



THE CENTERSCOPE

Student Handbook

2010-2011

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Published annually by the Office of Student Life, and the Student Affairs units of the following: College of Allied Health Sciences, College of Dentistry, College of Graduate Health Sciences, College of Medicine, College of Nursing, College of Pharmacy, and the College of Social Work.

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QUICK REFERENCE

Admissions Office, University	910 Building, 5 th Floor, Ste #520	448-5560
Bookstore, UTHSC	930 Madison Avenue, Plaza Level	448-5623
Campus Recreation & Fitness Center	SAC (312)	448-5069
Computer Center HELP Desk		448-2222
Dental Care	Dunn Bldg. (Ground Floor)	448-6221
Financial Aid	910 Building, 5 th Floor, Ste #520	448-5568
Food Services	Catering	448-5626
GEB Information	GEB (CB17)	448-6960
Health Career Programs	920 Bldg. (407)	448-8418
Housing.....	Goodman Family Residence Hall	448-5609
Library & Biocommunications Center	Alexander Bldg. (225)	448-5634
Parking	45 N. Manassas	448-5546
Police.....	740 Court Avenue	448-4444
Registrar	910 Building, 5 th Floor, Ste #520	448-5560
Services for Students with Disabilities.....	GEB (BB9)	448-5056
Student Academic Support Services	GEB (BB9)	448-5056
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

Academic Calendar

Summer/Fall Term: June --, 2010 – December --, 2010

*Scheduled Events** and
University observed Holidays

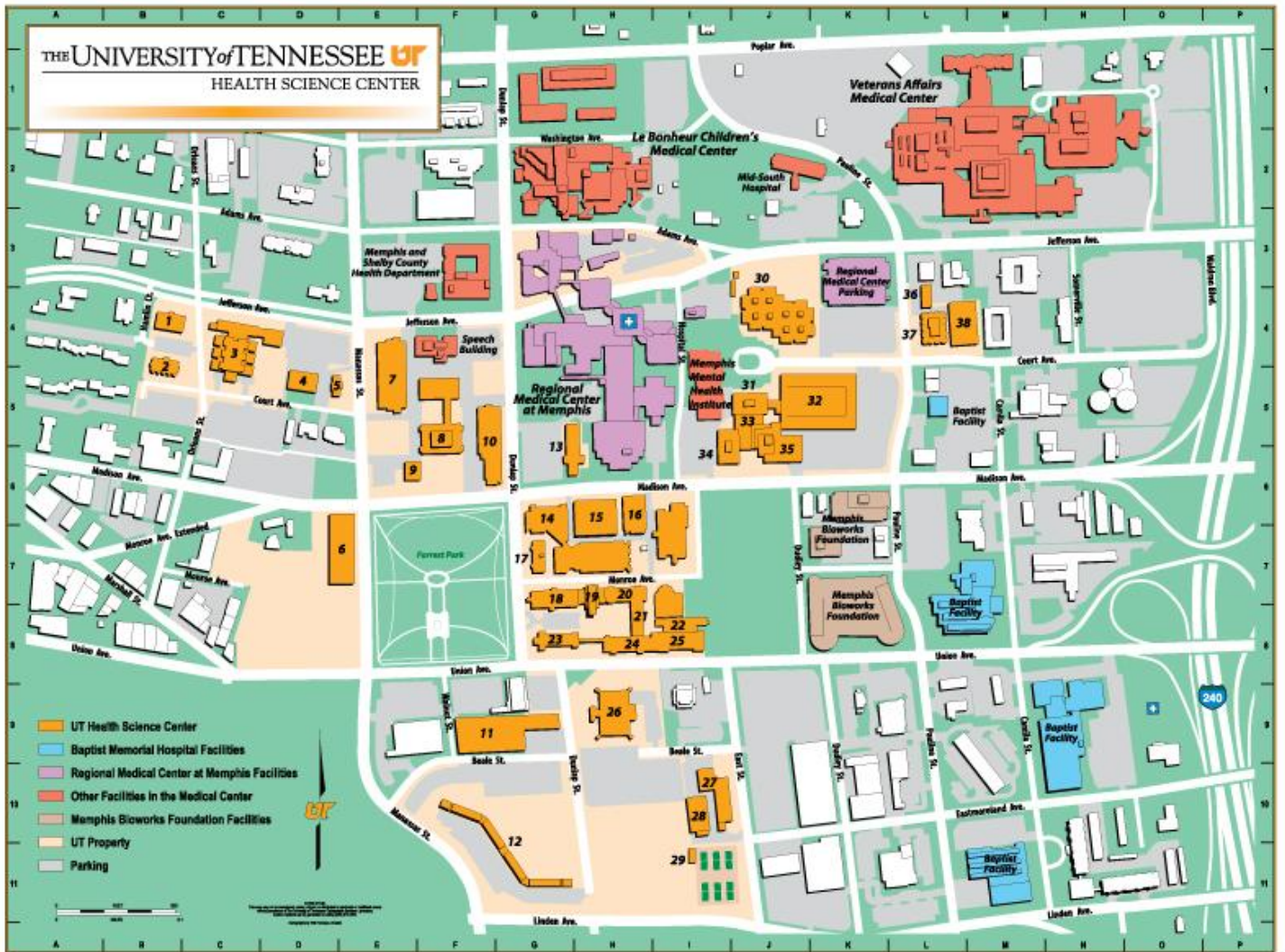
Independence Day	July 5
Labor Day	September 6
Thanksgiving	November 25-26
Winter Break	December 24-31

Spring Term: January --, 2011 – June --, 2011

*Scheduled Events** and
University observed Holidays

New Year's Day Holiday	(observed December 31) January 1
Martin Luther King, Jr. Holiday	January 17
Spring Holiday	April 22
Memorial Day Holiday	May 30
*May Graduation	May 27

*University Administration Offices Closed and Classes Cancelled



Building	Street Address	Building	Street Address
4	740 Court Building (Campus Police) 740 Court Ave.	23	Hyman Administration Building 62 S. Dunlap St.
34	910 Madison Building 910 Madison Ave.	18	Johnson Building 847 Monroe Ave.
31	920 Madison Building 920 Madison Ave.	19	Link Building 855 Monroe Ave.
35	930 Madison Building 930 Madison Ave.	32	Madison Garage 940 Madison Ave.
16	Alexander Building 877 Madison Ave.	33	Madison Plaza Building 910 Madison Ave.
11	Beale Building 822 Beale St.	13	Molecular Sciences Building 858 Madison Ave.
3	Boling Center for Developmental Disabilities 711 Jefferson Ave.	21	Mooney Building 875 Monroe Ave.
6	Cancer Research Building 19 S. Manassas St.	22	Nash Addition 894 Union Ave.
30	Coleman College of Medicine Building 956 Court Ave.	25	Nash Research Building 894 Union Ave.
24	Crowe Research Building 874 Union Ave.	36	Pauline Annex 70 N. Pauline St.
29	Docs Field Pavilion 201 East St.	38	Pauline Garage 66 N. Pauline St.
37	Doctors Office Building 66 N. Pauline St.	1	Phi Chi Fraternity House 687 Jefferson Ave.
26	Dunn Dental Building 875 Union Ave.	28	Physical Plant Shops 201 East St.
17	Feurt Pharmacy Research Building 26 S. Dunlap St.	27	Purchasing and Physical Plant Building 201 East St.
15	GEB Garage 869 Madison Ave.	9	Randolph Hall 790 Madison Ave.
14	General Education Building 8 S. Dunlap St.	7	Student Center Garage 778 Court Ave.
12	Goodman Family Residence Hall 255 S. Dunlap St.	8	Student-Alumni Center 800 Madison Ave.
2	Hyde Engineering Building 682 Court Ave.	10	Van Vleet Cancer Center 3 N. Dunlap St.
		5	Just Variety Building 45 N. Manassas St.
		20	Wittenborg Anatomy Building 875 Monroe Ave.

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2010-2011 SGAEC REPRESENTATIVES

SGAEC President----- Brad Barnhill (Nursing)
Allied Health Sciences-----Nan Spicer
Dentistry----- Chip Trammell
Graduate Health Sciences -----Dee Helton
Medicine-----Barton Williams
Nursing ----- Stefanie Christy
Pharmacy-----Jake Smith
Social Work-----Casey Ratliff

MISSION OF THE UNIVERSITY

The mission of the University of Tennessee Health Science Center is to bring the benefits of the health sciences to the achievement and maintenance of human health, with a focus on the citizens of Tennessee and the region, by pursuing an integrated program of education, research, clinical care, and public service.

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. Certain rules and regulations along with guidelines for being a member of the university are included. The information should be used by all as a directory and explanation of services and agencies, and as a resource for obtaining answers to dilemmas and questions. Please note, however, that the Centerscope is not a contract and that it is subject to amendment and correction whenever the administration feels such changes are necessary and appropriate. Students will be advised when changes are made to the posted document. Copies will be distributed at orientation and are always available at the Office of Student Life, the various Student Affairs Offices of each college, and the Office of Enrollment Services. Digital copies can be found on the university web site at <http://www.uthsc.edu/centerscope>.

SGAEC - STUDENT GOVERNMENT ASSOCIATION EXECUTIVE COUNCIL



Bradely Barnhill
2010-2011 SGAEC President

The SGAEC is composed of the presidents of each of the six UTHSC college student government associations, the President of the College of Social Work student government, and one person who serves 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.

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 Sciences
 Ex.: 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.

APPOINTMENTS FOR 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.

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.

SGAEC APPOINTMENTS

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)

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OFFICE OF STUDENT LIFE

Pam Houston, Director
800 Madison Ave., Suite 300

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 publications
 - a. Asklepion yearbook
- 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, 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:
Liz Roemer, 448-4860
Emily Barnes, 448-5610
Michael Alston, 448 -2133

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, 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.

SERVICES FOR STUDENTS WITH DISABILITIES

The purpose of this office is to provide support services and accommodations for students with physical, learning, psychological, and other disabilities. The nature and scope of these services is based upon the documented need of the student as it relates to the specific curricular expectations of individual courses, as well as those services which are needed to provide equal access to the educational experiences at UTHSC. All students must provide current and relevant documentation. Documentation guidelines are available 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 acquisition of appropriate 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 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.

UTHSC BOOKSTORE

Bobbie Baldwin, Store Manager
930 Madison Avenue, Plaza Level
(901) 448-5623 (phone)
(901) 448-7259 (fax)
bbaldwi2@uthsc.edu
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.whywaitforbooks.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. 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. In addition, the bookstore now stocks items that were formerly provided by Tools for Success – 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 three 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.

DENTAL CARE

UTHSC students may receive dental care in the Dunn Dental Clinic in accordance with the following policy:

A twenty percent (20%) discount of regular fees is given to all UTHSC faculty, students, and employees and their spouse and dependent children (through age 18, or age 23 if a full time student) for most procedures except in instances where cost prohibits this policy. Any extension of this benefit is by permission of the Clinical Director.

DINING SERVICES

Chartwells is proud to offer excellent catering on campus for events sponsored by departments, student groups and external organizations. We offer a variety of menu options and theme ideas to meet your every need. We cater any day of the week, anywhere on campus you need us to be. When it comes to campus catering, the possibilities are endless! Call us today at (901) 448-5626 or email us at catering@uthsc.edu to schedule a meeting for your next catered function. Please contact us at least 5 business days prior to your event. We can serve you better with sufficient advance notice even though we may be able to accommodate your needs with less lead time.

GENERAL EDUCATION BUILDING

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

GENERAL INFORMATION

The 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. Please do not post any materials to 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.

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

(Approved by SGAEC: 1996)

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. No permanent occupancy will be allowed. Periodic inspections will be made, and all items left in the study area will be removed. The University will not be responsible for lost or damaged items left in the study areas.
- B. Do not place pictures, posters, flyers, etc. on the walls, windows or doors.
- C. Do not write, draw, paint, etc. on the walls, windows or doors.
- D. Do not move or alter the study area furniture.
- E. No electrical appliances will be allowed.
- F. Please clean your study area before you leave so it will be ready for the next student. Your cooperation will be greatly appreciated by all who rely on this space. Penalties up to and including fines and loss of access privileges will be assessed for violations of these rules.

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

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:
 - a. 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.
 - b. 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 SERVICES

Classroom 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 prematriculation 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 unpaid 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/

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 possible, plan to schedule preventive health care, such as a periodic check up, 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 persons 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). Each new incoming student who resides in student housing shall sign a waiver indicating that UTHSC has provided detailed information concerning the risk factors and other information for meningitis and that the student has chosen or not chosen to be vaccinated with the meningococcal vaccine. 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 X-rays 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 CARE

If you have an 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.

EMERGENCY PHONE NUMBERS

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.

STUDENT INSURANCE

www.uthsc.edu/univheal/health_insurance.html

Students at UTHSC are required to have an insurance plan for health and accident care. You must present evidence of major medical insurance coverage provided by your parents, spouse, employer, or your individual policy at orientation each year. The UTHSC Student Health Advisory Committee (SHAC) has developed, with an insurance provider, a comprehensive insurance policy that is available to all UT students and their

families. This policy, with the major medical provision, used in conjunction with University Health Services and the preferred health care providers, will provide adequate insurance coverage for most student accident and illness expenses. 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

OPPORTUNITIES FOR INVOLVEMENT STUDENT HEALTH ADVISORY COMMITTEE (SHAC) PATIENT

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 University Health Services (UHS)

- * 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

Peggy Ingram Veese, EdD, FNP
Director, University Health Services
Chair of the Student Health Advisory Committee
pveese@uthsc.edu

Diane Pace, PhD, FNP
Assistant Dean for Faculty Practice

Lawrence Madlock, MD
Medical Director

Allesa English, MD
Psychiatrist

Najiba Battaile, MD
Psychiatrist

Judith Ammons, FNP
Nurse Practitioner

Marie Bredy, FNP
Nurse Practitioner

Sharon Martin
Laboratory Chief

Mindy Rogers, LPN

Christa Deiss
Coordinator

Traci Thompson
Patient Account Specialist

Julia Watson
Patient Account Specialist

Vada Singleton
Medical Administrative Specialist

Evelyn Lewis, RN
Occupational Health Coordinator

Tom Crouse, RN

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 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.

ON-CAMPUS HOUSING

Marie Eldridge, Housing Clerk
Goodman Family Residence Hall
(901) 448-5690
www.uthsc.edu/studenthousing/

The University of Tennessee Health Science Center offers student housing in Goodman Family Residence Hall, which offers a single bedroom in a four-bedroom apartment setting. Details regarding access to housing, rates and regulations are provided below under Student Policies and Guidelines (p 45).

Notice: The Goodman Family Residence Hall will close at the end of the Spring 2011 semester. No further applications for either short-term or long-term housing are being accepted.

Phi Chi Medical Fraternity offers a limited amount of housing for medical students at its house on campus. Interested medical students should write to:

House Manager Phi Chi Medical Fraternity
687 Jefferson Avenue, Memphis, Tennessee 38105

Prospective students with housing-related questions should contact the associate dean for students in the UTHSC college to which they intend to apply.

If you need further information about Goodman Family Residence Hall, please contact the Office of Student Housing at 901-448-5690.

OFF CAMPUS HOUSING

A variety of housing options are available off campus. UTHSC has contracted with Off Campus Partners to assist students seeking housing off campus. For listings and additional information please see <http://www.uthscoffcampus.com/>

HEALTH SCIENCES 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 the information support resources that create for students, faculty, and staff an information environment conducive to education, research, and patient care in the electronic age. The Health Sciences Library 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.

Library Hours

Monday – Thursday: 8:00AM –12:00AM
Friday: 8:00AM–11:00PM
Saturday: 8:00AM–5:00PM
Sunday: 2:00PM –12:00AM

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

Collection

The Health Sciences Library supports the instructional and research programs of UTHSC through a collection of journals,

monographs, audiovisuals, online and CD-ROM databases, and multimedia. The library holds approximately 400 current print periodical titles, 2100 e-journal titles, 200 ebook titles, 43,000 monograph titles, and 198,000 volumes. The reserve collection includes print and non-print 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. Nursing & Social Work journals: noncirculating
- D. Audiovisual materials: 1 week
- E. Reserve materials
 - 1. Examinations and instructor study guides: noncirculating
- F. Other materials: overnight
- G. 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 cents 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 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 web site (<http://library.uthsc.edu>) for UTHSC faculty, staff, and students. A request form, which is available on the library's web site, 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, DIALOG, 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 web site (<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 web page. Scopus, a citation database, and CINAHL, a nursing and allied health database, are also available via the library's website. The NCBI Entrez databases provide genome sequence searches, and 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 ebooks 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 2000 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 two chemical databases: SciFinder Scholar and Beilstein Crossfire. Download and installation instructions can be found on the library's web site. The library has a limited number of CD-ROM reference resources where access is limited to the library's computers: the Neighborhood Change Census Database and Journal Citation Reports (ISI's journal impact factor listing). In addition to these databases readily available to the campus, the library's reference librarians can also search additional databases. Customized Current Awareness searches can be provided on a monthly basis. Most searches are free, but some are charged on a cost-recovery basis. Request 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 web site: <http://library.uthsc.edu>.

Study Rooms and Carrels

Student study rooms are located on the third floor and may be reserved for groups of three or more by contacting the Multimedia Lab, (901) 448-6859. 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 non-print resources, database searching, management of resource material, the research process, digitizing skills, 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. Fact Sheets, located near the library's internal elevator, contain

detailed information about the many services provided by the Health Sciences Library and Biocommunications Center.

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; graphics, word processing, and database software; and resources for searching the Internet.

Library Multimedia Laboratory

The Library Multimedia Laboratory 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 Media Lab staff works with instructors to create teaching and learning multimedia materials that support instruction. The lab is open during regular library hours with card reader access. Assistance is available from Media Lab staff 8:00AM-3:00PM, Monday through Friday, or by appointment.

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
Library Multimedia Laboratory: (901) 448-6859
Reference Services: (901) 448-5404
Scientific Editing: (901) 448-5051

PARKING SERVICES

**740 Court Ave.
(901) 448-5546**

The Parking Services Office is located at 740 Court. The office is open from 8:00AM to 11:00AM and 12:00PM (noon) 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.

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.

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) and residence hall students (#4).
- C. A student with disabilities shall have priority over all other students in the assignment of the parking lot of his/her choice.
- D. With the exception of a student with disabilities, a residence hall student shall have priority over a non-residence hall student in the parking lot assigned to a particular residence hall. "T" is the designated parking lot for the Goodman Family Residence. A residence hall student will not be assigned to the SAC Garage.
- E. 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.)
- F. 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.
- G. Waiting list
 - 1. In establishing waiting lists, seniority in one's current program shall determine one's priority in his/her assignment to a new parking lot. (Example: A fourth-year Dentistry student shall have priority over a third-year Medical Student, who shall have priority over a second-year nursing student, who shall have priority over a first-year pharmacy student, etc.; Note, students with disabilities and dormitory students retain priority over seniority. See "C" and "D" above.)
 - 2. In cases where there are equal priority points, date of application shall determine priority.
- H. Residence Hall lot "bumping"
 - 1. At the start of a term, if there is a residence hall student desiring assignment to a residence hall lot, the residence hall student shall have the right to "bump" the non-residence hall student with the lowest priority points in that lot. This bumping right occurs only at the start of a term. The student bumped shall have first priority on a vacancy

in the lot of his/her choice regardless of his/her priority points. No one already assigned to a lot may be bumped by a student forced out of a residence hall lot.

2. At the start of the Fall term (July 1) an appropriate number of residence hall lot spaces will be held until the close of registration for all schools.
1. 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 or residence hall), assignments will be made in order of the return of parking application.

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

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).

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 classrooms or work site. The parking fee will be charged at the regular rate of the lot to which you are assigned.

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.

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.

PARKING: 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.

Specific rules and regulations as found in Tennessee Code Annotated are listed in the Student Rights and Responsibilities section of this handbook.

CAMPUS POLICE

Chief Lue Ida Walls-Upchurch
740 Court Avenue
(901) 448-4444

www.uthsc.edu/campuspolice

The UTHCS 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, dial extension 8-4444 if on campus.

Officers will respond and will contact the appropriate personnel. Students are urged to contact campus police whenever they observe suspicious or unusual behavior on campus. In order to provide additional security a number of "Blue Light" emergency telephones have been strategically located throughout the campus. You are strongly encouraged to note the location of these phones, and are invited to make a test call. 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.

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:

- (1) He/she may remain silent.
- (2) Any statement he/she makes may be used against him/her in further discipline or legal proceedings.
- (3) He/she may have the assistance of counsel during questioning.
- (4) 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.

OFFICE OF CAMPUS RECREATION AND FITNESS CENTER

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

Margie Rodgers, Interim Director & Intramural Coordinator
(901) 448-1811

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

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 FACILITY)

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 AND FITNESS AREA

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

DOC'S FIELD OUTDOOR FACILITY

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

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. 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.

Financial Aid

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FINANCIAL AID OFFICE

910 Madison Avenue, Suite 525

Memphis, TN 38163

(901) 448-5568

www.uthsc.edu/finaid

GOAL & SERVICES

The goal of the Financial Aid Office is to make an active attempt at seeing that no student foregoes an education at the University of Tennessee Health Science Center because they cannot afford it. Each staff member is dedicated to exploring various avenues to help students finance their 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.

By following the application process described below, a student is fully considered for most federal, state and institutional aid. However, the student should explore additional sources that are sometimes overlooked. 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 PROCESS

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. 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. To ensure this, provide the federal school code for the University of Tennessee Health Science Center (006725).
- 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 hurt 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; do not send any other information to the U.S. Department of Education or to the Financial Aid Office unless you receive a written request 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 prompt payment for your University bill and any excess you expect for living expenses.

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

Your budget (cost of attendance) has been determined using several categories. We have attempted to include estimates of all reasonable expenses you 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.

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 submitted 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. The living allowance is 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 are a good source of potential funding for students. Each scholarship program is administered differently, so each has different criteria and application procedures. The best resources for exploring these scholarships are bookstores and libraries. There are also a number of web sites that can assist you in finding outside scholarship assistance. Pell Grant, Supplemental Educational Opportunity Grant (SEOG), and Scholarships for Disadvantaged Students are all federal need based funds. Pell Grant and SEOG are for undergraduate students only. The FAFSA is the only application required to determine eligibility for these and any University scholarships.

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 or 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, but under certain conditions extended repayment terms are an option. If you accept a Stafford Loan, you will be directed online to complete a master promissory note and an entrance 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 AND PROGRAM ENROLLMENT

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 owes a balance, the amount will be due prior to classes starting. If the student is due a refund because the aid applied exceeds the amount of tuition and fees due, a refund check will be generated by the Bursar's Office to the student.

A. REGISTRATION

Students at the University of Tennessee Health Science Center no longer participate in *registration*. *Registration* is a function of the Registrar's office in the office of Enrollment Services. Students participate in what is termed "program enrollment."

B. 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.

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.

Emergency Procedures

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[Sexual Assault](#)..... 30

CAMPUS POLICE

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

Information regarding Campus Police can be found on page 21 of the CenterScope under Student Services.

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.

By Law, fire drills are required for all campus buildings. The fire drills for the 3 story Goodman Dorm are conducted every 3 months; fire drills in the other campus buildings are held once every 6 months.

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

DUCK, COVER, AND HOLD

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

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 with 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 provided as part of 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 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.

ADDITIONAL INFORMATION

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/>

SEXUAL ASSAULT

Tennessee Bureau of Investigation (TBI)

Sex Offender Website

www.ticic.state.tn.us/SEX_ofndr/search_short.asp

If a sexual assault should occur the following information will be of assistance to you. Sexual assault includes fondling, exposure to or forced participation in pornography, exhibitionism, rape and attempted rape.

What To Do If You Have Been Sexually Assaulted:

- A. Go to a safe place and seek campus assistance through:
 - a. University Health: (901) 448-5630, after 5:00PM: (901) 541-5654
 - b. UTHSC Student Assistance Program: (800) 327-2255 (24 hours/7 days per week)
 - c. Campus Police: (901) 448-4444
 - d. Memphis Sexual Assault Resource Center (MSARC): (901) 272-2020
 - e. Off Campus - Memphis Police Department: 911
 - f. Nearest Emergency Room
- B. Do NOT take a shower, douche or change clothes.
- C. You must make an informed decision of whether or not to report the assault.
 - a. **CONS**

If you report a sexual assault to campus administration, UT Police or the Memphis Police Department, such a report will become public record.

b. **PROS**

Reporting a sexual assault:

- a. Will allow the police to assist the victim in obtaining medical services.
- b. Assures the victim immediate safety.
- c. Allows the police to pursue the perpetrator more efficiently.
- d. Allows police to gather physical evidence from the assault.
- e. Provides increased security for others on campus.

NOTE: Reporting an incident is a separate step from choosing to prosecute. When you file a report, you are not obligated to continue with legal proceedings or university disciplinary action.

IF YOU DECIDE NOT TO REPORT THE INCIDENT:

SEVERAL OPTIONS ARE AVAILABLE TO MEET YOUR MEDICAL AND EMOTIONAL NEEDS:

- a. University Health Services can be of service by calling **(901) 448-5630 (day time)** or **(901) 541-5654 (evening/weekends)**
- b. Memphis Sexual Assault Resource Center (MSARC) at **(901) 272-2020 from 8:30AM to 5:00PM**
- c. Or you may choose to consult a private physician or go to an emergency department of your choice. However, emergency departments are required to report aggravated assaults (aggravated assault is defined as a sexual assault involving a weapon).

IF YOU CHOOSE TO REPORT A SEXUAL ASSAULT:

Call UT Police, who will assist in providing security for the victim, will contact University Health Services and make arrangements to be seen at the MSARC. A sexual assault victim should seek medical treatment and/or counseling to:

- a. Minimize emotional and physical trauma.
- b. Facilitate collection of evidence.
- c. Test for sexually transmitted diseases.
- d. Obtain treatment of possible injuries.
- e. Provide a pregnancy prophylaxis if desired.
- f. Services provided through MSARC:
 - a. Emotional, legal and medical support.
 - b. Collection of physical and material evidence.
 - c. Emotional support to family members.

- d. Equitable access to the criminal justice system.
- e. Court escort service.

Student Assistance Program can provide emotional support for the victim as well as maintain confidentiality. A counselor is available at all times at (800) 327-2255. Medical and psychological follow-up is available as long as needed.

**** An aggravated assault is defined as a sexual assault involving a weapon.**

Academic Process

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ENROLLMENT SERVICES/REGISTRAR'S OFFICE

Eunice Taylor, Registrar
910 Madison Avenue, Suite 525
(901) 448-7770
www.uthsc.edu/admiss/registrar.htm

REGISTRATION

Students at the University of Tennessee Health Science Center no longer participate in *registration*. *Registration* is a function of the Registrar's office in the office of Enrollment Services. Students participate in what is now termed "program enrollment."

Registration is processed through the Registrar's Office and the Office of Student Life and the Bursar's Office. Program enrollment materials are mailed to students prior to program enrollment periods giving dates and times for payment of fees and orientation dates. Program enrollment and fee payment may be returned by mail or in person at the Bursar's Office. The schedule for program enrollment and fee payment for 2010-2011 may be found at the beginning of this handbook and on the web under Admissions.

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.

LATE REGISTRATION

Administrative Manual (Policy 3.030):

Definition:

Late Registration (conducted by the Registrar's office)/Fee Payment is defined to take place after the date posted as Final Day for Program Enrollment.

Authorization for Late Registration:

A student may request authorization to enroll late during a period of three (3) working days following the close of the Final Day of Program Enrollment without college approval by applying to the Office of Enrollment Services. Beyond this time period, authorization to enroll late must be given by the appropriate college officer and forwarded to the Registrar's Office to complete registration.

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

A five hundred (\$500) fee will be assessed to any student who is withdrawn from the university due to non registration.

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.

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 working 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/admiss/forms/Change_of_Class_Schedule.pdf. 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.

CLASS ATTENDANCE

Administrative Manual (Policy 3.000):

The educational programs at UTHSC have been developed by the faculty and staff to provide students with the information and experiences necessary to become practicing professionals. It is expected that students attend the various educational opportunities provided for them as a part of the curriculum of the college or school in which they are enrolled. It is the policy of UTHSC not to require attendance at all classes, however colleges may consider attendance mandatory for certain educational experiences. Students will be informed, in writing, where college policy requires class attendance.

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 fulltime. 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

STUDENT 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 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, address, telephone number, e-mail address, major field of study, date and place of birth, participation in officially recognized activities, dates of attendance, classification, degrees and awards received, most recent previous educational institution attended, and current enrollment status. 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 be 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 on an individual, the institution may disclose information from educational record "to any person whose knowledge of the information in necessary to protect the health or safety" on 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 NOITCE 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.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Tennessee at Martin 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)

The Partners In Education program helps address the needs of students by creating just such a partnership, fostering communication between students, their families, and the university. Designated professional staff can help families to open communication lines and provide support services to improve the academic success of students.

ACADEMIC PROCESS

Through the Partners in Education program, families can seek answers to questions that arise throughout the year, and will receive information and suggestions to help them provide effective support for their student. Together, we can help create a competitive edge that will help each student succeed. Services will be provided to members of Partners in Education after the student signs the waiver to release information. Members are entitled to the following exclusive benefits:

A. Academic Records

The Family Educational Rights and Privacy Act (FERPA) grants access to student academic records if specific conditions are met. As a member of the PIE program, you will have unrestricted access to your students' 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.

<http://www.uthsc.edu/admiss/forms/PIE%20-%20Student%20Information%20Release%20Waiver.PDF>

Partners In Education is directed toward strengthening 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.

PERMANENT ACADEMIC RECORDS

The official academic record, including active programs of study (degree plans), of all students enrolled at UTHSC is maintained in the Office of Enrollment Services and via the BANNER Information system. 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. Transcripts will be provided at no charge. 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 RECEIVE SERVICE.

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 _____ (web address).

NAME & ADDRESS CHANGES

Students should report any change of name or address to the Office of Enrollment Services to assure prompt receipt of grades, program enrollment materials, changes in enrollment status, commencement information, etc. Permanent address cannot be changed unless changed by the institution through an official establishment of domicile request and committee (see section below). Visit the Student Self-Service portion of BANNER to complete requests or visit Enrollment Services. Requests for address changes made to the student's respective college must likewise be made to the Office of Enrollment Services for the official record change.

MISCONDUCT RECORDS & NOTIFICATIONS

Confidential records of all misconduct reports, investigations, and disciplinary actions are maintained by the Office of Student Life. 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."

RESIDENCY CLASSIFICATION

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* 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 unemancipated, 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, unemancipated 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 unemancipated 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 TO BE 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 FAQ

Who Determines Residency?

The Office of Enrollment Services serves as the primary classification office for the University of Tennessee Health Science Center. All inquiries regarding residency should be made to:

The Office of Enrollment Services
The University of Tennessee Health Science Center
910 Madison Avenue., Suite 520
Memphis, Tennessee 38163

Phone: (901) 448-5560

What is the Process for Determining Residency for Applicants?

Applications for admission to the UT Health Science Center are received by the Office of Enrollment Services, Admissions. Initial residency classifications are determined by an admissions counselor from information contained on the application to UTHSC.

How Can I Appeal?

The Residency Appeal Process allows an applicant or student who has been classified as an out-of-state (i.e., non-Tennessee) resident for fee/tuition paying purposes to ensure a review of his or her residency classification status. A Residency Application *submission* includes both a completed application form and associated supporting documentation. Residency Applications are reviewed and acted on by the UTHSC Office of Enrollment Services, with appeals heard by UTHSC's Residency Appeals Committee. Before a Residency Application can be submitted to the Office of Enrollment Services, the applicant/student must have:

- A. Been classified as an out-of-state resident by a UTHSC Admissions Counselor.
- B. Reviewed a copy of this document,
- C. Discussed the classification by telephone and/or face-to-face with a UTHSC Admissions Counselor, including possible extenuating circumstances considered relevant to the classification decision.
- D. Discussed the classification by telephone and/or face-to-face with the UTHSC Director of Admissions, who may or may not request submission of a Residency Application.

A Residency Appeals Committee is available to hear classification appeals made by students. This committee is composed of the following:

- A. A chairperson
- B. One representative from each college
- C. Two representatives from Student Affairs
- D. One representative from the Office of Business and Finance
- E. Registrar (serves as an *ex officio*, nonvoting member)

APPEAL PROCESS

The UTHSC is responsible for determining the applicant/student's situation in light of the University of Tennessee System Residency Guidelines¹:

- A. Actions Regarding Residency Classification
 1. First Action: First actions regarding residency classification are the responsibility of UTHSC Admissions Counselors.

All applicants to UTHSC programs will (1) be classified as in-state or out-of-state as part of a thorough application review process and (2) informed of his or her classification status by the Office of Enrollment Services.

¹ Posted at <http://www.uthsc.edu/admiss/>

Any current student whose residency status changes and who seeks reclassification should begin the process by talking with a UTHSC Admissions Counselor either by telephone or in person. (Call 901-448-5560 and ask for the Admissions Counselor assigned to your college to begin the process.)

All applicants/students whose residency classification remains in question after discussing the matter with a UTHSC Admissions Counselor will be asked to discuss the matter with the Director of Admissions.

The Admissions Counselor will develop a Brief Summary (example below) of the applicant/student's residency-related situation and forward it to both the applicant/student and the Director of Admissions within three work days of the Admission Counselor's meeting with the applicant/student.

Example – Brief Summary

- a. Applicant/Student's Name: John Doe
 - b. College/Program: Allied Health Sciences/DPT Program
 - c. Timeline:
 - 1) Grew up in Oakland, TN
 - 2) Graduated from Fayette-Ware High School
 - 3) Attended University of Memphis (BS in Biology, May 2006)
 - 4) Worked in Memphis from June 2006 until January 2007
 - 5) Worked in NY from April 2007 through December 2008
 - 6) Applied to UTHSC in January 2009, before reestablishing residency in TN
 - 7) Leased an apartment in Memphis in March 2009
 - d. Residency Classification Status: Out-of-State
2. Second Action: Second actions regarding residency classification are the responsibility of the UTHSC Director of Admissions².

At the request of the applicant or student, the UTHSC Director of Admissions will discuss the residency classification issue by phone

² This includes current UTHSC students as well as applicants (i.e., potential UTHSC students).

and/or in person. Prior to the first discussion, the Director of Admissions will review the Brief Summary provided by the Admissions Counselor. In addition, if the Director of Admissions determines that a complete Residency Application is necessary for understanding of the situation prior to meeting with the applicant/student in person, the Director may ask the applicant/student to submit a completed Residency Application, including supporting documentation, prior to the meeting.

Within one week of discussing the matter with the Director of Admissions, the applicant/student will be informed of the Director's decision in writing.

The correspondence will present one of three outcomes:

- a. Change in Status Recommended
Director determines that the current out-of-state classification is inappropriate and recommends a change in the applicant/student's classification. The applicant/student's residency status is subsequently changed in the system to in-state for tuition/fee purposes. Unless specific items are requested of the applicant/student in the correspondence (e.g., proof of military deployment in TN), no further action is required on the part of the applicant/student. Implications regarding tuition and fees are retroactive, as appropriate.
- b. No Change in Status Recommended
Director determines that the out-of-state classification is appropriate and, based on his understanding of the situation and the UT Residency Guidelines, recommends that the applicant/student not submit (or forward) a Residency Application to UTHSC's Residency Appeals Committee³.
- c. Submission of Residency Application to Residency Appeals Committee Recommended

³ The Director's recommendation to the applicant/student is not binding. That is, the applicant/student has the right to submit a Residency Application regardless of the Director's recommendation. The Director's recommendation should be based on UT Residency Guidelines and the expected final outcome based on the Director's knowledge and experience in dealing with prior residency classification issues.

Director determines that while he is unwilling to change the applicant/student's residency classification status at this point, he recognizes the unique nature of the request and recommends that the applicant/student submit a Residency Application and associated supporting documentation to the Residency Appeals Committee.

In either situation b or situation c, if the applicant/student decides against submitting a Residency Application, the process concludes with no change in residency status. However, if the applicant/student decides to submit a Residency Application, including supporting materials, to the Residency Appeals Committee, the materials will be reviewed and acted on by UTHSC's Residency Appeals Committee.

Regardless of the recommendation of the Director of Admissions, applicants/students who are not reclassified to in-state status for fee/tuition purposes may appeal the decision to the UTHSC's Residency Appeals Committee. The applicant/ student must submit a written request of appeal to the Residency Appeals Committee, in care of the Office of Enrollment Services, within ten (10) working days of the Director's decision correspondence. The written request may be submitted via email or in hard-copy form.

3. Third Action: Third actions regarding residency classification are the responsibility of the UTHSC Residency Appeals Committee⁴.

The Residency Appeals Committee is responsible for reviewing and evaluating Residency Applications after applicants/students have met with the Director of Admissions and have received the Director's residency classification decision and recommendation for next steps.

A copy of the applicant/student's written request for an appeal, the Residency Application, including supporting documentation, and a copy of the Director's correspondence with the applicant/student will be forwarded to the Chair of the Residency Appeals Committee within one week of the Director's receipt of the materials.

The Residency Appeals Committee reviews residency applications twice a year⁵. Applicants/students who appeal are expected to appear before the Appeals Committee in person.

One of two actions will result from the meeting of the Residency Appeals Committee:

- a. Change in Status Recommended
Committee supports the applicant/student's appeal and recommends a change in the applicant/student's classification. Subsequently, the Committee will request that the Director of Admissions change the applicant/student's residency status in the system to in-state for tuition/fee purposes. Implications regarding tuition/fees are retroactive, as appropriate.
- b. Change in Status Denied
Committee denies the applicant/student's appeal. Decisions of the Residency Appeals Committee are considered final⁶.

The applicant/student will be informed of the Appeal Committee's decision in writing within one week of the Residency Appeals Committee meeting.

RESIDENCY CLASSIFICATION SCENARIOS

Example 1 – Reclassification by Marriage

At the time she applied to the UTHSC Doctor of Dental Science (DDS) program, Judy lived in Missouri. As a result, she was classified as an out-of-state resident for tuition/fee purposes. Between the time of her application and of her acceptance into the DDS program, Judy married Brad, a Tennessee resident, and moved to Memphis to reside with him. Judy contacted the Office of Enrollment Services and explained her situation.

- Resolution: Judy's Admissions Counselor classified her as an out-of-state resident based on the information provided in her application⁷. In this case,

⁵ Residency Appeals Committee reviews residency applications twice a year. Meetings are typically scheduled the second week in June and in November/December prior to the beginning of each major academic term.

⁶ An applicant/ student may appeal only one time per semester. Once the Committee's decision has been made for that semester, the applicant/student cannot appeal again until the following semester.

⁷ The applicant's permanent address at the time of application is the key, initial residency qualifier, provided that the individual is a U.S. citizen, permanent resident, or has a J1 Visa.

⁴ Of course, if the Committee recommends a change of classification from out-of-state to in-state, the Director of Admissions will be asked to ensure that changes are made to the applicant/student's official records.

Judy's residency status can be changed to in-state without her having to go through a formal appeal process. Judy was asked to provide copies of her marriage license, her Tennessee driver's license, and her Tennessee leasing agreement to the Office of Enrollment Services. Once these have been received and processed, Judy will be reclassified as a Tennessee resident and will be expected to pay in-state tuition.

Example 2 – Recent Move to Tennessee

After receiving the news that he had been classified as a non-resident (Louisiana having been listed as his state of "permanent residence"), Frank contacted the UTHSC Admissions Counselor and informed her that he lives in Memphis and that he moved here six months prior to his expected enrollment date in July. Frank also explained that since he lives here now and plans to live here indefinitely, even after he completes school, he expects to be classified as an in-state resident for tuition/fee purposes.

- Resolution: Since Frank applied to the UTHSC before moving to Memphis, his residency classification will be based on his Louisiana address. As such, Frank will not be reclassified as an in-state resident for tuition/fee purposes. UT Residence Guidelines do not allow reclassification of individuals from out-of-state to in-state for tuition/fee purposes if the move to Tennessee was made for the purpose of attending school here. Frank will be discouraged from submitting a Residency Application.

Example 3 – Parents' Change of Address

After receiving the news that she had been classified as a non-resident, Cassandra contacted a UTHSC Admissions Counselor and explained her situation. Having grown up in Johnson City, TN, Cassandra had for the last four years attended the University of Tennessee-Knoxville as a full-time, in-state student. However, during her time at UTK, her parents had moved to Mississippi for employment reasons. Although she listed her parent's address as her "permanent address," Cassandra had never actually lived in Mississippi.

- Resolution: Cassandra's residency status will be changed to in-state by the Admissions Counselor. No further action by Cassandra is required.

Example 4 – Former Tennessean from Georgia

When she learned that she had been classified as an out-of-state student for tuition/fee purposes as the result of her Georgia residency at the time of application, LaTanya was surprised and disappointed. Although she had lived and worked in Atlanta since her UT-Chattanooga college graduation two years earlier, LaTanya had grown up in Franklin, Tennessee. She explained that while she is no longer a dependent, her parents still live in her hometown of Franklin and that she considers herself a Tennessean.

- Resolution: LaTanya's residency classification status will remain out-of-state. Emancipated students are classified on the basis of their residency at the time of application. Since LaTanya was a wage-earning Georgia resident at the time of her application, she was classified as out-of-state for tuition/fee purposes.

Example 5 – International Student Living in Tennessee

Since he had a pending *green card* application (I-485) and had lived in Nashville with relatives for two years prior to making application to the UTHSC, Hassan expected to be classified as an in-state student for tuition/fee purposes when he had applied for the PhD program in the College of Graduate Health Sciences. However, since Hassan's application states that he is a citizen of Lebanon and since he does not yet have a *green card* (i.e., permanent residency status), a UTHSC Admissions Counselor classified Hassan as out-of-state for tuition/fee purposes.

- Resolution: Hassan was advised that his status would remain out-of-state for tuition/fee purposes until he obtains permanent residency in the U.S. Once he has his *green card*, he can then work with the Office of Enrollment Services, beginning with an Admissions Counselor, to be reclassified as in-state based on his Nashville residence. In the meantime, Hassan would be counseled not to submit a Residency Application to the UTHSC.

Example 6 – Spouse of Visa Holder

Rama's husband works at St. Jude and holds an H1-B Visa. She is considering applying to the MS in Epidemiology program in the College of Graduate Health Sciences. If accepted, Rama plans to attend on a part-time basis. Since her residency classification will impact the amount of tuition and fees she will be expected to pay, Rama decides to contact the Office of Enrollment Services before applying.

- Resolution: The Guidelines seem somewhat inconsistent in this situation. As the spouse of an individual holding an H1-B Visa (or a J-1 Visa) working full-time in Tennessee, Rama will be classified as in-state for tuition/fee purposes, provided that she attends the UTHSC on a part-time basis. However, were she to decide to become a full-time student, she would be reclassified as out-of-state for tuition/fee purposes.

Example 7 – Residency Bordering Tennessee

Megan has lived in Olive Branch, MS, for several years. During the interview process, while talking with a couple of current UTHSC students, Megan "heard" that "some out-of-state students from counties near Memphis" had been classified as in-state residents at the UTHSC for tuition/fee purposes. Megan was disappointed when she received notification from the Office of Admissions that she had been classified as out-of-state for tuition/fee purposes. Based on the informal information she had received from some of her peers and the noteworthy difference between in-state and out-of-state tuition rates, Megan made up her mind that she would do whatever it took to be granted in-state classification.

- Resolution: Megan will not be reclassified as an in-state student. While residency classification guidelines at some state schools, including the University of Memphis, allow students from nearby counties to be classified as in-state for tuition/fee purposes, UT System guidelines do not⁸. Megan will

⁸ Rationale for decisions such as this one occurs as part of the political process, outside the walls of academia.

be discouraged from submitting a Residency Application.

Office of Enrollment Services will reclassify him as in-state for tuition/fee purposes.

Example 8 – One Year at UTHSC

Russell is an excellent student who grew up and attended undergraduate school in Arkansas. While he was understandably classified as an out-of-state student when he was accepted at the UTHSC, Russell “thought” that once he was a full-time UTHSC student and had lived in Tennessee for a full year he would be reclassified as an in-state student beginning in year 2 of his 4-year curriculum. When that did not happen, Russell decided to contact the Office of Enrollment Services and find out the facts.

- Resolution: Russell’s residency classification will remain out-of-state. UT System Guidelines make no provision for becoming a Tennessee resident for tuition/fee purposes while enrolled in a UT System school as a full-time student. Russell will be discouraged from submitting a Residency Application.

Example 9 – Tennessee Employment

Cindy lives in West Memphis, AR, but works full-time across the bridge in Memphis as she has for several years. While she was aware that her almost-in-Tennessee “permanent address” was not enough for her to be granted in-state classification at the UTHSC, she thought that her nearby address combined with her Tennessee working career might. Before applying, Cindy decided to contact the Office of Enrollment Services for clarification.

- Resolution: Cindy’s official residency classification status will be out-of-state, but as a full-time Tennessee employee she will be expected to pay tuition/fees as if she were a Tennessee resident as long as she attends the UTHSC on a part-time basis. Interestingly, if she decides to become a full-time UTHSC student at some point, she will be expected to pay out-of-state tuition and fees.

Example 10 – Military Personnel

David is a permanent resident of North Carolina, but is on active duty with the U.S. Navy and stationed in Millington, just north of Memphis. David is aware that his “permanent address” is not in Tennessee, but thought that his active military status and Navy deployment in Tennessee would result in an in-state classification. After applying to the UTHSC, David was disappointed when he received notification that he had been classified as out-of-state and decided to contact the Office of Enrollment Services for clarification.

- Resolution: David’s residency classification will remain out-of-state. However, his active military status and Tennessee deployment are sufficient for him to be granted in-state status for tuition/fee purposes⁹. David will be asked to provide proof of his current military deployment orders, after which the

Example 11 – Established Residency

A lifelong Texas resident and University of Texas graduate, Chris moved to Memphis and began working at a local restaurant after meeting his sister’s former roommate, who happened to live in Memphis. After moving to Tennessee, Chris leased an apartment, obtained a Tennessee driver’s license, registered his car, and registered to vote. Six months later, Chris applied to the UTHSC’s Clinical Nurse Leader program. After applying, Chris received notification that he had been classified as an in-state student.

- Resolution: None needed. Chris was pleased to learn that his short time in Tennessee was sufficient to establish in-state residency status at the UTHSC. Since Chris moved to Tennessee prior to applying to the college/program of his choice, he was granted in-state status for tuition/fee purposes without the need for additional documentation.

Example 12 – Subsequent Move

Having been a Tennessee resident for several years, Kate began the four-year UTHSC Doctor of Pharmacy program with an in-state classification. Midway through her second year, Kate and several of her closest friends moved to an apartment complex in Olive Branch, MS. After the move, Kate realized she had moved outside Tennessee and feared this move might result in her being reclassified as out-of-state for tuition and fee purposes. Before officially changing her mailing address, Kate decided to contact Enrollment Services and ask her question “hypothetically.”

- Resolution: Kate need not have worried. Since she was classified as in-state based on her permanent residence at the time of application, Kate will retain that classification for the duration of her DPharm program studies. (Note: If Kate continues to live in Olive Branch after her graduation from Pharmacy school and, as an “emancipated” student, later decides to apply for another UTHSC program, she will be classified as out-of-state for tuition and fee purposes.)

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.

WITHDRAWAL

Students wishing to withdraw from enrollment must notify in writing the dean of the college in which they are enrolled. The college for which the student is enrolled must complete the electronic change of status form which qualifies them for withdrawal in good standing and is utilized in prorating the

⁹ UT System Resident Classification Guidelines, paragraph 4, #5: “Military personnel and their spouses stationed in the State of 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.”

refund of tuition and fees. The college in which the student is enrolled is responsible for initiating the process. It is the responsibility of the initiating college to communicate any and all withdrawals to the office of the Registrar in the office of Enrollment Services in order to record the withdrawal in the official BANNER system. If this process is not completed in a timely manner, the student and/or the respective college will stand accountable to any fees/tuition charged.

Unofficial Withdrawal

Students are to be identified by the colleges if they are no longer attending the University. Once those students are identified, the college will proceed with initiating an electronic change of status form. All supporting offices are notified of the status of the student with the initiation of the change of status form. The Financial Aid Office will generate a report of all Title IV Aid recipients with a grade point average of zero during a period of enrollment as a further verification of enrollment. Once the change of status form is completed, it is used to prorate permissible refunds in tuition and fees.

