderance of the evidence” standard in reaching its conclusions. If the Office of Equity and Diversity determines that a Standard of Conduct or University policy has been violated, then the case will be processed in accordance with the University’s student disciplinary regulations and procedures, which can be found at <http://www.uthsc.edu/centerscope/>. In a case involving a complaint against another student of sex discrimination, the alleged victim shall have the right to:

- A. notice concerning the process by which the university will handle the complaint and an opportunity to ask questions about the process;
- B. a prompt, thorough, and impartial investigation of the complaint;
- C. the same opportunity as the accused student to present his/her explanation of the facts during the university’s investigation;
- D. have the investigation of the complaint concluded within sixty (60) days of the university’s receipt of a complaint, unless circumstances make it impracticable for the university to complete its investigation within that timeframe;
- E. notice of the outcome of the university’s investigation;
- F. have a disciplinary hearing conducted within thirty (30) days of a university disciplinary charge, unless circumstances make it impracticable for the university to conduct a hearing within that timeframe;
- G. notice of the date, time, and location of the disciplinary hearing, the right to have the disciplinary hearing closed to the public, and the right to request rescheduling of the hearing for good cause;
- H. the same access as the accused student to any information or documents that will be used by the university during the disciplinary hearing, unless prohibited by law;
- I. challenge the selection of any member of a hearing panel or a hearing examiner for good cause, which will be determined at the discretion of the Chancellor or his/her designee;
- J. be accompanied by an advisor of his/her choosing during the University’s investigation or a disciplinary hearing, but the advisor shall not be permitted to speak for the victim during a disciplinary hearing;
- K. the same opportunity as the accused student to be present during the hearing, present witnesses and other evidence, challenge the admissibility of evidence , and cross-examine adverse witnesses during the disciplinary hearing;
- L. testify or remain silent in a hearing at his/her option; however, choosing to remain silent may result in the University dismissing the charges against the accused student or the hearing panel or examiner finding that there is insufficient evidence to find the accused student guilty of the charges against him/her;
- M. not to be questioned directly by the accused student during the disciplinary hearing;
- N. submit a written impact statement to the hearing panel or examiner for consideration during the sanctioning phase of the disciplinary hearing, if the student is found guilty of the charges against him/her;
- O. notice of the decision of the hearing panel or examiner within three (3) business days of the hearing; and

P. appeal the decision of the hearing panel or examiner to the Chancellor and the President.

Mediation will not be used to resolve complaints of sexual harassment.

Standards of Conduct for University Employees

Federal regulations define sexual harassment in employment to include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. This is a summary of the University's sexual harassment policy relating to employment. For more information, please refer to the complete policy, HR 0280, which can be found [here](https://my.tennessee.edu/portal/page?_pageid=34,140536&_dad=portal&_schema=PORTAL&p_policy=HR0580) (https://my.tennessee.edu/portal/page?_pageid=34,140536&_dad=portal&_schema=PORTAL&p_policy=HR0580).

How to File a University Complaint against a University Employee

A complaint of sexual harassment against a University employee, including a student employee, or a third party unaffiliated with the University should be filed with the University's Title IX Coordinator, Dr. Michael Alston, Office of Equity and Diversity, 920 Madison, Suite 420, Phone: 901-448-2133, Fax: 901-448-1120, malston1@uthsc.edu, and will be handled in accordance with the University's discrimination complaint procedures, which can be found [here](http://www.uthsc.edu/oed/titleix.php) (<http://www.uthsc.edu/oed/titleix.php>).

How to Initiate Criminal Prosecution Against a University Employee or Student

Victims of sexual assault or misconduct have the right to initiate criminal prosecution by contacting the [University of Tennessee Police Department](#), 740 Court, 974-448-4444, or the [Memphis Police Department](#), 545-2677. Victims may file a criminal complaint before, during, or after the university's investigation of sexual assault or misconduct.

Confidentiality

University employees other than licensed practitioners in University Health Services (901-448-5630) or the Student Assistance Program (1-800-327-2255 – After Hours) cannot guarantee confidentiality, although the University attempts to treat a victim's report of sexual harassment confidentially to the maximum extent possible under the circumstances. Information about the report may need to be disclosed to other University officials who have a need to know the information. An individual's request regarding the confidentiality of a report of sexual harassment will be considered in light of the university's legal obligation to the campus community to investigate complaints of sexual harassment and the due process rights of the accused to be informed of the allegations and their source. A request that the victim's identity not be disclosed to the alleged harasser may limit the University's ability to respond fully to a report of harassment.

The University is required by federal law to report the occurrence on campus of certain crimes, including sex offenses, in an annual report of crime statistics, but the report does not contain any personally identifiable information. The University also is required by federal law to issue a timely warning for certain crimes that represent a serious or continuing threat to the safety of students or employees, but such a warning would not contain any personally identifiable information.

Incident reports prepared by law enforcement for a law enforcement purpose generally are considered public records under the Tennessee Public Records Act and are not protected by the Family Educational Rights and Privacy Act of 1974, which means they would be made available to any Tennessee citizen upon request.

Retaliation

Retaliation against anyone who files a complaint of sex discrimination or participates in an investigation of sex discrimination is strictly prohibited by University policy and federal law. Anyone responsible for retaliation will be subject to disciplinary action by the University.

Students who are subject to retaliation should contact the University's Title IX Coordinator, Dr. Michael Alston, **Office of Equity and Diversity**, 920 Madison, Suite 420, Phone: 901-448-2133, Fax: 901-448-1120, E-mail: malston1@uthsc.edu.

What to do if You are a Victim of Sexual Assault or Misconduct

- A. Get to a safe place.
- B. Talk to someone you trust. As soon as you are in a safe place, tell someone you can trust about the incident - a roommate, friend, resident advisor or resident director, minister, or counselor - someone who can provide emotional support and objectively help you to make a plan.
- C. Preserve all physical evidence. Do not change your clothing, bathe, shower, use the bathroom, brush your teeth, wash your hands, or comb your hair. If you change clothes, you should place all of your clothing that was worn at the time of the incident in a paper (not plastic) bag.
- D. Seek medical attention. You may seek medical care at any time after unwanted sexual activity without reporting a crime or notifying the police. If you think you might want to prosecute, you are strongly encouraged to have a rape examination for the collection of evidence. A medical professional will examine you, provide appropriate medical treatment, and talk with you about prevention of venereal disease and pregnancy. UTHSC Police are available to take you to the hospital or the YWCA, safe haven location, for a medical examination. A description of the YWCA's services can be found at <http://www.memphisywca.org/>. Receiving a medical examination does not mean that you must make a formal report to the University or law enforcement.
- E. Seek counseling. Victims who wish to speak confidentially with someone about the incident may call a licensed practitioner in the Student Counseling Center (974-2196 - any time during a weekday) or the Crisis Center (901-274-7477) at any time. A counselor or specially trained staff member can help a victim explore options, provide information, and provide emotional support. Whether you seek immediate assistance or choose to wait for a period of time after the assault, counseling can help you deal with the psychological residue and begin the healing process.
- F. Report the incident. The University strongly encourages individuals to report sexual assault to appropriate officials because it is the only way that action can be taken against an alleged violator of University policy. Timely reporting and a medical examination within 72 hours are critical in preserving evidence and responding effectively, but an individual may report an incident at any time. Reporting an incident to the University allows the University to take steps to prevent the recurrence of harassment and correct its discriminatory effects, if appropriate. You may report the incident to the University regardless of whether you choose to press formal criminal charges.

To the Victim's Advocate. You may report the incident to the University's Victim's Advocate in University Health Services at 901-448-5630. The Victim's Advocate can assist you in:

- 1. Obtaining medical and/or psychological care;
- 2. Reporting the incident to the police;

3. Reporting the incident to the University's Student Conduct Officer or the Title IX Coordinator;
4. Contacting off-campus resources such as rape crisis centers or support groups;
5. Addressing academic concerns; and
6. Exploring interim and remedial measures, such as obtaining a no-contact directive, making alternative housing arrangements, modifying academic schedules, and addressing other academic concerns such as absences, missed assignments, grades, incompletes, and withdrawals.

To the University's Title IX Coordinator (<http://www.uthsc.edu/oed/titleix.php>). You may report the incident to the University's Title IX Coordinator, Dr. Michael Alston, Office of Equity and Diversity, 920 Madison, Suite 420, Memphis, TN 38163, Phone: 901-448-2112, Fax: 901-448-1120, E-mail: mialston@uthsc.edu.

To Law Enforcement. You are encouraged to report the incident to the University of Tennessee Police Department by calling 448-4444. If the incident occurred off campus, then call 911.

Why should you report the incident to UT Police? Reporting an incident to UT Police helps:

- (a) apprehend the alleged assailant;
- (b) preserve future options regarding criminal prosecution, University disciplinary action, and/or civil action against the perpetrator; and
- (c) protect you and others from future sexual assaults or misconduct by the same person.

UT Police and the Memphis Police Department are available to take you to the hospital or to the local Sexual Assault Crisis Center for a medical examination.

What happens when you report the incident to UT Police? When an incident is reported, a UT Police officer will inform you about University and external resources that are available to you, including information concerning the preservation of evidence, obtaining medical care, and contacting the University's Victim's Advocate. The officer will also complete an Incident Report. Primary responsibility for the investigation of sexual offense cases rests with the Memphis Police Department. UT Police will make arrangements for a victim to meet with an officer for the City of Memphis, who will prepare a written report. The report will be important to you in case you wish to bring charges, immediately or at a later date. You may be asked questions about the scene of the crime, witnesses, and what happened before and after the incident. You should be aware that the Incident Report registered with UT Police and the report made to the Memphis Police Department are considered part of the public record, which means they would be made available to any Tennessee citizen upon request. It is always your option whether to notify the UT or Memphis police (901-448-4444).

Sexual Assault Response Team (SART)

The Sexual Assault Response Team is a team of health care and campus professionals—e.g., ER physician, forensic nurse, social worker, campus and local police, victim advocate, and Title IX coordinator, who are all specifically trained in responding to victims of sexual assault. This team provides both for sexual assault victims who report, and who do not report the crime to law enforcement. The UTHSC Sexual Assault Response Team is comprised of

- Title IX Coordinator Dr. Michael Alston
- University Health Services

- Student Assistant Program: 1-800-327-2255
- Clinic: 448-5630 or After hours: 541-5654
- University Health Services: 901-448-5630

OR

- University Health Services After Hours: 9901-541-5654

- | | |
|--|-----------------|
| • Crisis Center | Michael LaBonte |
| • Memphis Shelby County Sexual Assault Center (MSAR) | Anna Whalley |
| • UTHSC Police | Chief Upchurch |
| • Local Law Enforcement | |

Training Programs on Prevention of Sexual Assaults

The University is committed to the prevention of sexual assault and sexual misconduct through education. The University provides a variety of programs that are intended to promote awareness among students regarding the prevalence of rape and other sex offenses on the campus and in the UTHSC community. These programs include:

- **Sexual Assault Awareness.** This one-hour course offers videos on rape awareness and prevention and provides students with information regarding counseling availability.
- **Personal Safety Seminar.** This general seminar covers many safety topics including rape and sexual assault.
- **Aerosol Defense Option.** This four-hour course provides information about the various aerosol defense products available and their effects. The course does not endorse particular products.
- **Additional programs.** UT Police and the office of Preventive Medicine staff provide a variety of other programs dealing with sexual assault as a result of specific staff member interest and requests by students. Any person who desires to have such programs may request them by contacting the UT Police Administrative Coordinator (901) 448-1623.
- **Improving Campus Safety (ISOC).** This 15 minute online course is designed to provide salient information on domestic violence, dating violence, sexual assault, and stalking. Topics include basic tips on recognizing, responding to, referring, and reporting these crimes within the UT system.

Social Media Guidelines

GUIDELINES

- Avoid postings that might be contrary to state and federal laws or university policies such as those dealing with privacy issues (FERPA and HIPAA)
- Be respectful and display professional behavior – other people notice
- Make it clear that you are posting as an individual and not speaking on behalf of UTHSC.
- Avoid comments/postings that could adversely affect another student – creating an unfounded rumor is an Honor Code violation
- When expressing personal views, use your personal vs your UT e-mail address.
- Limit your use of social media if it begins to interfere with your work, academic, or professional commitments
- Don't access social media while you are in class or clinic unless it is part of an approved in-class assignments
- You will be held responsible if you are discovered doing something illegal on social networking sites
- Be aware that UTHSC staff may monitor social networking sites on occasion
- Look out for your fellow students – if their posts alarm you, tell someone (faculty, dean, class president, police).
- Don't use a college logo or UT seal without permission.

- When in doubt, contact the office of Student Affairs 901 448 1077

SOCIAL MEDIA GUIDELINES FOR MANAGING YOUR IDENTITY

- Check your privacy settings and verify who your 'friends' really are
- Don't post your personal information
- Don't provide details as to when you may be traveling (and when your house may be empty)
- Be smart – don't post nasty comments about your teachers or compromising pictures of your classmates
- Check your profile – is this how you would want to be viewed by your dean?
- Respect Others – don't tell 'tales out of school' or spread rumors
- Correct Mistakes
- Think Before You Post.
- Be Aware of Personal Liability.

EXAMPLES OF SOCIAL NETWORKING POSTINGS THAT SHOULD BE AVOIDED

- "I haven't been to class in weeks"
- "I will be away for the next two weeks"
- "This exam was really hard – too many questions on".
- "Take a look at the photo of the patient that I had to deal with in the ER yesterday"
- "I am in class and I know I should be paying attention, but I am really bored..."
- "I am all alone on the 5th floor of the library...."
- "I came across the medical records of XX, a really famous person. Did you know...?"

Student Rights and Responsibilities

STATEMENT ON STUDENT RIGHTS AND RESPONSIBILITIES

Introduction

Rule: 1720-3-3-.01

- (1) Students at the University of Tennessee Health Science Center are members of both the University community and the larger community of which the University is a part. Accordingly, students are responsible for conducting themselves in a lawful manner and in compliance with University rules and policies. The University has established the following rules in order to advance the mission of the University by maintaining a safe and secure learning environment, protecting the rights and privileges of all members of the University community, providing a basis for orderly conduct of the affairs of the University, promoting a positive relationship between the University and its surrounding community, preserving institutional integrity and property, encouraging students to engage in conduct that brings credit to themselves and the University, and ensuring that each student who matriculates at the University graduates ready to contribute to society as an ethical and law-abiding citizen.

It shall be the responsibility of each member of the University of Tennessee Health Science Center community to become acquainted with the policies and rules governing that community. Any violation of these policies and rules will be subject to disciplinary action that shall be stated in a later section entitled "Disciplinary Regulations and Procedures". The University of Tennessee Health Science Center as an academic institution is primarily engaged in providing learning experiences for students in a favorable setting for pursuit of a professional career in the health sciences. Through participation in curricular and extracurricular activities, the student has the opportunity to develop a foundation for intelligent and professional participation in a career and society, and toward a meaningful personal life.

To apply its responsibility successfully, the University needs the understanding, support, and assistance of each student. It is especially important that the University set forth rules and standards that assure that the affairs of UTHSC are conducted in an orderly manner, to point out the rights and responsibilities of students, and to insure the students' rights and responsibilities. Therefore, the intention of this document is to set forth those standards and policies. This document serves in several capacities:

- A. It will serve as a statement of policy upon which the University can rely in domestic, civil, or legal functions.

- B. It affords students guidelines upon which they may base their activities (curricular and extracurricular).
- C. It states specifically what course of action may be taken by a component of the University (administration, faculty, students, etc.) in the event there is an infraction of any University policy components.

Administration of the Statement of Student Rights and Responsibilities

The Office of Academic, Faculty, and Student Affairs and the Office of Equity and Diversity at UTHSC have the responsibility of administering the Statement of Student Rights and Responsibilities and for providing advice and counsel to all students. Clarification and additional information about the statements, positions and instructions in the publication may be obtained from the Assistant Vice Chancellor for Student Affairs or from the Office of Academic, Faculty and Student Affairs. All rules, regulations, procedures and statements contained in this publication have originated with, and been developed through student, faculty, and administration discussions and approval processes. Changes, deletions and additions to any positions or regulations are developed, approved and forwarded from the Student Government Association through the UTHSC campus administration and finally approved by the University Board of Trustees.

Student-Administration Relations

It is the right and responsibility of the individual student or groups of students to be interested in and to question the policies, regulations, and procedures affecting them. Inquiries may be directed to the administrative body in question and, if necessary, to the Chancellor. The various administrative bodies of UTHSC maintain a willingness to listen to and discuss with students, matters of concern. A written reply will follow inquiries if requested. Alteration of policies or formulation of new policies are expected to occur in an orderly process through discussion and involvement between the student or groups of students and the appropriate administrative body in question.

Requests to Report to an Administrative Officer

When a student is requested to report to an administrative office, the student should do so promptly. If the request to report at a specific date conflicts with a student's schedule, notification of class absence for the student will be issued by the administrator who makes the request.

Student-Faculty Relations

The University of Tennessee has a responsibility to foster in students, faculty, and staff the professional and collegial attitudes needed to provide caring and compassionate health care. To maintain these attitudes, it is essential at all times to promote an atmosphere of mutual respect among teachers and students. Such an atmosphere is essential to the educational mission of UTHSC and respects the diversity of members of the academic community, even with the intensity of interactions that occur in the health care setting. No other atmosphere will be tolerated at UTHSC.

In support of this policy to promote an environment respectful of all individuals, each UTHSC college provides ongoing instruction to students, faculty, and staff emphasizing the importance of professional and collegial attitudes and behavior. The colleges have programs and activities to promote and maintain the understanding and application of positive and supportive student/faculty/staff relationships. Each college maintains a fair and objective process that seeks to foster reconciliation between parties in cases of alleged violations, and to take appropriate action in instances of proven violations. These processes are designed to protect the rights of all parties involved in a complaint. To further support positive student/faculty relationships, individual colleges have various student advising, mentoring, and advocacy programs to promote professional development and to facilitate learning. Complete descriptions of programs and processes to comply with this policy are available in the respective colleges.

Through these efforts, UTHSC promotes and seeks to maintain an open respectful atmosphere supportive of learning that is essential to achieving its educational mission of preparing health professionals for the improvement of the health of Tennesseans.

Student-Faculty Relations in the Classroom

Free and pertinent discussion is welcome within the Health Science Center. Students are to feel free to take reasonable exception to the information offered in their courses and to reserve judgment about matters of opinion. They are responsible, however, for learning the content of the courses in which they are enrolled. Students may expect their performance to be evaluated solely on an academic and professional basis. Professors may be expected to make honest professional judgments on the academic and professional performance of students in their courses.

DISTRESSED STUDENT PROTOCOL - Mental Health Awareness, Wellness & Suicide Prevention

The goal of this protocol is to foster student success and well-being. Students are often the first to notice concerning behavior in their fellow students and are encouraged to alert others if such is the case. It is in everyone's interest that these students get the type of help that they need in a timely manner. To assist in this process, the following protocol was developed as a guide to help distressed or distressing students.