- 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.

REFUNDS 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. 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%

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.

READMISSION

Students seeking readmission should submit a written request to the dean of the college in which they seek readmission.

NAME OR ADDRESS CHANGE

Students will 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.

Au Audit..... 0
 R Retake an exam..... 0

REQUIREMENTS FOR GRADUATION

Students must meet the degree requirements of the college in which they are enrolled, and must discharge all financial obligations to the university. Attendance at graduation is mandatory. Those unable to attend commencement must obtain permission to receive the degree in absentia by filing a written request with the dean of their college.

GRADES

The marks used in all official reports of students' grades are A, B, C, D, F, P, W, WP, WF, I, R, and Au.

(The Colleges of Dentistry, Pharmacy and Graduate Health Sciences use a deviation of these marks. Please see college sections.) The performance level and quality value assigned to that performance are outlined in the table below.

- A. The letter WP or WF will be recorded to indicate pass or failure in those instances in which a student withdraws from a course before completing the work.
- B. The letter W will be recorded when a student withdraws before a pass or failure can be determined.
- C. The designation of I will be used in those instances in which a student is unable to complete a course at the regular time because of an acceptable reason, but is performing at a passing level. In such cases, arrangements are to be made by the instructor for the student to complete his work, and the I is to be replaced by whatever grade the instructor considers the student to have earned. (The I designations cannot be permanent on a student's record, and must be removed from the record by the end of the semester or term following that in which it was received. In the case of a graduating senior student, either of these designations must be removed no later than the day before commencement. Failure on the part of a student to remove a satisfactorily, or failure to remove a I within the time allowed, will result in the grade of F being reported and recorded as a permanent grade.)

Certain marginally-failing students, as specified and recommended by appropriate progress and promotion committees, may record a passing score in a course previously failed by self-study review of the course and reexamination. In such cases, a \$50.00 reexamination fee will be assessed. Students are required to register for the examination at the Office of Enrollment Services and pay the fee prior to taking the reexamination.

When courses are repeated or credit earned through reexamination both the original grade and the repeat grade are computed in the GPA.

GRADE TABLE

Grade	Performance Level	Quality Points	Semester Hour of Credit
A Consistently outstanding	4
B Exceeds expectations for satisfactory performance; occasionally outstanding	3
C Satisfactory	2
D Marginal	1
F Failure	0
P Pass	0

ISSUANCE OF DIPLOMAS

Diplomas will be issued at commencement ceremonies after the degrees have been conferred. Diplomas will not be released prior to the commencement program. Graduating students who cannot attend the commencement ceremony, and who have been granted absentia, should contact Enrollment Services to make arrangements regarding the delivery of their diploma. Diplomas will not be released to anyone (spouse, friend or family member) other than the graduated student without written authorization that grants specific permission from the student. The Registrar may release diplomas to a designated college official on written request from the Dean.

ISSUANCE OF REPLACEMENT DIPLOMAS

- A. A graduate of the University of Tennessee may obtain an extra or duplicated copy of his or her diploma provided that the graduate makes application to the Registrar for the extra or duplicate copy, is certified by the Registrar as having fully qualified for the degree, and pays for the expense of preparing and issuing the extra or duplicate copy.
- B. A graduate whose name has been legally changed subsequent to the date of graduation may receive a replacement diploma bearing his or her new legal name by fulfilling the conditions specified in Part A above and, in addition, furnishing verification that the legal name change has occurred. In such cases the Registrar will provide a written statement to the Secretary of the Board of Trustees including the date on which the degree was conferred, the title of the degree, the date on which the replacement diploma was issued, the legal name of the graduate at the time the degree was conferred, and the new legal name of the graduate appearing on the replacement diploma.
- C. A replacement diploma reflecting a legal name change will not be issued for the following degrees:
 - a. Doctor of Dental Surgery
 - b. Doctor of Jurisprudence
 - c. Doctor of Medicine
 - d. Doctor of Veterinary Medicine

Replacement diplomas will not be issued unless the graduate returns the original diploma to the Registrar or provides affidavit that the original diploma has been lost or destroyed.

PROMOTION AND GRADUATION

Promotion and graduation within each college result from positive action taken by the University. Such positive action is initiated by the appropriate promotion committee but is subject to approval by the Dean. Action taken by the Dean is subject to review by the Chancellor and President. Grades are not necessarily the sole criterion used in determining whether or not a student is promoted. Other factors, including professionalism expected of a student in a particular discipline, are also considered. See the college section of this handbook for further information.

ATTENDANCE AT GRADUATION

Attendance at the graduation program is mandatory for all candidates for graduation. Those students unable to attend graduation must file a written request with their respective Dean to receive their degree in Absentia. Permission for

receiving the degree in Absentia must be approved by the Dean and forwarded to the Registrar indicating the approval.

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OFFICE OF EQUITY AND DIVERSITY

Michael Alston, Director
Plaza Buildings
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:

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

Persons observing sexual harassment should report the matter to the Office of Equity and Diversity.

Law of Sexual Harassment

Sexual advances toward a student which become a condition of employment 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."

Guidelines

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.

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:
 - a. Interviewing the complainant, the respondent, and witnesses;
 - b. submitting questions to or taking statements from parties or witnesses;
 - c. 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.

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.

ASSEMBLY POLICY

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:
 - a. Within University buildings;
 - b. Within University stadia, or
 - c. 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.

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:

a. 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.

b. 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.

c. 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.

d. 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.

e. 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.

GENERAL GUIDELINES FOR THE USE OF FACILITIES & GROUNDS

Guidelines to be followed in implementing University policies 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.
- E. 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.

PETS & OTHER ANIMALS

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

COMPUTERS & THE INTERNET

General Guidelines for the Use of Computers and the Internet

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.

This email account 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. 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 related to UTHSC systems. They can also 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.

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

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.**

Other resources available

Students have access to the microcomputer laboratories located in B110 of the GEB and 314 of the SAC which provides workstations and printers. The GEB B110 laboratory also has a scanner for student use. The microcomputer laboratories provide access to the internet and additional programs ranging from word processing to college specific applications. The Teaching & Testing laboratory located in B107 of the GEB provides students with a technological classroom environment accessible only during scheduled instructor led classes, testing and computer training.

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 and computer security incidents.

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 ACT

(As stated in the Administrative Manual (Policy 2.100))

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 licenser 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.

HEALTH

STUDENT HEALTH INSURANCE

Rule: 1720-3-3-.07

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 program enrollment for that academic term. Students must mail a copy of their current private health insurance card to:

Office of Student Life
800 Madison
Student Alumni Center, Suite 309
Memphis, TN 38163

Students must mail a copy of their current private health insurance card thirty (30) days before program enrollment. If not mailed in a timely manner, the student will be contacted by a representative from Student Life who will check the student's private insurance card and will facilitate program enrollment through the Registrar's office. If the student does not have proof of private health insurance at the time of program enrollment, the student will be required to purchase the University health insurance.

IMMUNIZATION & INFECTION CONTROL

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.

EARLY DETECTION OF TB FOR STUDENTS

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.

STUDENT HOUSING REGULATIONS

Rule: 1720-3-6

The University of Tennessee Health Science Center provides single student housing in the Goodman Residence Hall which offers one bedroom in a four bedroom, apartment-style facility.

Notice: The Goodman Family Residence Hall will close at the end of the Spring 2011 semester. No further applications for either short-term or long-term housing are being accepted.

STATEMENT OF TERMS AND CONDITIONS OF OCCUPANCY

INTRODUCTION

The purpose of this document is to establish the terms and conditions of occupancy in UT Health Science Center Student Housing. This document and the accompanying Housing Agreement together constitute an offer by the University to contract housing facilities with the applicant.

For purposes of establishing housing charges, "Students," shall be defined as persons enrolled in official University of Tennessee Health Science Center academic courses. All other residents will be charged the "non-student" rate. The

applicant may accept this offer to contract by signing and returning the original page of the Housing Agreement. When the Housing Agreement is signed and returned to the University, it establishes a binding contract between the applicant and the University of Tennessee.

I. APPLICATION AND ELIGIBILITY

- A. Applications for Housing are mailed only to the students who have been officially admitted to the University. However, acceptance by the University does not automatically reserve a space in on-campus housing.
- B. Applications must be submitted with required deposit. Space assignments are made on the basis of:
- C. Date, time, and order in which applications, with accompanying deposit are received; and availability of requested space.

II. PERIOD OF CONTRACT

The contract is for the entire year beginning July 1 and ending June 30 of the next year. Contracts entered into after July 1 will be assessed for the remainder of the year.

III. PERIOD OF OCCUPANCY

- A. The dates specified on the applicant's Housing Agreement define the period of occupancy in which the University agrees to provide the space for which the applicant has contracted. Applicants may move into their rooms on or after the beginning date specified, but there will be no refund for unoccupied time because of a student's schedule. **A ROOM THAT IS CONTRACTED FOR AND AVAILABLE FOR OCCUPANCY WILL BE CONSIDERED OCCUPIED FROM THE DATE SPECIFIED.**

A RESIDENT AGREES TO VACATE THE ASSIGNED ROOM NO LATER THAN THE CHECK-OUT DATE SPECIFIED ON THE HOUSING AGREEMENT.

- B. Residents shall contract for the entire term. Students who stay shorter periods than 4 months will pay short term rates. In those instances where a student will be away on rotation, a portion of the term, or when the term of a college ends two or more weeks prior to the ending of the term, the student may retain the contract for the term of occupancy at full rate, or the resident must check out, turn in the key and remove all belongings from the room. Upon returning to campus, though a room will not be guaranteed, a room will be assigned from available spaces.

Periods of occupancy other than those specified on the contract must be approved by the Director of Student Housing.

IV. HOUSING RENTAL RATES

- A. Room rates are determined on a yearly basis (refer to the rental schedule). Residents with academic requirements that necessitate a longer

or shorter period of occupancy than specified on their Housing Agreement must make a written request for adjustment to the Office of the Director of Student Housing.

- B. Additional charges will be calculated by multiplying the appropriate room rental rate by the number of additional occupancy days requested.

V. INCREASE OF HOUSING RATES

The University may increase rental rates specified in the agreement at any fee payment period to reflect any change in operating costs to the University.

VI. CANCELLATION OF THE CONTRACT

- A. A contract may be cancelled by a resident upon a 30 day written notification to the Office of the Director of Student Housing. Approval for release from a contract without penalty will be given only for the following reasons:

1. Graduation from the University during the period of the contract.
2. Marriage during the period of the contract with proof of marriage to be presented to the Office of the Director of Student Housing.
3. Completion of the academic year during the period of the contract.
4. Required assignment to an out-of-Memphis term program during the period of the contract.
5. Academic expulsion or suspension from the University.

A CONTRACT MAY BE CANCELLED BY AN APPLICANT IF THE HOUSING AGREEMENT IS RECEIVED BY THE UNIVERSITY WITH THE WORD "CANCELLED" WRITTEN ACROSS ITS FACE, POSTMARKED ON OR BEFORE THE RETURN DATE. FAILURE TO RETURN THE CONTRACT BEFORE THE RETURN DATE WILL RESULT IN FORFEITURE OF THE DEPOSIT.

- B. Release from contract for reasons other than those stated in "cancellation or suspension of the contract" may be granted at the sole option of the university. However, the resident may be assessed \$100.00 (one hundred dollars) as a cancellation penalty in the event a release is approved.
- C. A contract may be cancelled by the University for the following reasons:
 1. Failure to sign and return the Housing Agreement post-marked on or before the return date stated on the contract.
 2. If space is not available in the residence halls.

3. If the resident fails to meet the full terms and conditions stated herein or the resident violates University or residence hall regulations as set forth in the UT Health Science Center student handbook "The Centerscope" which is a part of this contract by reference hereto. Cancellation of the contract for the above reasons will result in eviction to the resident upon 10 (ten) days notice, except that immediate eviction will result where the University determines that the continued occupancy could pose a danger to the life, limb, health of the residential community.
4. This University requires students to keep their living space sanitary in order to promote healthful living conditions. If it is found that a resident's suite is unsanitary because of a lack of cleanliness, the University may cancel the resident's housing agreement and the resident will be asked to vacate. The University's judgment in this matter is final.
5. Upon thirty (30) days written notice to residents, in the event the University determines that continued operation of a student housing facility is not feasible. In the event the University exercises this cancellation provision, the University will provide the residents with a pro-rata refund or student account credit for any prepaid housing.

D. A resident granted release from his/her contract will not be considered relieved from responsibility for rent payments until he/she has vacated the premises, removed all personal belongings from his/her assigned room and completed all check-out procedures.

VII. REFUNDS

A refund of the room application deposit will be made when written notification of cancellation is received by the Office of Student Housing postmarked on or before the return date specified in the Housing Agreement. Refund is not available to students who have occupied a room.

VIII. "SHORT TERM" ROOM RENTALS

- A. Some University courses are offered for less than one semester. Individuals enrolled in these courses may stay in the halls if and when space is available. Individuals enrolled in "short term" programs may make application to the Office of Student Housing.
- B. Room rental charges for "short term" residents will be calculated by multiplying the appropriate daily room rental rate by the number of occupancy days requested. THESE CHARGES ARE TO BE PAID IN ADVANCE.

IX. GENERAL PROCEDURES AND POLICIES

- A. The University does not assume any legal obligation to pay for the loss of or damage to the resident's personal property if it occurs in its buildings or on its grounds prior to, during, or subsequent to the period of the contract. The resident is encouraged to carry appropriate insurance to cover such losses.
- B. The resident is responsible for the accommodation assigned and shall reimburse the University for all damages within or to said accommodations. Charges for repair, replacement and/or necessary cleaning will be assessed to the residents deemed responsible by the University and must be paid promptly. Failure to pay assessments will result in a hold on a resident's registration, graduation, transcript, and/or administrative documents.
- C. In the event that the accommodations assigned to the resident are destroyed or made unavailable and the University does not furnish other accommodations, the contract shall terminate. All rights and liabilities of the parties hereto shall cease and any unused contract charges shall be refunded at the appropriate rate for the period during which accommodations were not available to the resident.
- D. If a space vacancy occurs in a shared two, three or four resident room, and another roommate is not assigned, the resident who remains agrees to either move to another room when requested by the Housing Office or to pay the difference in the rental rate in order to retain the room.
- E. After issuance of contract, a change in room assignment requires a written amendment to the contract.
- F. While this contract is in effect, the resident will be required to meet all financial obligations of the contract. It is the resident's responsibility to pay room charges at registration on designated fee payment days.
- G. The housing contract is personal and may not be transferred or assigned to another person. The University reserves the right to make assignment changes considered necessary.
- H. Failure of the applicant to occupy an assigned space does not constitute a release from the housing contract with the University.
- I. The cost of re-keying the lock for an illegally duplicated key, replacing a lost key, or for any key not returned after withdrawal from the University or during check-out will be charged to the student.
- J. The University provides fire and safety equipment and systems for the protection of residents, their property and University property. Safety devices include smoke detections, emergency lighting, and fire extinguishers. Persons who tamper with or in any way hamper the functioning of safety

equipment will be subject to disciplinary action. Tampering with safety equipment is a violation of city and state law and such acts will not be tolerated.

- K. Each resident shall comply with the student housing rules the University has promulgated pursuant to the Tennessee Uniform Administrative Procedures Act, T.C.A. § 4-5-101 *et seq.* A true and correct copy of those rules is located on the worldwide web at <http://www.state.tn.us/sos/rules/1720/1720-03/1720-03-06.pdf> and incorporated herein by reference.

X. UNIVERSITY AND HOUSING REGULATIONS

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 these halls necessitates a mutual respect for the rights and privileges of neighboring residents.

It is expected that residents will conduct themselves in a neighborly and professional relationship with their fellow resident and the University. It is the intent of the housing administration to administer the halls in a manner that assure the safety, security, and privacy of each resident in an atmosphere conducive to the professional regulations that must be set forth by the housing administration and observed by the residents. Therefore, the rules and regulations relating to the safety and security of the residents and to the maintenance of the halls are set forth in the University of Tennessee Health Science Center Student Handbook (The Centerscope). Disregard of the rules and regulations relating to on-campus living may result in the resident being required to move from the hall.

****NO PETS ALLOWED IN RESIDENCE HALL****

GENERAL RULES AND REGULATIONS

Rule: 1720-3-6.01

- (1) Room Damages - Student Housing recognizes the residents' desire to personalize their room with items such as pictures, lamps, etc. When the use or hanging of these items damages the walls, floors, ceilings or furnishings of a room or apartment, charges for repair or replacement will be the responsibility of the resident.
- (2) Possession of alcohol and drugs in residence halls is prohibited.
- (3) Possession of explosive or firearms in residence halls is prohibited.
- (4) Pets are prohibited in the residence halls and on the premises. The only exception to this policy is trained guide dogs accompanying individuals with visual impairment.
- (5) Cooking in the residence halls is allowed in designated kitchen areas. Appliances approved for use in student rooms are: Electric coffeepots, coffee warmer, electric hot pots and microwave ovens. All other appliances are prohibited. No appliances with an open flame or exposed heating element are allowed.

Hot plates, electric toasters and broilers and electric skillets present a clear fire hazard and are STRICTLY PROHIBITED in student rooms.

SAFETY INSPECTION

Rule: 1720-3-6-.02

- (1) Fire drills are conducted a minimum on 4 times each year. All residents are required to participate. Persons in the hall who fail to exit the building when a fire alarm sounds, shall be subject to disciplinary action.
- (2) Safety inspections are conducted monthly to check smoke detectors and check for other fire or safety violations. A notice of the scheduled inspection will be posted in visible areas of the residence halls 24 hours before the scheduled inspection. Residents violating safety rules and regulations are subject to disciplinary action.
- (3) Smoke Detectors have been installed in each residence hall room according to Tennessee Fire Code. These detectors are placed in the room to alert the residents to the presence of smoke. UT Health Science Center staff members inspect the smoke detectors monthly to assure that they are operating properly. Removal or tampering with smoke detectors or other fire safety equipment is prohibited.

VIOLATIONS

Rule: 1720-3-6-.03

Any violation of these regulations is punishable by those penalties set forth in the Student Rights and Responsibilities section of the UT Health Science Center Student Handbook.

STUDENT IDENTIFICATION CARDS

Rule: 1720-3-3-.03

- A. All currently registered students are required to have a UTHSC Student Identification Card. Lost and found I.D. cards should be reported to the Office of Campus Police. Replacement for lost cards may be obtained from the Office of Campus Police. 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.

PARKING & TRAFFIC REGULATIONS

Rule: 1720-3-7

GENERAL

Rule: 1720-3-7-.01

- A. On July 20, 1968, a resolution was adopted by The University of Tennessee Board of Trustees which established parking authorities on each of the campuses of the University. The resolution provide these parking authorities with a mandate to prepare traffic, parking and safety regulations, to establish parking fee schedules, and to impound automobiles which are parked in violation of said regulations.

- B. The University of Tennessee Health Science Center Parking Authority has established regulations in regard to traffic and parking activities on the UTHSC campus. These regulations provide for the implementation, administration and enforcement through procedures developed by the Parking Services Offices. The regulations cover violations, penalties and appeals and are as follows:

- A. Leaving the scene of an accident. payment of the appropriate charges as a condition for the release of the vehicle, depending on whether the findings, in the hearing examiner's opinion, indicate that a violation occurred. More detailed and specific information about the organization and administration of the parking program is available in the Parking Office.

VIOLATIONS AND PENALTIES

Rule: 1720-3-7-.02

Citations may be issued and penalties imposed for violations of these regulations. 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 and/or impoundment of the vehicle.

A. Parking Permit Violations

Ten dollars (\$10.00) per citation except as noted:

- a. No permit, improperly displayed permit, mutilated permit, or expired permit.
- b. Forging, copying, or using an altered, lost, or stolen permit; displaying a permit not issued to vehicle; or falsifying information for the purposes of securing subscribed permit (\$25.00 fine plus possible loss of parking privileges).
- c. Registration of two vehicles and parking of both vehicles within the assigned area at the same time during normal working hours (Monday-Friday, 7:30AM - 5:00PM).
- d. Parking out of assigned area during normal working hours (Monday – Friday, 8:00AM - 4:30PM)

B. Parking Violations

Ten dollars (\$10.00) per citation except as noted (municipal penalties may also be imposed):

- a. Parking in a no-parking zone or other unauthorized area.
- b. Parking in a loading zone for more than 20 minutes without flashers on, or so as to block a dumpster.
- c. Parking in a fire lane or so as to obstruct access to a fire hydrant, twenty-five dollars (\$25.00) per citation.
- d. Parking so as to block or obstruct traffic, street, sidewalk, driveway, building entrance, exit or vehicle.
- e. Parking in the wrong direction on a one way street.
- f. Parking overtime.
- g. Parking in a handicapped parking space, one hundred fifty dollars (\$150.00) per citation.
- h. Double parking.

C. Moving Violations

Twenty-five dollars (\$25.00) per citation.

- a. Failing to obey traffic control signal or sign.
- b. Driving off the roadway or street.
- c. Operating a vehicle without a valid driver's license.
- d. Failing to obey police officer.
- e. Reckless driving and/or racing.
- f. Driving at excessive speeds.
- g. Failing to yield right-of-way at pedestrian crossing.

SAFETY & WELL-BEING ALCOHOL, DRUGS, SMOKING, 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.

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.

Student Rights and Responsibilities

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INTRODUCTION

Rule: 1720-3-3-.01

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.

STATEMENT OF ADMINISTRATION & INFORMATION

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.

STANDARDS OF STUDENT CONDUCT

Rule: 1720-3-3-.02

Misconduct for which students are subject to discipline falls into the following categories:

- A. Violation of written University policies and regulations as stipulated herein or inciting other students to violate written University policies and regulations as promulgated and announced by authorized personnel.
- B. Failure to comply with directions of University officials acting in performance of their duties.
- C. Violation of properly constituted rules and regulations governing the use of motor vehicles on University owned or controlled property.
- D. Failure to pay promptly all university bills, accounts, and other University financial obligations when due.
- E. Forgery, alteration, destruction or misuse of University documents, records, or identification.
- F. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities, including its public service functions, or of other authorized activities on University premises.
- G. 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.
- H. Theft, misappropriation, or sale of, or damage to property of the University or of an organization affiliated with the University or of a member of the University community or of (a) campus visitor(s).
- I. Unauthorized use of, or entry to University facilities and unauthorized possession and use of access cards and keys to University facilities.
- J. Disorderly conduct or lewd, indecent, or obscene conduct or expression on University owned or controlled property or at University sponsored or supervised functions.
- K. Groups of students gathering on or adjacent to the campus in a manner which causes damage to public or private property, causes injuries to persons, or interferes with the orderly functioning of the University or the normal flow of traffic.
- L. Violation of local, state or federal law 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. Such violation includes, but is not limited to, violation of state or federal drug laws, commission of or attempt or threat to commit rape, murder, felonious assault, arson or any other felonious crime against person or property.
- M. Possession, while on University-owned controlled property or at University sponsored or supervised activities, of any weapons such as, but not limited to, rifles, shotguns, ammunition, handguns, and air guns, including explosives such as firecrackers, etc., unless authorized in writing by the Director of Safety and Security.
- N. Gambling on University owned or controlled property.
- O. Unlawful use, manufacture, possession, distribution or dispensing of drugs or alcohol on University property or during University activities.
- P. Possession or use of alcoholic beverages on University owned or controlled property.
- Q. Violation of professional ethics in clinical work and in dealing with patients and members of the medical community.
- R. Finder's Fee: In order to maintain the highest ethical standards, to avoid any potential or perceived conflict of interest, and to protect its students and employees to the fullest extent possible, the University of Tennessee Health Science Center will not participate in, and its employees and students are prohibited from participating in, the payment of finder's fees to medical residents, physicians, nurses, or other individuals or entities for the recruitment of patients as participants in clinical investigations involving human subjects.
- S. Participation of students in hazing activities. *Hazing* means any intentional or reckless act, on or off University property, by one student, acting alone or with others, which is directed against any other student, that 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, and includes treatment of a violent, abusive, shameful, insulting, or humiliating nature. Such action is prohibited when connected with initiation into or affiliation with an organization and does not include participation in customary athletic events or similar competition.
- T. Being under the influence or intoxicated on alcohol, drugs, controlled substances, and/or illegal substances is prohibited on college premises or as part of any of its activities. Reasonable Suspicion Procedure: "It shall be the policy of the University of Tennessee Health Science Center (UTHSC) to require any student enrolled in a health science degree program, whose behavior or appearance, as observed by instructor/professor or staff, provides reasonable suspicion that the student is under the influence of alcohol, drugs, controlled substance or illegal substance, to submit to a breath analysis, urinalysis, or blood analysis at the student's expense. Refusal to submit the breath, urine or blood sample will be grounds for dismissal from the program. A positive test indicating use of alcoholic beverages, drugs, illegal substances, or non-prescribed controlled substances will be grounds for dismissal from the program/institution. This requirement applies to all UTHSC students."

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;
 - a. Commission of an offense classified as a felony by Tennessee's criminal statutes or by Federal criminal statutes.
 - b. Unlawful use, possession, or sale of drugs or narcotics, whether or not felonious.
 - c. Plagiarism, falsification of records, or other act which substantially impugns the integrity of the student.
 - d. 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.

INVESTIGATIONS OF STUDENT CONDUCT

Rule: 1720-3-3-.04

- A. All University investigations shall be conducted in an ethical manner.
- B. **Inspection and Search Policy**

Entry by University authorities into occupied rooms in residence halls will be divided into three categories:

 - a. **Inspection**

Inspection is defined as the entry into an occupied room by University authorities in order to ascertain the health and safety conditions in the room, or to check the physical condition of the room, or to make repairs on facilities, or to perform cleaning and janitorial operations.
 - b. **Search**

Search is defined as the entry into an occupied room by on-campus authorities for the purpose of investigating suspected violations of campus regulations and/or city, state, or federal law.
 - c. **Emergency**

An *emergency* situation exists when the delay necessary to obtain search authorization constitutes a danger to persons, property, or the building itself.

- C. Scheduled inspections by campus authorities, with the exception of daily janitorial operations, shall be preceded, if possible, by twenty-four hours notice to the residents. During the inspection, there will be no search of drawers or closets or personal belongings.
- D. On-campus authorities will not enter a room for purposes of search without the permission of the resident or the written permission of the Director of Student Housing of the University in compliance with state law.
- E. Should a resident believe that a University staff member has misused or abused his authority to inspect a room, the resident should file a complaint. The complaint may be filed orally or in writing with the Director of Housing and/or the Student Conduct Officer in the Office of Equity and Diversity. The complaint will be investigated and appropriate action and response will be made.
- F. **Reasonable Suspicion Procedure:**

It shall be the policy of the University of Tennessee Health Science Center (UTHSC) to require any student enrolled in a health science degree program, whose behavior or appearance, as observed by instructor/professor or staff, provides reasonable suspicion that the student is under the influence of alcohol, drugs, controlled substance or illegal substance, to submit to a breath analysis, urinalysis, or blood analysis at the student's expense. Refusal to submit the breath, urine or blood sample will be grounds for dismissal from the program. A positive test indicating use of alcoholic beverages, drugs, illegal substances, or non-prescribed controlled substances will be grounds for dismissal from the program/institution. This requirement applies to all UTHSC students.

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THE 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:

- a. The substance of the charge(s) against him;
- b. The disciplinary action taken or proposed;
- c. His right to a hearing should he wish to contest the charge(s) or action;
- d. The name and address of the person to whom a request for a hearing should be addressed;
- e. That a request for a hearing must be made within five (5) days of the person's receipt of this notice;
- f. 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;
- g. 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:

- a. 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.
- b. 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;

- c. Each party will have the right to question opposing witnesses;
- d. An appropriate record will be made of the hearing procedures. However, defects in the record will not invalidate the proceedings;
- e. 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;
- f. Following the conclusion of the hearing, the hearing panel will consider the evidence and present written findings.

D. 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:

a. Residence Hall Probation

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.

b. 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.

c. 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.

d. 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.

- e. **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.
- f. **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.)
- g. **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.

THE STUDENT JUDICIAL SYSTEM

A. Disciplinary Personnel

a. 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

b. 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.

c. 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

a. 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.

b. 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.

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.

HONOR CODE UTHSC

Rule: 1720-3-1

SECTION I THE HONOR CODE

ARTICLE I.

PREAMBLE AND PURPOSE

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 individual 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, UT

Health Science Center 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 for enrollment at UT Health Science Center. Faculty and staff also have a responsibility to participate in the application, enforcement, and procedures of the Honor Code.

ARTICLE II.

PRINCIPLES OF THE HONOR CODE

- A. Students who have accepted admission into an academic program at the University of Tennessee Health Science Center 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.
 - 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.

The items listed above are only examples of behaviors that are covered by the honor code; they do not constitute a complete list.

All UT Health Science Center 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.

B. 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.
- e. Other student activities relating to the academic, clinical, and research programs of UTHSC.

C. 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.

D. 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.

E. 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 is 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.

ARTICLE III.

VIOLATIONS OF THE HONOR CODE

- A. It is a violation of the Honor Code for a student to:
 - a. Use, give, or receive any unauthorized aid during any test or examinations, 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 as one's own.
 - d. Falsify data in scientific research and reports.
 - e. Collaborate with others in assigned out of class activities, if directions or instructions, written or verbal, specify only individual application and effort is permitted.
 - f. Falsify academic or clinical records.
 - g. Maliciously and falsely accuse another student of an Honor Code violation.

- h. Assist another student in committing any of the specified violations.
 - i. Failure to report a violation reasonably believed to have been committed.
 - j. Discuss or reveal confidential information or materials relating to allegations, investigations, charges and Honor Court hearings.
 - k. Engage in other similar acts of dishonesty.
- B. 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, Section A-a, or A-d shall be immediately reported by the President of the Honor Council, or Faculty Advisor, to the principal clinician or investigator after the alleged violation is received.
- C. 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 counsel 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 counseling the student.

**ARTICLE IV.
ADMINISTRATION OF THE HONOR CODE**

A. Participants

a. Students

The Honor Code pledge is signed by all students enrolled at UT Health Science Center. This signed pledge is a student's pledge of honesty and integrity. The pledge obligates the student to support the ethics and provisions of the UT Health Science Center Honor Code and to participate in its procedures and actions.

b. 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.

c. Administration

Offices relating to student affairs are responsible for providing advice to students regarding Honor Code procedures.

- i. Faculty advisors to college Honor Councils support the Honor Code by providing advice and counsel to Honor Council members regarding rules, procedures and the appropriate methods of administering the rules and procedures.
- ii. The Office of Vice Chancellor for Academic, Faculty and Student Affairs provides advice and orientation to College Honor Council members, faculty advisors, and other students.
- iii. The UT Health Science Center 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.

d. 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.

**SECTION II
PROCEDURES AND HEARING OPTIONS**

ARTICLE V.

PROCEDURE FOR REPORTING ALLEGED VIOLATIONS

- A. 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.
- B. Signed complaints are given or forwarded to the college Honor Council president and shall not be discussed with other students.
- C. The signed complaint of one individual is sufficient to initiate an investigation of charge(s) against a student.
- D. 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 finds probable cause to believe that a violation has been committed, the investigator recommends issuing a Notice of Charge. The president, upon the recommendation of the investigator, issues a Notice of Charge to the accused. The Notice of Charge is sent to the accused via certified mail. If the investigator determines there is no violation, the allegation is dismissed.
- E. 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.
- F. Allegations, investigations, charges and Honor Court hearings are confidential.
- G. **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 a Honor Court hearing. A council member does not

vote in any proceedings for which the member served as the investigator.

ARTICLE VI. RIGHTS AND PROCEDURES FOR THE ACCUSED

A. 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.

B. Procedure for the Accused

- a. On receipt of the Notice of Charge, the accused student, within five (5) University working days, must respond to the college Honor Council president indicating either:
 - i. An intent to plead guilty to the violation and willingness to accept the penalty assigned by the Dean;
 - ii. A denial of the charge and indicating a desire to make an appeal of the charge under one of the following hearing options:
 1. Uniform Administrative Procedures Act (UAPA)
 2. College Honor Court
 3. University Honor Court
- b. 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.

C. Rights for 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 UT Health Science Center Honor Code Hearing procedures listed under Article VII, Hearing Court Options 2 and 3.
- b. For UAPA Hearings, students may be represented by Legal Counsel. The option to obtain Legal Counsel is at 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.

ARTICLE VII. HEARING COURT OPTIONS

- A. An accused student who wishes to have a hearing on a charge has a choice of hearing options.

a. Uniform Administrative Procedures Act (UAPA)

This act provides students a hearing under the State of Tennessee mandatory hearing option. A hearing under this law is held by a hearing officer appointed by the Chancellor of UT Health Science Center. The Office of General Counsel will prosecute the charge in UAPA hearings, even if the accused student is not represented by legal counsel. This hearing procedure is used in the absence of a voluntary written waiver of this right.

b. College Honor Court

Each UT Health Science Center college has an Honor Court.

- i. Rules of membership, assembly, quorum, and voting are defined in each college's addendum. 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 Council president is responsible for administering the hearing, including selecting the date, appointing the Hearing Court panel, notifying all parties, and recording and maintaining records of the college Honor Court hearings.

- ii. The selection and service of the college Honor Court members shall follow the guidelines and procedures stated in the respective college Honor Council 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 UT Health Science Center. 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 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.

B. Guidelines for Honor Court Hearings

The following guidelines shall apply to College and University Honor Court hearings:

- a. The hearing is held as soon as possible following receipt of the accused request for a hearing under the Honor Code system.
- 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.

**ARTICLE VIII.
PENALTIES**

- A. Penalties for violating the UT Health Science Center 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.

- B. 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.
- C. 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.

**ARTICLE IX.
APPEALS**

- A. 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 can only be for the penalty assigned by the Dean. The decision of the Honor Court cannot be appealed to the Chancellor.
- B. The Chancellor, or designee, must respond with a decision within ten (10) University working days of the request for the appeal.

**SECTION III
HONOR COUNCILS REPORTS AND
AMENDMENTS**

**ARTICLE X.
COLLEGE HONOR COUNCILS**

- A. **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 college council's provisions is provided in the Addenda.
- B. **Officers of the Honor Councils**
 - a. **Elections**
Each Honor Council elects officers from its members for the following offices: president, vice-president and secretary
 - b. **Duties**
 - i. **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.
 - ii. **Vice-president**
The vice-president assumes the duties of the president in that officer's absence.
 - iii. **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.
- C. **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.

- b. Failure to fulfill responsibilities in accordance with this Honor Code.
- D. Vacancies in an Honor Council are filled in accordance with college rules and regulations governing election of members.
- E. **General Duties of the Honor Council**
 - a. To administer the Honor Code, the Honor Council meets at least once during the first month of each fall term and thereafter at its discretion.
 - b. Conducts hearings of alleged violations.
 - c. Keeps 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. Forwards findings and recommendations in Honor Code violation proceedings to the Dean of the college.
 - e. Ensures that the information contained in this Honor Code is promulgated, discussed, and made readily available to all students of the college.

**ARTICLE XI.
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.

**ARTICLE XII.
AMENDMENTS**

- A. A proposed amendment to this Honor Code shall be presented in writing to the President of each UT Health Science Center 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 UT Health Science Center Chancellor and the University's Board of Trustees.
- B. Approved amendments to a college 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.

**ARTICLE XIII.
PLEDGE**

Each UT Health Science Center 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."

Signature Date

SSN or Student ID# College

SECTION IV

ADDENDA

Addendum A

COLLEGE OF ALLIED HEALTH SCIENCES

Honor Council

A. Composition

The Honor Council of the College of Allied Health Sciences shall consist of at least one voting representative from each class of each program. Classes with more than forty (40) students enrolled shall be represented by two voting representatives. Each class in each program shall have one 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.

B. 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.

C. 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 weeks of the vacancy. The class may, for continuity, select the alternate representative to fill a vacancy and elect a new alternate representative.

D. Faculty Advisor

There shall be two faculty advisors, one 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.

E. 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.

F. Proctoring

Faculty may be present during student tests or examinations, in accordance with the Honor Code of the University of Tennessee Health Science Center.

Addendum B

COLLEGE OF DENTISTRY

Honor Council

A. 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.

B. Election of Members

a. Each new class elects its Council members within eight 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.

C. 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.

D. 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.

E. 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.

F. 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.

G. 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.

Addendum C

COLLEGE OF GRADUATE HEALTH SCIENCES

Honor Council

A. 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.

B. Election of Members

The members of the Honor Council are selected according to the Constitution of the Student

Government Association of the UT Health Science Center College of Graduate Health Sciences, Articles IV and V.

C. **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.

D. **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.

E. **Quorum**

Five (5) members of the Honor Council are required for a quorum for an Honor Court hearing.

Addendum D

COLLEGE OF MEDICINE

Honor Council

A. **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 function as full Council members and participate in hearings held during this period.

B. **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.

C. **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.

D. **Faculty Advisor**

The faculty advisor is appointed by the Dean, assists the Council in its operation, but shall not be present during Council hearings.

E. **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.

F. **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.

Addendum E

COLLEGE OF NURSING

Honor Council

A. **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.

B. **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.

C. **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.

D. **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.

E. **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.

Addendum F

COLLEGE OF PHARMACY

Honor Council

A. **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.

B. **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.

C. **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.

D. **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.

E. **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.

accordance with the provisions of T.C.A. 4-5-301 through 325. 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 and to execute a waiver of rights to a hearing under the other. The form on the next page is provided for students to execute this waiver.

SECTION V APPENDIX

A. THE STUDENT JUDICIAL SYSTEM

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.

1. Office of the Vice Chancellor for Academic, Faculty, and Student Affairs;
2. Student Affairs Officers within the colleges;
3. Campus Police Office; Safety Affairs Office;
4. University Health Services;
5. Student Academic Support Services;
6. Student Life, and Housing 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.

The University believes that these procedures serve well the interests of the students in obtaining full and fair hearings, with a minimum of expense, complexity, and inconvenience. An alternative to these procedures, however, is the Uniform Administrative Procedures Act (Tennessee Code Annotated 4-5-101 et seq.) which provides that any party whose legal rights or privileges are required by a statute or constitutional provision to be determined after an opportunity for a hearing shall be afforded an opportunity for such a hearing in

WAIVER FORM FOR UAPA HEARING, PART I

TENNESSEE UNIFORM ADMINISTRATIVE PROCEDURES ACT WAIVER FORM

The University, with the assistance and advice of students and other members of the University community, has developed a disciplinary procedure for handling alleged violations of the University Standards of Conduct. This procedure is set forth in the student handbook, *The CenterScope*, and includes an opportunity for a hearing before a Student Honor Court, which the University believes serves the interest of students in obtaining a full and fair hearing.

However, an alternative to the University's disciplinary procedure is provided by a state law known as the Tennessee Uniform Administrative Procedures Act (A.P.A.). 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 A.P.A. (see Tennessee Code Annotated, sections 4-5-301 through -325). Under the A.P.A. "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.

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 UAPA HEARING, PART II

WAIVER 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 purposes of recommending a penalty for my actions.

Signature

Social Security/Student I.D. Number

Please indicate the following if you requested an 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.

SAMPLE LETTER, NOTIFICATION OF CHARGE

SAMPLE LETTER

Date: _____
CERTIFIED MAIL
RETURNED RECEIPT REQUESTED

Date

Person & Their Address

RE: NOTICE OF CHARGE

Dear:

Based on 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 used or received unauthorized aid 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 S4-5-101, 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 for Academic, Faculty and Student Affairs.

Sincerely,

President
HONOR COUNCIL
College of _____

Enclosure

Student Organizations & Opportunities

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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 RECOGNITION FOR CAUSES

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:
- If the objectives or purposes are illegal under local, state, or federal laws or do not conform with regular University regulations.
 - 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:

- 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.
- 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.
- 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.
- It shall notify the organization in writing of the date, time, and place of hearing before the SGAEC on the show cause order.
- 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.
- 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.

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 SCIENCES

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 OPPORTUNITIES

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 Bachelors 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 of Allied Health Sciences

Barbara H. Connolly, EdD, DPT, FAPTA, Interim Dean

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MESSAGE FROM THE DEAN

You have chosen an exciting career in one of the allied health professions. The allied health fields comprise the largest segment of the American healthcare workforce, and offer a multitude of opportunities to grow and to serve.

One of the primary commitments of the University of Tennessee Health Science Center College of Allied Health Sciences is to prepare students like you for those opportunities. Located on a comprehensive health sciences campus in the Midsouth's largest medical center, the College offers an unparalleled academic education as well as access to a wide spectrum of clinical experiences. The faculty of the College of Allied Health Sciences are outstanding scholars and clinicians. In addition, many of our faculty are professional leaders who establish the trends that will affect you, your practice setting and the patients you will serve in the future. In recognition of their consistently high quality, all of the professional entry programs offered by the College of Allied Health Sciences are fully accredited. The staff of the Dean's Office is eager to assist you in successfully completing your degree program.

Please call upon us.

Sincerely,

**Barbara H. Connolly, EdD, DPT, FAPTA, Interim Dean
College of Allied Health Sciences**

COLLEGE STRUCTURE

The College of Allied Health Sciences is organized into five (6) departments which are the administrative bases for educational programs in nine allied health disciplines: the Department of Clinical Laboratory Sciences, with programs in medical technology, cytotechnology, and histotechnology; the Department of Dental Hygiene; the Department of Health Informatics and Information Management; the Department of Physical Therapy; the Department of Occupational Therapy and the Department of Audiology and Speech Pathology.

ADMINISTRATION

Barbara H. Connolly, EdD, DPT, FAPTA
Interim Dean
930 Madison Ave., 6th Floor
(901) 448-5581

Pamela D. Ritzline, EdD, PT
Interim Assistant Dean
930 Madison Ave., 6th Floor
(901) 448-5581

Chandra Alston, MBA, PHR
Assistant Dean
930 Madison Ave., 6th Floor
(901) 448-5581

DEPARTMENT CHAIRS AND PROGRAM DIRECTORS

Audiology and Speech-Language Pathology

Ashley Harkrider, Ph.D., Interim Chair
Patrick Plyer, PhD, Interim Program Director
578 South Stadium Hall
Knoxville, TN 37996-0740
(865)794-5019

Clinical Laboratory Sciences

Linda Ross, M.S., Chair and
Program Director in Medical Technology
930 Madison Ave., 6th Floor
(901) 448-6304

Barbara DuBray-Benstein, Ph.D.
Program Director in Cytotechnology, & Histotechnology,
And Graduate Program in Clinical Laboratory Sciences
930 Madison Ave., 6th Floor
(901) 448-6304

Dental Hygiene

Susan Crim, Ph.D.
Chair
930 Madison Ave., 6th Floor
(901) 448-2607

Cassandra Holder Ballard, Ed.D.
Program Director in Dental Hygiene
930 Madison Ave., 6th Floor
(901) 448-6230

Nancy Williams, Ed.D.
Program Director, Master of Dental Hygiene
930 Madison Ave., 6th Floor
(901) 448-8393

Health Informatics and Information Management

Rebecca Reynolds, Ed.D.
Interim Chair and Program Director
920 Madison Ave., Suite 518
(901) 448-6486

Physical Therapy

Barbara H. Connolly, EdD, DPT, FAPTA
Chair and Program Director
930 Madison Ave., 6th Floor
(901) 448-5888

Carol Likens, Ph.D.
Program Director of the
Graduate Program in Physical Therapy
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Occupational Therapy

Lawrence W. Faulkner, PhD, OT/L
Interim Chair and Program Director
930 Madison Ave., 6th Floor
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Lisa Schubert, MA, OTR
Interim Chattanooga Location Coordinator
615 McCallie Avenue, Dept. 3103
Chattanooga, TN 37403
(423) 425-2358

DEGREES OFFERED

The College of Allied Health Sciences offers programs which, upon successful completion of the professional curriculum and compliance with other University requirements, lead to the following degrees:

- A. Bachelor of Science in Dental Hygiene
- B. Bachelor of Science in Health Informatics and Information Management
- C. Bachelor of Science in Medical Technology
- D. Doctor of Physical Therapy (DPT)
- E. Master of Science in Clinical Laboratory Science (MSCLS)
- F. Master of Dental Hygiene (MDH)
- G. Master of Health Informatics & Information Management (MHIIM)
- H. Master of Cytopathology Practice (MCP)
- I. Master of Occupational Therapy (MOT)
- J. Doctor of Science in Physical Therapy (ScDPT)
- K. Doctor of Audiology (Au.D.)
- L. Master of Science in Physical Therapy (MSPT)
- M. Master of Science in Speech-Language Pathology

ACCREDITATION

All college programs are accredited by the appropriate accrediting body. The programs in Audiology and Speech Pathology are accredited by the Council on Academic Accreditation in Audiology and Speech Pathology; the Program in Cytotechnology is accredited by the Commission on Accreditation of Allied Health Education Programs; the new Histotechnology Program (within the cytotechnology program curriculum) is in the process of attaining initial accreditation through the National Accrediting Agency for Clinical Laboratory Sciences; the B.S. degree Program in Dental Hygiene is accredited by the Commission on Dental Accreditation; the Master of Dental Hygiene is accredited by the Southern Association of Colleges and Schools; the undergraduate program in Health Informatics and Information Management is accredited by the Commission on Accreditation for Health Informatics and Information Management Education and the graduate program is approved by the Commission on Accreditation for Health Informatics and Information Management Education; the Program in Medical Technology is accredited by the National Accrediting Agency for Clinical Laboratory Sciences; The Program in Occupational Therapy is accredited by the American Council for Occupational Therapy; and the Program in Physical Therapy is accredited by the Commission on Accreditation of Physical Therapy Education. Programs in the College have a long and distinguished accreditation history, several being among the oldest of their kind in the nation. Faculty and administrators provide important volunteer service to the specialized programmatic accreditation bodies that serve various programs. The College is an institutional member of the Association of Schools of Allied Health Professionals.

HONOR COUNCIL

Please refer to the Honor Code of the Judicial System section of this handbook, for the special provisions of the UTHSC Honor Code that pertain to the College of Allied Health Sciences.

ATTENDANCE REQUIREMENT

Because of the intensity of all College educational programs, students should not miss any planned learning experience except under the most unusual circumstances. Students are, therefore, required to attend all planned learning experiences including lectures, laboratories, and clinical assignments. The department chairperson, program director, or appropriate faculty member in each program will inform students in writing of the consequences of failure to adhere to this general College requirement.

OFFICIAL COMMUNICATION

The official method of communication between students and their respective departments or the dean's office is through the UTHSC email system. Students must check their email at least once each day to avoid missing vital information.

STUDENT IDENTIFICATION AND DRESS CODE

All students are required to wear the UT identification badges that are made during registration. Such cards are to be worn in a visible fashion and must be presented to UT police officers, administration, or faculty upon request. If a student's identification badge is lost or misplaced, a new one must be acquired from the Campus Police office for a fee. Students, upon graduation, may retain their ID badge since it contains an expiration date. Students, upon withdrawal, must return their ID badge to the Campus Police office. Students are expected to adhere to the dress code of the program in which they are enrolled. Dress requirements are explained during each program's orientation.

EXAMINATIONS

An examination period is generally scheduled at the end of each academic period. Examinations must be scheduled during the examination period. No student will be excused from a final examination except in the event of the most compelling circumstances. Make-up examinations are permitted at the discretion of each course director. Decisions concerning make-up examinations are the responsibility of the appropriate course instructor or course director.

STUDENT HEALTH AND PROFESSIONAL LIABILITY INSURANCE

All allied health students are required to have health care and medical insurance while enrolled in the College. (See "Student Health Insurance Policy" in "Student Rights and Responsibilities" section for details.) All students in the College are also required to purchase professional liability insurance through the University at a nominal cost payable at registration time.

STUDENT EMERGENCY LOAN FUND

Any allied health student with a documented need for a short-term loan may apply for assistance from the Office of Student Financial Aid. Loans must be repaid within 30 days with repayment including interest calculated at six percent per annum. The loan amount which can be authorized is determined by funds available in the account at the time the request is submitted. Requests for loans must be made through the Office of Student Financial Aid.