Student Behaviors

You may want to refer a student to get help if you observe the following:

- Excessive or inappropriate anger
- Behavioral or emotional change
- Withdrawal
- Change in hygiene or appearance
- Alcohol or drug abuse
- Expressing unusual thoughts
- Exhibiting unusual behaviors
- Decline in academic performance

You may also want to refer a student if your interaction with them make you

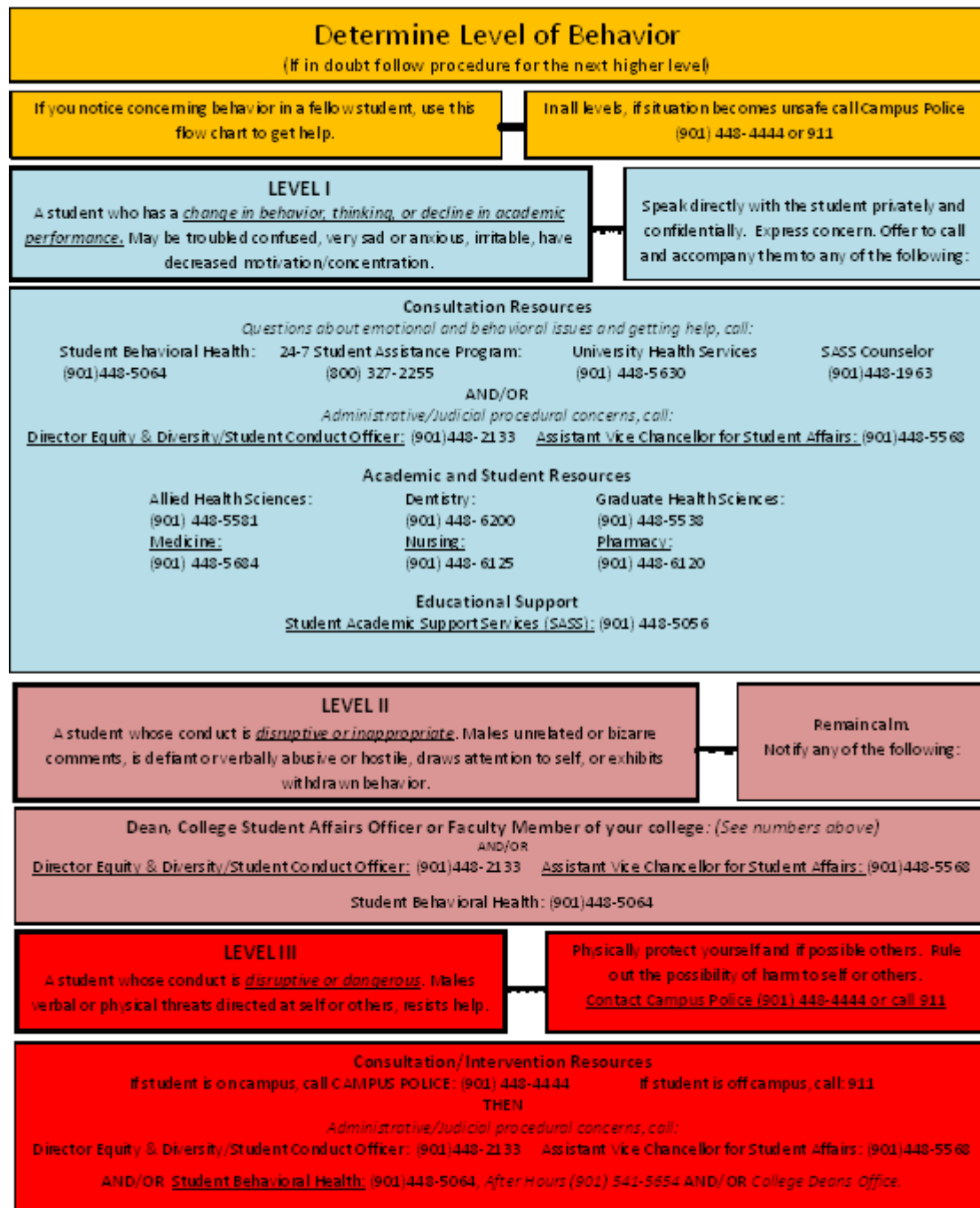
- Feel uncomfortable or uneasy
- Feel alarmed or frightened
- Feel that something is not right

If the student's behavior represents an immediate threat CALL campus police 448-4444

If the threat is not immediate, but are you concerned the student may harm self or others call:

- Call any of the following–
 - Dean or Student Affairs Dean of your college
 - Faculty Member
 - University Health Services – Christa Deiss

Crisis Intervention Flow Chart



MISREPRESENTATION OF ACADEMIC CREDENTIALS

Tennessee Code Annotated 49-7-133, as amended, states:

"Misrepresentation of academic credentials is a "Class A" misdemeanor in Tennessee. A person commits the offense of misrepresentation of academic credentials who, knowing that the statement is false and with the intent to secure employment at or admission to an institution of higher education in Tennessee, represents, orally or in writing, that such person:

- A. has successfully completed the required course work for and has been awarded one or more degrees or diplomas from an accredited institution of higher education;
- B. has successfully completed the required course work for and has been awarded one or more degrees or diplomas from a particular institution of higher education; or
- C. has successfully completed the required course work for and has been awarded one or more degrees or diplomas in a particular field or specialty from an accredited institution of higher education."

MAINTENANCE OF ETHICAL AND PROFESSIONAL STANDARDS OF THE HEALTH PROFESSIONS

Rule: 1720-3-5-.01

Failure to maintain the high ethical and professional standards of the various disciplines of the health professions may subject a student to suspension or other appropriate remedial action by the University.

- A. A student enrolled at The University of Tennessee Health Science Center is subject to disciplinary action up to, and including, suspension and dismissal for engaging in the following acts of misconduct, regardless of whether such misconduct is engaged in, on, or off, University-owned or controlled property;
 - 1. Commission of an offense classified as a felony by Tennessee's criminal statutes or by Federal criminal statutes.
 - 2. Unlawful use, possession, or sale of drugs or narcotics, whether or not felonious.
 - 3. Plagiarism, falsification of records, or other act which substantially impugns the integrity of the student.
 - 4. Other unprofessional and unethical conduct which would bring disrepute and disgrace upon both student and profession and which would tend to substantially reduce or eliminate the student's ability to effectively practice the profession in which discipline he or she is enrolled.
- B. A student applying for admission to The University of Tennessee Health Science Center shall also be subject to the above provisions and may be denied admission on the basis of his or her failure to maintain the aforementioned ethical and professional standards.

STUDENT CODE OF CONDUCT

1720-3-3-.01 *Introduction*

1720-03-03-.01 Introduction.

- (1) Students at the University of Tennessee Health Science Center are members of both the University community and the larger community of which the University is a part. Accordingly, students are responsible for conducting themselves in a lawful manner and in compliance with University rules and policies. The University has established the following rules in order to advance the mission of the University by maintaining a safe and secure learning environment, protecting the rights and privileges of all members of the University community, providing a basis for orderly conduct of the affairs of the University, promoting a positive relationship between the University and its surrounding community, preserving institutional integrity and property, encouraging students to engage in conduct that brings credit to themselves and the University, and ensuring that each student who matriculates at the University graduates ready to contribute to society as an ethical and law-abiding citizen.
- (2) The University of Tennessee is committed to respecting students' constitutional rights. Nothing in this chapter is intended or shall be interpreted to restrict students' constitutional rights, including, but not limited to, rights of freedom of speech and assembly.
- (3) Students are responsible for being fully acquainted and for complying with the University catalog, student handbook, and other rules and policies relating to students. Failure or refusal to comply with the rules and policies established by the University may subject a student to disciplinary action up to and including permanent dismissal from the University.

Authority: T.C.A. § 49-9-209(e) and Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5, and Public Acts of Tennessee, 1807, Chapter 64.

1720-03-03-.02 Definitions.

- (1) The term "University" means the University of Tennessee Health Science Center.
- (2) The term "student" means a person admitted, enrolled or registered for study at the University of Tennessee, either full-time or part-time, pursuing undergraduate, graduate, or professional studies, as well as non-degree students. Persons not officially registered or enrolled for a particular term but who have a continuing relationship with the University also are considered students for purposes of these rules.
- (3) The term "student organization" means an organization that is composed solely of University students that has submitted a pending application or has completed the process for registration according to University rules.
- (4) The term "University-controlled property" means all land, buildings, facilities, grounds, structures, or any other property owned, leased, used, maintained, or operated by the University. For purposes of this rule, University-controlled property includes all streets, alleys, sidewalks, and public ways abutting such property. University-controlled property also includes computers and network systems owned, maintained, or controlled by the University or funded by the University.
- (5) The term "University-affiliated activity" means any activity on or off University-controlled

property that is initiated, aided, authorized, sponsored, or supervised by the University.

- (6) The term “University official” means an employee of the University, including faculty members and staff, or for purposes of this rule a University-recognized volunteer. Student employees may be considered University officials when acting in the performance of their duties (e.g., event staff, resident assistants, and teaching assistants).
- (7) The term “member of the University community” means any person who is a student, University official, campus visitor, or participant in a University-sponsored or University-affiliated activity.
- (8) The term “possession” means actual knowledge of a substance or property and/or being in such close proximity to the substance or property that it is a reasonable presumption that one had knowledge of the substance or property.
- (9) The term “weapon” means any device, instrument, or substance that is designed to, or reasonably could be expected to, inflict a wound, incapacitate, or cause serious bodily injury or death, including, but not limited to, firearms (loaded and unloaded, real and replica), ammunition, electronic control devices (such as tasers and stun guns), devices designed to discharge an object (such as bb guns, air guns, pellet guns, potato guns, and slingshots), explosives, dangerous chemicals (such as mace, tear gas, and oleoresin capsicum), martial arts weapons, bows and arrows, artificial knuckles, nightsticks, blackjacks, dirks, daggers, swords, and knives with fixed blades longer than three (3) inches. The term “weapon” does not include chemical repellents available over-the-counter for self-defense; instruments used solely for personal hygiene, preparation of food, maintenance, University-related instruction, or University employment-related duties.
- (10) The term “notice” means notice given in writing delivered by regular mail, courier service, or hand delivery to the address the University has on file for the student or student organization, or by e-mail to the student’s or student organization’s University-provided e-mail account.

Authority: T.C.A. § 49-9-209(e) and Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5, and Public Acts of Tennessee, 1807, Chapter 64.

1720-03-03-.03 Jurisdiction.

- (1) The Standards of Conduct, Chapter 1720-03-03-.04, apply to conduct that occurs on University-controlled property.
- (2) The University also has the discretion to discipline a student for an act in violation of the Standards of Conduct that occurs off University-controlled property if the conduct adversely affects the interests of the University, including, but not limited to, conduct which:
 - (a) Occurs in connection with a University-affiliated activity, including, but not limited to, an overseas study program or a clinical, field, internship, or in-service experience;
 - (b) Involves another member of the University community; or
 - (c) Threatens, or indicates that the student may pose a threat to, the health or safety of him/herself or others or the security of any person’s property, including, but not limited to, alcohol-related offenses, drug-related offenses, arson, battery, fraud,

hazing, participation in group violence, rape, sexual assault or misconduct, stalking, and theft.

- (3) The Standards of Conduct have been adopted in furtherance of the University's interests and serve to supplement, rather than substitute for, the enforcement of the civil and criminal law. Accordingly, University disciplinary action may be instituted against a student charged with conduct that potentially violates both the criminal law and the Standards of Conduct without regard to the pendency of criminal charges or civil litigation. At the discretion of the Chief Student Affairs Officer, or his/her designee, disciplinary action relating to a violation of the Standards of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings. Students accused of violating the Standards of Conduct may not challenge the University disciplinary proceedings on the grounds that criminal charges, civil litigation, or other University proceedings regarding the same incident are pending or have been terminated, dismissed, reduced, or not yet adjudicated.
- (4) Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if conduct is not discovered by the University until after a degree is awarded). Should a student withdraw from the University with disciplinary charges pending, the student's academic record and/or ability to register for classes may be encumbered by the appropriate University office.
- (5) Graduate or professional programs within the University may initiate charges against students for alleged violations of professional standards or ethics as a separate issue or as an extension of alleged acts of academic dishonesty or other violations of the Standards of Conduct.

Authority: T.C.A. § 49-9-209(e) and Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5, and Public Acts of Tennessee, 1807, Chapter 64.

1720-03-03-.04 Standards of Conduct. A student or student organization may be disciplined for the following types of misconduct:

- (1) Cheating, plagiarism, or any other act of academic dishonesty, including but not limited to an act in violation of the Honor Code.
- (2) Providing false information to a University official.
- (3) Falsifying, distorting, misrepresenting, or withholding information in connection with a University investigation or hearing.
- (4) Forging, altering, destroying, falsifying, or misusing records, identification, or documents, whether in print or electronic form.
- (5) Causing physical harm to any person (including oneself); endangering the health or safety of any person (including oneself); engaging in conduct that causes a reasonable person to fear harm to his/her health or safety; or making an oral or written statement (including electronically) that an objectively reasonable person hearing or reading the statement would interpret as a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals, although the speaker need not mean to carry out the act of unlawful violence in order to constitute a violation of this rule.
- (6) Harassment, which is defined as unwelcome conduct that is so severe or pervasive, and

objectively offensive, that it substantially interferes with the ability of a person to work, learn, live, or participate in or benefit from the services, activities, or privileges provided by the University. In no event shall this rule be construed to discipline a student for speech protected by the First Amendment to the United States Constitution (e.g., mere insulting or offensive speech).

- (7) Sexual assault or misconduct. "Sexual assault" is defined as any sexual act or attempt to engage in any sexual act with another person without the consent of the other person, or in circumstances in which the person is unable to give consent due to age, disability, or an alcohol/chemical or other impairment. "Sexual misconduct" is defined as any intimate touching of another person, or forcing a person to engage in intimate touching of another, without the consent of the other person, or in circumstances in which the person is unable to give consent due to age, disability, or an alcohol/chemical or other impairment. It is the responsibility of the person initiating sexual activity to ensure the other person is capable of consenting to that activity. Consent is given by an affirmative verbal response or acts that are unmistakable in their meaning. Consent to one form of sexual activity does not mean consent is given to another type of sexual activity.
- (8) Invasion of another person's privacy when that person has a reasonable expectation of privacy, including, but not limited to, using electronic or other means to make a video or photographic record of any person in a location in which the person has a reasonable expectation of privacy, without the person's knowledge or consent. This includes, but is not limited to, making a video or photographic record of a person in shower/locker rooms or restrooms. The storing, sharing, and/or distributing of such unauthorized recordings by any means is also prohibited.
- (9) Theft, misappropriation, unauthorized possession, or unauthorized sale of private or public property, including but not limited to University-controlled property.
- (10) Vandalizing, destroying, damaging, engaging in conduct that reasonably could cause damage to, or misusing private or public property, including but not limited to University-controlled property.
- (11) Participating in hazing. "Hazing" is defined as any intentional or reckless act, on or off University-controlled property, by one (1) student, acting alone or with others, which is directed against any other student, which endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger his or her mental or physical health or safety. "Hazing" does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.
- (12) Engaging in disorderly, lewd, indecent, or obscene conduct. "Disorderly" conduct means fighting or other physically violent or threatening conduct; creating a hazardous or physically offensive condition by any act that serves no legitimate purpose; making noise that could unreasonably disturb others who are carrying on lawful activities; or conduct that breaches the peace. "Lewd, indecent, or obscene" conduct includes, but is not limited to, public exposure of one's sexual organs, public urinating, and public sexual acts.
- (13) Engaging in speech, either orally or in writing, that is directed to inciting or producing imminent lawless action and is likely to incite or produce such action.
- (14) Any act of arson; falsely reporting a fire, the presence of an explosive or incendiary device, or other emergency; setting off a false fire alarm; or tampering with, removing, or damaging fire alarms, fire extinguishers or any other safety or emergency equipment from its proper location except when removed in a situation in which there is a

reasonable belief of the need for such equipment.

- (15) Possessing, using, or duplicating University keys, access cards, or identification cards without authorization; possessing, using, or entering University-controlled property without authorization.
- (16) Theft, misuse, or unauthorized use of information technology facilities, resources, or access codes, including, but not limited to: unauthorized entry into or transfer of a file; using another person's identification and/or password without that person's consent; using information technology facilities or resources to interfere with the work of another student, faculty member, staff member, or other member of the University community; using information technology facilities or resources to interfere with normal operation of a University information technology system or network; circumventing University information technology system or network security; using information technology facilities or resources in violation of copyright laws; falsifying an e-mail header; and conduct that violates the University's policy on the Acceptable Use of Information Technology Resources.
- (17) Possessing, using, storing, or manufacturing any weapon or any facsimile of a weapon on University-controlled property or in connection with a University-affiliated activity, unless authorized in writing by the Chief of Police or his/her designee.
- (18) Consuming, manufacturing, possessing, distributing, dispensing, selling, or being under the influence of alcoholic beverages on University-controlled property or in connection with a University-affiliated activity.
- (19) Consuming, manufacturing, possessing, distributing, dispensing, selling, or being under the influence of alcoholic beverages, if prohibited by federal, state, or local law.
- (20) Providing an alcoholic beverage to a person younger than twenty-one (21) years of age, unless permitted by law.
- (21) Using, manufacturing, possessing, distributing, selling, dispensing, or being under the influence of drugs or drug paraphernalia, if prohibited by federal, state, or local law; using or possessing a prescription drug if the prescription was not issued to the student; or distributing or selling a prescription drug to a person to whom the prescription was not originally issued.
- (22) Failing to pay a University bill, account, or other University financial obligation.
- (23) Failing to respond to a request to report to a University administrative office; failing to comply with a lawful directive of a University employee or other public official acting within the scope of his/her duties; or failing to identify oneself to a University employee or other public official acting within the scope of his/her duties when requested to do so.
- (24) Failing to appear at a University hearing, including, but not limited to, a hearing of a University judicial board, following a request to appear either as a party or as a witness.
- (25) Violating the terms of an interim suspension, a no-contact directive, or a disciplinary penalty imposed by the University.
- (26) Obstructing or disrupting teaching, learning, studying, research, public service, administration, disciplinary proceedings, emergency services, or any other University-affiliated activity, or the free flow of pedestrian or vehicular traffic on University-controlled property. In no event shall this rule be construed to discipline a student for speech protected by the First Amendment to the United States Constitution.

- (27) Violating a University policy or rule, including but not limited to University policies or rules relating to facilities use, smoking, the acceptable use of information technology resources, research or service misconduct, finder's fees relating to clinical investigations involving human subjects or access to University data or materials, University libraries, dining services, parking or transportation, University identification card use, sexual harassment, residence halls, and registered student organizations.
- (28) Committing an act that is prohibited by local, state, or federal law.
- (29) Attempting to commit a violation of a Standard of Conduct or being an accessory to the commission of an act or attempted act in violation of a Standard of Conduct.

Authority: T.C.A. § 49-9-209(e), T.C.A. § 49-7-123, and Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5, and Public Acts of Tennessee, 1807, Chapter 64.

1720-03-03-.05 Penalties.

- A. Disciplinary penalties are primarily intended to educate students and student organizations about appropriate behavior, encourage students and student organizations to take responsibility for misconduct, promote the personal and professional development of students, discourage other students and student organizations from violating the Standards of Conduct, and protect members of the University community. The penalties imposed should be appropriate for the particular case based on the gravity of the offense (including without limitation how the violation affected or reasonably could have affected other members of the University community). Efforts are made to keep penalties consistent with those applied to similar cases. In recognition of the fact that the University is an educational institution with a rehabilitative point of view, penalties are assessed in accordance with conditions accompanying each offense. Consideration may also be given to the student's or student organization's conduct record; the student's or student organization's responsiveness to the conduct process; whether the student acted in self-defense, and, if so, whether the amount of force used was reasonable under the circumstances; student academic classification; and other aggravating or mitigating factors. Penalties may be applied retroactively to the date of the offense. Intoxication or impairment because of alcohol, drugs, chemicals, or other substances does not diminish or excuse a student violation of the Standards of Conduct. Additionally, official violation notifications are given by the appropriate office, and official records are maintained in that office.
- B. The following penalties may be imposed on any student found to have violated the Standards of Conduct:
 - 1. Disciplinary Warning. A disciplinary warning is a notice that the student is violating or has violated the Standards of Conduct. It is used for minor violations and consists of a restatement of the regulation violated with an official warning concerning future action.
 - 2. Disciplinary Reprimand. A disciplinary reprimand is used for minor violations of the Standards of Conduct when it is evident the misconduct occurred with knowledge and awareness of applicable Standards of Conduct. A reprimand indicates that further violations will result in more severe disciplinary actions. Reprimands may be given to students in either verbal or written form.
 - 3. Loss of Privilege. Loss of privilege is a penalty imposed most commonly cases involving violation of University rules governing hours, social standards, intramural sports, or misuse of University facilities. The loss of privilege is

ordinarily established for a specific period of time, and actions are recorded in appropriate records. Privileges that maybe lost include, but are not limited to, scholarships, stipends, participation in extracurricular activities (e.g. intramurals), participation in social activities, and use of certain University-controlled property (e.g., information technology resources).