STUDENT GOVERNMENT ASSOCIATION

Nancy Spicer- President, AHSGA,
2011-2012

All currently enrolled allied health students are members of the Allied Health Student Government Association (AHSGA). The AHSGA Executive Council, composed of the student class presidents elected in the college each year, meets regularly with the Associate Dean for Student Affairs to discuss issues and advise the college regarding student views and concerns. The president of the AHSGA Executive Council is elected annually from the allied health programs, and is the representative of allied health students in the campus Student Government Association Executive Council (SGAEC). The SGAEC represents views of UTHSC students, and makes recommendations to UTHSC administration and faculty. The AHSGA president reports on activities of the campus student government association at meetings of the AHSGA Executive Council.

PROMOTIONS

The following guidelines pertain to entry-level, full time students. Promotion is the process by which a student progresses through an academic program and graduates. Promotion and graduation require positive action by the Dean based upon recommendations of each program's progress and promotion committee. While progress and promotion committees generally act at the end of a semester, they can act any time a student is deemed to be making inadequate progress toward degree objectives and/or is demonstrating unacceptable behavior in the key areas of personal and professional behavior. Committee recommendations regarding a particular student are based upon input by each faculty member or course director who has teaching responsibility for that student during a given instructional period.

A. Student Performance

- a. (1). For all entry level programs: Students must attain a semester grade point average of 2.0 to progress to the subsequent semester or to graduate. Any student who earns a grade of "D" (indicates marginal progress), "F" (failing), or "I" (incomplete) is reviewed in depth by the appropriate committee. Students must demonstrate a minimal competency level, as determined by the faculty and made known to students in advance. Students not reaching minimal competency may be required by the faculty to complete additional exams and/or class assignments until they reach the required minimal competence, or final course grades are recorded. The decision to permit this option is handled on a case-by-case basis by the appropriate progress and promotion committee. An explanation of the calculation of the final grade will be made known to students in advance.
- b. Students enrolled in post-professional programs must complete all courses with grades of "B" or above in core and clinical concentration courses, and "C" or above in other courses. No more than two grades of "C" may be applied toward a post-professional graduate degree. Students must maintain an overall grade point average of 3.0 ("B"). A student may be dismissed from the program upon earning

more than two (2) grades of "C", or a grade below "C." Grades in courses earned at another university will not be computed in the cumulative GPA.

- c. A student must demonstrate satisfactory behavior in personal and professional characteristics deemed by faculty as being necessary for academic success and competency in clinical practice. Such areas may include ability to establish rapport with clients, ability to work effectively with members of the health care team, dependability, judgment, integrity, initiative, and interest.
- d. Students must meet the College and program technical standards to continue in the various curricula and graduate. Copies of these standards are provided to students by their respective programs.

B. Recommended Actions

Progress and promotion committees may recommend any of the following actions to the Associate Dean for Academic Affairs:

a. Promotion

Promotion of the student to the subsequent semester or to graduation.

b. Academic Probation

- i. Entry-level students - Academic probation may result from a student's earning a cumulative grade point average of less than 2.0 during the semester, from earning a grade of "D" in any course, or from failure to meet stated objectives associated with professional behavior or technical standards. Committee recommendations must include delineation of specific conditions that must be met for removal of the student from academic probation, and the time by which such conditions must be met.
- ii. Post-professional students - Students enrolled in post-professional programs must earn a grade of "C" or higher in all course work and maintain a cumulative grade point average of 3.0 or higher. Any student earning a grade of "D" or "F" in any course, or falling below a 3.0 cumulative grade point average will be dismissed from the program of study.

c. Dismissal

Dismissal may result from any of the following.

- i. Entry-level students - A student earning a grade of "F" in any course, earning a grade of "D" in two or more courses;
- ii. Post-professional students - A student earning a grade of "D" or "F" in any course;

- iii. A student failing to meet the requirements of a course(s) as stipulated in the course syllabus;
 - iv. A student demonstrating serious deficiencies in personal or professional behavior;
 - v. A student failing to meet technical standards;
 - vi. A student failing to meet stipulated conditions for removal of academic probation within the designated time period.
- d. **Repeating Curriculum**
 Recommending that a student repeat all or part of the curriculum may be made only if **all** of the following conditions are present:
- i. the presence of specific nonacademic circumstance(s) judged by the committee as having an adverse effect on the student's academic performance;
 - ii. committee judgment that the identified specific circumstance(s) show probability of resolution within a reasonable period of time; and,
- e. committee judgment that resolution of the identified circumstance(s) will option is handled on a case-by-case basis by the appropriate progress and promotion committee. An explanation of the calculation of the final grade will be made known to students in advance.
- f. A student must demonstrate satisfactory behavior in personal and professional areas deemed by faculty as being necessary for academic success and competency in clinical practice. Such areas may include ability to establish rapport with clients and work effectively with other members of the healthcare team, dependability, judgment, integrity, initiative, and interest.
- g. Students must meet the college and program technical standards to continue in the various curricula and graduate. Copies of these standards are provided to each student by their respective programs.

Notification of Student

Any student who is dismissed from a program or placed on academic probation is notified by email from the Associate Dean for Academic Affairs. A student placed on academic probation is given a written statement of conditions which must be met for removal of academic probation, and the time period allowed.

RECONSIDERATION OF PROGRESS AND PROMOTIONS COMMITTEE RECOMMENDATIONS

A student has the right to request reconsideration before an ad hoc appeals committee in the event of a negative recommendation. Such a request must be submitted in and received by the Associate Dean for Academic Affairs within five (5) calendar days of receipt of notification of the intended action. The student will meet with the *ad hoc* committee and may bring any person(s), excluding legal counsel, whom the student believes can contribute to the presentation. After

hearing all persons who appear on behalf of the student or in support of the action taken by the progress and promotion committee, the committee sends a recommendation for resolution of the appeal along with supporting documentation to the Dean. The Dean will notify the student in writing of the final decision made regarding the appeal. The communication from the Dean will also outline any actions necessary for the student to take.(e.g. the terms of probation.) The ad hoc appeals committee is chaired by the Associate Dean for Academic Affairs who also appoints the committee composed of faculty from the college. If the original negative recommendation made by the Progress and Promotions Committee is sustained by the Dean, the student has the right of appeal to the Chancellor. Such an appeal must be in writing and received by the Chancellor within five (5) calendar days of receipt of notification from the Dean. The decision by the Chancellor is final. During the appeal process, a student may continue to participate in classroom activities but will be suspended from clinical activities.

GRADUATION REQUIREMENTS

In order to be recommended for a degree in any of the programs offered by the College, a candidate must comply with the following conditions:

- A. The candidate must present evidence of having satisfactorily completed all prerequisite coursework.
- B. The candidate must complete all required courses of the professional curriculum with a grade point average of at least 2.0 and, in the case of clinical education or field work, a level of proficiency that is satisfactory to the departmental faculty.
- C. The candidate must demonstrate professionalism expected of a student in the particular discipline which is acceptable to the faculty.
- D. The candidate must discharge all financial obligations to the University and affiliated organizations.
- E. The candidate must meet college residency requirements.
- F. The candidate must meet the technical standards for the college and their prospective program.

CLINICAL ACTIVITIES

All students in the College are required to engage in clinical activities as prescribed by their respective programs and are assigned to these activities during the course of their programs according to the needs of the educational programs, the students and clinical sites. Occasionally a scheduled clinical experience at an external site is unavailable due to circumstances beyond the control of the University; however, because the experience is required for graduation, the College programs exercise a number of options and usually successfully substitute one site for another. On rare occasions, such a substitution is not possible and graduation may be temporarily delayed for a student until the required experience can be scheduled by the program and successfully completed by the student.

All students should be aware that clinical sites, certification committees and state licensure boards may require drug screening and criminal background checks including fingerprinting for comparison against state and federal criminal records. Information discovered in criminal background searches and drug screens may delay or prevent clinical education opportunities and entry into the profession. All students are required to obtain a clear criminal background check before enrollment. Details about the process for obtaining the check are provided in program acceptance

letters. Students needing further information about criminal background searches should contact an academic advisor or the department chair.

ATTENDANCE AT GRADUATION

Participation in graduation exercises is mandatory for all graduating students in the College. Any student who is unable to attend graduation exercises must request permission from the Dean to graduate *in absentia*. Such a request must be submitted in writing and must clearly state the student's reason(s) for making the request. A student may graduate *in absentia* only if the Dean of the College has approved the request. The Dean will notify the Registrar when the request is approved.

LEAVES OF ABSENCE, WITHDRAWAL, AND READMISSION

Leaves of absence with anticipated readmission may be granted by the Dean upon recommendation of the department chair or program director. Such recommendations must be based upon demonstration by the student of a compelling nonacademic reason for granting such a leave. Readmission to any program after voluntary withdrawal or readmission after dismissal can occur only upon demonstration by the student of a compelling nonacademic reason for consideration for readmission. (See 2.d., "Progress and Promotions")

HONORS

Honors graduates of the entry level programs in the College are so designated in recognition of academic distinction achieved in their respective professional curricula. Honors designations receive special mention in the graduation program and on diplomas, and are based on the following cumulative grade point averages:

GPADesignation

3.50 - 3.69.....Graduation With Honors

3.70 - 3.89.....Graduation With High Honors

3.90 - 4.00.....Graduation With Highest Honors

AWARDS

HONOR SOCIETY: ALPHA ETA

The national allied health honor society, Alpha Eta, recognizes graduating allied health students for superior academic achievement and potential for leadership in their chosen professions. No more than twenty percent of each graduating class may be selected for membership.

Sigma-Xi

The Society for Scientific Research Allied Health Student Excellence in Research Award

This award is presented to the senior Allied Health Science student submitting the best original paper based upon her/his mentored research.

DEPARTMENTAL AWARDS

Outstanding students are recognized for their achievements during the College Awards Ceremony held before each May and December commencement. Program-specific awards given by each department in recognition of academic excellence, professional competence, and leadership are described below.

DEPARTMENT OF CLINICAL LABORATORY SCIENCES

The three (3) Clinical Laboratory Sciences Department awards described below are named for former faculty members who provided distinguished service to the University.

Cyrus C. Erickson Award in Cytotechnology

This award is presented to a graduating student by the cytotechnology faculty in recognition of professional ability, intellectual curiosity and a sense of responsibility.

Frances Guthrie Outstanding Student Award in Medical Technology

This award is presented to a medical technology graduating student who has demonstrated exceptional ability based on academic and professional criteria. The recipient is chosen by faculty and fellow students and this award is not necessarily given each year.

Alice Scott Hitt Faculty Award in Medical Technology

This award is presented to a graduating student who has demonstrated outstanding personal and professional characteristics. The recipient of the award is chosen by the faculty. This award may not be given every year.

Brenta G. Davis Outstanding Clinical Laboratory Science Graduate Student Award

The award will be presented to a graduate of the Master of Science in Clinical Laboratory Science program who demonstrates scholarship, character and dedication to the highest ethical and professional standards. The recipient of the award will be chosen by the didactic faculty. The award will not necessarily be presented each year.

DEPARTMENT OF DENTAL HYGIENE

Dental Hygiene Clinical Achievement Award

This award is given to the graduating student who has demonstrated the following professional traits: comprehensive knowledge, proficiency in rendering patient care, sensitivity to patient needs, and commitment to community health needs. These characteristics are accompanied by an apparent desire to assume responsibility as a member of the oral health team.

The Faculty Award

This award is presented by the faculty to the graduating student who has earned the highest scholastic average during the study of dental hygiene.

Preventive Oral Health Educator Award

This award is sponsored by the Proctor & Gamble Company but is selected by the DH faculty. This award is given to the graduating dental hygienist who has shown exceptional knowledge in the preventive aspects of dental disease and made significant contributions to the oral health of the community.

Sigma Phi Alpha Dental Hygiene Honor Society

The National Dental Hygiene Honor Society was founded in 1958. Eligibility for membership is based on scholarship, potential service to the profession, character, and leadership. Students enrolled in the entry-level program or the postprofessional program are eligible for this award.

The Tennessee Dental Hygienists' Association Outstanding Student Award

This award is special because the person is nominated and elected by their classmates as the person they believe is the epitome of dental hygiene. This person will receive a plaque and will also be recognized at the TDHA annual session.

Professional Leadership Award

This award recognizes the student who exhibited the greatest overall professional leadership in the class. Examples will include, but are not limited to SADHA & MDHA involvement, holding class office, organizing volunteer activities, etc.

Community Service Award

This award is presented to the student(s) who exhibited the greatest enthusiasm for community service.

Golden Scaler Award

This award is sponsored by the Hu-Friedy Company and is presented to the student who is selected for outstanding student achievement.

Urban Smiles Award

One of the goals of Urban Smiles is to promote the importance of preventive dentistry in underserved populations. This award is given to the student who demonstrates a true heart for service, sincere compassion for the patient, and the spirit of teamwork.

The Outstanding MDH Graduate Student Award

The award will be presented to a graduate of the Master of Dental Hygiene program who demonstrates scholarship, character and dedication to the highest ethical and professional standards. The student must achieve a GPA of 3.5 or higher on a 4.0 scale. The recipient of the award will be chosen by the MDH faculty. The award will not necessarily be presented each year.

DEPARTMENT OF HEALTH INFORMATICS AND INFORMATION MANAGEMENT

Tennessee Health Information Management Association Outstanding Student Award

This award is presented to a graduating BS student for outstanding academic and clinical ability. The recipient is chosen by health informatics and information management faculty and members of the graduating class.

DEPARTMENT OF OCCUPATIONAL THERAPY

Achievement Award in Occupational Therapy

This award is presented annually by the occupational therapy faculty to a graduating student for outstanding academic and fieldwork performance.

Leadership Award in Occupational Therapy

This award is presented annually to a graduating student who demonstrates the professional characteristic of outstanding leadership in academic, professional and community roles.

DEPARTMENT OF PHYSICAL THERAPY

Outstanding Physical Therapy Student Award

This award, given annually on behalf of academic and clinical physical therapy faculty, is presented to a graduating senior in recognition of his/her excellent performance in both classroom and clinical settings.

Physical Therapy Faculty Award

As the highest honor physical therapy faculty can bestow on a student, the Faculty Award requires a unanimous vote of the faculty and is given in recognition of outstanding academic and clinical performance, and potential for leadership in the profession of physical therapy. This award is not necessarily given annually.

AUDIOLOGY

ATTENDANCE REQUIREMENT

Audiology students are expected to attend all scheduled classes, laboratory sessions, and clinical education assignments. In cases of illness or emergency, the student must notify the departmental office or the clinical instructor of the affiliation site no later than 8:00 am of the day of absence. For any other absences, prior arrangements must be made with the specific instructor(s) or course coordinator(s) involved. Appointments for health services should not be made during scheduled class time.

GRADING SCALE

Written and practical examinations as well as clinical performance evaluations are included throughout the educational program. A student must pass each semester's courses before he/she is allowed to progress to the next semester. The typical point-grade conversion scale used by the audiology program is as follows:

94-100 = A
86- 93 = B
78- 85 = C
70- 77 = D
Below 70 = F

Grades of D and below in any course are considered unacceptable. Any student who makes a D or below in any course will be carefully evaluated by the Progress and Promotions Committee of the audiology program in order to determine a course of action which is best for the student and the program.

REQUIREMENTS FOR GRADUATION

The following requirements must be satisfied to earn the degree of Doctor of Audiology:

- A. Satisfactory completion of 112 semester credit hours of work, which must include 70 hours of academic courses, and 42 hours in clinical courses.
- B. Students must complete coursework with a "C" or better overall average. Grades of "C" or above are required in all content area coursework.
- C. Satisfactory completion ("Pass") of a qualifying exam.
- D. Satisfactory completion ("Pass") of a thesis or comprehensive exam is required prior to graduation.
- E. Students must discharge all financial obligations to the University and remove all deficiencies documented by the Registrar.
- F. Attendance at graduation is mandatory. Those unable to attend commencement must obtain permission to receive the degree *in absentia* by filing a written request with the Dean of the College.
- G. Students planning to practice in the United States also must pass all Knowledge and Skills (KASA) competencies prior to graduation.

STUDENT HEALTH REQUIREMENTS

Audiology students are required to be immunized against the Hepatitis B virus and to have an annual skin test for

Tuberculosis. Some clinical education sites require affiliating audiology students to have one or more of the following: rubella titer or vaccine, general physical examination. Information about meeting these requirements is provided during orientation.

STUDENT PROFESSIONAL ORGANIZATION MEMBERSHIP

Audiology students qualify for student membership in the National Association of Future Doctors of Audiology (NAFDA) and/or The National Student Speech-Language-Hearing Association (NSSLHA). Students are encouraged to participate as student members in the professional associations.

CERTIFICATION EXAMINATION

Graduates of the audiology program are able to sit for the national certification examination for audiology administered by the American Speech-Language-Hearing Association. Many states, including Tennessee, require a license or other state credential in order to practice; however, such credentials usually are based on the results of the ASHA Certification Examination. The department will provide information on cost and schedule for the examination.

CYTOTECHNOLOGY/HISTOTECHNOLOGY (Master of Cytopathology Practice)

ATTENDANCE REQUIREMENT

Cytotechnology/Histotechnology students are expected to attend all scheduled classes, student labs, and clinical lab assignments. In the case of absence due to illness or emergency, the student should notify the cytotechnology office and clinical assignment no later than 8:30AM of the day missed. For any other absences, prior arrangements must be made with the specific instructor(s) involved. Appointments for health services should not be made during scheduled class time.

CLINICAL AFFILIATIONS

Clinical affiliation sites are located in Memphis, throughout Tennessee, and in other states. Due to the limited number of clinical sites in Memphis, it is necessary for students to accept the financial impact of traveling and living out of town for a portion of their clinical assignments. Written and practical examinations and performance evaluations are a part of the educational program throughout the curriculum. All courses in each semester must be passed before the student is allowed to progress to the next semester. No credit for any course is awarded until the end of the semester. The point-grade conversion scale used by the cytotechnology/histotechnology program for all courses, **except** clinical practice courses is as follows:

95 – 100 = A
85 – 94 = B
75 – 84 = C
65 – 74 = D
Below 65 = F

The grading scale for all **clinical practice** courses is as follows:

95 – 100 = A
85 – 94 = B
80 – 85 = C
75 – 79 = D
Below 75 = F

Grades of D are considered to be marginal; any student who earns a D or less in any course will be carefully evaluated by

the Progress and Promotions Committee of the cytotechnology/histotechnology program to determine the course of action which is best for the student and for the program.

STUDENT HEALTH REQUIREMENTS

Cytotechnology/Histotechnology students are required to have a comprehensive eye examination including a test for color vision. Imperfect color vision is not used as a basis for excluding a student from the program; however, instructors should be aware of this limitation. In addition, cytotechnology/histotechnology students are required to have skin tests for tuberculosis and to be immunized against *Neisseria meningitidis* and the Hepatitis B virus. Information about fulfilling these requirements is provided during orientation.

STUDENT PROFESSIONAL ORGANIZATION MEMBERSHIPS

Cytotechnology/Histotechnology students are eligible for student membership in a number of professional associations including The American Society of Cytopathology, The American Society for Cytotechnology, and the National Society for Histotechnology. Students are encouraged to apply for membership in one or more regional or national professional organizations.

CERTIFICATION EXAMINATION & LICENSURE

Graduates with a master of cytopathology practice degree qualify to sit for the national certification examinations in cytotechnology and histotechnology administered by the Board of Registry of the American Society for Clinical Pathology. The examinations are year-round in major cities throughout the United States. Graduates who successfully complete the examination are entitled to use the designation CT (ASCP) and/or MP HTL (ASCP). After certification in cytotechnology or histotechnology, graduates are also eligible for certification in molecular pathology, MP(ASCP). Graduates in the program seeking employment in the field of cytotechnology in the state of Tennessee must also obtain a license to practice from the Tennessee Laboratory Licensing Board. Faculty will provide students with this information.

DENTAL HYGIENE

(BS Degree)

ATTENDANCE REQUIREMENT

Dental hygiene students are expected to attend all scheduled classes, clinics, and laboratory assignments. If a student must miss a scheduled learning experience due to illness or emergency, he/she must notify the dental hygiene office no later than 8:30AM of the day missed. For any other absences, prior arrangements must be made with the specific instructor or course director with approval of the program director. Appointments for health services should not be made during scheduled learning experiences.

GRADING

Course grades are based on a student's performance on written and practical examinations as well as clinical performance. Each semester's courses must be passed before the student is allowed to progress to the next semester. The point-grade conversion scale used in the dental hygiene program for all courses, **except** clinic practice courses, is as follows:

95 – 100 = A

85 – 94 = B
75 – 84 = C
70 – 74 = D
Below 70 = F

The grading scale for all **clinic practice** courses is as follows:

95 – 100 = A
88 – 94 = B
80 – 87 = C
75 – 79 = D
Below 75 = F

Grades of D are considered marginal. Any student who earns a D or below in any course will be carefully evaluated by the Progress and Promotions Committee of the dental hygiene program to determine the course of action which is best for the student and for the program. Any student who receives a grade of "D" in any course will be placed on academic probation. *Students must pass a clinical proficiency test prior to treating patients.

STUDENT HEALTH REQUIREMENTS

Dental hygiene students are required to be immunized against the Hepatitis B virus and are required to have a TB skin test annually. These services are provided by University Health Services at a nominal cost. Information about fulfilling these requirements is provided during new-student orientation.

STUDENT PROFESSIONAL ORGANIZATION MEMBERSHIP

Dental hygiene students qualify to become student members of the American Dental Hygienists' Association, and are encouraged to exercise this option.

LICENSING EXAMINATION

Dental hygiene students take the National Dental Hygiene Board Examination in the spring semester of the second year and must make a satisfactory score to be licensed in most states. Students must also pass the Southern Regional Dental Hygiene Board Examination to become licensed to practice dental hygiene in Tennessee and other states in this six (6) state region. Faculty will provide information to students about the testing date and the location of this examination, and others throughout the country.

MASTER OF DENTAL HYGIENE (MDH)

The College of Allied Health Sciences offers a Master of Dental Hygiene degree designed for licensed dental hygienists who desire to become a dental hygiene educator. This program provides the necessary educational experience for the student to teach at either the community college or university level. The program is either part-time (3-6.0 semester hours) or full-time (9.0 semester hours) and begins in July of each year. This is a distance education program that requires only one week each year at the UT Memphis campus. However, since the purpose of this program is to prepare faculty members, the graduate student must commute to a dental hygiene educational program to complete course work requirements.

GRADUATE ADMISSIONS PROCESS (MDH) MINIMUM REQUIREMENTS

- A. An earned B.S. degree in Dental Hygiene or related field. Since the A.S. degree is entry level for some dental hygienists, an A.S. degree is required with a B.S. degree in a related field. (Official transcripts from each college attended must accompany application.)

- B. A minimum GPA of 3.0 on a 4.0 GPA scale in dental hygiene coursework.
- C. The GRE or MAT is required; however, a minimum score is not required.
- D. Completion of the UTHSC on line application for the MDH program. Included in the admissions packet is an essay. Applicants should include in the essay: goals for graduate study, past clinical experience including number of years as a dental hygienist, past experience including number of years as a dental hygiene faculty member, brief description of professional and community involvement, and experience with distance learning. Three (3) letters of recommendation must be completed by previous faculty members and/or employers.
- E. Official transcripts from each institution attended or attending.
- F. Each dental hygiene applicant's license must be in good standing in each state where licensed.
- G. Evidence of current malpractice insurance. Malpractice insurance may be purchased through the University.
- H. Personal or telephone interviews with the graduate admissions committee may be required.
- I. A minimum of three years of dental hygiene practice is suggested.
- J. Foreign applicants whose native language is not English must submit results of TOEFL, with a minimum score of 550, 213 on the computerized version.
- K. Students may transfer no more than three (3) graduate semester hours from another institution.
- L. Competitive score on the Graduate Record Exam (GRE) or MAT Exam.
- M. Meet technical standards for the college and program.

NOTIFICATION OF ACCEPTANCE (MDH PROGRAM)

Graduate applicants will be notified by the Dean of the College of Allied Health Sciences in early April advising them of their admissions status. Master's level coursework begins in July of the same year.

CURRICULUM (MDH PROGRAM)

The curriculum is 33 semester hours in length beginning July 2010. All courses are offered on-line and do not require the graduate student to relocate. However, since the purpose of this program is to prepare faculty members, the graduate student must commute to a dental hygiene educational program to complete course work requirements. The graduate student along with the program director or designee will identify highly qualified mentors.

GRADING SCALE (MDH PROGRAM)

The following grading scale for MDH graduate students is as follows:

90-100 = A
80-89 = B
70-79 = C
Below 70 = F

Graduate students must maintain a GPA of 3.0 or higher. Dismissal from the program may result if the GPA falls below 3.0.

HEALTH REQUIREMENTS (MDH PROGRAM)

Graduate students must demonstrate sound physical and mental health consistent with the demands of the educational program and professional field. Since this is a distance learning program, graduate students must comply with screenings and immunization requirements at each clinical site.

STUDENT PROFESSIONAL ORGANIZATION MEMBERSHIP (MDH PROGRAM)

Graduate students qualify for student membership in the American Dental Hygienists' Association, National Dental Hygiene Association, American Association for Dental Research, and the American Dental Education Association. Students are encouraged to participate in these professional organizations.

STUDENT REQUIREMENTS

Students are required to have a clear criminal background check. Post-professional Graduate program in Dental Hygiene (MDH). The goal of the MDH program is to provide the competencies for dental hygienists to serve as faculty and administrators in dental hygiene education.

REQUIREMENTS FOR GRADUATION (MDH PROGRAM)

The following requirements must be satisfied to earn the degree of Master of Dental Hygiene.

- A. Satisfactory completion of the 30 hour (if admitted prior to March 2010 or 33 semester hour MDH curriculum (admitted after March 2010).
- B. Students must complete all courses and maintain a minimum GPA of 3.0.
- C. Students must file an application for graduation for either December or May graduation.
- D. Students must complete all courses within five (5) years of enrolling in the program.
- E. Satisfactory completion of the Capstone Project.
- F. Students' dental hygiene license should remain in good standing throughout the program and must be in good standing at the time of graduation.
- G. Students must discharge all financial obligations to the university and remove all deficiencies documented by the Registrar.

HEALTH INFORMATICS AND INFORMATION MANAGEMENT

UNDERGRADUATE ATTENDANCE REQUIREMENT

BS health informatics and information management students are expected to attend all scheduled assigned activities including on-site clinical rotations.

GRADING

The BS health informatics and information management program has a competency-based curriculum in which competencies for the entry level health information manager developed by the American Health Information Management Association are used. Graduates of the program are expected to be able to perform the functions as articulated in the competencies. Criterion referenced evaluation is used in each course and students are required to reach the minimum competency level established for the course. Grades are based on written and practical examinations, as well as on performance in directed experience. A student must pass each semester's courses with a grade point average of 2.0 (e.g. "C" average in each course) as well as attain a minimum semester

grade point average of 2.0 in order to progress to the subsequent semester or term or to graduate.

STUDENT PROFESSIONAL ORGANIZATION MEMBERSHIP

Health informatics and information management students are eligible for membership in the American Health Information Management Association (AHIMA), and are encouraged to join. Dues of \$35.00 per year include a subscription to the *Journal of AHIMA*, access to the AHIMA Body of Knowledge and student membership in the Tennessee Health Information Management Association and the Memphis Health Information Management Association.

REGISTRATION EXAMINATION

Following successful completion of the BS health informatics and information management program, BS HIIM students are eligible to apply to write the national registration examination.

STUDENT REQUIREMENTS

Students are required to have a clear criminal background check. Post-professional Graduate program in Health Informatics and Information Management (MHIM) The goal of the MHIM is to provide the competencies for health care professionals to manage information in an increasingly complex electronic health environment.

MASTER OF HEALTH INFORMATICS & INFORMATION MANAGEMENT

Curriculum Description

The master's degree curriculum at UTHSC will prepare graduates for leadership roles in a variety of employment settings. These roles are associated with enterprise-wide information systems strategic planning, management and health data administration. Individuals may attain a variety of positions in the management, analysis, and dissemination of information. These positions may be in institutions focused on the delivery of healthcare, enterprises that engage in development of health information systems, or other private or governmental agencies that engage in the use, management, or analysis of patient related information for public health surveillance.

GRADUATE ADMISSIONS

Minimum Requirements

- A. Baccalaureate degree in a health-related discipline
- B. Minimum grade point average of 3.0
- C. Three letters of recommendation from previous college instructors or immediate supervisors
- D. Foreign applicants whose native language is not English must submit results of TOEFL, with minimal score of 550, 213 on the computerized version
- E. Official transcripts from each institution attended
- F. Personal interview with the admissions committee
- G. Ability to meet published technical standards of the College of Allied Health Sciences and the Department of Health Informatics and Information Management Additionally, applicants will be required to complete an on-line application form for admission. Included in the application will be a required essay describing the applicant's career goals for graduate study.

REQUIREMENTS FOR GRADUATION

The following requirements must be satisfied to earn the degree of Master of Health Informatics and Information Management:

- A. Satisfactory completion of 33 semester credit hours of graduate level coursework.
- B. Completion of coursework with a 3.0 average. A grade of "B" or above in each course is required.
- C. Satisfactory score on written comprehensive examination.
- D. Meeting technical standards for the degree.
- E. Discharge of all financial obligations to the University and removal of all deficiencies documented by the Registrar.
- F. Attendance at graduation is encouraged. Those unable to attend commencement must obtain permission to receive the degree in absentia by filing a written request with the Dean of the College.

CERTIFICATE IN HEALTH INFORMATICS AND INFORMATION MANAGEMENT

A post-professional certificate is offered and applicants must meet the university admission requirements. The certificate consists of three courses totaling nine (9) hours.

MEDICAL TECHNOLOGY ATTENDANCE REQUIREMENT

Medical technology students are expected to attend all scheduled classes, student labs, and clinical lab assignments. In the case of absence due to illness or emergency, the student should notify the medical technology office and clinical assignment no later than 8:30AM of the day missed. For any other absences, prior arrangements must be made with the specific instructor(s) involved. Appointments for health services should not be made during scheduled class time.

CLINICAL AFFILIATIONS

Clinical affiliation sites are located in Memphis and throughout Tennessee. Due to the limited number of clinical sites in Memphis, it may become necessary for students to accept the financial impact of traveling and living out of town for a portion of their clinical assignments.

GRADING

Written and practical examinations and performance evaluations are a part of the educational program throughout the curriculum. All courses in each semester must be passed before the student is allowed to progress to the next semester. No credit for any course is awarded until the end of the semester. The point-grade conversion scale used by the medical technology program for all courses, **except** clinical practice courses is as follows:

- 95 – 100 = A
- 85 – 94 = B
- 75 – 84 = C
- 65 – 74 = D
- Below 65 = F

The grading scale for all **clinical practice** courses is as follows:

- 95 – 100 = A
- 86 – 94 = B
- 80 – 85 = C
- 75 – 79 = D
- Below 75 = F

Grades of D are marginal and students who make a D or less in any course will be carefully evaluated by the Progress and Promotions Committee of the medical technology program to determine the course of action which is best for the student and for the program.

HEALTH REQUIREMENTS

Medical technology students are required to have an annual skin test for tuberculosis and to be immunized against *Neisseria meningitidis* and the Hepatitis B virus. Information about fulfilling these requirements is provided during orientation.

STUDENT PROFESSIONAL ORGANIZATION MEMBERSHIP

Medical technology students join the American Society for Clinical Laboratory Science as student members. Students are encouraged to participate in activities at the local, state, and national levels.

CERTIFICATION EXAMINATION AND LICENSURE

Graduates of the medical technology program qualify to take examinations to be recognized nationally as medical technologists/clinical laboratory scientists. The American Society for Clinical Pathology (ASCP) Board of Certification offers the national certification examination. After certification in medical technology, graduates are also eligible for certification in molecular pathology. The examination is offered year-round in major cities throughout the United States. A medical technologist/clinical laboratory scientist cannot lawfully perform laboratory tests in Tennessee unless licensed by the Tennessee Laboratory Licensing Board. Licensure is awarded based on successful performance on a national certification examination recognized by the Laboratory Board. Faculty will provide students information about both certification and licensure application processes.

MASTER OF SCIENCE IN CLINICAL LABORATORY SCIENCES – ADVANCED PRACTICE TRACK

The College of Allied Health Sciences offers a Master of Science degree in Clinical Laboratory Science designed for students who have earned a B.S. degree in biology or chemistry and desire to enter a career in the clinical laboratory. The program provides the necessary educational experiences for the student to qualify for certification as a medical technologist/clinical laboratory scientist by national examination and to apply for a Tennessee license to practice as a clinical laboratory professional. The program is a full-time, 24 month advanced practice course of study which begins in September of each year.

GRADUATE ADMISSIONS PROCESS MINIMUM REQUIREMENTS (Advanced Practice Track)

- A. An earned B.S. degree in biology, chemistry, microbiology or other science from an accredited university.
- B. Satisfactory score on the Graduate Record Examination (GRE).
- C. Eligible students must meet faculty expectations on the student professional performance evaluation.
- D. In addition to their B.S. degree requirements, qualified students must have successfully completed with a "C" or better the specific courses required for medical technology.
- E. Students must complete forty-four (44) semester hours of the undergraduate professional medical technology courses with a cumulative GPA of 3.0 or higher on a 4.0 scale before consideration for the Master of Science in CLS Program.
- F. Graduate applicants will be notified by the Dean of the College of Allied Health Sciences in late April or early

May advising them of their admission status. Master's level course work begins in the second fall term.

CURRICULUM (Advanced Practice Track)

Master's level courses in the second year will be taken with the BS in MT students but will have higher level course learning objectives to improve the learner's critical thinking and problem solving skills. To achieve these objectives, graduate students will have additional assignments in each course including clinical rotations. These assignments will include but are not limited to: additional reading assignments, essay test questions, journal critiques, case study presentations, research papers and independent learning assignments.

GRADING SCALE (Advanced Practice Track)

The grading scale for CLS graduate students is as follows:

- 95-100 = A
- 86-94 = B
- 80-85 = C
- 75-79 = D
- Below 75 = F

Graduate students must maintain a cumulative GPA of 3.0 or higher. Academic probation or dismissal from the program may result if the GPA falls below 3.0.

REQUIREMENTS FOR GRADUATION (Advanced Practice Track)

The following requirements must be satisfied to earn the degree of Master of Science in Clinical Laboratory Science Advanced Practice Track.

- A. Satisfactory completion of 44 credit hours at the baccalaureate level and 43 credit hours of work at the master of science level.
- B. Students must complete all courses and maintain a minimum GPA of 3.0.
- C. Satisfactory completion of a research project and presentation are required prior to graduation.
- D. Students must file an application for admission to candidacy when the conditions listed above have been fulfilled and the final draft of the master's project has been approved by the research mentor and faculty.
- E. Successful graduate students will complete the program in late August and will be eligible to take national certification examinations and apply for a Tennessee license to practice in the state.
- F. Students must discharge all financial obligations to the University and remove all deficiencies documented by the Registrar.

Attendance at graduation is mandatory. Those unable to attend the commencement must obtain permission to receive the degree *in absentia* by filing a written request with the Dean of the College.

POST-PROFESSIONAL GRADUATE PROGRAM IN CLINICAL LABORATORY SCIENCES (MSCLS)

The College of Allied Health Sciences offers post professional graduate study leading to the Master of Science in Clinical Laboratory Sciences degree available to certified medical technologists (MT), cytotechnologists (CT) or histotechnologist (HTL). This program offers two tracks - specialization in laboratory management, and for medical technologists, specialization in laboratory utilization. The program provides the opportunity for laboratorians to strengthen their expertise in:

- A. administration;
- B. federal and state laws regulating the laboratory;
- C. financial issues affecting the laboratory;
- D. training student and laboratory personnel;
- E. and improving communication and problem-solving skills to understand and oversee the effects of managed care without sacrificing quality.

All students enroll in a common core of research, education, laboratory issues courses. This Graduate Program is designed primarily for the part-time student, although a student can complete the program in two years if they choose to attend full time. Students must have a written plan for completion of the program requirements approved by the Graduate Program Director. All degree requirements for the Master of Science in Clinical Laboratory Sciences must be completed within five (5) years of the date of initial enrollment. For further information about the areas of concentration available and the curriculum patterns, contact the Graduate Program Director.

GRADUATE ADMISSIONS PROCESS MINIMUM REQUIREMENTS (Laboratory Management or Laboratory Utilization Tracks)

- A. National certification as a medical technologist, histotechnologist or cytotechnologist; Tennessee State licensure will be required for any person responsible for performing laboratory testing on human samples during the course of their studies;
- B. Entry level degree from an accredited program in clinical or anatomic laboratory science (official transcript must accompany application);
- C. Completion of a minimum of two years of clinical practice in a clinical or anatomic laboratory prior to matriculation into the program;
- D. Minimum GPA 3.00 on a 4.0 scale;
- E. Minimum score of 1000 on the verbal and quantitative scales of the Graduate Record Examination;
- F. Three letters of reference from previous college level instructors or immediate supervisors;
- G. Personal interview with members of the faculty;
- H. Foreign applicants whose native language is not English must submit results of TOEFL, with a minimum score of 550; and,
- I. Additionally, applicants will be required to complete application forms for admission. Included in the application will be a required essay stating the applicant's goals for graduate study. Students may transfer no more than eight (8) semester hours of credit from other colleges or universities.

GRADING

Graduate student progress will be reviewed at the end of each semester, including an evaluation of the quality of the academic work and progress toward the degree. Minimum criteria must be met to avoid probation or dismissal.

GRADING SCALE (Laboratory Management or Laboratory Utilization Tracks)

The grading scale for CLS post-professional graduate students is as follows:

- 90-100 = A
- 80-89 = B
- 70-79 = C
- Below 70 = F

Students must complete all courses with grades of "B" or above in core and clinical concentration courses, and "C" or

above in other courses. No more than two grades of "C" may be applied toward a post-professional graduate degree. Students must maintain an overall grade point average of 3.0 ("B"). A student may be dismissed from the program upon earning more than two (2) grades of "C" or a grade below "C". Grades in courses earned at another university will not be computed in the cumulative GPA.

REQUIREMENTS FOR GRADUATION

The following requirements must be satisfied to earn the degree of Master of Science in Clinical Laboratory Sciences.

- A. Satisfactory completion of 36 semester credit hours of work, which must include 16 hours of Core Courses, 11-13 hours in specialty concentration courses, and 7-9 hours of Electives;
- B. Students must complete all courses with a "B" average. A grade of "B" or above is required in specialization track courses.
- C. Satisfactory completion of a practicum and thesis presentation with a final oral examination are required prior to graduation.
- D. Admission to candidacy for the Master's degree. Students file an application for admission to candidacy when conditions above have been fulfilled and the final draft of the thesis has been approved by the Committee.
- E. Students must discharge all financial obligations to the University and remove all deficiencies documented by the Registrar.

Attendance at graduation is mandatory. Those unable to attend commencement must obtain permission to receive the degree in absentia by filing a written request with the Dean of the College.

OCCUPATIONAL THERAPY

ATTENDANCE REQUIREMENT

Occupational therapy students are expected to attend all scheduled classes, laboratory sessions, and clinical education assignments. In cases of illness or emergency, the student must notify the occupational therapy office or the clinical instructor of the affiliation site the day of the illness or emergency and if after hours no later than 8:30AM central time of the day of absence. For any other absences, prior arrangements must be made with the specific instructor(s) or course coordinator(s) involved. Appointments for health services or other planned absences should not be made during scheduled class time.

GRADING SCALE

Written and practical examinations as well as clinical performance evaluations are included throughout the educational program. A student must pass each semester's courses before he/she is allowed to progress to the next semester. No credit for any course is awarded until the end of the semester. The point-grade conversion scale used by the occupational therapy program is as follows:

94 – 100 = A
86 – 93 = B
78 – 85 = C
70 – 77 = D
Below 70 = F

Grades of D and below in any course, test, or assignment are generally considered unacceptable. Any student who makes a D or below in any course will be carefully evaluated by the

Progress and Promotions Committee of the occupational therapy program in order to determine a course of action.

Students are expected to behave in a professional and ethical manner at all times. The MOT Professional Development Evaluation (PDE) is a tool designed to assist the MOT student in developing professional behaviors which are consistent with these outcomes and requirements of a practicing occupational therapist. The student is responsible for providing evidence of specified behaviors and documenting these in a portfolio which is presented to the faculty advisor and/or faculty panel at specified times in the curriculum. Failure to meet specified intermediate PDE expectations may be cause to delay a student's entry into Level II Fieldwork Experiences. Documented examples of repeated non-professional behaviors will be carefully evaluated by the Progress and Promotions Committee of the occupational therapy program in order to determine a course of action up to and including dismissal from the program.

FIELDWORK PLACEMENTS

Fieldwork experiences will vary according to availability, educational experience and student choice. Concurrent with didactic education students will have three 80 hour and one 40 hour Level I Fieldwork experience. Following the didactic portion of the students' education there are a sequence of three Level II fieldwork placements. Each Level II fieldwork is full time for 12 weeks. Each student will be have two Level II placements in the fourth semester and one Level II placement in the fifth semester. The 36 weeks of Level II fieldwork must be fulfilled within 24 months of didactic coursework completion. Fieldwork experiences cannot be guaranteed in any specific region. Students are responsible for living arrangements and all expenses incurred during fieldwork educational experiences.

HEALTH REQUIREMENTS

Students must demonstrate good physical and mental health consistent with the demands of the educational program and of the professional field. Hepatitis B immunization and an annual skin test for tuberculosis are required of occupational therapy students. Some clinical sites have additional requirements for health screening and/or immunization.

STUDENT PROFESSIONAL ORGANIZATION MEMBERSHIP

Occupational therapy students qualify for student membership in the American Occupational Therapy Association, and the Tennessee Occupational Therapy Association. Students are encouraged to participate as student members in these professional associations.

CERTIFICATION EXAM

Graduates of the occupational therapy program are able to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy, Inc. (NBCOT). After successful completion of this examination, the individual will be an Occupational Therapist, Registered (OTR). Many states, including Tennessee, require a license or other state credential in order to practice; however, such credentials usually are based on the results of the NBCOT Certification Examination. Information on the NBCOT Certification exam can be found at: <http://www.nbcot.org>.

PHYSICAL THERAPY

ATTENDANCE REQUIREMENT

Physical therapy students are expected to attend all scheduled classes, laboratory sessions, and clinical education assignments. In cases of illness or emergency, the student must notify the physical therapy office or the clinical instructor of the affiliation site no later than 8:30AM of the day of absence. For any other absences, prior arrangements must be made with the specific instructor(s) or course coordinator(s) involved. Appointments for health services should not be made during scheduled class time.

GRADING SCALE

Written and practical examinations as well as clinical performance evaluations are included throughout the educational program. A student must pass each semester's courses before he/she is allowed to progress to the next semester. The point-grade conversion scale used by the physical therapy program is as follows:

94 – 100 = A

86 – 93 = B

78 – 85 = C

70 – 77 = D

Below 70 = F

Grades of D and below in any course are generally considered unacceptable. Any student who makes a D or below in any course will be carefully evaluated by the Progress and Promotions Committee of the physical therapy program in order to determine a course of action which is best for the student and for the program.

HEALTH REQUIREMENTS

Physical therapy students are required to be immunized against the Hepatitis B virus and to have an annual skin test for Tuberculosis. Some clinical education sites require affiliating physical therapy students to have one or more of the following: rubella titer or vaccine, general physical examination. Information about meeting these requirements is provided during orientation.

STUDENT PROFESSIONAL ORGANIZATION MEMBERSHIP

Physical therapy students qualify for student membership in the American Physical Therapy Association. Students are encouraged to participate as student members in the professional association.

LICENSING EXAMINATION

Graduates of the physical therapy program are eligible to sit for the physical therapy licensure examination developed by the Federation of State Boards of Physical Therapy and administered by the Tennessee State Board of Occupational and Physical Therapy Examiners. Program faculty will provide physical therapy graduates with information regarding application procedure and the location of the examination.

POST-PROFESSIONAL GRADUATE PROGRAM(S) IN PHYSICAL THERAPY (MSPT or ScDPT)

The College of Allied Health Sciences offers post professional graduate study leading to either the Master of Science in Physical Therapy (MSPT) and the Doctor of Science in Physical Therapy (ScDPT) degree available to licensed physical therapists. The program(s) provide the opportunity to:

- A. elect an area of specialized study in physical therapy;
- B. develop an advanced level of clinical competence for leadership in practice;

- C. develop a research base for the analysis of the physical therapy profession's scientific body of knowledge and clinically oriented research techniques; and
- D. develop skill in teaching in classroom, clinical, continuing, and public education programs.

All students are enrolled in a common core of physical therapy theory, education, and research courses. Each student selects a clinical area of concentration; courses of study are offered in musculoskeletal and neurological physical therapy. These Graduate Program(s) are designed for the part-time or full-time student. Students must have a written plan for completion of the program requirements approved by the graduate program director. All degree requirements for the Master of Science in Physical Therapy degree must be completed within five (5) years of the date of initial enrollment. All degree requirements for the Doctor of Science in Physical Therapy must be completed within seven years of the date of initial enrollment. For specific information about areas of concentration available

94 – 100 = A

86 – 93 = B

78 – 85 = C

70 – 77 = D

Below 70 = F

Grades of D and below in any course are generally considered unacceptable. Any student who makes a D or below in any course will be carefully evaluated by the Progress and Promotions Committee of the physical therapy program in order to determine a course of action which is best for the student and for the program.

HEALTH REQUIREMENTS

Physical therapy students are required to be immunized against the Hepatitis B virus and to have an annual skin test for Tuberculosis. Some clinical education sites require affiliating physical therapy students to have one or more of the following: rubella titer or vaccine, general physical examination. Information about meeting these requirements is provided during orientation.

STUDENT PROFESSIONAL ORGANIZATION MEMBERSHIP

Physical therapy students qualify for student membership in the American Physical Therapy Association. Students are encouraged to participate as student members in the professional association.

LICENSING EXAMINATION

Graduates of the physical therapy program are eligible to sit for the physical therapy licensure examination developed by the Federation of State Boards of Physical Therapy and administered by the Tennessee State Board of Occupational and Physical Therapy Examiners. Program faculty will provide physical therapy graduates with information regarding application procedure and the location of the examination.

POST-PROFESSIONAL GRADUATE PROGRAM(S) IN PHYSICAL THERAPY (MSPT or ScDPT)

The College of Allied Health Sciences offers post professional graduate study leading to either the Master of Science in Physical Therapy (MSPT) and the Doctor of Science in Physical Therapy (ScDPT) degree available to licensed physical therapists. The program(s) provide the opportunity to:

- A. elect an area of specialized study in physical therapy;
- B. develop an advanced level of clinical competence for leadership in practice;

- C. develop a research base for the analysis of the physical therapy profession's scientific body of knowledge and clinically oriented research techniques; and
- D. develop skill in teaching in classroom, clinical, continuing, and public education programs.

All students are enrolled in a common core of physical therapy theory, education, and research courses. Each student selects a clinical area of concentration; courses of study are offered in musculoskeletal and neurological physical therapy. These Graduate Program(s) are designed for the part-time or full-time student. Students must have a written plan for completion of the program requirements approved by the graduate program director. All degree requirements for the Master of Science in Physical Therapy degree must be completed within five (5) years of the date of initial enrollment. All degree requirements for the Doctor of Science in Physical Therapy must be completed within seven years of the date of initial enrollment. For specific information about areas of concentration available and the curriculum patterns, contact the graduate program director.

GRADUATE ADMISSIONS PROCESS MINIMUM REQUIREMENTS

- A. Current licensure in the U.S. as a physical therapist;
- B. Entry level degree from an accredited program in Physical Therapy (official transcript must accompany application);
- C. Completion of a minimum of two (2) years of clinical practice in physical therapy prior to matriculation into the program;
- D. Minimum GPA 3.00 on a 4.0 scale in entry level program;
- E. For applicants to the MSPT, a minimum score of 1000 on the Verbal and Quantitative scales of the Graduate Record Examination; for applicants to the ScDPT, a Score of at least 500 on each portion (Verbal, Quantitative, Analytical).
- F. Three letters of reference from previous college level instructors or immediate supervisors;
- G. Personal interview with members of the faculty; and
- H. Foreign applicants whose native language is not English must submit results of TOEFL, with a minimum score of 550.

Additionally, applicants will be required to complete application forms for admission. Included in the application will be a required essay stating the applicant's goals for graduate study.

REQUIREMENTS FOR GRADUATION

The following requirements must be satisfied to earn the degree of Master of Science in Physical Therapy.

- A. Satisfactory completion of thirty-six (36) semester credit hours of work, which must include seventeen (17) hours of core courses, 13-14 hours in a clinical concentration and 5-6 hours of electives.
- B. Students must complete all course work with a "B" average. Grades of "B" or above in core and clinical concentration courses and "C" or above in other courses required.
- C. Satisfactory completion ("Pass") of PT862-Practicum (minimum of three (3) credit hours) and either PT863-Thesis (minimum of four (4) semester credit / hours) or completion of a research project and submission of a publishable manuscript to an appropriate peer-reviewed publication.

- D. Admission to candidacy for the master's degree. Students file an application for admission to candidacy when conditions above have been fulfilled and the final draft of the thesis has been approved by the committee.
- E. Students must discharge all financial obligations to the University and remove all deficiencies documented by the Registrar.

The following requirements must be satisfied to earn the degree of Doctor of Science in Physical Therapy Science.

- A. Satisfactory completion of ninety-two (92) semester hours (SH) which must include forty-eight (48) SH of Core Courses, 13-14 SH of Advanced Clinical Practice and 30-31 SH of Electives.
- B. Students may transfer up to thirty-four (34) graduate SH if a post-professional graduate degree has been completed.
- C. Students may transfer up to six (6) credit hours from graduate work at other universities or colleges if a graduate degree has not been completed.
- D. Students must complete all courses with a "B" or above in core and clinical concentration courses, and "C" or above in other course.
- E. Satisfactory completion of a research project and submission of a publishable manuscript to an appropriate peer-reviewed publication.
- F. All students must have a written plan for completion of the program approved by the program director.
- G. Graduate student progress will be reviewed at the end of each semester, including an evaluation of the quality of academic work and progress toward the degree. Minimum criteria must be met to avoid probation or dismissal. Attendance at graduation is mandatory. Those unable to attend commencement must obtain permission to receive the degree *in absentia* by filing a written request with the dean of the college.

SPEECH PATHOLOGY ATTENDANCE REQUIREMENT

Speech Pathology students are expected to attend all scheduled classes, laboratory sessions, and clinical education assignments. In cases of illness or emergency, the student must notify the departmental office or the clinical instructor of the affiliation site no later than 8:00AM of the day of absence. For any other absences, prior arrangements must be made with the specific instructor(s) or course coordinator(s) involved. Appointments for health services should not be made during scheduled class time.

GRADING SCALE

Written and practical examinations as well as clinical performance evaluations are included throughout the educational program. A student must pass each semester's courses before he/she is allowed to progress to the next semester. The typical point-grade conversion scale used by the speech pathology program is as follows:

94-100 = A
 86- 93 = B
 78- 85 = C
 70- 77 = D
 Below 70= F

Grades of D and below in any course are considered unacceptable. Any student who makes a D or below in any

course will be carefully evaluated by the Progress and Promotions Committee of the speech pathology program in order to determine a course of action which is best for the student and the program.

REQUIREMENTS FOR GRADUATION

The following requirements must be satisfied to earn the degree of Master of Science in Speech Pathology:

- A. Satisfactory completion of forty-eight (48) semester credit hours of work, which must include forty-two (42) hours of academic courses, and a minimum of six (6) hours in clinical courses.
- B. Students must complete coursework with a "C" or better overall average. Grades of "C" or above are required in all content area coursework.
- C. Satisfactory completion ("Pass") of a qualifying exam.
- D. Satisfactory completion ("Pass") of a thesis or comprehensive exam is required prior to graduation.
- E. Students must discharge all financial obligations to the University and remove all deficiencies documented by the Registrar.
- F. Attendance at graduation is mandatory. Those unable to attend commencement must obtain permission to receive the degree *in absentia* by filing a written request with the Dean of the College.
- G. Students planning to practice in the United States also must pass all Knowledge and Skills (KASA) competencies prior to graduation.

CERTIFICATION EXAMINATION

Graduates of the speech pathology program are able to sit for the national certification examination for speech pathology administered by the American Speech-Language-Hearing Association. Many states, including Tennessee, require a license or other state credential in order to practice; however, such credentials usually are based on the results of the ASHA Certification Examination. The department will provide information on cost and schedule for the examination.

College Of Dentistry

Tim Hottel, D.D.S Dean

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MESSAGE FROM THE DENTAL ADMINISTRATION

Welcome to the profession of dentistry. Dentistry is now in the most exciting time in its history, offering a challenging and exciting future for you. The dental curriculum is demanding, and will require your total commitment. Our highly qualified faculty and staff are dedicated to providing you with the best education possible, both in our didactic and clinical programs. Our clinical facilities have been renovated to provide our students with the newest state-of-the-art equipment to enhance their education. The administration of this college is here to support and provide assistance to you. Please feel free to contact the Dean's Office should you need assistance in any way.

HISTORY

The College of Dentistry was founded in Nashville in 1878. It is the oldest dental college in the South, and the third oldest public college of dentistry in the United States. The college was located in Nashville until 1911, when the Board of Trustees of The University of Tennessee moved it to Memphis to secure larger facilities. In that year, authorities of the University of Memphis transferred all of its equipment and the good will of its Dental Department to the Board of Trustees of The University of Tennessee. Through this union, the facilities and equipment of the two institutions were merged into one college.

PLAN OF INSTRUCTION

The Board of Trustees of the University of Tennessee has approved a four-year academic program to prepare men and women for the practice of general dentistry. Class enrollment is presently limited to 80 students admitted in the Summer/Fall semester of each year. Early in the curriculum, students are introduced to basic sciences and preclinical dental sciences, which provide an understanding of the human organism in health and disease. These courses offer the foundation for advancement into clinical practice, which is achieved largely in the last two years of the curriculum. Basic science instruction is provided by faculty from the College of Medicine. Dental course instruction is offered by faculty of the College of Dentistry, with assistance from faculty of other colleges of the Health Science Center campus. The pre-doctoral dental curriculum is designed to offer those entering the general practice of dentistry a sound foundation of academic and clinical preparation. Those completing the course of study and receiving the D.D.S. degree are qualified to apply for licensure in all fifty states, as well as to apply for dental specialty programs and positions in governmental agencies that require these credentials. The entire curriculum is organized and approved by the Curriculum Committee, which is composed of faculty of the Colleges of Dentistry and Medicine, as well as appointed student representatives. Students seeking advice or assistance relative to the academic programs should contact the Office of Academic Affairs, Room S103, Dunn Dental Building.

PROGRAM COMMITMENT

The objective of the professional program in dentistry is to graduate competent general dentists with the skills required to serve the oral health needs of the public. The achievement of this objective requires a commitment on the part of both faculty and students. Historically, the University of Tennessee, College of Dentistry has been recognized as one of the leaders in the education and training of dental practitioners. Graduates

have distinguished themselves and the college by significant contributions, both as professionals and as citizens. The college continues to offer quality professional training through a curriculum that meets the needs of the contemporary dentist. Students are guided in taking full advantage of the educational opportunities available through this program.

PHYSICAL FACILITIES

The College of Dentistry is fortunate to have excellent facilities for classroom, laboratory, and clinical instruction. The Humphreys General Education Building, built in 1977 and shared with other colleges on campus, provides 146,250 square feet of space for lecture, laboratory and self-study. It houses the lecture rooms and laboratories for all preclinical courses, except the gross anatomy laboratory which is located in the Wittenborg Anatomy Building, immediately adjacent to the Humphreys Building. The Humphreys Building also houses a computer laboratory which is utilized by both faculty and students. The Winfield Dunn Dental Clinical Building was completed and occupied in September 1977. This building contains 96,500 net square feet in five floors, providing 322 patient treatment chair units, administration and faculty offices, students' lounge, dental maintenance shop, dental clinical support laboratories, conference rooms, student laboratories, central sterilizing area, and other essential housekeeping and support activities necessary for the normal activities of a dental education facility. The main clinical teaching area was renovated and refurbished with state-of-the-art dental chairs and units in 2009-2010.

2010-2011 CURRICULUM CALENDAR

First-year students begin the academic year the first week of August (18 week Fall semester). Second-year, third-year and fourth year students begin the academic year the first week of July (22 week Fall semester). All students have a 19 week Spring semester that begins in early January. Second, third and fourth year students have a fall break in early September. All students have a break during the Thanksgiving holidays and a spring break in mid-March. Specific course dates are published annually by the college.

CURRICULUM

The first and second years of the curriculum are devoted primarily to basic sciences, preclinical dental sciences, and related laboratories. The third and fourth years focus on the application of acquired knowledge and skills in the practice of clinical dentistry. A comprehensive listing of all course offerings can be found in the current catalog.

ELECTIVE COURSES

The Electives Program offers students the opportunity to explore specific subject areas by enrolling in courses not required in the pre-doctoral curriculum. Participation in the program is voluntary. Most elective courses are designed for fourth year students; however, second and third year students may participate in research and other selected courses. A comprehensive listing of all elective courses can be found in the current catalog. The specific policy and procedures regarding the eligibility of students to participate in extra-curricular and other elective activities are available in the Office of Academic Affairs.

SENIORS HONORS PROGRAM

The Senior Honors Program is designed to reward those student doctors who have demonstrated a high level of competence in their ability to manage their patients and complete their clinical responsibilities. This program allows the student doctor to assist the clinical faculty in the instruction of first and second year students in their dental laboratories courses. Student doctors are compensated by the College for the time they spend in the preclinical laboratory courses as a teaching assistant. Enrollment in this program is based on the following criteria:

- A. The student doctor must be a D-4 student in good academic standing.
- B. Enrollment will be determined at the end of the D-4 Summer/Fall semester based on individual accomplishments in each discipline.

To remain on the Honor's Program, the student doctor must:

- A. Meet the expectations set out by the course director of the course in which they are assisting.
- B. Maintain clinical activity and meet their patient care responsibilities for all assigned patients. This expectation must be addressed by the student doctor when establishing their individual Honor's Program.
- C. Maintain eligibility to remain enrolled in the Honors Program. Failure to maintain eligibility means the student doctor may no longer participate in the Honor's Program.

TEXTBOOKS, INSTRUMENTS, AND MATERIALS

The textbooks, instruments, and materials that must be utilized in the educational program and furnished by the student are stipulated annually by the faculty following a comprehensive needs analysis. At the beginning of each academic year, dental supply kits are purchased, while instrument kits are rented from the College of Dentistry. Additionally, each course director may designate required textbooks. The Curriculum Committee reviews and approves all textbook requests. Required textbooks are available in the bookstore but may be procured from other sources. Supplementary textbooks are included on the textbook list; however, they are optional and not required for the course. The estimated expense for textbooks, instruments, and materials may be obtained from the Office of Student Affairs. Students must procure a laptop computer that meets the published specifications of the College upon entry into the first year curriculum. This computer will be extensively used for virtual microscopy during the first year Dental Histology course and will be used in other courses as well. Students are expected to comply with the requirements concerning equipment and textbook purchases as a condition for admission and continued enrollment. In addition, dental students are required to participate in the Dental Instrument Lease Program. Required hand instruments will be furnished in sterilization cassettes. Instruments and materials not furnished through the Lease Program must be purchased from an appropriate vendor utilizing the official College of Dentistry Instrument and Materials lists.

GENERAL ATTENDANCE POLICY

The College of Dentistry adheres to the University of Tennessee Health Science Center policy concerning student attendance, i.e., "It is expected that students attend the various educational opportunities provided for them as a part of the curriculum of the college in which they are enrolled. Colleges

may consider attendance mandatory for certain educational experiences. Students will be informed, in writing, where college policy requires class attendance."

Where this policy conflicts with University-wide policies, those University-wide policies will take precedence. In the College of Dentistry, attendance is required for all laboratories and clinical clerkships. Course directors have the discretion of requiring attendance for lectures. They will inform students at the beginning of the course, in writing, of any attendance requirements and consequences of lack of attendance. Students are responsible for all assigned work in all courses in which they are enrolled, regardless of any attendance requirements.

STUDENT POLICY REGARDING ABSENCES

A. Excused Absences

Occasionally, students may be absent from required activities for justifiable reasons. In such cases, students are entitled to an excused absence from attendance and the opportunity to complete those activities without academic penalty. Justifiable reasons include, but are not limited to, complications related to pregnancy; serious medical problems; death in the family; automobile accident; jury duty and other judicial matters; military service; recognized religious holy days; and official representation of the University, or College of Dentistry. Students unable to attend class must call the Office of Academic Affairs (448-5114) before 8:00 AM the day of the class. A voice mail system will be available at this number that automatically records the date and time of the message. Students should clearly state their name, class and reason they are calling. All messages will be checked at 8:30AM each morning. Any student who misses a scheduled course, must provide documentation, including medical, jury duty, etc. to the Office of Student Affairs within five (5) working days of the resumption of matriculation to obtain an excused absence. Medical documentation must be obtained from the University Health Service, or their health care provider. Please note that an excused absence from the Office of Student Affairs does not excuse a student from assigned clinical blocks. It is the student's professional responsibility to obtain a replacement for any assigned block rotation, and notify the departmental block coordinator of the change. Students who cannot provide proper documentation will not receive an excused absence and thus may not be afforded an opportunity to make-up missed examinations, quizzes or other assignments. For these students, course directors have the discretion of requiring alternative assignments or examinations to ensure competency. All decisions regarding the feasibility of providing required educational experiences, in an alternative manner or form, will be made by the course director, with input from the departmental chair. Unfortunate circumstances, such as automobile problems, traffic congestion, over sleeping and other issues of a similar nature are not considered justifiable reasons for an excused absence from required attendance. Students will not be given excused absences for such things as vacations, weddings or trips not authorized by the Office of Student Affairs. Students not eligible for excused absences are still bound by the attendance requirements of the course(s) from which they were absent.

B. Administrative Exemptions

An Administrative exemption may be given to students planning to take time from the curriculum for reasons other than those outlined such as interviews and other extenuating circumstances. Administrative exemption from required attendance will be granted by the Office of Student Affairs upon receipt of sufficient justification. Students are required to request exemption and provide justification to the Office of Student Affairs in advance of anticipated absences from the college. The Office of Student Affairs will then inform the course directors of anticipated absences. In cases where an anticipated absence involves a scheduled examination, the student is required to work with the course director to determine a date and time for re-scheduling. When advance notification is not possible, a request for administrative exemption and justification must be received within five (5) working days of the resumption of matriculation. Unless there is an emergency, administrative exemptions will not be granted after the fact. Fourth-year students that have required interviews for residency programs or for other career opportunities will be afforded the opportunity to obtain administrative exemptions, but it requires that the Office of Student Affairs receive advanced notice prior to leaving the dental school and that they have made arrangements to make up any scheduled assignments. Students who do not have an administrative exemption from attendance may not be afforded an opportunity to take missed quizzes or other assignments. Course directors have the discretion of requiring alternative assignments or examinations to ensure competency, as dictated by individual circumstances for students with un-excused absences. All decisions regarding the feasibility of providing required educational experiences, in an alternative manner or form, will be made by the course director, with input from the departmental chair.

C. Examination Policy

Students are expected to be present for all scheduled examinations. Excused absences will be available only from the Associate Dean of Academic Affairs and will in general only be given in the case of serious illness that requires hospitalization, or death of an immediate family member (mother, father, sister, brother). Exceptions will be considered by the Dean of the College. Students who are absent from an examination for reasons other than an emergency will incur a one-letter grade (7.5 percentage points) reduction in their grade for that examination and will be required to take the missed examinations as soon as possible after they return, but no later than two business days after their return to class.

D. Contacting Course Director upon Return to School

In the absence of extenuating circumstances, as determined by the Office of Student Affairs, a student who has been absent, regardless of the cause of the absence, has the responsibility and obligation to contact the course director(s) within five (5) working days of the resumption of matriculation. Failure of the student to contact the course director(s), regardless of the validity of the absence, may result in an inability of the student to make up or otherwise account for missed lectures, laboratories, clinics, quizzes, or other activities.

E. Missing Clinical Block Assignments

D-3 and D-4 students are periodically scheduled for block assignments and are required to attend those sessions. In the event of an anticipated absence, it is the student's professional responsibility to obtain a replacement for any assigned block rotation, and notify the departmental block coordinator of the change. In the event of illness, the student should follow the protocol for reporting their illness by informing the Office of Academic Affairs (901-448-5114) which block they will be missing due to illness.

F. Sustained Illness

Sustained illnesses, medical complications and pregnancy and/or delivery may present unique problems in terms of administrative exemption from required attendance. In these cases, an administrative exemption from required attendance may be granted by the Office of Student Affairs, depending upon the circumstances of each case and alternative arrangements considered by the departments working in conjunction with the Office of Academic Affairs. The administration of the College of Dentistry will make every effort to work with students in these cases. However, because of the unique nature of the curriculum, e.g., required attendance for all laboratories and clinical clerkships, exposure to dental materials, the necessity of sequential course scheduling, and patient care responsibilities, prolonged absences may preclude uninterrupted matriculation. Limited institutional resources and sound pedagogy may preclude the offering of specific courses, or portions of courses, in an alternative manner or form, for which any student is justifiably absent. However, the college will attempt to make reasonable and appropriate accommodations for such students. In the event that an alternative educational program is necessary and can be devised, the student will be required to perform the same fundamental and essential elements of the curriculum at the same level as his or her peers. No additional consideration will be given beyond the construction of an alternative curriculum. All students will be evaluated for promotion and graduation using the same basic criteria.

G. Personal Problems

Students may experience personal problems at some point in their dental education. The College of Dentistry will make every effort to provide reasonable accommodations, however in the event that an individual student's educational needs cannot be met through reasonable accommodations, the student will be given the opportunity to withdraw from program, without prejudice. The student may be considered for readmission at the beginning of the new academic year, assuming that they were in good academic standing and are otherwise qualified as a student and that sufficient space exists to accommodate them in the ensuing class.

CLINICAL ATTENDANCE POLICY

The College of Dentistry clinical attendance policy is designed to assist in developing student doctor patient management skills in a sequential manner from that of a novice at the start of the D-3 year to a level of competency by the end of the D-4 year. The attendance policy may vary depending on the student's level of development and demonstrated ability to manage their patients and other clinic responsibilities. The

Clinic is open and faculty members are available for the supervision of students treating patients at normally scheduled times on Monday through Friday, except when otherwise noted on the class schedule, by memo, and/or on the clinic sign-up computer program. The philosophy of the UTHSC College of Dentistry is that each student doctor strives for excellence in clinical dentistry and by necessity, must be in attendance during all scheduled clinical hours unless otherwise excused by the administration of the College of Dentistry. Each student doctor is responsible for having a broad range of patient care experiences. Managing all treatment and care for all patients assigned is the responsibility of the student doctor. In addition to being present in the clinic, student doctors must be involved in active patient care a minimum of 80% of assigned clinic time. Appointments where the student is directly involved in patient care, blocks and assisting in clinics that require students to work in pairs will count toward this 80% active patient care. Attendance is defined as being present in the clinic areas of the Dunn Dental Building. If the student does not have a listed block, a scheduled patient or an assignment to assist in one of the clinics requiring working in pairs, they must make themselves available to work in any clinic needing their help. All students are required to have a cell phone number on record with the College administration to enhance communication. Student doctors who are without patients and who do not have a starting check by 9:30AM or 1:30PM are subject to being called and assigned to a clinic needing additional student participation to meet patient treatment needs. If a student doctor fails to respond to such a call or is not present in the Dunn Dental Building, it is considered as an absence from the student doctor's clinical responsibilities and a departure from the required attendance policy. In addition, failure to be responsive to calls made by the College administration is grounds for disciplinary action.

CLINIC LEAVE POLICY

Each student will be allowed to be absent from scheduled clinics for forty (40) half days over the two year period of clinical education (sick and/or leave time). Student doctors will be allowed to accumulate this sick and/ or leave time from month to month and from the D-3 year to the D-4 year. This is in addition to any official University Holidays. This leave policy does not cover didactic schedules and responsibilities such as taking written exams and class attendance as described in the general attendance policy. As long as student doctors give at least forty-eight hours written notice, an excuse will no longer be necessary for absence from clinic. Student doctors may use these half days as they wish. However, students must arrange block coverage if they wish to be absent when they have been assigned to a scheduled block. Previously scheduled patient appointments must not be cancelled unless the student doctor obtains permission from the clinic administration. Students who fail to respond promptly to calls to their cell phone by clinic administration will be considered absent from that clinic session. Days absent in addition to those 40 half-days described previously will require the student to work additional nonscheduled clinic periods, even after the end of scheduled clinic (holidays, summer etc). These days will be scheduled by the College and at times may delay promotion or graduation. Establishing and managing the attendance protocols of the College will be the responsibility of the Office of Clinical Affairs.

PROFESSIONAL DECORUM

Positive patient, faculty and staff reactions result from many aspects of professional activities. Professional decorum is an activity essential for the practice of dentistry and creates

positive results. These basic principles of professional decorum are to be observed and enforced in the General Education Building and the Dunn Dental Building.

Cleanliness & Personal Appearance

Patients, staff and faculty form lasting impressions each time they meet the student and, therefore, it is imperative that the student's appearance be flawless. The College of Dentistry desires that students project a professional image. Therefore, the following dress and hygiene code is in effect for all students and will be monitored by the combined efforts of each class, staff member, faculty member and the Office of Clinical Affairs.

A. First and Second-year Students

(GEB, Preclinical Attire and during tests) All students must dress professionally at all times.

i. Female/Male

Students will wear a set of colored scrubs designated for their class. Five (5) sets of scrubs will be purchased in the first year. One (1) pair should be kept at school in the event that the one being worn becomes soiled or contaminated during laboratories or patient care. These scrubs will be the accepted attire for all D-1 and D-2 dental students in all class settings, during examinations and when working in the laboratories and clinics, with the exception of Gross Anatomy (students may not wear the scrubs described above in Gross Anatomy but may choose to acquire a pair of different colored scrubs to be worn in Gross Anatomy lab only). A short sleeved, white undershirt (crew cut type, no V-neck will be allowed) must be worn underneath the scrub top. Both the scrub top and pants must be kept neat and clean and not wrinkled so as to appear unlaundered. Scrub pants must be hemmed to dress pant length to enhance professional appearance. Scrub tops must be neatly tucked into the scrub pants and scrub pants should be tied at waist level. Students will be directed to change scrubs with the alternate set should the faculty deem the ones being worn do not meet the above requirements. Student doctors must have their name stitched above the left pocket using a block format with the UT logo as prescribed by the Office of Clinical Affairs. Shoes must be purchased by the student and will consist of one of the following types:

1. AnyWears (Brown open-heeled clinical shoes);
2. Birkenstock's (Black or Brown closed-heeled, clinical shoes);
3. Black Walking Shoe (Dressy All Black Tennis Shoe); or,
4. Solid gray running or all-purpose shoe with no other colors.

Shoes must be clean and in good condition. Shoes are to be worn with socks which come above the ankle, so that no bare skin is visible.

i. Males

The male student choosing not to wear scrubs as detailed above will wear a collared shirt (golf type, sport shirt, dress shirt) and dress slacks (no jeans or colored denims). An undershirt may be worn under the collared shirt. All shirts are to be tucked in or if a ribbed golf shirt, may be worn outside falling slightly below the belt line. No logo T-shirts may be worn. No open-toed shoes or brightly colored athletic type shoes (including Keds) are to be worn. Socks are to be worn at all times and must cover the ankles.

ii. **Females**

The female student choosing not to wear scrubs as detailed above will wear a sleeved blouse or shirt with no plunging necklines, nor with exposed midriff or navels. Dress slacks will be worn that are not tight fitting. Jeans or colored denims will not be acceptable. An undershirt may be worn under the blouse or shirt. No logo T-shirts may be worn. Although most shoes are acceptable, socks that come above the ankle are to be worn at all times. No bare skin can be visible. No open-toed shoes or brightly colored athletic type shoes (including Keds) are to be worn.

Makeup will be kept to a minimum at all times. No headwear will be worn, including ball caps, without permission from the Office of Clinical Affairs.

In addition, students must comply with the following:

Males

Hair will be trimmed, neat, well groomed and cut above the collar or worn pulled back and fastened at the nape of the neck. Hair must not fall forward toward a simulator, laboratory equipment or patient when bending down. Facial hair is acceptable but must not be long enough to prevent the effective use of masks and other barrier devices. Jewelry will be kept to a minimum with no body-piercing showing (e.g., nose, cheek, tongue, eyebrow, lip, etc.) other than single small stud earrings in the ear lobes.

Females

Jewelry will be kept to a minimum with no body-piercing showing (e.g., nose, cheek, tongue, eyebrow, lip, etc.) other than single small stud earrings in the ear lobes. Hair will be trimmed, neat and well groomed. Long hair will be worn up on the top of the head or pulled back at the nape of the neck and securely fastened to prevent the hair from falling forward toward a simulator, laboratory equipment or patient when bending down.

B. **Third and Fourth-year Students**

(GEB, Clinical Attire and during tests) All students must dress professionally at all times.

i. **Female/Male**

Students will wear a set of colored scrubs designated for their class. Five (5) sets of scrubs will be purchased in the third year. One (1) pair should be kept at school in the event that the one being worn becomes soiled or contaminated during patient care. These scrubs will be the accepted attire for all D-3 and D-4 dental students in all class settings, during examinations and when working in the clinic. A short sleeved, white undershirt (crew cut type, no V-neck will be allowed) must be worn underneath the scrub top. Both the scrub top and pants must be kept neat and clean and not wrinkled so as to appear unlaundered. Scrub pants must be hemmed to dress pant length to enhance professional appearance. Scrub tops must be neatly tucked into the scrub pants and scrub pants should be tied at waist level. Students will be directed to change scrubs with the alternate set should the faculty deem the ones being worn unsuitable for patient care. Student doctors must

have their name stitched above the left pocket using a block format with the UT logo as prescribed by the Office of Clinical Affairs. Clinic shoes must be purchased by the student and will consist of one of the following types:

1. AnyWears (Brown open-heeled clinical shoes);
2. Birkenstock's (Black or Brown closed-healed, clinical shoes);
3. Black Walking Shoe (Dressy All Black Tennis Shoe); and,
4. Solid gray running or all-purpose shoe with no other colors.

Shoes must be clean and in good condition. Shoes are to be worn with socks which come above the ankle, so that no bare skin is visible. One of these types of clinic shoes must be worn while working in the Dunn Dental Clinics. [Changes in the market place may require changes in type and/or brands of shoes. When this occurs the class should present the proposed change to the Associate Dean of Clinical Affairs who will then present proposed changes to the Administrative Council of the College]. Tennis shoes, also with socks which come above the ankle such that no bare skin is visible, may be worn to and from the dental school and while attending classes, however students must change into their clinic shoes when treating patients in the Dunn Dental Building. Those students with a medical reason requiring a special shoe will be accommodated.

- ii. While off the UT campus during school hours, student doctors will wear a White Clinical Coat with their scrubs. This White Coat will be provided at the Commencement to Clinical Practice Ceremony. It is the student doctor's responsibility to launder their coat so their appearance is neat and clean.
- iii. Hair will be trimmed, neat and well groomed. Long hair will be worn up on the top of the head or pulled back at the nape of the neck and securely fastened to prevent it from falling forward toward a simulator, laboratory equipment or a patient when bending down. Facial hair is acceptable but must not be long enough to prevent the effective use of masks and other barrier devices. Jewelry will be kept to a minimum with no body-piercing showing (e.g., nose, cheek, tongue, eyebrow, lip, etc.) other than single small stud earrings in the ear lobes.
- iv. No headwear will be worn, including ball caps, even in the classroom and during examinations, without permission from the Office of Clinical Affairs.

C. **Clinical Attire**

Clinic jackets specified by Infection Control Committee must be worn in the clinical areas. Clinic jackets are not to be worn when not actively treating a patient. If not disposed of after patient treatment, they must be placed in your locker or other designated areas. Name tags must be worn on the outside of the clinic jacket when in the clinic.

D. **Personal Hygiene**

Excellent personal hygiene is important. Clean clothes, hands, nails, and hair should be a common concern of any professional. Special precautions should be taken to prevent halitosis and body odors. Tobacco, garlic, and onion foods should be avoided before clinic time. Use of a mouthwash and body deodorants are highly recommended. All jewelry on the hands that may interfere with the integrity of protective gloves should be removed when actively treating patients.

E. Conduct in the clinic

As a professional person, students are expected to act accordingly. Loud talking and undignified mannerisms are not permitted. Discussing patients or patient care should not occur where anyone not involved in the patient's care can overhear the conversation. Students should not sit in the operating chair, hum, or whistle while working, examine patients other than in the chair or loiter with other students in the clinic.

F. Patient contact

Students should exert every effort to make the patient comfortable and convince him/her that they have their undivided attention while working. Always answer questions by the patient in terms that they can understand or, if you do not know the answer, admit it, but find out at a later time and inform the patient. Telephone calls from patients must be answered promptly and students must answer pages over the loudspeaker system as soon as possible. A message center is located on the first floor and students are expected to check this several times each day. Message boxes are to be emptied daily.

It is the responsibility of each student to abide by the Professional Decorum Standards of the College of Dentistry. These standards apply to all classroom, laboratory and clinical settings including testing. If problems in compliance with these standards are identified, it is the responsibility of faculty and students to report the breach to the respective Class President. The Class President in turn will discuss with the student the corrective action to be taken. If corrective action by the student is not taken or there is a difference of opinion or an impasse, the Class President will discuss the matter with the Associate Dean for Clinical Affairs, who will serve to mediate a solution to the problem.

For all classes, any problems associated with dress code regulations will be managed as follows:

- A. The student(s) will be dismissed from class or the clinic; or,
- B. During testing, will result in an automatic one-letter grade reduction on the examination for the involved student(s).

NAME BADGES

Dental student name badges must be worn on all laboratory and clinic jackets. Color-coded badges, and replacement badges, must be purchased at the University Bookstore.

TUTORING SERVICES

For students experiencing academic difficulty, tutoring services are available through Student Academic Support Services. Tutors are assigned depending on availability and following assessment of the student's need. For further information, contact Student Academic Support Services, Room BB-9 in the Humphrey's General Education Building.

PATIENT TREATMENT

The clinical treatment of patients is an essential component of the dental curriculum. The dental clinic of the College, the faculty, and the student practitioners represent the "family dental office" for many people in Memphis, Shelby County and surrounding regions. The confidence and support of the College's patients are of vital importance to the clinical training of dental students. Patient care is a privilege and a professional responsibility that must not be taken lightly.

Students are guided through their clinical training by a faculty group coordinator who assists them in managing the comprehensive care of patients. Each student is assigned to a group coordinator and will have an assigned portfolio of patients who require dental care.

EDUCATIONAL PHILOSOPHY AND PLAN FOR THE CLINICAL TEACHING PROGRAM

The purpose of this component of the curriculum is to prepare dental students for the practice of general dentistry.

The clinical teaching program prepares graduates to diagnose, treatment plan, manage and treat patients, at first with faculty assistance and ultimately with a large degree of independent initiative and confidence. This involves the development of basic knowledge, sound clinical judgment, good interpersonal relations, efficient management of time and resources and an acceptable level of technical proficiency. This approach is predicated on the concept that learning accompanies doing and, therefore, applied clinic practice is essential to acquire the various skills that are necessary for practice. Concurrently, application of knowledge offers opportunities for objective evaluation of the learning process. The Clinical Patient Care Program is dedicated to the achievement of two (2) major objectives: the pursuit of a philosophy of total patient care and the attainment of an optimal level of quantitative and qualitative clinical competence. It will be the dual responsibility of the student and faculty to fashion the clinical experience in such a manner that both objectives are met. Each student will be aided by a Clinical Practice Group Coordinator, the Coordinator of Patient Care and the Clinical Director. The benefits of an applied philosophy of total patient care are realized concurrent with the attainment of clinical requirement goals. It is the policy of the College of Dentistry to provide comprehensive care for its dental patients whenever possible. Comprehensive care is defined as the treatment needed to restore the patient's stomatognathic system to optimal health, appearance and function. It is expected that under-graduate clinic students will provide their portion of a patient's care in the school's clinics and arrange the assignment of their patients to the school's graduate clinics as needed. Any treatments that school clinics cannot provide are to be referred to private dental practice and students are expected to track the patient's treatment progress so any follow-up care by the College can be accomplished in a timely manner. Patients not desiring referral care are to be offered alternative care whenever possible.

PROGRAM DESCRIPTION

Entering students (clinical) are expected to demonstrate a high level of interest and commitment to learning. This is evidenced by a positive attitude toward assigned tasks, concern for the patient's interests and well being, time commitment to clinical care of patients, receptivity to instruction, and willingness to do more than is demanded. All clinical performance related to patient care must be clinically acceptable. Students should realize the need to seek advice or help in situations where they do not have the knowledge or experience. Faculty have the responsibility to be aware of students' progress and needs and at times will intervene in patient care without being asked, when patient safety may become an issue. Student progress in the development of diagnostic, treatment planning and treatment skills is based upon demonstrated effectiveness in the successful management and treatment of assigned clinical patients and the successful completion of clinical tests. These assessments require independent problem solving and clinical judgment. Based upon their level of training, students must

demonstrate successful progress in the various areas of clinical practice to be recommended for promotion/graduation. These areas include the demonstrated management of a comprehensive care program for a portfolio of patients who are selected and assigned based upon diversity of care required, effective use of clinical time available to him/her, a record of productivity, a high patient acceptance rating, and demonstrated ability to manage the diagnostic treatment planning and treatment needs of his/her practice. The student should be conversant on the clinical subjects relevant to his/her practice and capable of defending his/her decisions. Demonstration of professional behavior consistent with good ethical conduct is expected.

Students who do not progress satisfactorily as measured by these criteria may be delayed in their promotion and a remedial program implemented. This remedial program will be designed to offer specific help in areas of deficiency and may not be automatic repetition of the year unless indicated. Students who have not completed all requirements for graduation by the end of July will need to reenroll in the summer-fall semester and pay required university fees.

Although no one can learn everything in a given period of time, the graduating senior should have demonstrated willingness and ability to learn, an adequate degree of basic knowledge, and a proven record of success in the management of his/her dental school practice. Collectively the faculty should approve the readiness of the graduate to enter practice.

For graduation, students must exhibit:

- A. Proof of clinical competency per the College's Competency Document as determined by the Faculty;
- B. Acceptable overall academic experience as determined by the Faculty;
- C. A reasonable quantity of clinical experiences in specific procedures as determined by the Faculty;
- D. A grade point average that documents acceptable quality performance; and,
- E. Demonstration of a high level of professionalism and ethical conduct.

INTERVENTION STRATEGY

A. CLINICAL

The Practice Group Coordinator should be the first person consulted when questions or problems arise. The Coordinator will consult the department chair and the respective division director for clarification and resolution. If the issue persists, the appropriate administrator will be consulted.

B. NON-CLINICAL

Appropriate channels for discussion are open through departmental chairs, division directors, and appropriate administrators to handle non-clinical problems.

FEES FOR SERVICES

Patients of the College of Dentistry normally pay for their treatment procedures prior to the actual performance of the service. Exceptions to this policy are allowed only if approved by the Associate Dean of Clinical Affairs or the Clinic Director. It is against college policy for any student to loan money to or to make payment on behalf of any patient being treated in the College of Dentistry. Students may bear the financial responsibility if they fail to collect fees for treatment services that they have rendered.

PROFESSIONAL STANDARDS

In order to create and maintain the best possible professional atmosphere at The University of Tennessee Health Science Center College of Dentistry, it is necessary that faculty and students adhere to standards of professionalism, courtesy, and ethics. Common courtesy and mutual respect are essential to enhance the educational experience, and to decrease stress and misunderstanding. Each faculty member should serve as a professional role model to students, and establish a positive rapport in all educational settings. Each student should recognize their responsibility in professional growth, and maintain an attitude that strengthens that development. Compliance with these standards is the moral obligation of all dental faculty and all dental students:

- A. Respect and courtesy are essential in dealing with patients, students, faculty, and staff.
- B. Disagreement among faculty and/or students should be addressed in a private setting away from patient-care areas.
- C. If a student's dentistry is clinically acceptable and approved by an instructor, future instructors working with the patient should respect the original approval.
- D. Negative remarks should not be made in a patient's presence, and significant negative criticism should be given in a private setting.
- E. Adherence to proper clinical attire and dress code is mandatory.
- F. Substance abuse will not be allowed in the College of Dentistry.
- G. Promptness with adequate preparation for appointments and clinical assignments must be a priority of students and faculty.
- H. The use of profanity in dealing with patients, faculty, students and staff will not be tolerated.
- I. When patients cancel or break appointments, the appropriate faculty and staff must be notified promptly.
- J. The evaluation (grade) given for procedures should be discussed at the time of grading, so that the student will understand any deficiency, and how they may improve future performance.
- K. Faculty should promote confidence in students through positive reinforcement.
- L. Patients should have full explanation of the process and procedures involved in their treatment. Patients must be informed of the risks and benefits incurred.

STUDENT PROGRESS

Monitoring of clinical student progress and advice relating to the achievement of clinical goals is the responsibility of the student's Group Practice Coordinator.

EVALUATION

Final course evaluation and the awarding of grades for all structured classroom courses as well as clinical performance remains the responsibility of the respective course directors with concurrence of department chair. Each grade is recorded as a separate entity with the Registrar's office.

GRADING SYSTEM

The grading/quality point system is:

- A = 4.0
- B+ = 3.3
- B = 3.0
- C+ = 2.3

C = 2.0
D = 1.0
F = 0

Interim grades of "I" may be given for performance which is of acceptable quality, but is of insufficient quantity. Some credit courses offer grades of "P" (pass) or "F" (fail), based upon pre-established course criteria. These grades are not included in the calculation of GPA.

STUDENT STATUS COMMITTEE

Policy Governing Student Standing

A. PROMOTION AND GRADUATION: GENERAL POLICY

Promotion and graduation result from positive action taken by the Dean of the College of Dentistry. The Dean receives recommendations regarding student standing from the Student Status Committee based on its review of each individual student's progress toward satisfying the academic, professional and personal requirements established by the College and University. Following procedures established by the University, action taken by the Dean is subject to review by the Chancellor and the President.

B. THE STUDENT STATUS COMMITTEE: CHARGE AND STRUCTURE

The Student Status Committee is charged by the Dean of the College of Dentistry with monitoring student academic progress, professional and personal conduct, and making recommendations on student standing. The Committee is composed of a minimum of ten (10) voting members and an undetermined number of ex-officio members. All voting and ex-officio members are appointed by the Dean of the College of Dentistry; the Dean also appoints a Committee Chairperson from the Committee membership.

C. THE STUDENT STATUS COMMITTEE: GENERAL OPERATION

Although passing grades are required, they are not the sole criterion used in determining whether or not a student is recommended for continuation, promotion or graduation. Other factors, including personal and professional conduct, are also considered. Each student is evaluated individually; extenuating circumstances affecting student performance may suggest modification of the usual actions of the Committee. Information bearing on student progress may be provided by the Office of Academic Affairs, Office of Clinical Affairs, Office of Student Affairs, department chairpersons, course directors, student advisors, students, and other sources. Faculty not appointed to the Committee may be invited to attend the meetings of the Student Status Committee; even though they may not vote, they may be asked for input regarding student progress. If, in its deliberations, the Committee determines that the available information is insufficient to make a recommendation, the Committee may request that the student appear before the Committee. If called before the Student Status Committee, the student must be prepared to submit additional information that will reflect on his/her status. The student may be asked to bring other persons who may be able to contribute to the Committee meeting; however, neither the student nor Committee may have legal counsel present. The

Committee meets at the end of the first semester during the academic year, to determine whether student progress merits a recommendation for continuation and at the end of the academic year to determine whether student progress merits a recommendation for promotion or graduation. The Committee may meet at other times as necessary to conduct the business of the Committee. The following criteria serve to guide the Committee in its deliberations; the Committee is not, however, literally bound to the criteria that follow and may make alternate recommendations as situations warrant.

D. CRITERIA FOR CONTINUATION OR PROMOTION

Each student who has fulfilled the didactic, clinical, personal and professional requirements of the College of Dentistry will be recommended for continuation or promotion. Otherwise, the following apply:

a. Course Performance

To evaluate inadequate or poor performance in a course, input from the course director is vital to the consideration by the Committee. Each course director is responsible for the evaluation of students and the assignment of grades. The course director will also supply any information requested by the Committee that will help document student performance and the manner by which the student was evaluated. Any course director who submits a failing grade (F) for a student must also indicate if remediation is possible and recommended; if so, a plan approved by the chair of the department in which the course is based, must also be submitted to the Committee. Course directors who submit an incomplete grade (i.e., "I" or "G" grades) must be aware, as should students, that it is UT Policy that such grades must be replaced with a permanent grade within a specified period of time not to exceed the next academic period; a deadline for completion of all incomplete work will be established by the department.

- i. Students who receive "G" or "I" grades during the first semester of an academic year may be allowed to continue into the second semester, but will be informed of the specific date when those grades must be replaced with a permanent grade.
- ii. At the end of the academic year, students with "G" or "I" grades will not be recommended for promotion until those grades are replaced with a permanent grade.
- iii. Students who receive multiple "D" grades in any academic year will be carefully reviewed by the Student Status Committee. A recommendation will be made for either continuation of the student, repetition of courses, repetition of the academic year, or dismissal from the College.
- iv. Students who receive any "D" grades in combination with one or

more "F" grades in any semester will be carefully reviewed by the Student Status Committee. A recommendation will be made as to repetition of courses, repetition of the academic year, or dismissal from the College. If retained in the College, the student will be placed on academic probation.

- v. Students who receive a single "F" grade with no other grades below a "C" during the first semester of an academic year may be allowed to continue into the second semester, but will be placed on scholastic probation and required to repeat the course by a specified date.
 - vi. Students with a single "F" grade with no other grades below a "C" during the second semester will be placed on scholastic probation, required to repeat the course by a specified date and not recommended for promotion until that course is successfully repeated.
 - vii. Students with multiple "F" grades in one semester or in consecutive semesters during an academic year will not be recommended for continuation or promotion. The student will either be required to repeat the academic year or be dismissed. If required to repeat the year, the student will be placed on scholastic probation.
- b. **National Board Performance**

All students are required to pass Part I of the National Board Examination as a condition for promotion to the third (D-3) year.

- i. Part I of the National Board Examination must be taken at a Prometric Test Center in spring of the second (D-2) year during the week designated by the college unless exceptional personal circumstances prevent the student from taking the examination (e.g. death in the immediate family, severe illness or serious accident, etc). Students must notify the Office of Academic Affairs as soon as reasonably possible if the student cannot take the examination.
- ii. Students who took the Part I of the National Board Examination in spring and did not pass will be placed on academic probation and must retake the examination on computer at a Prometric Test Center after the 90-day waiting period expires.
- iii. Students who took the examination in the spring and were unsuccessful can be conditionally promoted to the D-3 year, pending receipt of the results of their scores. In the interim, such students will not be

allowed to engage in any direct patient care activities (except assisting) that require a patient portfolio.

- iv. If the student has not passed Part I by the end of July, the student will be dismissed from the College. Such dismissal cannot be appealed.
 - v. Students dismissed from the College for failure to pass Part I of the National Board Examination may petition the Dean for special permission to retake Part I. If the student passes Part I of the National Board Examination, he/she may petition the Dean for re-admission into the D-3 year effective at the beginning of the next academic year. Such readmission will require the student to enroll in May to remediate clinical skills before being fully admitted to the D-3 year.
- c. **Scholastic Probation and Minimum Grade Point Average**

To be placed on scholastic probation is intended to signal the student that his/her performance is unacceptable and cannot continue as such. As indicated above, students are placed on scholastic probation when their performance in a course or courses is unsatisfactory (i.e., multiple "D" grades or an "F" grade is received). In addition:

- i. The Committee reserves the right to place a student on scholastic probation based on unacceptable academic performance.
 - ii. If the student's cumulative grade point average for all courses falls below 2.00, the student will be placed on scholastic probation.
 - iii. If a student remains on scholastic probation for three (3) consecutive semesters, the student will be recommended to either repeat an academic year or be dismissed.
- d. **Repetition of a Course or an Academic Year**

Students who receive an "F" grade will be required to repeat the course in which the grade was received. Ordinarily, students who fail a course will be required to complete work deemed equivalent to the original course by the course director, department chair, and Dean. Students who receive multiple "F" grades or whose overall performance is inadequate may be required to repeat an academic year or be dismissed from the College. Under these conditions:

- i. If a student fails a repeated course, the student will either repeat an academic year or be dismissed from the College.
- ii. A student who is required to repeat an academic year must repeat all courses associated with that

academic year. The Committee, however, may make recommendations regarding the modification of the course of study.

- iii. When a student is repeating an academic year, an adjusted GPA, based on the grades obtained in the repeated courses, will be used by the Committee to evaluate student progress. However, the student is still held to the overall requirement of a minimum GPA of 2.00 required for graduation, calculated on the basis of all course work (i.e., original and repeated courses are used in the calculation).
- iv. If a student fails a course or courses while repeating an academic year, the student will be considered for dismissal from the College.
- v. If a student fails a preclinical laboratory course while passing the complementary lecture course, the Committee can require the student to repeat both the laboratory course and the complementary lecture course if so recommended by the course director(s).

E. CRITERIA FOR GRADUATION

At the end of the fourth year of study, each student who has fulfilled the didactic, clinical, residency, personal, and professional requirements will be recommended for graduation. Therefore, to qualify for the Doctor of Dental Surgery degree, the student must:

- a. Satisfactorily complete all required courses of the curriculum with an overall grade point average (GPA) of 2.00.
- b. Discharge all responsibility for patient care according to College policy.
- c. Discharge all financial and administrative obligations to the College and University.
- d. Demonstrate acceptable professional standards and personal conduct.
- e. Pass Part I of the National Board Examination.

If the student cannot fulfill these requirements, the following apply:

- a. **Course Performance**
As described in IV. Criteria for Continuation and Promotion
- b. **Scholastic Probation and Minimum Grade Point Average**
No student will be recommended for graduation if he/she is on scholastic probation and/or has a failing grade in a required course. An overall grade point average (GPA) of 2.00 for all coursework is required for graduation
- c. **Repetition of a Course or an Academic Year**
Students who receive an "F" grade in the fourth year will be required to repeat the course in which the grade was received. Ordinarily, students who fail a course will be required to complete work deemed

equivalent to the original course by the course director, department chair, and Dean. Students who receive multiple "F" grades in the fourth year or whose overall performance is inadequate may be required to repeat an academic year or may be dismissed from the College. Under these conditions:

- i. If a student fails a repeated course in the fourth year, the student will be considered for either repetition of the fourth year or dismissal from the College.
- ii. A student who is required to repeat an academic year must repeat all courses associated with that academic year. The Committee, however, may make recommendations regarding the modification of the course of study.
- iii. When a student is repeating an academic year, an adjusted GPA based on the grades obtained in the repeated courses will be used by the committee to evaluate student progress. However, the student is still held to the overall requirement of a minimum GPA of 2.00 required for graduation calculated on the basis of all course work (i.e., original and repeated courses are used in the calculation).

F. CRITERIA FOR GRADUATION WITH HONORS

Students who have fulfilled the didactic, clinical, personal, and professional standards will be recommended for graduation and may be considered for graduation with honorable distinctions. The criteria for honors include:

- a. The student whose overall GPA is the highest in the graduating class is recommended to receive the DENTAL FACULTY AWARD.
- b. Those students whose overall GPA is in the highest 2.5% of the class are recommended for graduation with "highest honors."
- c. Those students whose overall GPA is in the next highest 5% are recommended for graduation with "high honors."
- d. Those students whose overall GPA is in the next highest 10% but above a minimum of 3.40 are recommended for graduation with "honors."