4. Education. Students may be required to attend classes, at their own expense, dealing with issues such as the consequences of alcohol or drug use, civility, ethics, or other topics as deemed appropriate by the Chief Student Affairs Officer or his/her designee.
 5. Restitution. Restitution may be required in situations that involve destruction, damage, or loss of property, or unreimbursed medical expenses resulting from physical injury. Restitution may take the form of a monetary payment or appropriate service to repair or otherwise compensate for the destruction, damage, or loss.
 6. Disciplinary Probation. Disciplinary probation means that a student is permitted to remain in the University on a probationary status. Should a violation occur during probation, the student is normally suspended. Disciplinary probation is recorded on the student's personnel file in the Office of Student Affairs. Conditions of probation are specific to the individual case and may include loss of eligibility to serve as a student organization officer or participation in major student activities. Any specific probation conditions are described in a personal letter to the student. Other conditions of probation are specific to each individual case and may include a requirement of community service or other requirement or restriction.
 7. Suspension. The penalty of suspension is imposed in cases of serious or repeated misconduct or a violation of probation. A student who is suspended shall have his/her registration cancelled and is not eligible to apply for readmission for a designated period of time. Suspensions are always recorded on the student's permanent record. (Persons suspended from the University may not return to the campus for the duration of their suspension, except to conduct official business with an administrative officer or faculty member).
 8. Permanent Dismissal. Permanent dismissal means that a student is permanently barred from matriculating as a student at the University of Tennessee Health Science Center. This penalty is used when the violation of one (1) or more of the Standards of Conduct is deemed so serious as to warrant total and permanent disassociation from the University community without the possibility of re-enrollment; or when, by his/her repeated violation of the Standards of Conduct, a student exhibits blatant disregard for the health and safety of other members of the University community or the University's right to establish rules of conduct.
 9. Revocation of Degree. Revocation of a degree means revoking a student's a degree already awarded by the University. Revocation of a degree shall be approved by the University of Tennessee Board of Trustees.
- C. A disciplinary hold may be placed on a student's account until the completion of the student disciplinary process and/or until the student satisfies the terms and conditions of any penalties imposed. A student who, at the time of commencement, is subject to a continuing disciplinary penalty or an unresolved disciplinary charge shall not be awarded a degree before the conclusion of all penalties and/or resolution of all disciplinary charges.

- D. The following penalties may be imposed on a student organization found to have violated the Standards of Conduct:
1. Disciplinary Warning. A disciplinary warning is used for minor violations of the Standards of Conduct and consists of a restatement of the Standard of Conduct violated with an official warning concerning future action.
 2. Loss of Privilege. This penalty is intended to serve as a reminder of the Standards of Conduct and is for a specific period of time. Examples of privileges that may be lost include participating in extracurricular activities (e.g., intramurals), housing privileges, participating in social activities, and using certain University-controlled property.
 3. Education. Student organizations or their representatives may be required to attend classes, at their own expense, dealing with issues such as the consequences of alcohol or drug use, civility, ethics, or other topics as deemed appropriate by the Chief Student Affairs Officer, Student Conduct Officer, and/or his/her designee.
 4. Restitution. Restitution may be required in situations that involve destruction, damage, or loss of property, or unreimbursed medical expenses resulting from physical injury. Restitution may take the form of a monetary payment or appropriate service to repair or otherwise compensate for the destruction, damage, or loss.
 5. Social Probation. This penalty prohibits a student organization from sponsoring or participating in specified social activities. While on social probation, a student organization may not host social events or participate in University-affiliated activities. Any exceptions to social probation must be approved, in advance, by the Chief Student Affairs Officer or his/her designee.
 6. Disciplinary Probation. Disciplinary probation means that a student organization is permitted to retain University registration on a probationary status. Violation of the Standards of Conduct during the period of disciplinary probation may result in more serious penalties, including revocation of University registration.
 7. Revocation of University Registration. In cases of serious misconduct, a student organization's University registration may be revoked.
- E. More than one (1) of the penalties listed above may be imposed for any single violation of the Standards of Conduct.
- F. Except for an interim suspension, disciplinary penalties shall not become effective until after opportunities for appeal have been exhausted. Penalties may be applied retroactively to the date of the offense. Coursework performed while disciplinary charges are pending or disciplinary proceedings are underway shall be considered conditional. Coursework may be affected or disregarded based on a final finding of misconduct or the penalty imposed, which may result in loss of course credit, a loss of tuition and/or fees, a delay in the awarding of a degree, or revocation of a degree that was awarded prior to a final decision in the disciplinary proceeding.

Authority: T.C.A. § 49-9-209(e) and Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5, and Public Acts of Tennessee, 1807, Chapter 64.

1720-03-03-.06 No Contact Directive. In cases involving allegations of assault, injury, sexual abuse, harassment, or in cases where there is reason to believe continued contact between a student/student

organization and specific persons, including complainants and witnesses, may interfere with those persons' security, safety or ability to participate effectively in work or studies, the Chief Student Affairs Officer, or his/her designee, may require that the student/student organization not have verbal, physical, or written contact with specific persons for a definite or indefinite period of time. The student/student organization will receive notice of the no contact directive. Any student, faculty or staff member or other person with a reasonable justification may request that a no contact directive be issued to a student/student organization. In addition to an internal University no contact directive, complainants are advised that other similar options exist and can be obtained from law enforcement and civil and criminal courts.

Authority: T.C.A. § 49-9-209(e) and Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5, and Public Acts of Tennessee, 1807, Chapter 64.

1720-03-03-.07 Interim Suspension.

- A. When the Chief Student Affairs Officer or his/her designee has reasonable cause to believe that a student's or student organization's continued presence on University-controlled property or at University-affiliated activities poses a significant risk of substantial harm to the health or safety of others or to property or poses an ongoing threat to the disruption of, or interference with, the normal operations of the University, the Chief Student Affairs Officer or his/her designee may impose an interim suspension prior to the conclusion of a full hearing on the alleged misconduct.
- B. An interim suspension shall be confirmed by a notice that explains the basis for the interim suspension and shall remain in effect until the conclusion of a full hearing in accordance with the rules of the University of Tennessee, which shall be held without undue delay.
- C. Within three (3) business days of the imposition of the suspension, the student or student organization shall be offered an opportunity to appear personally before the Chief Student Affairs Officer or his/her designee in order to discuss the following issues only: (i) the reliability of the information concerning the student's or student organization's conduct; and (ii) whether the conduct and surrounding circumstances reasonably indicate that the student's or student organization's continued presence on University-controlled property or at University-affiliated activities poses a significant risk of substantial harm to the health or safety of others or to property or poses an imminent threat of disruption of or interference with the normal operations of the University.
- D. During an interim suspension, the student or student organization shall be denied access to University-controlled property, including residence halls, and all other University-affiliated activities or privileges for which the student might otherwise be eligible, as the Chief Student Affairs Officer or his/her designee determines in his/her sole discretion to be appropriate. A student or student organization who receives an interim suspension and violates the terms of the interim suspension shall be subject to further disciplinary action and may be treated as a trespasser. Permission to be on University-controlled property or participate in University-affiliated activities may be granted by the Chief Student Affairs Officer or his/her designee.

Authority: T.C.A. § 49-9-209(e) and Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5, and Public Acts of Tennessee, 1807, Chapter 64.

1720-03-03-.08 Hearing Procedures.

- (1) Unless otherwise specified in the published policies and procedures of the UT Health Science Center, a student charged with misconduct or who is entitled to an opportunity for a hearing will, upon request, be provided a hearing in accordance with the following

procedures:

- A. Notice - A person charged with misconduct will receive written notification of the following:
 - 1. The substance of the charge(s) against him/her.
 - 2. The disciplinary action taken or proposed.
 - 3. His/her right to a hearing should he/she wish to contest the charge(s) or action.
 - 4. To whom a request for a hearing should be addressed.
 - 5. That a request for a hearing must be made within five (5) days of the person's receipt of this notice.
 - 6. His/her right to be accompanied by no more than one (1) advisor during the hearing, including but not limited to a parent, spouse, friend, or attorney. The role of the advisor shall be limited to providing advice or support to the accused student. Even if accompanied by an advisor, the accused student is responsible for presenting his/her own case to the hearing panel. An advisor is not permitted to: introduce evidence; raise objections; present arguments; address directly the members of the hearing panel, the student conduct officer, or any witnesses participating in the hearing; or otherwise participate in the hearing. In consideration of the limited role of the advisor, and of the compelling interest of the University to expeditiously conclude the matter, a hearing shall not be delayed due to the unavailability of an advisor.
 - 7. His/her rights to a hearing in accordance with the contested case provisions of the Uniform Administrative Procedures Act, T.C.A. § 4-5-108 et seq. In the absence of a voluntary written waiver of his/her rights to a hearing under the provisions of the TUAPA, a requested hearing will be conducted in accordance with the University's TUAPA hearing procedures shall not apply.
- B. Hearing Panel - A requested hearing will be provided by a panel of individuals or a hearing examiner, selected in accordance with policies of UT Health Science Center or, in the absence of applicable policies or procedures, by the Chancellor of the UT Health Science Center or his/her designee. The hearing will be conducted by a panel chairman similarly selected. Panel members shall be impartial and anyone lacking such impartiality shall recuse himself or be removed by the Chancellor of the UT Health Science Center or his/her designee upon the request of any party to a hearing.
- C. Hearing Process - The chairman of a hearing panel or hearing examiner will conduct the hearing, without regard to technical rules of procedure, in such manner as will best serve the cause of justice within the following general guidelines:
 - 1. Each party to a hearing will be afforded a full and fair opportunity to present all evidence including witnesses, reasonably relating to the charge or action at issue; evidence which is irrelevant, immaterial, repetitious or voluminous may be limited.

2. The hearing panel or examiner will consider all evidence presented, giving due consideration to the credibility or weight of each item presented; technical rules of evidence will not apply.
 3. Each party will have the right to question opposing witnesses.
 4. A record will be made of the hearing procedures. However, defects in the record will not invalidate the proceedings.
 5. The University will have the burden of providing, by a preponderance of the evidence, the truth of the charge(s) at issue. Where the charge(s) is found to be true, the person charged will have the burden of proving that the disciplinary action taken or proposed is arbitrary, capricious, or unreasonable.
 6. Following the conclusion of the hearing, the hearing panel or examiner will consider the evidence and present written findings within a reasonable time.
 7. In cases involving an allegation of sexual assault or misconduct, the hearing procedures shall be modified to afford the alleged victim all of the rights described in Chapter 1720-03-03-.08(1)(d).
- D. In cases involving a complaint of sexual assault or misconduct, the alleged victim shall have the right to:
1. Notice concerning the process by which the University will handle the complaint and an opportunity to ask questions about the process;
 2. A prompt, thorough, and impartial investigation of the complaint;
 3. The same opportunity as the accused student to present his/her explanation of the facts during the University's investigation;
 4. Have the investigation of the complaint concluded within sixty (60) days of the University's receipt of a complaint, unless circumstances make it impracticable for the University to complete its investigation within that timeframe;
 5. Notice of the outcome of the University's investigation;
 6. Have a disciplinary hearing conducted within thirty (30) days of a University charge that the accused student committed sexual assault or misconduct, unless circumstances make it impracticable for the University to conduct a hearing within that timeframe;
 7. Notice of the date, time, and location of the disciplinary hearing, the right to have the disciplinary hearing closed to the public, and the right to request rescheduling of the hearing for good cause;
 8. The same access as the accused student to any information or documents that will be used by the University during a disciplinary hearing, unless prohibited by law;

9. Challenge the selection of any member of a hearing panel or a hearing examiner for good cause, which will be determined at the discretion of the Chancellor or his/her designee;
 10. Be accompanied by an advisor of his/her choosing during the University's investigation or a disciplinary hearing, but the advisor shall not be permitted to speak for the victim during a disciplinary hearing;
 11. The same opportunity as the accused student to be present during the hearing, present witnesses and other evidence, challenge the admissibility of evidence, and cross-examine adverse witnesses during the disciplinary hearing;
 12. Testify or remain silent at his/her option; however, choosing to remain silent may result in the University dismissing the charges against the accused student or the hearing panel or examiner finding that there is insufficient evidence to find the accused student guilty of the charges against him/her;
 13. Not to be questioned personally by the accused student during the disciplinary hearing;
 14. Submit a written impact statement to the hearing panel or examiner for consideration during the sanctioning phase of the disciplinary hearing, if the accused student is found guilty of the charges against him/her;
 15. Notice of the decision of the hearing panel or examiner within three (3) business days of the disciplinary hearing; and
 16. Appeal the decision of the hearing panel or examiner to the Chancellor and the President.
- (2) The decision of any board or administrative officer of The University of Tennessee is subject to review by the Chancellor and the President.
 - (3) For purposes of this rule, the term "student" shall mean a student or a student organization.
 - (4) When, in the judgment of the Chancellor of the University of Tennessee, Health Science Center, conditions are such that an emergency exists which makes it impossible for the system of judicial boards to function, he/she may suspend the procedural regulations described in this Chapter. If the procedures are suspended, he may substitute for them arrangements for handling disciplinary matters that will ensure the orderly functioning of the University and at the same time safeguard the basic rights of the students.

Authority: T.C.A. § 49-9-209(e) and Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5, and Public Acts of Tennessee, 1807, Chapter 64.

1720-03-03-.09 Student Identification Cards.

- C. All currently registered students are required to have a UT Health Science Center Student Identification Card. Lost and found I.D. cards should be reported to the Office of Campus Safety and Security. Replacement for lost cards may be obtained from the Office of Campus Safety and Security. A replacement charge will be assessed.
- D. In order to determine the identity of students, all students are required to present their

University identification cards promptly on request of a University police officer or member of the administration or faculty of the University. Identification cards will not ordinarily be retained; however, a card may be retained if an emergency situation exists or if the card may be needed as evidence. The retained card, if valid, will be returned to the student as soon as possible

Authority: T.C.A. § 49-9-209(e) and Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5, and Public Acts of Tennessee, 1807, Chapter 64.

1720-03-03-.10 Student Health Insurance. All students are required to obtain basic health care and medical care insurance to protect themselves, their families, their professional health care associates and providers. The student may elect to enroll in the UT Health Science Center student health insurance plan or obtain equivalent health insurance with a private carrier. Students who fail to furnish proof of insurance coverage will be prevented from completing their registration for that academic term.

Authority: T.C.A. § 49-9-209(e) and Public Acts of Tennessee, 1839-1840, Chapter 98, Section 5, and Public Acts of Tennessee, 1807, Chapter 64.

ROLE OF THE STUDENT CONDUCT OFFICER

The University, with the assistance and advice of students and other members of the University community, has developed procedures for handling a variety of situations involving student rights and privileges. The Director, Equity and Diversity/Student Conduct Officer will serve as the initial contact for student conduct issues involving students, residents, and postdocs at the institutional level by reviewing incident reports and charges filed, in addition to [addressing allegations of sexual harassment](#) or discrimination and [FERPA](#).

Upon receipt of a written incident report, the student conduct administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved. Students who allegedly may have violated the Student Conduct Code in the [CenterScope](#) or violated civil laws or University regulations or policy will be appropriately advised of their rights and given a fair opportunity to provide evidence and facts for consideration.

The Director, Office of Equity and Diversity/Student Conduct Officer will also analyze student conduct issues to identify possible patterns in an effort to employ strategies to reduce potential problems and act as a liaison to the following offices.

- Office of the Vice Chancellor for Academic, Faculty, and Student Affairs;
- Student Affairs Officers within the colleges;
- Campus Police Office; Safety Affairs Office;
- University Health Services;
- Student Academic Support Services;
- Student Life to find resolution to student conduct issues.

The Director will also recruit, train and advise the Student- Faculty Disciplinary Board (see section above) if a formal hearing is needed. Details as to the process and options for misconduct hearings are listed below..

STUDENT JUDICIAL SYSTEM AND DUE PROCESS

Rule: 1720-3-3-.05

UTHSC Hearing Procedures

Unless otherwise specified in the published policies and procedures of the UTHSC, a student charged with misconduct or who is entitled to an opportunity for a hearing, will, upon his request, be provided a hearing in accordance with the following procedures:

A. Notice

A person charged with misconduct will receive written notification of the following:

1. The substance of the charge(s) against him;
2. The disciplinary action taken or proposed;
3. His right to a hearing should he wish to contest the charge(s) or action;
4. The name and address of the person to whom a request for a hearing should be addressed;
5. That a request for a hearing must be made within five (5) days of the person's receipt of this notice;
6. His right to legal or other counsel. If representation by counsel is desired, he must provide notice of his intent to be represented by counsel concurrent with his request for a hearing; in the absence of such notice, the hearing panel will, within the dictates of justice, direct either that a hearing proceed without presence of counsel or that the hearing be postponed;
7. His rights to select a hearing options (College Honor Court, University Honor Court or the process afforded by the Uniform Administrative Procedures Act, UAPA, T.C.A. §4-5-108, et seq). In the absence of a voluntary written waiver of his rights to a hearing under the provision of the UAPA, the charge will be adjudicated under the provisions of the UAPA

B. Hearing Panel

A requested hearing will be provided by a panel of individuals or a hearing examiner, selected in accordance with policies of UTHSC or, in the absence of applicable policies or procedures, by the Chancellor (or his designee). The hearing will be conducted by a panel chairman similarly selected. Panel members shall be impartial and anyone lacking such impartiality shall recuse himself or be removed by the Chancellor upon request of any party to a hearing.

C. Hearing Process

The chairman of a hearing will conduct the hearing, without regard to technical rules of procedure, in such manner as will best serve the cause of justice within the following general guidelines:

1. Each party to a hearing will be afforded a full and fair opportunity to present all evidence, including witnesses, reasonably relating to the charge or action at issue; evidence which is irrelevant, immaterial, repetitious or voluminous may be limited.
2. The hearing panel will consider all evidence presented, giving due consideration to the credibility or weight of each item presented; technical rules of evidence will not apply;
3. Each party will have the right to question opposing witnesses;
4. An appropriate record will be made of the hearing procedures. However, defects in the record will not invalidate the proceedings;
5. The University will have the burden of providing, by preponderance of the evidence, the truth of the charge(s) at issue. Where the charge(s) is found to be true, the person

charged will have the burden of proving that the disciplinary action taken or proposed is arbitrary, capricious, or unreasonable;

6. Following the conclusion of the hearing, the hearing panel will consider the evidence and present written findings.

D. Review of findings. The decision of any board or administrative officer of The University of Tennessee is subject to review by the Chancellor and the President.

E. Disciplinary Actions & Penalties

Disciplinary actions are taken and penalties are assigned by staff members or appropriate committees and councils on the basis of all attendant circumstances. Official notifications are given by the appropriate office, and official records are maintained in that office. Efforts are made to keep penalties consistent with those applied to similar cases. However, in recognition of the fact that the University is an educational institution with a rehabilitative point of view, penalties are assessed in accordance with conditions accompanying each offense. The penalties which may be assessed for violation of University regulations are:

1. **Residence Hall Probation (if applicable).**

Residence Hall probation means that a resident is permitted to remain in the residence hall on a probationary status. If, during his probationary period, the student violates another house regulation, he may be asked to move from the residence hall by the Director of Student Housing or may be subject to other disciplinary action.

2. **Disciplinary Warning**

A disciplinary warning is used for minor infractions and consists of a restatement of the regulation violated with an official warning concerning future action.

3. **Disciplinary Reprimand**

Disciplinary reprimands are used for minor infractions or misconduct where it is evident the misconduct occurred with knowledge and awareness of applicable University regulations. Reprimands may be given to students in either verbal or written form.

4. **Loss of Privilege**

Loss of privilege is imposed in case of violations of a University standard. It is most commonly used in violation of regulations governing hours, residence halls, rushing, social standards and intramural sports, or misuse of University facilities. The loss of privilege is ordinarily established for a specific period of time, and actions are recorded in appropriate records.

5. **Disciplinary Probation**

Disciplinary probation means that a student is permitted to remain in the University on a probationary status. Should a violation of regulations occur during probation, the student is normally suspended. Disciplinary probation is recorded on the student's personnel file in the Office of Student Affairs and in the Office of Equity and Diversity. Conditions of probation are specific to the individual case and may include loss of eligibility to serve as a student organization officer or participation in major student activities. Any specific probation conditions are described in a personal letter to the student.

6. **Suspension**

Suspension, used in case of serious misconduct or violation of probation, means that the student is required to cancel his registration and is not eligible to apply for readmission for a designated period of time. Suspensions are always recorded on the student's permanent record. (Persons suspended from the University may not return to the campus

for the duration of their suspension, except to conduct official business with an administrative officer or faculty member).

7. Permanent Dismissal.

F. Emergency Powers

When, in the judgment of the Chancellor of The University of Tennessee Health Science Center, conditions are such that an emergency exists which makes it impossible for the system of judicial boards to function, he may suspend these procedural regulations. If the procedures are suspended, he may substitute for them arrangements for handling disciplinary matters that will ensure the orderly functioning of the University and at the same time safeguard the basic rights of the students.

COMPONENTS OF THE STUDENT JUDICIAL SYSTEM

A. Disciplinary Personnel

1. The Chancellor

The Chancellor, in his role as the chief executive officer of the campus, has responsibility for maintaining a campus atmosphere conducive to the achievement of the University's purposes. In this capacity, he oversees the general operation of the campus judicial system and supervises the administration of student discipline. However, responsibility for the actual day-to-day operation of the judicial system and the handling of specific disciplinary matters rests with the Office of Academic, Faculty, and Student Affairs and the Office of Equity and Diversity. Action of all Judicial appeals boards, student/faculty appeals groups and honor councils are subject to review by the Chancellor

2. The Director of the Office of Equity and Diversity

The Director of the Office of Equity and Diversity is also designated as the Student Conduct Officer. This individual has responsibility for the actual functioning of the campus judicial system and for the handling of student disciplinary matters. In carrying out this responsibility, the Student Conduct Officer works closely with the Student-Faculty Disciplinary Appeals Board, the Traffic Appeals Board, and other student and faculty judicial groups. It is the responsibility of the Student Conduct Officer to appeal in behalf of the University disciplinary cases to the Student-Faculty Disciplinary Appeals Board in the event that such action seems warranted.