G. RECOMMENDATIONS TO THE DEAN

The Student Status Committee is advisory to the Dean; the Dean may accept, modify, or reject the recommendations of the Committee. The Dean may also request that the Student Status Committee reconsider their recommendations, or request that the Appeals Committee review the recommendations and/or hear a student appeal. Recommendations by the Student Status Committee to the Dean typically include, but are not limited to:

- a. Graduate with an honorable distinction
- b. Graduate
- c. Promote in good standing
- d. Promote on scholastic probation
- e. Defer promotion or graduation pending satisfactory removal of I or G grades and/or repetition of courses with F grades

- f. Repetition of an academic year with or without exemptions
- g. Scholastic probation.
- h. Disciplinary reprimand or probation.
- i. Dismissal from the College

H. COLLEGE APPEALS PROCESS

The student has the right to appeal the action taken by the Dean regarding continuation, promotion, disciplinary, and graduation decisions, (except in the case of dismissal due to failure to pass Part I of the National Board Examination, which cannot be appealed as described in section D, d, iv. The student may initiate an appeal by submitting to the Dean a written request for reconsideration. The written request must state the basis of the appeal and must be received by the Dean within five (5) working days after the student receives notification of the Dean's original decision. Appeal hearings may be granted if:

- a. circumstances existed at the time of the Committee's deliberations that were not known by the Student Status Committee and that evidence or information, if known by the Committee, would have influenced the Committee's recommendation regarding the student's academic and professional performance;
- b. an error existed in the student's record that was used in reaching the adverse recommendation; or
- c. the recommendation created unequal treatment for the student compared to the same or similar circumstances among the student's peers.

When a written appeal is received, the Dean will determine whether or not the appeal will be heard based on the above criteria. Failure to provide a concrete basis for an appeal will result in rejection of the appeal request. In general, explanations of circumstances that led to poor academic performance will not constitute sufficient grounds for an appeals hearing unless such explanations put in question the validity of the original decision.

I. APPEALS HEARD BY AN APPEALS COMMITTEE

Typically, the Dean decides whether an appeal will be heard by the Appeals Committee. The Appeals Committee is a standing committee which is appointed yearly by the Dean and includes the Chair of the Student Status Committee as an ex-officio member among others. The student will meet with the Appeals Committee, provide information pertinent to the situation, and may be accompanied by individuals who can contribute to the presentation. However, neither the student nor the Appeals Committee may have legal counsel present. After the Appeals Committee has heard the appeal, the Appeals Committee may move to recommend to the Dean that the original action be upheld or modified. After the Dean has considered the recommendation of all committees, the student will be notified of the decision. The student may appeal the decision of the Dean to the Chancellor within five (5) working days after receiving notice from the Dean and ultimately to the President of the University.

J. PROFESSIONAL AND PERSONAL CONDUCT

In addition to academic performance, personal and professional conduct is also considered when

evaluating student activity in a professional school. In this regard, failure to maintain appropriate standards of conduct or integrity in following policies and procedures, violation of College or University rules, and failure to discharge responsibilities to the College and University can lead to reprimand, suspension or dismissal. Further, failure to comply with the Principles of Ethics and Code of Professional Conduct of the American Dental Association or the commission of an illegal act concerning the practice of dentistry may constitute grounds for dismissal from the College. Similarly, conviction of a violation of State or Federal law will result in suspension and/or dismissal.

NATIONAL BOARD EXAMINATIONS

The National Board Dental Examination developed and administered by the American Dental Association's Joint Commission on National Board Examinations is given in two parts. The first examination (Part I) tests knowledge of basic sciences and dental anatomy taught in the first two years of the dental curriculum. Part I is normally administered to all students in March of their second year. Part II of the examination, covering clinical sciences, is normally taken by senior students in the months prior to their graduation. Students must take and pass Part I to be eligible to enter the clinic teaching program. Subjects of the Board examinations are as follows:

A. Part I

Comprehensive, covering Anatomic Sciences, Biochemistry, Physiology, Microbiology, Pathology, Dental Anatomy and Occlusion.

B. Part II

Comprehensive, covering Operative Dentistry, Pharmacology, Prosthodontics, Oral Surgery and Pain Control, Orthodontics, Pedodontics, Endodontics, Periodontics, Oral Pathology, Dental Radiology with the additions of Behavioral Science, Patient Management, Dental Public Health and Occupational Safety. This exam also includes patient case-based problems.

Although written examinations may be developed and utilized at the state or regional level, most dental licensing boards accept National Board Dental Examinations results in lieu of an additional written examination. Currently, all fifty-three (53) United States licensing jurisdictions recognize National Board Dental Examination results. These jurisdictions include all fifty (50) states, the District of Columbia, Puerto Rico, and the Virgin Islands of the United States. National Board Dental Examinations are intended to fulfill, in whole or in part the written examination requirements of individual licensing boards; however, acceptance of National Board scores is completely at the discretion of the individual licensing boards. A state may place any limit on acceptance on National Board scores that it deems appropriate. For example, some states accept National Board Dental Examination scores only if earned within a specified period of time, e.g. within the last ten (10) years.

STATE BOARD EXAMINATIONS

The practice of dentistry in the United States, like the practice of other health professions, is subject to the laws of the state, district, or dependency. Responsibility and authority for evaluating qualifications of those seeking to enter dental practice, is vested in the dental licensing board of the state, district or dependency. To meet this responsibility, licensing

boards may administer, or cause to be administered, written and/or clinical examinations, to evaluate candidates' knowledge and understanding of the sciences related to dentistry, and the principles of dental practice. Students will be contacted during the senior year by the Office of Clinical Affairs relative to application procedures and other details concerning the Southern Regional Testing Agency licensing examination.

E-MAIL POLICY

The University of Tennessee Health Science Center provides every student with an e-mail account that enables the administration, faculty and staff of the College of Dentistry to send official electronic correspondence to students. Students are responsible for checking and maintaining their e-mail account, as it is where they will receive official College communications. Official College communication includes but is not limited to e-mail from the administration and faculty including decisions of the Dean regarding promotion, graduation, repetition of courses and/or academic years and dismissal. Students must remove messages from their Inbox to avoid exceeding their e-mail quota. If a student is "over-quota," all e-mail sent to the student is returned to the sender. When official e-mail from University faculty is returned due to an "over-quota" situation, the students may be subject to administrative disciplinary action. Students must check their email for new messages no less than once every 24 hours when the College is in session and no less than every 72 hours when the College is not in session. Should a student desire, he/she can forward e-mail from his/her official University e-mail address to any e-mail account they choose. Please note, however, that if a student elects to forward e-mail and that process fails, he/she will still be held accountable for reading and responding in a timely fashion to any official information sent to the official University e-mail address.

CLASSROOM ACTIVITIES POLICY

It is a guiding principle of the College of Dentistry that students attend class for the purpose of learning the information being taught and/or mastering the psychomotor skills that are necessary to practice dentistry. While in class (including laboratories), students are not to study or review other information that is not germane to the specific material being presented. Students may only use written media or any electronic devices (including, but not limited to, cell phones, PDA's, computers or other internet-capable electronics) during class to assist in learning the specific topics being presented in class or labs. Any use of the UT computer network must be in compliance with the University of Tennessee's Information Technology Acceptable Use policy. Faculty members may prohibit the presence or use of any written media or any electronic device in their class or laboratory if they believe that those items may be a distraction from the teaching and learning process. Violation of any of this policy will be considered unprofessional conduct and an ethical breach.

CELL PHONE POLICY

The College of Dentistry requires that all students currently enrolled in the College have a cell phone and provide their current cell phone number to the Office of Student Affairs. The Office of Student Affairs will share these numbers with the Offices of the Dean, Academic Affairs and Clinical Affairs. The College will keep these numbers confidential and will not provide the numbers to anyone outside the College faculty and administration. Students must have their cell phone turned on

during the school day, but all cell phones must be placed in the silent mode while a student is in class or during a patient care experience. During the D-3 and D-4 year, the cell phone numbers provided will serve as the primary mechanism by which the Office of Clinical Affairs will contact the student regarding matters pertaining to their management of patients. Failure to answer a call from the College administration and/or to return a message promptly will be considered unprofessional conduct and a violation of College policy. Unprofessional conduct will result in the student receiving a departure in their Professionalism and Practice Management Course. Multiple departures could result in disciplinary action or a failing grade in the Professionalism and Practice Management Course, which will prevent a student's promotion or graduation. Violations of College policies may also result in other disciplinary action.

FACULTY TEACHING MATERIAL

It is the policy of University that "When a University employee develops mediated course materials..., ownership of the materials belongs to the creator, who retains the copyright and the rights to update, edit, or otherwise revise the mediated course materials and to place a time limit upon the use of the materials... The right to control distribution is a right of ownership." This policy establishes that faculty teaching materials are the intellectual property of the individual faculty member. Faculty may choose to share these materials with students and post such materials on University servers for the use of the students. However, such distribution to students is at the discretion of the faculty and students have no right to copy or otherwise use such materials without the consent of the faculty.

STUDENT AFFAIRS

The Office of Student Affairs, Room S102, Dunn Dental Building, is concerned with the overall growth, development, and progress of dental students. This office is committed to seeking ways to enhance students' nonacademic experiences with the goal of assuring that problems are addressed before they have an adverse affect on student performance. Students with various concerns, whether personal, financial, or academic, should not hesitate to contact this office.

WITHDRAWAL

Any student that is unable to continue in the regular curriculum for any reason must contact the Dental College's Office of Student Affairs, room S-102 Dunn Building. A "Change in Student Status Form" is submitted electronically by Student Affairs in order that appropriate administrative offices are notified of the withdrawal from student rolls. It is imperative that this form also reach the office of Enrollment Services for prompt withdrawal. The office of Enrollment Services will disseminate this form to parties responsible for Financial Aid and the bursar.

NAME OR ADDRESS CHANGE

Students will 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 College of Dentistry.

STUDENT EMPLOYMENT

The academic requirements of the dental curriculum make it exceedingly difficult for a student to pursue a full-time

academic schedule, while continuing to work as a means of financial support. Employment, even of a part-time nature, is inadvisable, especially during the first two years of the curriculum.

EMERGENCY LOANS

Dental students occasionally have a need for Emergency Loans which are available through the Dean's Office, room S-102 Dunn Clinical Building. Student Emergency Loans are based on need and availability of funds. Interest is six percent (6%) per annum and repayment is requested within thirty (30) days. Students experiencing financial problems are strongly encouraged to contact the Office of Student Financial Aid, Room 520 of the 910 Madison Building, telephone 448-5568.

PROFESSIONAL LIABILITY INSURANCE

Students enrolled in a program that involves direct patient care activities are required to purchase professional liability insurance. Liability insurance costs approximately \$30 per year, and is purchased as directed by the Office of Student Affairs.

INFECTION CONTROL

Students, staff and faculty in a health care institution are vulnerable to communicable diseases, such as measles, mumps, rubella, diphtheria, and polio. These diseases are preventable by appropriate immunization.

The College of Dentistry adheres to the infection control procedures from the Centers of Disease Control and Blood-borne Pathogen Standards from the Tennessee Occupational Safety and Health Administration. Infection control is based on the use of universal precautions, i.e. every patient treated is considered to be infectious. Certain infectious diseases, such as hepatitis B, may potentially present a greater risk to those in the dental health care setting due to potential contact with blood and saliva. Barrier methods, such as the use of masks and gloves, can minimize infection risk, and their use is required for students and faculty engaged in patient contact. Nevertheless, the best way to prevent hepatitis B is active immunization. Such immunization is safe, effective, and is required of all dental students. A series of three immunization shots are required and are available at the Student Health Services Clinic located at 910 Madison Ave., Suite 922, 448-5630. The cost is approximately \$200 for the series, depending on the type of vaccine used.

STUDENT ORGANIZATIONS

Class Organizational Structure

The rules and regulations governing the organization and structure for each class are the sole responsibilities of the College of Dentistry Student Government Association and each respective class, subject to collegiate, campus, and university policies. Each class elects a slate of officers to formally represent them on all matters concerning their class. The initial election of the freshman class officers is held during the second week of the Summer/Fall term. These officers serve for one (1) term. When the class so chooses, a second election may be held in the Winter/Spring term, after students have become better acquainted. After the initial elections of the freshman year, elections for officers for the coming year are held at the end of every academic year. These elections are conducted by the presiding officers. At any time during the year, a recall petition signed by at least twenty-five percent (25%) of the class constitutes grounds for a new election. The

class president is the official liaison between the class and the administration and faculty. Each class typically elects a vice-president, secretary, treasurer, and quartermaster.

Class officers serve in designated roles to support class functions. Each class also elects four representatives to the Honor Council, and one representative to each of the following: Admissions Committee, Clinic Committee, Curriculum Committee, and the Research Committee. These individuals represent the class interests to the respective committees and, when appropriate, report the actions of the committees to their class. Students are urged to contact their class representatives to voice any concerns regarding the areas of the student organizations' responsibilities.

Additionally, each class has a Social Committee consisting of several students who plan class social events, as well as athletic directors to coordinate involvement in intramural sports activities, and ASDA representatives. Current Class Presidents:

- A. Class of 2010 – Kevin Kennedy
- B. Class of 2011 – Candice Foster
- C. Class of 2012 – Keith Jones
- D. Class of 2013 --- To be Elected

COLLEGE OF DENTISTRY STUDENT GOVERNMENT ASSOCIATION

N516 Dunn Dental Building

Objectives

The objectives of the College of Dentistry Student Government Association are as follows:

- A. 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.
- B. Represent the dental college's student body to the administration and faculty of the University, to the dental profession and to the Memphis community.
- C. Represent all students in the college of dentistry addressing academic, financial, social and other issues affecting the students' overall learning experience.
- D. To provide the means whereby the students of each dental class may come together in a mutual endeavor for the betterment of the College of Dentistry.
- E. To stimulate interclass relationships and provide a common format for individual dental student's voice and expression.
- F. To assist the Dean in implementing favorable changes in student policies and curriculum.
- G. To maintain and promote favorable relationships and communication between the students and faculty and to serve as a liaison between the two.
- H. To sponsor various projects as determined by tradition, initiative or the need for betterment of the organization, the dental school, the dental profession or our community.
- I. To provide such educational, cultural, intellectual and social activities as deemed appropriate by the individual dental student members and their elected officers and representatives.
- J. To educate, inform and involve the dental student body in the activities of the CoDSGA.
- K. To provide an opportunity for the development of leadership qualities in the students, and to promote and foster knowledge of the structure of the dental profession in general.

Membership

Membership in the CoDSGA is mandatory for all registered dental students. The responsibility for the administration and management of all CoDSGA programs and activities is vested in the CoDSGA Executive Council. The elected officers of the CoDSGA are the President, President-Elect, Secretary, Treasurer and Editor. The elected representatives of the CoDSGA are two (2) Representatives per class, each dental class President, the fraternity President(s), the Honor Council President and Presidents of other recognized dental college organizations. The CoDSGA Executive Council shall meet on a regular basis with the Dean of the College of Dentistry and/or his/her representatives.

Membership Dues

Membership dues shall be paid by each dental student at the commencement of each semester and collected by the Cashier's Office along with regular registration fees. Local dues are evaluated and set by the CoDSGA Executive Council on a yearly basis, with the approval of the Dean of the College of Dentistry. There shall be no refund of any dues, or any part thereof, to any individual(s) for any reason after the regular registration deadline for each semester.

2010-2011 Executive Officers for CoDSGA

President – Brenton Glassell
President Elect – Nathaniel Hill
Treasurer – Brandon Foltz
Secretary – Margaret Hamilton
Editor – Kyle Fagala
Faculty Advisor - Dr. Tony Wicks

STUDENT GOVERNMENT ASSOCIATION EXECUTIVE COUNCIL

800 Madison Ave., (317, SAC) • 448-5610

The Student Government Association Executive Council provides representation for all students at the UT Health Science Center Campus. The presidents of the various college student bodies within the UT Health Science Center system form this student government body. The president of the College of Dentistry Student Government Association is the College of Dentistry's student representative of the SGAEC. The SGAEC studies matters of importance to students and submits recommendations expressing student views and concerns to the chancellor, administration, and faculty of the campus.

2010-2011 SGAEC Representative

Brenton Glassell

AMERICAN STUDENT DENTAL ASSOCIATION

The University of Tennessee College of Dentistry chapter of the American Student Dental Association is recognized as the student governing body of the College. It is a part of the national organization, which 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 \$50 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.

2010-2011 ASDA Officers

President – Daniel Holsinger
President Elect – Jason Gambill
Secretary – Brenton Glassell

Treasurer – Margaret Hamilton
Editor – Kyle Fagala
Faculty Advisor -- Dr. Llewellyn Powell

STUDENT NATIONAL DENTAL ASSOCIATION (SNDA)

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.

2010-2011 SNDA Officers

President - Crystal Jones
President-Elect - Lauren Dimes-Morris
Treasurer - Bianca Clark
Secretary - Madeira Hatcher
Faculty Advisor - Dr. Waletha Wasson

FRATERNITIES

On the UT Health Science Center campus are chapters of two (2) 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 which augments that of the College of Dentistry in preparing dental graduates for successful lives in the dental profession.

2010-2011 Presidents

Psi Omega – Austin Roberts
Xi Psi Phi – John Mark Johnson

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.

2009/2010 AAWD OFFICERS

President - Julie Briggs
Vice President - Ashley Boling
Secretary - Claire Stanford
Treasurer - Beth Bowen
Com. Service - Brandice Allen
Historians - Shawna Tanner, Anna Aldworth
Faculty Advisor - Dr. Janet Harrison

CHEMICAL DEPENDENCY HELP PROGRAM (CDHP)

Chemical dependency, due to alcohol or substance abuse, has been increasingly recognized as a significant problem nationwide. Research suggests that 12-14% of all practicing dentists are or will become chemically-dependent during their careers. Of critical importance to us, a significant percentage of

these chemically-dependent dentists report that their chemical dependency or its foundations began during their matriculation in dental school. The purpose of the Chemical Dependency Help Program is to reduce the number of chemically dependent dentists by identifying, arranging for treatment, and preventing the development of chemical dependencies that may begin during dental school. The serious stresses of professional education due to academic and clinical workload, financial pressures, and changes in lifestyle normally elicit the development of healthy coping mechanisms by the dental student. Occasionally, however, a student may be unable to successfully adapt to these stresses and engages in potentially harmful coping mechanisms such as alcohol or drug use/abuse. When these maladaptive coping techniques are relied upon inappropriately, a student may develop chemical dependency. The establishment of the CDHP was an effort of the College of Dentistry to prevent the development of chemically dependent dentists through early intervention in the disease process. The Chemical Dependency Help Program in the College of Dentistry is administered by the Chemically Dependent Student Program Council, which is made up of eight (8) students and six (6) faculty. The goal of the Chemical Dependency Help Program is to be an advocate for the student with a very treatable disease. Two (2) students from each class are selected by the Chemically Dependent Student Program Council and their peers in the Summer/Fall semester of their first year. Elected representatives are chosen for their maturity, integrity and discretion. Once elected, these students remain as their class representatives for four (4) years, unless specifically replaced by class vote. The six (6) faculty members of the Chemical Dependency Help Program are chosen by the Dean of the College of Dentistry. Their selection is based upon their expertise in dealing with problems of chemical dependency, as well as their concern for the welfare of dental students. The Chemical Dependency Help Program is co-chaired by one (1) faculty member and one student member, both being elected by the membership of the Council. The success of the CDHP program is dependent on three critical principles:

- A. CDHP must be perceived by the students and the faculty as a positive, student oriented program designed to assist the chemical dependent student in graduating and becoming a highly professional dentist.
- B. Confidentiality must be maintained at all costs, in order to protect the chemical dependent student.
- C. CDHP must function autonomously and separately from the campus and collegiate administration.

STUDENT HONOR COUNCIL

All entering students of the College of Dentistry sign a pledge to adhere to the UTHSC Honor Code. The Student Honor Council is assigned the responsibility of overseeing and administering the Honor Code for the student body of the College of Dentistry. Each dental class elects three representative members and one alternate representative to the Student Honor Council for a total of sixteen (16) student representatives. Officers of the Student Honor Council are elected in late spring of each year by the membership of the Student Honor Council. Any alleged violation of the UTHSC Honor Code that is reported to a member of the Student Honor Council will be investigated by an "investigator" assigned by the President of the Student Honor Council. When the investigation suggests further action, a hearing will be conducted by the Student Honor Council. Results of any hearing will be presented in the form of recommendation to the Dean of the College of Dentistry. The Dean will make the final

decision as to an appropriate action. Please refer to the Honor Code of the Student Judicial System section of this handbook (page 63), for the special provisions of the UT Health Science Center Honor Code that pertain to the College of Dentistry.

2010-2011 Student Honor Council Officers

President – Ryan J. Pryor

Vice President – Casey J. Owen

Secretary – John Michael Coulter

Faculty Advisors - Drs. Janet Harrison & Michael McBride

PROGRAM MODIFICATION STATEMENT

In publishing these regulations, the College of Dentistry does not recognize any implied contract as having validity beyond the succeeding academic year. The faculty reserves the right to make changes in curriculum, policy and procedures when, in its judgment, such changes are in best interest of students and the College of Dentistry. Ordinarily, a student may expect to receive a degree by meeting the requirements of the curriculum, as specified in the catalogue currently in force when they first enter the college, or in any one subsequent catalogue published while they are a student. However, the College of Dentistry is not obligated to fulfill this expectation, or to offer in any particular year, a course listed in the catalogue.

College Of Graduate Health Sciences

Cheryl R. Scheid, Ph.D., Interim Dean

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MESSAGE FROM THE DEAN

Welcome to The University of Tennessee Health Science Center College of Graduate Health Sciences (CGHS). Your choice for graduate study places you at the forefront of exciting developments in our dynamic Health Science Center. You are now a part of this environment and are among the approximately 300 students enrolled in our seven programs, and shortly you will become one of over 1300 graduates from the college. I know you will continue the excellent tradition of our graduates by becoming a leader in academia or industry. Staff and faculty alike are ready to provide support and guidance throughout your tenure at UTHSC.

Cheryl R. Scheid, Ph.D.

Interim Dean, College of Graduate Health Sciences

COLLEGE HISTORY

The College of Graduate Health Sciences at UTHSC was organized as the Graduate School under the leadership of Dr. T. P. Nash, Jr., in 1923. The presentation of a master's thesis by Ben King Harned marked the formal beginning of the Graduate School in 1925 when the Graduate Committee at Knoxville accepted Harned's thesis for the M.S. with a major in Pharmacology. Subsequently, the graduate program leading to the Doctor of Philosophy degree was approved for presentation in the School of Biological Sciences in 1928. Dr. E. Foster Williams was the first to complete the program and was awarded the Doctor of Philosophy degree in Biochemistry in 1932. This was the first doctorate of philosophy awarded at any of the campuses of The University of Tennessee. Until 1960, the Graduate School in Memphis operated as a division of the Graduate School in Knoxville with Dr. R. H. Alden as Associate Dean of the Graduate School. The Graduate School of Medical Sciences was then established as a separate entity with its own Graduate Council and bylaws. Dr. Alden was named the first dean. Graduate training was offered in Anatomy, Biochemistry, Microbiology, Pharmacology, Physiology and Biophysics, and Pathology. Later, programs in the Pharmaceutical Sciences were organized and included the academic disciplines of Medicinal Chemistry, Pharmaceutics, and Health Science Administration (now Health Outcomes and Policy Research). In 2004, the Integrated Program in Biomedical Sciences was created by combining the programs in Anatomy and Neurobiology, Molecular Sciences, Pathology, Pharmacology, and Physiology. Master's and doctorate training in Biomedical

Engineering and Imaging, master's programs in Epidemiology and Dental Sciences, and an academic doctorate in Nursing completed the graduate offerings up until July of 2009 when the PhD. Program in Audiology and Speech Pathology (physically located on the UTK campus) was added. The Graduate School became the College of Graduate Health Sciences in October 1987.

OVERVIEW OF COURSE OF STUDY

The course of study leading to the Doctor of Philosophy degree is usually completed in four or five years. The exact sequence will vary from program to program. Generally, the first two years are spent taking various required courses and seminars and choosing a Research Advisor. Subsequently, other faculty are selected to participate on the student's Faculty Committee. The student is admitted to candidacy for the degree after successful completion of an oral and/or written examination. The last two or three years are spent in actual research on a

specific problem, taking other elective or specialty courses, and writing and defending the dissertation.

ADMISSION

Graduates of the University of Tennessee and of other accredited institutions are eligible to apply for admission to the College of Graduate Health Sciences. Equal educational opportunity is offered to all persons without regard to race, religion, sex, age, creed, color, national origin, or physical handicap. Full information regarding applications and admission to the College of Graduate Health Sciences will be found in the UTHSC catalog, Admission Requirements Booklets, and on the UTHSC Home Page (<http://uthsc.edu>).

CATEGORIES OF STUDENT ADMISSIONS

Admission requirements for degree and non-degree status are contained in the UTHSC catalog. Admission to the CGHS entitles students to register for graduate courses but does not mean that they are admitted as candidates for advanced degrees. Candidacy for an advanced degree will be determined after the student has satisfied criteria established by the graduate program in which the student seeks training and the College of Graduate Health Sciences

AUDITORS

Individuals who wish to attend certain classes regularly, without taking examinations, receiving grades, or obtaining credit, may do so by registering as auditors and paying appropriate fees. Approval is provided on a space-available basis and requires permission of the instructor and/or program director.

PROGRAM ENROLLMENT

Program enrollment must be accomplished no later than the first day of classes each semester. The academic calendar indicating these dates is on our web site. Each student should consult with his/her Research

Advisor and/or the program director to devise a course schedule for each semester. After the schedule has been agreed upon it will be sent to the office of Enrollment Services. The student will be contacted via the office of Enrollment Services with instructions of how to complete Banner Self-Service enrollment. Each student must ascertain that his/her status is correct and is correctly noted on the registration card; amounts for tuition and fees will be determined at the Cashier's Office using this information.

CONTINUOUS REGISTRATION

All graduate students, except those on active military duty, will enroll each semester via the process described above. Students who need to leave the University during an academic semester should obtain approval for a leave of absence or withdraw. Noncompliance will result in non-passing grades in all courses for which enrolled. In order to re-enter the University after withdrawal, students must formally reapply.

CHANGES IN REGISTRATION

At the discretion and permission of the student's Research Advisor, courses may be dropped, added, or changed from credit to audit (or vice versa) within fifteen (15) calendar days after the beginning of the semester. The course instructor's permission is not required. After this time, course changes require approval of the student's Research Advisor, the course director, and the program director. Such course changes will

be approved only under extreme circumstances and only through the end of August in the Fall Semester (September for courses beginning in August) and end of February in the Spring Semester. After that time, no changes will be approved.

GRADUATE STUDENT FINANCIAL AID

General information on financial aid may be found in the UTHSC Catalog and in the Student Handbook. Specifically, several sources of funds are available to graduate students. Most commonly, students are appointed as Graduate Teaching Assistants. Currently this carries a stipend plus waiver of tuition, and requires that the holder work a minimum of six (6) hours per week for two semesters per year, providing educational assistance in teaching and research programs. These awards are competitive, supported by university funds, and must be applied for in each program. In addition, a limited number of fellowships and scholarships are awarded to outstanding students. The Alma and Hal Reagan Fellowship in cancer research provides a stipend and tuition waiver. This highly competitive fellowship is granted on the basis of outstanding achievement and promise. Inquire at the college office.

OUTSIDE EMPLOYMENT

Under some circumstances, full-time graduate students are permitted to supplement the stipend by employment within or outside the University. It is a conflict of interest for a student to work for a member of the student's committee. It is the responsibility of the student's Faculty Committee and the program director to determine whether such outside employment interferes with the expectations of that program regarding the student's acceptable progress in course and research work and in the amount of time the student is expected to spend in research and service. If the program director determines that outside employment would interfere or would be a conflict of interest with the student's progress, the director may limit such employment.

COMBINED DEGREE PROGRAMS

(D.D.S./Ph.D.; M.D./Ph.D.; M.D./M.S.; D.N.P./Ph.D.; Pharm.D./Ph.D.)

These programs prepare exceptionally well qualified students for careers in the academic and research aspects of dentistry, medicine, nursing practice, pharmacy, and the biomedical sciences, utilizing an integrated format which allows the attainment of both the professional degree and the Ph.D. or M.S. Combined degree programs are available in the Colleges of Dentistry (D.D.S./Ph.D. degree), Medicine (M.D./Ph.D., M.D./M.S.), Nursing (D.N.P./Ph.D.), and Pharmacy (Pharm.D./Ph.D.). Students interested in any of these combined degree programs should consult the Dean's offices in the professional college and in the College of Graduate Health Sciences.

PROGRAM COURSES

The UTHSC Catalog contains descriptions for each program's courses, including course numbers and credit hours. A schedule that lists times and places where all courses will be taught during the year is available on the College's web site. Generally, each program presents a number of courses to fulfill degree requirements (see the Catalog for more details).

COURSE STRUCTURE

Each program has its own specific requirements regarding course work. Courses are generally team taught; that is, a topic contained within a course will be taught by a faculty member specializing in that subject. The size of graduate course classes is variable. Testing on material contained in graduate courses takes on a variety of forms, but generally requires the student to solve problems or provide reports. Additional work may be required in the form of oral presentations or written reports.

GRADING SYSTEM

The grading system is:

A = 4.00	C+ = 2.33
A = 3.67	C = 2.0
B+ = 3.33	C = 1.67
B = 3.00	D = 1
B = 2.67	F = 0

Graduate students are expected to maintain at least a "B" average. "D" grades are not counted toward the degree. Some courses are graded on a pass/fail basis. In courses 800 and 900 Research, the grade will either be "P" (making progress) or "N" (no progress) depending upon whether or not the Research Advisor believes satisfactory progress is being made. Courses may not be repeated to improve the grade. Generally, a student must maintain a grade point average of 3.0 or above in graduate studies. Refer to the UTHSC Catalog for detailed requirements for satisfactory progress.

APPEAL OF GRADES

A student may appeal his/her grade if he/she feels that the grade was assigned inappropriately and not in accord with the course statement of policy distributed at the beginning of the course. The appeal is directed to the course director and then to the program director. If resolution of the issue is not made at the program level, then the appeal is made in writing to the Dean's Office. The Dean or his/her designee may appoint an Ad Hoc Committee of faculty to review the appeal and make a recommendation to the Dean for his/her decision.

PROGRAM DIRECTOR

Each program has appointed a faculty member (Director) whose responsibility is to direct course enrollment for graduate students in that program, to see that students are meeting requirements for their particular degree program, and to make the student aware of courses available from other programs.

RESEARCH ADVISOR

Choosing a Research Advisor to serve as the primary mentor is the single most important decision a graduate student has to make. The Research Advisor is usually chosen after laboratory rotations are arranged by the director for each program.

STUDENT'S FACULTY COMMITTEE

Once a Research Advisor and an appropriate research project have been selected, four (4) additional graduate faculty members are chosen to participate on the Faculty Committee (two (2) if seeking a master's degree). The Faculty Committee for the doctoral degree is composed of at least five (5) members, including the Research Advisor. At least one (1) member must come from outside the program/track. One (1) outside member may be from another institution. For the master's degree, the committee must be made up of at least

three (3) members from the Graduate Faculty, one (1) of whom must be from a program/track other than the student's major program/track. In most instances, the chair of the committee is the student's Research Advisor. The members of the Faculty Committee are chosen by mutual agreement and should be chosen with the intent that they will be familiar with the type of research project being conducted. The purpose of the Faculty Committee is to assist the student. One (1) or more of the members of a student's Faculty Committee may request that additional courses be taken. The student keeps the Faculty Committee up to date on the progress of the research by written reports and/or oral presentations. These mechanisms allow the Faculty Committee to provide suggestions that might improve or help solve the research problem. In most programs, the Faculty Committee has the responsibility for administering the oral and written comprehensive examination. These are graded on a pass/fail system. Comprehensive examinations are given to all Ph.D. students. Once the student has successfully completed the examination, an application is filed by the student in the Dean's office, which officially admits the student to candidacy for the degree. Comprehensive examinations may be failed one (1) time. A second failure may mean dismissal from the college or a suggestion to pursue the master's degree only. Students pursuing the master's degree may not be required to take comprehensive examinations.

ADMISSION TO CANDIDACY FOR THE DOCTOR OF PHILOSOPHY DEGREE

Each student is responsible for filing an application for admission to candidacy (which must be signed by the chair of the program and members of the Faculty Committee) after the conditions indicated below have been met. Application forms may be obtained in the program or College office and from the web. The student will be notified when admission has been approved. Admission to candidacy for the Ph.D. degree must be granted at least two (2) semesters prior to the date on which the dissertation is to be submitted to the college. Admission to candidacy for the degree is dependent upon the student:

- A. passing the required preliminary examination;
- B. demonstrating research potential and accomplishment at least equivalent to that for completion of the master's thesis;
- C. certification by the student's Faculty Committee and the program director; and
- D. approval by the Dean.

ACADEMIC DUE PROCESS

If a student is denied admission to candidacy or timely continuation in a program, the student has a right to a hearing at the program level before the Graduate Studies Committee or any other appeals committee that the program director deems appropriate. The student must be informed in writing of the reason for termination from the program and of the right to appeal. A written request by the student to the program director for such a hearing must be filed within five (5) working days after receipt of the written notification of the original action. The hearing should be scheduled by the director promptly, but should allow sufficient time for the student and the program to prepare. At the appeals hearing, both the student and the program should present pertinent written and oral documentation, which may include statements by, and examination of, witnesses. Confidential records will be kept of all proceedings. The student may bring with him/her any person(s), excluding legal counsel, whom the student feels can contribute to his/her presentation. Committee consideration is

conducted without the presence of legal counsel. The result of this hearing will be communicated in writing to the student within five (5) working days of the hearing excluding holidays and administrative closings. If the student is not satisfied with the outcome of this hearing, the student has the right to appeal this recommendation before an ad hoc appeals committee appointed by the Dean of the College of Graduate Health Sciences. A written request for such an appeal must be filed with the Dean of CGHS within five days of the notification of the results of the program hearing. If the student does not file such an appeal within this time, the Dean of the CGHS will inform the student in writing of the dismissal from the program. The ad hoc appeals committee will be formed from the graduate faculty of the University and may include a student member. This committee has the right to examine witnesses initially appearing before the Graduate Studies Committee of the program in support of the student or in support of the action taken by the program. The appeals committee will make a recommendation to the Dean of the CGHS or his/her designee who will then make a decision and communicate this decision in writing to the student within ten (10) working days. During the period in which appeals are scheduled at the program or college level, the student will continue to receive a stipend. However, if the student is then dismissed by the Dean or his/her designee, stipend support will cease. Students not satisfied with the result of this second level hearing have the right for further appeal to the Chancellor.

THESIS AND DISSERTATION

The thesis (for the master's degree) or dissertation (for the doctoral degree) is written after completion of experiments or other graduate studies designed to answer the questions posed by the statement of the problem. The format and essential information needed to prepare the thesis or dissertation are contained in the UTHSC *Guide to the Preparation of Theses and Dissertations*. Shortly after the beginning of each semester, a workshop is offered for students expecting to graduate that semester. At this workshop, the dissertation manual, timetable, and other issues are discussed. Students are required to prepare an electronic thesis or dissertation. A final, approved electronic thesis/dissertation is due by noon on May 1 (for May graduation) or November 1 (for December graduation). Students in the community medicine track of the Epidemiology Program or in the Joint Program in Biomedical Engineering and Imaging may elect to graduate with a master of science through either a thesis or a project option. Curriculum requirements for the project option are described in the University Catalog under each program.

ORAL DEFENSE

The chair of the student's Faculty Committee, with the approval of the program director, will establish the date for the oral defense and notify the Dean. The oral defense is publicized on the College website and invitations extended to the University community. The student's Faculty Committee will judge the performance of the student after the oral defense.

ATTENDANCE AT GRADUATION

Students are required to attend because graduation is a way to celebrate educational success and recognize excellence. Those students unable to attend graduation must petition the Dean in writing to receive a degree in absentia.

GRADUATE STUDENT EXECUTIVE COMMITTEE

Katie Nemeth

President, GSEC, 2009-10

The Graduate Student Executive Committee (GSEC) represents the students of the College of Graduate Health Sciences. Each program of the College elects student representatives to sit on the GSEC for one year. Officers are elected, and the president of the GSEC is a member of the Student Government Association Executive Council (SGAEC) along with student presidents from other colleges. The president of GSEC nominates or appoints representatives to various University committees: Student Health Committee, Parking Authority, Parking Appeals, Entertainment Committee, Student/Faculty Disciplinary Appeals Board, Campus Recreation Committee, and Intramural Rules Committee. The GSEC representatives are responsible for disseminating information to the students of their respective programs and for presenting suggestions from the students to the GSEC. The SGAEC determines how a portion of the activities fee is apportioned for student programs and services, such as entertainment and cultural programs. Suggestions for expenditures are welcomed by your representatives.

HONOR COUNCIL

Please refer to the Honor Code of the Student Judicial System section of this handbook (page 63), for the special provisions of the UTHSC Honor Code that pertain to the College of Graduate Health Sciences.

ACADEMIC CALENDAR

The academic calendar can be found on the UTHSC

website: www.uthsc.edu/grad/.

College Of Medicine

Steve J. Schwab, M.D., Executive Dean

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MESSAGE FROM THE DEAN

Medical school provides the basis for a career that is among the most rewarding possible. The curriculum is demanding and requires your total effort. Our programs are exciting and innovative, combining the solid foundation needed for a good medical education, while instilling the habits and tools that are necessary to assimilate the rapid changes that will occur in the future. Our faculty are dedicated to providing the stimulus and environment to maximize your learning experience. The administration of the College is charged with providing support to you, as students, through our faculty and facilities that will ensure your development as practitioners who are as concerned about improving patient care as you are about providing care. The Dean's office is available to you. We hope that you will take full advantage of the opportunities offered by all aspects of the College of Medicine.

Steve J. Schwab, M.D.

Executive Dean, College of Medicine

HISTORY

The University of Tennessee College of Medicine traces its origin to 1851 as the Medical Department of the University of Nashville. In 1909, the Medical Department of the University of Tennessee and the Medical Department of the University of Nashville were consolidated as The University of Tennessee Department of Medicine. The Department continued in the Nashville location for two years. In 1911, The University of Tennessee Department of Medicine moved to Memphis and merged with the College of Physicians and Surgeons, founded in 1906, and with the Memphis Hospital Medical College, founded in 1876, and became The University of Tennessee College of Medicine. Later that same year, the name of the campus was changed to The University of Tennessee Medical Units, and the Colleges of Medicine, Pharmacy, and Dentistry were established. In the early 1970's, the College moved toward a statewide system of medical education with the development of clinical education centers external to the Memphis campus. Since the opening of the Clinical Education Center in Knoxville in 1973, additional centers have been established in Chattanooga, Jackson, and Nashville. These centers have enabled the College to provide quality health care, education, and research throughout the State of Tennessee. The University of Tennessee Board of Trustees adopted the designation of the campus as The University of Tennessee, Memphis - The Health Science Center in 1985. The name was changed to The University of Tennessee Health Science Center in 1999.

MISSION STATEMENT

The mission of the University of Tennessee College of Medicine is to improve the health of Tennesseans and our society as a whole by providing an exceptional and nurturing environment for the education of students and physicians, by contributing to advances in medical science, and by providing health services of the highest quality.

ORGANIZATIONAL STRUCTURE

The College of Medicine includes a primary campus located in Memphis, as well as clinical sites located in Knoxville and Chattanooga, an internal medicine program in Nashville, and a Family Practice Center in Jackson. In 2006-07 year, the College governance was reorganized to include an Executive Dean, a Dean Memphis Campus, Dean Knoxville Campus, and

Dean Chattanooga Campus. The College is organized into departments relating to the various clinical and biomedical science disciplines and centers relating to research emphasis. The campus dean appoints a chair for each department who is responsible for the total operation of the department including teaching, research, service, patient care, personnel administration, and financial affairs. A number of associate deans, also appointed by the Executive Dean, are responsible for specific administrative areas within the College statewide. They chair various standing faculty committees, which are established by the Dean to make recommendations regarding policies and programs. The standing committees for the College of Medicine and the various subcommittees are:

- A. Committee on Undergraduate Medical Education (CUME)*
- B. Biomedical Sciences Subcommittee (BSS)*
- C. Clinical Sciences Subcommittee (CSS)*
- D. College Appointment, Promotion and Tenure Committee (CAPT)
- E. Committee on Admissions*
- F. Committee on Continuing Medical Education
- G. Committee on Graduate Medical Education (CGME)*
- H. Progress and Promotions Committee for each class (P&P)
- I. Committee on Recognition and Awards

* indicates the committees on which there are voting student members, nominated by the Medical Student Executive Council (MSEC) and appointed by the Executive Dean.

OFFICE OF MEDICAL EDUCATION

(http://www.uthsc.edu/Medicine/Acad_Affairs/)

The Office of Medical Education (OME) is responsible for the academic standards affecting the M.D. degree program in the College of Medicine. The Office oversees the development and implementation of policies and procedures affecting the academic progress, promotion, and graduation of medical students. The OME, in collaboration with faculty through the Committee on Undergraduate Medical Education (CUME) and its two subcommittees, Biomedical Sciences Subcommittee (BSS) and the Clinical Science Subcommittee (CSS), coordinates the four-year medical student curriculum. The OME coordinates curricular activities across the three (3) campuses. It establishes and manages course and clerkship scheduling and assessment, and course and student evaluation. This Office enforces academic standards through appointment and coordination of Progress and Promotions Committees for each class.

OFFICE OF ADMISSIONS AND STUDENT AFFAIRS

(<http://www.uthsc.edu/Medicine/StudentAffairs/>)

The Office of Student Affairs is concerned with the overall growth, development, and graduation of medical students. Thus, the goal of this office is to serve students through a range of activities and programs, which include the following:

- A. Caduceus Ball
- B. Career Counseling
- C. Faculty Mentor Program
- D. Freshman Orientation
- E. Graduation Activities
- F. Humanism and Excellence in Teaching Award (Arthur P. Gold Foundation Grant)
- G. Liaison with Honor Council
- H. National Residency Match Program
- I. Parents Recognition Day

- J. Peer Counseling Program
- K. Scholarship Awards
- L. Student Clinician Ceremony
- M. Student organization support
- N. Student Publications
- O. Student/Faculty award selection
- P. White Coat Ceremony

The Office of Student Affairs is involved in seeking ways to enhance students' non-academic experiences with a goal of assuring that problems are addressed before they have an adverse effect on students. Students with various concerns, whether personal, financial, or social, should not hesitate to contact this office. The University Tennessee College of Medicine admits a class of 165 students in August each year. Applicants must be citizens or permanent residents of the United States at the time of application. Applications are accepted from:

- A. Tennessee residents;
- B. residents of the eight states contiguous to Tennessee; and
- C. children of UT System alumni regardless of their state of residence.

As a state supported institution, qualified Tennesseans are given priority in each entering class. A maximum of ten percent (10%) of the matriculants may be nonresidents; therefore, non-residents must possess superior qualifications to be seriously considered for admission. The College of Medicine utilizes the American Medical College Application Service (AMCAS).

OFFICE OF GRADUATE MEDICAL EDUCATION

(<http://www.uthsc.edu/GME/>)

The University of Tennessee College of Medicine's commitment to medical education is to provide "a broad array of programs targeted at the education and training of physicians at the undergraduate, graduate, and postgraduate levels." As the responsible institution for all ACGME accredited residency programs, the College of Medicine is responsible for the administrative oversight and academic quality of the residency programs that it sponsors. The policies of the University of Tennessee and College of Medicine govern the administration of the residency programs. Each resident is registered as a graduate student in the College of Medicine, and all residents are paid and provided benefits by the University of Tennessee. The UT GME Program is a statewide program with over 900 residents training in participating hospitals located in Chattanooga, Jackson, Knoxville, Memphis and Nashville.

OFFICE OF FACULTY AFFAIRS

(http://www.uthsc.edu/Medicine/Acad_Affairs/Fac_Adm/)

The Office of Faculty Affairs is responsible for issues relating to the COM faculty including recruitment, orientation, faculty development, the development and interpretation of policies and procedures for promotion and tenure, supporting the work of the COM Academic Appointments, Promotion and Tenure Committee (CAPT), grievance and appeal procedures, annual faculty performance evaluation, annual reappointment letters, and faculty retention.

ACADEMIC PROGRAM

(www.uthsc.edu/Medicine/Acad_Affairs/)

The following table outlines the four-year program:

- A. **Freshman (M-1)**

- a. Doctoring: Recognizing Signs and Symptoms (DRS-I)
- b. Gross Anatomy
- c. Molecular Basis of Disease (MBOD)
- d. Physiology
- e. Prevention, Community and Culture (PCC-I)
- B. **Sophomore (M-2)**
 - a. Doctoring: Recognizing Signs and Symptoms (DRS-II)
 - b. Microbiology
 - c. Neurosciences
 - d. Pathology
 - e. Pathophysiology
 - f. Pharmacology
 - g. Prevention, Community and Culture (PCC-II)
- C. **Step 1 - U.S. Medical Licensing Exam (USMLE)**
- D. **Junior (M-3) (Core Clerkships)**
 - a. PCC/DRS-III (2 weeks)
 - b. Family Medicine (8 weeks)
 - c. Medicine (8 weeks)
 - d. Obstetrics & Gynecology (8 weeks)
 - e. Pediatrics (8 weeks)
 - f. Psychiatry/Neurology (8 weeks)
 - g. Surgery (8 weeks)
- E. **Senior (M-4) (Clerkships Selectives & Electives)**
 - a. PCC/DRS-IV (1 week)
 - b. Ambulatory Medicine (4 weeks)
 - c. JI - Any (4 weeks)
 - d. JI - Medicine (4 weeks)
 - e. Patient Safety/Quality Improvement Clerkship (4 weeks)
 - f. Surgery Specialties (4 weeks)
 - g. Specialty Clerkship (4 weeks)
 - h. Electives (16 weeks)
 - i. Optional Blocks (12 weeks)
- F. **Step 2 CK - USMLE Clinical Knowledge Exam**
- G. **Step 2 CS - USMLE Clinical Skills Exam**

ACADEMIC CALENDAR

(www.uthsc.edu/Medicine/OLSEN/)

A master calendar, calendars which detail daily schedules in M1 and M2 courses, and a calendar of important clerkship dates can be found at this website.

CLASS ATTENDANCE

The instructional program in the biomedical sciences portion of the curriculum has been developed by the faculty to provide students with the knowledge and background necessary for the study of clinical medicine. Students are expected to attend the various experiences as an expression of their professional commitment and dedication. Some curricular experiences, because of their special nature (e.g. laboratories, small group conferences and related activities), may be designated by faculty as required experiences. Students will be informed of these requirements at the beginning of the course.

INCLEMENT WEATHER POLICY

The administration at UTHSC decides when the campus is closed due to inclement weather. Closure indicates that classes and scheduled meetings are cancelled until further notice. In general, it can be assumed that medical students are excused from clinical responsibilities during campus closure for inclement weather. However, because patient care may be affected as well as the learning experience for students, this policy does not automatically apply to all clinical situations for

students. It is suggested that students rely on guidance from their superiors (residents and faculty members).

GRADING SYSTEM

The marks used in all official reports of students' grades are listed below. Some courses are graded on a PASS/FAIL (P/F) basis. The performance level and quality value assigned to that performance are outlined in the following table:

<u>Grade</u>	<u>Performance Level</u>	<u>Quality Pts.</u>
A.....	Consistently outstanding	4
B.....	Exceeds expectations	3
C.....	Satisfactory	2
D.....	Marginal	1
P.....	Pass	0
F.....	Failure	0
WP.....	Withdrew Passing	0
WF.....	Withdrew Failing	0
W.....	Withdrew Before Evaluation	0
I.....	Incomplete	0
R.....	Retake of Written Clerkship Exam	0

The cumulative grade point average recorded on the transcript from the Registrar is used by the Progress and Promotions Committees (P&P), in part, to make recommendations about the promotion and continuation of students in the curriculum. When a student must repeat either courses or clerkships to correct academic deficiencies, the cumulative grade point average (GPA) is calculated by averaging the final grades attained in all courses or clerkships in which he/she has been enrolled for academic credit. This includes those courses or clerkships repeated at UTHSC and those courses approved by the P&P to be taken at other AAMC institutions. A student withdrawing from courses/clerkships will receive either a "W", "WP" or "WF" on his/her official transcript to indicate pass or failure in those instances in which a student withdraws before completing the work. When a student does not complete a required course/clerkship at UTHSC, he/she must repeat the course/clerkship at UTHSC in the next academic year.

The P&P has the option of recommending that a student who fails first- or second-year courses, or a student who has "D" grades with a cumulative GPA less than 2.0 at the end of the first or second academic years, may correct the academic deficiency or unacceptable cumulative GPA requirement by successfully completing either courses taken at other institutions, courses repeated at UTHSC, or both. Any student earning the grade of "D" in two or more courses in any of the first two academic years, irrespective of cumulative GPA, will have his/her academic record reviewed by the P&P. The Committee may make one of the following recommendations concerning this student: a) reevaluation in specified course(s); repeat part or all of the particular academic year; and c) no recommendation. The designation of "I" (incomplete) will be used when a student is unable to complete the course required at the regular time because of a reason acceptable to the course director. In such cases, arrangements will be made by the course director for the student to complete the course requirements, and the "I" will then be replaced by whatever grade the course director considers the student to have earned. It is the responsibility of the student to work with the course director in determining when and under what circumstances the "I" grade can be changed. The designation of "R" (Retake) will be recorded in those instances in which a student completes all requirements in a clerkship and passes

the clinical portion but fails the written exam. The retake of exams in clerkships taken in Blocks 5 through 10 must be completed by the first day of class in January. For those clerkships taken after Block 11 of the M3 year, the retake must be completed no later than the end of Block 8 prior to the year of graduation. The student will retake the written exam and the clerkship director will assign the appropriate grade. A second failing score on the exam, or failure to retake the exam on time, will result in the assignment of a failing grade for the clerkship. The P&P will review the overall academic record of any student who fails more than one (1) written examination in the third-year clerkships. Each student may have no more than one Retake ("R") grade simultaneously posted in the required third-year clerkships. An alteration of the student's schedule that provides a period of time when the student is taken out of the core clerkships and scheduled into one or more option blocks may be recommended. During these option blocks, the student would prepare to retake one or more written examinations that had been failed on the first attempt on a schedule specified by the P&P.

LEAVE OF ABSENCE/WITHDRAWAL

Any student who feels that he/she cannot continue in the regular curriculum is expected to contact the Office of Medical Education immediately. Office of Medical Education submits a "Change in Student Status Form" electronically in order that appropriate administrative offices are notified of the leave or withdrawal from student rolls.

SCHEDULING M-3 CLERKSHIPS

In order to begin clerkships, all students must satisfy the following requirements: immunization against measles and rubella, completion of the hepatitis vaccine series, completion of a TB skin test, certification in CPR, HIPAA Compliance Training, Criminal Background Check (completed prior to matriculation), Human Subjects Training (CITI), USMLE Step 1, and attendance at mandatory sessions on OHSA standards and blood borne pathogens.

CLERKSHIP, SELECTIVES AND ELECTIVES CATALOG (www.uthsc.edu/Medicine/OLSEN/)

This is a description of clinical programs. It also includes academic regulations and policies. The complete catalog can be found on the Office of Medical Education web site.

TAKING USMLE STEP 2 EXAMS DURING THE REQUIRED CLERKSHIPS

All students must take the United States Medical Licensing Examinations, Step 2CK and 2CS, and pass at the national standard in order to be certified for graduation. The Step 2CK and Step 2CS exams should be taken no later than December 31 of the M-4 year. Students must declare, in writing to the appropriate clerkship director, if they have registered to take the USMLE Step 2 exams during a required clerkship. Students are not permitted to schedule the USMLE Step 2 exams at times conflicting with the scheduled administration of any end-of-clerkship examinations.

The declaration must be done as soon as possible, but no later than two weeks prior to the orientation to the appropriate clerkship and be on file in the clerkship director's office. A student who is registered to take Step 2, and who has properly indicated such, will be provided with an excused absence from all clerkship activities to sit for the USMLE. The course director has the discretion to allow, on a case-by-case basis, an appropriate number of days with the excused absence prior to the examination date. If not notified properly, the clerkship

director reserves the right to refuse a student's request for excused absence from the scheduled activities.

TRAINING SITES FOR REQUIRED FOURTH-YEAR CLERKSHIPS

All required rotations must be taken at an institution within the University of Tennessee System. There may be extenuating circumstances exempting selected students from this policy. A student who wishes to be granted an exemption must present his/her case to the Office of Medical Education for review.

DROPPING/ADDING ROTATIONS

All rotations (i.e., the required clerkships, selective and electives) may be dropped/added if the process is **at least thirty (30) days prior** to the beginning of the Block. Routine changes are effected by accessing the web-based program for scheduling the rotations.

STUDENT WORKLOAD

The educational experiences in the clinical clerkships of the UTHSC College of Medicine are presented in various formats, which include: patient experiences in either a hospital or physician's office, procedural workshops, skills laboratories, reading assignments, tutorials and didactic lectures. These clerkships provide a breadth of clinical experiences whereby students, under supervision by residents and faculty as well as other health professionals in the teaching hospitals, assist in the care of patients in order to master clinical knowledge, skills and attitudes. In these clinical experiences, students observe the patient, the illness, the effects of procedures and treatment over an adequate span of time in order to learn the natural history of the diseases and the specific effects of interventions to include treatment and/or prevention. This often is best done by being present and working with the patient over a relatively long period of time as the expression of the illness unfolds. Accomplishing this requires that students be assigned continuous patient care and in house call for prolonged periods on some specific rotations. To address the time commitment required of medical students during clinical rotations, and taking into account the effects of fatigue and sleep deprivation on learning, clinical activities, student health and safety, and patient safety, the medical school has adopted the following policy.

- A. Duty hours must be limited to 80 hours per week averaged over a four-week period, inclusive of all in-house call and patient care activities.
- B. Continuous on-site duty, including in-house call, must not exceed 30 consecutive hours.
- C. Students may remain on duty additional hours to participate in transferring care of patients, conducting outpatient clinics, maintaining continuity of medical and surgical care, and attending required didactic activities.
- D. Students must be provided with one day in seven (7) free from all educational and clinical responsibilities, averaged over a rotation, inclusive of call. One day is defined as one continuous 24-hour period free from all clinical, didactic, and administrative activities.
- E. Students should be provided with a 10-hour period after in-house call during which they are free from all patient care activities
- F. Students are responsible for entering their work hours into the web-based work hours log, which is accessed through the Student Information System web page. . (Approved by the CUME, August 13, 2007).

The director for each clerkship will be responsible for scheduling student work hours, monitoring the intensity of each rotation, assuring that undue stress and fatigue among students is avoided, and arranging adequate resident and faculty supervision. This supervision by the attending faculty member ensures that students are assigned only patient care responsibilities for which they are qualified and that students are required only to perform functions appropriate to their educational program. The clerkship director also will be responsible for ensuring that the students' acquisition of knowledge, skills and attitude necessary to progress are documented. The Office of Medical Education will be responsible for reviewing each clerkship's compliance with this policy on a periodic basis. Students may appeal the workload in a particular clerkship if they feel that it is inappropriate. The appeal is directed initially to the clerkship director and then to the department chair. If resolution of the issue is not made at the department level then the concerns of the students should be presented in writing to the Office of Medical Education.

TIME FOR COMPLETION OF THE MEDICAL DEGREE

The College of Medicine curriculum is designed and coordinated for students to complete the requirements for the M.D. degree in four years. In the event that students feel they cannot continue in the regular curriculum they may choose to take a leave of absence (LOA) through the Office of Medical Education. Similarly, as a passing score on USMLE Step 1 is required to enter the clinical portion of the curriculum and a passing score on Step 2 is required for graduation, students may need to delay entry into the clerkships or residency while completing the USMLE requirements. Students will have six consecutive years to complete the COM curriculum, including time spent on LOA or out of the regular curriculum to complete the USMLE requirements. Failure to meet graduation requirements by the end of the sixth year following initial COM matriculation will result in dismissal. The limit of six total years applies to all medical students, but excludes time spent in other curricula for students in dual degree programs or other approved educational programs. If for any reason students choose to delay normal progression through the curriculum, they must meet with the Associate Dean of Medical Education and acknowledge in writing that they understand the delay may jeopardize their ability to complete the course of study in the required number of years. Any appeal to extend the number of years beyond six years must be approved by the Progress and Promotions Committee and by the Associate Dean of Medical Education or designee.

MEDICAL STUDENT MEDICAL LIABILITY INSURANCE COVERAGE

Medical students enrolled in the COM UTHSC have liability insurance for clinical activities performed while under the direction of UT faculty (regular and clinical faculty) and/or residents. Medical students are also covered if enrolled in preapproved visiting electives at outside institutions. Medical students are not covered for clinical activities performed outside UTHSC or under non-University faculty or residents.

GENERAL GUIDELINES FOR PROFESSIONAL BEHAVIOR

General Guidelines for Professional Behavior and Conduct in Clerkships, Selectives and Electives

The clinical rotations in the third and fourth years of medical school place demands and requirements on the students that go significantly above and beyond academic achievement as measured by performance on tests and by the ability to field questions learned through didactic instruction and reading. The student also is accountable for his or her behavior in each of the following areas:

A. Professional and Ethical Conduct

The welfare of patients and their families is of foremost concern. Students must show respect and courtesy for patients and their families, even under difficult situations such as being challenged or provoked. Students must safeguard their patients' confidentiality. There are to be no casual communications regarding patients in public places, such as hallways, elevators, cafeterias, gyms, etc. Students must obey professional boundaries with their patients.

B. Punctuality, Responsibility and Reliability

Students are expected to be available and present for all scheduled clerkship activities. Any absences must be approved by the clerkship director in advance. Make-up assignments will be determined by the clerkship director; absences due to illness may require a physician's statement. Chronic tardiness is unacceptable. Students are expected to conform to the prevailing schedule at the sites to which they are assigned.

C. Getting Along with Other Members of the Medical Team

Good relationships with nurses, aides, ward clerks, and anyone else involved in the care of the patient are absolutely essential. Students are expected to be courteous to all medical staff at the sites to which they are assigned for their clinical instruction.

D. Getting Along with Staff

Students must be polite and respectful to people other than the patients, faculty and residents, and hospital employees. Much of the daily work in maintaining a clerkship falls on the shoulders of administrative assistants, secretaries, receptionists, and other staff. Students are expected to be considerate of and courteous to all of these employees.

E. Getting Along with Peers

Students are expected to have pleasant working relationships with their fellow students. This includes an equitable sharing of the workload, and helping and supporting each other. If clerkship directors receive consistent complaints about a student in any of these areas, the student's grade may be affected. Serious documented problems with unprofessional or unethical behavior, in the judgment of the clerkship director, may result in a failing grade even if the student has passed the written or oral examinations and has an otherwise satisfactory clinical rating. Also, consistent or serious complaints about unprofessional or unethical behavior may be reflected in the Medical Student Performance Evaluation (MSPE). There may be times when any student has a personal or a personality conflict that impairs his or her ability to function properly on the clerkship. It is the student's responsibility to promptly notify the clerkship director at the first occurrence, not after the fact.

students as well as faculty and administration. The document addresses those responsibilities to patients, colleagues, family, and community as well as to the individuals themselves. Following discussion with incoming students, it is assumed that all will subscribe to this code as part of their commitment to the profession of medicine. The University of Tennessee medical community believes that professionals gain their credibility by their commitment to society. As a professional group, we recognize our obligation to our patients, colleagues, community, families, and ourselves. Realizing that it is a privilege and an honor to be a medical professional, we the students, residents, fellows, and faculty of the UTHSC College of Medicine embrace the following ideals:

- A. Patient welfare is our primary concern, for only by commitment do we justify the trust placed in us by patients and the community at large. Although we hold the acquisition of knowledge and the development of technical skills essential to patient care, we shall strive to balance the science with the art of medicine by maintaining respect and compassion for the dignity of all patients. Each patient shall receive our best efforts regardless of personal feelings or biases. Desires for social or economic gain shall not affect the honesty and integrity with which we deal with patients. Nor shall the pressures placed upon the members of our profession compromise the quality of care we provide.
- B. Relationships with our colleagues are an exceedingly important part of professional conduct. Our interactions with colleagues provide us a sense of support, trust, and sharing. As members of a professional community, we shall be aware that our personal conduct reflects upon others of that community. We shall be willing to share our knowledge and expertise with colleagues and remain open to their advice and criticism. We shall fulfill our own responsibility and, in the spirit of professional cooperation, accommodate a colleague if our assistance is requested. We shall be sensitive to the physical and emotional weaknesses of a colleague and shall lend support in time of need. Further, our responsibility to patient care implies identification of colleagues whose ability to provide care is impaired.
- C. This must be followed by our full support toward the rehabilitation of those colleagues, and their reintegration into the professional community.
- D. Integrating personal growth into our professional development is essential to our commitment to medicine. To this end, we shall be attentive to our needs for physical, spiritual, and emotional well being. We shall allow time for personal and family relations which enrich our lives and promote self-knowledge.
- E. Attention to personal maturation, family commitments and professional growth represent a continuing challenge throughout our career.
- F. As medical professionals, we realize that we share with all citizens certain civic duties. We shall strive to be responsible citizens. Our professional status shall not be used as a means to power and control. Rather, we seek to offer informed and compassionate leadership.

CODE OF PROFESSIONAL CONDUCT

In 1986, the College of Medicine established its Code of Professional Conduct following significant assistance from

STUDENT MISTREATMENT

The policy on student mistreatment has three main components: a statement of College of Medicine standards of behavior with regard to mistreatment, a description of methods used in the ongoing education of the college community

concerning the standards of behavior and the process by which they are upheld, and a description of the College of Medicine process for responding to allegations of mistreatment. The statement of College of Medicine standards of behavior with regard to mistreatment is as follows: The University of Tennessee College of Medicine has a responsibility to foster in medical students, postgraduate trainees, faculty, and other staff the development of professional and collegial attitudes needed to provide caring and compassionate health care. To nurture these attitudes and promote an effective learning environment, an atmosphere of mutual respect and collegiality among teachers and students is essential. While such an environment is extremely important to the educational mission of the College of Medicine, the diversity of members of the academic community, combined with the intensity of interactions that occur in the health care setting may lead to incidents of inappropriate behavior or mistreatment. The victims and perpetrators of such behavior might include students, preclinical and clinical faculty, fellows, residents, nurses, and other staff. Examples of mistreatment include: sexual harassment; discrimination based on race, gender, religion, ethnic background, sexual orientation, handicapped condition, or age; and purposeful humiliation, verbal abuse, threats, or other psychological punishment. Such actions are contrary to the spirit of learning, violate the trust between teacher and learner, and will not be tolerated by the College of Medicine. To promote an environment respectful of all individuals, the College of Medicine will provide ongoing education to students, residents, fellows, faculty, and other staff emphasizing the importance of professional and collegial attitudes and behavior. Also, the college will make available a readily accessible neutral party (called a mediator) whom students may approach if they believe they have been mistreated. A process has been established to seek reconciliation between the parties in cases of alleged mistreatment. This process seeks to protect the accuser from retaliation and to protect the rights of all parties involved in a complaint. Through these efforts, the college will maintain an atmosphere essential to its educational mission in the training of physicians. To mistreat is to treat in a harmful, injurious, or offensive way.

For example:

- A. to speak insultingly or unjustifiably harshly to or about a person
- B. to belittle or humiliate
- C. to threaten with physical harm
- D. to physically attack (e.g., hit, slap, kick)
- E. to require to perform personal services (e.g., shopping, baby-sitting)
- F. to threaten with a lower grade for reasons other than course/clinical performance.

Accusations of racial or gender discrimination or harassment are referred to the UTHSC Affirmative Affairs Director. Disputes over grades are handled in accordance with College of Medicine academic policies. Additional information regarding the Mistreatment Policy and procedures can be found on the Student Affairs website:

<http://www.uthsc.edu/Medicine/StudentAffairs>

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MENTOR/COUNSELING SYSTEMS

FACULTY MENTOR SYSTEM

The Faculty Mentor System is comprised of College of Medicine faculty members who serve as ombudsmen for students. Scientists and/or clinicians are assigned by the Office of Student Affairs to a small group of entering students. A sophomore student is assigned to each group to facilitate meetings between mentors and students. Mentors meet with students individually and in groups, beginning with orientation and continuing throughout their medical education. Students are befriended and assisted by their mentors in taking full advantage of the institution's educational as well as extracurricular opportunities. The essential ingredient for the success of the Mentor

System is the degree of responsibility assumed by mentors and students. Faculty Mentors are responsible for being accessible, caring, and equipped with accurate information. Students are responsible for availing themselves of the opportunity to meet with their mentors on a regular basis. For further information, contact the Office of Student Affairs.

PEER COUNSELING PROGRAM

Peer Counselors are trained sophomore student volunteers who offer a support system to freshman students.

The program teaches prospective physicians that it is acceptable to ask for and offer support. In addition, the program fosters positive development and a shared, cooperative approach to education. A national model, this unique program has been well received and utilized by the UT medical students.

AUDIENCE OF ONE PEER COUNSELING

In an ongoing effort to provide support for students, the College of Medicine Peer Counseling Program has extended its services with the introduction of "Audience of One." Audience of One is composed of M2 peer counselors with an interest in exploring special needs of M1 students that may be better addressed through private discussions rather than a group format. For information, contact the Office of Student Affairs.

AID TO THE IMPAIRED MEDICAL STUDENT (AIMS)

The pressure and stress of a medical education can tax the coping skills of a student at times. Often this is a healthy means of developing the maturity and responsibility necessary for the profession; however, if a student cannot successfully adjust or employs inappropriate adaptive measures, such as the use of alcohol or other substances, he or she may become psychologically and professionally impaired, seriously jeopardizing his/her well-being and possibly that of others. In an effort to prevent impairment by early intervention, the Aid to Impaired Medical Students (AIMS) program was established in 1982 and was the first program of its kind among medical schools in the U.S.

The AIMS program is administered by a council composed of eight students (two elected by each class) and eight physicians/staff. The functional aspects of the AIMS program include detecting and reporting the existence of an impaired student to a member of the council, confronting the affected student in an appropriate and effective manner, evaluation of the extent of the student's impairment, and most importantly, treatment and monitoring of the student's progress. The success of the AIMS program depends on three critical principles:

- A. AIMS must be perceived by the students and the faculty as a positive, student oriented program

designed to assist the impaired student, while ensuring the development of highly professional young physicians;

- B. Confidentiality must be maintained at all costs in order to protect the impaired student;
- C. AIMS must function autonomously and separately from the UTHSC administration.

The Dean's office is notified of a student's impairment only upon refusal to participate in or failure to successfully complete the program. It must be emphasized that the goal of the AIMS program is to provide a positive system through which student quality and professionalism are enhanced.

GENERAL INFORMATION

BOOK, COMPUTER AND EQUIPMENT EXPENSES

Outside of certain college expenses where cost is "fixed," the most expensive single item that students face is the purchase of books - required or recommended. Here are guidelines that you may wish to follow as you purchase textbooks:

- A. Wait to buy any textbook until the instructor has been consulted or has held a class. The bookstore usually has enough of the required textbooks.
- B. Consider buying used textbooks from bulletin board notices or the MSEC book sale at the beginning of each semester.
- C. Consult upperclassmen for advice on textbooks and about the possibility of borrowing/buying their books.

Students are required to purchase certain clinical equipment as outlined in the website for use in M1-M4 courses.

All students in the College of Medicine are **required to have a computer and access to the Internet.**

http://www.uthsc.edu/Medicine/Acad_Affairs/UME/index.php?doc=computer_requirement.htm. The College of Medicine provides students with access to campus-based computer labs, but due to the limited number of workstations available and increasing utilization, it is necessary for students to have their own computers. Students also are expected to possess at least minimal computer literacy. Students are required to purchase an Instant Response System keypad (available in the Bookstore). Students are encouraged to purchase a Personal Digital Assistant (PDA) prior to beginning the clinical portion of the curriculum.

CAMPUS NEWSLETTER

The Record, published by the Office of Communications and Marketing, is a bi-monthly newsletter for faculty, staff, and students. It is distributed both electronically and in hard copy format throughout campus and selectively to alumni, friends of the University, and others.

COLLEGE E-MAIL POLICY

The College continuously seeks ways to improve the lines of communication between the various College of Medicine offices/departments and medical students. Upon acceptance to the College of Medicine, each student is assigned an email account which enables the College to send official electronic correspondence. **Each student is responsible for checking and maintaining his/her email account since it is where he/she will receive official College communications.** The format of an official University email address is: NETID@uthsc.edu. Students can forward email from their official University email account to any external email account. Please note, however, that if a student elects to forward e-mail and that process fails, the student will still be responsible for

reading and responding to any official information sent to their official University email account.

DRESS AND IDENTIFICATION

All students are expected to dress as professional school students. Recognizing the need to identify members of the professional medical team and to distinguish them from other hospital personnel or patients, they must wear clinic coats of a type described below while in patient contact situations:

- A. Attending staff wear coats of their choice.
- B. Interns and resident staff are expected to wear coat length, long sleeve clinic coats, generally white; however, color variations may be uniformly adopted by any department.
- C. Medical students wear white long sleeve jacket-length coats and display their name tags at all times.

Medical student name badges are to be worn at all times. Badges will be provided during orientation. Replacements are available in the GEB, for a fee. Students interested in access to various buildings after business hours are required to present identification badges for access and to display them while on the premises.

HOUSING ON CAMPUS – MEMPHIS

The Goodman Family Residence Hall will close at the end of the Spring 2011 semester. No further applications for either short-term or long-term housing are being accepted.

FRATERNITY HOUSING

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 in additional information to write to:

House Manager
Phi Chi Fraternity
687 Jefferson Avenue
Memphis, Tennessee 38105

OFF CAMPUS – MEMPHIS

A variety of housing options are available off campus. UTHSC has contracted with Off Campus Partners to assist students seeking housing off campus. For listings and additional information please see <http://www.uthscffcampus.com/>

OFF CAMPUS - CHATTANOOGA, KNOXVILLE, AND NASHVILLE

Many junior and senior students choose to take rotations in Chattanooga, Knoxville or Nashville. For questions or assistance on housing, contact the Office of Medical Education. The following persons can provide assistance relative to these campuses:

- A. Ms. Liz McGhee, Medical Education Office
UT College of Medicine-Chattanooga
960 East Third St., Suite 104
Chattanooga, Tennessee 37403
Phone: (423) 778-7442
- B. Ms. Missy Maples, Office of Student Affairs
Graduate School of Medicine at UTMCK
1924 Alcoa Highway, Third Floor

GSM Building, Room 327
Knoxville, Tennessee 37920
Phone: (865) 544-9618

- C. Ms. Jeanne Stoker, Baptist Dept. of Internal Medicine
University of Tennessee, Nashville
2000 Church St. Nashville, TN 37236
Phone: (615) 284-3353.

LOANS

Emergency loans are available to medical students for up to \$500 through the Office of Student Affairs. Loans are based on need and availability of funds. Interest is six percent (6%) per annum and repayment is within thirty days. Loans are based on need and availability of funds. Students experiencing financial difficulty are also encouraged to contact the Office of Financial Aid Services, 910 Madison Avenue #1034, (901) 448-5568.

STUDENT RECORDS

Student records are maintained in the Office of the Registrar (academic and personal); University Health Service (student health); Student Mental Health Service (counseling); UTHSC Student Affairs Office (disciplinary action and misconduct); and with course directors and/or departmental offices. Students do not have the right of access to financial records of parents, or personal memory notes being maintained by any university official or faculty members. Students do have the right of access to their academic records in the College's Student Affairs Office. Students have access to individual transcripts online via the Student Information System (SIS).

TUTORING SERVICES

Tutoring services are available for students. Tutors are assigned based on availability and an assessment of students' need. For further information, contact Student Academic Support Services (SASS), (901) 448-5056.

STUDENT EVALUATION

Biomedical Sciences

Examinations are given at periodic intervals during this portion of the curriculum. The content and time of each examination is established by the course directors responsible for instruction during the period each examination covers. The questions are generally multiple choice and computer graded. It is the responsibility of each course director to establish the criteria for the awarding of course grades, the role of examinations in the determination of those grades, and the communication of this information as of the first day of each course. Any concerns relative to individual examination questions, criteria for course evaluation or final grades should be directed to the appropriate course director. Laboratory performance, participation in small group activities, special projects, etc., may also influence the final grade in each course. Students are expected to take examinations as scheduled. Students unable to take an examination as scheduled because of an emergency situation (hospitalization or death in the family) must notify the Office of Medical Education and the course director **prior** to the examination. All students must take the United States Medical Licensing Examination (USMLE) Step 1, and pass at the national standard in order to be officially promoted to the Clinical Sciences portion of the curriculum. This examination is usually taken by all students in April following their second year, unless specifically deferred by the Office of Medical Education.

Clinical Sciences

Student evaluation in the clerkship portion of the curriculum includes written examinations as well as other forms of evaluation. Clerkship examinations are normally multiple choice format and obtained from the National Board of Medical Examiners (NBME). Oral examinations are utilized in some clerkships and are administered by faculty or faculty and house staff. In addition, clinical performance is evaluated by attending faculty and house staff. These evaluation areas include:

- A. History, physical and progress notes, presentation skills
- B. Medical knowledge, application, problem solving
- C. Professionalism, self-improvement, adaptability, interpersonal relationship

The methods of evaluation are established by each clerkship director and communicated to students during clerkship orientations. Student evaluation reports are filed in the Office of Student Affairs and are available for review by the student. Student evaluations are also maintained by departmental offices. A student unable to take a clerkship examination due to illness or other emergency situation must notify the director of that clerkship at the earliest possible time. Concerns affecting individual examination questions or other forms of evaluation, as well as final grades, should be directed to the appropriate clerkship director. This must be done within one block of notification of the award of the final course grade. Evaluation of students in selectives and electives does not normally include a written examination. The evaluation method is established by the course director and available to the student on the first day of the rotation.

APPEAL OF GRADES

A student may appeal his/her final grade if he/she feels that the grade was assigned inappropriately and not in accordance with the course or clerkship statement of policy distributed at the beginning of the program. The appeal is directed initially to the course/clerkship director, and then to the department chair. If resolution of the issue is not made at the department level, then the appeal is made in writing to the Office of Medical Education. Any student wishing to appeal to the Dean concerning the recommendation must make a written request within five (5) working days of receipt of written notification of the recommendation from the Office of Medical Education.

PROGRESS & PROMOTIONS

The following are the minimum standards for student promotion to the next year of the curriculum and for graduation as set by the College. No student may be promoted to the next year of the curriculum or certified for graduation without having met all of these standards, unless a recommendation for an exception is justified in writing by the appropriate Progress and Promotions Committee (P&P) and accepted by the Executive Dean. An exception to any minimum standard is made only under extremely extenuating circumstances. The statements following the minimum standards are potential recommendations for the disposition of marginal or failing performance regarding that minimum standard. Any student not having met the minimum standards may be allowed to repeat the curriculum in lieu of regular progress only under extremely extenuating circumstances. The P&P should recommend that a student repeat the curriculum in lieu of regular progress only in those situations in which the following three (3) criteria are met:

- A. Committee identification of a specific circumstance(s) judged as having had a probable adverse effect on the student's academic performance.
- B. Committee judgment that the identified specific circumstance(s) shows probability of resolution in a reasonable period of time.
- C. Committee expectation that resolution of the identified specific circumstance(s) will result in subsequent satisfactory student performance in the curriculum.

The cumulative grade point average recorded on the transcript from the Registrar is used by the P&P, in part, to make recommendations about the promotion and continuation of students in the curriculum. For students who must retake either courses or clerkships to remove academic deficiencies, the cumulative grade point average is calculated by averaging the final grades attained in all programs in which they have been enrolled for academic credit, including those repeated at UTHSC and those taken in approved summer programs.

FIRST YEAR:

- A. **Each student must obtain a passing grade in each course.**

The Progress and Promotions Committee (P&P), after consideration of all available information including academic performance to date, may make one of the following recommendations concerning student failure of a course(s) within the first year:

- a. Re-evaluation in the failed course(s).
- b. Repeat all or part of the first year.
- c. Academic dismissal from the College.

- B. **Each student must achieve a grade point average (GPA) of 2.0 (on a 4.0 scale).**

The P&P, after consideration of all available information including academic performance to date, may make one of the following recommendations concerning student failure to achieve an overall GPA of 2.0 by the end of the first year:

- a. Re-evaluation in specified course(s).
- b. Repeat all or part of the first year.
- c. Academic dismissal from the College.

- C. **Any student earning a grade of "D" in two or more courses in the first year will have his/her academic record reviewed as previously described under grading system.**

SECOND YEAR:

- A. **Each student must obtain a passing grade in each course.**

The P&P, after consideration of all available information including performance to date, may make one of the following recommendations concerning student failure of a course(s) within the second year:

- a. Re-evaluation in the failed course(s).
- b. Repeat part or all of the first and/or second year.
- c. Academic dismissal from the College.

- B. **Each student must achieve an overall GPA of 2.0.**

The P&P, after consideration of all available information including academic performance to date, may make one of the following recommendations concerning student failure to achieve an overall GPA of 2.0 by the end of the second year:

- a. Re-evaluation in specified courses.
- b. Repeat part or all of the second year.
- c. Academic dismissal from the College.

- C. **Each student must obtain a passing score at the national standard on the United States Medical Licensing Examination (USMLE) Step 1.**

- a. All students must take the USMLE Step 1 examination and pass at the national standard in order to be officially promoted to the Clinical Sciences portion of the curriculum. This examination must be taken by all students in April following their second year unless deferred by the Office of Medical Education. Students who are approved for deferment will not begin clerkships until a passing score is submitted.
- b. The P&P will review the total academic performance to date of any student failing to achieve a passing score on the USMLE Step 1 examination.
- c. Any student failing to submit a passing score on the first attempt will be withdrawn from the Clinical Sciences portion of the curriculum and will not be scheduled for clerkships until a passing score is submitted.
- d. For students who fail the exam a second time, the P&P will review the student's academic record and recommend a program for the student to follow while preparing to take the examination for a third time.
- e. Any student failing to submit a passing score after three attempts will be academically dismissed from the College.
- f. Any recommendation for an exception to the College of Medicine policy concerning the USMLE Step 1 examination will be justified in writing to the Executive Dean by the Progress and Promotions Committee.

THIRD YEAR:

- Each student must obtain a grade of "C" or better in each core clerkship.**

The Progress and Promotions Committee (P&P), after consideration of all available information including academic performance to date, may make one of the following recommendations concerning a grade of "F" in a clerkship within the junior year:

- A. Re-evaluation in the clerkship in which an "F" was made.
- B. Repeat the clerkship in which an "F" was made and obtain a grade of "C" or better.
- C. Repeat all of the core clerkships.
- D. Academic dismissal from the College.

FOURTH YEAR:

- A. **Each student must obtain a grade of "C" or better, or a "P," in each clerkship, selective or elective program.**

The Progress and Promotions Committee (P&P), after consideration of all available information including academic performance to date, may make one of the following recommendations concerning a grade of "F" in a clerkship, selective or elective:

- a. Re-evaluation in the program in which an "F" was made.
- b. Repeat the program in which an "F" was made and obtain a grade of "C" or better.
- c. Academic dismissal from the College.

- B. **Each student must obtain a passing score at the national standard on the United States Medical**

Licensing Examinations Step 2CK (Clinical Knowledge) and Step 2CS (Clinical Skills).

- a. All students must take the USMLE Step 2CK and Step 2 CS examinations and pass at the national standard in order to be certified for graduation. Students should take the Step 2 CK and the Step 2 CS examinations no later than December 31st of the senior year.
- b. Any student failing to submit a passing score on the first attempt will be allowed to retake the exam.
- c. Any student failing to submit a passing score on the second attempt may be allowed to retake it again after consultation with the P&P Committee.
- d. Any student failing to submit a passing score after three attempts will be academically dismissed from the College.
- e. Any student sponsored for a second or third attempt may be required to remain enrolled for 2 semester hours until the examination has been retaken, regardless of whether or not all other academic requirements have been met.
- f. Any recommendation for an exception to the College of Medicine policy concerning the USMLE Step 2CK and Step 2CS examinations will be justified in writing to the Executive Dean by the P&P.

PROGRESS AND PROMOTIONS COMMITTEE (P&P)

The Progress and Promotions Committee is charged by the Executive Dean of the College of Medicine with monitoring and making recommendations concerning the results of student performance in each academic year and certification of students for graduation. A committee is appointed for each academic class and will remain with that class through graduation. Each Committee is composed of faculty members, including a voting chair. The Executive Dean of the College of Medicine appoints all members, including the chair. The Office of Medical Education and the Office of Student Affairs appoint ex-officio non-voting members to the Committee. The Office of Medical Education and/or the Office of Student Affairs provides each Committee with all pertinent information available from the Registrar's Office and College of Medicine student records for those students under consideration. The deliberations of a Committee are confidential. A recommendation by the P&P to the Executive Dean requires a majority vote of the members present. The meetings are called by the Office of Medical Education or the Committee Chair as necessary. The Committee maintains written records of the recommendations made to the Executive Dean. Summaries of Committee proceedings are on file in the Office of Medical Education.

ROLE OF COURSE DIRECTORS CONCERNING PROGRESS AND PROMOTIONS

Each Course Director is responsible for the evaluation of students and the assignment of student grades in the course(s) for which he/she is responsible, and for presenting to the appropriate Committee all pertinent data collected on any student during a course in which a student earned a "D" (marginal), "F" (failing), or "I" (incomplete) grade. In addition, each Course Director reports to the Committee the method, if any exists, by which any grade can be modified or changed.

RECONSIDERATION OF PROGRESS AND PROMOTIONS COMMITTEE RECOMMENDATIONS

In the case of an adverse recommendation, the student has the right to reconsideration by the Progress and Promotions Committee (P&P) that made the original recommendation. The student must make a request to the Office of Medical Education within five (5) working days of receipt of written notification of the P&P recommendation. The student will meet with the P&P and have the opportunity to bring with him/her any person(s), excluding legal counsel, whom the student feels can contribute to his/her presentation to the P&P. Committee reconsideration is conducted without the presence of legal counsel. Should the original adverse recommendations be sustained by the P&P, the student may then appeal to the Office of Medical Education and subsequently to the Executive Dean of the College of Medicine.

ROLE OF THE STUDENT IN RECONSIDERATION OF COMMITTEE RECOMMENDATIONS

It is the responsibility of the student requesting reconsideration by a Progress and Promotions Committee (P&P) to obtain and submit any information or documentation to support an alternative recommendation prior to P&P reconsideration. This includes any academic, psychiatric, personal, financial or physical information the student wishes to release to the P&P and the Associate and Assistant Deans. The Office of Medical Education and the Office of Student Affairs are responsible for assisting the student in obtaining this information.

ROLE OF THE OFFICE OF MEDICAL EDUCATION CONCERNING STUDENT PROGRESS AND PROMOTIONS

The Office of Medical Education reviews all recommendations made by the Progress and Promotions Committee (P&P) and, after all Committee considerations have taken place, submits these to the Executive Dean for consideration and decision. At that time, the Office of Medical Education either concurs in the recommendation(s) of the P&P or makes alternative recommendation(s) to the Executive Dean. The recommendation(s) of the P&P, as well as the position of the Office of Medical Education, are communicated to the student in writing by the Office of Academic and Faculty Affairs. The position of the Office of Medical Education and the decision of the Executive Dean will be reported to the P&P by the Office of Medical Education.

ROLE OF THE EXECUTIVE DEAN CONCERNING STUDENT PROGRESS AND PROMOTIONS

The Executive Dean may receive recommendations from the Progress and Promotions Committee, the Office of Medical Education and other sources concerning the result(s) of individual student performance in the curriculum. Within the College, only the Executive Dean makes decisions concerning the result(s) of individual student academic performance. Any student wishing to appeal to the Executive Dean concerning recommendation(s) made in his/her case must make a written request to the Executive Dean within five (5) working days of receipt of written notification of the recommendation(s) concerning his/her case from the Office of Medical Education. The Executive Dean will review all documentation supplied by the P&P, the Office of Medical Education, and the student. The Executive Dean may meet with the student at his/her discretion.

LICENSURE EXAMINATIONS

USMLE Step 1 and 2 examinations are administered by the National Board of Medical Examiners (NBME) for all eligible examinees. Further information can be obtained from the NBME at <http://www.usmle.org>. The Step 3 examination is administered by licensing authorities for the State of Tennessee. Further information can be obtained from the Tennessee State Board of Medical Examiners, Public Health State Office Building, 283 Park Boulevard, Nashville, Tennessee 37219.

GRADUATE TRAINING

The National Resident Matching Program (NRMP)

A. How It Works

- a. The NRMP Match is a mechanism by which appointments to residency programs are made at a uniform time. It provides an impartial venue for matching applicants' preferences for residency positions with program directors' preferences for applicants. Each year approximately 16,000 U.S. allopathic medical school seniors compete for residency positions through the Match.
- b. In the Match, all steps of the admissions process are carried out (by computer) at uniform times. ERAS is the Electronic Residency Application Service developed by the Association of American Medical Colleges to transmit via the Internet residency applications, personal statements, recommendation letters, deans' letters, transcripts, and other supporting credentials from medical schools to residency program directors. Program directors decide on the order in which they will offer positions to candidates, and transmit their Rank Order List to the NRMP via the internet. Applicants decide on the order in which they will accept offers from programs, and transmit their Rank Order Lists to the NRMP via the internet also.
- c. The Match obviates what can be possibly premature decisions and less than comfortable direct interchanges between program directors and applicants in the offering and acceptance or rejection of positions.
- d. In the Match, applicants and program directors obtain their highest possible choices as determined by their Rank Order Lists. A position is "offered" to an applicant whenever his/her name appears within the quota of positions offered by a program. An applicant "accepts" (is matched to) a position in the program highest on his Rank Order List that "offers" him/her a position.
- e. In the Match, the Confidential Rank Order Lists are the sole determinants of offers and acceptances of residency positions. The only reason an applicant does not "accept" an offer from a particular program director is that the applicant preferred (ranked higher) another program from which he/she also received an offer. The only reason an applicant does not "obtain" (match to) a position in a particular program is that the

program director preferred (ranked higher) other applicants.

- f. Top choices on Rank Order Lists can be made by applicants and program directors in the order of desirability - they should ignore probability of acceptance. When an applicant is "offered" his/her first choice position, the match is final. His/her name is removed from the lists of all other programs, and their Rank Order Lists are adjusted as necessary, to maintain their quotas by including the next person down the list. If an applicant matches to a lower ranked program, the match is tentative. His/her name is removed from the lists of all programs ranked lower but is maintained on the lists of his/her higher-ranked programs. If his/her name should subsequently be included within the quota of a program he/she has ranked higher, he/she will be moved to the higher choice position. No matter how many top-ranked applicants "decline" offers from a given program, lower-ranked applicants who rank that program first will be matched to it as long as they are included in the program's unfilled quota.
 - g. For the Match to work optimally, applicants must list (rank) all acceptable programs to which they have applied and program directors must offer positions to (rank) all acceptable applicants. Applicants must, as in any admissions process, rank a range of programs on their Rank Order Lists including lower choices of less desired but satisfactory programs. Applicants who do not match tend to be those with shorter Rank Order Lists and those who list only highly competitive programs. Program directors who rank only a few more of their applicants than they have positions or concern themselves about "how far down" their Rank Order List they go do not understand the Match. If, on the average, each applicant were to apply to five programs, the average program director would have an acceptance from only one out of every five (5) applicants to whom he/she offered (ranked) a position
- #### B. NRMP Special Cases
- a. **Public Health Services Programs**
Students on these scholarship programs are also required to participate in the NRMP.
 - b. **Armed Forces**
Students on these scholarship programs are required to participate in the Armed Forces Residency Matching Program. This is conducted at an earlier time to allow students who are unmatched through the Armed Forces to secure a civilian position. Therefore, all students on Armed Forces scholarships are encouraged to enroll in NRMP as a backup.
 - c. **Couples**
Married/engaged/etc. couples may go through NRMP as a single unit through a special procedure or make arrangements outside NRMP.
 - d. Students whose academic progress has been altered such that they will not complete all requirements for the M.D. degree on

schedule may need to make special arrangements with the Office of Student Affairs.

C. NRMP approximate dates.

- a. **Spring, Junior Year**
Initial information regarding NRMP distributed.
- b. **July, Senior Year**
Letters of recommendation with individual faculty members arranged; appointment made with Office of Student Affairs for writing the Medical Student Performance Evaluation (Dean's Letter); and applications made to programs of your choice with interviewing appointments made.
- c. **August, Senior Year**
Students sign up with NRMP and send in registration fee.
- d. **February**
Receipt of Applicant and Hospital Confidential Rank Order List by NRMP.
- e. **March**
Results of "The Match."

D. Letters of Recommendation

It is suggested that students not seek letters of recommendation for residency training until the end of the third year. Every residency will require letters of recommendation from the chair of the department of the specialty you wish to enter and, generally, from two additional faculty members as well. Each student will be required to have a Medical Student Performance Evaluation (MSPE), which is prepared in the Office of Student Affairs.

GRADUATION ACTIVITIES

The College of Medicine has instituted a Dean's Convocation in honor of the graduating class and their families. This ceremony includes an address by the Executive Dean of the College of Medicine presentation of doctoral hoods, recognition of honors and award recipients, administration of the Oath of Hippocrates, and addresses by faculty and student representatives. UTHSC commencement activities are held in May and December of each year. The UTHSC Office of Student Affairs provides information concerning commencement activities. Attendance at graduation is required of all students. Graduation in absentia may be permitted by the Executive Dean after a petition for graduation in absentia is submitted to the College of Medicine's Office of Student Affairs at least two months before graduation. Students should contact the Office of Student Affairs for further information.

HONORS & RECOGNITION

Outstanding students are recognized for their achievement during the College of Medicine Dean's Convocation each year. These awards are given in recognition of academic excellence, achievement in clinical medicine, research, leadership and service to the community and to the institution. The Committee on Recognition and Awards, with the support of the Office of Student Affairs, considers all candidates for these awards and makes the final selection of the recipient.

WITH HONORS

The College of Medicine acknowledges the superior academic achievement of students by the designations of "With Highest Honors" (top 5%) and "With High Honors" (next 10%) on their

transcripts. All academic programs taken through Block 3 of the fourth year are counted for the determination.

FACULTY MEDAL FOR ACADEMIC ACHIEVEMENT

The College of Medicine faculty presents this award to the graduating senior who has the highest academic standing in the class. Determination is based on all academic programs taken through Block 3 of the fourth year.

ALUMNI ACHIEVEMENT AWARD IN CLINICAL MEDICINE

This award is presented to an outstanding senior who has exemplified the highest ideals of the practice of medicine. The recipient has displayed the best qualities of personal honesty, character, compassion for patients, and dedication to the highest ethical and professional standards. A plaque and stipend are provided by the College of Medicine Alumni Association for the continued pursuit of excellence in medical arts and skills. The recipient is chosen by the Committee on Recognition and Awards.

ALUMNI ACHIEVEMENT AWARD IN RESEARCH

This award is given to a graduating senior in recognition of outstanding achievement in biomedical research while a student in the College of Medicine. A stipend is provided by the College of Medicine Alumni Association for continuation of research pursuits. The recipient is chosen by the Committee on Recognition and Awards.

ALPHA OMEGA ALPHA DISTINGUISHED GRADUATE AWARD

An engraved plaque is presented to the graduating senior who, in the opinion of the Committee on Recognition and Awards, will make the most significant contribution to the medical profession. The award is presented by the University of Tennessee College of Medicine chapter of Alpha Omega Alpha Honor Medical Society.

ROBERT L. SUMMITT, M.D. DISTINGUISHED STUDENT ACHIEVEMENT AWARD

The Committee on Recognition and Awards selects a graduating senior who has shown distinction in scholarship, leadership, service, and character during his or her medical studies. An engraved plaque and stipend are awarded by the College of Medicine.

CHARLES C. VERSTANDIG AWARD

This award is presented to a member of the graduating class of the College of Medicine who surmounts the greatest difficulty in obtaining a medical education. The recipient is selected by the graduating class.

DEPARTMENT AWARDS

- A. Family Medicine
- B. Medicine
- C. Neurology
- D. Obstetrics and Gynecology
- E. Pediatrics
- F. Psychiatry
- G. Surgery.

Each of the above departments presents an award to the graduating senior, respectively, who has shown outstanding abilities in that specialty.

ANTHONY S. FICALORA AWARD

The individual selected to receive this award shall have shown unusual sensitivity to and respect for patients and shall be one who by example and attitude teaches others. The recipient is chosen by the Committee on Recognition and Awards.

OUTSTANDING COMMUNITY SERVICE AWARD

An engraved plaque is given to a graduating senior for outstanding service to the community and the medical profession while a student of medicine. The recipient is selected by the Medical Student Executive Council.

DISTINGUISHED STUDENT SERVICE AWARD

An engraved plaque is given by the College of Medicine to a graduating senior for outstanding service to the student body and to the College of Medicine. The recipient is selected by the Medical Student Executive Council.

UTHSC STUDENT AFFAIRS SERVICE AWARD

Presented by the Offices of Medical Education, Faculty Affairs, and Student Affairs to a member of the Student Government Association Executive Council in recognition and appreciation of outstanding leadership and service.

OUTSTANDING STUDENT IN FAMILY PRACTICE AWARD

A plaque and a stipend are provided by the Tennessee Academy of Family Physicians (TAFP) to a graduating senior. The recipient is selected by the TAFP.

ALPHA OMEGA ALPHA HONOR MEDICAL SOCIETY

Alpha Omega Alpha (AOA) is an honorary medical society whose purpose is to perpetuate excellence in medicine. In selecting members, the UT chapter considers both an applicant's academic performance and demonstration of other attributes exemplary of a physician. In addition, faculty and alumni are also elected as members. It should be noted that many members are in non-university settings. AOA, in its effort to increase medical excellence, has two major activities each year. AOA sponsors a visiting professor annually. In addition to giving a formal lecture, the visiting professor meets with students in less formal settings, often including rounds. AOA Day, held in the spring of each year, includes a visiting professor and the presentation of student research papers, including those papers which have already received AOA awards for research. Alpha Omega Alpha Honor Medical Society student membership is based entirely upon scholarship, personal honesty, and potential leadership. Students are elected to the chapter during their third and fourth years of medical school. The UT chapter of AOA makes all selections.

RESEARCH OPPORTUNITIES

MEDICAL STUDENT

RESEARCH FELLOWSHIP PROGRAM

(http://www.uthsc.edu/research/student_research_programs/fellowships/index.php)

The Medical Student Research Fellowship Program was established in 1978 to provide medical students with opportunities to engage in biomedical research. Since the inception of this program, over 600 medical students have received grants on a competitive basis and have conducted a wide range of projects during option periods. These research projects have generated numerous papers and abstracts in the scientific literature. A number of student researchers have also presented their research findings at national and regional conferences. By introducing students to the possibility of a

career in research, the goal of the program is to ease a serious shortage of young physicians entering research fields. A grant from the National Institutes of Health provides stipend awards for 24 medical students to spend from 2-3 months in research under the supervision of College of Medicine faculty members who are established biomedical investigators. M-1 students may participate during the summer. The M-2, M-3, and M-4 students may apply for support during their option blocks. All participants are expected to devote full-time effort to their projects. The Medical Student Research Fellowships are available on a competitive basis to all students in the College of Medicine who are in good academic standing. All applications are reviewed for their scientific merit and perceived value as a research training experience. Selection is based on evaluation of proposals submitted jointly by students and their preceptors, the student's academic record, and the preceptor's curriculum vitae. Students are encouraged to submit their applications as soon as possible. The deadlines are: Summer Period-March 31. Other Option Blocks-two months before the start of the requested research block. Every effort will be made to provide notification of awards as soon as possible. For further information and application instructions regarding this program, contact:

Syamal Bhattacharya, Ph.D.
Executive Director, MSRF Program,
(901) 448-5676 or sbhattacharya@uthsc.edu.