3. Honor Councils

There is a campus wide Honor Code which protects all students at UTHSC. Each college has an honor council which carries out the appropriate action in the event of a violation of the Honor Code. A complete explanation of the Honor Code and composition of each Honor Council can be found in the Rights and Responsibilities section of the CENTER SCOPE, and in each individual college section of the CENTER SCOPE.

B. The Hearing Boards

1. Traffic Appeals Board

Citations for traffic and parking violations may be appealed to the Student Traffic Appeals Board, which is composed of representatives elected by the Student Government Association Executive Council from each college and the Student Conduct Officer. The Student Traffic Appeals Board will meet once a month to consider all the students' appeals on traffic violation citations. The Student Traffic Appeals Board, after hearing a case makes a judgment as to the accuracy of the citation and sets a penalty consistent with the provision of the Campus Traffic and Parking Regulations. Traffic appeals must

be made in writing to the Office of Equity and Diversity within fifteen (15) calendar days after receiving a traffic violation ticket.

2. **The Student-Faculty Disciplinary Appeals Board**

The Student-Faculty Disciplinary Appeals Board hears only disciplinary cases appealed to it from the Office of Equity and Diversity. Either the accused student or the Student Conduct Officer from the Office of Equity and Diversity may appeal cases to the Board. The Student Conduct Officer or designee receives reports of investigations from members of the University community. When disciplinary cases or appeals are referred to the Student Conduct Officer, the student is requested to appear for a conference. If the matter can be settled at this level, no further action shall be taken. In the event of an appeal, the Student-Faculty Disciplinary Appeals Board is called together to make arrangements for the hearing, to present the case to the Board and to keep records of the proceedings. . It is the duty of the Student Conduct Officer to maintain a record of student and faculty participation and to see that service on the Board is rotated among both the faculty and student members of the panel. The Student-Faculty Disciplinary Appeals Board is composed of six (6) members (three (3) faculty and three (3) students). All members of the Hearing Board are appointed by the Student Conduct Officer to serve for one designated case. The members are selected from individuals nominated by the dean and the SGA president of each of the colleges. On call and on request by the Student Conduct Officer, the dean from the student's college will nominate two faculty members and the SGA president will nominate two students from their respective colleges to a list from which the Hearing Board appointments are made.

3. **Administrative Hearing**

An alternative to the University's disciplinary procedure is provided by a state law known as the Tennessee Uniform Administrative Procedures Act (APA). Any student subject to disciplinary action by the University shall be afforded an opportunity for a hearing in accordance with the "contested case" provisions of the APA (see Tennessee Code Annotated, section 4-5-301 through -325). Under the APA "contested case" procedures, all aspects of the hearing are conducted by a hearing panel, hearing officer, or an administrative law judge designated by the Chancellor.

If the student elects to follow the University's disciplinary hearing procedure, he/she must waive his/her right to an A.P.A. hearing. In the absence of a voluntary written waiver of the student's right to a hearing under the "contested case" provisions of the A.P.A, a hearing shall be conducted in accordance with the A.P.A. procedures. The form below is provided for the student to execute a waiver of his/her right to an A.P.A. hearing in the event the student elects to follow the University's disciplinary hearing procedure.

WAIVER FORM FOR APA HEARING, PART I

UNIFORM ADMINISTRATIVE PROCEDURES ACT HEARING WAIVER:

I, _____, a student at the University of Tennessee Health Science Center, request that my case be handled according to the University hearing procedures as set forth in The CenterScope and voluntarily waive my right to receive a hearing in accordance with the “contested case” provisions of the Tennessee Uniform Administrative Procedures Act, T.C.A., sections 4-5-301 through-325.

Student Signature

Date

Revised 6/13/05

WAIVER FORM FOR APA HEARING, PART II

Please choose and sign option one, two or three:

1. I wish to Proceed under the College Honor Court Hearing Procedures.

Signature

Social Security/Student I.D. Number

2. I wish to Proceed under the University Honor Court Hearing Procedures.

Signature

Social Security/Student I.D. Number

3. I do not contest the charges and wish the Honor Council to meet for the purpose of recommending a penalty for my actions.

Signature

Social Security/Student I.D. Number

Please indicate the following if you requested a Tennessee Uniform Administrative Procedures Act Hearing:

____ I plan to have an attorney represent me at the Tennessee Uniform Administrative Procedures Act hearing.

____ I do not plan to have an attorney represent me at the Tennessee Uniform Administrative Procedures Act Hearing.

HONOR CODE – UTHSC.

1720-3-1-.01 THE HONOR CODE has been promulgated and approved in accordance with provisions of the Tennessee Code Annotated (TCA) and is designated as TCA-1720-3-1.

A. Preamble and Purpose

1. The Honor Code of The University of Tennessee Health Science Center (UTHSC) is promulgated so that student academic affairs are conducted under the highest standards of personal responsibility. The Honor Code promotes personal honor and integrity, in the best traditions of the health science professions. The Honor Code promotes academic honesty and integrity in the classroom, laboratory, clinics and other academic endeavors. The Honor Code requires students to uphold its principles of fairness, professionalism, and ethical behavior; and it also provides procedures to adjudicate alleged violations. By their pledge to subscribe and uphold this Honor Code, UTHSC students assume the responsibility for the effective application of the Honor Code, and their own academic and professional honesty and integrity. Students are required to sign the Honor Code pledge as a condition of enrollment at UTHSC.
2. Faculty and staff also have a responsibility to participate in the application, enforcement, and procedures of the Honor Code.

B. Principles of the Honor Code

1. All UTHSC students are bound by this Honor Code and pledge to act in accordance with its principles. Any knowledge of a violation shall be reported in accordance with the provisions and procedures of the Honor Code. Students who have accepted admission into an academic program at the UTHSC are expected to behave in a professional manner, adhering to high moral and ethical standards in the classroom, in laboratories, and in patient care settings. The items listed below are only examples of behaviors that are covered by the Honor Code; they do not constitute a complete list.
 - a. Appropriate behavior in the classroom includes adherence to faculty directives regarding:
 - i. the materials that may be consulted during tests;
 - ii. the extent of collaboration that is acceptable during tests and during the completion of class assignments; and
 - iii. the appropriate use of electronic technology in various settings.
 - b. Appropriate behavior in the laboratory includes:
 - i. adherence to faculty directives regarding completion of individual vs. group assignments;
 - ii. accurate reporting of laboratory results; and
 - iii. appropriate acknowledgement of contributions from other individuals or from other sources.
 - c. Appropriate behavior in a clinical setting includes:
 - i. adherence to regulations regarding attendance and participation on clinical teams;

- ii. appropriate use of patient records;
 - iii. timely completion of reports; and
 - iv. provision of quality patient care.
- 2. APPLICATION: Students should be aware the Honor Code applies to all of the following:
 - a. Tests or examinations;
 - b. Oral, written, or practical reports that are a part of a student's academic and research program;
 - c. Clinical and laboratory experiences;
 - d. Scientific research; and
 - e. Other student activities relating to the academic, clinical, and research programs of UTHSC.
 - i. SCOPE: The Honor Code is not to be interpreted or administered to cover any aspect of the student's life other than those listed under Articles II and III. [Rule 1720-3-1-.01(l) and (2)].
 - ii. EXAMINATIONS: The date, time, place, duration, and conditions of examinations are established by university regulations or by individual faculty. Faculty presence during tests or examinations is determined by individual college policy, as determined by the Dean of the college.
 - iii. ORIENTATION: All entering students are given instructions and information regarding the Honor Code during student orientation. The orientation includes the purpose, pledge, rules, and procedures relating to the Honor Code. Supplemental orientations with updated information are available to all enrolled students from the Office of the Vice Chancellor for Academic, Faculty and Student Affairs. Each college is responsible for administering an orientation program for its students. Additional information and materials relating to the Honor Code may be obtained from the Office of the Vice Chancellor for Academic, Faculty and Student Affairs. Information relating to the Honor Code is also contained in *The Centerscope*, the UTHSC student handbook.

C. Violations of the Honor Code

- 1. It is a violation of the Honor Code for a student to:
 - a. Use, receive, or provide unauthorized assistance, or be in possession of any unauthorized information or materials during testing, examination, academic assignment, scholarship, in the preparation of oral, written or practical reports, or in clinical or laboratory work that are a part of a student's academic program.
 - b. Record or report fraudulent data relating to patient care, willfully neglect clinical responsibilities, or otherwise compromise patient treatment through lack of professional integrity.
 - c. Plagiarize - present another person's work (e.g. ideas, words, projects, or creations) as one's own without giving proper credit.
 - d. Falsify, fabricate, or misrepresent data, laboratory results, research results, citations, or other information in connection with academic assignments or clinical, field, or laboratory records.

- e. Substitute for another student or have someone serve as him/her in the taking of an examination or the performance of an academic, laboratory, clinical, or field assignment.
 - f. Collaborate with others in assigned out of class activities, laboratory work, field work, scholarship, or another academic assignment if directions or instructions, written or verbal, specify only individual application and effort is permitted.
 - g. Alter grades, answers, marks, or documents in an effort to change academic records, the earned grade, or credit.
 - h. Submit without authorization the same assignment for credit in more than one course.
 - i. Forge the signature of another or allowing forgery by another on any class- or University-related document such as a class roll or drop/add sheet.
 - j. Fail to observe the expressed procedures or instructions relating to an exam or academic assignment.
 - k. Engage in an activity that unfairly places another student at a disadvantage, such as taking, hiding, or altering resource material, or manipulating a grading system.
 - l. Maliciously and falsely accuse another student of an Honor Code violation.
 - m. Assist another student in committing any of the specified violations.
 - n. Fail to report a violation reasonably believed to have been committed.
 - o. Discuss or reveal confidential information or materials relating to allegations, investigations, charges and Honor Court hearings.
 - p. Engage in unauthorized and/or inappropriate distribution and/or use of course materials including podcasts/lecture recordings. Examples:
 - i. sharing materials with individuals not formally enrolled in the UTHSC course;
 - ii. posting of lectures or portions thereof to external sites;
 - iii. creation of 'clips' for online video repositories, etc.
 - q.. Engage in other similar acts of academic dishonesty.
- 2.. Students, faculty, staff and/or test administrators must report observed violations to a member of the college Honor Council, in accordance with Honor Code procedures. Any alleged violation under Article III [Rule 1720-3-1-.01(3)a (2)] shall be immediately reported by the President or Faculty Advisor of the Honor Council to the principal clinician or investigator after the alleged violation is received.
3. Suspicious Activity: If someone witnesses suspicious behavior, but is uncertain of an Honor Code violation, the person may informally report the behavior to a college Honor Council member. The Honor Council member will communicate with the suspected student and advise the student that such actions are suspicious and, if continued, may lead to a formal complaint. An Honor Council member receiving a report of suspicious behavior must notify the Honor Council President before communicating with the student.

D. Administration of the Honor Code

1. **STUDENTS:** The Honor Code pledge is signed by all students enrolled at UTHSC. This signed pledge is a student's pledge of honesty and integrity. The pledge obligates the student to comply with the UTHSC Honor Code and to participate in its procedures and actions.
2. **FACULTY AND STAFF:** The faculty and staff participate in the Honor Code by endorsing and supporting the principles of the Code and by applying its rules and procedures.
3. **ADMINISTRATION:** Offices relating to student affairs are responsible for providing guidance to students regarding Honor Code procedures.
 - a. Faculty advisors to college Honor Councils support the Honor Code by providing guidance to Honor Council members regarding rules, procedures and the appropriate methods of administering the rules and procedures.
 - b. The Office of Vice Chancellor for Academic, Faculty and Student Affairs provides guidance and orientation to College Honor Council members, faculty advisors, and other students.
 - c. The UTHSC Registrar makes available to each new student a printed copy of the Honor Code prior to matriculation, insures that the Honor Code pledge is signed by each new student, and retains the signed Honor Code pledge as a part of each student's official file.
4. **HONOR COUNCILS OF THE COLLEGES:** Each college has an Honor Council that functions under the rules delineated in this Honor Code. Alleged violations of the Honor Code are processed by the Honor Council of the college in which the alleged violation occurred.

1720-3-1-.02 PROCEDURES AND HEARING OPTIONS

A. Procedure for Reporting Alleged Violations

1. A complaint against any student may be filed by a student, faculty or staff member observing a suspected violation. Each complaint must be written and signed by the accuser and presented to any member of the appropriate Honor Council.
2. Signed complaints are given or forwarded to the college Honor Council president and shall not be discussed with other students.
3. The signed complaint of one individual is sufficient to initiate an investigation of charge(s) against a student.
4. The president of the Honor Council appoints a council member to investigate an alleged violation of the Honor Code. The investigator investigates the facts of the alleged violation(s). If the investigator determines there is no violation, a recommendation of allegation dismissal is submitted to the president who, upon review of the investigator's data, will determine the appropriateness of allegation dismissal. If the investigator finds probable cause to believe that a violation has been committed, the investigator recommends issuing a Notice of Charge. The president, upon review of the investigator's data, will determine the appropriateness of issuing a Notice of Charge to the accused. The Notice of Charge is sent to the accused via University email and via certified mail. If the investigator determines there is no violation, the allegation is dismissed.

5. The identity of the person(s) who reported the allegation is confidential throughout the initial investigation. In the event that a Notice of Charge is issued, the accused is notified of the name(s) of the accuser(s) upon request.
6. Allegations, investigations, charges and Honor Court hearings are confidential.
7. Role of the Investigator:
 - a. Upon receipt of a signed complaint, the college Honor Council president appoints an investigator who is charged with investigating the allegation.
 - b. The investigator makes a recommendation to the college Honor Council president within seven (7) University working days after the investigator receives the assignment to investigate the allegation. The investigator's report, either oral or written, recommends whether a formal charge of violation should be issued by the Honor Council president. The investigation period is advisory and not mandatory due to administrative closings, holidays and class schedules.
 - c. The investigator is responsible for presenting charge(s) before the College or University Honor Court if the accused requests an Honor Court hearing. A council member does not vote in any proceedings for which the member served as the investigator.

B. Rights and Procedures of the Accused

1. Notice of Charge. A student charged with a violation of the Honor Code receives written notice of charge(s) stating the following:
 - a. The substance of the charge(s).
 - b. The possible penalties.
 - c. The right to a hearing if the student contests the charge(s) or action.
 - d. The name and address of the person to whom a request for a hearing should be directed.
 - e. A statement indicating that a request for a hearing must be made within five (5) University working days of receipt of this notice.
2. Procedure for the Accused.

Upon delivery of the Notice of Charge by certified mail to the accused address and/or by delivery of the Notice of Charge to the accused's University email account (whichever comes first), the accused student must respond in writing to the college Honor Council president within five (5) University working days indicating either:

- a. An intent to plead guilty to the violation and willingness to accept the penalty recommended by the Dean;
- b. An intent to plead guilty to the violation and desire to contest the penalty recommended by the Dean under one of the following hearing options:
 - i. Uniform Administrative Procedures Act;
 - ii. College Honor Court; or
 - iii. University Honor Court.

- c. A denial of the charge and indicating a desire to make an appeal of the charge under one of the following hearing options:
 - i. Uniform Administrative Procedures Act;
 - ii. College Honor Court; or
 - iii. University Honor Court.
 - d. The student who does not respond in writing within five (5) University work days, waives the option of having the case heard in a College or University Honor Court, and the charge will be adjudicated under the provisions of the UAPA.
3. Rights of the Accused.
- a. The student has a right to a hearing in accordance with the contested case provisions of the Uniform Administrative Procedures Act (UAPA), T.C.A. 4-5-301-325. The hearing will be held under the provisions of the UAPA in the absence of a voluntary written waiver of this right. If the student waives the right to a hearing under UAPA, the hearing will be held in accordance with the UTHSC Honor Code Hearing procedures listed under Article VII. [Rule 1720-3-1-.02(3)(a)-(b)].
 - b. For UAPA Hearings, students may be represented by Legal Counsel at the student's expense. If representation by Legal Counsel is desired, the student must provide notice of intent to be represented by Counsel concurrent with the request for the UAPA hearing. In College and University Honor Court hearings, use of Legal Counsel by students or the University is not allowed.
 - c. In College Honor Court and University Honor Court hearings, the College Honor Council President or the Vice Chancellor for Academic, Faculty and Student Affairs will make available to an accused student, an advisor (student, faculty, or staff) knowledgeable of the Honor Code and hearing procedures. The advisor will be available to the accused prior to, and during, the hearing.
 - d. Normally, an accused student will be permitted to continue attending classes following a Notice of Charge as long as the case can be resolved during the semester in which the alleged offense occurred. Grades for courses taken during that semester will be listed as "I" until the case is finally adjudicated, converting to the grade earned if the student is acquitted. If the student is subsequently found guilty, the dean will determine the type of penalty to impose, which could include denial of credit for courses attended while the case was being adjudicated. Students who are involved in clinical training when a notice of charge is filed may not be able to continue with their clinical activities, depending on individual circumstances. Should such a situation arise, the dean or designee from the student's college will determine the feasibility of allowing the student to continue in the clinical setting while the case is being adjudicated. In instances in which the case extends into the second semester following the Notice of Charge, the student will normally not be allowed to participate in coursework until the case has been resolved.
 - e. If an accused student leaves the university prior to the resolution of the case, his/her honor council president shall prepare a written letter to the dean indicating the nature of the alleged violation(s) and the fact that the case was not resolved prior to the accused's departure from school. This letter shall be placed in the accused student's permanent record.
 - f. Should the accused be permitted to return to the college, the dean may require the

accused to appear before the council and resolve the pending case. Should the council thereafter acquit the student, the dean may remove the aforementioned letter from the student's permanent record.

C Hearing Options

1. An accused student who wishes to have a hearing to contest a charge and/or penalty has a choice of the following hearing options:
 - a. **Uniform Administrative Procedures Act (UAPA).** As for other types of misconduct cases, students charged with an honor code offense are afforded the opportunity for a formal hearing in accordance with the Uniform Administrative Procedures Act (UAPA). The hearing provided under UAPA guidelines is held by a hearing officer appointed by the Chancellor of UTHSC. The Office of General Counsel prosecutes the charge in UAPA hearings even if the accused student is not represented by legal counsel. Students must waive their right to this hearing option by signing a waiver in order to utilize another hearing option for their case. The UAPA hearing procedure is used in the absence of a voluntary written waiver of this right.
 - b. **College Honor Court.** Each UTHSC college has an Honor Court. Rules of membership, assembly, quorum, and voting are defined in each college's addendum to the Honor Code. All proceedings of the College Honor Court hearing follow the procedures described in the Honor Code and in the respective college addendum. The college Honor Court president is responsible for administering the hearing, including selecting the date, appointing the Honor Court panel, notifying all parties, and recording and maintaining records of the college Honor Court hearings. The selection and service of the college Honor Court members shall follow the guidelines and procedures stated in the respective college Honor Court addendum. Members of the panel shall be impartial, and members who believe they cannot be impartial shall recuse themselves from serving on the panel. The accused student may request the removal of any panel member he/she thinks might not be impartial. Decisions for such removal will be made by the college Honor Court president.
 - c. **University Honor Court.** The panel shall be composed of students from all colleges at UTHSC. Each college nominates two Honor Council members to the University Honor Court pool. The Vice Chancellor for Academic, Faculty and Student Affairs will appoint seven (7) hearing panel members, from a pool of nominees, with at least two (2) panel members from the college of the accused. A chairperson will be selected by the Vice Chancellor for Academic, Faculty and Student Affairs from the panel and will be responsible for conducting the hearing. Members of the panel shall be impartial and members who believe they cannot be impartial shall recuse themselves from serving on the panel. The accused student may request the removal of any panel member he/she thinks might not be impartial. Decisions for such removal will be made by the Chairperson of the Hearing Court or by the Vice Chancellor for Academic, Faculty and Student Affairs. The Vice Chancellor for Academic, Faculty and Student Affairs, or designee, will be responsible for making the appropriate arrangements and notifying all parties of the time, date and place of the hearing. The Vice Chancellor, or designee, shall also be responsible for recording the hearings and maintaining the records of the University Court hearings.
2. **Guidelines for Honor Court Hearings.** The following guidelines shall apply to College and University Honor Court hearings.
 - a. The hearing should be held as soon as possible following receipt of the accused's request for a hearing under the Honor Code.

- b. The accused has the right to be present at all times during the hearing, except during the deliberation of the Honor Court, and is afforded a full and fair opportunity to present all evidence, including witnesses, reasonably relating to the charge or action at issue. Evidence that is irrelevant, immaterial, repetitious, or cumulative may be limited. Judicial rules of evidence and procedure do not apply.
- c. The accused, the investigator and Honor Court members have the right to question all witnesses.
- d. An appropriate record is made of the hearing procedures. However, defects in the record do not invalidate the proceedings. (A tape recording system is available and should be used).
- e. The investigator has the responsibility of proving, by a preponderance of the evidence, the truth of the charge(s) at issue.
- f. Following the conclusion of the hearing, the hearing panel considers the evidence and presents written findings, conclusions, and recommendations to the Dean of the college in which the violation occurred.
- g. A majority vote of the panel is required for any decision.
- h. A faculty member will be notified of the outcome of any Honor Code investigation or hearing if they were an accuser or witness in the matter.

D Penalties

- 1. Following an Honor Court hearing, penalties for violating the UTHSC Honor Code are assigned by the respective college Dean. Penalties may be probation, suspension, dismissal, or any other action deemed appropriate by the dean of the college in which the violation occurred. The Honor Court may make advisory recommendations or suggestions to the Dean regarding the consequence and severity of the punishment.
- 2. The Dean will determine the penalty to be assigned, if the accused is found guilty. The Dean considers the evidence, written findings, conclusions, and recommendations of the Honor Court in determining a punishment.
- 3. The Dean must respond with a decision within ten (10) University working days of receipt of the hearing court decision. In instances in which the Dean is unavailable, a designee will be appointed.

E Appeals

- 1. The accused may appeal the action of the Dean by submitting an appeal, in writing, to the Chancellor within ten (10) days of receipt of the decision of the Dean. Where a charge is found to be true, the student charged has the burden of proving that the disciplinary action proposed is unreasonable. Any appeal to the Chancellor may only be of the penalty assigned by the Dean. The decision of the Honor Court may not be appealed to the Chancellor.
- 2. The Chancellor, or designee, must respond with a decision within ten (10) University working days of the request for the appeal

1720-3-1-.03 HONOR COUNCILS, REPORTS AND AMENDMENT

A. *College Honor Councils*

1. Composition and Elections: The composition of the Honor Council and the procedure for election of the Honor Council members officers are determined by each college. Information describing the provisions of each college's Honor Council is provided in the Addenda to the Honor Code.
2. Officers of the Honor Councils. Elections: Each Honor Council elects officers from its members for the following offices: president, vice-president and secretary.
 - a. President. The president presides at all meetings of the Honor Council, arranges for the hearing of any accused student, and performs other duties as specified in this Honor Code.
 - b. Vice-president. The vice-president assumes the duties of the president in that officer's absence.
 - c. Secretary. The secretary manages the correspondence of the Honor Council, notifies all members of Honor Council meetings, records attendance at meetings, and keeps records of all meetings.
3. Removal from Council. A member may be removed by two-thirds vote of the Council members for the following reasons:
 - a. Absence from two consecutive meetings of the Honor Council; or
 - b. Failure to fulfill responsibilities in accordance with this Honor Code.
4. Vacancies in an Honor Council are filled in accordance with college rules and regulations governing election of members.
5. General Duties of the Honor Council:
 - a. Administer the Honor Code, which involves the Honor Council meeting at least once during the first month of each fall term and thereafter at its discretion.
 - b. Conduct hearings of alleged violations.
 - c. Keep adequate records of all hearings that result from alleged violations of the Honor Code and reports findings to the Vice Chancellor for Academic, Faculty and Student Affairs.
 - d. Forward findings and recommendations in Honor Code violation proceedings to the Dean of the college.
 - e. Ensure that the information contained in this Honor Code is promulgated, discussed, and made readily available to all students of the college.

B Reports. Information regarding the number of alleged Honor Code violations, hearings, and decisions resulting from these hearings must be kept by Honor Council presidents and reported to the Vice Chancellor for Academic, Faculty and Student Affairs at the end of each academic term.

C Amendments

1. A proposed amendment to this Honor Code shall be presented in writing to the President of each UTHSC Honor Council. Amendments must be approved by a majority vote of the Council of each college, and by the College Honor Council Presidents, prior to submitting to the SGAEC, the UTHSC Chancellor and the University's Board of Trustees.
2. Approved amendments to a college's addendum shall be presented in writing to the President of the Honor Council of the college affected by the proposed amendment and need only to be approved by a majority vote of that college Honor Council. Upon approval, and concurrence by the college Dean, the amendment shall be submitted to the Chancellor and to the University's Board of Trustees.

D Pledge. Each UTHSC student, before matriculation, or during the new student orientation period, is required to sign the following pledge: "I have read carefully the Honor Code of The University of Tennessee Health Science Center and fully understand its meaning, significance and application. I agree to abide by this Honor Code while a student in this institution and agree to accept all of its implications without reservation."

1720-3-1-.04 ADDENDA (COLLEGE HONOR COUNCILS).

A. COLLEGE OF ALLIED HEALTH SCIENCES

1. Composition. The Honor Council of the College of Allied Health Sciences shall consist of at least one (1) voting representative from each class of each program. Classes with more than forty (40) students enrolled shall be represented by two (2) voting representatives. Each class in each program shall have one (1) alternate representative with voice but no vote except when serving in the absence of a voting representative from the particular class. Both voting representatives and alternate representatives shall attend regular Honor Council meetings. The Honor Council president shall preside over all regular meetings and Honor Court hearings. The executive officers (President, Vice President, Secretary and Treasurer) of each class governed by the Honor Code, and those of the Student Government Association Council, are ineligible to be members of the Honor Council.
2. Election of Members. Each class shall elect its Council representatives within four (4) weeks of the first day of the beginning of classes in the first academic term. Council members shall serve a term of one (1) academic year and may be reelected at the discretion of a class. It is recommended that Honor Council representatives be reelected, if satisfactory, to provide continuity.
2. Vacancy. In the event of a vacancy occurring in the Honor Council, the particular class in which the vacancy occurs shall elect a replacement within four (4) weeks of the vacancy. The class may, for continuity, select the alternate representative to fill a vacancy and elect a new alternate representative.
3. Faculty Advisor. There shall be two (2) faculty advisors appointed annually by the Dean of the college. The faculty advisor shall be permitted to attend all proceedings of the Honor Council with voice but no vote.
4. Quorum. A quorum of two-thirds (2/3) of the currently elected and enrolled representatives available on campus, or their designated alternates, will be required to be in attendance for proceedings concerning an Honor Code violation.
5. Proctoring. Faculty may be present during student tests or examinations, in accordance with the Honor Code of UTHSC.

B. COLLEGE OF DENTISTRY

1. Composition. The Honor Council of the College of Dentistry consists of three (3) elected representatives from each class and one (1) elected alternate representative from each class. The alternate representative attends all regular meetings and participates in hearings in the absence of the representative from that class or if needed in order to constitute a quorum of the Honor Council for a hearing. During the interval between the graduation of senior representatives and the installation of new freshmen representatives, the alternates function as full Council members and participate in hearings held during this period.
2. Election of Members.
 - a. Each new class elects its Council members within eight (8) weeks of the first day of the beginning of classes.
 - b. The Honor Council representatives may be reelected at the discretion of a class. However, it is recommended that Honor Council representatives be retained, if satisfactory, to provide continuity.
3. Vacancy. If any Council member is, for any reason, unable to sit in judicial capacity at the hearings, the respective class is represented by the elected Honor Council alternate representative, who assumes all the regular powers of a Council member. Should a regular Council member be removed from office, the vacant position is filled by the alternate member from that class and a new alternate member is elected by the class.
4. Faculty Advisors. Two Faculty Advisors are appointed by the Dean to assist the Council in its operation. The Faculty Advisors shall be permitted to attend all Honor Court proceedings of the Honor Council with voice but no vote.
5. Quorum. Two thirds of the active voting membership of the Honor Council shall constitute a quorum. Honor Court decisions are decided by a majority vote of the Hearing Court. A quorum may be established regardless of class distribution or alternate status.
6. Letter of Warning. The College of Dentistry Honor Council reserves the option to issue a letter of warning to a student in the event of multiple complaints describing suspicious behavior, but without a guilty verdict. The purpose of this letter is to notify and warn a student that his/her behavior is raising concern among his/her classmates, staff and faculty that the activity in question may be in violation of the Honor Code. If the activity of behavior continues, a formal Notice of Charge may follow.
7. Advocacy. The Associate Dean for student affairs shall also be available as the student's advocate and will assist and advise any student(s) charged with an Honor Code violation.

C. COLLEGE OF GRADUATE HEALTH SCIENCES

1. Composition. The Honor Council of the College of Graduate Health Sciences consists of the Graduate Student Executive Council, who are voting members, and their alternates with voice but not vote. An alternate member may vote in the absence of a voting member for that department.
2. Election of Members. The members of the Honor Council are selected according to the Constitution of the Student Government Association of the UTHSC College of Graduate Health Sciences, Articles IV and V.
3. Vacancy. In the event of a vacancy occurring in the Honor Council, the alternate member from the department in which the vacancy occurs becomes the voting representative for that

department.

4. Faculty Advisor. Each year the Dean selects one advisor, with voice but not vote, and who may be present at hearings. The advisor is an ex officio member of the Graduate Student Executive Council.
5. Quorum. Five (5) members of the Honor Council are required for a quorum for an Honor Court hearing.

D. COLLEGE OF MEDICINE

1. Composition. The Honor Council of the College of Medicine consists of three (3) elected representatives from each class and one (1) elected alternate representative from each class. The alternate representative attends all regular meetings and participates in hearings in the absence of a representative from that class or if needed in order to constitute a quorum of the Honor Council for a hearing. During the interval between the graduation of senior representatives and the installation of new freshmen representatives, all alternates functions as full Council members and participate in hearings held during this period.
2. Election of Members.
 - a. Each new class elects its Council members within six (6) weeks of the first day of the beginning of classes.
 - b. The Honor Council representatives may be reelected at the discretion of a class. However, it is recommended that Honor Council representatives be retained, if satisfactory, to provide continuity.
3. Vacancy. If any Council member is, for any reason, unable to sit in judicial capacity at the hearings, the respective class is represented by the elected Honor Council alternate representative, who assumes all the regular powers of a Council member. Should a regular Council member be removed from office, the vacant position is filled by the alternate member from that class and a new alternate member is elected by the class.
4. Faculty Advisor. The faculty advisor is appointed by the Dean, assists the Council in its operation, but shall not be present during Council hearings.
5. Quorum. Two thirds (2/3) of the active voting membership of the Honor Council shall constitute a quorum. Honor Court decisions are decided by a majority vote of the Hearing Court. A quorum may be established regardless of class distribution or alternate status..
6. Letter of Warning. The College of Medicine Honor Council reserves the option to issue a letter of warning to a student in the event of multiple complaints describing suspicious behavior, but without a guilty verdict. The purpose of this letter is to notify and warn a student that his/her behavior is raising concern among his/her classmates that the activity in question may be in violation of the Honor Code. If the activity of behavior continues, a formal Notice of Charge may follow.

E. COLLEGE OF NURSING

1. Composition. The Honor Council of the College of Nursing consists of a chairperson and one (1) representative from each of the MSN and DNP options. The Honor Council chairperson presides over all regular meetings and over Honor Council hearings. Option representatives will serve as members of the hearing panel.

2. Election of Members. The Honor Council president must be a member of the MSN or DNP Program and is appointed by the president of the College of Nursing SGA. MSN and DNP option representatives are elected by each class during the fall election period.
3. Vacancy. In the event of a vacancy occurring in the Honor Council, a class election is held within four (4) weeks of the vacancy to elect a new representative. In the event of a vacancy of the Honor Council president, a new president is appointed by the president of the College of Nursing SGA.
4. Faculty Advisor. The Assistant Dean for Student Affairs shall be the College of Nursing Honor Council faculty advisor. The faculty advisor shall be permitted to attend all proceedings of the Honor Council with voice but not vote.
5. Quorum. Two thirds (2/3) of the active voting membership of the Honor Council shall constitute a quorum. Honor Court decisions are decided by a majority vote of the Hearing Court. A quorum may be established regardless of a class distribution or alternate status

F. COLLEGE OF PHARMACY

1. Composition. The Honor Council of the College of Pharmacy consists of three (3) elected representatives from each class governed by the Honor Code who shall be voting members and one (1) alternate member from each class with voice but not vote. The alternate member may vote in the absence of a voting member from that particular class. The executive officers (president, vice president, secretary and treasurer) of each class governed by the Honor Code, and those of the SGA Council, are ineligible to be members of the Honor Council.
2. Election of Members. The first-year class elects its council members within six (6) weeks of the first day of the beginning of classes in the first academic term. The other three (3) classes elect their Council members in the Spring Semester of each year, after class elections. Honor Council representatives may be reelected at the discretion of a class, but only at the reelection times specified above and only by majority vote. It is recommended that Honor Council representatives be reelected, if satisfactory, to provide continuity.
3. Vacancy. In the event of a vacancy occurring in the Honor Council, the alternate member from the class in which the vacancy occurs becomes the voting representative for that class.
4. Faculty Advisor. One (1) faculty advisor, with voice but not vote, is not present at hearings unless at the request of the Honor Council. The faculty advisor is selected each year by the Dean of the college. This advisor must be satisfactory to both the Dean and the student body.
5. Quorum. Two thirds (2/3) of the membership of the Honor Council shall constitute a quorum. Honor Council decisions are decided by a majority vote of the Honor Council. A quorum may be established regardless of class representation or alternate status.

SAMPLE LETTER, NOTIFICATION OF CHARGE

Date:
CERTIFIED MAIL
RETURNED RECEIPT REQUESTED

Date

Person & Their Address

RE: NOTICE OF CHARGE

Dear:

Based on the information presented to the Honor Council of the University of Tennessee College of _____, you are hereby charged with the following violations of the Honor Code of the University of Tennessee Health Science Center. Specifically, it is reported that you did:

use, receive or provide unauthorized assistance, or be in possession of any unauthorized information or materials during testing, examination academic assignment, scholarship, in the preparation of oral, written or practical reports, or in clinical or laboratory work that are a part of a student's academic program

on your _____, which is a violation of Article _____ of the Honor Code.

Should you be found guilty of the above charges and of violation of the Honor Code, disciplinary action, including Probation, Suspension or Dismissal, or any other action deemed necessary by the Dean of the College of _____ and warranted by the seriousness of the offense, may be taken against you. The disciplinary action will depend upon the severity of the offense and findings, and recommendations of the Honor Council.

Should you wish to contest the above charges, you have a right to a hearing either in accordance with the provisions of the Honor Code (a hearing before the Honor Council of the College of _____ or the University Honor Court) or the Tennessee Uniform Administrative Procedures Act, Tennessee Code Annotated S4-5-1-1, et seq. Should you desire a hearing for purposes of contesting the charges, you must notify me within five (5) days of your receipt of this Notice. You may notify me by writing me at _____. A hearing will be held under the provisions of the Uniform Administrative Procedures Act in the absence of a voluntary written waiver (see enclosed) of your right to a hearing under the Act. If you waive the right to a hearing under the Uniform Administrative Procedures Act, the hearing will be held in accordance with the UTHSC Honor Council Hearing Options set forth in Article VII of the Honor Code.

You may not be represented by an attorney in a College or University Honor Court hearing. You have the right to representation by legal counsel in an Administrative Procedures Act hearing, so long as you provide notice of your intent to exercise that right concurrent with your request for a hearing. Failure to abide by this notice requirement may result in your being denied representation of legal counsel during the hearing proceedings. University of Tennessee legal counsel will represent the College of _____ in the Administrative Procedures Act hearing regardless of whether you choose to be represented by counsel.

Should you wish counsel and information relative to this charge, and information relative to your options of appeal, you may contact the Vice Chancellor of Academic, Faculty and Student Affairs.

Sincerely,

President
HONOR COUNCIL
College of _____

STUDENT RIGHTS DURING INTERROGATION BY UT CAMPUS POLICE

Rule 1720-3-3-04

A student detained or arrested in the course of a serious infraction of the law will be informed in writing prior to interrogation that:

- A. He/she may remain silent.
- B. Any statement he/she makes may be used against him/her in further discipline or legal proceedings.
- C. He/she may have the assistance of counsel during questioning.
- D. In case he/she waives his/her right to have counsel, the student may still stop answering questions or request an attorney at any time.

Before interrogating a student, the authorities must obtain a written waiver from the student stating that he/she understands their rights and wishes to answer questions without the assistance of counsel. No form of intimidation or harassment will be used by University officials to obtain the waiver or to coerce admissions of guilt. A student will not be deprived of his/her liberty without arrest.

Student Organizations & Opportunities

Student Government Association

Each college at The University of Tennessee Health Science Center has a student governing council, and these organizations represent student interests within the colleges and with the college administrations. The presidents of each college Student Government Association serve on the University of Tennessee Health Science Center Student Government Association Executive Council (SGAEC).

SGAEC - STUDENT GOVERNMENT ASSOCIATION EXECUTIVE COUNCIL

Todd Sanders
2012-2013 SGAEC President

The SGAEC is composed of the presidents of each of the six UTHSC college student government associations and one person who serve as president of the council. The president of the SGAEC is elected from one of the colleges on a rotational basis and represents all students on the UTHSC campus in a variety of capacities. The SGAEC serves as the official liaison between the Administration and students and is responsible for acting on student-related matters. The SGAEC has responsibility for the planning and administration of the Student Activities Fee, and is also responsible for making student appointments to university committees.

Quarterly meetings are held with the Chancellor and weekly meetings are held with the Student Life staff. The structure of the SGAEC, with specific duties and responsibilities, is further explained in the SGAEC Constitution.

2012-2013 SGAEC REPRESENTATIVES

SGAEC President -----	Todd Sanders, Allied Health
Allied Health Sciences -----	Dan Boeder
Dentistry -----	Tyler Allen
Graduate Health Sciences -----	Robyn Umans
Medicine -----	Matthew Barnes
Nursing -----	Helen Castro
Pharmacy -----	Clayton Johnston

SGAEC CONSTITUTION

CONSTITUTION & BYLAWS FOR THE STUDENT GOVERNMENT ASSOCIATION EXECUTIVE COUNCIL - UTHSC

ARTICLE 1: NAME:

The name of the organization shall be Student Government Association Executive Council (SGAEC) of the University of Tennessee Health Science Center.

ARTICLE II: PURPOSE AND RESPONSIBILITY

- A. The Executive Council shall provide representation for all students at UTHSC and shall be empowered to represent, negotiate, and act on behalf of the student body in matters affecting the environment and lives of students at the University.
- B. The SGAEC shall study matters of importance to students and submit recommendations expressing student views and concerns to the administration and faculty of the University.
- C. On matters that affect the student body, the SGAEC will be called on to assist and cooperate in the promoting, clarifying, and implementation of these matters.
- D. The SGAEC, in order to truly represent the interests, the concerns, and the wishes of the students at UTHSC shall, through its membership, be available and solicitous to all students, so as to become aware of and to act upon any problem or anticipation.
- E. The SGAEC members shall serve as their college's representative and shall present the concerns, problems, and wishes of their constituency.

ARTICLE III: MEMBERSHIP

The membership of the SGAEC shall be as follows:

- A. Each college at UTHSC shall be entitled to one representative on the SGAEC. The College of Social Work shall be entitled to one representative on the SGAEC.
- B. The president of each college's Student Government Association shall be considered that college's representative to the council, unless that college chooses to select their representative in another way.
- C. There shall be no restriction on the length or number of times a representative may serve on the SGAEC.
- D. Substitution: An official representative to the Council may designate a substitute from his/her college to attend Council meetings if it is impossible for that representative to attend. This privilege should be used only in emergency or unusual situations or when the representative must be away from school for academic requirements.
- E. Election or Appointment: Elections or appointments for Council positions should be accomplished by April 1 of the Spring term.
- F. There shall be one extra representative, elected from the college that is responsible for furnishing the President (i.e., one shall be the president of the SGAEC and the other to represent that college).
- G. Ex-Officio Members:
 - 1. The Vice Chancellor for Academic, Faculty and Student Affairs and the Director of Student Life shall be ex-officio and non-voting members of the Council.
 - 2. The secretary of the SGAEC shall be a staff member from the Office of Student Life and shall be an ex-officio and non-voting member.
 - 3. The Office of Student Life staff members shall serve as ex-officio and resource members as needed.