The COM also offers students other research opportunities. Additional program information can be found at:
http://www.uthsc.edu/research/student_research_programs/

STUDENT GOVERNANCE

Rules and regulations governing the organization and structure for each class are the sole responsibility of the Medical Student Executive Council (MSEC) and each respective class. Each class elects a slate of officers to formally represent them on all matters concerning their class. The initial election for the freshman class is held during the first month of school and is conducted by the MSEC. Officers elected serve for an interim period. After a period of the freshman year and at the end of every academic year, elections are held to elect officers for the coming year. These elections are conducted by the MSEC or by any officer running unopposed. At any time during the year, a recall petition signed by at least 25% of the class is grounds for a new election. The class president is the official liaison between the class and the administration and faculty. The president is also a voting member of the MSEC. Currently; each class elects vice-presidents, a secretary and a treasurer. Each class elects three representatives to the MSEC, three representatives to the Honor Council, two representatives to the AIMS Council, and two representatives to the Professionalism Committee. These representatives support the class' interest in their respective organizations and report the actions of their group to the class. Students are urged to contact their class representatives to voice any concerns regarding the areas of the student organizations' responsibilities.

Additionally, each class has a social committee of two or three students who plan class social events, and athletic directors to coordinate involvement in intramurals.

MEDICAL STUDENT EXECUTIVE COUNCIL

Barton Williams, President

Laura Becca Daily, Vice President

The Medical Student Executive Council (MSEC) is the governing council of the student body of the University of

Tennessee College of Medicine, representing the students to the administration and faculty of the University, and the Memphis community. The Council is headed by a President and Vice President, elected annually. Other members include:

- A. Each class president (4)
- B. Four class representatives (16)
- C. American Medical Association-Medical Student Section (1)
- D. American Medical Student Association (1)
- E. Family Practice Student Association (1)
- F. Organization of Student Representatives (OSR) to American Association of Medical Colleges (2)
- G. Phi Chi Medical Fraternity (1)
- H. Student National Medical Association (1)
- I. CIAO representative (1)
- J. Honor Council representative (1)
- K. BSS representatives (2)
- L. CSS representatives (2)
- M. CUME representatives (2).

The Council serves to represent all students in the College of Medicine, addressing academic, financial, social, and other issues affecting the students' overall learning experience. MSEC meetings are held Thursdays at noon in the Student Alumni Center and are open to all students in the College of Medicine. Meetings are periodically visited by the Dean of the College of Medicine, Associate Dean of Medical Education, and Associate Dean of Admissions and Student Affairs. Many of the changes in the curriculum are a direct result of MSEC action and support, either from the Council itself or its representatives on the Committee on Undergraduate Medical Education, Clinical Sciences Subcommittee, and Biomedical Sciences Subcommittee. These representatives report directly to the MSEC, as do the various other committee representatives. The effectiveness of the Council is related directly to its leadership and participation. Minutes of the weekly meetings of the Medical Student Executive Council (MSEC) are posted on class bulletin boards and the lobby of the Cecil C. Humphreys General Education Building (GEB), and the lobby of the Student Alumni Center (SAC). A copy of the minutes is emailed to students via the student listservs. A permanent record is kept on file in the Office of Student Affairs.

STUDENT GOVERNMENT ASSOCIATION EXECUTIVE COUNCIL (SGAEC)

The Student Government Association Executive Council provides representation for all students at the UTHSC campus. The presidents of each college within the UTHSC system form this student government body. The president of the Medical Student Executive Council is the College of Medicine student representative on the SGAEC. The SGAEC studies matters of importance to students and submits recommendations expressing student views and concerns to the administration and faculty of the University.

HONOR COUNCIL

The UTHSC College of Medicine's Honor Code was established in 1960 and is one of the oldest codes among U.S. medical schools. Please refer to the Honor Code of the Student Judicial System section of this handbook, for the special provisions of the UTHSC Honor Code that pertain to the College of Medicine.

PROFESSIONALISM COMMITTEE

The Professionalism Committee deals with unprofessional behavior between peers, peers and faculty, and toward patients and staff. The committee consists of three (3) elected

members from each medical school class and is responsible for, fostering patient welfare, colleague cooperation and teamwork, personal growth, civic duty, professional ethics, honesty, integrity, accountability, respectful attitudes, and commitment to excellence.

STUDENT ORGANIZATIONS

AMERICAN MEDICAL STUDENT ASSOCIATION

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. Involvement with AMSA also affords students 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.

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 SNMA supports the concept of a well-rounded, thoroughly trained physician - one who can treat people, not just disease - and who can communicate with and understand the health needs of all Americans.

AMERICAN MEDICAL ASSOCIATION

Medical Student Section (AMA-MSS)

The AMA-MSS is a national organization of medical student members of the AMA which is dedicated to the health of America. The AMA-MSS offers students unique opportunities to interact with students and physicians from across the state and the country. UTHSC 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, AM News - a

weekly update on issues facing medicine, and Members Matters - a newsletter published by the AMA with more immediate concerns facing medicine. Members receive a free copy of the Drug Evaluation textbook, a helpful resource during Pharmacology. UTHSC members also receive the Journal of the Tennessee Medical Association (TMA) and other publications from the TMA. On a local level, members receive Memphis Health Care News and updates from both 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. The local chapter also conducts a physician match program which matches M-1 and M-2 students with local physicians for a day to shadow them to learn more about the actuality of practicing medicine. UT's AMA-MSS chapter also conducts several seminars each year that offer students educational opportunities outside the traditional curriculum.

ORGANIZATION OF STUDENT REPRESENTATIVES (OSR)

The Organization of Student Representatives provides student input into the Association of American Medical Colleges (AAMC). The AAMC is a group with membership from American, Puerto Rican and Canadian Medical Schools, over 400 teaching hospitals, and 60 major academic societies. The OSR has both national and regional meetings once a year. During these meetings, the student members discuss the status and trends in medical education nationwide, pass resolutions, and elect officers who meet during the year to act upon those resolutions.

For the College of Medicine, representatives are chosen by the Medical Student Executive Council. OSR representatives have information concerning issues at other medical schools and at the national level in medical education.

COUNCIL FOR INTERNATIONAL AND AREA OUTREACH (CIAO)

The College of Medicine fosters student commitment to local and international public service and understanding.

This commitment is consistent with our Code of Professionalism which describes the responsibilities of physicians to patients, colleagues, families and community. It prepares medical students for global, cultural, educational, and medical interactions. The council is composed of at least two members from each of the four medical classes chosen for their interest and commitment to public service. Faculty members on the committee have been identified because of their expertise as well as commitment to local and international service. The council manages a fund which is used to assist with expenses for local and international service projects. The group also keeps current data on fourth year international elective opportunities on the College of Medicine web page. CIAO strongly encourages medical students to become involved in a wide variety of local community service programs.

STUDENT INTEREST GROUPS

ADOLPH MEYER SOCIETY

Adolph Meyer Society is an organization of medical students who are interested in psychiatric aspects of medicine. The monthly meetings are held at the home of a faculty member and consist of informal discussions with faculty members. Meetings are open to all medical students and spouses.

ANESTHESIA STUDENT INTEREST GROUP

Howard R. Bromley, M.D., MBA

- A. **Purpose**
To inform medical students about the specialty field of Anesthesiology
- B. **Dates and location**
Meets PRN per call of the group's President
- C. **Membership Criteria**
Open to any faculty and students.

EMERGENCY MEDICINE INTEREST GROUP

- A. **Purpose**
Introduce students to the study of emergency medicine as a specialty and serve as a source of information for students who wish to pursue residency training in emergency medicine.
- B. **Dates and Location**
Meetings are monthly; location varies.
- C. **Membership Criteria**
Membership is open to anyone with an interest in emergency medicine. No dues are required.

FAMILY PRACTICE STUDENT ASSOCIATION

Faculty Advisor: Frank Williams

- A. **Purpose**
Introduce family practice residents and physicians to hands on training, educational opportunities and speakers.
- B. **Dates and Location**
Scheduled monthly on Tuesday evenings at the GEB or SAC.
- C. **Membership Criteria**
Ten dollars per year membership fee which entitles members to receive monthly and quarterly journals.

SPECIAL INTEREST GROUP IN NEUROLOGY (SIGN)

Faculty Advisor: Mervat Wahba, M.D.

- A. **Purpose**
Introduce students to the study of Neurology as a specialty and serve as a source of information for students who wish to pursue residency training in Neurology.
- B. **Dates and Location**
Meetings are semiannual; location varies
- C. **Membership Criteria**
Open to anyone with an interest in Neurology. No dues are required.
- D. **Additional benefits**
Scholarship funds are often available to those students who wish to attend the annual meeting of the American Academy of Neurology.

OB/GYN STUDENT INTEREST GROUP

Faculty Advisor: Owen Phillips, M.D.;

- A. **Purpose**
The Ob-Gyn special interest group educates students about career opportunities in women's health through discussions of health related issues particular to women.
- B. **Dates and Location**
Meetings bi-monthly; location varies
- C. **Membership Criteria**
Open to any faculty and students.

PEDIATRIC ISSUES STUDENT ASSOCIATION (PISA)

Faculty Advisor: Valerie Jameson, M.D.

- A. **Purpose**

PISA was founded in 1997 by a group of students interested in providing young physicians with additional information and exposure to pediatrics. PISA arranges guests to speak on topics such as residency programs, childhood development, child abuse, and community service projects. The goal of this organization is to help students with difficult career decisions. PISA also serves to assist students interested in pediatrics with finding mentors, applying for residencies and making important class decisions.

B. Dates and Location

This group meets three times a semester at the Le Bonheur auditorium.

C. Membership Criteria

Open to any student or faculty member sharing an interest or love for children.

STUDENT SURGICAL SOCIETY

Faculty Advisor: Gayle Minard, M.D.

A. Purpose

Provide career counseling, fellowship and professional mentoring opportunities to medical students in pursuing professions in general surgery and the surgical subspecialties.

B. Dates and Location

Meetings are monthly; location varies.

C. Membership Criteria

Medical students enrolled at the University of Tennessee Health Science Center College of Medicine.

STUDENT INTEREST GROUP IN OPHTHALMOLOGY (SIGIO)

A. Purpose

- a. Educating medical students at the University of Tennessee College of Medicine about the specialty of Ophthalmology as a career choice;
- b. Increasing students' knowledge of diseases of the eyes and their adnexae, examination techniques, and the eyes' relationship to systemic diseases;
- c. 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.

B. Dates and location

Approximately once quarterly

C. Website

<http://osha.eye.uthsc.edu/sigio>

College Of Nursing

Donna Hathaway, PhD, FAAN, Dean

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MESSAGE FROM THE DEAN

The College of Nursing at the University of Tennessee Health Science Center is dedicated to the preparation of nurse leaders for excellence today and tomorrow. This mission is accomplished through the preparation of individuals for leadership through the exemplary provision of direct patient care, direction of care for aggregate populations, and generation of knowledge for practice through research and clinical inquiry. Our focus on the preparation of nurse leaders is operationalized through our degree programs, faculty research and practice, and community outreach activities. Degree options include the Master of Science in Nursing (MSN), which prepares entry-level nursing students for RN licensure and the Clinical Nurse Leader (CNL) role; Master of Science in Nursing (MSN), Nurse Anesthesia program which prepares advanced practice nurses; Doctor of Nursing Practice (DNP), which prepares expert clinicians for practice leadership; and Doctor of Philosophy (PhD), which prepares research scientists. The educational programs in the College of Nursing make extensive use of emerging technology to foster and enhance the preparation of nurse leaders through avenues that are meaningful as well as convenient and timely for students. Student experiences are also enhanced by faculty members' active involvement in research and practice, which involves the spectrum of nursing from acute to primary care and from neonatal to gerontology. The uniting framework that transcends all of the college's programs centers around our dedication to the clinical dimension of nursing practice and enhancement of the health and wellbeing of clients served by nurses.

We welcome the opportunity to share more information about our college and encourage you to peruse our web site (www.uthsc.edu/nursing). If you have additional questions about any of our programs, please feel free to contact me, or any of our faculty or staff.

Donna Hathaway, PhD, FAAN
Dean, College of Nursing

ADMINISTRATION

OFFICE OF THE DEAN

Donna Hathaway, PhD, Dean

Susan Jacob, PhD, Executive Associate Dean

OFFICE OF ACADEMIC AFFAIRS

Cheryl Stegbauer, PhD, Associate Dean for Academic Affairs & Director DNP Program

Tommie Norris, DNS, Director MSN-CNL Professional Entry Program

Marsha Chorce, Program Coordinator DNP Program
Christi Shelton, Program Coordinator-CNL Professional Entry Program

OFFICE OF STUDENT AFFAIRS

Leslie McKeon, PhD, Assistant Dean of Student Affairs

COLLEGE OF NURSING MISSION STATEMENT

To prepare nurse leaders for excellence today and tomorrow.

COLLEGE OF NURSING VISION

National recognition for transforming health care through innovative preparation of nurse leaders

COLLEGE OF NURSING VALUES

The College of Nursing core values are:

- A. **Innovation** and **excellence** in educational programs, clinical research, and advanced practice;
- B. **Diversity** of students, faculty, staff, and clients; and
- C. **Partnership** with students, health care professionals, and the larger community.

COLLEGE OF NURSING GOALS

- A. Provide educational programs that are responsive to the current and projected workforce needs of our constituents
- B. Prepare graduates who can practice effectively as part of an interdisciplinary team in a highly technical and complex health care delivery system
- C. Establish and cultivate model sites for interdisciplinary practice, teaching, and research
- D. Provide leadership in initiatives that address the nursing shortage, models of advanced nursing practice, and health policy related to nursing

COLLEGE OF NURSING PHILOSOPHY

The philosophy of the College of Nursing is consistent with the goals and mission of UTHSC. The College philosophy focuses upon the nature of the PERSON, ENVIRONMENT, HEALTH, and NURSING. The faculty believes that the PERSON is a unique integrated being that is continuously evolving. Each person has the right to participate in making decisions that affect his/her health and to accept or refuse health care within the context of safety to society.

The faculty views ENVIRONMENT as all conditions influencing the life and development of the person. The health of individuals, families, and communities is affected by these conditions. HEALTH is viewed as a dynamic state arising from a process of continuous change in the person and environment. The faculty views the promotion, maintenance, and restoration of health as a complex phenomenon involving the shared responsibility of the person, health care providers, and society. Faculty view nursing as stated in the second edition of Nursing's Social Policy Statement (ANA, 2003), "NURSING is the protection, promotion and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response and advocacy in the care of individuals, families, communities, and populations" (p. 6). Nursing must provide leadership in influencing the organizational, social, economic, legal, and political factors within the healthcare system and society. "These and other factors affect the cost, access to, and quality of health care and the vitality of the nursing profession" (p. 6). Professional nursing is a science and an art. The science of nursing requires that nurses study, explore, and research nursing and related knowledge areas. From these areas nurses develop and test nursing theories for the improvement of nursing practice and health care. The art of nursing requires that nurses use knowledge gained from the humanities, arts, and sciences as the foundation for acceptance and appreciation of clients' values. Nursing care requires sensitivity as well as critical, logical, and analytical thinking to effect changes in clients and the health care system. Education for professional nursing practice includes a sound theoretical knowledge base to support experiential learning. The faculty believes that the educational process facilitates continuing personal and professional growth. The

intent of the educational programs is to focus on the learner with active participation of the student in the learning process. Education is a life- long process with the commitment of the learner to establish patterns of continued inquiry.

2010-11 ACADEMIC CALENDAR SUMMER TERM 2010

May_27	Anesthesia ORIENTATION for NEW POST BSN CRNA students
June_1	NEW/INCOMING MSN Clinical Nurse Leader (CNL) students and POST BSN DNP CRNA - REGISTRATION/FEE PAYMENT
June_1	Campus ORIENTATION for NEW MSN CNL and NEW POST BSN DNP CRNA students
June_1-4	NEW/INCOMING MSN Clinical Nurse Leader (CNL) students- ORIENTATION WEEK BEGINS - MANDATORY ATTENDANCE
June_2	NEW POST BSN CRNA students - Classes Begin
June_7	NEW/INCOMING MSN CNL students - Classes Begin
June_14	RETURNING MSN CNL - Classes Begin
June_21	Last day to DROP/ADD classes for NEW POST BSN DNP CRNA students
June_24	Last day to DROP/ADD classes for NEW/INCOMING MSN CNL students
July_1	Last day to DROP/ADD classes for RETURNING MSN CNL students
July_23	Classes end for ALL MSN CNL students and for NEW POST BSN DNP CRNA students

FALL TERM 2010

July_1	Mail in registration/fee payment DEADLINE for RETURNING MSN CRNA, and PhD students (Exception: NEW PhD)
July_1	Academic year begins for all RETURNING PhD students
July_5	Holiday Break (4th of July)
July_6	Classes begin for all RETURNING MSN CRNA students
July_23	Last day to DROP/ADD classes for RETURNING MSN CRNA students
August_2	Mail in registration/fee payment DEADLINE for NEW and RETURNING MSN CNL students, NEW DNP students POST BSN DNP CRNA students
August_2	CAMPUS ORIENTATION for NEW DNP students (Mandatory)

August_2	CLASSES begin for all MSN CNL and DNP students
August_2-6	ON CAMPUS WEEK - ALL Advanced Practice Nursing students
August ?	Distinguished Visiting Professor (DVP) - TIME TBD
August_13	New Student ORIENTATION and REGISTRATION - College of Graduate Health Sciences - (NEW PhD students)
August_16	Academic year begins for all NEW PhD students
August_19	Last day to DROP/ADD classes for ALL MSN CNL and ALL DNP students
August_31	Deadline for new course proposals for Spring semester - (PhD students)
September_1	Application deadline for POST BSN CRNA DNP Option
September_6	Labor Day Holiday
September TBA	POST BSN DNP CRNA applicants - On Campus Interviews
September TBA	POST BSN DNP CRNA applicants - contacted regarding admission decisions
October_1	Credentials Committee Deadline (PhD students)
October TBA	POST BSN DNP CRNA acceptance decisions and guaranteed enrollment deposits (GED) due in Enrollment Services
October TBA	MSN CNL students - WHITE COAT ceremony
October TBA	Fall Break - MSN CNLs
November_1	Dissertation deadline (PhD students) - Noon deadline
November_1	DNP Project Deadline
November_5	Cashdollar Distinguished Visiting Professor (DVP) - 9 a.m. - Noon
November_19	Classes end for all continuing MSN CRNA students
November_24	Grades due for all graduating MSN CRNA students
November_25-26	Thanksgiving Holiday Break
November_29	Grades due for all MSN CRNA students NOT graduating
December_3	Classes end for graduating DNP students
December_8	Grades due for graduating DNP students
December 6-10	ON CAMPUS WEEK - ALL Advanced Practice Nursing students
December_10	Graduation*
December_10	Classes end (for students NOT graduating - MSN CRNA)

December_15	Grades due (for students NOT graduating - MSN CRNA)
December_17	Classes end (for students NOT graduating - MSN CNL, DNP)
December_21	Grades due (for students NOT graduating - MSN CNL, DNP)
December_23	End of Fall Term (PhD Students)
December 25- January 1	ALL STUDENTS - University Closed - Holiday Break (Subject to Change)

***The University no longer hosts a formal graduation ceremony in December.**

SPRING TERM 2011

January_1	New Year's Day Holiday
January_3	Mail in Registration/Fee Payment Deadline for ALL students
January_3	Spring term begins for all returning MSN CNL, MSN CRNA, DNP, and PhD students
January_17	Martin Luther King Jr. Holiday
January_18	Application deadline for MSN Clinical Nurse Leader (CNL) program
January_20	Last day to DROP/ADD classes
February_1	Application deadline for DNP and PhD Students
February TBA	MSN CNL on campus interviews
March_1	Credentials Committee deadline - PhD students
March TBA	Student Affairs MSN CNL - contact deadline
March 14-18	Spring Break (ALL students)
March TBA	DNP and PhD applicants - on campus interviews
March TBA	MSN CNL acceptance decisions and Guaranteed Enrollment Deposits (GED) due in Enrollment Services
March_31	Deadline for new course proposals for Fall Semester (PhD students)
April_22	Good Friday Holiday
April TBA	DNP/PhD applicants contacted regarding admission decisions
April TBA	DNP and PhD acceptance decisions and Guaranteed Enrollment Deposits due in Enrollment Services
May_2	DNP Project Deadline
May 16-20	ALL MSN CRNA, DNP, and PhD students On Campus
May 16-20	Morris Distinguished Visiting Professor (DVP) - exact day of the week to be determined
May_20	Classes End (For all graduating MSN CRNA/DNP/PhD students)
May_24	Grades Due (For all graduating MSN CRNA/DNP/PhD students)

May_25	Classes End (For all graduating MSN CNL students)
May_26	Completion Date (For all graduating MSN CRNA/DNP/PhD students)
May_27	Graduation (Attendance is mandatory).
May_27	Classes End (For all returning MSN CNL, MSN CRNA, and DNP students NOT graduating)
June_1	Grades Due (For all returning MSN CNL, MSN CRNA, and DNP students NOT graduating)
June_24	Academic year ends for non-graduating PhD students

WITHDRAWAL, Students wishing to withdraw from enrollment must notify, in writing, the Academic Dean of the College of Nursing.

A change of status form will be completed by the Office of Academic Affairs for students who withdraw. This form qualifies them for withdrawal in good standing and is utilized in prorating the refund of tuition and fees. Please see "Refund Policy," in the "Academic Process" section of this handbook for university policy regarding student fee refunds. For further clarification, students may contact their lender directly or the Office of Financial Aid, (901) 448-5568, www.uthsc.edu/finaid/

CONTINUOUS REGISTRATION

Students are expected to register for course work each term once they have been admitted. Any student who is unable to register for a term must obtain a withdrawal form from the Office of Academic Affairs. Any student who cannot maintain continuous enrollment must seek readmission unless granted withdrawal with permission to return without reapplication. Requests for readmission should be made in writing to the Dean of the College of Nursing.

INSURANCE & CPR CERTIFICATION

All clinical agencies that provide clinical laboratories for the College of Nursing students require professional liability insurance and current certification in cardiopulmonary resuscitation. Therefore, enrolled College of Nursing students must be charged for insurance coverage and provide proof of current CPR certification according to standards of the American Heart Association or the American Red Cross. Students must obtain liability insurance coverage at the time of registration. A Criminal Background Check is required of all students prior to matriculation in the College of Nursing. Additionally, some clinical agencies may require that criminal background checks for students be conducted within a specified time prior to clinical experience in that agency.

GRADING

The following grade ranges are utilized in the College of Nursing:

92	-	100	=	A
83	-	91	=	B
75	-	82	=	C
70	-	74	=	D
0	-	69	=	F

When for an acceptable reason a student does not complete all required course work, the grade may be recorded as incomplete (I) provided all work in the course is satisfactory. The student must remove the "I" within one term. Failure to remove the "I" within the allowed time will result in a grade of "F" being recorded as the permanent grade.

POLICIES & PROCEDURES

APPEAL PROCESS

The following policies for appeals apply to all students:

- A. The respective College of Nursing Academic MSN and DNP Progressions Committees review the college policies related to academic progression of MSN CNL-Professional Entry and DNP Advanced Practice nursing students. The Committees make progression and retention policy recommendations to the Dean who then makes and issues the final college decisions regarding students' progression and retention in College of Nursing programs
- B. Should a student be dissatisfied with the Dean's recommended action, he/she may appeal the Dean's action to the Chancellor. Such an appeal must be filed in writing with the Chancellor within five (5) calendar days of receipt of the Dean's recommended action.

No further appeals within the University are available beyond the Chancellor

RETESTING POLICY

No student will be given the opportunity to take a retest in a course to improve his/her grade after the final grade has been assigned. Any re-evaluation process must occur before the granting of the final course grade.

ACADEMIC & CONDUCT DISMISSALS:

In addition to dismissal for academic failure (academic dismissal), the faculty and administration of the college reserve the right to dismiss any student for unethical or illegal conduct (conduct dismissal) All students are expected to adhere to the principles of the American Nurses Association's Code for Nurses with Interpretative Statements and the Honor Code for the University of Tennessee Health Science Center. Students who withdraw or are dismissed from the College may request readmission. Request for readmission must be made in writing and should be addressed to the Dean of the College of Nursing. Request for readmission is acted upon by the Dean in consultation with appropriate administrators and faculty committees. If readmission is granted, the level of placement in the program and remaining requirements will be specified.

WITHDRAWAL

A change of status form to request withdrawal must be completed through the College of Nursing Office of Academic Affairs. A request for withdrawal with permission to return without reapplication is subject to the approval of the Dean. The student should be aware that requests for withdrawal with permission to return without reapplication may be denied, requiring the student to seek readmission.

GRADUATION*

To be recommended for a degree in Nursing, a candidate must have completed satisfactorily the prescribed curriculum with a grade point average of 2.5 or above for the DNP degree or MSN Nurse Anesthesia program or a 2.0 or above for the MSN Clinical Nurse Leader program and must have discharged all financial obligations to the university. Students

in the MSN/CNL program are required to take nationally-normed tests throughout the curriculum and to make a satisfactory score on these tests as a requirement for progression in the program. Students are referred to the UTHSC Catalog for more details regarding progression, promotion, and graduation. ***Attendance at graduation is mandatory for all College of Nursing graduates.**

CLASS ATTENDANCE

The educational programs at UTHSC have been developed by the faculty and staff of these colleges to provide students with the information and experience necessary to become practicing professionals. All students are expected to attend the various educational opportunities provided for them by the college or school in which they are enrolled. Attendance is required at some of the educational experiences such as laboratories and related instruction, clinical activities, and small group conferences. In the College of Nursing, attendance is mandatory for all laboratories and clinical experiences.

As a state assisted institution, The University of Tennessee Health Science Center gives priority consideration to residents of the State of Tennessee. The College of Nursing may not be able to make clinical arrangements for DNP distance students who change their state of residence after admission; such students may not be able to complete their College of Nursing program degree requirements.

SPECIAL STUDENTS

POLICIES & PROCEDURES FOR NONDEGREE GRADUATE STUDENT CLASSIFICATION

The College of Nursing has a non-degree graduate student classification for those individuals who are not candidates for a degree but who wish to take courses for credit on a space available basis. The non-degree classification is tailored to meet the needs of a variety of individuals including:

- A. Individuals whose regular applications are pending or accepted but whose admission is not until the next term.
- B. Individuals enrolled at other institutions who take courses at the College of Nursing for credit acceptable to the home institution.
- C. Individuals who are registered nurses seeking to continue their development.
- D. Individuals who wish to pursue a postdoctoral non-degree course of study that leads to eligibility to sit for a certification examination.
- E. There is no non-degree classification for the MSN/CNL program.

NON-DEGREE INDIVIDUALS SEEKING CERTIFICATION

Post Graduate Preparation in Advanced Practice Option

This option offers an opportunity for nurses holding a DNP degree in nursing to gain additional education that can lead to national certification in an advanced practice specialty. Nurses may apply to the following specialty areas of post-doctoral study leading to preparation for national certification:

Primary Care Specialty Areas

Family Nurse Practitioner

Critical Care Specialty Areas

Adult Acute Care Nurse Practitioner

Neonatal Nurse Practitioner

Nurse Anesthesia

Requirements for national certification are determined by the specific certifying agency. Generally, there are classroom and clinical instruction requirements, and some certifying agencies have additional practice requirements.

Faculty members strive to assure that all the educational requirements are met, but since these are subject to change, the applicant should consult the certifying agency. Each applicant's materials are individually evaluated and a specific plan of study developed.

Academic Standards

The admissions requirements are consistent with the criteria for admission to the professional colleges of UTHSC.

Academic standards include admission process, admission requirements, and all policies governing the progression of students.

TRANSFER STUDENTS

Transfer students and any applicant to a College of Nursing program who has attended but not completed another nursing program must meet all UTHSC College of Nursing Progression criteria and provide a letter from the Dean/Director of the previous program stating the student left in good standing and is eligible to return. Students must have left a previous program in good standing to be considered for transfer or admission to a UTHSC program. *Students dismissed from another nursing program are not eligible for transfer.*

LOANS & SCHOLARSHIPS

Students in the College of Nursing are eligible for loans and scholarship awards from various sources.

Traineeships are available to full-time graduate students through the Professional Nurses Traineeship Program. A limited number of scholarships sponsored by local philanthropic organizations are awarded on an annual basis.

Scholarship applicants are expected to complete the Free Application for Federal Student Aid (FAFSA) annually; no other application is required. A Student Emergency Loan to pay tuition and fees or to help address other types of emergencies is available through the Office of Student Affairs. Interest on the loan begins to accrue at 6% per annum on the date the loan is made. For more information on financial aid refer to the section on Financial Aid in this handbook.

HONOR SOCIETY

Membership in the University of Tennessee Health Science Center College of Nursing Beta Theta Chapter at large of Sigma Theta Tau International is an honor conferred on students in the undergraduate or graduate programs who demonstrate academic and clinical excellence in their nursing courses. Nurses in the community who have a minimum of an earned baccalaureate degree are also eligible by demonstration of marked achievement in nursing education, practice, research, or publications. Membership is available by invitation from the chapter. Student eligibility is based upon grade point averages and faculty evaluations. Eligible MSN/CNL students must have completed one-half of their nursing curriculum, have a minimum 3.0 GPA, rank in the upper 35 percentile of the graduating class, and meet the expectation of academic integrity. Eligible MSN Nurse Anesthesia and DNP students have completed at least one-half of the curriculum, have a minimum 3.5 GPA, and meet the expectation of academic integrity. Nurses working in the community may be nominated by a current member and must furnish supporting references. The faculty counselor from

Sigma Theta Tau meets with the graduate class during the school year to explain application procedures.

HONOR COUNCIL

Please refer to the Honor Code of the Student Judicial System section of this handbook for the special provisions of the UTHSC Honor Code that pertain to the College of Nursing.

STUDENT GOVERNMENT ASSOCIATION

Functions of the College of Nursing Student Government Association include acting as intermediary between the nursing students and the College of Nursing faculty, planning social functions and, in general, addressing the needs of the College of Nursing community. The College of Nursing President is also a member of the Student Government Association Executive Council (SGAEC) and represents the Nursing College within the university level student governance system. The elected officers for the student body of the College of Nursing are known as the Nursing Student Government Association (NSGA) and this council consists of the following positions: President, Vice President, Secretary, Treasurer, Social Chair, Individual Option Representatives, Archivist, Honor Council President, and NSAP Council/Chairperson.

2010-2011 Student Government Association Officers

Brad Barnhill, NSGAEC President
Stefanie Christy, Vice President
Ashley Housman, Secretary/Treasurer
Sean Freeman, and Alam Sharifi, Social Chairs
Trekima Henry, MSN/CNL NSGA Representative
Laura Rikard, CRNA NSGA Representative
Scott Governo, DNP NSGA Representative

Lara May, Honor Council President
Maya Madlock – Honor Council Representative MSN/CNL
Lisa Campbell – Honor Council Representative DNP
John Wyatt, Honor Council Representative-CRNA
Shani Maples, National Student Assistance Program Chair

NURSING STUDENT ASSISTANCE PROGRAM (NSAP)

PURPOSE

- A. To identify, support, and refer for treatment and rehabilitate students enrolled in the College of Nursing who are impaired as a result of family and/or social stress, alcohol and/or drug abuse and/or other psychiatric problems.
- B. To sensitize and educate College of Nursing faculty and students regarding the impaired student professional.
- C. To develop programs and procedures for professional nurses which support the Tennessee Board of Nursing.
- D. To establish liaison and a referral system to the Tennessee Nurses Professional Assistance Program and the Tennessee Board of Nursing.
- E. To develop a model which may be utilized by other professional nursing educational programs.

COMPONENTS:

A. College Administration

The administration will be responsible for any disciplinary action which might be necessary. This will occur only after previously established intervention techniques have failed and/or if the behavior of the

impaired student flagrantly violates the ethical and professional standards of the profession and the university requiring immediate action.

B. College of Nursing Students

Effective and acceptable self and colleague monitoring behaviors are required from all student professionals. It is expected students will understand that providing assistance to impaired or at-risk colleagues at the student level is no different from behavior expected of the nursing professional.

C. Impaired or At-Risk Nursing Students

The impaired or at-risk student professional is one whose behavior violates the rules, regulations, traditions, and ethics of UTHSC and the accepted standards of the nursing profession as established by the Tennessee Board of Nursing. It is expected that in the majority of cases, impairment will result from one or a combination of:

- a. inability to cope with the stress of professional education
- b. alcohol and/or drug abuse, misuse or dependence
- c. incapacitating psychological or psychiatric disorder
- d. familial and social stressors

D. Resources

a. Evaluation Resources

The council will select and recommend evaluation resources which can be both university and non-university based.

b. Treatment Resources

The council will select and recommend treatment resources which can be both university and non-university based.

c. Monitoring Process

The Chairperson of the council (non-student) will assume the monitoring responsibilities.

The Commission on Collegiate Nursing Education (CCNE)
One DuPont Circle, NW, Suite 530
Washington, DC 20036
Phone: (202) 887-6791.

The MSN and DNP Nurse Anesthesia programs are also accredited by:

The Council on Accreditation of Nurse Anesthesia Educational Programs (COA)
222 S Prospect Avenue
Park Ridge, IL 60068
Phone: (847) 655-1160.

The master's degree programs are approved by:

The Tennessee Board of Nursing
227 French Landing, Suite 300
Heritage Place Metro Center
Nashville, Tennessee 37243
Phone: (800)-778-4122.

MASTER'S PROGRAMS

MSN-CNL PROGRAM

Professional Entry: Master's Clinical Nurse Leader (MSN-CNL) Program

The MSN – CNL program provides preparation for professional entry into nursing practice as a generalist Registered Nurse and the foundation for advanced nursing practice graduate preparation. Learning in the professional entry master's CNL nursing program is directed toward the study of scientific rationale underlying nursing care, the development of critical thinking skills, knowledge of clinical microsystems, a focus on quality, safety, and error reduction. The Master of Science in Nursing CNL program at UTHSC prepares students for initial licensure as Registered Nurse and for CNL certification. Graduates of the University of Tennessee BSN program may apply to the Master's CNL program post RN licensure to complete the requirements for the MSN degree. **MSN-CNL Promotion, Retention and Progression Requirements**

- A. Master's Clinical Nurse Leader (MSN-CNL) Program Promotion and graduation require recommendation of the Progressions Committee and endorsement by the Dean.
- B. Consistent with other professional degrees on campus, promotion requirements are as follows: All students must demonstrate satisfactory behavior in personal and professional areas deemed necessary by faculty for academic success and competency in clinical practice. Such areas may include ability to establish rapport with clients; ability to work effectively with other members of the health care team; dependability; judgment; integrity; initiative; and interest.
- C. To be considered in good academic standing, a student must maintain a cumulative GPA of 2.0 or better. A student whose GPA falls below 2.0 may be dismissed.
- D. A student must maintain a minimum semester and cumulative GPA of 2.0 in order to progress to the subsequent term or to graduate.
- E. A student must earn a minimum grade of "C" in every course. A student who earns a "D" in any course must repeat that course and earn the grade of "C" or better; students who continue in the MSN-CNL program after earning a D in any course may be required to repeat additional courses in an individualized, remedial plan of study. Dismissal from the program will result from a

NURSING ALUMNI ASSOCIATION

The University of Tennessee Health Science Center College of Nursing Alumni Association represents nearly than 4,000 graduates from the Health Science Center campus and is an integral part of the university's National Alumni Association. Upholding the university tradition of recognizing outstanding students, the Nursing Alumni Association annually recognizes students through the Alumni Awards given to a graduating senior and master's student for outstanding clinical performance. With the total endorsement of the Dean, alumni are now being selected to serve on several college committees where alumni representation is appropriate and advantageous to the future of the College of Nursing.

DEGREES OFFERED

The College of Nursing offers programs which lead to the Master of Science in Nursing (MSN) degree, and Doctor of Nursing Practice (DNP) degree. The PhD in Nursing is offered as a part of the College of Graduate Health Sciences.

ACCREDITATION

The University of Tennessee is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.

The MSN degree and DNP programs in the UTHSC College of Nursing are accredited by:

student earning a grade of “F” or more than one “D” or from serious deficiencies in personal or professional behavior.

- F. Students who wish to withdraw from a course must notify the Associate Dean for Academic Affairs of the College of Nursing in writing and meet with their advisor. A change of status form must be completed as required by the University.
- G. Students in the MSN-CNL program are required to take nationally-normed tests throughout the curriculum and to make a satisfactory score on these tests as a requirement for progression in the program.

CORE PERFORMANCE STANDARDS

Minimum Performance Standards for MSN/CNL Students

All students admitted to the MSN/CNL nursing program must meet the following core performance standards for admission and progression:

- A. Critical thinking sufficient for clinical judgment.
- B. Interpersonal abilities sufficient to interact with individuals, families, groups, and populations from a variety of social, emotional, cultural, and intellectual backgrounds.
- C. Communication abilities sufficient for verbal and written interaction with others.
- D. Physical abilities sufficient to walk from room to room and in hallways, maneuver in small spaces and the strength necessary to lift patients as needed.
- E. Gross and fine motor abilities sufficient to provide safe and effective nursing care.
- F. Auditory ability sufficient to monitor and assess health needs.
- G. Visual ability sufficient for observation and assessment necessary in nursing care.
- H. Tactile ability sufficient for physical assessment and to provide nursing intervention.

MSN NURSE ANESTHESIA PROGRAM

The Master of Science in Nursing (MSN) Nurse Anesthesia Program offers preparation for advanced levels of clinical practice and for advanced study at the doctoral level.

MSN Nurse Anesthesia Promotion, Retention, and Progression Requirements

These policies govern the progression of students in the Master’s Program.

- A. Promotion and graduation require recommendation of the Progressions Committee and endorsement by the Dean.
- B. Consistent with other professional degrees on campus, promotion requirements are as follows: All students must demonstrate satisfactory behavior in personal and professional areas deemed necessary by faculty for academic success and competency in clinical practice. Such areas may include ability to establish rapport with clients; ability to work effectively with other members of the health care team; dependability; judgment; integrity; initiative; and interest.
- C. Any student who earns a D or F in any course will be dismissed from the program.
- D. To be considered in good academic standing, a student must maintain a cumulative GPA of 2.5 or better. A student whose cumulative GPA falls below 2.5 in any term, will be placed on academic probation during the following academic term. The cumulative GPA must be higher than 2.5 at the end of the

probationary term or the student may be dismissed from the program.

- E. Students must maintain an unencumbered Tennessee RN license or have unencumbered authority to practice as an RN via the multi-state privilege for the duration of their program. Dismissal may result from serious deficiencies in personal or professional behavior, or from failure to meet stipulated conditions within the designated time period.
- F. Students who wish to withdraw from a course must notify the Associate Dean for Academic Affairs of the College of Nursing in writing and meet with their advisor. Students who withdraw from a theory or clinical nursing course must also withdraw from the co requisite nursing course. A change of status form must be completed as required by the University.

DOCTORAL PROGRAMS

DOCTOR OF NURSING PRACTICE

The Doctor of Nursing Practice (DNP) degree is a course of study that prepares graduates for advanced levels of nursing practice. Emphasis is placed on nursing care based upon philosophical, ethical, and scientific principles.

Students who enter the DNP program prior to completing the required Master’s level entry into advanced practice must complete additional study that mirrors the MSN curriculum; and those students focus on acquisition of knowledge and skills in a chosen area of advanced practice as a foundation for doctoral study. The last semester of the DNP program is focused on a clinical residency devoted to the DNP student’s area of advanced nursing practice and refining abilities to examine and evaluate nursing practice through a quality improvement project. In addition to the advanced clinical practice series, all DNP students enroll in core courses focusing on concepts essential for analysis and evaluation of practice outcomes such as epidemiology, health and policy issues, health economics, philosophy of practice, clinical research utilization and health care quality improvement, and leadership. Each student selects an area for scholarly examination of internal and external factors that influence nursing care in his/her clinical area. This process guides the student in identification and evaluation of practice issues. Students collaborate with expert clinicians in their specialty areas.

DNP Promotion, Retention, and Progression Requirements

These policies govern the progression of students in the Doctor of Nursing Science Program.

- A. Promotion and graduation require recommendation of the Progressions Committee and endorsement by the Dean.
- B. Consistent with other professional degrees on campus, promotion requirements are as follows: All students must demonstrate satisfactory behavior in personal and professional areas deemed necessary by faculty for academic success and competency in clinical practice. Such areas may include ability to establish rapport with clients; ability to work effectively with other members of the health care team; dependability; judgment; integrity; initiative; and interest.
- C. Any student who earns a D or an F in any course will be dismissed from the program.
- D. To be considered in good academic standing, a student must maintain a cumulative GPA of 2.5 or

better. A student whose cumulative GPA falls below 2.5 may be dismissed.

- E. Students must maintain an unencumbered Tennessee RN license or have unencumbered authority to practice as an RN via the multi-state privilege for the duration of their program.
- F. Dismissal may result from serious deficiencies in personal or professional behavior or from failure to meet stipulated conditions within the designated time period.
- G. Students who wish to withdraw from a course must notify the Associate Dean for Academic Affairs of the College of Nursing in writing and meet with their advisor. Students who withdraw from a theory or clinical nursing course must also withdraw from the co-requisite nursing course. A change of status form must be completed as required by the university.

CORE PERFORMANCE STANDARDS

Minimum Standards for DNP/MSN Nurse Anesthesia

The applicant will possess the mental, auditory, visual, sensory, strength, manual dexterity, and communication skills to:

- A. Perform a systematic and complete history and physical examination on a client.
- B. Communicate significant examination findings to other professionals and client/family.
- C. Appropriately assess and record subjective and objective findings.
- D. Maintain effective relationships and interact appropriately with other professionals and clients/families, demonstrating skills of leadership collaborations and decisiveness.
- E. Accurately analyze alterations in functional patterns.
- F. Maintain flexibility and emotional stability in response to novel, unique situations and stress.
- G. Demonstrate advanced use of the nursing process: develop, implement, educate and counsel clients, prescribe appropriate therapy, demonstrate self care skills and evaluate appropriate plans of action for diagnosed problems.
- H. Safely provide airway management and able to maintain advanced life support systems while operating and interpreting multiple monitoring modalities.
- I. Rapidly respond and intervene in emergency situations requiring anesthesia care throughout the spectrum of practice settings.
- J. Speak, write, and comprehend the English language proficiently.
- K. Use computer to word process, e-mail, and access the World Wide Web.

Minimum Standards DNP Adult Acute Care Nurse Practitioner/

The applicant will possess the mental, auditory, visual, sensory, strength, manual dexterity, and communication skills to:

- A. Perform a systematic and complete history and physical examination on a client with complex problems.
- B. Communicate significant examination findings to other professionals and client/family.
- C. Appropriately record subjective and objective findings.
- D. Maintain effective relationships and interact appropriately with other professionals and

clients/families, demonstrating skills of leadership collaboration and decisiveness.

- E. Accurately analyze alterations in functional patterns.
- F. Anticipate potential common, acute, and life-threatening problems encountered in critically ill patients.
- G. Maintain flexibility and emotional stability in response to novel and high stress situations.
- H. Demonstrate advanced use of the nursing process assess-and-diagnose actual and potential health/illness problems; develop, implement, educate, and counsel clients, prescribe appropriate therapy, demonstrate self care skills and evaluate appropriate plans of action for diagnosed problems.
- I. Identify ethical dilemmas in critical care practice and participate in ethical decision-making using a systematic approach.
- J. Develop/participate in the development of theory based educational programs for critically ill patients/families and nursing personnel.
- K. Analyze/critique critical care research and demonstrate/role model the appropriate integration of research into practice.
- L. Speak, write, and comprehend the English language proficiently.
- M. Use computer to word process, e-mail, and access the World Wide Web.

Minimum Standards DNP Family Nurse Practitioner/ Neonatal Practitioner/Psychiatric Family Nurse Practitioner

The applicant will possess the mental, auditory, visual, sensory, strength, manual dexterity, and communication skills to:

- A. Perform a systematic and complete history and physical examination on a client.
- B. Communicate significant examination findings to other professionals and client/family.
- C. Appropriately record subjective and objective findings.
- D. Maintain effective relationships and interact appropriately with other professionals and clients/families, demonstrating skills of leadership, collaboration and decisiveness.
- E. Accurately analyze alterations in functional patterns.
- F. Anticipate potential common, acute self limiting, and selected chronic problems.
- G. Maintain flexibility and emotional stability in response to novel, unique situations and stress.
- H. Demonstrate advanced use of the nursing process- assess and diagnose actual and potential health/illness problems; develop, implement, educate and counsel clients, prescribe appropriate therapy, demonstrate self care skills and evaluate appropriate plans of action for diagnosed problems.
- I. Develop insight into own emotional functioning to evaluate the ability to provide therapeutic intervention for a client.
- J. Speak, write and comprehend the English language proficiently.
- K. Use computer to word process, e-mail, and access the World Wide Web.

DOCTOR OF PHILOSOPHY IN NURSING

The Doctor of Philosophy (PhD) in Nursing emphasizes the critical evaluation of existing knowledge through hands-on research preceptorships backed by rigorous coursework. Upon entering the PhD program, students become immersed in

clinical research that develops and tests concepts of nursing care. Students completing the program take their place among today's foremost nursing research scientists and scholars. The UT PhD program began in the fall of 1988 and is offered by the College of Nursing in Memphis and Knoxville as a part of their respective Graduate Schools. The PhD program concentrates on theories and models of nursing and intense research mentorship with accomplished faculty researchers. Faculty work with students on an individual basis to design a program of learning experiences and directed research that will assure successful preparation for a career as a scientist in clinical nursing research.

DOCTOR OF NURSING PRACTICE – DOCTOR OF PHILOSOPHY IN NURSING

The Doctor of Nursing Practice – Doctor of Philosophy (DNP-PhD) Program provides highly motivated and qualified students with an integrated advanced clinical and research program of study leading to a combined DNP/PhD degree. This program combines the existing DNP and PhD nursing programs, which are based in the College of Nursing and College of Graduate Health Sciences, respectively. Unlike the traditional DNP program, the first three and final two semesters of the DNP/PhD program focus on developing students' ability to conduct clinical research. Thus, students do not enroll in clinical specialty courses until the fourth term of the program. The total time to graduation varies and depends on the student's background. Students must be accepted to the College of Nursing DNP program to be considered for admission to the DNP/PhD Program.

College Of Pharmacy

Dick R. Gourley, Pharm.D., Dean

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MESSAGE FROM THE DEAN

In the two most recent Gallup Polls, Americans rated pharmacists clearly above all other professionals, including ministers, physicians, attorneys, and public officials, in their level of trust. The profession of pharmacy provides a career dedicated to the health and well-being of patients, and the practitioner enjoys an extremely rewarding profession, as well as being trusted and respected by the general public. We are very proud that the University of Tennessee College of Pharmacy has been ranked 16th among the top pharmacy schools in the nation by the prestigious **U.S. News & World Report**. Faculty, staff, and alumni are continually striving to improve our education, research, and public service missions, because our goal is to become one of the top five schools nationwide, with the ultimate objective of being #1. The changes occurring in health care and the information explosion happen on a daily basis. The opportunities you have available to you as a student entering the pharmacy profession are virtually unlimited. The pharmacists of today and the future are integral members of the health care team, and their influence on pharmaceutical care has far-reaching effects. The challenges of pharmacy practice are many, and they include the therapeutic dilemmas of the elderly, pharmaceutical care of the acutely ill patient, or fine-tuning the drug needs of the pediatric patient. As new and innovative drug therapies are developed, including drug delivery systems and new drug entities, pharmacy becomes an even more challenging profession. The University of Tennessee College of Pharmacy is truly an outstanding institution. I am proud to be an alumnus, as well as a member of the faculty. We have an outstanding student body, and I am confident that you will enhance that student body. Our faculty and staff members in the dean's office are always available to you, whether you have a question, a comment, a concern, or just need to talk with someone. Please call on us at any time for assistance. You are the reason we're here.