ARTICLE IV: VOTING

- A. Quorum: A quorum of (4) members must be present to transact official business.
- B. An official representative to the SGAEC or a designated substitute is entitled to vote on all voting matters.
- C. On all matters with exception of constitutional and bylaw changes, action will be decided by a simple majority of voting members present. By-law revisions and constitution changes require (4) votes of the council.
- D. Absentee Voting: A representative may not proxy his vote to another representative, but may place a vote in absentia with the secretary prior to the meeting.
- E. The President shall act as tie breaker on all voting matters.

ARTICLE V: MEETINGS

- A. Meetings of the SGAEC shall be called by the president or the secretary. Any member of the Council may request a meeting to be held by requesting in writing or in person to the President, any officer, or the Director of Student Affairs that a meeting be held. The purpose of the requested meeting should be described.
- B. The SGAEC shall meet at least one time per month when school is in session.
- C. The SGAEC shall meet at least one time per month with the Chancellor or another designated administrative official.

ARTICLE VI: OFFICERS OF THE COUNCIL

- A. The officers of the SGAEC shall be: President and Vice President.
- B. Office rotation system: The Presidency and Vice Presidency of the SGAEC shall be determined by a rotation plan that follows the order of the colleges and offices set forth below:
 - 1. Medicine
 - 2. Dentistry
 - 3. Pharmacy
 - 4. Nursing
 - 5. Graduate Health Sciences
 - 6. Allied Health SciencesEx.: When the College of Medicine holds the Presidency, the College of Dentistry holds the Vice Presidency. The following year the College of Dentistry holds the Presidency.
- C. The secretary of the Council shall be provided by the Office of Student Life.
- D. Term of Office: The term of office shall be from June 1 to May 30.
- E. Alteration to the rotation plan: In the event a college elects not to hold the office earned in the rotation system, that prescribed office is passed to the next college in the rotation system. Each additional office therefore passes to the next in line for the vacant office.

ARTICLE VII: COMMITTEES

- A. Council members shall serve on a variety of campus-wide committees. These appointments shall be made by the President.
- B. Each council member shall chair or co-chair a SGAEC committee. Committee chairs shall be designated by the President.
- C. The President shall appoint standing committees as needed. Committees that require SGAEC representation include the following committees:
 - 1. Campus Improvement Fund Planning Committee

2. Community Service Committee
3. Entertainment Committee
4. Student Assistance Committee
5. Student-Faculty Disciplinary Appeals Committee
6. Student Computer and Technology Committee
7. Student Safety Committee
8. Parking Appeals Committee
9. Yearbook Committee
10. Library Advisory Committee
11. Parking Authority

ARTICLE VIII: RESPONSIBILITIES OF MEMBERS

- A. Responsibilities of the President
 1. Serve on university-wide committees including Alumni Association Board of Governors, Board of Trustees and Student Counselors to the President
 2. Serve on campus-wide committees
 3. Be in communication with university administrators about all matters related to students
 4. Be in communication with Council members about all matters pertinent to the student body
 5. Set the agenda and call meetings of the Council
- B. Responsibilities of Members
 1. Represent the interests of the students of their college to the SGAEC
 2. Serve on campus-wide committees as appointed by the President
 3. Chair SGAEC committees as appointed by the President
- C. Appointments to UTHSC Boards or Committees: The SGAEC through its members shall be responsible for appointing their respective college representatives to the following committees or boards:
 1. Student Health Advisory Committee
 2. Student-Faculty Disciplinary Appeals Committee
 3. Parking Authority
 4. Financial Aid Advisory Committee
 5. Library Committee
- D. Programming Responsibility: The SGAEC shall be involved in the planning, administration and sponsorship of social, cultural, educational, and special events for students.

ARTICLE IX: ELECTION OF THE STUDENT MEMBER TO THE BOARD OF TRUSTEES

Every four years the UTHSC campus will provide the student member. The SGAEC shall hold the selection process to name three students as nominees. These nominees will then be reviewed by the Chancellor and submitted to the Governor. The final appointment of this member is the duty of the Governor of the State of Tennessee.

Board of Trustees Student Member Selection Process

- A. Selection Committee
 1. The Selection Committee is composed of the Student Government Association Executive Council. Should an Executive Council Member wish to apply for the position, then that person should appoint their vice-president or appropriate delegate to represent their college on the Selection Committee.
 2. Each member of the Selection Committee will have an equal vote during the selection process.
 3. All decisions of the Selection Committee will be made by a majority vote.

4. The Selection Committee will approve the timetable at the beginning of the selection process.
- B. Applications
 1. All UTHSC students except graduating seniors and students in the College of Social Work are eligible to apply.
 2. Each applicant must submit a CV and letter of intent to the Selection Committee.
 3. Each member of the Selection Committee must read and evaluate each CV and letter before the interviews begin.
- C. Interviews
 1. The Selection Committee can exclude an applicant from receiving an interview by a majority vote.
 2. During the interviews, each applicant will be asked the same questions, which will be decided by the Selection committee before the interviews begin.
 3. Each applicant will be evaluated using the same format.
- D. Selection
 1. The Selection committee will decide the numerical scale used to evaluate the applicants before the process begins.
 2. The three applicants with the highest scores will be sent to the Chancellor for approval before being sent to the Governor for final selection.
 3. In the event of a numerical tie, the Selection Committee will break the tie with a majority vote. If the Selection Committee is locked in a tie decision, the SGAEC President will break the tie.

APPOINTMENT OF STUDENT COMMITTEES

Each college president appoints students to serve on the following committees. The Office of Student Life maintains a listing of these committee members. Call the Office of Student Life at 448-5610 if you need further information about committees.

Appointment to Student Committees

CAMPUS IMPROVEMENT FUND COMMITTEE

One student from each college whose purpose is to make recommendations to the SGAEC for use of the Campus Improvement Fund.

COMMUNITY SERVICE COMMITTEE

One student from each college whose purpose is to promote community service among the colleges as a whole, such as the blood drive.

ENTERTAINMENT COMMITTEE

Two students per college whose purpose is to work with the Office of Student Life to plan and promote campus activities and cultural events among all students.

FITNESS CENTER ADVISORY COMMITTEE

One student from each college whose purpose is to bring ideas, suggestions, and comments concerning problem areas to the attention of the Director of Campus Recreation Center and to help support projects and equipment needs as they arise.

GOVERNMENT AFFAIRS COMMITTEE

One student from each college whose purpose is to make the campus aware of legislative issues and to lobby for the good of the students.

STUDENT ASSISTANCE COMMITTEE

One student from each college to assist and make recommendations to the Student Academic Support Services area.

STUDENT COMPUTER AND TECHNOLOGY COMMITTEE

One student from each college whose purpose is to determine student needs relating to computer technology; to advise Computer Center staff in developing technological support for students; to promote student computer literacy and use.

STUDENT-FACULTY DISCIPLINARY APPEALS COMMITTEE

Two students from each college whose purpose is to hear appeals from students who have been judged guilty of violations of student conduct. Appeals may be made on decisions of discipline issued by the Student Conduct Officer.

STUDENT PARKING APPEALS COMMITTEE

One student from each college whose purpose is to decide the outcome of a submitted parking ticket in which a student is appealing.

STUDENT SAFETY COMMITTEE

One student from each college to work with this committee regarding safety issues around campus.

YEARBOOK COMMITTEE

Students from each college whose purpose is to plan and produce a yearbook under the instruction of the Yearbook Advisor in the Marketing & Publications Office.

Appointment to Campus-Wide Committees

Students are also appointed to these committees by the SGAEC:

EDUCATIONAL TECHNOLOGY COMMITTEE

(1 rep from each college)

ENROLLMENT SERVICES & BURSAR ADVISORY COMMITTEE (formerly the FA Advisory Committee)

(1 rep from each college)

FOOD SERVICE ADVISORY COMMITTEE

(SGAEC member + 1 rep from each college)

HEALTH & SAFETY COUNCIL

(1 Student from Student Safety Committee)

LIBRARY ADVISORY COMMITTEE

(1 SGAEC member + 1 other student, traditionally from Graduate Health Sciences)

PARKING AUTHORITY

(1 SGAEC member + 2 other students)

STUDENT HEALTH ADVISORY COMMITTEE

(1 SGAEC member + 1 student from each college)

RECOGNITION & CONDUCT OF STUDENT ORGANIZATIONS

Rule: 1720-3-4

INTRODUCTION

Rule: 1720-3-4-.01

- A. When groups of students wish to have a continuous association, intended to last beyond the term of those immediately involved, it is proper that they be required to qualify for and be recognized by the University. All recognized associations should be accorded the same privileges and bound by the same obligations. University recognition does not mean endorsement of the purposes or activities of any association by the faculty or administration. It means only that the association is accepted as meeting the minimum requirements set for all student associations.
- B. National professional fraternities and sororities have their own governing and advisory organizations. Acceptance of these organizations as responsible agencies, through which the University may deal with their affiliates on the campus, is a part of the continuing University recognition.

STUDENT ORGANIZATION RECOGNITION

Rule: 1720-3-4-.02

Any association of students wishing to have itself officially recognized as a campus organization in order to utilize University facilities or funds allocated by the state for student activities must submit an application for review by the SGAEC.

- A. The Student Government Association Executive Council may recommend recognition of any student organization to the Office of Student Life.
- B. The Office of Student Life will advise, in writing, the student organization seeking recognition within ten (10) days, whether or not the recommendation is approved.
- C. The decision of the Office of Student Life may be appealed to the Vice Chancellor for Academic, Faculty and Student Affairs.
- D. The Vice Chancellor for Academic, Faculty and Student Affairs will review the appeal and advise the Office of Student Life of his/her decision.

OBTAINING RECOGNITION

Rule: 1720-3-4-.03

A. Procedure

Any group seeking recognition must file application with the Office of Student Life. The Office of Student Life in turn must submit to the Student Government Association's Executive Council for review and recommendation. Failure of the Office of Student Life to submit to the Student Government Association's Executive Council at their next meeting will be justification for organization to present their application to Student Government Association's Executive Council president for action at the subsequent meeting.

B. Constitution

Any group petitioning for recognition as a student organization must present a constitution following a standard form to facilitate reference. Professional fraternities may be required to submit the equivalent national affiliation or other pertinent information. The constitution must contain the following information:

- a. the name of the organization; a statement of purpose for the organization;
- b. membership eligibility requirements;
- c. a listing of officers by title, and any special functions of the offices;
- d. a statement of the terms of the officers, and time and method of election;
- e. frequency of meetings;

- f. a statement of any membership dues, including amount of frequency of payment and provision for disposition of any funds in the event of dissolution of the organization; and
 - g. any other provision relating to the purpose and function of the particular organization.
- C. Purpose**
The statement of purpose shall be acceptable:
 - a. If it is reasonably clear and specific as to the aims and activities of the organization.
 - b. If the stated aims and activities of the organization are compatible with the academic function of the University, with the maintenance of order and propriety on the campus, and with the requirements of the University as a corporate entity with legal obligations.
- D. Size and Continuity**
No maximum or minimum number of members shall be required for recognition. The group petitioning, however, and the anticipated membership as represented by the eligibility requirements, should be sufficient to give reasonable prospects of continuity for the organization, and ability to carry out the purpose stated in the constitution.
- E. Membership, Eligibility and Records**
Voting membership in registered student organizations shall be limited to students of the University except where membership of faculty or other University staff is consistent with the structure and purpose stated in the constitution. Accurate membership records must be maintained and available to the faculty advisor.
- F. Officers must be full-time students; if nonstudents, they must be members of the faculty or University staff. When an election is held in a registered student organization, the names of the new officers must be transmitted to the Office of Student Life.**

HAZING

Rule: 1720-3-4-.04

Student Organizations are prohibited from engaging in hazing activities.

AFFILIATION

Rule: 1720-3-4-.05

Recognized student organizations may be affiliated with organizations off the campus where such affiliation is:

- A. Clearly indicated, either by the title of the organization or its constitution at the time of registration, or by specific statements in connection with any activities growing out of a later affiliation.
- B. Consistent with the purposes set forth in the constitution of the organization, and with the provisions of this document governing student association on the campus.
 - a. Not such as to change significantly the nature of the organization is an associate of students, with primary interest on the campus. University facilities may be reserved for organizational and other ad hoc meetings
- C. In keeping with the principles of this policy and with University regulations. Responsibility shall be fixed on the individual or individuals making the request. Groups which have not registered within a reasonable period of activity (normally a period of three (3) months or a series of three (3) meetings necessitating requests for University facilities) may be denied any of the privileges accorded student organizations. All temporary groups are expected to follow the requirements of this policy for activities on campus, with regard to use of facilities, and the posting and distribution of reprinted materials.

SUSPENSION OF RECOGNITION DUE TO INACTIVITY

Rule: 1720-3-4-.06

When the organization does not show a reasonable amount of activity in promoting the ends and purposes in its constitution, as evidenced by membership, meetings and other activities, recognition may be suspended.

Recognized student organizations are expected to provide a brief report of their year's activity upon request of the Office of Student Life. An organization suspended due to inactivity may be reactivated by application to the Office of Student Life, subject to review by the SGAEC, by a group reaffirming its existing constitution and showing reasonable prospects of organizational continuity. Recognition shall be withdrawn from any organization suspended as inactive for four (4) years.

SUSPENSION OF COMMITTEE RECOGNITION FOR CAUSE

Rule: 1720-3-4-.07

- A. Recognized student organizations are expected to conduct their activities in accordance with their constitutions, and with the procedure and limits set forth in this document. Any organization which ignores the procedure or exceeds the limits stated herein shall be warned by the Office of Student Life. If repeated or flagrant violations occur following such warning, registration of the organization may be suspended by the SGAEC, subject to appeal to the Vice Chancellor for Academic, Faculty, and Student Affairs. A suspended organization may not hold meetings on the campus, or otherwise request privileges of a recognized organization.
- B. The group must petition for re-establishment by submitting a new constitution, or submitting the old one, in order to reactivate the organization.

DENIAL OF RECOGNITION

Rule: 1720-3-4-.08

- A. A refusal by the SGAEC to recommend, to the Office of Student Life, recognition for a student organization must be based on one or more of the following:
 - a. If the objectives or purposes are illegal under local, state, or federal laws or do not conform with regular University regulations.
 - b. If the organization would, in the opinion of the SGAEC, constitute a clear and present danger to the continued or proper functioning of the University, or if its purposes are outside of the educational functions of the University.
- B. The SGAEC shall use the following procedures prior to any recommendation that an organization not be recognized:
 - a. If the organization's constitution does not conform with those requirements set forth in the policies governing student organizations, the council or its representative(s) shall meet informally with the organization in order to explain the violations and how the organization can meet the requirements by revising its constitution.
 - b. If the violations are not eliminated or seen to fall under those criteria listed under Paragraph a above, the SGAEC shall hold a hearing to determine whether the organization should be registered.
 - c. Prior to the hearing, the SGAEC shall issue to the organization an order to show cause why recognition should not be denied and stating the reasons for issuance of said show cause order.
 - d. It shall notify the organization in writing of the date, time, and place of hearing before the SGAEC on the show cause order.
 - e. It shall permit the organization to appear at the hearing with an advisor of its choice and to present evidence and argument in its behalf.
 - f. If the SGAEC determines that registration should not be granted, it shall issue a written report, a copy of which must be given to the organization, explaining the reasons for its negative recommendations to the Vice Chancellor for Academic, Faculty and Student Affairs.

MEETINGS

A. **On the Campus**

Recognized student organizations are encouraged to hold their meetings on the campus, and University facilities shall be made available to them whenever possible.

B. **Conduct at Meetings**

All meetings should be conducted in an orderly fashion and in compliance with University rules and regulations. When an organization opens a meeting to the public, it has the obligation to see that any portion of the meeting given over to audience discussion is open to all present so far as time permits.

NOTICES & OTHER PRINTED MATERIALS

Notices, placards, pamphlets, and other materials may be printed and distributed by recognized student organizations to further the purposes stated in their constitution, subject to the following limitations:

A. **Identification and Responsibility**

Recognized organizations shall be responsible for notices or printed materials bearing the names of individuals identified thereon as officers or members of the organization.

B. **Libelous, Scurrilous and Inciting Materials**

The right to distribute notices and printed materials shall not extend to libelous, scurrilous, or personally defamatory statements. Neither shall this right extend to materials encouraging and promoting violations of the public laws and the public peace, or the regulations of the University.

C. **Distribution of Printed Materials**

Distribution must not invade classrooms, interfere with classes, infringe on dormitory regulations, or be done in a manner that adds to litter on the campus. Organizations proposing to distribute printed material on the campus must obtain permission from the Office of Student Life. The purpose of this permission, with the requirements which may accompany it, is to protect the appearance and the normal operation of the campus, not to censor materials beyond the limits set in "B" above.

POLITICAL ACTIVITY ON CAMPUS

A. **Printed Materials and Speakers**

Recognized student organizations may include among their purposes, an interest in public elections and political parties, which may be expressed through invitations to speakers, printing and distribution of materials, and other activities. Politically related activities of recognized student organizations shall be within the limits set for similar activities in this policy.

B. **Activities in Primary Elections**

Recognized organizations affiliated with or particularly interested in, a political party, may give partisan support to the party's candidates in a party primary. Organizations which invite a primary candidate to participate in a sponsored program on the campus should extend similar invitation, not necessarily for the same occasion, to other candidates for party nominations for the same office.

C. **Candidate Organizations**

Organizations to promote a particular political candidate, as shown either in the title or statement of purpose, or in the clear intent of the organization's activities, will not be recognized on the campus. Students may join with political groups off campus in support of particular candidates. They may request University facilities for their candidate or someone speaking for him on a particular occasion, as a non-recognized group in accordance with the Section below, but not as an organization of the University of continuing activities.

TEMPORARY ASSOCIATIONS

It is natural that informal and temporary associations of students should arise from time to time, for particular purposes. Such temporary groups, including student political groups dedicated to the election of candidates in student elections, should be able to request the use of meeting rooms on a limited basis.

PROGRAMS AND ACTIVITIES

See college sections for information regarding specific college student organizations. Student organizations and groups desiring to have programs and activities open to the public shall have such events approved in advance by the Office of Student Life.

SPECIAL STATEMENT ON SOCIAL EVENTS FOR CULTURAL SENSITIVITY AND RULES FOR STUDENT ORGANIZATIONS

In order to be sensitive to fellow students and to be certain that the cultural diversity of UTHSC be considered in the planning of social activities and special events, the University of Tennessee's policy on Social Clubs will be utilized. The official policy (2.323 of the Administrative Manual) states:

- A. No funds of the University of Tennessee may be used to pay for memberships in country clubs or social clubs.
- B. The University of Tennessee will not host functions in facilities where members of the university community may feel unwelcome because the facility has membership or use criteria based upon race, sex or religious discrimination.

It is recommended that no student funds, such as student organization membership dues, class dues, or social dues, be used to host events at locations that, because of their membership rules or practices, would discriminate against any person, or make them feel unwelcome or uncomfortable at social or special events. This statement has been carefully considered and endorsed by the UTHSC Diversity Awareness Committee and the SGAEC and became effective Spring, 1994.

RULES FOR STUDENT ORGANIZATIONS

- A. **Constitutions**
All student organizations must keep a current copy of the organization's constitutions and/or bylaws on file in the Office of Student Life.
- B. **Officers**
All student organizations must keep a current copy of the organization's officers on file in the Office of Student Life and this listing must be updated each academic year.
- C. **Faculty/Staff Advisors**
All student organizations must have a faculty or staff advisor, and the name(s) should be submitted to the Office of Student Life for each academic year.
- D. **Posting Notices**
Organizations may only post notices and/or announcements on the bulletin boards in the GEB, not on walls, glass, wood, or painted surfaces. In the SAC, notices may be posted on the wooden rails on the second and third floors, and on bulletin boards on the first floor. All notices will be removed (which are not posted properly) by the UTHSC Housekeeping staff. Check with building managers in other UTHSC buildings before posting notices. All notices MUST be removed by the student organization on the week day immediately following the event.
- E. **Banking**
Organizations may not include the name "University of Tennessee" in their bank account titles. Most banks now require organizations to have an IRS tax number before a bank account may be opened.
- F. **Fundraisers**
Student organizations planning to raise money on campus for their organization by selling items or holding an event should register the activity at least seven (7) days in advance in the Office of Student Life. The purpose for which the money will be used must be stated before approval will be granted.
- G. **Bake Sales**

Student organizations holding bake sales must register them in advance through the Office of Student Life. All foods must be packaged individually when being sold. In certain buildings, including the GEB, only home baked goods are allowed to be sold. This is due to a contract with the vending company which prohibits the selling of items which are available for sale in the vending machines. Advertising a bake sale on campus vending machines, in campus vending areas, or in the dining areas in the SAC is strictly prohibited.

H. **Volunteer Service**

All organizations must register their volunteer or community service activities in the Office of Student Life. These activities may be registered either before or after they occur, as long as the Office of Student Life is notified within ten (10) days of the event. This information is needed in order to complete reports for the UTHSC campus and to promote the many positive activities which students are performing during their personal time.

I. **Publicity**

The UTHSC Marketing and Communication Department can provide assistance with off campus publicity. Assistance with banners, fliers, tickets, programs, or other promotional print material provided by the Office of Student Life, must be requested at least two (2) weeks in advance.

J. **Photocopying**

Recognized student organizations may set up charge accounts in the Office of Student Life for photocopying for organizational business. Personal copies are not permitted. Organizations will be billed monthly. Charges must be paid in the Office of Student Life within two weeks of receipt of the invoice.

K. **Solicitation**

Solicitation of funds from private sources (individuals, corporations, foundations, organizations) must be approved at least ten (10) days in advance by the Director for Student Life who will determine if approval is also required by the Vice Chancellor for Development and Alumni Affairs. Representatives from student organizations must not represent themselves as officials of the University of Tennessee when soliciting funds. Donations made directly to student organizations are not tax deductible contributions.

SOLICITATION OF FUNDS BY STUDENT ORGANIZATIONS

Rule 1720-1-7-.03

- A. As it pertains to student organizations, *solicitation* is defined as the seeking of funds or support by a recognized student organization from sources other than its members including the procurement of supplies, and other forms of support, and the selling and distribution of items, materials or products and services.
- B. Recognized student organizations may be authorized to solicit on campus as long as such solicitation is consistent with the aims of the organization and is not for the personal benefit of members. In interpreting the aims or purposes of the recognized student organization, the statement in its constitution will be followed.
- C. Requests for approval of any form of solicitation must be made in writing to the Assistant Vice Chancellor for Student Affairs not later than seven (7) business days preceding the date of the proposed date of the activity. Special forms for making requests are provided in the Office of the Assistant Vice Chancellor for Student Affairs. Following content approval by the Assistant Vice Chancellor for Student Affairs, the requesting organization must make appropriate arrangements and scheduling with the administrative office of the facility to be used. Content approval for the project is not a guarantee of the availability of the space. The Assistant Vice Chancellor for Student Affairs will assist the organization in scheduling and coordinating outdoor space with the appropriate Facilities Management Office. Ordinarily, the academic buildings and the non-public areas of the Residence Halls will not be used for purposes of solicitation.

UNIVERSITY LIABILITY

Fraternities, sports clubs, and other student organizations, even though registered or otherwise permitted to operate on or near University property and even though required to conform to certain prescribed University procedures in some cases, are not in any way or manner operated under the general

supervision of the University or its Trustees, officers, administrators, or employees. Neither the University nor any of its Trustees, administrators, officers, and employees are in any way or manner liable for acts or failures to act on the part of such organizations. It is especially noted that the University is not responsible for bodily harm or death to participants in voluntary organizations or activities including voluntary athletics, hiking, karate, judo or other such organizations in which risk is incurred.

CURRENTLY RECOGNIZED STUDENT ORGANIZATIONS

BLACK GRADUATE STUDENT ASSOCIATION

Contact: Enitra N. Jones, President

Email: jenitra@uthsc.edu

The mission of the Black Graduate Student Association (BGSA) is to provide peer support, professional development, networking, and advocacy on behalf of the membership. In addition, BGSA is an active agent in the recruitment/enrollment and retention of American citizens of African descent and underrepresented minorities at UTHSC. BGSA membership is open to all fulltime UT students in good standing with the College of Graduate Health Sciences (CGHS). Individuals pursuing the following degrees are encouraged to participate: M.S., Ph.D., M.D./Ph.D., D.D.S./Ph.D., Pharm.D./Ph.D

BLACK STUDENT ASSOCIATION

Contact: Ashlee Franklin, President

Email: afrank13@uthsc.edu

The Black Student Association is a group of students interested in promoting cultural and ethnic awareness among all students at UTHSC. The association also serves as a network of support and fellowship for African-American students. Membership is open to any interested UTHSC student. Faculty and staff members are also invited to participate in activities and functions of the association. For more information, contact the president.

Minority Student Association of Allied Health Science

Contact: Keisha Brooks, Advisor

Email: kbrook13@uthsc.edu

Eleta Reed Morgan

Email: ereedmor@uthsc.edu

The Minority Student Association of Allied Health Sciences is a group of students interested in promoting cultural awareness in the College of Allied Health at UTHSC. The association also serves as a network of support and fellowship for all minority students. Membership is open to any interested College of Allied Health Sciences student. Faculty and staff members in the College of Allied Health are also invited to participate in activities and functions of the association. For more information, contact the faculty advisors listed above.

UT International Association

Contact: Pavan Kumar Vaddady, President

Email: pvaddady@uthsc.edu

The purpose of the UT International Association is to help international students become familiar with the university and the city, to assist international students with communication, to help foster understanding of foreign cultures and the American culture, and to promote and establish a network of former members in academia and industry. Membership is open to any UTHSC student, faculty, and staff or fellow. Additional information may be obtained from the UT International Association president.

PROFESSIONAL FRATERNITIES

There are a number of professional fraternal organizations on campus, which are affiliated with the Colleges of Medicine, Dentistry and Pharmacy (Dentistry: Psi Omega; Xi Psi Phi, Medicine: Phi Chi, Pharmacy: Kappa Psi; Phi Delta Chi). Information about fraternities is available in the Office of Student Life.

IMHOTEP SOCIETY

The Imhotep Society is an organization for the recognition of students, faculty, staff and alumni who have significantly contributed to student life and student process at UTHSC. Each college student executive council has developed and adopted their own individual classification and point system that awards value points for leadership and service involvement. A minimum accumulation of points can result in nomination to the society. While the principal objective of the Society is to reward and recognize student leadership on campus, a secondary goal is to inspire students to continue in leadership and service roles as alumni of the university. Additional information may be obtained in the Office of Student Life.

RELIGIOUS GROUPS

ALLIED HEALTH CHRISTIAN ORGANIZATION

Contact: Ruth Mulvany, Advisor

Email: rmulvany@uthsc.edu

The Allied Health Christian Organization (AH-CO) is an organization that meets each Tuesday at noon for Christian fellowship and for student-led devotions. Because the word *tabernacle* implies an ordinary room that is transformed into a place of worship, the weekly gatherings are entitled *Tabernacle Tuesdays*. All students and faculty members at the Health Science Center are welcome to bring a brown bag lunch and attend Tabernacle Tuesdays. The goals of AH-CO are to support and encourage fellow students in their Christian faith, to welcome students regardless of religious belief, and to promote the word of Christ.

CATHOLIC COMMUNITY at UTHSC

Contact: Sister Sharon Glumb, Campus Minister

Office: Catholic Campus Ministry Center

3625 Mynders Avenue

Memphis, TN 38111

Phone: (901) 323-3051

Email: sharon.glumb@ccm.cdom.org

Website: www.cdom.org

The Catholic Church of Memphis provides the UTHSC community with religious, social and educational opportunities. On Tuesdays from mid-August to mid-May, Catholic students, faculty, and staff are invited to gather for noontime lunch in SAC Room 204. The hour-long program includes a reasonably-priced hot lunch and a wide variety of speakers, regular fellowship and a monthly Mass. All are welcome! In addition to these gatherings, invitations are extended to join with other young adult Catholics in the Memphis area for off-campus gatherings and service-related events to benefit the wider community. Assorted printed resources are regularly distributed to Catholics at the Tuesday gatherings and in campus mailboxes. To reach the Campus Minister for more information, for assistance, or for additional resources, just phone, email, or look for information on the website.

CHRISTIAN MEDICAL & DENTAL ASSOCIATION (CMDA)

Contact: Ken Nippert, M.Div.

Office: 2023W. Houston Way

Germantown, TN 38139

Phone: (901) 861-1003

E-Mail: cmda@midsouth.rr.com

The Christian Medical and Dental Association is an organization designed for the encouragement of all UT students. It is a national organization that exists on 85% of all medical and dental schools campuses in the US. Its mission is to encourage, equip, and motivate students to know and serve God both in their personal and professional life. Our activities include a weekly *Doctor's Forum* meeting with a catered lunch on Wednesdays at noon, multiple small group Bible studies during the week, monthly fellowship socials, and an annual mission trip to Central America during Spring Break. As a student, you need someone to renew and refresh you weekly in the midst of your demanding training years. CMDA exists for you. For more information contact Ken Nippert, the Area Director, at 861-1003, or visit our website, www.uthsc.edu/cmda.

HILLEL OF MEMPHIS

Contact: Sherry Weinblatt, Director

Office: 3581 Midland Avenue

Memphis, TN 38111

Phone: (901) 452-2453

Fax: (901) 452-9339

E-Mail: hillelofmemphis@bellsouth.net

Website: www.hillelmemphis.org

Hillel of Memphis, a program of the Memphis Jewish Federation, is the UT Jewish student's link to Jewish life in Memphis. Through social, educational, spiritual, cultural, and service opportunities, UT Jewish students have a chance to get to know other students from the colleges and universities in the Memphis area. Hillel of Memphis also has a group called JGRADS+ which promotes social and professional networking for those 22-33. Special opportunities for UT students include monthly Shabbat dinner, High Holy Day tickets to local synagogues, and meals with local families for Shabbat and holidays. Recent additions at the Hillel House on Midland include weekly Hebrew classes, monthly Jewish Faculty Forums, computers, internet access, video games, study room, and patio and picnic area. Let Hillel of Memphis be your Jewish "home away from home."

UNITED METHODIST CAMPUS MINISTRY

Contact: Rev. Dr. Joe Ranager

188 S Bellevue

316 Doctor's Bldg

Memphis, TN 38104

Phone: (901) 516 8446

Email: ranagerj@methodisthealth.org

The United Methodist Campus Ministry offers to the UTHSC community opportunities for spiritual growth and development, prayer, conversation and programs related to faith and practice in health professions. Individual spiritual care and support is also available by appointment. These services are available to students, staff, and faculty of any religious faith and are confidential.

Joe Ranager coordinates this ministry. Joe has a Bachelor's degree in Philosophy and Religion from the University of Southern Mississippi, a Master of Divinity degree from the Saint Paul School of Theology, and a Doctor of Ministry degree in Faith and the Health of Communities from Wesley Theological Seminary.

Joe is the Education Coordinator for Faith and Health in the Center of Excellence in Faith and Health at Methodist Healthcare.

COLLEGE- SPECIFIC GROUPS

Allied Health Sciences

Allied Health Christian Organization

The Allied Health Christian Organization (AH-CO) is an organization that meets each Tuesday at noon for Christian fellowship and for student-led devotions. Because the word tabernacle implies an ordinary room that is transformed into a place of worship, the weekly gatherings are entitled Tabernacle Tuesdays. All students and faculty members at the Health Science Center are welcome to bring a brown bag lunch and attend Tabernacle Tuesdays. The goals of AH-CO are to support and encourage fellow students in their Christian faith, to welcome students regardless of religious belief, and to promote the word of Christ.

Contact: Ruth Mulvany, Advisor
Email: rmulvany@uthsc.edu

Allied Health Student Government Association

The objectives are to serve as the collective official voice of the students in the College of Allied Health of the University of Tennessee Health Science Center, and to function as the forum of local Allied Health student government. It represents all students in the College of Allied Health addressing academic, financial, social and other issues affecting the students' overall learning experience. It stimulates interclass relationships and provides a common format for individual dental student's voice and expression.

All currently enrolled allied health students are members of the Allied Health Student Government Association (AHS GA). The AHS GA Executive Council (composed of student class presidents elected in the college each year) meets regularly with the Assistant Dean for Student Affairs to discuss issues and advise the college regarding student views and concerns. The president of the AHS GA Executive Council is elected annually from the allied health programs, and represents allied health students in the campus level Student Government Association Executive Council (SGAEC). The SGAEC represents views of The University of Tennessee Health Science Center students, studies matters of importance to students, and makes recommendations to The University of Tennessee Health Science Center administrators and faculty. The AHS GA president reports on activities of the campus student government association at meetings of the AHS GA Executive Council.

Student Professional Associations

Allied health students are eligible for student membership in the professional association(s) of each discipline. Audiology and Speech Pathology students qualify for student membership in The National Student Speech-Language-Hearing Association, and Audiology students also qualify for the National Association of Future Doctors of Audiology. Cytotechnology students may become student members of several associations including the American Society for Cytotechnology, the American Society of Cytopathology and the Southern Association of Cytotechnologists; dental hygiene students qualify as student members of the American Dental Hygienists' Association and the National Dental Hygienists' Association; health informatics and information management students may join the American Health Information Management Association; medical technology students are required to join the American Society for Clinical Laboratory Science as student members; occupational therapy students may join the American Occupational Therapy Association and the Tennessee Occupational Therapy Association; and physical therapy students may become student members of the American Physical Therapy Association.

Student American Dental Hygienists Association

www.adha.org/students/index.html

We in the ADHA community understand the unique demands and experiences student dental hygienists encounter on the road to graduating and obtaining licensure. Our goal is to Empower, Support, and Develop YOU as Student Members, by offering opportunities for personal and professional development, leadership, and recognition for your achievements.

The Minority Student Association of the Allied Health Sciences at UTHSC

The Minority Student Association of Allied Health Sciences is a group of students interested in promoting cultural awareness in the College of Allied Health at UTHSC. The association also serves as a network of support and fellowship for all minority students. Membership is open to any interested College of Allied Health Sciences student. Faculty and staff members in the College of Allied Health are also invited to participate in activities and functions of the association. For more information, contact the faculty advisors listed above.

Contact

Keisha Brooks, Advisor
kbrook13@uthsc.edu

Eleta Reed Morgan
ereedmor@uthsc.edu

Dentistry

American Association of Women Dentists

The American Association of Women Dentists, University of Tennessee Chapter was reestablished in January 2003. The mission of the UT Chapter is to promote the advancement of women in dentistry by providing education and support to its members through the fellowship of students, faculty, and women dentists in the Memphis community and by encouraging the personal and professional growth and well-being of chapter members. The chapter kicks off each school year with an annual Wine and Cheese Event for its membership drive and will hold monthly lunch meetings on the first Tuesday of every month, presenting representatives from dental companies and local professional women dentists.

Contact

Dr. Janet Harrison
Jharri35@uthsc.edu

American Dental Education Association

The American Dental Education Association (ADEA) is a national organization to promote and improve dental education. Its mission is to lead faculty, students and institutions of the dental education community to address contemporary issues influencing education, research, and the delivery of oral health care for the improvement of the health of the public.

Contact

Josh Evensky
901-289-6669
jevensky@uthsc.edu

American Student Dental Association

The University of Tennessee College of Dentistry chapter of the American Student Dental Association is a part of the national organization that is associated with the American Dental Association. Dental students may join the American Student Dental Association and receive the ADA journal, as well as be eligible for the association's insurance programs and other benefits. The membership fee is \$67 per year for students. In addition to maintaining an excellent liaison with the faculty and administration, the organization encourages active participation of each student to work for the highest ideals of the profession.

Contact

Dr. Llewellyn Powell
Lpowell8@uths.edu

Christian Medical & Dental Association

The Christian Medical-Dental Association meets on campus, once weekly, during the academic year. It is open for attendance by all students, faculty, and staff from every school and administrative office in the UT Health Sciences Center. CMDA exists to motivate, educate, and equip doctors and students to serve with professional excellence, as witnesses of the Christian faith, exemplifying love and compassion by advancing biblical principles of healthcare within the church and throughout our culture.

Please contact the College of Medicine for more information:

UTHSC College of Medicine
910 Madison, Suite 1002
Memphis, TN 38163
Phone: 901-448-5529

College of Dentistry Student Government Association (CoDSGA)

The objectives of the CoDSGA are to serve as the collective official voice of the students in the College of Dentistry of the University of Tennessee Health Science Center, and to function as the forum of local dental student government. It represents all students in the College of Dentistry addressing academic, financial, social and other issues affecting the students' overall learning experience. It stimulates interclass relationships and provides a common format for individual dental student's voice and expression.

The CoDSGA sponsors educational, cultural, intellectual and social projects for the betterment of the organization, the dental school, the dental profession and the community. The CoDSGA assists the Dean in implementing favorable relationships and communication between the students and faculty and serves as a liaison between the two. CoDSGA provides an opportunity for the development of leadership qualities in the students and promotes and fosters knowledge of the structure of the dental profession in general.

Dental Students Research Group (SRG)

A chapter of the Students Research Group of the American Association for Dental Research was established in 1985. Students are encouraged to join the American Association for Dental Research/International Association for Dental Research (AADR/IADR). The University of Tennessee Health Science Center chapter of the SRG is represented annually at the national meetings of the AADR/IADR. Students participate in research projects guided by faculty mentors during the summer.

Research seminars and Journal Club meetings are held periodically to discuss ongoing research and review literature related to dental research.

Fraternities

On The University of Tennessee Health Science Center campus are chapters of two national dental fraternities: Psi Omega, and Xi Psi Phi. The Interfraternity Council aids in the formulation of policies relating to the activities of the fraternities. Through the help of the Council, each fraternity has a program that augments that of the College of Dentistry in preparing dental graduates for successful lives in the dental profession.

Psi Omega

For Psi Omega information, please contact:

Dr. Jack Seeberg
(901)448-6221
jseeberg@uthsc.edu

Student National Dental Association

The Student National Dental Association (SNDA) strives to promote and encourage an increase in minority enrollment in all dental schools. The SNDA is committed to the improvement of the delivery of dental health to all people, with an emphasis on minorities and the underserved. This organization assists those programs within the greater community which require some measure of dental expertise, by educating and involving its members in the social, moral, and ethical obligations of the profession of dentistry and promoting a viable academic and social environment which is conducive to the mental health of minority students.

Faculty Advisors
Dr. Waletha Wasson
wwasson@uthsc.edu

Dr. Ashanti Braxton
abraxton@uthsc.edu

Xi Phi Psi

For information about Xi Phi Psi, please contact:

Faculty advisor
Dr. J.S. Covington
(901) 448-6268
jcovingt@uthsc.edu

Graduate Health Sciences

American Association of Pharmaceutical Science (AAPS)

www.aaps.org

AAPS provides a dynamic international forum for the exchange of knowledge among scientists to enhance their contributions to health. We offer timely scientific programs, ongoing education, opportunities for networking, and professional development.

Black Graduate Student Association

The mission of the Black Graduate Student Association (BGSA) is to provide peer support, professional development, networking, and advocacy on behalf of the membership.

Contact

Enitra N. Jones
jenitra@uthsc.edu

Graduate Health Science Student Government Association

The objectives are to serve as the collective official voice of the students in the College of Graduate Health Science of the University of Tennessee Health Science Center, and to function as the forum of local Graduate Health Sciences student government. It represents all students in the College of Graduate Health Science addressing academic, financial, social and other issues affecting the students' overall learning experience. It stimulates interclass relationships and provides a common format for individual dental student's voice and expression.

Health Student Government Association

The objectives are to serve as the collective official voice of the students in the College of Allied Health of the University of Tennessee Health Science Center, and to function as the forum of local Allied Health student government. It represents all students in the College of Allied Health addressing academic, financial, social and other issues affecting the students' overall learning experience. It stimulates interclass relationships and provides a common format for individual dental student's voice and expression.

Hindu YUYA

Hindu YUYA offers a platform to discuss and gain knowledge about Hindu culture and heritage and Hindu Society through weekly meetings and other events.

The faculty advisor of the organization shall be decided by the executive board in a general meeting at the beginning of each academic year.

President

Siva Sarva
ssarva@uthsc.edu

Indian & Chinese Student Association

The purpose of the UT International Graduate Association is to help international students become familiar with the university and the city, to assist international students with communication, to help foster understanding of foreign cultures and the American culture, and to promote and establish a network of former members in academia and industry.

International Graduate Student Association

The purpose of the UT International Graduate Association is to help international students become familiar with the university and the city, to assist international students with communication, to help foster

understanding of foreign cultures and the American culture, and to promote and establish a network of former members in academia and industry.

Contact

Ashutosh Pandey - President
901-448-7018

Connie Childs - Director of International Affairs
901-448-8484

UT-ISPOR Student Chapter

ISPOR provides a forum for engaging international researchers from academia, pharmaceutical industry, government, managed care, health research organizations, and purchasers of health care in the science of pharmacoeconomics and health outcomes research. The mission of ISPOR is to translate pharmacoeconomics and outcomes research into practice to ensure that society allocates scarce health care resources wisely, fairly and efficiently.