Dick R. Gourley, Pharm. D., FAPhA
Professor and Dean, College of Pharmacy

ADMINISTRATIVE LISTING

Dick R. Gourley, Pharm. D, Professor and Dean
James C. Eoff III, Pharm. D, Professor and Executive Associate Dean, Memphis
Peter A. Chyka, Pharm. D, Professor and Executive Associate Dean, Knoxville
Stephanie J. Phelps, Pharm. D, Professor and Associate Dean for Academic Affairs
Bernd Meibohm, Ph.D., Professor and Associate Dean for Graduate Programs and Basic Research
David Rogers, Pharm. D., Ph.D., First Tennessee Professor and Associate Dean for Translational Research
David Solomon, Pharm. D, Associate Dean for VA and Hospital Affairs
Debbie C. Byrd, Pharm. D, Professor and Assistant Dean, Knoxville
Glen E. Farr, Pharm. D, Professor and Associate Dean, Continuing Education and Public Service
Richard A. Helms, Pharm. D, Chair, Department of Clinical Pharmacy
Duane Miller, Ph.D., Van Vleet Professor and Chair, Department of Pharmaceutical Affairs

ADMISSIONS INFORMATION

MAILING ADDRESS:

Office of Admissions
The University of Tennessee
College of Pharmacy
847 Monroe Avenue, Suite #226
Memphis, Tennessee 38163.

TELEPHONE:

(901) 448-6036 or 448-6120

PROFESSIONAL DOCTOR OF PHARMACY DEGREE

In 1984, the six-year Doctor of Pharmacy (Pharm. D.) degree became the entry-level program for all students. The baccalaureate degree has been discontinued. The program requires a minimum of 90 semester hours of pre-professional work and four academic years (eight semesters) in the professional curriculum. A brochure, available on request, outlines the principal features of the Doctor of Pharmacy program.

WHERE TO STUDY

The pre-professional curriculum may be taken at any accredited college or university that offers the required courses. The University does not attempt to evaluate other educational institutions and does not assess bonus or penalty ratings in the evaluation of transcripts. A strong foundation in English language, chemistry, biology and the social sciences is essential to success in the pharmacy curriculum.

RESIDENCY

The College of Pharmacy, as a part of the University of Tennessee system, is a state-supported institution and gives priority to resident students. Nonresidents are eligible to apply and may be admitted on a competitive basis.

NUMBER OF STUDENTS ADMITTED

The College of Pharmacy admits one class per year in the fall semester. The size of the entering class is established administratively by the University of Tennessee and is based on a determination of manpower needs and available resources. Approximately 200 students entered in 2008.

SELECTION PROCESS

Admission to the college is through a Committee on Admissions. Selection is not based on a single factor, but it is the composite of a total application process and represents the best judgment of the Admissions Committee. Following are some factors which are considered in the admissions process:

- A. academic record (GPA);
- B. Pharmacy College Admissions Test (PCAT);
- C. ACT/SAT Scores;
- D. personal interview, references;
- E. evaluation by pre-professional faculty;
- F. evidence of maturity;
- G. leadership potential;
- H. extracurricular activity;
- I. previous work experience;
- J. the completeness of the application.

The above register is not exhaustive. Factors are not listed in an order of weight or importance, but academic performance is the most significant single factor. A minimum grade point average of 2.5 is required; however, the GPA should be higher to be competitive since the average GPA of accepted students is approximately 3.4.

PERSONAL INTERVIEWS

All students admitted to the college are required to have a personal interview. A preliminary screening by the Admissions Committee determines whether a student will be invited for a personal interview.

CAMPUS TOURS

A tour of the campus, conducted by currently enrolled pharmacy students, is given to applicants invited for a personal interview. Tours during the academic year may also be scheduled by appointment.

PHARMACY COLLEGE ADMISSION TEST

All applicants are required to take the Pharmacy College Admission Test (PCAT). The examination is scheduled several times per year. Students following a three year pre-professional program should select the date in the second college year. This date would normally be toward the close of the fourth semester. The test should not be delayed until the following January as results may not be available in time for use in the screening of applications. Students who have had more than two years of college work, especially if they have finished chemistry, biology, and physics, may wish to schedule the test at an earlier time. A percentile score of 40, with individual subject area scores not less than 20th percentile, is required for interview. The minimum percentile score is not a competitive score; however, the percentile score average of accepted students is approximately the 75th percentile. You may take the PCAT as many times as you wish to improve your scores. The committee will use the best of scores. Schedules and applications for the PCAT may be obtained by writing:

Pearson Assessment
555 Academic Court
San Antonio, Texas 78204-2498
Telephone: (800) 622-3231 or FAX (210) 921-8861.

WORK EXPERIENCE

Experience in a pharmacy setting is not a requirement for admission to the college. However, such experience is valuable in determining motivation to pursue this field of study. It is recommended prospective applicants obtain employment in a pharmacy setting if possible, prior to completion of the pre-pharmacy requirement, or schedule appointments with practicing pharmacists to discuss the profession.

PERSONAL REFERENCES

Three reference letters are required in completion of the application. Students often ask from whom personal references should be obtained. Business or professional persons who are acquainted with the applicant and have knowledge of the applicant's personal circumstance and qualifications are qualified to provide a recommendation. Present or former employers are especially appropriate sources of reference. Evaluation by faculty members, especially science faculty, is also very important. Parents and members of the immediate family generally should not give references.

NOTIFICATION OF ADMISSION

Although the deadline for application is February 1, applications are accepted the preceding fall. Invitations for interview begin in the late fall and early applicants are considered for admissions after their interviews. Strong applicants with complete records may be admitted shortly thereafter. The majority of students are usually advised of the disposition of their applications during the months of February through April. It should be noted that personal interviews may be scheduled before or after the February 1st application deadline. Scheduling of the personal interview does not in itself imply any action by the Committee on Admissions other than that the application is being processed for later review.

PHARMACY WEEKEND

Following completion of class selection, incoming students are invited to the campus for an introduction and orientation to the UTHSC campus. The program occurs on a weekend, usually toward the end of April. This is an unofficial, voluntary activity, sponsored, planned and carried out by pharmacy student organizations.

THE PHARMACY CURRICULUM

The UT College of Pharmacy Doctor of Pharmacy degree requires a minimum of seven years academic study: three years pre-professional work and four years in the College of Pharmacy. The professional curriculum consists of the following:

- A. Pharmacology
- B. Medicinal Chemistry
- C. Pharmacy Technology
- D. Therapeutics
- E. Patient Assessment
- F. Biopharmaceutics and Pharmacokinetics
- G. Pharmacy Management and Pharmacoeconomics
- H. Medication Use Process and experiential learning.

ADVANCED PLACEMENT CREDIT

The following policy statement on advanced placement programs has been approved by the College of Pharmacy:

- A. Accept Advanced Placement subject examinations with minimum scores of three (3) and in the sciences a minimum grade of "B" in an equivalent number of hours of advanced coursework in the subject. (Test scored: 1 to 5)
- B. Accept CLEP subject examinations with a minimum grade of "B" and in the sciences a minimum grade of "B" in an equivalent number of hours of advanced coursework in the subject.
- C. Accept institutions ACT or SAT advanced placement policies with minimum 90 percentile (college bound norms) and in sciences a minimum grade of "B" in an equivalent number of hours of advanced coursework in the subject.
- D. Advanced credit test scores must be forwarded directly to the UTHSC Registrar by the testing agency. Our Registrar has been advised that advanced placement credit will be accepted for work in the pre-pharmacy curriculum within the guidelines stated in items one through four. Any questions on interpretation should be addressed to the Registrar of UTHSC.

GRADUATE STUDIES

The college offers graduate degree programs in these areas of Health Sciences Administration and pharmaceutical science. M.S. and Ph.D. degrees are offered in Medicinal Chemistry (including a track which places emphasis upon Toxicology) and in Pharmaceutics. The college offers a limited number of positions in a dual Pharm.D./Ph.D. program. In general, these programs are available to advanced students who hold a Bachelor's degree in pharmacy or in some instances in a non-pharmacy major. For additional specific information on graduate studies, it is necessary to contact the chairman of the appropriate department, i.e., Department of Pharmaceutical Sciences. All of these departments are located in the College of Pharmacy. Graduate studies in pharmacology, biochemistry and other biological sciences are available through the appropriate department of the College of Medicine (see Graduate School of Medical Sciences, this publication)

STUDENT GOVERNMENT ASSOCIATION

The Pharmacy Student Government Association (PSGA) is the primary student organization which represents the student body of the College of Pharmacy. This group also serves as liaison between students, administration and faculty. The PSGA is composed of a president (elected annually by the entire student body), president-elect, the president of each class, and one representative from each of the other student organizations and the pharmacy fraternities. The Dean and Executive Associate Dean meet monthly with the PSGA to hear first-hand of developments within the College of Pharmacy. The PSGA also assists in implementing changes or initiating new programs, recommending names of student representatives to serve on the standing committees of the College, and encouraging and promoting student leadership and involvement in professional and extracurricular activities.

STUDENT ORGANIZATIONS

Incoming students quickly learn that the pharmacy classes are structurally organized and are influential in policy matters affecting student life. There are no social fraternities on the campus, in the traditional sense. There are several active organizations which have social benefits in addition to their professional roles. These are:

- A. **Academy of Student Pharmacists**
Student counterpart of the national organization
- B. **Student National Pharmaceutical Association**
Student counterpart of the national organization for minority pharmacists
- C. **Kappa Psi**
Professional pharmacy fraternity
- D. **Phi Delta Chi**
Professional pharmacy fraternity
- E. **Rho Chi**
National honor society in pharmacy
- F. **Phi Lambda Sigma:**
National pharmacy leadership society

Additional information on campus organizations is found in a separate section of this publication.

ACADEMIC CALENDAR

2010-2011

(<http://pharmacy.uthsc.edu>)

STUDENT EMPLOYMENT

Pharmacy students often accept outside employment in a pharmacy setting while enrolled in the professional program. The college takes the position that such employment must not interfere with the regular studies and responsibilities of enrolled students. Outside employment during the early semesters of the curriculum is discouraged. Thereafter, students should use their own judgment in accepting employment, keeping in mind their primary objective in attending the college.

PLACEMENT SERVICE

The college conducts a placement service which assists employers and employee pharmacists and students in employment matters. The college also sponsors a career day in early spring.

HOUSING FACILITIES

Notice: The Goodman Family Residence Hall will close at the end of the Spring 2011 semester. No further applications for either short-term or long-term housing are being accepted.

A variety of housing options are available off campus. UTHSC has contracted with Off Campus Partners to assist students seeking housing off campus. For listings and additional information please see <http://www.uthscoffcampus.com/>

CONCERNS OBSTRUCTING PHARMACY EDUCATION

(C.O.P.E. Program)

The College of Pharmacy strives to help any and all students who may become stressed out because of academic and clinical workloads, financial pressures, changes in lifestyle, etc. While students normally develop healthy ways of coping with these stresses, occasionally a student may be unable to successfully adapt to these pressures. He or she may also begin to abuse drugs or alcohol. This behavior results from a temporary inability to cope with the stress of pharmacy school, alcohol and/or drug dependence, or a disorder such as depression. This leads to "impairment" in which the student's participation in the educational program may be affected or his or her behavior may violate the regulations of UTHSC and the accepted standards of the pharmacy profession. Any member of the C.O.P.E. Council is always ready to assist students who may be experiencing these feelings of frustration, depression, drugs, whatever the problem. Rest assured that your problem will be handled with the utmost of professionalism, compassion, and confidentiality.

EMERGENCY LOANS

Emergency loans are available through the Dean's office. Loans are based on need and availability of funds. Interest is six percent per annum and repayment is within thirty days. Students experiencing financial problems are also encouraged to contact the Office of Financial Aid Services, 910 Madison Bldg., Suite 520, (901) 448-5568.

TUTORING SERVICES

Tutoring services are available to those students who are experiencing academic trouble. Contact the Office of Academic Affairs in the College of Pharmacy or Ms. Kathy Gibbs in Student Academic Support Services at (901) 448-5056.

STANDARDS FOR PROMOTION

The Doctor of Pharmacy degree program has been designed to cover eight semesters in addition to the two pre-pharmacy years. The curriculum includes lectures, small group sessions, laboratory courses and a clinical component. Clinical instruction and clerkship training in pharmacy practice is required. Classroom and clinical practice instruction is provided by experienced faculty members. Students with advanced academic standing may petition the faculty of a specific course(s) through the Associate Dean for Academic Affairs for permission to substitute a course(s) in order to promote professional specialization.

ACADEMIC STANDING & PROMOTIONS

Student performance is evaluated through examinations by faculty members during each semester. Additionally, at the end of each semester a final examination period of five days is provided. Written examinations on each subject taught during the preceding term may be given during this period. No student will be excused from an announced final examination except that:

- A. If illness of the student prevents taking an examination, the student must present a certificate from the University physician stating the fact must be presented to the course director.
- B. If illness or death in the family makes it necessary for the student to miss an examination, the facts must be presented in writing to the course director.

Each student's performance is determined by senior instructors or course coordinators of the subjects for which they registered. Students who meet the course(s) requirements will be promoted in the subsequent semester. The student's overall performance is continually monitored by the Academic Standing and Promotions Review Committee.

The Committee adjudicates within the framework of the guidelines available in the Dean's office.

IMPOSITION OF ACADEMIC PROBATION

Academic probation will be imposed upon a student when the student's academic performance meets either or both of the following conditions:

- A. The grade point average earned at the conclusion of the first semester of the first professional year, or the cumulative grade point average at the conclusion of any semester thereafter, is less than 2.33.
- B. The grade point average earned for any one semester is less than 2.00.

PERIOD OF ACADEMIC PROBATION

A period of academic probation will be in effect during the semester immediately following the conclusion of the semester in which the student's academic performance meets either or both of the conditions for imposition of probation. If at the conclusion of the semester during which a period of probation is in effect the student's academic performance continues to meet either or both of the conditions for imposition of probation, another period of probation will be imposed. If at the conclusion of the semester during which a period of probation is in effect the student's academic performance no longer meets either or both of the conditions for imposition of probation, another period of probation will not be imposed.

CONDITIONS OF ACADEMIC PROBATION

The following conditions will apply to a term of academic probation imposed upon a student:

- A. During any term of probation, a student may not be elected to any office in any College recognized organization, and will not be eligible for College paid travel.
- B. The following additional conditions shall apply to a student on probation two or more times:
 - a. must resign any and all office(s) held in College recognized organization(s);
 - b. is not permitted to represent the College in any official capacity.

ACADEMIC DISMISSAL RECOMMENDATION

A student will be subject to a dismissal recommendation when any one or more of the following conditions are met:

- A. Academic performance at the conclusion of any semester is so poor as to predict strongly an inability to meet the overall requirements of the curriculum. It is recognized that this situation is most likely to occur during the first professional year, and may occur without a probationary period being imposed.
- B. A period of probation is imposed for a second time and the cumulative grade point average is less than 2.33.
- C. A period of probation is imposed for a third time, regardless of the cumulative grade point average.
- D. A student who receives two or more grades of "D" or "F" in required courses in any two consecutive semesters OR a total of 3 or more grades of "D" or "F" throughout the curriculum regardless of GPA. In addition the minimum acceptable grade for any course attempted is a "D". Courses in which an "F" is earned, both the original "F" in a course(s) and the newly earned grade will be used for the determination of the student's overall cumulative grade point average.

Students with outstanding deficiencies (e.g.: grade of "F") in the professional curriculum may not register for courses in the next semester without affirmative action by the Academic Standing and Promotions Review Committee. Students may appeal any academic action to the Academic Standing and Promotion Review Committee. The appeal must be submitted, in writing, within five calendar days of receipt of notification of action. The Academic Standing and Promotion Review Committee will make a recommendation to the Dean who will make a decision on the appeal. Further appeal from the decisions of the College of Pharmacy can be made to the Chancellor's office. Appeals from denials of promotions occurring at the end of the spring and fall terms will be heard during the first week of the summer and winter terms respectively.

Specific guidelines regarding these policies are accessible in the Office of the Associate Dean for Academic Affairs.

REQUIREMENTS FOR GRADUATION

In order to be awarded the Doctor of Pharmacy degree, an applicant must have completed all degree requirements and complied with the following conditions:

- A. Students must have been in residence as registered student pharmacists in an acceptable college of pharmacy for at least four academic years; at least the last two academic years must have been in this college.
- B. Students must have discharged all their financial obligations to the college.
- C. Students must have attained a final cumulative grade point average of 2.33 or above (on a 4.0 scale) and

achieve a passing grade in all required courses in the professional curriculum. Didactic and experiential courses in which an “F” is received must be repeated before a student is eligible to receive the Doctor of Pharmacy degree.

for certain educational experiences. Students will be informed, in writing, where policy requires class attendance.

HONORS

The College of Pharmacy is authorized to grant honors for academic excellence. Students may graduate with honors, with high honors, or with highest honors in accordance with appropriate cumulative grade point averages based on performance in the professional curriculum only through the Fall semester of the P4 year.

Grade Point Designation

- 3.50 - 3.69 with honors
- 3.70 - 3.84 with high honors
- 3.85 - 4.00 with highest honors

HONOR COUNCIL

Please refer to the Honor Code of the Student Judicial System section of this handbook (page 64), for the special provisions of the UTHSC Honor Code that pertain to the College of Pharmacy.

GRADING SYSTEM

The College of Pharmacy will utilize a grading system which permits the faculty to award, in combination with certain letter grades, a “plus” or “minus” to appropriately recognize and reward the academic achievements of students in the College. The faculty will determine the letter grade and a plus or minus in combination with the letter grade, based on a scale to be determined by the individual faculty member responsible for each course taught in the College. The grading system will utilize the following letter and quality point scale for purposes of reporting and recording student grades on routine grade reports and transcripts:

Letter Grade	Quality Points
A.....	4.00
A-.....	3.67
B+.....	3.33
B.....	3.00
B-.....	2.67
C+.....	2.33
C.....	2.00
C-.....	1.67
D.....	1.00
F.....	0.00

It is to be emphasized, however, that the responsibility for the grading scale to be used in determining a student’s grade for a course remains the province of the individual faculty member.

ATTENDANCE POLICY

The educational programs at UTHSC have been developed by the faculty and staff to provide students with the information and experiences necessary to become practicing professionals. It is expected that students attend the various educational opportunities provided for them as a part of the curriculum of the college or of the school in which they are enrolled. Individual faculty may consider attendance mandatory

DRESS CODE

Guidelines for Student Attire in the Classroom

- A. Students must wear a visible UTHSC ID.
- B. **Hats/headwear**
No hats or head covering of any kind, except for religious, cultural, medical or ethnic observations
- C. **Pants**
 - a. No excessively tattered or worn pants and no clothing with holes
 - b. No Shorts
- D. **Shirts**
 - a. No revealing clothing including low cut blouses or shirts/pants that allow the abdomen to be exposed. Likewise, pants should not be cut too low or worn in a manner that causes the upper portion of the buttock or underwear to be to be exposed.
 - b. No strapless shirts, shirts with spaghetti straps, or halter tops
 - c. No T-shirts with discriminatory or derogative statements or graphics
 - d. T-shirts that are sold by student or pharmacy organizations or UT are allowed. Jeans and scrubs are also allowed.
- E. **Shoes**
 - a. No flip-flops
 - b. Dress sandals are appropriate for classes

Policy for Student Attire in Professional Practice Experiences, Settings & Labs*

Students are expected to dress professionally when engaged in experiential practice activities to project a professional image. The following dress code applies to all students in pharmacy labs and practice experiences:

- A. Students must wear a name badge and a clean white waist length coat (or white pharmacy coat) at all times in the pharmacy practice laboratory and practice sites. (Scrubs are acceptable in certain labs IF the instructor has given permission, e.g., Patient Assessment lab)
- B. In all patient care settings, male students must wear a dress shirt and tie and females should dress in similar professional/business attire.
- C. Students may **NOT** wear the following in pharmacy laboratories or professional practice settings:
 - a. Jeans
 - b. Shorts
 - c. T-shirts
 - d. Dirty or soiled sneakers/tennis shoes
 - e. A head covering, head garment, hat, or cap unless for religious, cultural, medical or ethnic observations.
 - f. Excess jewelry or accessories that may interfere with safety and the effective performance of the processes and procedures being carried out including piercing of the eyebrow, lip, nose, and tongue
 - g. Revealing clothing including low cut blouses or shirts/pants that allow the abdomen to be exposed. Likewise, pants should not be cut too low or worn in a manner that causes the upper portion of the buttock or underwear to be to be exposed.

D. Tattoos on the arms, back and abdomen should not be visible to patients.

* Individual sites and situations may have their own professional attire policies, which take precedence over the college of pharmacy policy. The student must adhere to those requirements while in the respective facilities.

BOARD EXAMINATIONS

Upon receipt of the Doctor of Pharmacy degree, in order to become licensed practitioners, graduates are required to take the Board examination given by the Tennessee Board of Pharmacy. Internship requirements of the Board of Pharmacy include a specified minimum of 1500 clock hours. Experience obtained during the summer following completion of the pre-professional requirements, and succeeding summers while not actually enrolled as a student, is allowed toward fulfillment of the Board requirements. Up to 1100 clock hours of credit is allowed by the Board for certain clinically oriented courses (clerkships and externships) in the pharmacy curriculum.

LICENSURE IN OTHER STATES

Pharmacists may become licensed in other states through two mechanisms: by Board examination in the individual state and by reciprocity of license from one state to another. In either method, application must be made to the Board of Pharmacy in the State for which licensure is desired.

College Of Social Work

Theora Evans, Ph.D., MPH, MSW,
Associate Dean/Associate Professor

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MESSAGE FROM THE ASSOCIATE DEAN

Social Work is a challenging profession offering a wide range of career opportunities. The following are representative of some of the roles that social worker practitioners assume: mental health clinicians, program planners, administrators, and researchers. Social workers are trained to work at multiple systems levels. Social workers are needed in health/mental health programs, community agencies, schools, corporations, hospitals, and child welfare agencies. The field of social work is constantly changing to meet the needs of society, and social work students learn to anticipate future problems and are prepared to manage the systems that impact our global community. Our faculty and staff are dedicated to providing an atmosphere that maximizes learning experiences.

Opportunities to interact with students and faculty abound within a dynamic health science center campus. We welcome you and stand ready to educate and prepare you for practice in a complex and culturally diverse environment.

Theora Evans, Ph.D., MPH, MSW

Associate Dean, College of Social Work

HISTORY

The University of Tennessee College Of Social Work was established in Nashville as the Nashville School of Social Work in 1942 in a consortium arrangement with Vanderbilt University, George Peabody College for Teachers, and Scarritt College. M.S.S.W. degrees were awarded through Vanderbilt University from 1944 through 1951. When the school became a part of The University of Tennessee, the school expanded to Memphis in 1951 and to Knoxville in 1958. Since 1973, the Office of the Dean has been in Knoxville. An associate dean administers each campus. In 1986, the UT School of Social Work became a college, and the name was changed to The University of Tennessee College of Social Work. The College now offers three degrees: **B.S.S.W., M.S.S.W., and Ph.D.**

MISSION

The College of Social Work is committed to advancing the mission of The University of Tennessee as the state's landgrant, flagship university, Thus the mission to provide a quality public education for the citizens of Tennessee through exemplary teaching, research, and service. The College of Social Work provides a professional social work education program that prepares undergraduate and graduate students for social work practice and doctoral level graduate students for social work research and academia. The educational mission of the college is accomplished by faculty committed to the use of teaching methods that support critical thinking and life-long learning. The college's research mission embraces interdisciplinary collaboration and scholarship that seeks to increase knowledge for the benefit of individuals, families, organizations, and communities. Community outreach services are ren Tennessee, with particular concern for improving life conditions and greater social justice for vulnerable populations.

ORGANIZATIONAL STRUCTURE

The CSW serves the state of Tennessee as the first and only Council on Social Work Education accredited M.S.S.W. program within the state. The University of Tennessee, CSW is a fully accredited graduate professional program granting the M.S.S.W. degree. The flagship program is on the Knoxville campus; Dr. Karen Sowers is Dean of the CSW. The College maintains a state-wide presence with three campuses:

Knoxville, Nashville, and Memphis. Each campus is managed by an associate dean. The statewide enrollment within the College totals approximately 500, with approximately a third of this number on each campus. The CSW is an academic program within The University of Tennessee Knoxville system. The Memphis M.S.S.W. program is located by formal agreement on The University of Tennessee Health Science Center (UTHSC) campus and participates fully in many aspects of campus life.

CURRICULUM

The M.S.S.W. curriculum is guided by four organizing principles that are integral to social work practice and values.

These are as follows:

- A. a commitment to work toward greater social and economic justice, particularly in response to the needs of vulnerable populations;
- B. an understanding of and appreciation for human diversity;
- C. practicing from a strengths perspective; and
- D. an appreciation of the importance of client empowerment.

These principles are embodied in the social work code of ethics and are integrated into all aspects of the curriculum.

The curriculum is designed so that students will develop expertise in working effectively with and on behalf of vulnerable populations. These populations include victims of institutional oppression and systemic poverty, as well as individuals, families, and groups experiencing developmental or situational crises and/or facing chronic problems in social functioning. Students are taught ethical and effective practice interventions that promote equality and justice at all systems levels. Educating masters' level social work students for competent and accountable practice with and on behalf of at-risk populations in the 21st century requires that the College of Social Work' s Master of Science in Social Work (M.S.S.W.) curriculum provide students with cutting-edge knowledge across client systems that are situated within a complex, multilayered, multicultural, ever-changing global community. The College began offering a new M.S.S.W. curriculum that is informed by state-of-the-art knowledge and grounded upon core social work values and ethics. The concepts of critical thinking, evidenced-based practice, complexity, culturally dered by faculty, staff, and students who seek to enhance the quality of life for people and human systems in affirming practice, social and economic justice, and at-risk populations permeate the new M.S.S.W. curriculum. The Master of Science in Social Work program seeks to prepare M.S.S.W. graduates to make demonstrable improvements in the quality of life of at-risk and vulnerable populations across individuals, families, groups, organizations, communities, and the state of Tennessee, the nation, and society. Accountable practice across client systems is conceptualized as informed by evidence-based knowledge of HBSE (Human Behavior in the Social Environment), policy, research, practice and field practicum, and as embedded within social work's focus on social and economic justice and its history, values, ethics and mission. Within this framework, ecological, person in environments, transactional (risk/resilience) developmental theories and perspectives of multicultural development and those of organizational processes and community practice represent essential, evidence-based knowledge for appropriate understanding of and practice with diverse client systems. Students use critical thinking and creativity to analyze,

evaluate and apply appropriate theories and research evidence when assessing and solving complex problems across diverse client systems. Students are taught social work assessment and interventions that culturally affirm clients, increase social and economic justice, empower client systems, make demonstrable improvements in quality of life, and create opportunities for the full expression and potential of at risk, oppressed or otherwise disadvantaged populations. Concepts of critical thinking, complexity, evidence-based and culturally affirming practice, social and economic justice, and at-risk populations permeate the curriculum and provide horizontal and vertical integration across the foundation and advanced curriculum.

Foundation content includes fundamental, evidence-based knowledge and skills that allow students to practice across client systems within a culturally affirming generalist social work context.

Students gain evidence-based knowledge of HBSE that prioritizes ecological, person-in-environment, developmental and transactional (risk and resilience) theories and perspectives; knowledge of processes that create and maintain subjugated and/or marginalized positions within society; basic social work practice skills that allow students to engage, assess and intervene across client systems in culturally affirming ways; research knowledge and skills that enable students to evaluate their own practice and the programs within which they work; knowledge and skills to analyze, formulate and influence social policies; knowledge of social work's unique history, mission, values and ethics, and critical thinking skills that form the foundation for the acquisition of all social work knowledge and skills.

Advanced content is both integrative and specialized. Advanced required content maintains hierarchical integration with foundation content but with increasing complexity, depth and breadth of knowledge and skills applied to increasingly complex situations and problems. Specialized advanced content allows students to choose focused areas upon which to concentrate and acquire specialized knowledge and skills. Concepts of critical thinking, culturally affirming practice, social and economic justice, evidence-based practice, as well as ecological, person-in-environment, transactional (risk/resilience) and developmental theories and perspective of multicultural development as well as those of organizational processes and community practice continue to provide integration but within a specialized area.

THE MASTER OF SCIENCE PROGRAM

Program Mission and Goals

The mission of the M.S.S.W. program is to be distinguished by our cutting-edge curriculum, informed by a state-of-the-art knowledge base and taught within the context of core social work values and ethics. To prepare our M.S.S.W. graduates for culturally affirming and informed practice in order to make demonstrable improvements in the quality of life for at-risk populations across individuals, families, groups, organizations, communities, and societies. In accordance with social work's ethical code and values, the components emphasized in this education and training include the following areas: sensitivity to the personal, social, economic and political needs of vulnerable, high-risk populations; client empowerment, advocacy for greater social justice, and challenging the oppression of minority populations; creation and dissemination of knowledge; critical thinking skills and the ability to evaluate social work practice; and development of a positive

professional identification and appreciation of the professional role.

The M.S. S. W. program goals are as follows:

- A. Graduates will apply advanced critical thinking skills in collaboration with and on behalf of individuals, families, groups, organizations, communities, and societies;
- B. Graduates will practice in accordance with social work values and ethics;
- C. Graduate will engage in practice that empowers clients and client;
- D. Graduates will practice in a culturally affirming manner that promotes social and economic justice with diverse populations as expressed through age, class, culture, disability, ethnicity, family structure, gender, relational status, national origin, race, religion, and sexual orientation; and
- E. Graduates will evaluate, synthesize and apply the best available research, knowledge, and skills for practice in collaboration with and on behalf of individuals, families, groups, organization, communities, and societies.

ADMISSION

The Masters of Science in Social Work (M.S.S.W.) is the only degree that the Memphis campus of the College of Social Work (CSW) offers. Applicants must apply simultaneously to both the UT Office of Graduate and International Admissions and the College of Social Work. Applications for both the College of Social Work and the UT Office of Graduate and International Admissions may be downloaded from the College's website www.csw.utk.edu or requested by contacting:

The University of Tennessee
Office of M.S.S.W. Admissions and Records
201 Henson Hall
Knoxville, TN 37996-3333
phone: (865) 974-3175
e-mail: jenscag@utk.edu

The completed College of Social Work application, a professional statement, and three reference forms should be returned to the Office of M.S.S.W. Admissions and Student Records. The completed UT Graduate Admissions application, a nonrefundable \$35 application fee, current Graduate Record Exam (GRE) scores, and official transcripts of all undergraduate, graduate, and extension work should be returned to:

The University of Tennessee
Office of Graduate and International Admissions
218 Student Services Bldg.
Knoxville, TN 37996-0220
phone: (865) 974 - 6541

Applications should be filed as early as possible. A minimum of six weeks should be allowed for completing the application process. If a personal interview is required, a College representative will contact the applicant for an appointment. The priority deadline for completed applications is *March 1* of the year in which admission is desired. The Graduate Record Exam should be taken by February 1 for scores to be received by the priority deadline.

ADMISSION REQUIREMENTS

Admission to the M.S.S.W. program is based on the following requirements:

- A. A bachelor's degree from an accredited college or university with:
 - a. preparation in the social sciences (at least three-fourths of the undergraduate work should be in the social sciences, humanities, physical sciences, and other liberal arts subjects);
 - b. a course in Human Biology; and
 - c. a liberal arts perspective (course work from at least four of these five areas: economics or mathematics; government, political science, or history; sociology or anthropology; psychology; philosophy, literature, or the arts).
- B. A cumulative GPA of 2.7 or higher on a 4.0 scale for the full-time and extended study programs and a cumulative GPA of 3.0 or higher for the advanced standing program.
- C. Personal qualifications acceptable for entrance into the professional practice of social work.
- D. Current scores from the general section of the GRE (Graduate Record Examination).

The College does not specify a minimum score for admission; the scores are considered within the context of total application materials. Preference is given to applicants with a 3.0 cumulative GPA or above in their undergraduate work and with substantial preparation in the social sciences. Applicants for the advanced standing program must have an undergraduate major in social work from a program accredited by the Council on Social Work Education in addition to a cumulative GPA of 3.0 or higher. After being admitted to the College of Social Work, students are asked to send a \$100 seating fee to the campus they will be attending. In the event the student is unable to attend school, the fee will be refunded if the College of Social Work is notified in writing at least sixty (60) days in advance of the first day of the entrance semester. Otherwise, the fee will be refunded when the student matriculates.

REGISTRATION

Students must officially register in order to attend classes. Registration occurs before the beginning of each semester. Dates and additional instructions for registering will be distributed to students at each campus at the appropriate time. Some steps in the registration process differ slightly at the three ca services the University offers in each locale. The Net ID and password necessary for registration, along with the first date students may register, can be obtained from the Office of the University Registrar according to the instructions in the letter of admission that students receive from the Office of Graduate and International Admissions. CPO (Circle Park Online) is the online registration and fee payment system used at The University of Tennessee. The intent is to make the registration process simpler and more efficient for students by eliminating much of the paperwork, long waiting lines, etc. All students of the College of Social Work must follow VOLXpress registration and fee payment instructions.

FINANCIAL ASSISTANCE

University Resources

Graduate students and applicants who wish to be considered for financial aid from the University should request the *Free Application for Federal Student Aid* (FAFSA) from the UT

Office of Financial Aid and Scholarships, which administers such funds including all loan programs and the Federal Work Study Program. The web site for this office provides additional information, including deadlines, forms; mailing addresses, etc. (<http://web.utk.edu/~finaid/> or finaid@utk.edu). Information about graduate fellowships are available at the Graduate Student Services web site (gsinfo@utk.edu). Applicants should apply for financial aid even if they have not yet been notified of their acceptance into the College of Social Work.

A. Loans

Students may apply for four types of loans: Federal Perkins Loan, University of Tennessee Loan, and subsidized or unsubsidized Stafford Student Loans. Additional information about the application process, possible loan amounts, etc., is available from the Office of Financial Aid and Scholarships (finaid@utk.edu).

B. Work-study

Work-study financial aid is awarded by the UT Office of Financial Aid and Scholarships and is based on the student's needs as determined from the financial aid forms submitted to the University. A maximum of ten hours per week may be worked during the periods classes are in session. Students may work more than fifteen hours per week during break periods if work is available.

C. Fellowships

College of Social Work graduate students may be considered for a Hilton A. Smith Graduate Fellowship. The Hilton A. Smith Fellowship includes a monthly stipend, tuition, and maintenance fees. Recipients are recommended by the department.

COLLEGE OF SOCIAL WORK RESOURCES

The College administers a limited number of scholarships, graduate assistantships, and paid field placements.

Academic achievement and/or financial need is considered in the selection of recipients. The criteria depend on the individual award. Further information is provided to applicants upon admission to the College.

A. Scholarships

The College of Social Work has a limited number of scholarships. Full information regarding eligibility requirements is distributed to students shortly after they are accepted into the program, usually in April of each year. This information is distributed to currently enrolled students at the same time. College of Social Work financial information forms are available from the associate dean's office on each campus. Awards are announced in mid-May each year.

B. Graduate Assistantships

Two to three graduate assistantships in the College are available on each campus yearly. Students work ten hours a week during the academic year and receive a monthly salary plus a waiver of tuition and fees. Information regarding assistantships accompanies the College scholarship information, and application is made in the same manner as for scholarships. Awards are made based on financial need and student skills.

C. Paid Field Placements

A limited number of paid field placements are available. These are awarded on the basis of need and interest in the practice area.

ACADEMIC PROGRAMS

Students are admitted to either the full-time, extended study, or advanced standing program. Application for admission to all three programs is completed through the regular admissions process. The admissions requirements above and the degree requirements below are the same for all three programs with the exceptions indicated for the advanced standing program. Admitted applicants or students who wish to transfer from fulltime to extended study or extended study to full-time will be placed on a waiting list for the program into which they wish to transfer. Application for such a transfer should be made by admitted applicants to the chair of the admissions committee and by enrolled students to the associate dean of the respective campus.

A. Advanced Standing Program

Advanced standing students complete the program (36 semester hours) in three (3) semesters of full-time study beginning summer term. Students complete SW 520 (Evidence-based Practice), SW 537 (Introduction to Psychopathology and Social Work Practice), SW 539 (Leadership Skills & Knowledge for Advanced Social Work Practice) during the summer term.

B. Full-time Program

The full-time program (60 semester hours) begins fall semester. Students complete the full-time program in two years, or four (4) semesters, of fulltime study. They complete the foundation curriculum during the first year and the concentration curriculum during the second year.

C. Extended Study Program

The extended study program (60 semester hours) allows students to complete the M.S.S.W. degree in three or four years depending on individual needs. The program begins fall semester. Students generally take two years to complete the foundation curriculum, which must be completed before the concentration curriculum is begun. The two semesters of the foundation field placement are completed during the second year of study. Students then complete the concentration curriculum based on a third or fourth year plan developed in conjunction with their major professors. If they choose the third year plan, they will complete the concentration curriculum in one year of full-time study. If they choose the fourth year plan, they will complete the concentration curriculum in two years of study.

Pre-planning of the individual program by the student in conjunction with the major professor is necessary to ensure that the recommended sequence of foundation and concentration courses is followed, that adequate field practice plans are made, and that, to the extent possible, the course of study takes into account the student's individual interests and career plans. Extended study students tend to require more time and effort in faculty advising and to need more consistent contact with their major professors than do other students, especially during their first two years in the program. Thus, the College's well-planned advising system for students is an important component of the extended study program.

FIELD PRACTICE

Students must have field placements/practicum or internships which provide direct experience in social work practice. About 60% of all students have a field placement in a health care setting; in many of these placements they work as colleagues with other UTHSC students. Other placements are in agencies in the fields of mental health, child welfare, aging, school social

work, corrections, immigration, substance abuse, and administration/management/planning.

ETHICAL ACADEMIC AND PROFESSIONAL CONDUCT

Students in a graduate program in social work are simultaneously entering academic and professional worlds.

Therefore, the norms of academia and professional social work practice must govern their behavior.

A. Academic Conduct

The purpose of the academic environment is to facilitate the acquisition of knowledge and the ability to think critically about knowledge. A degree, such as the M.S.S.W., is an assessment by the faculty that these purposes have been accomplished. On the positive side, this means that a student is committed to the full application of himself or herself to the pursuit of knowledge and to an understanding of its meaning. Conversely, plagiarism, or any other form of cheating, is inimical to this purpose and is grounds for disciplinary action, including dismissal from the program. Graduate students are expected to understand proper use of others' materials and referencing of them in written works and to comply with academic standards in this regard.

B. Professional Conduct

Students enrolled in The University of Tennessee College of Social Work program must conduct themselves in a professionally ethical manner toward clients, students, faculty, and staff. Professional conduct is expected at all times. The NASW Code of Ethics and The University of Tennessee Standards of Conduct serve as guidelines and standards for professional conduct both on and off-campus. Any act that would constitute unethical practice, professional misconduct, or violations of the law, whether committed in College-related activities or not, is grounds for disciplinary action, including dismissal from the program. The University of Tennessee College of Social Work, through its various faculties and appropriate committees, reserves the discretionary right to dismiss any student from the College for failure to maintain appropriate personal conduct or professional standards and ethics. Refer to the following documents for more information. UT CSW M.S.S.W. Field Practice Manual, *Hilltopics*, and NASW Code of Ethics. Identification of Professional Conduct Issues. There may be incidents which occur that appear to be serious violations of professional standards although they may not be specified as such in the NASW Code of Ethics. The nature of these incidents may be related to generally accepted standards of professional conduct in the field of Social Work.

C. Guidelines

The following guidelines are provided to assist students and faculty in identifying, evaluating, and addressing situations that may be considered professional misconduct. Should questions arise regarding a student's professional conduct, the appropriate faculty member (instructor or major professor) should engage student participation in the following process:

- a. The faculty member will discuss the incident(s) with the student and seek agreement with the student on the question of breach of professional standards.

Discussions should include consideration of the specific behavior involved and the surrounding circumstances. If appropriate, a plan for remediation should be developed and agreed upon.

- b. In the event that a plan of remediation is recommended, the faculty member will provide written documentation to include a description of the incident and the plan. Copies are to be provided to the student, the student's record, and the student's major professor.
- c. Further action may be necessary if agreement regarding the nature of the incident or the plan for remediation is not forthcoming. The faculty member may request consultation or may convene an academic committee if warranted in his or her professional judgment.
- d. The student, instructor, or major professor may initiate involvement of the student's academic committee in consideration of the question of misconduct and/or remediation plan.
- e. The committee may participate in determining if there was misconduct, developing the remediation plan, and/or considering whether additional disciplinary action should be taken. Academic committee involvement is required in instances where disciplinary action, including dismissal from the program, may result.
- f. The associate dean of the respective campus is to be notified of the plan/decision of the student's academic committee.

D. Student Appeal Process

Student grievances, concerning issues of academic or professional conduct, should be handled on an individual basis between the student and instructor, if possible. However, the student, the major professor, or one of the instructors may also request consideration of a concern by the student's academic committee. Recommendations of the committee are sent to the associate dean of the respective campus. Formal appeal procedures are of two types. One concerns academic matters such as grades or allegations of misconduct. Appeals on these matters are conducted according to procedures described in *Hilltopics*. The other type of appeal is related to interpretations of and adherence to University and College policies. These are conducted according to the Graduate Council Appeal Procedure. A complete statement of the Graduate Council Appeal Procedure is available from the Office of Graduate Student Services (gsinfo@utk.edu). Both types of appeal are discussed below.

a. Grade Appeals

To appeal a course grade a student must provide evidence purporting to show that his or her performance was unfairly assessed either because the instructor discriminated against him or her in identifiable ways or the instructor did not follow the evaluation methods identified in the course syllabus. An appeal based solely on a difference of opinion regarding the substance or quality of the student's performance is not a sufficient basis. Before beginning an appeal process,

the student has the right to consult his or her major professor regarding the following appeal procedure:

- i. A student is advised to begin the process by first appealing directly to the course instructor regarding the failing grade.
 - ii. If no resolution is reached, then the student may initiate the formal appeal process through a letter to the associate dean of the respective college.
 - iii. If the matter is not resolved, at the associate dean level, the student may then appeal in writing to the dean of the College of Social Work.
 - iv. If the matter is not resolved at the college level, the student may write an appeal letter to the Provost of The University of Tennessee with copies sent to the dean of the College of Social Work and the associate dean of the respective campus.
- b. **Graduate Council Appeal Procedure**

The following statements summarize the Graduate Council Appeal Procedure. The Graduate Council hears appeals only after they have been duly processed through the College. This means that a student must confer with the appropriate faculty member, major professor, and associate dean of the respective campus as well as the dean. If the matter is not resolved at any of these levels, the student may appeal to the Dean of Graduate Studies and the Graduate Council. An appeal to the Graduate Council is initiated by a letter from the student to the Dean of Graduate Studies with copies to the associate dean of the respective campus and the dean of the College. Students who have grievances should review procedures in *Hilltopics* and the Graduate Council Appeal Procedure.

E. Honor Code

The University of Tennessee is proud of its students' commitment to academic integrity and their pledge to abide by the Honor Statement found in *Hilltopics*. The cooperation of students and faculty members maintains this tradition of intellectual honesty. "Each faculty member," according to *Hilltopics* ("Academic Conduct"), "is responsible for defining, in specific terms, guidelines for preserving academic integrity in a course." The faculty member will discuss the importance of the Honor Statement, as it relates to both individuals and groups in each course, at either the first or second class meeting.

UT POLICY ON A DRUG-FREE CAMPUS AND WORKPLACE

The following statement is from the UT 2005-2006 Graduate Catalog (page 38): In support of the Drug-Free Workplace Act of 1988 (Public Law 100-690) and the Drug-Free Schools and Communities Act of 1989, The University of Tennessee is notifying all students, faculty, and staff of the following University policy approved by the UT Board of Trustees on 21 June 1990: It is the policy of The University of Tennessee to

maintain a safe and healthful environment for its students and employees. Therefore, University policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs ("controlled substances" as defined in the Controlled Substances Act, 21 U.S. C.812) and alcohol on University property or during University activities. Violation of this policy is grounds for disciplinary action-up to and including immediate discharge for an employee and permanent dismissal for a student. Federal and state laws provide additional penalties for such unlawful activities, including fines and imprisonment (21 U.S. C.841 et seq.; T.C.A. 39-6-401 et seq.). Local ordinance also provides various penalties for drug and alcohol-related offenses. The University is bound to take all appropriate actions against violators, which can include referral for legal prosecution or requiring the individual to participate satisfactorily in an approved drug use/alcohol abuse assistance or rehabilitation program. Aside from any University policy considerations, the use of illicit drugs and/or the abuse of alcohol may be harmful to your health. Individuals who are paid by The University of Tennessee from federal grants or contracts must notify the University of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. The University is, in turn, required to inform the granting or contracting agency of such, violation within ten days of the University's receipt of notification. Employees and their families needing treatment information should call their local Personnel Office, Employee Assistance Program, or the State of Tennessee Employee Assistance Program (800-468- 8369). Students needing treatment information should contact their campus Student Affairs Office, student health center or counseling center.

RESOURCES AND FACILITIES

ORIENTATION

Orientation is usually conducted during the week prior to the beginning summer and fall semesters. Students are introduced to the CSW Memphis campus facilities, current students, faculty, and staff. Orientation always includes a welcome from representatives of the UTHSC administration and presentations from student health and mental health services, library services, student government, Student Alumni Center activities and security.

PARKING

All students who park in UTHSC parking lots and garages are required to secure a hang-tag for their vehicle and to pay parking fees. Social Work students who park in Garage E (adjacent to the General Education Building) prior to 5:00 PM with or without a hang-tag will be charged an additional fee. Vehicles parked in Garage E after 5:00 PM displaying a valid hang-tag are not accessed an additional fee. These policies related to parking are subject to change; for the latest information regarding parking on The UTHSC contact Marilyn Knolls in the Parking Office (45 N. Manassas).

STUDENT HANDBOOKS

Hilltopics (www.utk.edu/hilltopics) is the student handbook for The University of Tennessee. The CSW also has a student handbook for its M.S.S.W. students, view it in its entirety on the College's website under the "prospective students" link at (www.csw.utk.edu). All students are strongly urged to review and reference *Hilltopics*. The publication provides students with guidelines, procedures, policies, and The University's academic calendar; reference the College's website for the CSW calendar of events at www.csw.utk.edu.

UT STUDENT INSURANCE

The University makes a group health insurance plan available to students. Students are encouraged to take advantage of this plan if they have no other hospitalization coverage. Although the plan is not as extensive as some, it does provide hospital coverage at a relatively low rate. Information is mailed by the company providing the insurance to the student's home. Information is also available from the Student Health Services (910 Madison Avenue, Suite 922).

A DIVERSE STUDENT BODY

The College of Social Work and The University of Tennessee actively seek students from different backgrounds and with different needs. The following services and programs are available to help meet the needs of these groups.

International Students

The University provides advanced educational opportunities for qualified students from many countries, as well as an active international organization and support service on the Knoxville campus.

Minority Students

The University Office of Minority Affairs is located in Knoxville at the Black Cultural Center. This office provides academic, educational, social and cultural programs to assist African American students. The Memphis campus hosts the Black Student Association which promotes cultural and ethnic awareness on campus and provides a support network for African American students. The College has a Minority Affairs Committee, comprised of faculty and students who organize programs and advise on minority issues. Each campus has a support group or mentoring group available to interested minority students. The College also hosts the UT chapter of the National Association of Black Social Workers (NABSW).

Students with Disabilities

The University Office of Disability Services organizes and provides essential support services for students, faculty, and staff with temporary or permanent disabilities. The College of Social Work itself has successfully accommodated the needs of students with a wide range of disabilities and is flexible in actively seeking adequate support for these students.

STUDENT GOVERNMENT

Casey Ratliff

SGA President 2010-11

Officers are elected each spring with additional representatives elected after the incoming first-year students arrive in the fall. The president serves as representative to the UTHSC Student Government Association Executive Council. Students are also represented on faculty standing committees at the Campus and College levels.

PHI ALPHA HONOR SOCIETY (EPSILON IOTA CHAPTER)

Phi Alpha Honor Society is a National Honor Society for Social work students. *"The purposes of Phi Alpha Honor Society are to provide a closer bond among students of social work and promote humanitarian goals and ideals. Phi Alpha fosters higher standards of training for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work."* Social Work students who have attained academic excellence, not only in

social but also in other academic areas, and have demonstrated a commitment to the standards, ethics and goals of the social work profession are candidates for membership.

Phi Alpha was formed on a National level in 1962 and there are presently over 50 chapters nationwide, including The University of Tennessee. The UT Chapter was founded in 1995.