Contact

Shelly White-Means, Ph.D.
901-448-1915

UT Indian Association (UTIA)

The purpose of the association is three fold:

1. to bring togetherness and cooperation among the existing Indians at UTHSC
2. to enrich the cultural well being of Indians through interactive social gatherings and cultural events
3. to help the new Indians coming to UTHSC

Faculty advisor

Jegdish P. Babu
901- 448-4342

Women in Medicine & Science

WIMS is a student-led organization designed to facilitate communication and networking among its members and to provide advocacy to all women students and trainees at UTHSC in order to build a supportive community that will nurture the professional development of current and future women in medicine and science.

WIMS@uthsc.edu

Medicine

Alpha Omega Alpha

The history of AOA dates back to 1902 when six medical students attending the College of Physicians and Surgeons in Chicago in response to their concerns about the prevailing non-professional image of medical students sought the means to foster honesty and higher ideals of scholastic achievement. These pursuits came during a time when medical schools were located in storefronts, tenements and

warehouses, and when a mere microscope or two, some moldy slides, and a lonely skeleton were the only instruments. A time when the medical curriculum itself consisted of a series of lectures, sometimes supplemented by demonstrations at one's bedside or, if available, in the laboratory. The leading founder, William Webster Root, modeled the society after Phi Beta Kappa. Growth of AOA chapters paralleled that of American medical schools and today there are 124 active Chapters.

Our state of Tennessee boasts a total of four Chapters: Vanderbilt University (Alpha; 1923), the University of Tennessee HSC (Beta; 1941), Meharry Medical College (Gamma, 1957), and East Tennessee State University (Delta; 1985).

Contact

Owen P. Phillips, M.D.
Councilor, Beta Tennessee AOA Chapter
Associate Dean, Office of Student Affairs
930 Madison Avenue, Room 835D
Memphis, Tennessee 38163
Tel: (901) 448.5531 | Fax: (901) 448.7085
Email: ophillips@uthsc.edu
Deborah D. Hester
Program Coordinator, Office of Student Affairs
910 Madison Avenue, Room 406
Memphis, Tennessee 38163
Tel: (901) 448.5531 | Fax: (901) 448.7085
Email: dhester@uthsc.edu

Alpha Omega Alpha Honor Medical Society (AOA)

Alpha Omega Alpha (AOA) is an esteemed society whose purpose is to perpetuate excellence in medicine. Selection to AOA is competitively based upon academic achievement and demonstration of attributes exemplary of a physician. The society sponsors two programs annually: AOA Distinguished Professorship and AOA Student Research Day.

<http://uthsc.edu/Medicine/students/aoa/>

American Association of Physicians of Indian Origin (Medical Student Section)

aapiusa.org/

Mission:

AAPI is a forum to facilitate and enable Indian American Physicians to excel in patient care, teaching and research and to pursue their aspirations in professional and community affairs.

Vision:

Promote professional solidarity in the pursuit of excellence in patient care, teaching and research. Bring American medicine the distinctive contributions from India, and advance the American creed of one nation under God, indivisible with liberty and justice for all.

Contact

600 Enterprise Drive, Suite 108
Oak Brook, IL 60523
Phone: 630-990-2277
Fax: 630-990-2281

American Physician Scientists Association (APSA)

physicianscientists.org

The American Physician Scientists Association (APSA) is a national organization dedicated to addressing the needs of future physician scientists with respect to their training and career development

The APSA strives to be the student physician-scientists' leading voice for improving educational opportunities, advancing patient-oriented research, and advocating for the future of translational medicine.

American Medical Student Association (AMSA)

www.amsa.org

The American Medical Student Association is a national organization which offers students the opportunity to become involved in community outreach projects through locally organized chapters. AMSA is well known for its commitment to facilitating student impact on medical education and practice. As a national organization, AMSA offers many opportunities, such as preceptorships in a variety of specialties across the country, information regarding International Health Electives, participation in the International Medical Student Association, and access to experiences of other AMSA chapters. AMSA task forces include Nutrition and Preventive Medicine, Death and Dying, Women in Medicine, Law and Medicine, and many others.

American Medical Association-Medical Student Section (AMA-MSS)

The American Medical Association Medical Student Section (AMA-MSS) is a national organization of medical student members of the AMA which is dedicated to improving medical education, developing leadership and promoting activism for the health of America.

The AMA-MSS offers students unique opportunities to interact with students and physicians from across the state and the country and UT Memphis has a long tradition of producing national leaders for the AMA-MSS.

As a member of the AMA-MSS, students are full members of the AMA and as such receive all the benefits that are available to physician members of the AMA including subscriptions to JAMA, AMNews - a weekly update on issues facing medicine, and Members Matters - a newsletter published by the AMA with more immediate concerns facing medicine. Members also receive a free copy of the Drug Evaluation textbook, a helpful resource during Pharmacology.

UT Memphis members also receive the Journal of the TMA and other publications from the Tennessee Medical Association. On a local level, members receive Memphis Health Care News and updates both from our local chapter and the Memphis-Shelby County Medical Society.

Members also receive special banking and insurance benefits through the AMA, as well as having the full resources of the AMA to call upon whenever needed for researching issues to finding information of externships and residencies.

Our local chapter also conducts a physician match program which matches M1 and M2 students with local physicians for a day to follow them around to learn more about the actuality of practicing medicine. UT's AMA-MSS chapter also conduct several seminars each year that offer students educational opportunities outside the traditional curriculum.

American Medical Women's Association (AMWA)

<http://www.amwa-doc.org/>

AMWA membership is comprised of physicians, residents, medical students, and health care professionals. AMWA is the only multispecialty organization dedicated to advancing women in medicine and improving women's health.

Vision:

The American Medical Women's Association empowers women to lead in improving health for all within a model that reflects the unique perspective of women.

Mission:

The American Medical Women's Association is an organization which functions at the local, national, and international level to advance women in medicine and improve women's health. We achieve this by providing and developing leadership, advocacy, education, expertise, mentoring, and strategic alliances.

American Medical Women's Association
100 North 20th Street, Suite 400
Philadelphia, PA 19103
866) 564-2483

American Medical Student Association (AMSA)

The American Medical Student Association (AMSA) is a national organization which offers students an opportunity to become involved in community outreach projects through locally organized chapters. AMSA is well known for its commitment to facilitating student impact on medical education and practice by developing networks that would increase physicians' awareness and sensitivity to their patients and communities. As a national organization, AMSA offers many opportunities, such as preceptorships in a variety of specialties across the country, participation in the International Medical Student Association, and access to experiences of other AMSA chapters. AMSA chapters receive support from AMSA national staff and task forces. AMSA task forces publish newsletters and hold seminars on areas of interest other than those already covered by our curriculum. These task forces include: Nutrition and Preventive Medicine, Death and Dying, Women in Medicine, Law and Medicine, and many others. Another positive aspect of involvement with AMSA is the opportunity to meet and work with students attending other medical schools via regional and national conferences.

Activities of the UT AMSA chapter have included discussion of clinics by M-3s and M-4s, ongoing M-1 support group, blood pressure screenings in the community with the Memphis High Blood Pressure Coalition and CPR training sessions. The UT AMSA chapter is a forum for student concerns, both personal and professional. Please come and share your interests and ideas.

Anesthesiology Interest Group

Please contact the Anesthesiology Interest Group Faculty Advisors for more information:

Howard Bromley, M.D.
hbromley@uthsc.edu
(901) 448-5893
Jerry Epps, M.D.
jepps@tennessee.edu
(865)305-9220

College of Medicine Student Government Association

The objectives are to serve as the collective official voice of the students in the College of Medicine of the University of Tennessee Health Science Center, and to function as the forum of local College of Medicine student government. It represents all students in the College of Medicine addressing academic, financial, social and other issues affecting the students' overall learning experience. It stimulates interclass relationships and provides a common format for individual dental student's voice and expression.

Council on International Outreach (CIAO)

The Council on International Outreach is the umbrella organization for all student outreach initiatives in the College. It serves to strengthen student commitment to the local community, promote awareness of global health care needs and our responsibility to meet these needs. CIAO facilitates opportunities for education abroad and supports student organizations engaged in public service. CIAO helps to set a standard of global responsibility by demonstrating the willingness of future physicians to help others. The organization is composed of both students and faculty members from the College of Medicine as well as members from the community at large. Additional information may be obtained through the Office of Student Affairs.

Dermatology Interest Group

Contact the Faculty Advisor for more information:

Robert Skinner, M.D.
rskinner@uthsc.edu
(901) 448-5795

Emergency Medicine Interest Group

The Emergency Medicine Interest Group (EMIG) of the University of Tennessee Health Science Center conducts meetings, conferences, and special activities throughout the year with the intent of presenting topics in acute care. At some point in their education, all medical students have contact with the Emergency Department. The activities held by EMIG are geared towards helping students deal with the types of situations that they are likely to encounter.

President
J.W. Catt, Jr.
jcatt@uthsc.edu

Family Medicine Student Association (FMSA)

The Family Medicine Student Association is a service organization open to all medical students and their spouses. FMSA provides opportunities for students to become involved in addressing vital concerns and issues facing medical students, e.g., malpractice insurance issues, practice management, primary care physicians distribution and manpower needs, and planning for the medical marketplace. Many students participate in the Family Practice Preceptorships during the summer between their first and second years.

Family Practice Student Association

The Family Medicine Student Association (FMSA) at the University of Tennessee is a student-run organization designed to promote professionalism, create interest in Family Medicine, disseminate information about Family Medicine, and promote medical student leadership in Family Medicine. We achieve these goals by providing a periodic lunch seminar series highlighting various areas of Family Medicine, providing evening workshops for medical students on splinting, suturing, codes, and other medical techniques, and promoting student-faculty interaction. We are also involved in the AAFP's national community service project Tar Wars. Our main goal is to help create future family physicians

Frank Williams
fwilliams@uthsc.edu

Marilyn Ward
mward9@uthsc.edu

Health Policy Interest Group

Established in 1973, The Robert Wood Johnson Health Policy Fellowships Program -- the second-oldest active program of The Robert Wood Johnson Foundation (RWJF) -- is designed to develop the capacities of outstanding mid-career health professionals in academic and community-based settings by providing them with an understanding of the health policy process. The program is administered by the Institute of Medicine of the National Academy of Sciences.

International Graduate Student Association

The purpose of the UT International Graduate Association is to help international students become familiar with the university and the city, to assist international students with communication, to help foster understanding of foreign cultures and the American culture, and to promote and establish a network of former members in academia and industry.

Medical Student Executive Council (MSEC)

Students are an integral component of the governance of the College, and the MSEC is the major student organization which represents the student body of the College of Medicine. The President of the MSEC is elected by voting members of the Council annually in the spring semester. Each class elects three MSEC representatives. Additionally, representatives of the Student National Medical Association (SNMA), the American Medical Student Association (AMSA), the Family Medicine Student Association, American Medical Association - Medical Student Section (AMA-MSS), Organization of Student Representatives (OSR) to the American Association of Medical Colleges, Student Society for Internal Medicine, and the medical fraternities are voting members. MSEC elects the student representatives to committees such as the Committee on Undergraduate Medical Education (CUME), the Biomedical Sciences Subcommittee (BSS), and the Clinical Sciences Subcommittee (CSS). The Council also selects the finalists for the student members of the Admissions Committee. MSEC holds weekly noon meetings on Thursdays in the Student Activities Center. These meetings are open, and all medical students are encouraged to attend and to express concerns related to life as a medical student. The MSEC meets periodically with the Executive Dean of the College, the Office of Medical Education, the Office of Student Affairs, and other appropriate persons.

Medical Students for Choice

Military Medical Student Association

OB-GYN Group

Organization of Student Representatives (OSR)

The Organization of Student Representatives provides student input to the AAMC and its Council of Deans. Each of the 126 American Medical Schools elects a student representative to this organization. The Medical Student Executive Council annually elects this representative. The OSR has annual national and regional meetings. During these meetings, the student members discuss the status and trends in medical education, and pass resolutions reflecting the organization's position on important issues. These positions are then sent to the Council of Deans, the governing body of the AAMC.

Orthopedic Interest Group

Peri Ankh Student Endowment Fund

Peri Ankh, Egyptian for "house of life," was founded in 2004 by students for students as the University of Tennessee College of Medicine's only Student Endowment Fund. Peri Ankh was established to become the "house of life" for the College of Medicine by improving its medical education, an education which serves as the foundation for both past and present students' professional successes. In moving forward with our mission, we are dedicated to promoting student-alumni interactions in order to foster a legacy of giving among UT's alumni.

P.O. Box 63096
Memphis, TN 38163

Email: Peri.Ankh@gmail.com

Phi Chi Medical Fraternity

Phi Chi is the nation's largest medical fraternity with more than 45,000 members in all parts of the world. There are over 350 Phi Chi alumni in Memphis alone, many of whom are active in the Alumni Association. The Phi Chi Fraternity houses 28 persons and is two blocks from the Wassell Randolph Student-Alumni Center. The house is completely furnished with central heat and air, washer, dryer, color TV, table tennis, and a kitchen where students may prepare meals and snacks. Nonmembers are welcomed. Phi Chi invites any medical student interested.

Contact

Phi Chi Fraternity
687 Jefferson Avenue
Memphis, Tennessee 38105

Psychiatry Student Interest Group (PSYCHSIGN)

Faculty Advisor: Iverson Bell, MD

a. Purpose

To provide a forum for students interested in the psychological aspects of medical care, and to serve as a source of information and guidance for students who want to explore specialty training in psychiatry

b. Dates and Locations

TBA

c. Membership Criteria

Open to any student and faculty member sharing an interest in human behavior, and in the complex interplay between mental and physical processes in health and disease.

Radiology Student Interest Group

Contact the Faculty Advisor for more information:

Faculty Advisor

Frank Parks

fparks@uthsc.edu

Stand Out, Memphis

Student Government Association Executive Council (SGAEC)

The SGAEC studies matters of importance to students of the Health Science Center and submits recommendations expressing student views and concerns to the administration and faculty of the University. The president of the Medical Student Executive Council is the College of Medicine's representative on the SGAEC.

Student Interest Group in Ophthalmology

Educating medical students at the University of Tennessee College of Medicine about the specialty of Ophthalmology as a career choice

- Increasing students' knowledge of diseases of the eyes and their adnexa, examination techniques, and the eyes' relationship to systemic diseases
- Offering opportunities for medical students to become involved in community service, research, or other scholarly activities of the Department of Ophthalmology at the University of Tennessee Health Science Center College of Medicine.

Hamilton Eye Institute
930 Madison Avenue Room 475
Memphis, TN 38163
Phone: (901) 448 - 5883

Fax: (901) 448 - 1299
Email: wmorris@uthsc.edu

Student Interest Group in Otolaryngology

The Student National Medical Association (SNMA)

The SNMA, founded in 1964, is a nonprofit corporate association of medical students of color. SNMA is committed to increasing the pipeline of students of color that consider and prepare for medical and scientific careers. The SNMA is dedicated to: 1) leadership development by augmenting and enhancing individual efforts as well as providing collective group development of medical students of color; 2) social awareness through student interaction with minority consumers and other health professional groups to keep abreast of social changes and their implications for the minority communities; and 3) service to humanity through a commitment to professional excellence which will ultimately benefit others in their chapters and in the community.

The Student Clinician's Ceremony (SCC)

The Student Clinician's Ceremony is a transitional experience designed to provide guidance, information and support to medical students beginning their clerkships. Created by the Gold Foundation in collaboration with five medical schools, the event is developed by students with the assistance of a faculty mentor, and aims to address some of the anxiety felt by students entering their clerkships. By providing insight, discussing fears and expectations, and revisiting the oath taken during the White Coat Ceremony, the SCC provides a forum for collective and reflective discussion of the students' experiences in medicine to date. The ceremony also underscores the challenges and imperatives to providing humanistic care to patients at the same time as they are pressed to demonstrate high standards of skill performance. The Student Clinician's Ceremony also recognizes outstanding residents through the Gold Foundation's **Humanism and Excellence in Teaching Award**. Third year students select up to six residents to receive the Gold Foundation Humanism and Excellence in Teaching Award, based on their demonstration of commitment to teaching and compassionate treatment of patients and families, students and colleagues. Each award winner is presented with a certificate, a specially designed lapel pin and a check for \$250 from the Gold Foundation. The awardees are also showcased on the Accreditation Council for Graduate Medical Education (ACGME) website.

Student Society of Internal Medicine

Student Surgical Society (SSS)

The principle objective of the Student Surgical Society is to provide an avenue of accelerated professional training and exposure for medical students with an acute interest in surgery. Through skills development workshops, informative seminars, a growing cache of resources, and a team of dedicated faculty advisors we feel confident in our ability to satisfy this objective.

We hope that our consolidated efforts will enable students of medicine at the University of Tennessee to maximize their time and capitalize on opportunity, ultimately allowing them to become the class of surgeon that their future patients deserve.

The Art of Medicine

The Urology Organization for Students (UO)

Wilderness Medical Society Student Interest Group

Nursing

College of Nursing Government Association

The objectives are to serve as the collective official voice of the students in the College of Nursing of the University of Tennessee Health Science Center, and to function as the forum of local College of Nursing student government. It represents all students in the College of Nursing addressing academic, financial, social and other issues affecting the students' overall learning experience. It stimulates interclass relationships and provides a common format for individual dental student's voice and expression.

National Student Nurses Association

<http://www.nsna.org/>

With a membership of 60,000 nationwide, the National Student Nurses' Association mentors the professional development of future registered nurses and facilitates their entrance into the profession by providing educational resources, leadership opportunities, and career guidance.

Pharmacy

Academy of Students of Pharmacy (ASP)

APhA was the first-established national professional society of pharmacists, having been founded in 1852 as the American Pharmaceutical Association. It remains the largest association of pharmacists in the United States, boasting more than 60,000 practicing pharmacists, pharmaceutical scientists, student pharmacists, pharmacy technicians, and others interested in advancing the profession. Through a House of Delegates that meets each year at the APhA Annual Meeting & Exposition, APhA provides a forum for discussion, consensus building, and policy setting for the profession of pharmacy. In fact, nearly all of pharmacy's specialty organizations trace their roots to APhA, having originally been a section or part of this broad foundation of pharmacy.

Contact

Cole Larsen
Jlarsen4@uthsc.edu

Dr. Stephanie Phelps
sphelps@uthsc.edu

Christian Pharmacists Fellowship International

College of Pharmacy Government Association

The objectives are to serve as the collective official voice of the students in the College of Pharmacy of the University of Tennessee Health Science Center, and to function as the forum of local College of Pharmacy student government. It represents all students in the College of Pharmacy addressing academic, financial, social and other issues affecting the students' overall learning experience. It

stimulates interclass relationships and provides a common format for individual dental student's voice and expression.

Kappa Psi

Kappa Psi Pharmaceutical Fraternity Incorporated is the oldest and largest professional pharmacy fraternity in the world. Currently, there are 72 Collegiate and 43 Graduate Chapters across the United States and Canada, and that number continues to grow with each passing year.

Email: psi@kappapsi.org

Lambda Kappa Sigma

Phi Delta Chi

The mission of Phi Delta Chi is to develop leaders that will advance the profession of pharmacy. In this realm, the Omega Chapter has been a frequent recipient of many national awards, including the Thurston Cup, Leadership Report, Brotherhood Report, and Window Display.

255 Montgomery Street
Memphis, TN
pdcmemphis.com

Phi Lambda Sigma

The purpose of Phi Lambda Sigma, also known as the national Pharmacy Leadership Society, is to promote the development of leadership qualities, especially among pharmacy students. By peer recognition, the Society encourages participation in all pharmacy activities. Since membership crosses fraternal and organizational lines, the Society does not compete with other pharmacy organizations.

Faculty Advisors

Dr. Joseph Swanson
jswanson@uthsc.edu

Rho Chi

The national honors fraternity – students are elected for membership based on GPA and extracurricular activities after their 1st year in the program. Normally, it is the top 10% of each class elected each year.

President

Sarah Norrid
sarenorr@uthsc.edu

Faculty Advisor

Dr. Brad Boucher
bboucher@uthsc.edu

Student National Pharmaceutical Association (SNPhA)

At The University of Tennessee, the Student National Pharmaceutical Association, SNPhA, is an educational service association of pharmacy students who are invested in healthcare disparities. We empower and promote diversity in the field of pharmacy. Ultimately, we organize programs geared toward the improvement of healthcare by providing education to the public and enhancing the social environment of our community.

Student National Pharmaceutical Association
881 Madison Avenue, Suite 258
Memphis, TN 38163
Phone: 901.448.6030
Fax: 901.448.7053